



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 23 August 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 23 August 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
 - Cr Chris Grant 29 July 2022 to 26 September 2022, approved at Council 26 July 2022
 - Mayor Jan-Claire Wisdom (to be advised)
- 3.3. Absent

4. MINUTES OF PREVIOUS MEETINGS

Council Meeting – 26 July 2022

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

Special Council Meeting 9 August 2022

That the minutes of the special meeting held on 9 August 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
Nil
- 8.2. Deputations
Nil
- 8.3. Public Forum

9. PRESENTATIONS (by exception)

10. QUESTIONS ON NOTICE

- 10.1. Flammable aluminium composite external cladding panels (Cr Malcolm Herrmann)

11. MOTIONS ON NOTICE

- 11.1. Undergrounding of Power Lines Lobethal, Mt Torrens and Woodside (Cr Malcolm Herrmann)

12. ADMINISTRATION REPORTS – DECISION ITEMS

- 12.1. Community Development Grant 2022-2023 Recommendations
 - 1. *That the report be received and noted.*
 - 2. *That Council approve the awarding of Community Development Grants for 2022-2023 totalling \$37,270.00 as follows (refer to agenda)*
- 12.2. Community & Recreation Facility Grants 2022-2023 Recommendations
 - 1. *That the report be received and noted*
 - 2. *That Council approves the awarding of Community Recreation and Facility Grants for 2022-2023 totalling \$179,910.10 as follows (refer to agenda).*

12.3. Proposed Road Closure – Unmade public road Fidlers Hill Road Inglewood

1. *That the report be received and noted;*
2. *The land marked “A” in Preliminary Plan No. 22/0025 (known as the Road Land) be declared surplus to Council’s requirements;*
3. *That the Chief Executive, or his delegate, are authorised to negotiate with the owners of 9 Fidlers Hill Road, Inglewood for the sale and transfer of the piece marked “A” in Preliminary Plan No. 22/0025 for the sum of \$27,250 plus GST, together with all fees and charges associated with the road closure process;*
4. *Subject to agreement from the owner of 9 Fidlers Hill Road, Inglewood to purchase the Road Land for the sum of \$27,250.00 plus GST, to make a Road Process Order pursuant to the Roads (Opening & Closing) Act 1991 to close and merge the pieces of land identified as “A” in the Preliminary Plan No. 22/0025 attached to this report with Section 171 Hundred of Para Wirra comprised in Certificate of Title Volume 5426 Folio 204;*
5. *That upon the deposit of the Road Closure, the land will be excluded from the classification of Community Land and not be included in Council’s Community Land Register;*
6. *Council staff to provide advice to the new landowner on how to best manage the biodiversity values of the site. If Agreement is not reached with the owner of 9 Fidlers Hill Road to transfer the land, then the land will continue to be held by Council;*
7. *That the Chief Executive Officer is authorised to finalise and sign all necessary documentation to close and sell the above portion of closed road pursuant to this resolution.*

12.4. Preliminary End of Year Financial Results and Carry Forwards

1. *That the report be received and the preliminary end of year financial results for 2021-22 be noted.*
2. *That the Operating Initiatives Carry Forward projects from 2021-22 totalling an amount of \$144k of expenditure (Appendix 1 of this report) be approved for inclusion in the 2022-23 Budget.*
3. *That the Operating Grants Carry Forward amounts from 2021-22 totalling \$385k of Grant Income and \$145k of grant expenditure (Appendix 2 of this report) be approved for inclusion in the 2022-23 Budget.*
4. *That the Capital carry forward projects from 2021-22 totalling an amount of \$4.450m of expenditure and \$602k of income (Appendices 4 and 5 to this report) be approved for inclusion in the 2022-23 Budget.*
5. *That the additional budget requests and changes resulting in a decrease in \$717k in Operating Income and an increase of \$64k in Operating Expenditure (Appendix 6) be approved for inclusion in the 2022-23 Budget.*
6. *That the 2022-23 proposed Budgeted Uniform Presentation of Finances reflecting a revised budgeted Operating Surplus of \$676k before Capital Revenue and revised Net Borrowings of \$6.934m as summarised in Appendix 7 and 8 to this report be adopted.*

12.5. Draft Community & Recreation Facilities Framework

1. *That the report be received and noted*
2. *To receive and note the Community and Recreation Facilities Framework and Play Space Framework Community Engagement Outcomes Report contained in Appendix 5.*
3. *With an effective date on 1 July 2023, to adopt the draft Community and Recreation Facilities Framework, including the Community and Recreation Facilities Policy (Appendix 1), the Community and Recreation Facilities Service Levels (Appendix 2), the Community and Recreation Facility Guidelines (Appendix 3), and the Facility Maintenance Fund Guidelines (Appendix 4).*
4. *With an effective date on 1 July 2023, rescind the Sport and Recreation Policy.*
5. *That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the draft Community and Recreation Facilities Framework, including the Community and Recreation Facilities Policy (Appendix 1), the Community and Recreation Facilities Service Levels (Appendix 2), the Community and Recreation Facility Guidelines (Appendix 3), and the Facility Maintenance Fund Guidelines (Appendix 4) prior to the date of effect.*

12.6. Play Space Framework

1. *That the report be received and noted*
2. *To receive and note the Community and Recreation Facilities Framework and Play Space Framework Community Engagement Outcomes Report contained in Appendix 4.*
3. *To adopt the draft Play Space Framework, including the Play Space Policy (Appendix 1), the Guidelines for Maintenance and Upgrades of existing Play Spaces (Appendix 2) and the Service Levels for Play Spaces (Appendix 3) from 6 September 2022.*
4. *That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the draft Play Space Policy (Appendix 1), the Guidelines for Maintenance and Upgrades of existing Play Spaces (Appendix 2) and the Service Levels for Play Spaces (Appendix 3) prior to the date of effect.*

12.7. Draft Asset Management Plan – Community Wastewater Management Scheme 2023-2032 for public consultation

1. *That the report be received and noted*
2. *That Council approve the Draft Asset Management Plan Community Wastewater Management System 2023 - 2032 as contained in Appendix 1 for community consultation.*
3. *That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the Draft Asset Management Plan Community Wastewater Management System 2023 - 2032 prior to the consultation commencement.*

12.8. Policy Review – Disposal of Assets

1. *That the report be received and noted*
2. *With an effective date of 06 September 2022, to revoke the 10 October 2019 Disposal of Assets Policy and to adopt the 23 August 2022 Disposal of Assets Policy as per Appendix 1.*
3. *That the Chief Executive Officer be authorised to make any formatting, nomenclature, or other minor changes to the Policy as per Appendix 1 prior to the date of effect.*

12.9. Policy Review – Procurement

1. *That the report be received and noted*
2. *With an effective date of 06 September 2022, to revoke the 1 October 2019 Procurement Policy and to adopt the 23 August 2022 Procurement Policy as per Appendix 1.*
3. *That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the Policy as per Appendix 1 prior to the date of effect.*

12.10. Policy Review – Waste & Resource Recovery Services

1. *That the report be received and noted*
2. *With an effective date of 7 September 2022, to revoke the 27 March 2018 Waste & Resource Recovery Service Policy and to adopt the 23 August 2022 Waste & Resource Recovery Services Policy as per Appendix 1.*
3. *That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the 23 August 2022 Waste & Resource Recovery Services Policy as per Appendix 1 during the period of currency.*

12.11. Status Report – Council Resolutions Update

Refer to Agenda

13. ADMINISTRATION REPORTS – INFORMATION ITEMS

13.1. Circular Procurement Pilot Project Update

14. QUESTIONS WITHOUT NOTICE

15. MOTIONS WITHOUT NOTICE

16. REPORTS

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

17. REPORTS OF COMMITTEES

- 17.1. Council Assessment Panel – 10 August 2022
That the minutes of the CAP meeting held on 10 August 2022 as supplied, be received and noted.
- 17.2. Audit Committee - 15 August 2022
That the minutes of the Audit Committee meeting held on 15 August 2022 as supplied, be received and noted
- 17.3. CEO Performance Review Panel – 4 August 2022
That the minutes of the CEOPRP meeting held on 4 August 2022 as supplied, be received and noted.
- 17.4. Boundary Change Committee
Nil

18. CONFIDENTIAL ITEMS

- 18.1. 2022 CEO Performance & Remuneration Reviews
- 18.2. Acting and Substantive Chief Executive Officer Recruitment
- 18.3. East Waste Recycling Contract
- 18.4. East Waste Revised Annual Plan

19. NEXT MEETING

Tuesday 27 September 2022, 6.30pm, 63 Mt Barker Road, Stirling

20. CLOSE MEETING

Council Meeting/Workshop Venues 2022

DATE	TYPE	LOCATION	MINUTE TAKER
SEPTEMBER 2022			
Tues 6 September	Caretaker Provisions Commence from 12.00noon		
Tues 13 September	Workshop	Woodside	Nil
Wed 14 September	CAP	Stirling	Karen Savage
Tues 20 September	Professional Development	Stirling	Nil
Tues 27 September	Council	Stirling	Pam Williams
OCTOBER 2022			
Tues 11 October	Workshop	Woodside	Nil
Wed 12 October	CAP	TBA	Karen Savage
Thurs 13 October	CEOPRP	Stirling	TBA
Mon 17 October	Audit	Stirling	TBA
Tues 18 October	Professional Development	Stirling	Nil
Tues 25 October	Council	Stirling	Pam Williams
NOVEMBER 2022			
New Council mid November 2022			
TBA	Workshop	Woodside	N/A
TBA	CAP	TBA	Karen Savage
TBA	Professional Development	Stirling	N/A
TBA	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 confirmed)

DATE	LOCATION
Tues 30 August 2022	Bridgewater Football Club

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

8.3 PUBLIC FORUM

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

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

Item 4 Minutes of Council

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 26 JULY 2022
63 MT BARKER ROAD STIRLING**

In Attendance

Presiding Member: Mayor Jan-Claire Wisdom

Members:

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

In Attendance:

Andrew Aitken	Chief Executive Officer
Terry Crackett	Director Corporate Services
Peter Bice	Director Infrastructure & Operations
Melissa Bright	A/Director Development & Regulatory Services
David Waters	Director Community Capacity
Lachlan Miller	Executive Manager Governance & Performance
Jennifer Blake	Manager Communications, Engagement & Events
Ashley Curtis	Manager Civil Services
Pam Williams	Minute Secretary

1. COMMENCEMENT

The meeting commenced at 6.31pm.

2. OPENING STATEMENT

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

**ADELAIDE HILLS COUNCIL
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3. Apology

Cr John Kemp

3.1 Leave of Absence

Moved Cr Ian Bailey

S/- Cr Nathan Daniell

177/22

- 1 That a Leave of Absence from all duties of office be granted to Cr Chris Grant from 29 July 2022 to 26 September 2022.**
- 2 That any committee, panel or advisory group membership currently held by Cr Chris Grant be undertaken by the Deputy during the leave of absence.**

Carried Unanimously

3.2 Absent

Nil

4. MINUTES OF PREVIOUS MEETINGS

4.1 Council Meeting – 28 June 2022

Moved Cr Malcolm Herrmann

S/- Cr Mark Osterstock

178/22

That the minutes of the Ordinary Council meeting held on 28 June 2022 as supplied, be confirmed as an accurate record of the proceedings of that meeting.

Carried Unanimously

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 26 JULY 2022
63 MT BARKER ROAD STIRLING**

5. DECLARATION OF CONFLICT OF INTEREST BY MEMBERS OF COUNCIL

5.1 Perceived Conflict of Interest, Mayor Jan-Claire Wisdom, Item 12.6, Nomination for GAROC Members

Under Section 75A of the *Local Government Act 1999* Mayor Jan-Claire Wisdom disclosed a Perceived Conflict of Interest in Item 12.6, Nomination for GAROC Members, the nature of which is as follows:

- I will be nominating for a position on GAROC

Mayor Jan-Claire Wisdom intends to leave the meeting when this item is discussed.

6. PRESIDING MEMBER'S OPENING REMARKS

The Mayor welcomed guests from Adelaide Hills Rally and Adelaide Hills Tourism.

7. QUESTIONS ADJOURNED/LYING ON THE TABLE

7.1 Questions Adjourned

Nil

7.2 Questions Lying on the Table

Nil

8. PETITIONS/DEPUTATIONS/PUBLIC FORUM

8.1 Petitions

Nil

8.2 Deputations

8.2.1 Adelaide Hills Rally – Andrew Admiraal

8.3 Public Forum

Nil

9. PRESENTATIONS

9.1 Adelaide Hills Tourism Update – James Sellers & Tanya Jarman

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10. QUESTIONS ON NOTICE

10.1 Short Term Tourist Accommodation – Cr Kirsty Parkin

- 1) How much tourist accommodation is currently available in the Adelaide Hills Council?
- 2) What planning guidelines, at any level of government, govern the creation and/or conversion of new accommodation by both businesses and private homeowners? Could we have an explanation of any limitations within these guidelines which inhibit creation of accommodation within the Adelaide Hills Council District?

Response from David Waters, Director Community Capacity

Tourist accommodation in the Adelaide Hills Council district, and indeed the broader Adelaide Hills tourism region, takes many forms. It comprises a mix of boutique hotels, a small number of motels, caravan parks and a number of high-end exclusive offerings.

In recent years there has been an increase in the provision of accommodation ancillary to existing eco and agri-tourism operations. For instance, a number of wineries have, or are actively looking into, providing accommodation on site. There are numerous bed and breakfast style accommodations, some of which have specific approval for use for that purpose and others which may not require approval because the accommodation is provided under the same roof as an existing dwelling and it is reasonably incidental to the residential use. And of course there is the immeasurable accommodation provided at home to visiting friends and relatives (VFRs), the region's largest visitor market. As a consequence it is not possible to indicate precisely how much tourism accommodation is available in the Council district.

The recently revised South Australian Regional Visitor Strategy (RVS) identifies a need to improve the quality of regional tourism accommodation, but not necessarily the supply of tourism accommodation. The Adelaide Hills tourism region is, and indeed is promoted as, a 'short drive' tourism destination, meaning that it is a short drive from the state capital (and port of entry for most tourists). As such, overnight stays will always be a relatively small percentage of total visits to the region.

The RVS says that overnight stays as a percentage of total visits to the region are 12% and a significant portion of this is likely to be VFRs staying with the people they know. Occupancy rates (average over the whole week) for bookable accommodation is 58% (compared with a statewide regional average of 51%).

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The strategic focus therefore is not so much on driving the development of more accommodation but encouraging the upgrade of existing accommodation. New accommodation is encouraged which is ancillary to other existing tourism experiences. The RVS set a modest target of 16 new rooms and 22 room upgrades for the Adelaide Hills region (from 2020 to 2025). The December 2021 RVS Progress Snapshot indicated that the new room target had already been exceeded, with 54 new rooms created. Occupancy rates remain similar at 60%.

People looking to provide short term accommodation in most cases need development approval, either for the change of use of their property and/or the built development itself. The Planning and Design Code (the Code) captures the various accommodation offerings (i.e. Airbnb, bed and breakfast, cabin or serviced apartment, etc.) under the 'tourist accommodation' definition.

The Code also outlines the procedural pathways and performance assessment criteria Council must consider when undertaking an assessment for this form of development. The introduction of the Code has largely reduced the procedural burden for tourist accommodation in most Zones across our Council area (i.e., no longer a 'non-complying development'). In addition, through corresponding Desired Outcomes and relevant Performance Assessment Criteria the Code provides increased scope for appropriate tourist accommodation to be supported, for example within township main streets or in association with an existing primary production enterprise.

The impact of this policy change for the latter example is articulated well by the development application data received between 2016 and 2022. A review of the data reveals that the number of tourist accommodation applications in our primary production zone have increased by 500% (12) in the one year following the introduction of the Code on 19 March 2021. This compares with an annual average of 2.4 applications from 2016 to 2020.

While on the surface these numbers are encouraging from an industry perspective, there are challenges in setting up this sort of business in the Council area, with issues ranging from managing the interface with primary production (land use conflicts), environmental sensitivity (water catchment and native vegetation) and high hazard risk (bushfire) which can be restrictive.

Bushfire risk is a particularly challenging area to manage, and one example that illustrates this well is the emergence of glamping and small cabins as a sought-after accommodation offering. The CFS working with councils in the Mount Lofty Ranges have been encouraging applicants for this type of accommodation to find suitable solutions to mitigate the risks of bringing tourists into a high bushfire risk area.

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Having navigated the Planning process applicants are then required to obtain Building Rules Consent (BRC). The BRC is achieved through compliance with the National Construction Code (NCC) which provides the minimum level of acceptance in relation to tourism accommodation buildings, where structural, fire safety, plumbing, health, amenity, access, egress, sustainability and accessibility requirements need to be met to ensure safe occupation. While applicants may put forward solutions to achieve conditional Planning Consent, the result is often seen by the applicant to be cost prohibitive once costings are progressed and additional BRC conditions are included.

Meeting requirements of the NCC can be difficult and costly, depending on the geographical location and whether tourist accommodation is proposed in a new building or seeks to retrofit an existing one. Using the latter example, the NCC's accessibility standards can be difficult to achieve, as it requires not only that appropriate access into the building is provided but this extends to access in and around the building including toilet and shower facilities, which may not be possible without major structural alterations.

So while recent regulatory changes have in principle made tourist accommodation a more acceptable form of land use within the Council Area, there are still many considerations for an applicant to weigh up in order to understand whether the tourist accommodation they are proposing is viable.

Additional approval is also required for various standards relating to facilities and amenities often associated with short term accommodation including:

- rainwater for guests, under the *Safe Drinking Water Regulations 2012*
- swimming pools or spa pools available for guests use, under the *South Australian Public Health (General) Regulations 2013*
- handling or supplying food under the *Food Act 2001*.

10.2 Lobethal Bushland Park Response from State Government – Cr Malcolm Herrmann

Has the Minister replied to the Council resolution 12.8 dated 26 April 2022?

Response - A letter was sent to Hon Susan Close by Mayor Wisdom dated 05 May 2022 as per the Council Resolution on 26 April 2022 (see *Appendix 2*). A response dated 20 June 2022 has been received from the Hon Susan Close, Minister for Climate, Environment & Water, (see *Appendix 3*). This information was distributed by Mayor Wisdom via email to all Council Members on 21 June 2022.

Council Staff have also been in contact with a number of interested stakeholders to clarify the new Minister's position outlined in the letter. This included members of the Friends of Lobethal Bushland Park Group and relevant Landscapes Board Staff.

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11. MOTIONS ON NOTICE

11.1 Campbelltown City Council Boundary Reform Proposal Oversight by S41 Committee – Cr Mark Osterstock

Moved Cr Mark Osterstock

S/- Cr Nathan Daniell

179/22

1. That in the event that the Local Government Boundaries Commission, following their consideration of Campbelltown City Council's (CCC) Stage 2 submission, determines to inquire into the proposal further, pursuant to the provisions of Section 41 of the Local Government Act 1999, Council resolves that it will establish a Committee of Council to be known as the Boundary Change Committee.
2. The objectives for the Committee will be to oversee (including yet not limited to Council's response to the proposal) and advise Council of any actions that the Committee deems appropriate in responding to the proposal.
 - 2.1 The Committee will comprise 5 elected members, including the Mayor, one being the Presiding Member.
 - 2.2 The Committee may co-opt, or make use of the services of any other person (in an advisory capacity) for the purpose of investigating or deliberating on any specific matter or on any other temporary basis.
 - 2.3 A budget allocation of \$10,000 (exclusive of GST), will be made to enable the Committee to seek external advice in order to assist the Committee in fulfilling its objectives.
 - 2.4 The Chief Executive Officer will allocate appropriate human resources to ensure that reports, agendas, notices of meetings and minutes of the Committee are recorded and managed in accordance with legislative compliance requirements. Other professional human resources will be allocated as required. Any Council employee attending will have no voting rights.
3. That the Chief Executive Officer prepare Terms of Reference (TOR) for Council's consideration, that incorporates the aforementioned, in order to facilitate the Committee's establishment.
4. That upon Council receiving advice from the Local Government Boundaries Commission that it has determined to inquire into the CCC proposal further, the Chief Executive Officer will prepare a report, incorporating TOR, facilitating the establishment of the Committee, to be presented to Council as soon as practicable and if this requires a Special Meeting of Council, a Special Meeting of Council is authorised.

Carried

**ADELAIDE HILLS COUNCIL
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DIVISION

Cr Mark Osterstock called for a division.

The Mayor set aside the ruling.

In the affirmative (9)

Councillors Herrmann, Osterstock, Parkin, Stratford, Mudge, Grant, Green, Boyd and Daniell

In the negative (2)

Councillors Gill and Bailey

On the basis of the results of the division, the Mayor declared the motion **Carried**

11.2 Speed Limit Review Cudlee Creek – Cr Malcolm Herrmann

Moved Cr Malcolm Herrmann

S/- Cr Pauline Gill

180/22

That the CEO writes to the Chief Executive Officer, Department of Infrastructure and Transport (DIT) requesting DIT to undertake a review of the speed limit on Gorge Road, Cudlee Creek between the intersection with Prairie Road and the intersection with Cudlee Creek Road, and approximately 200m southeast of the intersection with Cudlee Creek Road and approximately 200m on the Cudlee Creek Road, but concentrating on the area in the vicinity of the intersection with Redden Drive.

Carried unanimously

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12. OFFICER REPORTS – DECISION ITEMS

12.1 Support for Road Closures 2022 Adelaide Hills Rally

Moved Cr Mark Osterstock
S/- Cr Linda Green

181/22

Council resolves:

1. That the report be received and noted.
2. That, in relation to the 2022 Adelaide Hills Rally, Council supports the event contingent on the organisers, to the satisfaction of the Chief Executive Officer:
 - a. Complying with Council's *Festivals and Events Policy – Guideline No. 1 for Competitive Motoring Events*
 - b. Providing evidence of satisfactory insurance to cover any damage to third party property caused by the event
 - c. Entering into a road repair agreement with Council to cover any rectification works required as a result of damage caused by the event
 - d. Providing confirmation that the affected business owners are aware of the road closures
 - e. Providing written confirmation that the concerns raised by affected residents and businesses have been addressed (noting that not all concerns can necessarily be addressed to the satisfaction of all residents and businesses) and that the event organisers will make their best endeavours to arrange for egress and ingress to those properties within the event where possible where a pressing need has been advised in advance
 - f. Written confirmation from the organisers that they will erect advance notice of road closures on the affected roads, at least three weeks prior to the event
 - g. Providing evidence of satisfactory procedures for enabling emergency services access to properties on the event route at all times.
3. That subject to the requirements of Item 2. being undertaken, Council provides consent for road closure orders in relation to Stage 2 of the event, to be held on Saturday 22 October 2022 as follows:
 - a. Charligate Stage (Charleston)
Closure 10:30am – 4:00pm
Harrison Road, Kings Road, Burnley Road, Teakles Road, Lewis Road, Bell Springs Road and Warmington Run closed – from Quarry Road to Hollows Road (then continued into Mount Barker District Council)

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- b. **Blumberg Creek Stage (Mt Torrens and Birdwood)**
Closure 10:00am – 3:30pm
(From Mid-Murray Council) Hanham Road, McVitties Road, Number Four Road and
Burton Road closed – from R Hicks Road to Onkaparinga Valley Road.

- 4. **That the Council confirms that the Chief Executive Officer may use existing powers under delegation to consider, and determine whether or not to provide consent to, any proposals for changes to the road closures in the lead up to the event, so long as the overall scope of the event road closures remains similar to the proposal described above.**

Carried

With Leave of the Meeting, Item 12.12 was brought forward on the agenda.

12.12 Policy Review – Festivals and Events

Moved Cr Linda Green
S/- Cr Chris Grant

182/22

Council resolves:

- 1. **That the report be received and noted.**

- 2. **To undertake public consultation on the draft July 2022 *Festivals and Events Policy* and the CEO prepares a report for Council.**

Carried unanimously

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12.2 Parking Time Limit adjacent Stirling Hospital

Moved Cr Mark Osterstock
S/- Cr Pauline Gill

183/22

Council resolves:

- 1. That the report be received and noted**
- 2. To retain the current parking restrictions in the vicinity of the Stirling Hospital and to monitor the situation while managing parking controls as per normal operational practices.**

Carried unanimously

12.3 S221 Permit CFS Last Refuge Signage within Council

Moved Cr Malcolm Herrmann
S/- Cr Chris Grant

184/22

Council resolves:

- 1. That the report be received and noted**
- 2. To issue a Section 221 (Road Rent) Permit to the SA Country Fire Service, in accordance with the provisions of the *Local Government Act 1999*, which is sought for the occupation of portion of road reserves located adjacent to Houghton Oval, Kersbrook Oval, Birdwood Oval, Mount Torrens and Gumeracha Ovals for the purposes of the installation of CFS "Bushfire Last Resort Refuge" signage.**
- 3. To authorise the Chief Executive to finalise and sign all necessary documentation pursuant to this resolution.**

Carried unanimously

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12.4 Youth School Holiday Program Driver Education – Proposed Temporary Road Closures

Moved Cr Ian Bailey
S/- Cr Kirsty Parkin

185/22

Council resolves:

- 1. That the report be received and noted**
- 2. To, pursuant to Section 33(1) of the *Road Traffic Act 1961* and Clause G of the Instrument of General Approval of the Minister dated 22 August 2013:**
 - a. Declare that the Driver Education Program that is to take place on Newman Road, Charleston is an event to which Section 33 of the *Road Traffic Act 1961* applies.**
 - b. Make an order directing that a section of Newman Road, Charleston, between Five Lanes Road and Lewis Road, be closed to traffic for the period between 9.00am and 6.00pm on Wednesday 12 October 2022, and 9.00am and 6.00pm Wednesday 26 April 2023.**
 - c. Make an order directing that persons taking part in the event be exempt from the duty to observe the Australian Road Rules Rule 238 (Pedestrians travelling along a road).**
 - d. To make an order directing that all vehicles except emergency and participant vehicles and local residents living at the named section of Newman Road, be excluded from the closed section of road for the period of the closure.**

Carried unanimously

8.24pm Cr Mark Osterstock left the Chamber

8.27pm Cr Mark Osterstock returned to the Chamber

**ADELAIDE HILLS COUNCIL
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12.5 Service Review - Civil Services Maintenance

Moved Cr Linda Green
S/- Cr Leith Mudge

186/22

Council resolves:

1. That the report be received and noted
2. To receive and note the *Service Review 2021-22 – Civil Service Maintenance Function Report*, as contained in Appendix 1.
3. To adopt the *Service Review 2021-22 – Civil Service Maintenance Function – draft Action Plan*, containing the Service Review recommendations, management responses and agreed actions, as contained in Appendix 2
4. To note that that the implementation status of the agreed actions will be reported to Council on a biannual basis, nominally March and August.

Carried unanimously

12.6 Nomination for GAROC Members - Method of Voting

Moved Cr Nathan Daniell
S/- Cr Ian Bailey

187/22

Council resolves:

1. That the report be received and noted
2. To determine that the method of selecting a Council Member to be nominated for the Greater Adelaide Regional Organisation of Councils be by an indicative vote utilising the process set out in this Agenda report.
3. To adjourn the Council meeting for the purposes of seeking nominations for and, if necessary, conducting an indicative vote to determine the preferred person for nomination for the Greater Adelaide Regional Organisation of Councils and for the meeting to resume once the results of the indicative vote have been declared.

Carried unanimously

**ADELAIDE HILLS COUNCIL
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8.35pm The Council Meeting adjourned

8.39pm The Council Meeting resumed

8.39pm Mayor Jan-Claire Wisdom declared a Perceived Conflict of Interest at Agenda Item 5 'Declaration of Interest by members of the Council' in relation to Item 12.6 and left the Chamber

8.39pm Deputy Mayor Cr Nathan Daniel assumed the Chair

12.6.1 Nomination for GAROC Members - Nomination

Moved Cr Ian Bailey

S/- Cr Linda Green

188/22

Council resolves to endorse the nomination of Mayor Jan-Claire Wisdom for the Greater Adelaide Regional Organisation of Councils and authorise the Chief Executive Officer to lodge the completed nomination form to the Local Government Association by COB 19 August 2022.

Carried unanimously

8.40pm Cr Kirsty Parkin left the Chamber

8.40pm Cr Ian Bailey left the Chamber

8.41pm Mayor Jan-Claire Wisdom returned to the Chamber and resumed the Chair

8.41pm Cr Kirsty Parkin returned to the Chamber

12.7 Nomination for LGA President

Moved Cr Nathan Daniell

S/- Cr Malcolm Herrmann

189/22

Council resolves that the report be received and noted.

Carried unanimously

8.41pm Cr Ian Bailey returned to the Chamber

**ADELAIDE HILLS COUNCIL
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12.8 2021-22 CEO Performance Targets Final Outcome

Moved Cr Mark Osterstock
S/- Cr Kirsty Parkin

190/22

Council resolves:

1. That the report be received and noted
2. That the CEO has achieved the following status in relation to the CEO Performance Targets 2021-2022:

Target 1: New Council website and e-services – Completed

Target 2: Service Review – Completed July 2022

Target 3: Fabrik Activation – Completed

Target 4: EOI: Development of 'Free' Camping Sites – Completed

Target 5: Cat Confinement Community Education – Completed

Target 6: Library Services Strategic Plan – Completed

Carried unanimously

12.9 Proposed CEO Performance Targets 2022-2023

Moved Cr Chris Grant
S/- Cr Mark Osterstock

191/22

Council resolves:

1. That the report be received and noted
2. To adopt the 2022-23 CEO Performance Targets as per *Appendix 1* and summarised below.

Target 1 – Fabrik Redevelopment

Target 2 – User Pays Bin Collection Study

Target 3 – Savings Strategies

Target 4 – Gumeracha Library Upgrade

Target 5 – New Dog and Cat Facility

Target 6 – Central Irrigation System

Target 7 – Unformed Roads Review

Carried unanimously

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12.10 Policy Review – Models for Major Development

Moved Cr Kirsty Parkin
S/- Cr Kirrilee Boyd

192/22

Council resolves:

1. That the report be received and noted
2. That with an effective date of 9 August 2022, to revoke the 24 July 2018 *Provision of Physical Models or Other Visual Representation tools for Major Development Proposals which require Public Notification Policy* and to adopt the 26 July 2022 draft *Models for Major Development 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 26 July 2022 draft *Models for Major Development Policy* prior to the effective date.

Carried unanimously

12.11 Policy Review – Public Transport

Moved Cr Mark Osterstock
S/- Cr Leith Mudge

193/22

Council resolves:

1. That the report be received and noted
2. That with an effective date of 9 August 2022, to revoke the 28 February 2017 *Public Transport Policy* and to adopt the revised 26 July 2022 *Public Transport Policy (draft)* as per *Appendix 1*.
3. That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the *Public Transport Policy (draft)* prior to the effective date.

Carried unanimously

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12.12 Policy Review – Festivals and Events

This item was considered earlier in the meeting.

12.13 Policy Review – Internal Review of Council Decisions

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

194/22

Council resolves:

- 1. That the report be received and noted.**
- 2. With an effective date of 9 August 2022, to revoke the 26 November 2019 *Internal Review of Council Decision Policy* and to adopt the 26 July 2022 *Internal Review of Council Decision Policy* as per Appendix 1.**
- 3. That the Chief Executive Officer be authorised to make any legislative, formatting, nomenclature or other minor changes to the 26 July 2022 Internal Review of Council Decision Policy as per Appendix 1 prior to the effective date.**

Carried unanimously

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

Moved Cr Nathan Daniell
S/- Cr Ian Bailey

195/22

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	Declared COI
22/06/2021	Ordinary Council	147/21	Event Opportunity SANTOS TDU 2022	Nil
24/05/2022	Ordinary Council	127/22	Public Art Strategy	Nil
28/06/2022	Ordinary Council	151/22	Draft Hut Community Centre Inc Funding Agreement 2022	Nil
28/06/2022	Ordinary Council	153/22	Adoption of Fees & Charges 2022-23	Nil
28/06/2022	Ordinary Council	160/22	Policy Review - Flags	Nil

Carried unanimously

13. OFFICER REPORTS - INFORMATION ITEMS

13.1 Q4 2021-22 Council Performance Report

Moved Cr Malcolm Herrmann
S/- Cr Kirsty Parkin

196/22

Council resolves that the report be received and noted.
sss

Carried unanimously

**ADELAIDE HILLS COUNCIL
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14. QUESTIONS WITHOUT NOTICE

- Cr Mark Osterstock – OTR Development Application
- Cr Linda Green – Library Van Update
- Cr Malcolm Herrmann – Update on Amy Gillett Bikeway & Adelaide Hills War Memorial Swimming Centre

15. MOTIONS WITHOUT NOTICE

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

15.1 Council Performance Report Notification to Public

**Moved Cr Kirsty Parkin
S/- Cr Pauline Gill**

197/22

That the Quarterly Council Performance Report containing all its current Key Performance Indicators and Strategic Goal updates be added to the email sent to subscribers of the Adelaide Hills newsletter every quarter.

Carried unanimously

16. REPORTS

16.1 Council Member Function or Activity on the Business of Council

Cr Malcolm Herrmann

- 4 July, Inspection of proposed Natural Ground, Kersbrook
- 17 July, Mid Torrens Catchment Board, Cudlee Creek
- 22 July, Community Centenary Celebrations, Gumeracha District SM Hospital

Cr Linda Green

- 22 July, Community Centenary Celebrations, Gumeracha District SM Hospital

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

Cr Linda Green

- 15 June & 23 June, East Waste meetings

16.3 CEO Report

Andrew Aitken, CEO, provided Council with a verbal Corporate Update, available via www.ahc.sa.gov.au , including:

- Plastics Recycling
- Bus Shelter renewal
- Lobethal Bushland Park Lookout
- Heathfield Resource Recovery Centre
- Mylor Sherry Park
- Bushfire Recovery Revegetation Project
- Footpath & Kerb renewals
- Aldgate public toilets and carparking
- Crafers Pocket Park
- Community Centenary Celebrations, Gumeracha Hospital

17. REPORTS OF COMMITTEES

17.1 Special Council Assessment Panel – 30 June 2022

Moved Cr Nathan Daniell

S/- Cr Kirrilee Boyd

198/22

That the minutes of the Special Council Assessment Panel meeting of 30 June 2022 as distributed, be received and noted.

Carried unanimously

17.2 Audit Committee

Nil

**ADELAIDE HILLS COUNCIL
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17.3 CEO Performance Review Panel – 21 July 2022

Moved Cr Mark Osterstock
S/- Cr Chris Grant

199/22

That the minutes of the CEO Performance Review Panel meeting of 21 July 2022 as distributed, be received and noted.

Carried unanimously

18. CONFIDENTIAL ITEMS

Nil

19. NEXT ORDINARY MEETING

The next ordinary meeting of the Adelaide Hills Council will be held on Tuesday 23 August 2022 from 6.30pm at 63 Mt Barker Road, Stirling.

20. CLOSE MEETING

The meeting closed at 9.45pm.

**ADELAIDE HILLS COUNCIL
MINUTES OF SPECIAL COUNCIL MEETING
TUESDAY 9 AUGUST 2022
36 NAIRNE ROAD WOODSIDE**

In Attendance

Presiding Member: Mayor Jan-Claire Wisdom

Members:

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

In Attendance:

Andrew Aitken	Chief Executive Officer
Terry Crackett	Director Corporate Services
Peter Bice	Director Infrastructure & Operations
Natalie Armstrong	Director Development & Regulatory Services
David Waters	Director Community Capacity
Lachlan Miller	Executive Manager Governance & Performance

1. COMMENCEMENT

The special meeting commenced at 7:38 pm

2. OPENING STATEMENT

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

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

3.1 Apology

- Cr Chris Grant Leave of Absence 29 July to 26 September 2022 inclusive, approved at Council 26 July 2022

3.2 Absent

Nil

4. DECLARATION OF CONFLICT OF INTEREST BY MEMBERS OF COUNCIL

4.1 Material Conflict of Interest, Mayor Jan-Claire Wisdom, Item 6.1 Establishment of a Boundary Change Committee

Under Section 74 of the *Local Government Act 1999* Mayor Jan-Claire Wisdom disclosed a Material Conflict of Interest in Item 6.1 Establishment of a Boundary Change Committee the nature of which is as follows:

- According to Division 3, Sub-division1, Section 73 of the SA LGA Act 1999, I declare a Material conflict whereby I might directly or indirectly gain a benefit or suffer a loss in relation to Item 6.1 on tonight's agenda concerning the establishment of a Boundary Change Committee.

I am the co-owner of a property at Buchanan Drive, Woodforde, being part of the Hamilton Hill development and which will form part of a Boundary Change Inquiry should Campbelltown City Council resolve to progress their claim in the future.

I will deal with this conflict by excusing myself from the debate at Agenda Item 6.1, ask the deputy Mayor to preside over the meeting, and I will leave the meeting until the chamber moves into Informal Gathering mode when I will return, and then leave again when the Council meeting reconvenes. I will therefore not be seeking election to this proposed Committee at least during this Council's current term.

Mayor Jan-Claire Wisdom intends to leave the Chamber when this item is discussed.

**ADELAIDE HILLS COUNCIL
MINUTES OF SPECIAL COUNCIL MEETING
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5. PRESIDING MEMBER'S OPENING REMARKS – Mayor Jan-Claire Wisdom

I advise Council that a Code of Conduct for Council Members complaint has been received. I am currently seeking further information in relation to the complaint and, when received, I will make a determination under clause 4.9 of the Code of Conduct Complaint Handling Procedure as to whether the alleged conduct is behaviour which falls under Part 2 of the Code. Once that determination I made, I will consider the most appropriate manner in which to deal with the complaint in accordance with the provisions of the Procedure and, where applicable, Council's Caretaker Policy.

Consistent with clause 4.16 of the Procedures I am bringing the existence of the complaint to Council's attention but I will not be providing details of the allegations or parties involved at this point in time.

6. BUSINESS OF THE MEETING

7.42pm Mayor Jan-Claire Wisdom declared a Material Conflict of Interest at Item 4.1, and left the Chamber.

6.1 Establishment of a Boundary Change Committee

Moved Cr Mark Osterstock
S/- Cr John Kemp

200/22

Council resolves:

1. That the report be received and noted.
2. To adopt the draft *Boundary Change Committee Terms of Reference*, as contained in Appendix 4 with a change to clause 5.1.1. to remove the reference to the Mayor and replace with the Deputy Mayor and to authorise the CEO to make any minor amendments recommended by Council's legal advisers.

Carried Unanimously

**ADELAIDE HILLS COUNCIL
MINUTES OF SPECIAL COUNCIL MEETING
TUESDAY 9 AUGUST 2022
36 NAIRNE ROAD WOODSIDE**

6.1.1 Establishment of a Boundary Change Committee – Method of Voting

**Moved Cr Malcolm Herrmann
S/- Cr Kirsty Parkin**

201/22

- 1. To determine that the method of selecting the Boundary Change Committee Members to be by an indicative vote to determine the preferred persons for the four (4) Committee Member positions, and the Presiding Member position utilising the process set out in this Agenda report.**
- 2. To adjourn the Council meeting for the purposes of seeking nominations for and, if necessary, conducting an indicative vote to determine the preferred persons for the Boundary Change Committee Member roles and for the meeting to resume once the results of the indicative vote have been declared.**

Carried Unanimously

6.1.2 Establishment of a Boundary Change Committee – Membership

**Moved Cr Mark Osterstock
S/- Cr John Kemp**

202/22

- 1. To appoint Deputy Mayor Nathan Daniell, Cr Kirsty Parkin, Cr John Kemp, Cr Mark Osterstock and Cr Ian Bailey as Members of the Boundary Change Committee for a term to commence from 9 August 2022 and conclude at the conclusion of the Council Term.**
- 2. To appoint Deputy Mayor Nathan Daniell as the Presiding Member of the Boundary Change Committee for a term to commence from 9 August 2022 and conclude at the conclusion of the Council Term.**
- 3. To authorise the Chief Executive Officer to determine the date of the first Boundary Change Committee meeting.**

Carried Unanimously

8.30pm Mayor Jan-Claire Wisdom returned to the Chamber.

**ADELAIDE HILLS COUNCIL
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7. CONFIDENTIAL ITEM

Nil

8. CLOSE MEETING

The meeting closed at 8:31pm

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 23 August 2022
AGENDA BUSINESS ITEM**

Item: 10.1 Question on Notice

Originating from: Cr Malcom Herrmann

Subject: Flammable aluminium composite external cladding panels

1. QUESTION

1. Since 2017, how many buildings within the council area have been identified as containing flammable aluminium composite panel cladding?
2. What action has been taken to eliminate any public safety risk?
3. Are there any buildings which still require rectification work?
4. Is there any existing reporting mechanism for advising members on this issue?

2. BACKGROUND

The Grenfell Tower inferno in London in 2017 which killed 72 people, triggered councils to undertake an Audit of buildings which contained the highly flammable aluminium composite panels.

Community members are seeking assurances that all buildings in the Council area do not pose any safety risk.

3. OFFICER'S RESPONSE – Natalie Armstrong, Director Development & Regulatory Services

1. Since 2017, how many buildings within the council area have been identified as containing flammable aluminium composite panel cladding?
All local government councils were required to undertake a building audit relating to residential buildings over 2 storeys (including hotels, motels, apartments and aged care facilities) hospitals, schools and assembly buildings with aluminium composite panel cladding to their facades. Three (3) buildings have been identified in the Adelaide Hills Council area as potentially containing flammable aluminium composite panel cladding to the exterior façade of the selected group of buildings.

2. What action has been taken to eliminate any public safety risk?

Due to the existing legislative processes and provisions within the repealed Development Act 1993 and more recently Planning, Development & Infrastructure Act 2016, it was agreed that Council's Building Fire Safety Committee's (BFSC) having the experience and skills in fire and life safety would be best placed to conduct the building audit. The BFSC have undertaken both desktop audits of the three (3) identified buildings and conducted inspections of the exterior elevations of these buildings in an attempt to establish the products approved have been installed and that no unauthorised product substitution has occurred. Post audit, one (1) of the buildings identified has received development approval for the complete removal of all combustible cladding to the exterior façade and replacement with a non-combustible material, these works are being monitored by the BFSC.

3. Are there any buildings which still require rectification work?

Two (2) of the identified buildings are working collaboratively with the Building Fire Safety Committee in establishing what, if any, action is required to mitigate any risk identified, including testing of the cladding material to establish if it is aluminium composite panelling

4. Is there any existing reporting mechanism for advising members on this issue?

As part of Council's Annual Business Plan, the Building Fire Safety Committee reports on its activities throughout the year, which includes an update on the works associated with flammable aluminium composite panel cladding.

4. **APPENDIX**

1. Extract from the Advertiser dated 11 July 22

Appendix 1

Extract from Advertiser 11 July 2022

Cladding fire risks eased

COLIN JAMES

POSSIBLE fire dangers posed by cladding on buildings in the CBD have been reduced, with none posing a serious public risk, says a new report.

Adelaide City Council said almost 130 buildings with aluminium composite panels had been identified following the Grenfell Tower inferno in London which killed 72 people.

The 2017 disaster and a high-rise blaze in Melbourne in 2016 which forced the evacuation of 450 people triggered a high-level investiga-

Safety upgrades completed on CBD buildings

tion into cladding on SA buildings.

They included apartment towers, hospitals, schools and other public buildings.

A council staff report said a preliminary audit in 2017 found 127 buildings had potentially combustible panels, with 71 listed for further investigation.

Following inspections by the Metropolitan Fire Service, none were deemed to be at

"extreme" risk of fire, while six had a "high rating".

"Since the 2017 audit, all buildings rated 'high' have had their rating reduced to either 'moderate' or 'low' after the provision of more relevant and up-to-date building information," said the report.

"As a result, there are now no buildings with a 'high' or 'extreme' life safety risk within the City of Adelaide."

The report said 26 buildings

still had a "moderate risk" while 45 had a "low risk".

The other 56 included commercial buildings, which were not part of the initial audit in 2017. "Preliminary assessments indicate none of these properties will be in the 'high' or 'extreme' risk categories," said the report.

Public buildings with cladding had been inspected to ensure they complied with fire regulations controlling sprin-

kler systems, alarms and exits.

"Some buildings can retain the aluminium composite panels if they ensure adequate fire safety measures are in place — removal is not necessarily," said the report.

Rectification work could include removing the cladding as part of routine maintenance, installing extra alarms, escape points or sprinklers and putting in barriers to stop a fire from spreading.

"Even if a building has some aluminium composite panel cladding on the facade, if the building's active fire safety system will ensure people can safely exit, then the building may be classified as having a 'low' or 'moderate' rating," said the report.

The "active fire system" includes fire warning or suppression equipment such as sprinklers, alarms and fire extinguishers.

Details of which buildings have cladding had been kept confidential for the past five years.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 23 August 2022
AGENDA BUSINESS ITEM**

Item: 11.1 Motion on Notice

Originating from: Cr Malcolm Herrmann

Subject: Undergrounding of Power Lines Lobethal, Mt Torrens and Woodside

1. MOTION

That the CEO investigates the potential for undergrounding of power lines in:

- Main Street and portion of Lobethal Road, Lobethal;
- Onkaparinga Valley Road (Main Street) Woodside; and
- Townsend Street, Mount Torrens,

and, after consultation with the Power Lines Environment Committee, provides a report to Council by 28 February 2023.

2. BACKGROUND

Council has undertaken partial undergrounding of Powerlines in both Woodside and Lobethal. Neither project has been completed to the fullest potential.

LOBETHAL

Main Street - Power lines have been undergrounded in Main Street from approximately Wattle Street to the Amberlight Cafe. There is a short section towards the intersection with Lobethal and Woodside Roads requiring completion. With the \$4m refurbishing of FABRIK which faces Lobethal Road, there is an argument that, ideally, the undergrounding should be continued past FABRIK to at least the intersection with Mill Road.

Two submissions were made on the Draft Annual Business Plan considered by Council on 14 June Item 7.1 requesting Council to complete the undergrounding. This demonstrates community support for the project.

WOODSIDE

Onkaparinga Valley Road - Power lines have been undergrounded from St Marks Drive to the BankSA site.

To complete the project, it is suggested the undergrounding be undertaken from Jacaranda Drive near Bus Stop 67, past the Amy Gillett Bikeway crossing, to approximately the entrance to the Woodside Recreation grounds. This length incorporates the existing section of undergrounding.

I understand there is support for the completion from the Woodside Chamber of Commerce and Love Woodside for this project to proceed.

In the Courier dated 17 July, the Minister for Transport undertook to visit the intersection with Tiers and Nairne Roads. The Department of Infrastructure and Transport has undertaken (not sure if completed) a traffic study. It is timely that a review be undertaken of the undergrounding of powerlines so that works can be incorporated before any final plans are approved and work commenced.

MOUNT TORRENS

Townsend Street - The community has rallied to improve Main Street in this Heritage listed town. Recent tourism improvements include a stone entry statement on Onkaparinga Valley Road, a sculpture in the Mount Torrens Heritage Reserve and proposed public toilets (funded in 2022/23 Annual Business Plan). Council has also approved funds for a “free” caravan park at the Mount Torrens Hotel.

Some early preliminary work was undertaken and is detailed in the Mount Torrens Streetscape Guidelines 2002 which was provided to Council staff recently.

Mount Torrens is a heritage listed area. Above the ground power lines are incompatible with that listing.

The report from the CEO should identify for each area:

- the location of undergrounding
- the estimated cost of each project
- effect on the Long Term Financial Plan
- a priority ranking, and
- any other relevant information

3. OFFICER’S RESPONSE – Ashley Curtis, A/Director Infrastructure & Operations

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal	A functional Built Environment
Objective B2	Preserve and enhance the unique character of the Hills for current and future generations
Priority B2.1	Continue to embrace and support community led public place revitalisation across our district
Goal	A Valued Natural Environment
Objective N1	Conserve and enhance the regional natural landscape character and amenity values of our region
Priority N1.1	Enhance and manage horticultural amenity, including succession planning for street trees that contribute to and reinforce our distinctive streetscapes and villages
Goal	A Prosperous Economy
Objective E2	Provide local infrastructure to drive growth and productivity
Priority E2.1	Work with all levels of Government to ensure the region’s infrastructure needs are understood and prioritised

➤ **Legal Implications**

There are no legal implications in relation to the preparation of this report but there may be implications in relation to funding agreements with the Power Line Environment Committee (PLEC), which will be detailed in the report to Council on 28 February 2023.

➤ **Risk Management Implications**

Providing a report to Council regarding the potential for undergrounding of power lines in the stated townships will assist in mitigating the risk of:

Decisions regarding significant investment in the undergrounding of power lines not being adequately informed, leading to a loss in community confidence in Council.

Inherent Risk	Residual Risk	Target Risk
High (2B)	Low (1D)	Low (1D)

➤ **Financial and Resource Implications**

The undergrounding of power lines are substantial undertakings and require significant investment of resources. The current iteration of the Long Term Financial Plan (LTFP) does not include funding for the progression of the projects identified in this Motion. Given the high costs involved, the implications of funding the undergrounding of power lines (PLEC projects) would need to be managed with a long term view, hence any allocation of funds would need to form part of the next iteration of the LTFP.

A workshop session discussing the implications of funding PLEC projects will be included as part of the LTFP development. The draft LTFP will be finalised for community consultation at the 28 February 2023 Council meeting, which is the same meeting that the report on the PLEC projects will be provided to Council. This timing is suitable, and will ensure that any decisions regarding investment in PLEC projects are well informed.

It should be noted that preparing a report to Council that addresses all the criteria laid out in the Motion is a substantial undertaking in its own right, and no funding has been allocated in the 2022/23 Annual Business Plan and Budget for feasibility studies of this kind. Whilst every attempt will be made to undertake the work within existing resource allocations, it is possible that some additional funding or external support may be required, which would be requested at a future Budget Review.

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

A number of pieces of correspondence have been received from the community in relation to the proposed PLEC projects listed in this Motion, expressing support for the undergrounding of power lines at the subject locations.

➤ **Sustainability Implications**

There are no sustainability implications in relation to the preparation of this report but there will be implications in relation to any proposed PLEC projects, which will be detailed in the report to Council on 28 February 2023.

➤ **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: Letters received prior to the preparation of this report from various community groups in Lobethal, Mt Torrens and Woodside advocating for the PLEC projects to be prioritised by Council.

4. ANALYSIS

Council has historically contributed to the undergrounding of power lines within townships, upon confirmation from PLEC that a proposed project or township has been prioritised. Successful PLEC projects can be seen across our district, with the most recent example being the Gumeracha Main Street project, where the undergrounding of power lines was a key component of the street scape and amenity upgrades.

However, Council still has many townships across our district that have above ground power lines. Currently, Council is in communication with the PLEC to gauge the feasibility of undergrounding power lines in Lobethal and Woodside, as both of these townships already have final stages of undergrounding works proposed. The scope of discussions with PLEC can be expanded in response to this Motion, should it be supported by Council, to include the feasibility of underground power lines in Mt Torrens as well.

A significant planning horizon is required for PLEC projects, to allow for the many processes and approvals involved, and to provide enough time for the impacted community to input and adapt to the proposed change. Another key consideration is the financial impacts on Council, as the cost are high, although they have traditionally been split evenly between SA Power Networks (SAPN), the Department for Infrastructure and Transport (DIT) and Council.

On this basis, the administration supports the Motion that a report by provided to Council, as this will allow PLEC project priorities and financial implications to be better understood.

5. APPENDICES

- (1) Photos accompanying the Motion
- (2) Plans showing existing and proposed PLEC projects within the subject townships.

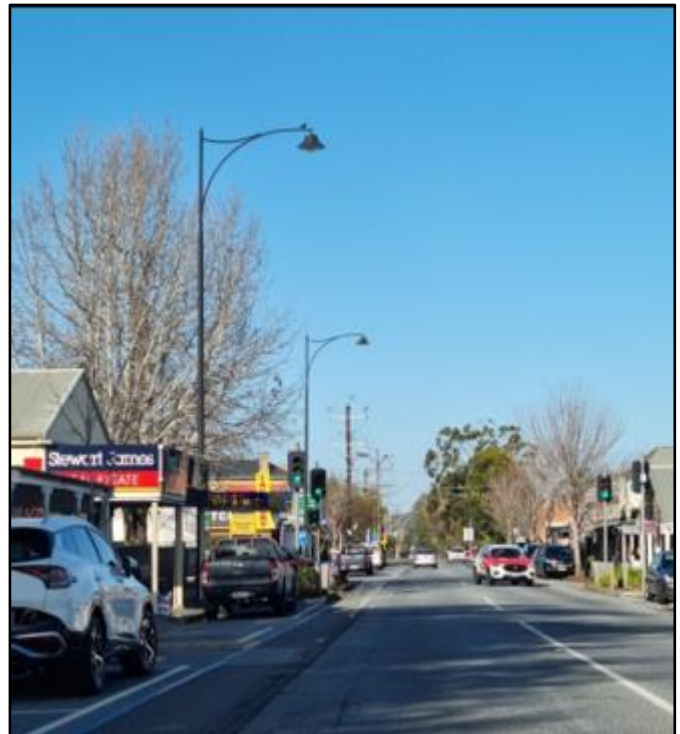
Appendix 1

Photos

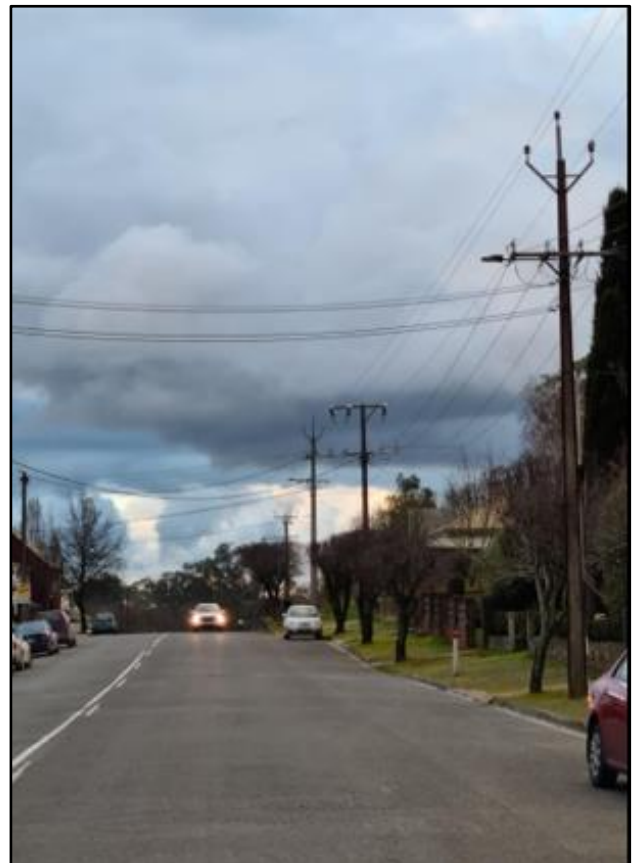
LOBETHAL



WOODSIDE

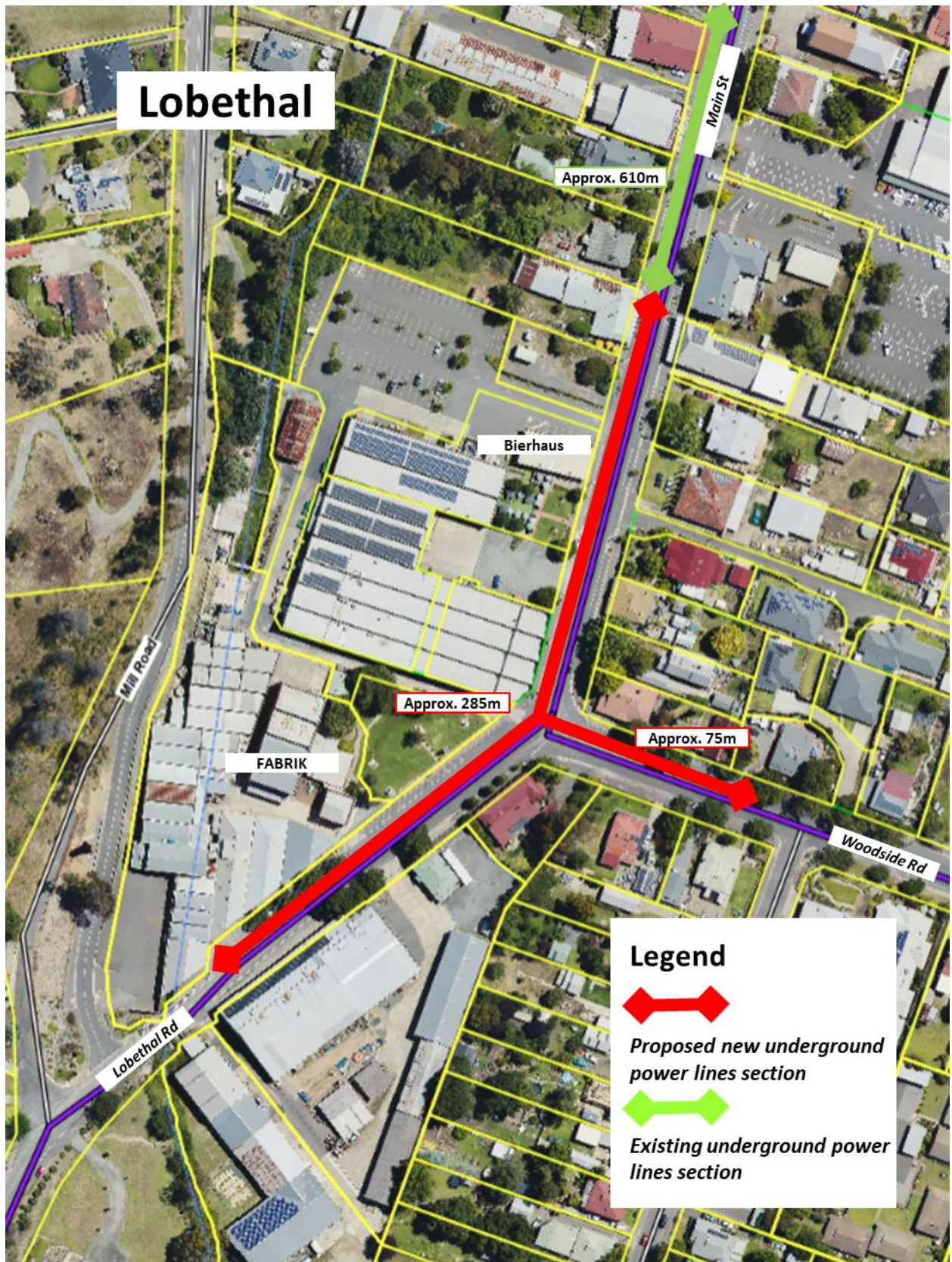


MT TORRENS

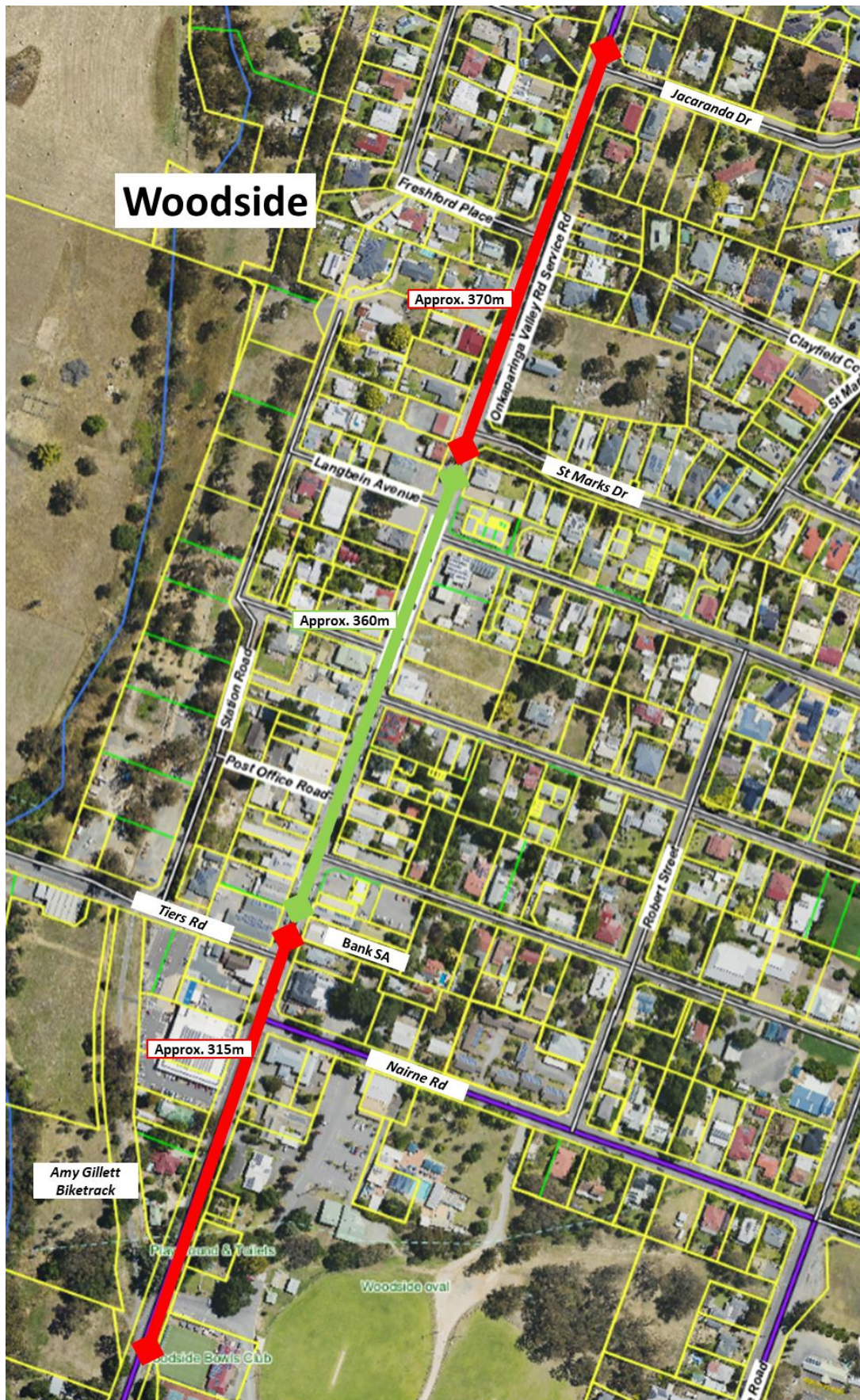


Appendix 2

Plans showing existing and proposed PLEC projects







**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 23 August 2022
AGENDA BUSINESS ITEM**

Item: 12.1

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

Subject: Community Development Grant 2022-23 Recommendations

For: Decision

SUMMARY

The purpose of this report is to seek Council approval of the recommendations on the awarding of Community Development Grants for 2022-23 as contained in ***Appendix 1***.

Council provides Community Development Grants to assist community groups to establish and undertake innovative projects or activities that are beneficial to the community and align with Council's Strategic Plan. Community Development Grant applications are open for applications annually in September of each year, however, due to the upcoming Council Elections and the associated caretaker period, the 2022 Grant round was open for applications 1 to 30 June 2022.

Council received 19 Community Development Grant applications totalling \$44,769.90. These applications were considered by the Assessment Panel against eligibility and assessment criteria. On the basis of this assessment it is recommended that 16 of these applications be awarded Community Development Grants, to a total amount of \$37,270.

RECOMMENDATION

Council resolves:

- 1. That the report be received and noted.**
- 2. That Council approve the awarding of Community Development Grants for 2022-2023 totalling \$37,270.00 as follows:**

South Australian Athletic League	Conduct an all-abilities event	\$2,500.00
Adelaide Hills Cycling club	Purchase safety lights and timing system	\$2,352.00
Kersbrook Soldiers Memorial Park Community & Sports Club	Replace air conditioner in volunteer run op shop	\$2,500.00
Gumeracha & Districts Community Resilience Group	Disaster resilience and preparedness calendar	\$2,400.00
Cudlee Creek Soldiers Memorial Ground & Hall	Display to recognise local veterans and service personel	\$2,500.00
Sixth Creek Catchment Group	Redevelopment of the Sixth Creek Catchment Group website	\$2,500.00
Save Our Wildlife Foundation	Rescue equipment for possums, birds and koalas	\$2,475.00
The Forest Range & Lenswood History Group	Software system to allow online access to collection	\$2,500.00
Top of the Torrens Gallery Incorporated	Create and install public artwork in front garden area	\$2,500.00
Hills Little Athletics Centre	Outdoor shade with logo	\$1,748.00
Scout Social & Service Group, Scouts Australia S.A. Branch	Heritage interpretation and meeting place	\$2,500.00
Longwood Bradbury Progress Association	Recovery and resilience activities for community impacted by Cherry Gardens bushfire.	\$2,100.00
Gumeracha Group CFS Cadets	Woodhouse event for x 45 cadets from Gumeracha, Birdwood, Cudlee Creek and Mount Torrens	\$2,500.00
Adelaide Hills Hawks Football Club	Cultural workshops and unique playing strip to support Indigenous Round	\$2,500.00
Aldgate Brigade of the SA Country Fire Service	Television for community engagement and education programs	\$1,195.00
Parents and Friends Group Basket Range Primary School	Reconciliation Through Action workshops for children in the region	\$2,500.00

1. BACKGROUND

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

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

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

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

Grant applications are considered by an Assessment Panel based on the *Grant Giving Policy*, *Community Development Grant Guidelines* and *Eligibility and Assessment Criteria*. This report presents the recommendations of the Assessment Panel.

The Assessment Panel met on Tuesday 12 July and consisted of:

Rebecca Shepherd	Manager Community Development
Lynne Griffiths	Community and Cultural Development Officer
Miranda Hampton	Senior Community Resilience Officer
Steve Sauerwald	Property Project Officer

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal Community Wellbeing

Objective C3 A Community that grows together

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

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

➤ **Legal Implications**

Due to the Local Government Elections, this grant program has been brought forward to ensure that it didn't clash with the subsequent 'caretaker' period.

➤ **Risk Management Implications**

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

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

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

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

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

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

➤ **Financial and Resource Implications**

The amount allocated to Community Development Grants is determined through normal annual budget processes. The total amount dedicated to Community Development Grant funding is \$46,000. This year Community Development Grants are undersubscribed with applications totalling \$44,770 and recommendation to award grants to a total of \$37,270.

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

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

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

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

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

- Arts/cultural development
- Lifelong learning
- Sport/recreation & active lifestyles
- Sustainability and biodiversity management
- Aboriginal culture and heritage
- Diversity inclusion and accessibility

Groups were also encouraged to consider projects that support recovery and community resilience in relation to bushfire and the COVID 19 pandemic.

➤ **Sustainability Implications**

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

In assessing grant applications, consideration is given to the sustainability and ongoing impact of projects and the applicant's ability to continue projects beyond the terms of the grant.

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

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

Consultation on the development of this report was as follows:

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

➤ **Additional Analysis**

Whilst historically Community Development Grants are oversubscribed, the 2021-22 round and the current 2022-23 grant rounds have been undersubscribed. This may be a reflection of changed community capacity due to both the Cudlee Creek bushfire of 2019 and the COVID 19 pandemic.

Promotion of Community Development Grants included:

- Advertising in both Weekender Herald and Courier newspapers
- Promotion on Council website including a promotional video
- Promotion through social media
- Emails to previous applicants informing them of the change of date due to Council elections.

3. OPTIONS

Council has the following options:

- I. That the Community Development Grant Recommendations as detailed in **Appendix 1**, as determined through the assessment process, be endorsed (Recommended)
- II. That the Community Development Grant Recommendations as detailed in **Appendix 1**, are not endorsed, and Council determines to allocate funds differently to those recommended or, through the CEO, asks the Assessment Panel to reconsider its recommendations. (Not Recommended)

4. APPENDIX

- (1) Community Development Grant Recommendations 2022

Appendix 1
Community Development Grant
Recommendations 2022

Community Development Grant Applications and Recommendations 2022

Applicant	Project Description	Outcome area	Amount Recommended	NOTES (including conditions or requirements)
South Australian Athletic League Inc	Hold a Pro Running event - inclusive sport all ages and abilities	Sport/recreation & active Lifestyles	\$2,500	Local community can participate in race and also watch and enjoy the event
Adelaide Hills Cycling club	Improving safety on race day by purchasing safety lights and power supply for timing system	Sport/recreation & active Lifestyles	\$2,352	Facilitates active lifestyle
Kersbrook Soldiers Memorial Park Community & Sports Club Inc	Replacing air conditioner in volunteer run op shop	Community Development	\$2,500	Improves health and wellbeing of both volunteers and visitors
Backyard Bushcare	To clear invasive species from small creek at the bottom of 221 Mount Barker Road.	Sustainability & biodiversity management	NOT ELIGIBLE	Relates to private property and subsequent email stating Backyard Bushcare can no longer run the project.
Gumeracha & Districts Community Resilience Group	Produce a disaster resilience & Preparedness calendar	Community Recovery and Resilience	\$2,400	Require confirmation that the CFS have been consulted to ensure accuracy and appropriateness of information provided. Strongly recommended that the potentially triggering impact of images depicting bushfires is considered. It is noted that mental health support information was provided in the last calendar and it is recommended that this is continued in the new print run. Resilience and Communications staff would welcome the opportunity to review image selections and suggest a broader list of mental health support contacts that are currently available to the community. Council logo is not to be used on the calendar in order to avoid confusion with Council initiatives in the recovery and resilience space.
Cudlee Creek Soldiers Memorial Ground & Hall	Recognise local veterans and servicemen - Research and acquire digital photographs, frames for photographs and display.	Community Development	\$2,500	Add value to community space and foster community connection through shared interest

Sixth Creek Catchment Group	Redevelopment of the Sixth Creek website to improve communication and raise awareness of biodiversity and land management.	Sustainability & Biodiversity Management	\$2,500	Improve community access to information and communication. Consulted biodiversity team who support this application
Save our Wildlife Foundation Inc	Expanding capacity to rescue wildlife To purchase rescue equipment for possums, birds & koalas	Sustainability & Biodiversity Management	\$2,475	Supports volunteer. Consulted biodiversity team who support this application
The Forest Range & Lenswood History Group	Provide online access for the collection and collation of local history for the communities of Lenswood & Forest Range through the purchase of 5 year software subscription "ehive"	Cultural Development	\$2,500	Assists community access and availability of material
Top of the Torrens Gallery Incorporated	Commissioning a local artist to create and install art pieces and the revegetating of the garden area at the front of Top of the Torrens Gallery	Arts & Cultural Development	\$2,500	Land belongs to History Trust SA - letter of support & permission from Paul Rees with some requirements to consider. Confirmed that no Development Application required. Require that they check no underground services impacted by installation and undertake risk management in relation to public safety risk from sharp edges or entrapment.
Hills Little Athletics Centre	Purchase of outdoor shade with logo to be used at events.	Sport/Recreation & Active lifestyles	\$1,748	Improves health and wellbeing of families and volunteers participating in events
KneeHigh Puppeteers Inc T/A Open Space Contemporary Arts (OSCA)	To support Adelaide Hills Artist Cynthia Schwertsik to undertake a series of 10 community consultation workshops to support her art project	Arts & Cultural Development	NOT RECOMMENDED	Discussed with Melinda Rankin Director of Fabrik. The primary purpose is to support the artist's project as opposed to a broader community outcome. Community outcome is limited.
Scout Social & Service Group, Scouts Australia S.A. Branch	Develop a heritage interpretation and meeting place with display panels, interpretive art, plantings and site enhancement.	Arts & Cultural Development Reconciliation	\$2,500	Volunteer lead initiative to create a welcoming and educational gathering space for visitors to Woodhouse that represents site heritage and First Nations history.
Longwood Bradbury Progress Association	Deliver a program of recovery and resilience activities for community impacted by Cherry Gardens bushfire.	Community Recovery and Resilience	\$2,100	Discussed with Miranda Hampton Senior Community Resilience Officer who supports this application. There is a broad program developed which will be refined at a community led emergency resilience workshop with Red Cross

Gumeracha Group CFS Cadets	Woodhouse event for x45 cadets from Gumeracha, Birdwood, Cudlee Creek and Mount Torrens	Lifelong learning Diversity, inclusion & accessibility	\$2,500	Cadets from 4 brigades involved. Leadership skills and personal growth in a safe community space
Adrian Dormer	seating for Balhannah dog park	Sport/recreation & active lifestyles	NOT ELIGIBLE	Council owned and operated facility, seating should sit with Council. Application shared with Matt Ahern Regulatory Services, Nicole Budd Open Space and Josh Spier Social Planning for information purposes.
Adelaide Hills Hawks Football Club	Indigenous Round event including cultural workshops, Welcome and Smoking Ceremony and Indigenous "strip" for all Senior teams.	Reconciliation Sport/recreation & active lifestyles	\$2,500	Project aims to raise awareness in the club and show support for Aboriginal communities in the area.
Aldgate Brigade of the SA Country Fire Service	Replace failing television in crew room. Television used for community engagement and education programs	Community Resilience and Recovery	\$1,195	Supports community preparedness and connection
Parents and Friends Group Basket Range Primary School	Reconciliation through action workshops for children from local school and early childhood	Reconciliation	\$2,500	Children from BRPS and early childhood and playgroups in Uraidla and Basket Range also Steiner playgroup. Workshops delivered by Aboriginal facilitators.
		TOTAL RECOMMENDED	\$37,270	

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 23 August 2022
AGENDA BUSINESS ITEM**

Item: 12.2

Responsible Officer: Renee O'Connor
Coordinator Sport and Recreation
Corporate Services

Subject: Community and Recreation Facility Grants 2022-23
Recommendations

For: Decision

SUMMARY

The purpose of this report is to seek Council approval of the recommendations on the awarding of Community and Recreation Facilities Grants for 2022-23 as contained in **Appendix 1**.

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

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

If the recommendations are adopted, the Adelaide Hills Council will have supported 14 groups and their associated facilities through the Community and Recreation Facility Grants program this year and provided \$179,910 for community projects. Coupled with the club contributions of \$369,492 towards these projects, Council has assisted in generating community projects to the value of \$570,803 this year.

RECOMMENDATION

Council resolves:

1. That the report be received and noted
2. That Council approves the awarding of Community Recreation and Facility Grants for 2022-2023 totalling \$179,910.10 as follows.

Mylor Citizens Friendship Club	Solar power storage battery	\$9,953.90
Oakbank Golf Club	Upgrade of golf course pathways	\$13,000.00
Lobethal Centennial Hall	Centennial Hall interior repaint	\$16,000.00
Cudlee Creek Tennis Club	Wheelchair ramp and retaining wall	\$21,010.00
Lobethal Bowling Club	Resurface playing green	\$36,500.00
Uraidla Bowling Club	Car park entrance upgrade	\$3,000.00
The Gumeracha and District Bowling Club	Safety paving	\$8,800.00
Lobethal Recreation Ground Sports Club	Fitout of community kitchen	\$6,000.00
Montacute Progress Association	Reverse cycle air conditioning	\$6,700.00
Gumeracha Sporting Club	Oval drainage	\$6,046.20
Scott Creek Progress Association	New kitchen in Scott Creek Hall	\$9,500.00
Uraidla Districts Football Club	Uraidla Oval lighting upgrade	\$36,500.00
Torrens Valley Little Athletics Centre	Equipment storage	\$4,400.00
South Australia Police Pistol Club	Toilet block	\$2,500.00

1. BACKGROUND

Council has a well-established grant giving program, underpinned by Council's *Grant Giving Policy*. The purpose of this program is to assist local not-for-profit community groups and organisations to establish and undertake innovative projects or activities that are beneficial to the community.

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

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

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

- Community Development Grants
- Youth Incentive Grants
- Minor Community Grants

Community Development Grants and Community and Recreation Facilities Grants are usually offered annually in September, but due to the upcoming local government election, Council's grant program for 2022-23 was opened at an earlier date, and ran from 1 June to 30 June 2022.

Staff associated with both of these grant programs work in close collaboration in delivering consistent information and support to community groups throughout the application and assessment process.

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal 1	A functional built environment
Objective B1	Our district is easily accessible for community, our businesses and visitors
Objective B4	Sustainable management of our built assets ensures a safe, functional and well serviced community
Priority B4.1	Ensure the long term management of the built form and public spaces occurs in consideration of the relevant financial, social and environmental management matters
Goal 2	Community Wellbeing
Objective C1	A community for everyone-that is inclusive, welcoming and accessible
Priority C1.1	Provide welcoming spaces and places for the community through our libraries, community centres, and Council and community facilities
Objective C4	An active, healthy, thriving and resilient community
Priority C4.2	Support the provision of formal and informal sport, recreation and play spaces for the community to enjoy
Priority C4.4	Support clubs and groups to continue to provide sport and recreation activities to the community

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

➤ **Legal Implications**

Due to the Local Government Elections, this grant program has been brought forward to ensure that it didn't clash with the subsequent 'caretaker' period.

➤ **Risk Management Implications**

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

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

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

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

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

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

➤ **Financial and Resource Implications**

With the implementation of funding associated with the Community and Recreation Facilities Framework (CRFF) beginning in 2022-23, an additional \$80,000 was made available annually for the Community and Recreation Facilities grants. Coupled with Council's existing contribution of \$80,000 towards these grants, and \$20,000 from the Sustainability budget, this round had \$180,000 available for community groups to apply for.

It is worth noting that even with the additional funding provided, the Sport and Recreation Facility Grants were oversubscribed in 2022-23, with applications totalling over \$250,000.

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

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

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

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

➤ **Sustainability Implications**

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

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

Consultation on the development of this report was as follows:

<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

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

➤ **Additional Analysis**

Considering the alternate dates, promotion of the grants program this year was robust and thorough. Promotion included:

- Advertising in both Weekender Herald and Courier newspapers
- Promotion on Council's website, which included the addition of a promotional video this year.
- Promotion through Council's social media channels
- Emails to previous applicants informing them of the change of date due to Council elections.

The Community and Recreation Facility Grants have been consistently oversubscribed since their inception six years ago. Even with additional funding this year, the program still received requests for more funds than were available. It is also worth noting that while the amount available was larger, there were less applications received this year.

In addition, the quality of applications (reflected in the amount recommended) has improved. Clubs and their Committees should be congratulated for the time and effort spent developing these applications. It is clear that training and development opportunities in this space, and feedback provided to applicants from staff, is being considered by clubs when they apply. Applicants demonstrated that their projects will facilitate benefit to the Adelaide Hills community, and address the needs of their clubs and associated members.

3. OPTIONS

Council has the following options:

- I. That Community and Recreation Facility Grant Recommendations as detailed in ***Appendix 1***, be endorsed (Recommended).
- II. That the Community and Recreation Facility Grant Recommendations as detailed in ***Appendix 1***, are not endorsed, and Council determines to allocate funds differently to those recommended or, through the CEO, asks the Assessment Panel to reconsider its recommendations. (Not Recommended)

4. APPENDIX

- (1) Community and Recreation Facility Grants 2022-23 Recommendations

Appendix 1

Community and Recreation Facility Grants – 2022-23 Recommendations

Community and Recreation Facility Grants – 2022/2023 Applications and Recommendations Summary

App ID	Organisation Name	Project Description	Recommendation	Comments	Organisation Contribution	Amount Requested	Amount Recommended
SR00222/23	Mylor Citizens Friendship Club	Solar power storage battery	RECOMMENDED	<p>This application demonstrated good community benefit and the project addresses sustainability.</p> <p>While the grant program is oversubscribed, the group has indicated that they cannot proceed with partial funding.</p>	\$0.00	\$9,953.90	\$9,953.90
SR00322/23	Oakbank Golf Club	Upgrade of golf course pathways	PART RECOMMENDED	<p>A strong application that demonstrated good community benefit and addresses safety and access concerns.</p> <p>The grant program is oversubscribed, and the group has indicated that they can proceed with partial funding.</p>	\$15,000.00	\$15,000.00	\$13,000.00
SR00422/23	Lobethal Centennial Hall	Centennial Hall interior repaint	PART RECOMMENDED	<p>A strong application that demonstrated good community benefit.</p> <p>The grant program is oversubscribed, and the group has indicated that they can proceed with partial funding.</p> <p>This recommendation is conditional, and the group will only receive funding upon Council sourcing funds for remediation works that must be completed prior to painting. It is proposed that this is considered through an upcoming Budget Review Process.</p>	\$18,579.00	\$18,579.00	\$16,000.00

Community and Recreation Facility Grants – 2022/2023 Applications and Recommendations Summary

SR00522/23	Cudlee Creek Tennis Club	Wheelchair ramp and retaining wall	RECOMMENDED	<p>A strong application that which addresses safety and access concerns. They have also secured additional external grant funding to deliver the project.</p> <p>While the grant program is oversubscribed, the group has indicated that they cannot proceed with partial funding.</p>	\$21,010.00	\$21,010.00	\$21,010.00
SR00622/23	Lobethal Bowling Club	Resurface playing green	PART RECOMMENDED	<p>A good application that demonstrated community benefit and wide support from other clubs and the State Body. The project will also address safety concerns.</p> <p>The grant program is oversubscribed, and the group has indicated that they can proceed with partial funding.</p>	\$157,483.00	\$40,000.00	\$36,500.00
SR00922/23	Uraidla Bowling Club	Car Park entrance upgrade	RECOMMENDED	<p>The applications demonstrated good community benefit. The project addresses safety and access concerns.</p> <p>The grant program is oversubscribed, and the group has indicated that they can proceed with partial funding.</p>	\$3,500.00	\$3,000.00	\$3,000.00
SR01122/23	The Gumeracha and District Bowling Club	Safety paving	PART RECOMMENDED	<p>A strong application which addresses safety concerns and demonstrates good community benefit. The project also has positive maintenance and drainage outcomes.</p> <p>The grant program is oversubscribed, and the group has indicated that they can proceed with partial funding.</p>	\$15,198.00	\$9,984.00	\$8,800.00

Community and Recreation Facility Grants – 2022/2023 Applications and Recommendations Summary

SR01222/23	Onkaparinga Netball Club and Onkaparinga Tennis Club	Court surface redevelopment	NOT RECOMMENDED	While this project has merit, it is unfortunately ineligible. The applicant could not demonstrate that they could match funding requested to the required amount. Additionally, these works are listed in the sites lease agreement, with partial funding from Council a requirement, & leasing obligations are not eligible for this funding program.	\$10,000	\$50,000.00	\$0.00
SR01322/23	Lobethal Recreation Ground Sports Club	Fit out of community kitchen	PART RECOMMENDED	A good application that demonstrates community benefit for both clubs and community groups. The grant program is oversubscribed, and the group has indicated that they can proceed with partial funding.	\$0.00	\$6,800.00	\$6,000.00
SR01622/23	Montacute Progress Association	Installation of reverse cycle air conditioning in Montacute Institute	PART RECOMMENDED	A strong application that demonstrates good community benefit by creating more usable and attractive space. The grant program is oversubscribed, and the group has indicated that they can proceed with partial funding.	\$7,500.00	\$7,500.00	\$6,700.00
SR01822/23	Gumeracha Sporting Club	Oval drainage project	RECOMMENDED	The application has demonstrated good community benefit. The project will improve the playing surface and benefit multiple user groups. While the grant program is oversubscribed, the group has indicated that they cannot proceed with partial funding.	\$0.00	\$6,046.20	\$6,046.20

Community and Recreation Facility Grants – 2022/2023 Applications and Recommendations Summary

SR02022/23	Scott Creek Progress Association	New kitchen in Scott Creek Hall	RECOMMENDED	<p>A great application with demonstrated project need and good community benefit. In addition, delivery will address WHS considerations.</p> <p>While the grant program is oversubscribed, the group has indicated that they cannot proceed with partial funding.</p>	\$953.30	\$9,500.00	\$9,500.00
SR02122/23	Uraidla Districts Football Club	Uraidla Oval lighting upgrade	PART RECOMMENDED	<p>A strong and through application. The applicants have demonstrated project need and good community benefit and support. In addition, it addresses compliance and has good sustainability outcomes.</p> <p>The grant program is oversubscribed, and the group has indicated that they can proceed with partial funding.</p>	\$130,269.00	\$40,000.00	\$36,500.00
SR02222/23	Torrens Valley Little Athletics Centre	Equipment storage	PART RECOMMENDED	<p>The applicant has been able to demonstrate a project need with community support in their application.</p> <p>The grant program is oversubscribed, and the group has indicated that they can proceed with partial funding.</p>	\$0.00	\$4,940.00	\$4,400.00
SR02422/23	South Australia Police Pistol Club	Toilet block	PART RECOMMENDED	<p>The applicant has demonstrated a project need, but it is deemed to have limited community benefit.</p> <p>The grant program is oversubscribed, and the group has indicated that they can proceed with partial funding.</p>	\$0.00	\$9,000.00	\$2,500.00

Community and Recreation Facility Grants – 2022/2023 Applications and Recommendations Summary

		Organisation Contribution	Amount Requested	Amount Recommended
		\$379,492.30	\$251,313.10	\$179,910.10

Summary of Recommendations

Number of Applications Received	15
Number of Grants Recommended	14
Value of all Grant Application Requests	\$251,313.10
Value of Grant Applications Recommended	\$179,910.10 <i>This is attributed to \$160,000 from the Community & Recreation Facility Grants budget, & \$20,000 from the Sustainability Budget.</i>
Club / Community Contribution Towards <u>Recommended</u> Projects	\$369,492.30 <i>This figure has been compiled from grant application project budgets.</i>
Total Value of Recommended Projects	\$570,803.10

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 23 August 2022
AGENDA BUSINESS ITEM**

Item:	12.3
Responsible Officer:	Karen Cummings Manager, Property Services Corporate Services
Subject:	Proposed Road Closure – Unmade Public Road adjacent to 9 Fidlers Hill Road, Inglewood
For:	Decision

SUMMARY

The unmade public road reserve adjoining 9 Fidlers Hill Road, Inglewood is a public road in Inglewood as identified by the area bordered in red on **Appendix 1** (Road Land).

The owners of 9 Fidlers Hill Road, Inglewood have applied to the Council to purchase the section of this public road that adjoins their property boundary to remedy structural encroachments within the road reserve.

This report recommends the Council resolves to issue a Road Process Order to close the Road Land identified as “A” in **Appendix 2** and sell to the owners of 9 Fidlers Hill Road, Inglewood for the amount of \$27,250.00 (plus GST).

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

RECOMMENDATION

Council resolves:

- 1. That the report be received and noted;**
- 2. The land marked “A” in Preliminary Plan No. 22/0025 (known as the Road Land) be declared surplus to Council’s requirements;**
- 3. That the Chief Executive, or his delegate, are authorised to negotiate with the owners of 9 Fidlers Hill Road, Inglewood for the sale and transfer of the piece marked “A” in Preliminary Plan No. 22/0025 for the sum of \$27,250 plus GST, together with all fees and charges associated with the road closure process;**

4. **Subject to agreement from the owner of 9 Fidlers Hill Road, Inglewood to purchase the Road Land for the sum of \$27,250.00 plus GST, to make a Road Process Order pursuant to the *Roads (Opening & Closing) Act 1991* to close and merge the pieces of land identified as “A” in the Preliminary Plan No. 22/0025 attached to this report with Section 171 Hundred of Para Wirra comprised in Certificate of Title Volume 5426 Folio 204;**
 5. **That upon the deposit of the Road Closure, the land will be excluded from the classification of Community Land and not be included in Council's Community Land Register;**
 6. **Council staff to provide advice to the new landowner on how to best manage the biodiversity values of the site. If Agreement is not reached with the owner of 9 Fidlers Hill Road to transfer the land, then the land will continue to be held by Council;**
 7. **That the Chief Executive Officer is authorised to finalise and sign all necessary documentation to close and sell the above portion of closed road pursuant to this resolution.**
-

1. **BACKGROUND**

The land owners of 9 Fidlers Hill Road, Inglewood submitted an application to Council in February 2020 to acquire the road land adjacent to their property with a view to merge with their existing title to rectify boundary encroachments.

The road closure proposes that approximately 1.166 hectares (11660 m²) of road land will be closed and merged into the certificate of title for the land owners. This enables the rectification of encroachments of built infrastructure such as their firefighting rainwater tanks, and shed. (Refer to **Appendix 2 and 3**)

The land owners have maintained this land for over 40 years, and assisted Council with the fire hazard reduction of the land due to the proximity to their home. The property was surrounded by the Sampson Flat fire in 2015 and the land owners have been proactive with their approach to native vegetation regeneration and management of the natural integrity of the site.

2. **ANALYSIS**

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

Strategic Plan 2020-24 – A brighter future

Goal A Progressive Organisation

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

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

The closure and sale of public roads is an ongoing process whereby approaches are made from time to time from landowners to purchase unmade roads, and opportunities arise to consolidate land where roads that might be legally public roads are in reality being used for different purposes. Ongoing review of Council's public road holdings provides an opportunity to manage , Council's insurance risk and maintenance obligations in a strategic manner.

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

➤ **Legal Implications**

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

The land is not classified as Community Land as it is a public road and as such, it is not in Council's Community Land Register. Accordingly the land is already excluded from the classification as Community Land under the *Local Government Act 1999* and can be dealt with solely under the *Roads (Opening and Closing) Act 1991*.

➤ **Risk Management Implications**

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

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

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

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

➤ **Financial and Resource Implications**

All external costs including the initial and subsequent survey, valuation, conveyancing, advertising and government charges have been paid by the prospective purchasers.

The Council's administrative cost is covered by the application fee paid by the applicants of the proposed road closure including the initial investigation, liaison with proposed purchasers, liaison with surveyor and conveyancer and internal processes to undertake the road closure.

If the recommendation is endorsed, the applicants will pay Council \$27,250.00 (plus GST) for the purchase of their portion of the Road Land.

If the recommendation is not endorsed then the respective owners will need to maintain their current road rent permit for the Road Land, and return the application fee to the landowner.

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

The land gives the appearance that it is already on private property although currently legally public road. It is therefore not part of any planned or future recreational trails.

➤ **Sustainability Implications**

Some commentary on the retention of habitat on the site is provided within the Additional Analysis of this report (please see below).

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

Consultation on the development of this report was as follows:

Council Committees: Not Applicable

Council Workshops: Not Applicable

Advisory Groups: Property Advisory Group 10 August 2020

External Agencies: Not Applicable

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

➤ **Additional Analysis**

The original survey of this area of Para Wirra was undertaken in 1882, with the road reserve clearly identified. The road land was created to contain the spoil from the Blyth Cutting/Break Neck Cutting adjacent to the southern boundary of the land.

The Applicants purchased 9 Fidlers Hill Road Inglewood in 1979, and have maintained the Road Land since. The road land has a gravel track to the north western boundary that extends to the top of the land and then follows the boundary of 9 Fidlers Hill Road, adjacent to the dwelling.

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

The proposed closure of the Road Land will not have any impact on the passage of vehicular or pedestrian traffic, as the physical access comes from the adjacent parcel of land, and the topography of the land makes vehicle access difficult.

The proposed closure will result in approximately 11,660m² of road reserve being merged into the certificate of title of the adjacent private land.

As required under the Council's *Disposal of Land Policy*, a valuation was obtained from an independent valuer to determine the market value of the Road Land. The value attributed by McLean Gladstone Valuers for the road land was \$27,250. The valuation was determined utilising both the Direct Comparison Method, and the Before and After Method.

The Valuation approach calculated the unencumbered value of the land to be acquired, based on comparable land sales. The analysis identified sales varying from \$164,000 per hectare to \$59,000 per hectare, with the most comparable with the subject land being between \$59,000 per hectare to \$73,000 per hectare. On that basis, the Valuer adopted a base of \$65,000 per hectare as a more accurate reflection of the value of the subject land.

A discount of 65% was applied in this instance, as the land has no form of independent development potential, as the road land substantially consists of fill, and not material suitable for construction.

Preliminary discussions have been held with the owner of the adjacent parcel of land and they have indicated that in principle they agree to purchase the land from Council for market value (i. e. \$27,250).

In accordance with the requirements under the *Roads (Opening and Closing) Act*, Public Consultation was undertaken. No objections to the proposed road closure were received, however, Council received one comment:

“In terms of helping to guarantee the biodiversity of the site, has the Council considered making a heritage agreement (conservation covenant) on all or part of the land as a requirement of the sale, noting that this may not necessarily reduce the monetary consideration the council should be able to secure for the land? If not – and without seeking to infer any aspirations on the landholders – other than non-binding promises, what other steps has council taken to secure the future of this remaining habitat?”

Council’s Biodiversity Officer provided the following advice in relation to this comment, which was conveyed as follows:

A Heritage Agreement (HA) is a covenant over the land which conditions that the HA property is managed by agreement with the Minister and landholder for Biodiversity into perpetuity. The agreements are managed by the State Government, The Department for Environment and Water (DEW) not the Adelaide Hills Council. Council as a stakeholder have Heritage Agreements over Council reserves which have met the DEW criteria and are subject to the Ministerial conditions imposed.

Due to the size of the land and previous impacts of development and access it is unlikely that the parcel would qualify for a Heritage Agreement.

If Council were to retain the land, it is questionable whether HA status would be achieved re the road (solely).

Whilst there is no obligation to do so, Council’s Biodiversity Staff will provide advice to the landowners on how best to manage the biodiversity values of the site.

3. OPTIONS

The Council has the following options:

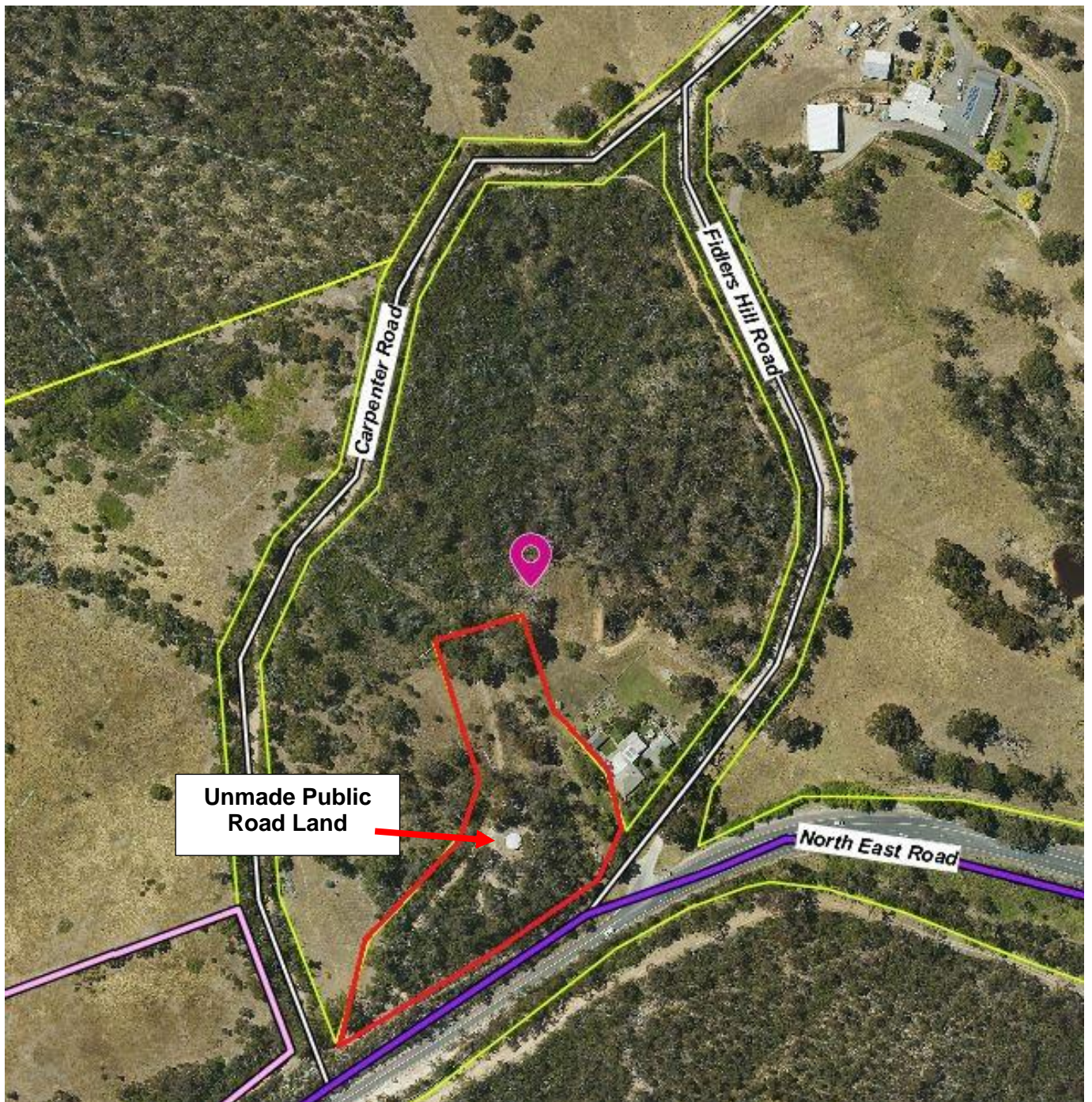
- I. Resolve to close the road and issue a Road Process Order in accordance with the recommendation (Recommended)
- II. Resolve to not endorse the road closure which will result in the existing road rent/permit being maintained. (Not Recommended)

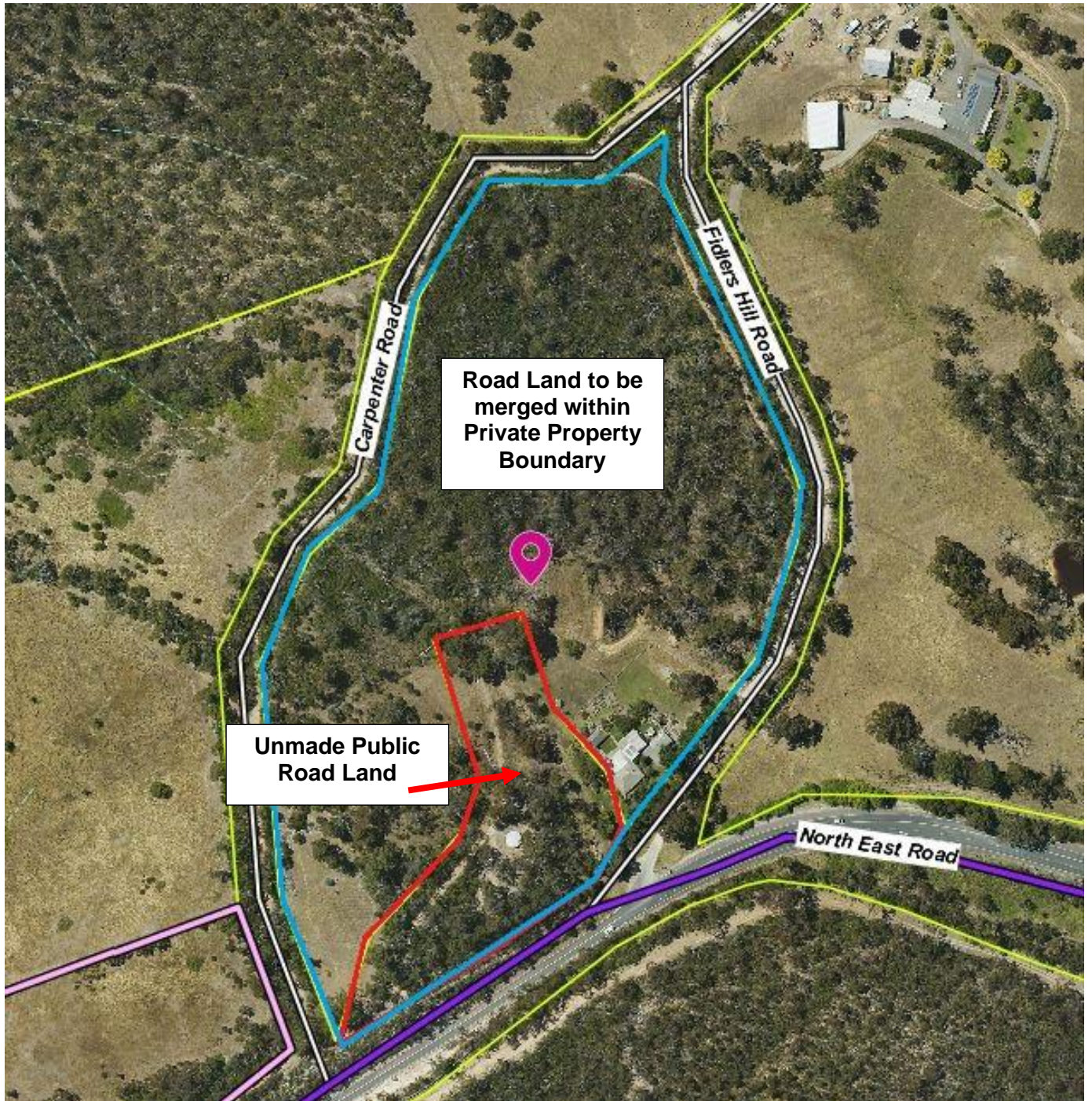
4. APPENDICES

- (1) Map identifying the Road Land
- (2) Preliminary Plan identifying the Road Land and merging parcels
- (3) Photos from the site

Appendix 1

Identification of Road Land





Appendix 2

Preliminary Plan 22/0025



PRELIMINARY PLAN NUMBER

PP 22/0025

ADELAIDE HILLS COUNCIL
HUNDRED OF PARA WIRRA
IN THE AREA NAMED
INGLEWOOD

SCALE 1 : 2000

0 20 40 60 80 100

SCALE - METRES

ROAD TO BE CLOSED IS LETTERED A
HEREON.

THE ROAD TO BE CLOSED LETTERED A IS
TO MERGE WITH ADJOINING SECTION 171.

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

AUTHORITY: PUBLIC MAP

John C. Bested
Licensed Surveyor

AERIAL IMAGERY OBTAINED FROM SOUTH
AUSTRALIAN PROPERTY AND PLANNING ATLAS.

DATE OF IMAGERY : JANUARY 2021

PROPOSAL CERTIFIED CORRECT AS TO INTENT

DATED 11/1/2022

John C. Bested
AUTHORISED OFFICER

JOHN C BESTED & ASSOC PTY LTD

ABN 94 894 506 968

SURVEYING & PLANNING CONSULTANTS

362 MAGILL ROAD KENSINGTON PARK 5068

PHONE (08) 8332 7111

email surveyors@johnbested.com.au

REFERENCE No.	21148	DRAWING No.	21148-ROAD	VERSION No.	1
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Appendix 3

Photographs from the Road Land Site





**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 23 August 2022
AGENDA BUSINESS ITEM**

Item:	12.4
Responsible Officer:	Mike Carey Manager Financial Services Corporate Services
Subject:	2021-22 Preliminary End of Year Financial Results and Carry Forwards
For:	Decision

SUMMARY

This report provides Council with a preliminary view of Council's financial performance to budget for the year ended 30 June 2022. The report also proposes changes to the 2022-23 Budget to account for the 2021-22 requested carry forwards, additional budget requests, as well as reflecting the updated 2022-23 Uniform Presentation of Finances.

Council's preliminary Operating Surplus before Capital for the 2021-22 financial year is \$2.369m which is \$762k favourable to budget. The favourable operating result to budget is largely driven by some favourable income variances including cemetery income \$117k, development income \$96k, and the early receipt of Financial Assistance Grant funding in the order of \$687k.

From an overall Net Lending/Borrowing result perspective, Council is favourable to budget by \$537k. This includes a minor favourable Capital Result to budget after taking into account the proposed capital carry forward income and expenditure requirements.

It should be noted that further changes to Council's financial results are likely to occur following the finalisation of the statutory accounts and subsequent audit. The finalisation of the accounts will address matters including asset revaluation, employee entitlements, review of landfill provisions, finalisation of Council's subsidiaries as well as depreciation and other asset adjustments.

In addition, this report proposes updates to the 2022-23 Budget as reflected in the 2022-23 Uniform Presentation of Finances to account for the proposed carry forwards to be undertaken in the 2022-23 financial year as well as new 2022-23 budget changes and additional budget requests. Taking the changes into account, the underlying surplus is \$523k resulting in an Operating Surplus Ratio of 1%.

The Audit Committee received and noted the 2021-22 results in the 2021-22 End of Financial Year Update Committee Report at its 15 August 2022 meeting.

RECOMMENDATION

Council resolves:

- 1. That the report be received and the preliminary end of year financial results for 2021-22 be noted.**
- 2. That the Operating Initiatives Carry Forward projects from 2021-22 totalling an amount of \$144k of expenditure (Appendix 1 of this report) be approved for inclusion in the 2022-23 Budget.**
- 3. That the Operating Grants Carry Forward amounts from 2021-22 totalling \$385k of Grant Income and \$145k of grant expenditure (Appendix 2 of this report) be approved for inclusion in the 2022-23 Budget.**
- 4. That the Capital carry forward projects from 2021-22 totalling an amount of \$4.450m of expenditure and \$602k of income (Appendices 4 and 5 to this report) be approved for inclusion in the 2022-23 Budget.**
- 5. That the additional budget requests and changes resulting in a decrease in \$717k in Operating Income and an increase of \$64k in Operating Expenditure (Appendix 6) be approved for inclusion in the 2022-23 Budget.**
- 6. That the 2022-23 proposed Budgeted Uniform Presentation of Finances reflecting a revised budgeted Operating Surplus of \$676k before Capital Revenue and revised Net Borrowings of \$6.934m as summarised in Appendix 7 and 8 to this report be adopted.**

1. BACKGROUND

The purpose of this report is to provide Council with a preliminary view of the actual financial performance compared to budget for the year ending 30 June 2022 and to seek approval to carry forward previously approved budget funding to the 2022-23 financial year. Council's preliminary end of year result was received and noted by the Audit Committee at its 15 August 2022 meeting as part of an End of Financial Year Update Report.

It should be noted that further changes to Council's operating and net lending result is possible following the finalisation of Council's statutory accounts and subsequent audit. The finalisation of the accounts will address matters including asset revaluation, landfill provisions, adjustments for Council's subsidiaries results as well as depreciation and other asset adjustments. The external auditors are scheduled to commence the audit process in late September 2022.

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal 5 A Progressive Organisation

Objective 05 We are accountable, informed, and make decisions in the best interests of the whole community

Priority 05.2 Make evidence-based decisions and prudently assess the risks and opportunities to our community before taking action.

Priority 05.3 Demonstrate accountability through robust corporate planning and reporting that enhances performance, is relevant and easily accessible by the community

➤ Legal Implications

Chapter 8 of the *Local Government Act 1999* (the “Act”) addresses Administrative and Financial Accountability under Part 2 Annual Business Plan and Budget and Part 3 Accounts, financial statements and audit.

More specifically:

- Under Section 123 (13), a council must, as required by the regulations, and may at any time, reconsider its annual business plan or its budget during the course of a financial year and, if necessary or appropriate, make any revisions.
- Under Section 127 of the Act, Council must prepare for each financial year financial statements and notes in accordance with standards prescribed by the regulations as soon as is reasonably practicable after the end of the relevant financial year
- Regulation 10 of the *Local Government (Financial Management) Regulations 2011* requires Council to report on the financial results of Council by no later than 31 December in each year.

➤ Risk Management Implications

Monitoring and reporting on Council’s financial results will assist in mitigating the risk of:

Inaccurate budgets and unforecasted deficits leading to inadequate resourcing for current and future activities.

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

It ensures that financial resources are deployed in areas that align with Council’s Strategic Management Plans, are affordable and support Council’s Long Term Financial Plan.

➤ Financial and Resource Implications

As a result of the changes proposed to the 2022-23 Budget, Council’s underlying operating surplus is \$523k resulting in an Operating Surplus Ratio of 1%. Council will continue to review and monitor future financial results and its financial position in conjunction with its Long Term Financial Plan (LTFP).

In terms of the underlying financial result for 2021-22, while the results are preliminary, once the one-off expenditure including the additional provisioning of remediation and post closure costs is taken into account the numbers are still likely to reflect an underlying financially sustainable surplus into the future.

➤ **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: Council's Preliminary End of Year Results were considered by the Audit Committee at its 15 August 2022 meeting as part of an End of Financial Year Update Report. The Committee resolved that the report be received and noted.

Council Workshops: Not Applicable

Advisory Groups: Not Applicable

External Agencies: Not Applicable

Community: Not Applicable

➤ **Additional Analysis**

Overall Result compared to budget

\$000's	2021-22 Actuals	2021-22 Budget	Variance Fav/(Unfav)	Proposed Carry Forwards	Variance Adjusted for Carry Forwards
Operating income	52,182	51,740	442	385	827
Operating expenditure	49,813	50,133	319	(289)	30
Operating Surplus before Capital	2,369	1,608	762	96	857
Capital Income	2,670	3,492	(822)	602	(220)
Capital Expenditure	17,164	21,836	4,672	(4,450)	222
Net expenditure - Capital projects	(14,494)	(18,343)	3,850	(3,848)	2
Depreciation	9,800	10,122	(322)	-	(322)
Net Lending /(Borrowing) Position for Financial Year	(2,325)	(6,614)	4,289	(3,752)	537

Council's preliminary Operating Surplus before Capital is \$2.369m which is \$762k favourable to Council's budget. There will still be further adjustments to occur as part of the finalisation of the statutory accounts.

The favourable operating result to budget is largely driven by some favourable income variances including cemetery income \$117k, development income \$96k, and the early receipt of Financial Assistance Grant funding in the order of \$687k but there are a number of other offsetting items relating to both income and expenditure within Council operations as discussed below.

Major income variances to budget that offset the early receipt of the 2022-23 Financial Assistance Grant 2021-22 LRCIP funding include:

- 2021-22 Local Roads and Community Infrastructure Program unfavourable variance of \$240k to budget due to timing of Phase 1, 2 and 3 grants receipts compared to budget
- Gumeracha Court Resurfacing Grant totalling \$220k budgeted in 2021-22 that is currently being considered for accrual
- Deferred Community Grants and Other Grants budgeted in 21-22 but now to be accounted for in 2022-23 totalling \$100k and \$45k respectively

More significant expenditure variances to budget include:

- Favourable depreciation to budget of \$322k noting that asset capitalisation is still to be finalised
- Unfavourable increase in annual leave employee entitlements to budget in the order of 134k
- Favourable deferred Grant expenditure to be carried forward to 2022-23 in line with Grant income totalling \$145k
- Favourable Operating Initiatives still to be expended and proposed to be carried forward to 2022-23 totalling \$144k

Council's preliminary operating result will also be subject to consideration of the amount required for the Ashton Landfill provision, finalisation of capitalisation, adjustments for asset and rate debtor write-off, depreciation and Councils' subsidiary results as discussed above.

2021-22 Operating Initiatives Carry Forwards

For 2021-22, there were seven operating initiatives projects where it was assessed that an operating carry forward will be required to ensure delivery of the required outcomes. These are detailed in **Appendix 1** to this Report.

It is noted that the carrying forward of these projects will have an impact on the Operating Result for 2022-23, reducing it by \$144k.

2021-22 Operating Grant Carry Forwards

Council was again able to access a significant amount of grants during the 2021-22 financial year relating to Community Development, Community Resilience, Economic Stimulus linked to Bushfire Recovery, Local Roads and Community Infrastructure Program (LRCIP) and other community program funding opportunities.

Due to the impact of Covid-19, competing priorities and the availability of resources including external contractors, it is proposed that some of the grant income and associated expenditure should be carried forward to the 2022-23 financial year. This will enable the

delivery of the project outcomes as required by the associated funding or to align with accounting standard requirements. In addition, it is proposed to carry forward the final 10% instalment of the Local Roads and Community Infrastructure Program (LRCIP) for Phase 1 and 2 totalling \$240k now due to be received in 2022-23.

These Operating Grant Carry Forwards amounting to \$385k of Income and \$145k of expenditure are detailed in **Appendix 2** to this Report.

Net Borrowings Position

Excluding leases, borrowings at 30 June 2022 were \$14.2m, represented by a fixed term interest only loan of \$5m and a short-term drawdown facility drawn down to \$9.2m at year end. This compares with Council's budgeted borrowings at 30 June 2022 of \$18.3m which was based on borrowings at the end of the previous year of \$10.2m and budgeted borrowings for the 2021-22 financial year of \$8.1m.

As shown below, the Net Borrowing Position is favourable by \$6.7m of which \$4.7m will be required as New Borrowings in 2022-23 to fund the 2021-22 Carry Forwards discussed in this report.

\$000's	Actual June 22 \$'000	Budget June 22 \$'000	Variance \$'000	June 2021 Balances \$'000
Cash & Investments	3,216	637	2,579	199
Short term drawdown	(9,206)	(5,177)	(4,029)	(5,200)
Fixed Term Loans	(5,000)	(13,100)	8,100	(5,000)
Total Borrowings	(14,206)	(18,277)	4,071	(10,200)
Net Position	(10,990)	(17,640)	6,650	(10,001)

Overall Capital Result

A Capital Works Summary has been prepared comparing the capital expenditure against budget by Asset Category for the 2021-22 financial year. (**Appendix 3** to this Report)

\$000's	2021-22 Actuals \$'000s	2021-22 Budget \$'000s	Variance Fav/(Unfav) \$'000s	Proposed Carry Forwards \$'000s	Variance Adjusted for Carry Forwards \$'000s
Capital Income	2,670	3,492	(822)	602	(220)
Capital Expenditure	17,164	21,836	4,672	(4,450)	222
Net expenditure - Capital projects	14,394	18,344	3,850	3,848	2

The preliminary results show a capital spend of \$17.164m against a budget of \$21.836m. In comparing to budget, it is noted that there is an overall underspend of \$4.672m of which it is proposed to carry forward capital expenditure in the order of \$4.450m across approximately 60 projects. Commentary for the variances in each of the Asset Categories within the overall Capital Expenditure Program is included in **Appendix 3**.

The overall net favourable variance on the 2021-22 Capital Works Expenditure Program is \$222k and therefore the proposed carry forward expenditure requests can be accommodated without a negative impact on Council's financial position.

It is also noted that once the proposed capital grant income carry forward of \$602k is taken into account, this results in a minor favourable capital result as shown in the table above.

All carry forward requests have been reviewed by Council Officers to ensure funding is available.

The proposed Capital Carry Forward list from 2021-22 by project has been attached for Council Members' consideration as **Appendix 4** to this report with a listing of the Capital Income Carry Forward items as **Appendix 5**.

Summary

Council's overall preliminary result for both the operating and capital is favourable to budget, noting that there are still some year-end adjustments required to the amounts presented.

2022-23 Budget

To assist in considering changes to the 2022-23 Budget since adoption, relevant requests have been separated into two elements, namely:

- those that balance out across income and expenditure
- those that do have a budgetary impact on the operating result

Balancing Additional Budget Requests

These proposed additional budget requests all relate to project expenditure associated with grant funding with the relevant expenditure to be undertaken in the 2022-23 financial year. There is no impact for these on Council's Operating Surplus.

These are included for Council Members consideration as **Appendix 6** and relate to Fabrik, Biodiversity and Waste.

Other Budget Changes

An amount of \$1.562m was included in 2022-23 relating to Local Roads and Community Infrastructure Program (LRCIP) for Phase 3. 50% of this Phase totalling \$781k was received early in June 2022 and therefore needs to be accounted for in the 2021-22 financial year under Accounting Standards. It is therefore proposed to adjust the 2022-23 Budget to reflect this early receipt. It is noted that this change does not impact on Council's Underlying Operating Surplus.

Updated 2022-23 Budget

As a result of the items impacting on the 2022-23 Budget, an updated Uniform Presentation of Finances Statement for the year ending 30 June 2023 has been prepared to reflect:

- the proposed 2021-22 carry forward changes for both Operating, Operating Grants and Capital listed in this report
- the proposed 2022-23 Budget Changes and Additional Budget Requests listed in this report

This statement has been included as **Appendix 7** to this report showing an Operating Surplus of \$676k and a Net Borrowing Result of \$6.934m together with a separate listing providing a reconciliation of the 2022-23 Budget changes already approved or proposed as part of this report as **Appendix 8**.

In addition, Council has very recently been advised of some increased costs to the East Waste budget largely relating to recyclables costs and diesel. As East Waste reassess their costs each quarter and costs in these two areas are quite volatile, it is proposed to reconsider these costs in Budget Review 1 prior to progressing the Long Term Financial Plan for 2023-24.

Underlying Surplus

The 2022-23 Operating Surplus of \$676k includes net one off operating funding of \$342k relating to the Federal Government Local Roads and Community Infrastructure Project (LGCIP) Program. Together with the adjustment for the one-off Amy Gillett Operating Initiative for \$100k and 2021-22 Operating Initiatives Carry Forwards, this results in an Underlying Surplus of **\$523k** for the 2022-23 Financial Year. This represents a 1% Operating Surplus Ratio.

The Underlying Surplus is referenced in the 2022-23 Budget Adjustments subsequent to Original Budget Adoption Reconciliation as per **Appendix 8**.

2021-22 Quarter 4 Finance Performance Results

At its 19 June 2018 meeting, Council adopted (Res 128/18) the *Corporate Planning & Performance Framework*, of which a key element was the establishment of a suite of Corporate Business Performance Indicators which are aligned with Adelaide Hills Council's Strategic Plan goals and will enable the tracking of performance over time.

As a result, Quarterly Council Performance Reports were prepared showing the performance against the Corporate Performance indicators, strategic initiatives and key activities of the Council's *Annual Business Plan*.

To reflect the alignment to the *Strategic Plan 2020-24 – A brighter future* the format of the Quarterly Council Performance Report is formatted to show Council's performance against the 5 strategic goals with the report also includes the Customer Service Standards, Capital Works performance, and Quarterly Financial Performance.

As a result of a change has been made to the timing of reports for the 2021-22 financial year. Reports are now provided to Council and the Audit Committee at the meeting directly following the end of the quarter.

As the financial performance information is only very preliminary at the time the agenda is being prepared for the first Council meeting after the end of the quarter it was agreed for completeness to include more up to date financial performance as part of each Budget Review as well as for End of Year Reporting. As a result this information is shown as **Appendix 9**.

3. OPTIONS

Council has the following options:

- I. To resolve that the report be received and approve the 2021-22 Expenditure and Income Carry Forwards and the 2022-23 Budget Changes and Additional Budget Requests that have a financial impact on the 2022-23 Adopted Budget (Recommended); or
- II. To defer this report in order for further information to be provided.

The recommended option will ensure that the budget for incomplete projects is available to complete these projects in 2022-23.

As the carry forward projects' budgets were approved in 2021-22, the majority of these projects already have contractual commitments entered into prior to 30 June and/or expenditure incurred subsequent to 30 June.

4. APPENDICES

- (1) 2021-22 Operating Initiatives Carry Forwards
- (2) 2021-22 Operating Grants Carry Forwards
- (3) 2021-22 Capital Works Summary
- (4) 2021-22 Capital Expenditure Carry Forwards
- (5) 2021-22 Capital Income Carry Forwards
- (6) 2022-23 Additional Budget Requests and Changes
- (7) 2022-23 Proposed Budgeted Uniform Presentation of Finances
- (8) 2022-23 Budget Adjustments subsequent to Original Budget Adoption
- (9) Financial Performance Report for Year Ended 30 June 2022

Appendix 1

2021-22 Operating Initiatives Carry Forwards

ADELAIDE HILLS COUNCIL 2021-22 OPERATING CARRY FORWARD REQUESTS

2021-22 OPERATING INITIATIVES CARRY FORWARD REQUESTS

Project Reference & Description	Carry Forward Request \$'000s	Comment
#744 Public Art Acquisition	10	Amount required to be carried forward to 2022-23 to fund July 2022 payment for Reconciliation Windows in Coventry Library
#786 Aboriginal Cultural Centre Development	4	Amount of \$4k required to be carried forward to 2022-23 to complete the fire pit at Fabrik Lobethal (50% due on completion)
#759 Local Heritage Fund	5	An amount of \$5k has been awarded for the Local Heritage Grant Fund but the funds need to be carried forward as not due to be paid until 2022-23
#784 Customer Experience Improvement Project	20	Due to resourcing issues amount proposed to be carried forward to 2022-23 to complete agreed actions for Customer Experience Improvement Project
#750 Houghton Soldiers Memorial Park: Contribution	40	Although this amount was re budgeted in 2020-21, the project scope is still not finalised and as such Council's contribution commitment has been carried forward to 2022-23 awaiting the completion of the design plan for this facility.
C5005 Resource to manage building & swimming pool compliance inspections	55	Transfer of \$55k from 2021-22 quarantined to fund a further 3 year commitment for a resource to manage building & swimming pool compliance inspections
Contribution to Stirling Cricket Club Cricket Net Facilities	10	Support to the Stirling Cricket Club who were successful in their application for funding through the Cricket Australia Infrastructure Grant Fund Program for upgrades to the existing cricket net facilities at the Stirling Oval noting that AHC are the owner of the Stirling Oval site.
Subtotal 21-22 Operating Carry Forward	144	

Appendix 2

2021-22 Operating Grants Carry Forwards

ADELAIDE HILLS COUNCIL

2021-22 OPERATING GRANTS CARRY FORWARD REQUESTS

Grant Reference & Description	Carry Forward Operating Income Request \$'000s	Carry Forward Operating Expenditure Request \$'000s	Comment
COMMUNITY DEVELOPMENT GRANTS <ul style="list-style-type: none"> Home and Community Care Collaborative Positive Ageing Community Recovery & Resilience Projects Hills Connected Communities 	38 4 32 26	38 4 32 26	A number of Community Development funded projects and programs delivery were impacted by Covid-19 and not completely expended in 2021-22. These programs/projects are continuing in 2022-23
ECONOMIC DEVELOPMENT GRANTS Regional Tourism Bushfire Recovery (RTBR) Grant <ul style="list-style-type: none"> Amy Gillett Pathway project 	30	30	Regional Tourism Bushfire Recovery (RTBR) Grants of \$30k for Amy Gillett Pathway
LIBRARY Adult Digital Literacy Grant	15	15	Program delivery was impacted by Covid
LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM (LRCIP) GRANT LRCIP Grant Phase 1 and Phase 2	240		Final 10% of the Phase 1 and Phase 2 funding have not been received in 2021-22 and upon receipt of final acquittal of grant funding are now due to be received in 2022-23
Total Proposed Grant Carry Forwards	385	145	

Appendix 3

2021-22 Capital Works Summary

ADELAIDE HILLS COUNCIL
2021-22 CAPITAL WORKS SUMMARY

	2021-22	2021-22	Variance to Budget	Proposed Carry Forwards 0s	Adjusted Variance \$'000s	Comment for Adjusted Variance balance
	184	280	97	76	21	Minor savings across the program.
Buildings	2,161	3,617	1,456	1,454	2	Minor savings across the program.
Cemeteries	12	94	81	65	17	Minor savings across the program.
CWMS	209	307	99	99	()	In line with Budget.
Fleet	1,576	3,021	1,445	1,458	(13)	Minor overrun offset by other asset categories
Footpaths	1,887	2,004	117	75	42	Savings achieved across the program.
Guardrails	58	54	(3)	-	(3)	Minor overrun offset by other asset categories
ICT	534	833	299	308	(9)	Minor overrun across the program.
Kerbing	215	224	9	-	9	Minor savings across the program.
Library	4	15	11	11		In line with Budget.
LRCIP 20/21	113	103	(10)	-	(10)	Minor overrun offset by other asset categories
LRCIP 21/22	1,516	1,502	(14)	-	(14)	Minor overrun offset by other asset categories
Other	288	494	206	203	4	Minor savings across the program.
Plant & Equipment	21	118	97	97		In line with Budget.
Roads	3,976	4,296	321	226	95	Savings achieved across the program.
Sport & Recreation	3,792	4,048	256	242	14	Savings achieved across the program.
Stormwater	618	823	205	138	67	Savings achieved across the program.
Total	17,164	21,836	4,672	4,450	222	

Appendix 4

2021-22 Capital Expenditure Carry Forwards

ADELAIDE HILLS COUNCIL
CAPITAL WORKS PROGRAM
PROPOSED 2021-22 CARRY FORWARDS

Project Number and Description		Proposed Carry Forward	Asset Category	Comments
3900	Bridgewater Oval Footbridge	\$ 76,000	Bridges	The works commenced late in 2021-22 and the bridge replacement work is on-going and funding required for committed contract.
3107	Toilets Demolition: Various: Buildings	\$ 122,000	Buildings	Work at Birdwood Main Street Toilets was not completed until 12 July 2022
3510	General upgrades and maintenance-Regionwide	\$ 23,700	Buildings	Work to be completed in July 2022
3706	Workflow System Development-Regionwide	\$ 30,000	Buildings	Civil Services roll out of Confirm
3741	FABRIK - Activation of Arts & Heritage Hub	\$ 100,000	Buildings	On-going project
3742	AHBTC-Capital Divestment	\$ 42,000	Buildings	On-going project
3903	Stirling Rotunda Replacement	\$ 112,000	Buildings	Final planning to be completed
3909	Old Stirling School	\$ 21,000	Buildings	Electrical connection by SA Power Network to occur in August 2022
3915	Mylor - Tennis / Netball Club Toilets	\$ 75,000	Buildings	Project to be completed by 31 August 2022
3985	Asset Management Plans for Buildings	\$ 100,000	Buildings	Consultant has been engaged and condition inspections have commenced - funding required to meet contract obligations.
3990	Norton Summit Fire System	\$ 50,000	Buildings	New system to be installed during September
3991	Building Renewals	\$ 40,000	Buildings	On-going project
4028	Energy Upgrades, Battery & Efficiency Actions	\$ 170,000	Buildings	To be used at FABRIK to provide solar and battery as a trial and completion of the Sustainability Building Audit component
4034	22 Wright Rd Extension Works	\$ 30,000	Buildings	Project to be completed in 2022
4037	Woodside Depot Shed replacement	\$ 111,000	Buildings	Awaiting land issues to be resolved
4044	Operational Workplace Review	\$ 427,000	Buildings	On-going project
3967	Scott Creek Cemetery Upgrades	\$ 915	Cemeteries	Work to be completed in July 2022
4045	Stirling Cemetery Shelter	\$ 33,650	Cemeteries	Shelter has been installed in 2021-22 and costs committed for payment.
4046	Summertown Cemetery Renewal	\$ 30,000	Cemeteries	Work to be completed in 2022
3993	Control Cabinet Renewals	\$ 30,000	CWMS	To continue renewal of cabinet and control panels at pump stations.
4002	CWMS Pump Renewals	\$ 9,600	CWMS	Woodside Pump renewal not completed in 2021-22
4003	Birdwood Treatment Plant	\$ 13,700	CWMS	Replacement of valves, telemetry and pumps not completed in 2021-22.
4004	Woodlot Management - Renewal	\$ 40,000	CWMS	Further investigation required before the renewal of irrigation is undertaken.

Project Number and Description		Proposed Carry Forward	Asset Category	Comments
4005	Air Valves - Air Valve Changeover	\$ 5,700	CWMS	To complete installation of valves across the CWMS network.
3160	Plant Replacement Program	\$ 912,000	Fleet	Delays in getting delivery of plant and equipment
3994	Mobile Library	\$ 113,000	Fleet	Fit out of the mobile library is underway and committed.
3996	Electric Vehicle	\$ 33,000	Fleet	Delays in vehicle deliveries
4030	Elevated Work Platform	\$ 400,000	Fleet	Delivery is occurring early in 2022-23 and subsequent payment committed
3743	Key Walking & Cycling Trails-Regionwide	\$ 75,000	Footpaths	Project on-going and funds required for 2022-23
3634	Cemetery Management System - Online	\$ 14,000	ICT	Project on-going
3737	Internet of Things (IoT)	\$ 7,000	ICT	Scoping activity for program in Sport & Rec for 2022-23 Pilot
3755	CRM Integration	\$ 2,000	ICT	Integration with Confirm
3866	General ICT Renewals	\$ 29,000	ICT	Records Hub – TRIM carry forward needed for Phase 2 Cloud Migration.
3951	Telecommunications	\$ 8,000	ICT	Rolling renewal program for Mobile Fleet
3952	ICT Systems	\$ 53,000	ICT	Firewall/Network redundancy & Enterprise Voice O365 - Teams
3953	Digital Hub	\$ 19,000	ICT	Project ongoing and delivery in 2022-23
3955	Council Website	\$ 23,500	ICT	Project ongoing and delivery in 2022-23
4031	Information Systems	\$ 152,000	ICT	Project ongoing and delivery in 2022-23
3872	Minor Plant - Library	\$ 7,000	Library	Project on-going
4032	Gumeracha Library upgrades	\$ 4,200	Library	Project ongoing and delivery in 2022-23
3750	Promotional Roadside Signage-Regionwide	\$ 34,700	Other	Delivery of roadside promotional signs to progress to delivery phase in 2022-23
3842	Business Continuity Plan Consumables	\$ 20,000	Other	Business Continuity Plan including capital requirements currently being developed
3844	LED Street Lighting	\$ 132,000	Other	Awaiting outcome from DIT to replace V Category lamps.
4009	Corporate Signs Council reserves	\$ 10,000	Other	Location and condition of signs being reviewed and bulk replacement
4010	Resilient community facilities	\$ 5,800	Other	Project ongoing to be delivered in 22-23. Drinking water station at Balhannah Dog Park
3871	Minor Plant - Furniture	\$ 77,000	Plant & Equipment	Project on-going
4033	Council Member Honour Boards	\$ 20,000	Plant & Equipment	on-going for installation in 2022-23
3855	Shoulder Renewal Program-Regionwide	\$ 41,500	Roads	Identified work for reseal program preparation not completed
4011	Road Safety Program	\$ 101,000	Roads	Investigation and Design for 2023/24 blackspot proposals and completion of Road safety improvements for pedestrians on Piccadilly Road near Crafers School and Raymonds Road widening for safe heavy vehicle access.
4013	Pavement Investigations	\$ 42,000	Roads	Contract in place and final reports and payments to occur in 2022-23

Project Number and Description		Proposed Carry Forward	Asset Category	Comments
4041	Blackspot 21/22 - Warren/Luckey Hill/Martin Hill Roads Birdwood	\$ 41,000	Roads	Continuation of 2 year project.
17	Implementing water efficiencies	\$ 36,600	Sport & Recreation	Audit works are currently being undertaken, with all investigations and report to be supplied to Council by December 2022.
	ridgewater Oval Drainage	\$ 20,000	Sport & Recreation	additional drainage works to be completed following retaining wall renewal.
	P - Central Irrigation System	\$ 45,500	Sport & Recreation	Purchasing of equipment has begun and contractors engaged to install the equipment at sites deemed appropriate for this technology. Staff training in the new system to occur prior to the 2022-23 irrigation season
	cricket Nets	\$ 110,000	Sport & Recreation	Following on from Council's resolution at their November 2021 meeting, further work and consultation around the location of the new cricket nets at Mylor Oval was required. Staff currently have two draft location options that stakeholders are reviewing. An outcome regarding location is expected in the near future, with tender processes to follow shortly after
	Cricket Court Resurfacing	\$ 29,700	Sport & Recreation	Money held back until final works completed when weather is appropriate
	SMP	\$ 95,000	Stormwater	Multi-year project in conjunction with Stormwater Management Authority
		\$ 14,000	Stormwater	Ongoing investigation works as required.
	Investigation Only.	\$ 18,000	Stormwater	Allow for further negotiations with stakeholders
4047	Old Woollen Mill Culvert	\$ 11,000	Stormwater	To further progress understanding of culvert condition and remediation options
Total 2021-22 Capital Expenditure Carry Forwards		4,449,765		

Capital Expenditure

Renewals	2,363,700
New	2,086,065
To be transferred to 2022-23 Capital Program	4,449,765

2021-22 Capital

Appendix 5
Carry Forwards

ADELAIDE HILLS COUNCIL
CAPITAL WORKS PROGRAM
PROPOSED 2021-22 CAPITAL INCOME CARRY FORWARDS

	Proposed Carry Forward
ate, Bridgewater, Crafers and Stirling water Management Plan - relates to Capital project 3619	100,000
2021-22 Blackspot Funding - relates to Capital Project 4041	80,000
Gumeracha Main Street - Stage 2 Contribution - relates to Capital Project 3843 Carried Forward from 2020-21	232,000
Local Government Infrastructure Partnership Program (LGIPP) funded grant for design and documentation of the irrigation systems - relates to Capital Project 4017	50,000
Local Government Infrastructure Partnership Program (LGIPP) funded grant for the investigation and implementation of a Central Irrigation System - relates to Capital Project 4038	40,000
FABRIK - Activation of Arts & Heritage Hub Structure - grant funding linked to project	100,000
Proposed Capital Income Carry Forward Total	602,000

Appendix 6

2022-23 Additional Budget Requests and Changes

ADELAIDE HILLS COUNCIL 2022-23 ADDITIONAL BUDGET REQUESTS & CHANGES

OPERATING

Description	Operating Income Request \$'000s	Operating Expenditure Request \$'000s	Comment
FABRIK			
Arts SA Grant - Resilience and Social Connection Through Creative Activities in the Adelaide Hills	30	30	Grants received after BR3 and not included in 21/22 Budget
Wellbeing SA - Artist Employment Grant: Memorial for Forgotten Plants	14	14	\$10k already received, \$1k spent in 21/22 \$5k to be received in Feb 2023
BIODIVERSITY			
Revitalising Private Conservation Grants	10	10	Revitalising Private Conservation in SA – Woorabinda Bushland Reserves pest plant control grant
WASTE			
Explore feasibility and benefits of a user pay kerbside bin service	10	10	East Waste contribution to the initiative
LRCIP (LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM GRANT)	(781)		Budget reduction due to 50% of 2022-23 Phase 3 LRCIP grant received in June 2022
2022-23 Additional Budget Request Net impact	(717)	64	

Appendix 7

*2022-23 Proposed Budgeted Uniform Presentation of
Finances*

Adelaide Hills Council
BUDGETED UNIFORM PRESENTATION OF FINANCES
2022-23 Annual Budget

	2022-23 Adopted Budget \$'000	Carry Forwards (BR0a) \$'000	Additional Budget Requests (BR0b) \$'000	Additional Budget Requests (BR0c) \$'000	Total BR0 Changes \$'000	2022-23 Revised Budget \$'000
	44,143				-	44,143
	1,318				-	1,318
	837				-	837
	6,496	385	64	(781)	(332)	6,164
	5				-	5
	184				-	184
	212				-	212
	100				-	100
	53,295	385	64	(781)	(332)	52,963
	20,800				-	20,800
	20,038	289	64		353	20,391
	10,502				-	10,502
	594				-	594
	-				-	0
	51,934	289	64	0	353	52,287
	1,361	96	0	(781)	(685)	676
	(10,538)	(2,364)			(2,364)	(12,902)
	636				-	636
	10,502				-	10,502
	600	(2,364)	0	0	(2,364)	(1,764)
	(11,801)	(2,086)			(2,086)	(13,887)
	4,709	602			602	5,311
	2,730				-	2,730
	(4,363)	(1,484)	0	0	(1,484)	(5,847)
	(2,401)	(3,752)	0	(781)	(4,533)	(6,934)
	(24,426)				-	(24,426)
	(429)				-	(429)
	(100)				-	(100)
	(27,356)	(3,752)	0	(781)	(4,533)	(31,889)
	(2,401)	(3,752)	-	(781)	(4,533)	(6,934)
	(33)	25	49	(19)	55	22
	(2,700)	(173)	(49)	-	(222)	(2,922)
	(515)	-	-	-	-	(515)
	(429)	-	-	-	-	(429)
	(1,032)	-	-	-	-	(1,032)
	(590)	-	-	-	-	(590)
	(100)	-	-	-	-	(100)
	(7,800)	(3,900)	0	(800)	(4,700)	(12,500)

unded and consequently individual sub-totals, whilst
er slightly from the sum of the rounded amounts.

Appendix 8

*2022-23 Budget Adjustments subsequent to Original
Budget*

ADELAIDE HILLS COUNCIL
2022-23 BUDGET ADJUSTMENTS SUBSEQUENT TO BUDGET ADOPTION

		ting	Net Operating	Capital	Capital e	Depreciation	Net Borrowing Result Impact	2022-23 Underlying Surplus
								578
								(55)
								(55)
d Budget for 23 August 2022 Council Meeting	52,963	52,287	676	26,789	8,676	10,502	(6,934)	523

Appendix 9

*Financial Performance Report for Year Ended 30 June
2022*

Financial Performance

Overall Funding Statement

Preliminary EOY Financials June 2022

	YTD Actual	YTD Budget	YTD Variance	Annual Adopted Budget
			00	\$'000
			442	51,740
Total Operating Expenditure	49,813	50,133	319	50,133
Operating Surplus / (Deficit) before Capital	2,369	1,608	762	1,607
	17,164	21,836	4,672	21,836
al Income	2,770	3,492	(722)	3,492
Net expenditure - Capital projects	14,394	18,343	3,949	18,343
Net Lending / (Borrowing) Result for Year	(2,225)	(6,614)	4,389	(6,615)

Adelaide Hills Council Operating Summary By Directorate Preliminary EOY Financials June 2022				
	YTD Actuals \$'000s	YTD Budget \$'000s	YTD Var fav / (unfav) \$'000s	Annual Adopted Budget \$'000s
Income				
CEO	36	39	(2)	39
Community Capacity	1,994	2,204	(210)	2,204
Corporate Services	42,518	42,401	117	42,401
Development & Regulatory Services	1,436	1,321	115	1,321
Infrastructure & Operations	6,198	5,775	422	5,775
Income Total	52,182	51,740	442	51,740
Expenditure				
CEO	2,161	2,167	7	2,167
Community Capacity	7,454	7,818	364	7,818
Corporate Services	7,921	7,706	(215)	7,706
Development & Regulatory Services	4,003	3,991	(12)	3,991
Infrastructure & Operations	28,275	28,451	177	28,451
Expenditure Total	49,813	50,133	319	50,133
Operating Surplus / (Deficit)	2,369	1,608	762	1,607

Adelaide Hills Council Financial Perfo

Preliminary EOY June 2022									Net Position
	YTD Actuals \$'000s	YTD Budget \$'000s	YTD Var fav/(unfav) \$'000s	Annual Revised Budget \$'000s	YTD Actuals \$'000s	YTD Budget \$'000s	YTD Var fav/(unfav) \$'000s	A Rev Budg \$'000s	Variance \$'000s
CEO Office	-	-	-	-	312	303	(8)	303	(8)
Governance & EM	36	39	(2)	39	1,849	1,864	15	1,864	13
CEO Directorate	36	39	(2)	39	2,161	2,167	7	2,167	5
CC Director's Office	36	42	(6)	42	388	380	(9)	380	(15)
Customer Experience	-	-	-	-	97	174	76	174	76
Communications, Engagement & Events	1	-	1	-	644	645	1	645	3
Economic Development	120	148	(28)	148	525	599	73	599	45
FABRIK	53	110	(57)	110	332	325	(7)	325	(64)
Community Development	102	86	16	86	1,035	1,130	94	1,130	111
Community Resilience	186	212	(26)	212	186	212	26	212	
Positive Ageing (Home and Social Support)	1,064	1,117	(53)	1,117	1,053	1,163	110	1,163	57
Positive Ageing Project (Collaborative)	107	108	(1)	108	103	108	5	108	4
Community Centres	29	51	(23)	51	365	357	(9)	357	(31)
Library & Customer Services	296	329	(33)	329	2,724	2,726	2	2,726	(31)
Community Capacity	1,994	2,204	(210)	2,204	7,454	7,818	364	7,818	154
CS Director's Office	5	3	2	3	278	331	52	331	54
Financial Services	41,071	40,863	208	40,863	338	182	(157)	182	51
Information Services	-	-	-	-	2,593	2,452	(141)	2,452	(141)
OD & WHS	-	1	(1)	1	776	722	(54)	722	(54)
Old Woollen Mill Precinct Lobethal	302	338	(35)	338	212	247	35	247	()
Cemeteries	418	301	117	301	223	229	6	229	123
Property Management	116	80	36	80	1,673	1,699	26	1,699	62
Retirement Villages	30	39	(9)	39	24	24	()	24	(9)
Sport & Recreation	575	776	(201)	776	1,803	1,819	16	1,819	(185)
Corporate Services	42,518	42,401	117	42,401	7,921	7,706	(215)	7,706	(99)
DRS Director's Office	-	-	-	-	508	493	(15)	493	(15)
Development Assessment & Compliance	735	644	91	644	2,204	2,270	66	2,270	157
Environmental Health	166	165	1	165	513	518	4	518	5
Regulatory Services	535	512	22	512	777	710	(67)	710	(45)
Development & Regulatory Services	1,436	1,321	115	1,321	4,003	3,991	(12)	3,991	103
IO Director's Office	-	-	-	-	341	332	(9)	332	(8)
Civil Services	3,667	3,450	218	3,450	5,499	5,433	(66)	5,433	152
Open Space - Biodiversity	371	363	8	363	997	1,012	14	1,012	22
Open Space Operations	219	168	51	168	5,248	5,107	(140)	5,107	(89)
Community Wastewater Management System	1,713	1,678	35	1,678	1,057	1,034	(23)	1,034	12
Strategic Assets	-	-	-	-	9,897	10,243	346	10,243	346
Sustainability	-	-	-	-	284	222	(61)	222	(61)
Emergency Management	-	-	-	-	59	112	53	112	53
Waste	227	116	111	116	4,893	4,955	62	4,955	173
Infrastructure & Operations	6,198	5,775	422	5,775	28,275	28,451	177	28,451	599
Total	52,182	51,740	442	51,740	49,813	50,133	319	50,133	762

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 23 August 2022
AGENDA BUSINESS ITEM**

Item: 12.5

Responsible Officer: Renee O'Connor
Coordinator Sport and Recreation
Corporate Services

Subject: Draft Community and Recreation Facilities Framework

For: Decision

SUMMARY

Following an extensive development, engagement and collaboration process over the past four years, including a final round of engagement and consultation throughout July 2022, Council's draft *Community and Recreation Facilities Framework* (the 'CRFF') has been finalised.

This report now seeks Council's endorsement to adopt the CRFF.

The draft CRFF is made up of:

- *Community and Recreation Facilities Policy* (**Appendix 1**)
- *Guidelines for Maintenance and Upgrades of existing Community, Sport and Recreation Facilities* (**Appendix 2**)
- *Service Levels for Community, Sport and Recreation Facilities* (**Appendix 3**)
- *Facility Maintenance Fund Guidelines* (**Appendix 4**)

There are some substantial outcomes that the adoption of the CRFF and its ongoing implementation will facilitate. They include:

- Significantly improved equity in Council resourcing and support between Council and community owned facilities
- The allocation and spending of Council resources in accordance with agreed priorities and approved service levels
- Significantly improved standard of facilities over time for the community
- Allocation of funding to ensure ongoing safety of facilities is achieved for the community
- Clear obligations and arrangements for Council and community groups, clubs and associations. The CRFF helps clubs plan for the future
- Policy positions that reflect the Adelaide Hills Council and its unique environment.

The CRFF project is an action from Council's *Sport and Recreation Strategy*. In addition, and as per the resolution included in this report, if adopted, it is anticipated that it will replace Council's *Sport and Recreation Policy*

RECOMMENDATION

Council resolves:

1. That the report be received and noted
 2. To receive and note the *Community and Recreation Facilities Framework and Play Space Framework Community Engagement Outcomes Report* contained in *Appendix 5*.
 3. With an effective date on 1 July 2023, to adopt the draft *Community and Recreation Facilities Framework*, including the *Community and Recreation Facilities Policy (Appendix 1)*, the *Community and Recreation Facilities Service Levels (Appendix 2)*, the *Community and Recreation Facility Guidelines (Appendix 3)*, and the *Facility Maintenance Fund Guidelines (Appendix 4)*.
 4. With an effective date on 1 July 2023, rescind the *Sport and Recreation Policy*.
 5. That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the draft *Community and Recreation Facilities Framework*, including the *Community and Recreation Facilities Policy (Appendix 1)*, the *Community and Recreation Facilities Service Levels (Appendix 2)*, the *Community and Recreation Facility Guidelines (Appendix 3)*, and the *Facility Maintenance Fund Guidelines (Appendix 4)* prior to the date of effect.
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1. BACKGROUND

At its meeting of 22 June 2021, Council endorsed the CRFF drafts for consultation.

12.3 Community & Recreation Facilities Framework & Play Space Framework – Drafts for Consultation

Moved Cr Kirsty Parkin
S/- Cr Nathan Daniell

119/21

Council resolves:

1. That the report be received and noted.
2. To receive and endorse the draft *Community and Recreation Facilities Framework* and the draft *Play Space Framework* and implement Stage 3 of Engagement (consultation).
3. That the results of Stage 3 Engagement and the final draft Frameworks be presented to Council for their consideration by December 2021.
4. That the CEO be authorised to:
 - a. Make any formatting, nomenclature or other minor changes to the Draft Framework documents prior to being released for public consultation and
 - b. Determine the consultation timings, media and processes while ensuring consistency and compliance with the provisions of applicable legislation and Council's *Public Consultation Policy*.

Carried Unanimously

The 22 June 2021 report provides details of the extensive process undertaken to reach this point of the CRFF project.

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal A functional built environment

Objective B4 Sustainable management of our built assets ensures a safe, functional and well serviced community.

Priority B4.3 Ensure Council owned or managed assets, including staff accommodation, are functional and adaptive to meet service requirements. Also, where appropriate and endorsed by Council, equitably assist community owned site (halls and recreation sites) to ensure their facilities are functional and meet service standards.

Goal Community Wellbeing

Objective C4 An active, healthy, thriving and resilient community.

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

The CRFF project is an action from Council's *Sport and Recreation Strategy*. In addition, and as per the resolution included in this report, if adopted, it is anticipated that it will replace Council's *Sport and Recreation Policy*.

➤ Legal Implications

The implementation of the CRFF will include the preparation of occupation agreements such as Leases and Management Agreements for the Council owned sites which will be drafted in accordance with, and administered by, the provisions of a number of pieces of legislation including the *Retail and Commercial Leases Act 1995*, the *Real Property Act 1886* and the *Local Government Act 1999*. These occupation agreements are legally binding between the Council and the association/club.

➤ Risk Management Implications

Undertaking the development of the CRFF document will assist in mitigating the risks of:

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

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

➤ **Financial and Resource Implications**

Funding for a staged implementation of the CRFF has been included in the most recent iteration of Council's Long term Financial Plan and the adopted budget for 2022-23.

A portion of funding allocated to the CRFF in the 2022-23 year is being utilised for a new resource to ensure the CRFF can be fully implemented by 1 July 2023. This 'Club Support Officer' position will assist clubs in the CRFF's implementation phase, and also provide ongoing support to clubs in the region following implementation. Recruitment of this position is underway.

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

Implementation of the CRFF will have some customer service implications, particularly for associations/clubs and community groups within our Council region.

The CRFF proposes changes to some association/club's obligations to, and arrangements with, Council that while necessary, they may find initially challenging. The new Club Support Officer position is being recruited to assist and support community groups, clubs and associations with these changes and to also provide ongoing support to these groups, building their capacity for the future.

➤ **Sustainability Implications**

It is anticipated that the adoption of this CRFF will have positive impacts on the financial and environmental sustainability of the majority of community groups, clubs and associations.

➤ **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 has held a number of workshops regarding the CRFF over the lifetime of the project, including:

- March 2017
- July 2018
- January 2019
- September 2020
- March 2021
- June 2021
- November 2021
- July 2022

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

External Agencies: Not applicable

Community: Following the receipt of feedback from community groups, clubs and associations, Council staff invited those who wanted more clarification or information along to a face to face workshop in May 2022. The workshop was attended by approximately eight club representatives. Additional opportunity has been provided to community associations to seek clarification on a number of areas.

➤ **Additional Analysis**

Following the Council resolution from June 2021, Council consulted with the community and community groups, clubs and associations about the CRFF between 1 September and 30 September 2021. The consultation period for community groups, clubs and associations was extended until late 2021 to provide an additional opportunity for these stakeholders to provide feedback. It is important to note that this extension resulted in a delay in analysing feedback and providing an update back to Council.

Feedback was generally positive and supportive of the CRFF components, particularly items like additional funding for the upgrade of courts, maintenance of ovals and the introduction of an emergency maintenance fund. There were no matters raised by community members that warranted any changes to the draft documents.

Council received responses from 28 clubs and seven halls / other community groups during the consultation period. Outcomes from this consultation process were presented to a workshop of Council in July 2022

The majority of community groups, clubs and associations were supportive of the CRFF documents in their entirety.

The Community Engagement Outcomes Report for this project can be found in **Appendix 5**.

The main questions from community groups, clubs and associations were related to the following key areas:

- Oval maintenance
- Carpark, driveway, drainage maintenance for Community owned
- Insurance (Sports Clubs + Community Owned halls)
- Emergency Maintenance Fund clarification around process
- Water
- General maintenance of sites

There were no matters raised by community groups, clubs and associations that warranted any changes to the draft documents. Staff did however provide some additional clarity around water use in the draft CRFF documents as a result of this feedback.

There were a small number of sporting clubs who indicated that they would like more information, or an opportunity to discuss the CRFF further, following the consultation process. These sporting clubs were invited to a workshop in May 2022. The workshop was attended by eight club representatives and most had specific questions about individual impacts for their clubs. They were mostly happy and supportive of the draft CRFF.

In addition, there were four community hall associations that indicated that they would like more information, or an opportunity to discuss the CRFF further following the consultation process. All associations were contacted individually in June 2022 with further information or clarification provided

Following the community consultation process, staff have also had a further opportunity to undertake a final review of the document. As considered and discussed at the July 2022 workshop, there was support for the following edits proposed by staff:

- A more robust statement around participation and demographics, and accessibility and inclusivity when considering Council support for projects
- That play spaces and general open space will not make up part of a leased space; these type of spaces should be managed by Council
- Including provisions around single use plastics and encouraging sustainability actions
- Support for Historical Societies, subject to records being publically accessible and a plan to digitize records.
- Clarification that Council will be financially responsible for water use of playing surfaces to an appropriate community standard.
- More clarification around oval maintenance and the ability for Council staff to close a site due to weather, safety, etc.
- A fixed grant amount, (as opposed to a reimbursement) to be provided to Community Owned Community Halls towards operating costs such as building insurance

There are some substantial outcomes that the adoption of the CRFF and its ongoing implementation will facilitate. They include:

- Significantly improved equity in Council resourcing and support between Council and community owned facilities
- The allocation and spending of Council resources in accordance with agreed priorities and approved service levels
- Significantly improved standard of facilities over time for the community
- Allocation of funding to ensure ongoing safety of facilities is achieved for the community
- Clear obligations and arrangements for Council and community groups, clubs and associations. The CRFF helps sporting clubs plan for the future
- Policy positions that reflect the Adelaide Hills Council and its unique environment.

The adoption of the CRFF and the subsequent outcomes for our community are considered to be a positive reflection of the considerable time and effort spent progressing this substantial project over many years.

A fact sheet, outlining major changes between existing arrangements and CRFF obligations for associations/clubs will be available in the coming months.

3. OPTIONS

Council has the following options:

- I. To adopt the draft *Community and Recreation Facilities Framework* in its entirety, including the *Community and Recreation Facilities Policy (Appendix 1)*, the *Community and Recreation Facilities Service Levels (Appendix 2)*, the *Community and Recreation Facility Guidelines (Appendix 3)*, and the *Facility Maintenance Fund Guidelines (Appendix 4)*. (Recommended)
- II. To rescind the *Sport and Recreation Policy*. (Recommended)
- III. That Council does not adopt Community and Recreation Facilities Framework, and reconsiders options for the management sport, recreation and community facilities. (Not Recommended)
- IV. That Council does not rescind the Sport and Recreation Policy. (Not Recommended)

4. APPENDICES

- (1) *Community and Recreation Facilities Policy*
- (2) *Guidelines for Maintenance and Upgrades of existing Community, Sport and Recreation Facilities*
- (3) *Service Levels for Community, Sport and Recreation Facilities*
- (4) *Facility Maintenance Fund Guidelines*
- (5) *Community Engagement Outcomes Report*

Appendix 1

Community and Recreation Facilities Policy

COUNCIL POLICY

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

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

Version Control

Version No.	Date of Effect	Description of Change(s)	Approval
1.0	August 2022	New Policy	Council

DRAFT

COMMUNITY & RECREATION FACILITIES POLICY

1. INTRODUCTION

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

Council has a Community and Recreation Facilities Policy to:

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

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

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

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

2. OBJECTIVES

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

- Council's contribution towards the maintenance or upgrade of community, recreation and sport facilities should facilitate a consistent quality and standard of facility, appropriate for community use.
- That community, recreation and sport facilities in our region reflect the Adelaide Hills community and its built and natural form.
- Upgrades and development should reflect the local user needs and consider long term sustainability (including financial).
- Upgrades and developments should ensure that diverse opportunities, inclusion, and accessibility are provided and facilitate participation from a wide variety of users. Facilities that receive funding from Council towards operational or capital expenses should be open or available to the general community for casual use when not being used for organised sport or community activities.
- Spaces should be attractive, well-maintained and inviting that the community are connected to and feel proud of. Sites should be managed and maintained to a level that enables both community use and organised activities.
- Ensure Council has a network and hierarchy of quality destinations spread across the Council region. Facilities should provide an appropriate level of recreational opportunity and amenity, according to a site's classification and reflecting the needs of the community. Upgrades or developments should consider the hierarchy and classifications in place.
- The asset management and maintenance of all sites must be planned and programmed, with obligations reflected in management agreements, leases and licences or funding agreements where applicable. Council funding contributions for the management and maintenance of sites should have appropriate agreements in place.
- The Policy should assist in guiding decisions relating to the acquisition and sale of land, the reclassification of land, service levels and allocation of funds for maintenance, renewal and replacement and planning for future service delivery.
- To provide guiding principles and statements that will form the minimum negotiating position of Council as new leases are entered into for all organisations who occupy Council owned facilities. The policy and associated Framework documents will clearly outline both Council responsibilities and Club obligations and should facilitate a clear process for clubs to obtain support.
- To facilitate a clear position and process for community owned sites to access support from Council.

- To facilitate clear relationships with Clubs and users of facilities. To communicate Council's capacity and commitment to community, sport and recreation facilities with peak bodies, government agencies and other relevant stakeholders.
- To ensure that engagement and consultation with relevant stakeholders and the community occur during the development of community, recreation and sport facilities.
- Council resourcing and funding for the maintenance or development or upgrade of community, recreation and sport facilities must be allocated and delivered with equity and transparency. The level of resourcing and funding allocated should be evidence based and consider the following factors:
 - Leasing arrangements
 - Facility hierarchy and classification
 - Site usage & or club participation
 - Local demographics
 - Asset management plans and considerations
 - Relevant facility guidelines
 - Engagement and consultation outcomes

3. DEFINITIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4. POLICY STATEMENT

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

Considering the large number of facilities within the region, Council will, through various means contribute resources towards playing surfaces and facilities that facilitate community participation (ie. ovals, courts). Buildings and associated structures required for activities (ie. tennis, soccer) are the responsibility of the Clubs to provide and upgrade, unless otherwise resolved by Council

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

In receiving support from Council, there is an understanding that such facilities will be open and available (where appropriate) to the general community for their use. Participation at and utilisation of the facility, and current demographics will also be a factor in receiving support from Council.

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

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

A community, sport or recreation facility in the Adelaide Hills Council is a space that can be utilised for the purposes of formal, informal, active and passive play as well as the provision of any associated facilities and amenities. Sites could include, assets like ovals, pitches, courts,

clubrooms, change rooms, canteens, halls and community spaces. Linkages to play spaces, trails or other community facilities should also be considered.

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

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

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

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

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

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

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

The management of bike tracks, skate parks and playgrounds is addressed in Council's Play Space Policy and Framework. Play Spaces that are approved by Council will and will be the responsibility of Council to maintain and renew and this will be documented in an appropriate manner by lease or licence.

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

Reserves and general open space including passive recreation reserves and native bushland will be the responsibility of Council to manage and maintain and this will be documented in an appropriate manner by lease or licence.

Classification

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

- State/National
- Regional
- Neighbourhood
- Local

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

Service Levels and Guidelines for Maintenance

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

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

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

Where a Club requires a higher standard of playing surface, they can engage Council to undertake those additional works on their behalf and full cost recovery will be applied for the additional services provided or alternatively, the Club can apply to Council to undertake works themselves.

Eligible Clubs on Community Owned land will receive funding to maintain and manage their site to the same standard appropriate for community use.

These service levels and guidelines are outlined in the broader Framework documents and consider the following asset classes:

- Playing Surface / Sportsground (Turf)
- Playing Surface / Sportsground Irrigation
- Playing Surface / Sportsground (Acrylic Courts)
- Sports Amenity
- Sports Lighting
- Cricket Wickets and Nets
- Amenity Lighting
- Driveway, Carpark, Site Drainage and Traffic Management
- Signage
- Recreation and Sport Fencing and Gates
- Recreation and Sport Buildings (inc. sheds, change rooms, clubrooms, club toilets, canteens)
- Community Halls
- Exclusive Use Facility
- History Groups & Societies
- Public Toilets
- Vegetation
- Waste Management
- Insurance

- Utilities

These guidelines reflect Council's commitment to equitable resource distribution and appropriate standard of maintenance for facilities. It will also facilitate Council resources and expertise being utilised where they are most effective, (ie. project management, addressing urgent or high risk maintenance requirements).

The following policy statements are in reference to Council owned sites, unless stated otherwise.

Facility Planning & Upgrading

Sport & Recreation Buildings

Buildings and associated structures are the responsibility of the Clubs to provide and upgrade, unless otherwise resolved by Council. Where a building facility upgrade is proposed by a Club, the Club can apply to Council for funding towards the project through the Council's Community & Recreation Facility Grant or by separate submission to be considered in Council's Annual Business Plan and Budget process. Larger scale projects that seek contribution from Council should be thoroughly planned in partnership with Council and considered in Council's Long Term Final Planning processes. Council may consider a contribution to a building upgrade that results in:

- A facility that reflects the Adelaide Hills community and its built and natural form
- A structure that reflects the local user needs, current demographics and considers long term sustainability
- A facility that considers diverse opportunities, inclusion, and accessibility and facilitates increased participation from a wide variety of users
- An upgrade that has been linked with an approved master planning process
- The consolidation of assets, or higher usage levels of fewer assets
- Meeting current legislation compliance or requirements
- Facilities that are genuine 'multiple use' facilities
- An increased range of activities, services, programs being offered
- A facility that meets relevant peak body guidelines
- Consideration of Council's commitment to energy efficiency and sustainability
- A facility its associated management that has considered governance and financial sustainability.

Council's funding contribution to building or facility upgrades will be targeted at those projects that are of a strategic nature to the region. In such instances, Council will consider partnering with clubs to plan, seek funding and deliver projects.

Council will consider partnering with clubs to undertake master planning processes for key sites in the region. Masterplans should consider the above principles (like consolidation of assets, and multiple use facilities) during the process.

Council must be aware of and provide relevant consent for clubs to apply for and receive external grant funding opportunities for building upgrades.

Community Halls

Buildings/structures on Council Owned land are the responsibility of the Council to undertake structural maintenance, renew and upgrade. Renewal works will be undertaken in-line with Council's Asset Management Plan and annual capital works program.

Where a building facility upgrade is proposed by a Club, the Club can apply to Council for funding towards the project through the Council's Community & Recreation Facility Grant or by separate submission to be considered in Council's Annual Business Plan and Budget process. Larger scale projects that seek contribution from Council should be thoroughly planned in partnership with Council and considered in Council's Long Term Final Planning processes. Council may consider a contribution to a building upgrade that results in:

- A facility that reflects the Adelaide Hills community and its built and natural form
- A structure that reflects the local user needs, current demographics and considers long term sustainability
- A facility that considers diverse opportunities, inclusion, and accessibility and facilitates increased participation from a wide variety of users
- The consolidation of assets, or higher usage levels of fewer assets
- Meeting current legislation compliance or requirements
- An increased range of activities, services, programs being offered
- A facility that meets relevant peak body guidelines
- Consideration of Council's commitment to energy efficiency and sustainability
- A facility its associated management that has considered governance and financial sustainability.

Project Management

All capital works undertaken on Council Owned land will be approved, project managed or overseen by Council.

Council can consider the provision of project management assistance or project oversight to sites that are Community Owned.

Facility Management Support

Sport & Recreation Buildings

Through the implementation of this Policy, facility and building management responsibilities will rest with clubs.

Council acknowledges that building management requirements for volunteer groups can be both complex and cost prohibitive. To aid this, Council will make available a list of preferred suppliers who can undertake required works, particularly high risk works. In addition, a Facility Maintenance Fund is available to assist with necessary high risk works where it can be demonstrated that the works are required to meet legislative requirements or there is a community danger, and the Club does not have the financial capacity to undertake the works.

Clubs who operate at both Council Owned and Community Owned sites are eligible to apply to the Facility Maintenance Fund.

Community Halls

Through the implementation of this policy, non-structural maintenance responsibilities will rest with the Club.

Council acknowledges that building management requirements for volunteer groups can be both complex and cost prohibitive. Council will make available a list of preferred suppliers who can undertake required works, particularly high risk works. In addition, a Facility Maintenance Fund is available to assist with necessary high risk works where it can be demonstrated that the works are required to meet legislative requirements or there is a community danger, and the Club does not have the financial capacity to undertake the works.

Clubs who manage both Council Owned and Community Owned facilities are eligible to apply to the fund.

Governance

Clubs operating on Council Owned land are expected to develop, implement and maintain a robust system of governance that suits their particular needs and circumstances, is in line with their constitution and reflects leasing obligations for the site they operate from.

Governance structures in clubs have a significant impact on their performance and how a site is managed.

Council's expectations around ethical culture, good leadership, sound decision making, reviewing performance, and appropriate financial controls will facilitate appropriate management of community, sport and recreation sites in the region.

Club Support and Development

Council has an expectation that Council owned sites will practice good governance, sound financial management, effective planning and administration and have appropriately maintained sites. Clubs are encouraged to be part of and follow the STARCLUB (or similar) good governance program to assist them in meeting these expectations.

To assist clubs with meeting governance and other administrative requirements, Council will offer training and development opportunities for clubs and their committees.

This policy and the wider framework also demonstrate Council's commitment to ensuring that community volunteers feel valued, supported, understand their role and are not subject to unnecessary risk.

Accessibility and Inclusion

Clubs occupying Council land will be expected to provide a safe and supportive environment for the community and their members.

Clubs are expected to adapt and evolve community, sport and recreation programs, services and approaches that provides everyone with an opportunity to participate.

Sports facilities on Council Owned land will be accessible to all residents of the Adelaide Hills Council area recognising that some sports surfaces (tennis courts, bowling greens etc) need to be protected by locked fencing. These facilities should be made available to the community by way of hire (for a nominal fee) or social membership to the Club.

Where Council Owned facilities are not made available to the community by way of hire (for a nominal fee) or by open membership, a commercial lease will apply and the Club will not be eligible for Council support and will be responsible for 100% costs of maintaining, renewing and

replacing the playing surface and surrounds and commercial tenancy principles will apply in regard to the building and all other improvements.

Where Community Owned facilities are not made available to the community by way of hire (for a nominal fee) or by open membership, the Club will not be eligible for Council support and will be responsible for 100% costs of maintain, renewing and replacing the playing surface.

Naming Rights

It is acknowledged that Council holds the naming rights to all facilities on Council-owned land.

Insurance

It is important that all facilities and Clubs are appropriately insured.

Buildings

Recognising the responsibility for the asset, the responsibility for insuring the asset is determined as follows:

Sport and Recreation Buildings

Where a Club occupies a building/structure that has been constructed either fully or partially by the Club and is used for the furtherance of sport and recreation activities for that Club, the responsibility for insuring the building/structure and contents rests with the Club. Where the building/structure is located on a Council Owned site, the Council will insure the building/structure and seek reimbursement from the Club or will permit the Club to directly insure the building with their choice of insurer subject to annually submitting a copy of the certificate of currency for the insurance.

Community Halls

The Council will insure Council Owned Community Halls. The Clubs managing the Community Halls will be responsible for taking out and maintaining Contents Insurance for the items within the Community Hall. Where Council owns particular higher value assets within a Community Hall (i.e. art), Council may separately insure those items.

The Council will make a grant contribution to Community Owned Community Halls for operating expenses such as their building insurance. This will be a fixed annual amount as determined by the Council.

Association and Public Liability

Clubs are required to take out and maintain their own Association and Public Liability insurance. Those Clubs occupying Council Owned sites must provide evidence of this insurance to Council on an annual basis.

Historical Societies

Council will continue to support Historical Societies by reimbursing them for their Association and Public Liability insurance upon receipt of evidence of the paid premium and supporting documentation evidencing the insurance. This arrangement is on the basis that they work to digitise their records and make them available to the general community online.

WHS / Risk / Community Safety

The health and safety of the community, including any attendees on community spaces is paramount.

To occupy a Council Owned site or to receive Council support to manage and maintain a Community Owned site, Clubs must have the following in place (at a minimum):

- Workplace Health and Safety Policy
- Volunteer Management Policy
- Volunteers and Contractors Induction Policy
- Risk Management Policy
- Child Protection Policy
- Child Safety Code of Conduct

Where Clubs occupy a Council Owned Site, there may be a shared responsibility between the Club and the Council for the work health and safety of persons attending on that site and as such Council may require the Club to put in place additional policies and procedures to ensure obligations with the *Work Health and Safety Act 2012* are met.

Clubs who pay staff, volunteers or players should obtain advice so that they understand their obligations under the *Work Health and Safety Act 2012* as a person conducting a business or undertaking (PCBU).

Gaming/Poker Machines

Council does not support the introduction or provision of gaming machines in premises on Council Owned or Community Owned land.

Clubs that are associated with an organisation that holds a Gaming Machine Licence and derives a financial benefit from the association will be deemed commercial in nature and therefore will not be entitled to any Council support, including funding or community based leasing arrangements.

Subletting

The Licensee shall not sublet or sublicense any part of the premises without Council's written consent and any sublease or sublicense must be on terms and conditions satisfactory to Council.

Terms of agreement

Terms of agreement will not be greater than five years unless Council resolves to grant a longer term lease. In these circumstances, consideration will be given to developing a management plan in partnership with the organisation which seeks to develop the facility long term.

Where a lease or licence is to be granted for greater than five years and is located in Community Land, community consultation will be undertaken in line with the *Local Government Act 1999*.

Occupation Agreements

All lease agreements for Council Owned sites will have an annual peppercorn rent applied to them.

Clubs and Associations who lease Council owned sites will be required to meet the following criteria as a condition of their lease:

Good Governance – the organisation can demonstrate:

- Compliance with conditions of current lease/licence conditions
- Provision of Annual General Meeting reports and minutes including financial reports (to be audited upon request)
- Financial viability, have not incurred an unauthorised debt with Council and have not defaulted on a loan from Council
- Quality Management is integrated into operations – capacity building, good governance and planning, evidenced through provision of an annual business plan, current constitution, policies & procedures, current accreditation with the STARClub or STARservice program (or similar).

Facility Utilisation – the organisation is able to:

- Provide evidence of membership/use/participant numbers and hours of use on an annual basis
- Provide evidence of activities and initiatives undertaken to increase utilisation of the facility
- Initiatives planned to increase use or participant numbers
- Evidence of shared use of the facility by the community and other community clubs and organisation to ensure optimal use of the facility

Facility Maintenance – the Club can demonstrate:

- There is a maintenance program for general maintenance for the site
- All buildings are maintained to a standard suitable for the activity it is being used for
- All buildings are maintained to a standard suitable to ensure community safety
- All buildings are maintained to meet legislative requirements

Social Inclusion – the Club can demonstrate:

- The activity or service they provide is non-discriminatory and is open to all residents who meet stated criteria for participation
- The use of the facility will increase social inclusion, increase community participation and/or will promote health and well-being in the community
- Activities support wider social inclusion targets which may include such groups as:
 - Low socio-economic background
 - Over 60's years of age
 - Aboriginal and Torres Strait Islander
 - Culturally and Linguistically Diverse (CALD)
 - Children under 17yrs of age
 - Physically and intellectually disabled
 - Female participation in sport

Volunteer Management – the Club can demonstrate that it promoted, supports and develops volunteers and has appropriate policies and procedures in place to ensure the safety and wellbeing of its volunteers

Environmental Initiatives – the Club can demonstrate that it promotes and implements environmental initiatives like the reduction of single use plastics, waste reduction, recycling initiatives, or energy efficiently practices or investments like solar panels, stormwater collection

Clubs are responsible for their Operating Expenses except for water and power costs incurred for the irrigation of the turf oval/playing surface.

Expectation of Clubs occupying Council Owned land

Clubs occupying Council Owned land will be expected to promote their activities in a safe and supportive environment. Council Administration will endeavour to facilitate educational programs and opportunities assist Clubs.

In the event of a Club being found guilty of committing an action or offence considered significant, that results in a penalty being enforced by either a State or National Association or the South Australian Police, the Club will be given a formal warning from Council.

If a total of three formal warnings are received within any five year period, the Club may be required to relinquish their licence subject to Council consideration.

If an individual member of a Club is found guilty of an action or offence considered significant that results in a penalty being enforced by the Club, State or National Association or the South Australian Police, and where that action or offence relates to Club financial or administrative misconduct, or child, sex or assault offences, that individual is to be banned from membership of the Club and the committee of the Club and in the case of child, sex or assault offences, banned from attending at formal Club activities.

Professional and / or Commercial Clubs

Clubs are finding it increasingly difficult to attract volunteers to help with coaching, administration and maintenance. Council acknowledges that some amateur Clubs now offer players and volunteers some type of remuneration to cover expenses related to their services.

If the profits gained from a commercial activity are not reinvested into the Club facilities or activity then the Club may be deemed as being commercial in nature and a negotiated rent for the property occupied may apply.

In addition, the payment of players and / or volunteers may constitute employment and require the Club to submit payroll tax and comply with the requirements of the *Work Health and Safety Act 2012* as a person conducting a business or undertaking (PCBU).

5. DELEGATION

5.1 The Chief Executive Officer has the delegation to:

- Approve, amend and review any procedures that shall be consistent with this Policy; and
- Make any formatting, nomenclature or other minor changes to the Policy during the period of its currency.

6. AVAILABILITY OF THE POLICY

6.1 This Policy will be available for inspection at the Council's Offices during ordinary business hours and via the Council's website www.ahc.sa.gov.au. Copies will also be provided to the public upon request, and upon payment of a fee in accordance with the Council's Schedule of Fees and Charges.

Appendix 2

*Guidelines for Maintenance and Upgrades of existing
Community, Sport and Recreation Facilities*

Adelaide Hills Council | Community and Recreation Facilities Framework

Guidelines for Maintenance and Upgrades of existing Community, Sport and Recreation Facilities

This guidelines document is part of Council's overarching Community and Recreation Facilities Framework, and should be read in conjunction with:

- Community & Recreation Facilities Policy
- Service Levels for Community, Sport and Recreation Facilities
- Facility Maintenance Fund Guidelines
- Community & Recreation Facility Grant Guidelines
- Relevant Asset Management Plans
- Other supporting documents and procedures.

These maintenance guidelines provide an overview of Council's approach and support for each asset type. Council owned or managed sites will have the following type of occupation arrangement put in place as follows:

- Sport and Recreation sites – Lease / Ground lease with defined support from Council for the maintenance and upgrade of community areas such as ovals and courts.
- Community Halls – Management Agreement
- Exclusive Use Facility – Lease / Ground Lease with the tenant responsible for full maintenance and renewal in lieu of rent.

The following facilities are excluded and not eligible for Council contribution under this Policy and Framework, however clubs may apply to relevant Council grant programs.

- Aquatic facilities
- Golf courses
- Single use facilities that are not available to the general public.

Policy documentation and service levels have been developed based upon the notion that Council will provide and maintain community, sport and recreation facilities to a standard that is appropriate for community use. Clubs are therefore responsible for the maintenance and management of assets that they require for their activity.

Turf maintenance will be facilitated with an 'opt in' or 'opt out' approach and subsequent agreement for clubs. Council will maintain all Council owned sites, & provide the Community owned sites with an 'opt-in' option. Through negotiation & agreement, Council owned sites may be able to 'opt-out' & maintain their own site.

Opt In	Opt Out
Council maintains the site to an appropriate community standard.	Council provides an appropriate contribution to the club to maintain the site to an appropriate community standard. Obligations and service levels must be met, & a works program acquitted back to Council with appropriate evidence to obtain the contribution.
Any works above community standard will be a club responsibility & must be negotiated & agreed with Council.	Any works above community standard will be a club responsibility.
	Clubs will be provided with a list of preferred suppliers & contractors to assist them in maintaining the turf surface.
	Mowing will be the responsibility of the club. Associated 'out of pocket' expenses will be covered by the contribution provided. Volunteer labour is not eligible for the contribution.

Asset	Maintenance Guidelines		Renewal or Upgrade Guidelines	
	Council Owned	Community Owned	Council Owned	Community Owned
Playing Surface / Sportsground (Turf)	<p>Turf maintenance will be the responsibility of Council and be undertaken in line with relevant asset management plans, masterplans and service levels for the site.</p> <p>Council will monitor usage, condition and weather impacts and may temporarily close sites if the surface is adversely affected.</p> <p>Clubs at Council owned sites may be able to 'opt out' of the Council maintenance approach to undertake maintenance themselves, with appropriate documentation in place.</p> <p>For those who 'opt out'; to obtain a Council contribution towards the maintenance of the asset, clubs will be required to meet appropriate levels of service and acquit costs back to Council.</p> <p>The contribution provided will be sufficient to meet an appropriate standard for community use.</p> <p>Where additional services are required by the Club, full cost recovery will be applied for the additional services provided, or the</p>	<p>Turf maintenance will be the responsibility of the clubs / owner.</p> <p>To obtain a Council contribution towards the maintenance of the asset, clubs will be required to meet appropriate levels of service and acquit costs back to Council.</p> <p>The contribution provided will be sufficient to meet an appropriate standard for community use.</p> <p>Community owned sites may be able to 'opt in' to a Council maintenance approach, with appropriate documentation in place.</p> <p>Where additional services are required by the Club, full cost recovery will be applied for the additional services provided, or the club can apply to Council to undertake works themselves.</p> <p>Where Council maintains the site, Council will monitor usage, condition and weather impacts and may temporarily close sites if the surface is adversely affected.</p> <p>Mowing should be undertaken by clubs.</p>	<p>Turf upgrades (eg. oval drainage and turf renovation) will be the responsibility of Council, attract an applicable Council contribution, and be undertaken in line with relevant asset management plans, masterplans and service levels for the site.</p> <p>Clubs may be required to contribute to project costs, dependent on the scope of works.</p> <p>Works undertaken will be sufficient to meet an appropriate standard for community use.</p> <p>All capital works undertaken on Council land will be approved, project managed or overseen by Council.</p>	<p>Turf upgrades (eg. oval drainage and turf renovation) will be the responsibility of Council, attract an applicable Council contribution, and be undertaken in line with relevant asset management plans, masterplans and service levels for the site.</p> <p>Clubs may be required to contribute to project costs, dependent on the scope of works.</p> <p>Works undertaken will be sufficient to meet an appropriate standard for community use.</p> <p>All capital works undertaken with Council contribution will be approved, project managed or overseen by Council.</p>

	<p>club can apply to Council to undertake works themselves.</p> <p>Mowing will be undertaken in line with appropriate service levels.</p> <p>Basic drainage maintenance shall be undertaken by clubs.</p>	Basic drainage maintenance shall be undertaken by clubs.		
Playing Surface / Sportsground Irrigation	<p>Irrigation maintenance will be the responsibility of Council at those sites where clubs have chosen the 'opt in' approach to maintenance.</p> <p>Maintenance should be undertaken in line with relevant asset management plans, masterplans and service levels for the site.</p> <p>Clubs at Council owned sites who have chosen the 'opt out' approach will be required to undertake the maintenance themselves.</p> <p>Documentation, service levels and funding as per 'Playing Surface / Sportsground (Turf)' will apply.</p> <p>Council will be responsible for managing and maintaining irrigation systems, bores, tanks, pumps, sheds and any other associated irrigation infrastructure.</p>	<p>Irrigation maintenance will be the responsibility of the clubs / owner.</p> <p>To obtain a Council contribution towards the maintenance of the asset, clubs will be required to meet appropriate levels of service and acquit costs back to Council.</p> <p>The contribution provided will be sufficient to meet an appropriate standard for community use.</p> <p>Community owned sites may be able to 'opt in' to a Council maintenance approach, with appropriate documentation in place.</p> <p>Where additional services are required by the Club, full cost recovery will be applied for the additional services provided, or the club can apply to Council to undertake works themselves.</p>	<p>Irrigation renewal or upgrade will be the responsibility of Council, attract an applicable Council contribution, and be undertaken in line with relevant asset management plans, masterplans and service levels for the site.</p> <p>Clubs may be required to contribute to project costs, dependent on the scope of works.</p> <p>Works undertaken will be sufficient to meet an appropriate standard for community use.</p> <p>All capital works undertaken on Council land will be approved, project managed or overseen by Council.</p>	<p>Irrigation renewal or upgrade will be the responsibility of both Council and the Club, attract an applicable Council contribution, and be undertaken in line with relevant asset management plans, masterplans and service levels for the site.</p> <p>Clubs may be required to contribute to project costs, dependent on the scope of works.</p> <p>Works undertaken will be sufficient to meet an appropriate standard for community use.</p> <p>All capital works undertaken with Council contribution will be approved, project managed or overseen by Council.</p>

	<p>Tanks that are not associated with irrigation systems will be the responsibility of the club.</p>	<p>Documentation, service levels and funding as per 'Playing Surface / Sportsground (Turf)' will apply.</p> <p>The management of irrigation systems, bores, tanks, pumps, sheds and any other associated irrigation infrastructure will be the responsibility of the party who is maintaining the site. Any costs associated with irrigation maintenance will be shared between both parties.</p> <p>Tanks that are not associated with irrigation systems will be the responsibility of the club.</p>		
<p>Playing Surface / Sportsground (Acrylic Courts)</p>	<p>All maintenance of acrylic courts, or courts utilised by clubs will be the responsibility of clubs.</p>	<p>All maintenance of acrylic courts, or courts used by clubs will be the responsibility of clubs.</p>	<p>The renewal or upgrade of acrylic courts will be the responsibility of Council, attract an applicable Council contribution, and be undertaken in line with relevant asset management plans, masterplans and service levels for the site.</p> <p>Clubs will be required to contribute to project costs, dependent on the scope of works.</p> <p>Contributions should be based upon the following model:</p>	<p>The renewal or upgrade of acrylic courts will be the responsibility of both the Club and Council, attract an applicable Council contribution, and be undertaken in line with relevant asset management plans, masterplans and service levels for the site.</p> <p>Clubs will be required to contribute to project costs, dependent on the scope of works.</p> <p>Contributions should be based upon the following model:</p>

			<ul style="list-style-type: none"> • Club: 33% • Grant Funding: 33% • Council: 33% <p>Projects must consider relevant asset management plans, masterplans and service levels for the site. Current participation will be considered in the number of courts that are renewed at a particular time.</p> <p>All capital works undertaken on Council land will be approved, project managed or overseen by Council.</p>	<ul style="list-style-type: none"> • Club: 33% • Grant Funding: 33% • Council: 33% <p>Projects must consider relevant asset management plans, masterplans and service levels for the site. Current participation will be considered in the number of courts that are renewed at a particular time.</p> <p>All capital works undertaken with Council contribution will be approved, project managed or overseen by Council.</p>
Sports Amenity	<p>Sports amenity (such as player benches, sight screens, scoreboards, sports fencing) will be the responsibility of the Clubs to maintain.</p> <p>The facilities will be audited by Council and Clubs will be instructed of any actions required as a result of the audit. Where Clubs fail to undertake work specified in the audit, Council will undertake the work and charge the Club accordingly.</p>	<p>Sports amenity (such as player benches, sight screens, scoreboards, sports fencing) will be the responsibility of the Clubs to maintain.</p> <p>The facilities will be audited by Council and Clubs will be instructed of any actions required as a result of the audit. Where Clubs fail to undertake work specified in the audit, Council will undertake the work and charge the Club accordingly.</p>	<p>Sports amenity (such as player benches, sight screens, scoreboards, sports fencing) will be the responsibility of the Clubs to upgrade or renew.</p> <p>Projects must consider relevant asset management plans, masterplans and service levels for the site.</p> <p>All capital works undertaken on Council land will be approved, project managed or overseen by Council.</p>	<p>Sports amenity (such as player benches, sight screens, scoreboards, sports fencing) will be the responsibility of the Clubs to upgrade or renew.</p>

Sports Lighting	<p>Sports Lighting will be the responsibility of the Clubs to maintain.</p> <p>Lighting will be audited by Council and Clubs will be instructed of any actions required as a result of the audit. Where Clubs fail to undertake work specified in the audit, Council will undertake the work and charge the Club accordingly.</p>	<p>Sports Lighting will be the responsibility of the Clubs to maintain.</p> <p>Lighting will be audited by Council and Clubs will be instructed of any actions required as a result of the audit. Where Clubs fail to undertake work specified in the audit, Council will undertake the work and charge the Club accordingly.</p>	<p>Sports Lighting will be the responsibility of the Clubs to upgrade or renew.</p> <p>A funding contribution for thoroughly planned Sports Lighting projects can be considered in Council's Annual Business Plan and Budget process.</p> <p>Projects must consider relevant asset management plans, masterplans and service levels for the site.</p> <p>All capital works undertaken on Council land will be approved, project managed or overseen by Council.</p>	<p>Sports Lighting will be the responsibility of the Clubs to upgrade or renew.</p> <p>A funding contribution for thoroughly planned Sports Lighting projects can be considered in Council's Annual Business Plan and Budget process.</p> <p>All capital works undertaken with Council contribution will be approved, project managed or overseen by Council.</p>
Cricket Wickets and Nets	<p>Concrete cricket wickets and nets will be the responsibility of Council to maintain at those sites where clubs have chosen the 'opt in' approach to maintenance.</p> <p>Clubs at Council owned sites who have chosen the 'opt out' approach will be required to undertake the maintenance themselves.</p> <p>Documentation, service levels and funding as per 'Playing Surface / Sportsground (Turf)' will apply.</p>	<p>Concrete cricket wickets and nets will be the responsibility of Council to maintain at those sites where clubs have chosen the 'opt in' approach to maintenance.</p> <p>Clubs who have chosen the 'opt out' approach will be required to undertake the maintenance themselves. Documentation, service levels and funding as per 'Playing Surface / Sportsground (Turf)' will apply</p> <p>Turf wickets will be the responsibility of Clubs to maintain.</p>	<p>Cricket wickets and nets will be the responsibility of the Clubs to upgrade or renew.</p> <p>Projects must consider relevant asset management plans, masterplans and service levels for the site.</p> <p>All capital works undertaken on Council land will be approved, project managed or overseen by Council.</p>	<p>Cricket wickets and nets will be the responsibility of the Clubs to upgrade or renew.</p>

	<p>Turf wickets will be the responsibility of Clubs to maintain.</p> <p>Where additional services are required by the Club, full cost recovery will be applied for the additional services provided, or the club can apply to Council to undertake works themselves.</p>	<p>Where additional services are required by the Club, full cost recovery will be applied for the additional services provided, or the club can apply to Council to undertake works themselves.</p>		
Amenity Lighting	<p>The day-to day maintenance of amenity lighting will be the responsibility of clubs.</p> <p>Maintenance of an urgent / safety nature will be the responsibility of Council.</p> <p>Annual maintenance will be the responsibility of Council.</p>	<p>The maintenance of amenity lighting will be the responsibility of clubs.</p> <p>Maintenance of an urgent / safety nature may be considered by Council to undertake.</p>	<p>The renewal or upgrade of amenity lighting will be the responsibility of Council.</p> <p>Projects will be undertaken in line with relevant asset management plans, masterplans and service levels for the site.</p>	<p>The upgrade of amenity lighting will be the responsibility of clubs.</p>
Driveway, Carpark, Site Drainage and Traffic Management	<p>The day-to day maintenance of driveway, carparks and site drainage (eg. leaf litter, water run-off) will be the responsibility of clubs.</p> <p>Proactive bi-annual maintenance, traffic management and reactive / urgent maintenance to rutting, corrugation, potholing or looseness that poses a risk to the community will be the responsibility of Council.</p>	<p>The maintenance of driveway, carparks, site drainage and traffic management will be the responsibility of clubs.</p> <p>Maintenance of an urgent / safety nature may be considered by Council to undertake.</p>	<p>The renewal or upgrade of Driveway, Carpark, Site Drainage and Traffic Management will be the responsibility of Council.</p> <p>Projects will be undertaken in line with relevant asset management plans, masterplans and service levels for the site.</p>	<p>The renewal or upgrade of Driveway, Carpark, Site Drainage and Traffic Management will be the responsibility of the clubs.</p> <p>A funding contribution for thoroughly planned projects can be considered in Council's Annual Business Plan and Budget process.</p> <p>All capital works undertaken with Council contribution will be</p>

				approved, project managed or overseen by Council.
Signage	<p>Maintenance of signs relevant to the recreation and sport club will be the responsibility of clubs.</p> <p>All other sign maintenance will be the responsibility of Council.</p>	Maintenance all signs will be the responsibility of clubs.	<p>Renewal or upgrade of signs relevant to the recreation and sport club will be the responsibility of clubs.</p> <p>All club signage must gain relevant approvals from Council before installation.</p> <p>All other sign renewal or upgrade will be the responsibility of Council.</p> <p>Projects will be undertaken in line with relevant asset management plans, masterplans and service levels for the site.</p>	Renewal or upgrade of all signs will be the responsibility of clubs.
Recreation and Sport Fencing and Gates	Maintenance of recreation and sport fencing and gates will be the responsibility of clubs.	Maintenance of recreation and sport fencing and gates will be the responsibility of clubs.	<p>The renewal or upgrade of recreation and sport fencing and gates will be the responsibility of clubs.</p> <p>Acrylic court fencing and gates will be considered in conjunction with resurfacing or reconstruction projects, with costs responsibilities as per relevant guidelines.</p> <p>Projects must consider relevant asset management plans,</p>	<p>The renewal or upgrade of recreation and sport fencing and gates will be the responsibility of clubs.</p> <p>Acrylic court fencing and gates will be considered in conjunction with resurfacing or reconstruction projects, with costs responsibilities as per relevant guidelines.</p>

			<p>masterplans and service levels for the site.</p> <p>All capital works undertaken on Council land will be approved, project managed or overseen by Council.</p>	
<p>Recreation and Sport Buildings (inc. sheds, changerooms, clubrooms, club toilets, canteens)</p>	<p>Maintenance of recreation and sport buildings will be the responsibility of the Clubs.</p> <p>Buildings will be audited / inspected by Council at an appropriate interval, Clubs will be instructed of any actions required as a result of the audit. Where Clubs fail to undertake work specified in the audit, Council will undertake the work and charge the Club accordingly.</p> <p>Clubs can apply to Facility Maintenance Fund for funding to undertake urgent, high risk works where the Club can demonstrate that the works are required to meet legislative or community safety needs and the Club provides evidence that it is unable to finance those works.</p> <p>High risk maintenance undertaken on Council owned/controlled sites must be undertaken by a qualified contractor from Council's Approved Contractor List, or by an alternative</p>	<p>Maintenance of recreation and sport buildings will be the responsibility of the Clubs to maintain.</p> <p>Clubs can apply to Facility Maintenance Fund for funding to undertake urgent, high risk works where the Club can demonstrate that the works are required to meet legislative or community safety needs and the Club provides evidence that it is unable to finance those works.</p>	<p>Buildings will be the responsibility of the Clubs to upgrade.</p> <p>Where a building facility upgrade is requested by a club, funding can be considered in Council's Annual Business Plan and Budget process. Council may consider a contribution to a building upgrade that results in:</p> <ul style="list-style-type: none"> • Consolidation of assets • Current legislation compliance • Higher usage levels of fewer assets • Multiple use of facilities • Increased range of activities, services, programs being offered • Increased participation <p>Where a substantial upgrade or new facility is to be developed, clubs must demonstrate social and financial sustainability, and</p>	<p>Buildings will be the responsibility of the Clubs to upgrade.</p> <p>Where a building facility upgrade is requested by a club, funding can be considered in Council's Annual Business Plan and Budget process. Council may consider a contribution to a building upgrade that results in:</p> <ul style="list-style-type: none"> • Consolidation of assets • Current legislation compliance • Higher usage levels of fewer assets • Multiple use of facilities • Increased range of activities, services, programs being offered • Increased participation <p>All capital works undertaken with Council contribution will be approved, project managed or overseen by Council and must</p>

	qualified contractor approved by Council.		<p>involve Council in the initial planning phases. Building upgrades must consider:</p> <ul style="list-style-type: none"> • Community benefit • Relevant trends in population, recreation, sport and community • Peak body and local association requirements and support • Their current and future financial capacity • Governance and strategic planning... <p>All capital works undertaken on Council land or on Council buildings will be approved, project managed or overseen by Council and must be undertaken by an approved qualified contractor.</p> <p>Master planning statement...</p>	be undertaken by an approved qualified contractor.
Community Halls/buildings	<p>Non structural maintenance is to be undertaken by the Association managing the asset.</p> <p>Structural maintenance will be undertaken by Council in-line with its Asset Management Plans and annual maintenance program.</p> <p>Associations can apply to Facility Maintenance Fund for funding to</p>	<p>All maintenance is to be undertaken by the Association managing the asset.</p> <p>Associations can apply to Facility Maintenance Fund for funding to undertake urgent, high risk works where the Association can demonstrate that the works are required to meet legislative or</p>	<p>Renewal or replacement of these assets is the responsibility of Council and will be managed in accordance with Council's Asset Management Plan and annual capital works schedule.</p>	Renewal or replacement of these assets is the responsibility of the owner of the asset.

	<p>undertake urgent, high risk non structural works where the Association can demonstrate that the works are required to meet legislative or community safety needs and the Association provides evidence that it is unable to finance those works.</p> <p>High risk maintenance undertaken on Council owned/controlled sites must be undertaken by a qualified contractor from Council's Approved Contractor List, or by an alternative qualified contractor approved by Council.</p>	<p>community safety needs and the Association provides evidence that it is unable to finance those works.</p> <p>High risk maintenance undertaken using Council Facility Maintenance Fund contributions must be undertaken by a qualified contractor from Council's Approved Contractor List, or by an alternative qualified contractor approved by Council.</p>		
Public Toilets <i>(defined as toilets that are open on a daily basis for general use by the community and not limited to particular user groups)</i>	Unless otherwise agreed, maintenance and cleaning will be undertaken by Council.	Unless otherwise agreed, maintenance and cleaning will be undertaken by the landowner.	Renewal and upgrade will be undertaken by Council in-line with Council's Asset Management Plan and annual capital works program.	Renewal and upgrade will be undertaken by the landowner. Funding opportunities are available through the Council's Facility Upgrade Fund or by a submission to Council's ABP process.
Vegetation & Trees	<p>Clubs must seek advice and / or approval from Council staff prior to any vegetation or tree removals or maintenance.</p> <p>Tree maintenance works are the responsibility of Council (eg. pruning, removals).</p> <p>Vegetation maintenance (eg. brush cutting, edging, spraying and debris</p>	<p>Vegetation maintenance the site will be the responsibility of clubs.</p> <p>Maintenance of trees in playing surface surrounds may be considered by Council.</p> <p>Any vegetation maintenance must comply with all relevant Federal and State environmental legislation (eg.</p>	<p>Vegetation will be the responsibility of the Clubs to upgrade or renew.</p> <p>Projects must consider relevant asset management plans, masterplans and service levels for the site.</p> <p>All capital works undertaken on Council land will be approved,</p>	Vegetation will be the responsibility of the Clubs to upgrade or renew.

	<p>and leaf matter removal) at the site will be the responsibility of clubs.</p> <p>Any vegetation maintenance must comply with all relevant Federal and State environmental legislation (eg. EPBC Act, 2003; National Parks and Wildlife Act, 1972; Landscapes SA Act, 2019; Environment Protection Act 1993; Native Vegetation Act, 1991)</p> <p>Clearance includes, but is not limited to:</p> <ul style="list-style-type: none"> the cutting down, destruction or removal of whole plants the removal of branches, limbs, stems or trunks (including brush cutting and woodcutting) burning poisoning slashing of understorey drainage and reclamation of wetlands grazing by animals (in some circumstances). <p>Maintenance of an urgent / safety nature may be considered by Council to undertake.</p>	<p>EPBC Act, 2003; National Parks and Wildlife Act, 1972; Landscapes SA Act, 2019; Environment Protection Act 1993; Native Vegetation Act, 1991)</p> <p>Clearance includes, but is not limited to:</p> <ul style="list-style-type: none"> the cutting down, destruction or removal of whole plants the removal of branches, limbs, stems or trunks (including brush cutting and woodcutting) burning poisoning slashing of understorey drainage and reclamation of wetlands grazing by animals (in some circumstances). <p>Maintenance of an urgent / safety nature may be considered by Council to undertake.</p>	<p>project managed or overseen by Council.</p>	
Waste Management	The following is an excerpt from Council's Waste & Resource	The following is an excerpt from Council's Waste & Resource	Please refer to Council's Waste & Resource Recovery Policy.	Please refer to Council's Waste & Resource Recovery Policy.

	<p>Recovery Policy 2018. Guidelines and level of service from any future policies will also apply.</p> <p>Each oval is entitled to the following, subject to resources:</p> <ul style="list-style-type: none"> Up to 10, 140L red lidded MGB's to be located around the oval perimeter attached to security poles or secured with a cable and locks Additional MGB's may be applied for in writing for special occasions such as sporting finals Collection of additional red and orange lidded MGB's will be on the first business day after the special occasion, from a prior agreed designated area <p>Each oval clubroom is entitled to:</p> <ul style="list-style-type: none"> Up to five weekly 140L blue lidded MGB's kerbside waste collections. Bins must be presented at the kerbside for collection Up to five fortnightly 240L yellow lidded MGB's kerbside recycling collections. Bins must be presented at the kerbside for collection 	<p>Recovery Policy 2018. Guidelines and level of service from any future policies will also apply.</p> <p>Each oval is entitled to the following, subject to resources:</p> <ul style="list-style-type: none"> Up to 10, 140L red lidded MGB's to be located around the oval perimeter attached to security poles or secured with a cable and locks Additional MGB's may be applied for in writing for special occasions such as sporting finals Collection of additional red and orange lidded MGB's will be on the first business day after the special occasion, from a prior agreed designated area <p>Each oval clubroom is entitled to:</p> <ul style="list-style-type: none"> Up to five weekly 140L blue lidded MGB's kerbside waste collections. Bins must be presented at the kerbside for collection Up to five fortnightly 240L yellow lidded MGB's kerbside recycling collections. Bins must be presented at the kerbside for collection 		
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	<ul style="list-style-type: none"> • Additional blue lidded waste and yellow lidded recycling MGB's may be applied for. • An annual service fee, per bin, will apply as per Council's Register of Fees and Charges <p>Other sporting facilities:</p> <ul style="list-style-type: none"> • Assessment of the waste requirements to be made for each individual facility • Recycling of waste encouraged at all times • Requests for additional services must be made in writing using the request form 	<ul style="list-style-type: none"> • Additional blue lidded waste and yellow lidded recycling MGB's may be applied for. • An annual service fee, per bin, will apply as per Council's Register of Fees and Charges <p>Other sporting facilities:</p> <ul style="list-style-type: none"> • Assessment of the waste requirements to be made for each individual facility • Recycling of waste encouraged at all times • Requests for additional services must be made in writing using the request form 		
Insurance	<p><u>Sports & Recreation Buildings</u></p> <p>Building insurance will be taken out by Council and will be reimbursed by Clubs, or may be taken out by the Club directly with their preferred insurer subject to approval by Council and the annual submission of the certificate of currency. Clubs are responsible for Association, Public Liability and Contents insurance. Council will take out insurance for community infrastructure such as turf, courts,</p>	<p><u>Sports & Recreation Buildings</u></p> <p>All insurances are the responsibility of the land owner and users.</p> <p><u>Community Buildings</u></p>		

	<p>lights, etc and Public Liability for community use.</p> <p>Insurance excess may be the responsibility of clubs.</p> <p><u>Community Buildings</u></p> <p>Building insurance will be taken out by Council.</p> <p>The Association is responsible for taking out Association, Public Liability and Contents insurance.</p> <p><u>Exclusive Use Buildings</u></p> <p>All insurances are the responsibility of the tenant.</p> <p><u>Historical Societies</u></p> <p>Building insurance will be taken out by Council.</p> <p>Association insurance will be reimbursed by Council on the proviso that records held by the Historical Society are made available to the general public and the HS has a plan for the hardcopy records to be digitised and made available to the public by electronic means (i.e. website etc).</p>	<p>All insurances are to be taken out by the landowner/Association. Council will reimburse the building insurance.</p>		
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Utilities	Clubs are responsible for the day to day costs of operating a facility or activity including but not limited to electricity, water, phone and internet connection except for water and power costs incurred for the irrigation of the turf oval/playing surface	Clubs are responsible for the day to day costs of operating a facility or activity including but not limited to electricity, water, phone and internet connection except for water and power costs incurred for the irrigation of the turf oval/playing surface		
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Appendix 3

Service Levels for Community, Sport and Recreation Facilities

Adelaide Hills Council | Community & Recreation Facilities Framework

Service Levels for existing Community, Sport and Recreation Facilities

This service levels document is part of Council's overarching Community and Recreation Facilities Framework, and should be read in conjunction with:

- Community & Recreation Facilities Policy
- Guidelines for Maintenance and Upgrade of existing Community, Sport and Recreation Facilities
- Facility Maintenance Fund Guidelines
- Community & Recreation Facility Grant Guidelines
- Relevant Asset Management Plans
- Other supporting documents and procedures.

To assist in the planning of community, sport and recreation facilities, sites will be defined under a classification hierarchy. This practice is particularly important when assessing service levels for each class of facility; it also identifies the recommended elements and associated facilities within a site. This approach ensures diversity of facilities and experiences throughout the region; that the facility will meet the needs of the catchment it services; assists with allocation of resources and can be used as a tool when reviewing the locations of community, sport and recreation facilities to ensure that there is an appropriate provision. The following table is also reflected in Council's Sport & Recreation Strategy.

Hierarchy Level	General Characteristics
State/National <i>Primary catchment of South Australia attracting users and visitors from interstate and overseas.</i>	<ul style="list-style-type: none"> • Provides for the highest level of sporting competition which may include International events and competitions, National League(s) and associated state and national team and squad training centre(s). • Facilities also assist to promote sports and provide community access and pathway opportunities for participants. • May also provide a Headquarters for State or National Sporting Organisation administration.
Regional <i>Primary catchment of local users with extended catchment across multiple local Council areas, primarily for competition and events.</i>	<ul style="list-style-type: none"> • Integrates competition and recreational forms for participation and provides a broad range of sport and recreation activities and programs for a large number of participants across local and regional geographic catchments, generally beyond a single local Council area. • Generating usage via sporting events and specialised (for multi-sports) venue or sport specific services is also a core role and function of regional facilities. • Regional facilities are best provided at high profile sites in accessible locations with links to transport nodes and / or commercial / community centres and services.

District <i>Primary catchment area of local communities single local Council areas.</i>	<ul style="list-style-type: none"> Provides a focus for Association competition, as well as service a local catchment to provide a mix of recreational, competitive and program formats of participation. Facilities may also provide a primary function as a local finals venue or a central venue that facilitates regular competition for multiple clubs / teams.
Neighbourhood <i>Primary catchment area of local townships or single suburb areas.</i>	<ul style="list-style-type: none"> Generally, services the needs of local communities and sporting clubs for home and away fixtures, training activities and for participation programs.
Local <i>Primary catchment area usually within walking distance of most users.</i>	<ul style="list-style-type: none"> Small sites on local road networks that provide basic facilities and landscape treatments. Local facility locations are not considered suitable for larger facilities as they are generally provided in residential settings and have limited or constrained function for multiple activities and events.

The following service levels have been developed to assist Council and the community in maintaining facilities to an appropriate level. In general, Council will provide the venue for a community, sport or recreation activity. Maintenance of the asset will be undertaken to an appropriate community standard.

Asset	Service Level
Playing Surface / Sportsground (Turf)	<p>Condition appropriate for community use in the Adelaide Hills Council region.</p> <p>Turf should be in good condition and appearance appropriate for sporting / recreational activities, with mature healthy growth.</p> <p>There should be less than 20% bare patches, cracks, ruts or depressions in the turf playing surface area.</p> <p>Compacted soils should be rectified with aeration, coring and /or application of gypsum as required.</p> <p>Uneven surfaces should be rectified with top dressing as required.</p> <p>Weed Management & Herbicide Treatments</p> <ul style="list-style-type: none"> Fertilising: 6 monthly Insecticide / Pesticide spraying: annually, or as required Broadleaf spraying: 6 monthly, or as required Scarifying / top dressing: following assessment, as required

	<ul style="list-style-type: none"> • Verti-drain: bi-annually, or as required <p>Mowing:</p> <ul style="list-style-type: none"> • Number of cuts per year: 30 (approximately) • Summer grass height: 20-25mm (approximately) • Winter grass height: 50-75mm <p>Out of sequence service:</p> <ul style="list-style-type: none"> • Additional mowing may be required prior to or after an event takes place. When this occurs, the event organiser shall be responsible for the mowing costs occurred. • Additional mowing required to improve the standard of maintenance above the prescribed standard, & requested by the club shall be the financial responsibility of the club. Works undertaken by the club will require appropriate approvals. <p>The classification applied to the site should also be considered when determining the level of service necessary.</p>
Playing Surface / Sportsground Irrigation	<p>Maintenance and repair of irrigation systems to ensure the provision of adequate water supply.</p> <p>Principles from the Resilient Hills & Coasts Climate Change Adaptation Plan should also be considered when planning irrigation system maintenance or upgrades.</p> <p>The classification applied to the site should also be considered when determining the level of service necessary.</p>
Playing Surface / Sportsground (Acrylic Courts)	<p>In line with relevant state or national peak body guidelines, or what is practical / average for other Adelaide Hills Council region sites.</p> <p>The classification applied to the site should also be considered when determining the level of service necessary.</p>
Sports Amenity	<p>Relevant state or national peak body guidelines shall be used as a guide, & / or relevant Australian Standards.</p> <p>The classification applied to the site should also be considered when determining the level of service necessary.</p>
Sports Lighting	<p>In line with relevant state or national peak body guidelines, & / or relevant Australian Standards.</p> <p>Council's commitment to energy efficiency and sustainability, as outlined in Council's Carbon Management Plan should also be considered in any lighting projects.</p>

	<p>The classification applied to the site should also be considered when determining the level of service necessary.</p>
Cricket Wickets & Nets	<p>In line with relevant state or national peak body guidelines, relevant Australian Standards, or what is practical / average for other Adelaide Hills Council region sites.</p> <p>The classification applied to the site should also be considered when determining the level of service necessary.</p>
Amenity Lighting	<p>Conforms with appropriate standards (inc. Local Government Act, the Australian Energy Regulator & Australian Standard AS1158.3.1).</p> <p>Council's commitment to energy efficiency and sustainability, as outlined in Council's Carbon Management Plan should also be considered in any lighting projects.</p> <p>The classification applied to the site should also be considered when determining the level of service necessary.</p>
Driveway, Carpark, Site Drainage & Traffic Management	<p>Condition appropriate for community use in the Adelaide Hills Council region.</p> <ul style="list-style-type: none"> • Sealed or unsealed surface • Some rutting, corrugation, potholing or looseness acceptable • Some carpark marking, where applicable, but predominantly unmarked • Some designed drainage structures where applicable • Basic traffic management signage (eg. speed, crossing) • All weather access, where appropriate <p>Maintenance</p> <ul style="list-style-type: none"> • Reactive / urgent maintenance to rutting, corrugation, potholing or looseness that poses a risk to the community. • Proactive bi-annual maintenance <p>The classification applied to the site should also be considered when determining the level of service necessary.</p>
Signage	<p>All relevant by-laws for the site must be considered.</p> <p>In line with Council's Directional Signage Policy.</p>

Recreation and Sport Fencing and Gates	<p>In line with relevant state or national peak body guidelines, or what is practical / average for other Adelaide Hills Council region sites.</p> <p>The classification applied to the site should also be considered when determining the level of service necessary.</p>
Recreation & Sport Buildings (inc. sheds, changerooms, clubrooms, canteens & storage sheds)	<p>In line with relevant state or national peak body guidelines, or what is practical / average for other Adelaide Hills Council region sites.</p> <p>The classification applied to the site should also be considered when determining the level of service necessary.</p>
Community Halls	Community Halls will be maintained and upgraded to a level suitable to meet community needs for the provision of an indoor community space for basic community needs such as meetings, social gatherings, indoor recreation activities
Public Toilets	To be determined by Council's Public Toilet Strategy
Vegetation (inc. trees)	Any vegetation maintenance must comply with all relevant Federal and State environmental legislation (eg. EPBC Act, 2003; National Parks and Wildlife Act, 1972; Landscapes SA Act, 2019; Environment Protection Act 1993; Native Vegetation Act, 1991)
Waste Management	In line with Council's Waste & Resources Management Strategy
Insurance	<p><u>Sports & Recreation Buildings</u></p> <p>Building insurance will be taken out by Council and will be reimbursed by Clubs, or may be taken out by the Club directly with their preferred insurer subject to approval by Council and the annual submission of the certificate of currency. Clubs are responsible for Association, Public Liability and Contents insurance. Council will take out insurance for community infrastructure such as turf, courts, lights, etc and Public Liability for community use. Insurance excess may be the responsibility of clubs.</p> <p><u>Community Buildings</u></p> <p>Building insurance will be taken out by Council. The Association is responsible for taking out Association, Public Liability and Contents insurance.</p> <p><u>Exclusive Use Buildings</u></p>

All insurances are the responsibility of the tenant.

Historical Societies

Building insurance will be taken out by Council. Association insurance will be reimbursed by Council on the proviso that records held by the Historical Society are made available to the general public and the HS has a plan for the hardcopy records to be digitised and made available to the public by electronic means (i.e. website etc).

Appendix 4

Facility Maintenance Fund Guidelines

Adelaide Hills Council | Community and Recreation Facilities Framework

Facility Maintenance Fund - Grant Guidelines

About the Funding

Facility Maintenance Fund Grants are available to not-for-profit community organisations located within the Adelaide Hills Council area that provide community, sport or recreation services to our community.

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

Applicants should contact the Council prior to submitting their application to determine its suitability for funding. It is also important for applicants to read the guidelines to ensure that their organisation and proposed project are eligible.

Clubs are able to apply to the fund at any time throughout the year.

Projects that commence prior to an application being received may not be deemed eligible, and retrospective funding may not be provided. Clubs should contact Council's to discuss projects ASAP to avoid this scenario.

Who can apply?

Any incorporated, not-for-profit, community, sport and recreation organisations that are physically located within the Adelaide Hills Council area.

Groups that are not incorporated are still eligible, provided applications are made through an appropriate incorporated body that is willing to sponsor the project (accept responsibility for the funding).

To be eligible for funding, organisations must:

- Be not-for-profit, incorporated active recreation and sporting groups that do not hold a Gaming Machine Licence and/or
- Be a community-based incorporated organisation whose role is to manage community facilities, active recreation or sport facilities that do not hold a Gaming Machine Licence.

Who can't apply?

- Those outside the Adelaide Hills Council area
- Organisations that hold a Gaming Machine Licence
- For profit, commercial organisations
- Unincorporated organisations
- Schools or other educational institutions
- Clubs who have sufficient funds to carry out maintenance works without the Facility Maintenance Fund.

What projects can be funded?

Funding is only available for projects:

- That are considered urgent maintenance or safety works
- That fall within a clubs maintenance responsibility
- That commence prior to an application being received may not be deemed eligible, and retrospective funding may not be provided.
- That have the consent of the landowner (refer Landowner Consent form in the application).

The following list is example projects that may be funded. The list is by no means exhaustive, and applications for other projects that meet the objectives of the program are welcome. In addition, it is recommended that applicants contact Council to discuss their project prior to submitting an application.

- Electrical works
- Work at heights
- Waste water issues
- Works involving asbestos or chemicals
- Remediation works required where there is an immediate or significant risk to the asset or community safety.

What projects will not be funded?

The following project types are ineligible:

- Projects conducted outside of the Adelaide Hills Council area
- Projects that do not support community, recreation and sport activities
- Projects where the major beneficiary holds a Gaming Machine Licence
- Planned capital renewal or upgrade works
- Projects that commence prior to a Grant Agreement being finalised, unless otherwise negotiated.
- Projects that do not have the consent of the landowner
- Requests for the purchase of recreation, entertainment, sporting, or any other equipment
- The repair or replacement of facilities damaged by fire, explosion, vandalism, flood, storm or other natural disasters that would normally be covered by insurance
- Regular maintenance and / or repairs to property where the responsibility is with a private entity, local council, State or Commonwealth Government Department
- Recurrent operational costs
- Residential buildings including caretaker residences
- Payment of salaries, wages or match fees
- Fundraising or sponsorship
- Commercial or political activities
- Training or education in government or private institutions, or research activities that will be offered for assessment
- Academic research or conference costs
- Interstate or overseas travel
- Individual, private, political or commercial enterprise

What project costs are ineligible?

Grant Funding cannot be used to cover the following project costs:

- Costs associated with ongoing operations, such as but not limited to, electricity, water and other utilities
- Insurances
- Costs associated with preparing and submitting a funding application

- Building work and professional fees incurred prior to a Grant Agreement being finalised.

How are applications assessed?

Clubs will be notified of their applications outcome within two weeks of Council staff receiving the submission. Council will assess applications based on risk and community safety, with priority of assessment given to those that require immediate attention.

Priority will be given to projects that:

- Are unable to be funded by the relevant club/s
- Keep volunteers and members safe
- Allow safe access and safe usage of a site
- Comply with all relevant legal and statutory requirements
- Actively address risk management issues or contribute to the organisation's ongoing sustainability
- Facilitate improvements to meet Legislation and, or Australian Standards

Conditions for Successful Applicants

The following conditions will apply to successful applicants, and will be outlined in grant funding agreements:

- Use the funds provided only for the approved project
- Supervise the administration of the grant
- Complete the project evaluation & acquittal report including an expenditure statement (with a photocopy of receipts) within the allocated time frame.
- Understand that the organisation is to seek written approval from the Adelaide Hills Council to continue with the project if any changes are required
- Obtain any relevant land owner consent before commencing the project
- Obtain any required planning, development and building approvals before commencing the project
- Provide a certificate of currency for Public Liability (minimum of \$10 million) with the signed Conditions of Funding
- Obtain all necessary insurances, and that the Adelaide Hills Council will not be held liable for any matters arising out of this grant
- Ensure that all works carried out comply with any applicable construction industry or public health and safety standards
- Understand that the organisation is responsible for any further works or repairs at the premises which arise as a result of the project
- Ensure that the installation of sporting infrastructure complies with relevant sporting standards for your sporting code

How to apply

An online grant application form can be accessed at the Adelaide Hills Council website ahc.sa.gov.au. Applicants are guaranteed confidentiality and security when lodging application. The online grants system is easy to use and assistance is available if required.

These guidelines were accurate at the time of publishing, and supersede all terms and conditions contained in any previous guidelines. For information, assistance or to discuss your application, please contact:

Renee O'Connor | Sport & Recreation Planner | 8408 0400 or roconnor@ahc.sa.gov.au

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Appendix 5

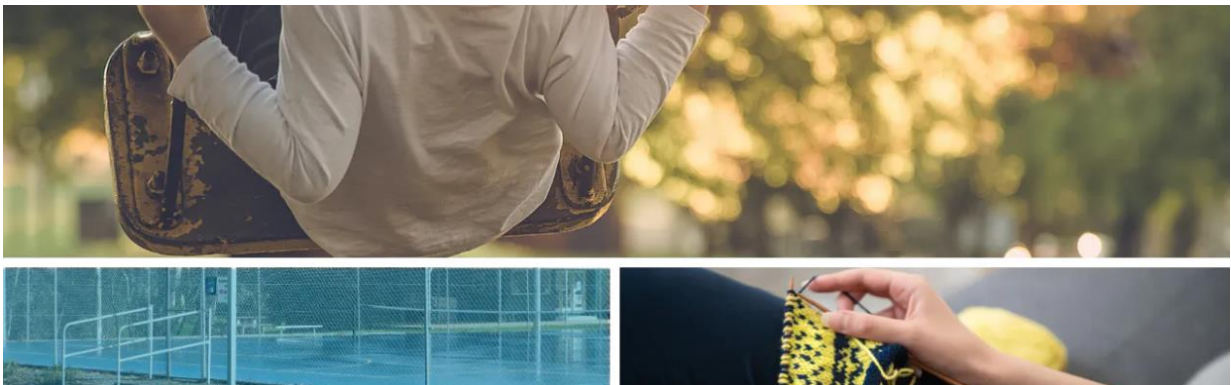
Community Engagement Outcomes Report

2021

Adelaide Hills Council

engage.sa.gov.au

Community and Recreation Facilities Framework & Play Space Framework



Community Engagement Outcomes Report

July 2022

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1 INTRODUCTION

This report presents the qualitative and quantitative feedback from the engagement regarding the draft Community and Recreation Facility Framework and the draft Play Space Framework. The consultation targeted two key groups:

- general community and site users
- clubs and associations.

The consultation was conducted from 1 September to 30 September 2021 and was extended for Clubs and Associations until 19 November.

This report will be presented to Council and made available to those who participated in the consultation on Council's Have Your Say Engagement Platform.

The consultation comprised an opportunity for the Community to provide feedback via online and hardcopy survey response as well as providing feedback by email, letter or phone contact. Clubs and Associations were also provided with the option to meet with Council Staff in person upon request. A copy of information provided on Council's Have Your Say Engagement Platform and feedback form is available in Appendix A.

There were a total of 92 Participants providing feedback on the two Frameworks. 52 Respondents provided their feedback via an online survey for community and facility users. A further 5 participants provided a response by email. 35 Respondents provided their feedback via an online or hardcopy survey specific for Clubs and Associations. In addition, eight club representatives met with Council staff in person.

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

Email submissions are provided in Appendix C.

Social media promotions are in Appendix E.

2 KEY FINDINGS

Community and Recreation Facilities Framework, feedback from clubs

- Vast majority positive, supportive of the documents in their entirety.
- Main question/concern themes:
 - Oval maintenance
 - Carpark, driveway, drainage maintenance for Community owned
 - Insurance (Sports Clubs + Community Owned halls)
 - Emergency Maintenance Fund clarification around process
 - Water
- There were no matters raised by clubs that would warrant any changes to the documents.

Summary of follow up, face to face workshop with clubs:

- Clubs who indicated that they required more information, or would like to discuss the Framework further were invited to a workshop session in May, 2022 at Nairne Road.
- It was attended by around 8 club representatives.
- In general, clubs had specific questions about individual impacts for their clubs, and were mostly happy with the Framework.
- There were four Community Hall Associations that indicated that they would like more information, these have been contacted individually and we are awaiting further feedback.

3 SUMMARY OF ENGAGEMENT

3.1 BACKGROUND

In 2020 Council engaged sports clubs, sporting associations and the broader community to assist in the development of a Framework for community and recreation facilities. Based on input and feedback from these key stakeholders Council developed a draft Community and Recreation Facilities Framework. Council also developed a Play Space Framework and is finalising a Trails and Cycling Routes Management Framework.

Each Framework contains key documents including:

- a Policy
- Guidelines
- Service Levels

The Frameworks represent the 'HOW' assets will be managed and not the 'WHEN' (timeframe or specific dates) actions will happen. They should improve the management of community facilities including halls, ovals, tennis/netball courts, playing pitches, play spaces, lawn bowls and petanque facilities, equestrian facilities with associated club and change rooms and infrastructure. They should also make it easier to work with Council when using sport, recreation and community spaces.

Feedback from sports clubs, associations and the broader community is to ensure what is proposed in the Framework documents is reviewed and discussed by sporting committees and any impacts, concerns or gaps are raised and considered. It will be important to ensure the Frameworks support the communities sport and recreational pursuits.

All feedback will be considered for the final draft of the Framework for presentation to Council with a view to endorse them for use operationally.

3.2 COMMUNITY ENGAGEMENT STRATEGY

A community engagement strategy was developed and consultation was undertaken with the Community over 30 days from Wednesday 1 September to Thursday 30 September 2021. The consultation was then extended until Tuesday 19 October to support sports clubs and associations as well as community hall groups.

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

3.3 ENGAGEMENT APPROACH

Council's engagement approach aimed to collect and collate community feedback about whether the Frameworks were supported and supported improved use and management of

facilities. Feedback could be provided via an online or hardcopy survey, email, mail, phone or by requesting a meeting with Council staff.

Two surveys was developed one for the general community and facility users and one for sporting clubs and associations. Both closed and open style questions were asked. Questions were designed to determine the type of participants providing feedback and to seek feedback specific sections of each of the Frameworks and any concerns with them.

Anyone could participate in the survey which was made available online and at Council's Customer Service Centres in Stirling, Gumeracha and Woodside.

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

3.4 DISTRIBUTION AND PROMOTION

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

- Posters and information packs available at Council's Service Centres and Libraries.
- Notices posted on Council's website, via social media, outgoing email footer, digital TV screens in Libraries, Hills Voice e-newsletter and local services mobile phone app.
- Promotion in the Council Column in the Courier on 1 September 2021 and Adelaide Hills Herald on 2 September.
- Additional Facebook and Twitter posts to promote and remind people to participate.
- Roadside signage across the district at local asset locations (oval, halls, etc).
- Email to EHQ registrants and previous consultation participants
- Email notice to sporting clubs and associations – including Ad for newsletters, option to print flyers and links to do survey online.
- Additional display materials at Libraries to promote and encourage feedback.

Email promotion statistics are presented below:

14 September 2021 EHQ Have Your Say Newsletter 1939 people reached 865 unique opens (42.2%) 135 Click throughs (6.6%)	27 September 2021 EHQ Have Your Say Registrants 1921 people reached 776 unique opens (38.2%) 88 Click throughs (4.3%)
Hills Voice: your Adelaide Hills 3 September 2021 Lead story – Your Place, Your Say: phase two 1,292 opens (34.2%) 30 unique click throughs to EHQ project page	

Social media promotion statistics are presented below:

6 September 2021 Facebook 1064 people reached 33 engagements 6 likes 0 comments 2 shares 17 link clicks	17 September 2021 Facebook 1238 people reached 52 engagements 10 likes 0 comments 1 shares 19 link clicks
29 September 2021 Facebook 736 people reached 17 engagements 2 likes 2 comments 1 share 8 link clicks	6 September 2021 Twitter 186 impressions (times people saw this tweet on Twitter) 4 engagements
17 September 2021 Twitter 165 impressions 4 engagements	29 September 2021 Twitter 152 impressions 6 engagements

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

Table 1 Aware, informed and engaged community

	Email	Social Media	EHQ Platform
Aware <i>Sighted information that the consultation was open</i>	865	2933	699
Informed <i>Accessed information via visiting multiple sites or downloading information</i>	223	253	267
Engaged <i>Provided feedback</i>	Completed survey or sent email		79

4.1 PARTICIPATION RATE

The following table displays the level of engaged participation.

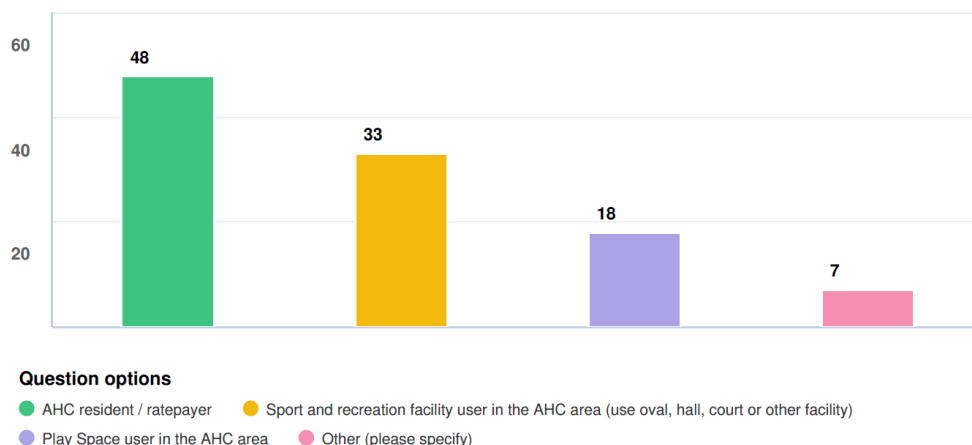
Table 2 Level of Participation

Activity	Number Participating
General Community and facility users	
Online surveys	52
Written response – email, letter, submission	5
Sports Clubs and Associations	35
Online and Hardcopy surveys	35
Written response – email, letter, submission	0
Face to face meeting	8
TOTAL CONSULTATION PARTICIPATION	135

4.2 PARTICIPANT CHARACTERISTICS OF COMMUNITY MEMBERS

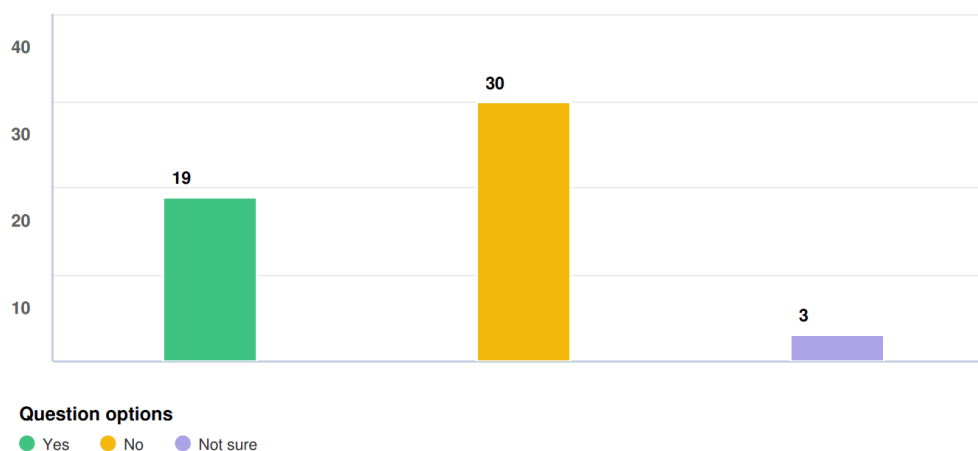
Participants providing feedback via the online survey were asked if they were an Adelaide Hills Council resident/ratepayer, a sport and recreation facility user in the AHC area, play space user in the AHC area or other. 48 Participants were Adelaide Hills Council Residents/Ratepayers, 33 were a sport and recreation facility user in the AHC area, 18 were play space users in the AHC area and 7 defined themselves as other.

Responses are presented below and Participants could select more than one response:



4.3 ACCESS TO AND USE OF COMMUNITY AND RECREATION FACILITIES OR PLAY SPACES

Respondents were asked if they had ever had any issues in the past with access to or use of community and recreation facilities or play spaces. This was not a mandatory question and 51 Respondents provided a response with one selecting 2 options. As presented below 59% (n=30) indicated they did not have any issues. The remaining Respondents indicated they did have issues or were unsure.



Respondents were then asked if they could explain their issues. 21 Respondents provided further details in regard to issues they had with some Respondents having more than 1 issue. Issues covered 6 key areas as indicated below:

Issues in regard to access to or use of community and recreation facilities or play spaces	No. of Respondents
Maintenance/management issues (facilities not maintained well or up to expected, safe or useable standard)	12
Facilities not available	4
Car parking issues	3
Communication issues between multiple stakeholders	2
Facilities inaccessible during wet weather	2
Design Issues (i.e. dog park entry, disability access)	2

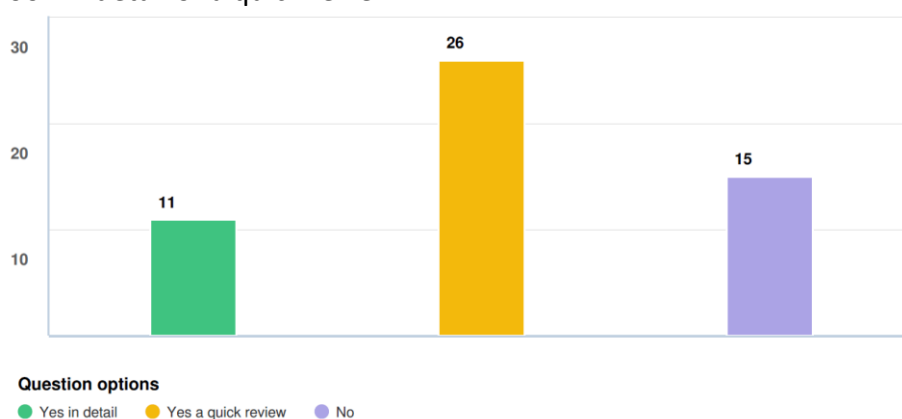
All responses from surveys are provided verbatim in Appendix B.

5 SURVEY FEEDBACK GENERAL COMMUNITY AND FACILITY USERS – Community and Recreation Facility Framework

52 online survey responses were received as part of this consultation from the general community and facility users. Analysis of each question in the survey on the draft Community and Recreation Facilities Framework is provided below.

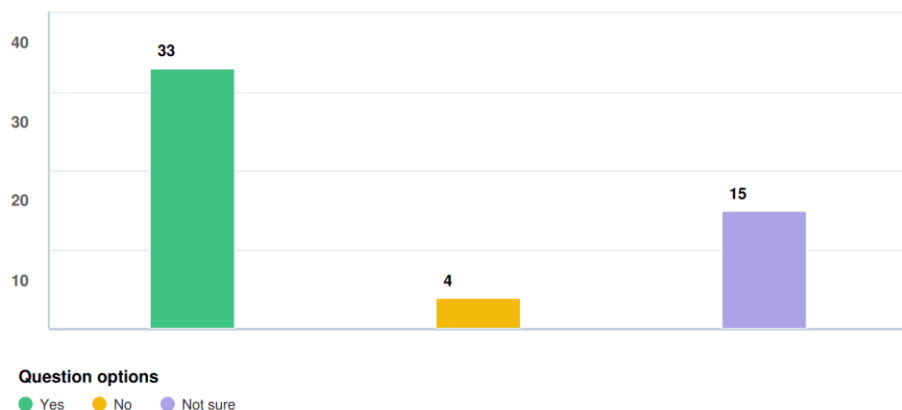
5.1 REVIEW OF THE COMMUNITY AND RECREATION FACILITY FRAMEWORK

Respondents to the online survey were asked if they could indicate whether they had reviewed the Community and Recreation Facility Framework documents. This was a mandatory question with 52 responses. As presented below 71% (n=37) had either had a look in detail or a quick review.



5.2 CLASSIFICATION LEVELS PROPOSED

Respondents were asked if they agreed with the classification levels proposed for sport and recreation sites and the principles behind them. This was a mandatory question with 52 responses. As presented below 63% (n=33) of Respondents agreed, 29% (n=15) were not sure and 8% (n=4) did not agree.



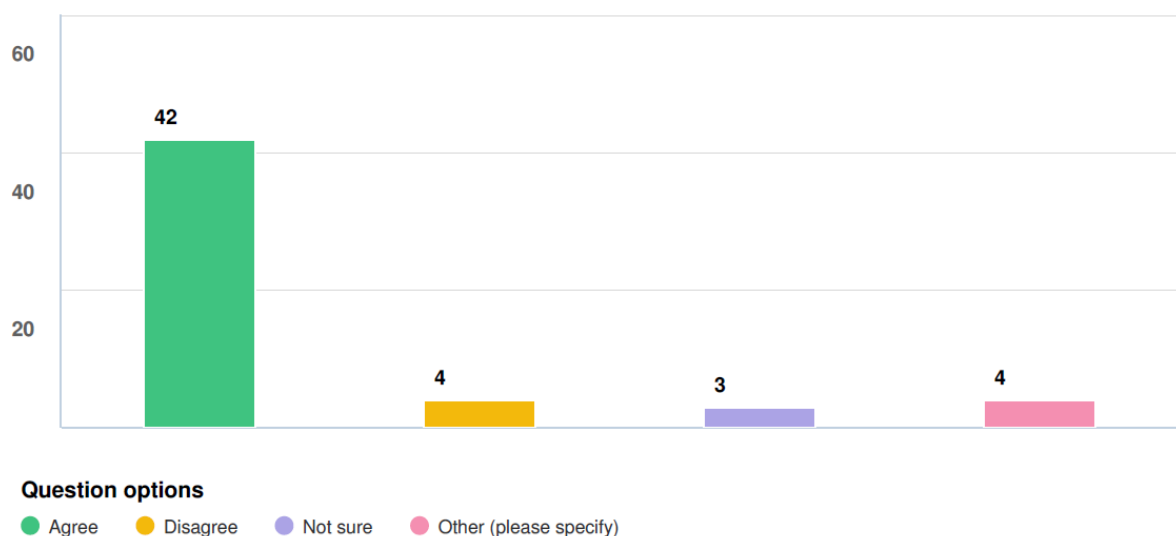
Respondents were asked if they had any comments on the classification levels and 13 Respondents provided comment. Key comments represented:

- Consistency of classification levels is important across the region and the state.
- Classification levels are not always what is representative on the ground, (i.e. neighbourhood level oval may not actually have the facilities and infrastructure to support that level).
- A need for flexibility in classification levels.
- Consider clubs having an input into their classification level.
- Equity and distribution in funding and attention for different classification levels may not equate to equity for areas of region and distribution of ratepayers.

All responses from surveys are provided verbatim in Appendix B.

5.3 FUNDING INCREASES TO MAINTAIN OVALS AND PITCHES

Respondents were asked how they felt about the Framework proposing to increase the Council funding spent on maintaining ovals and pitches to improve their condition. This was a mandatory question with 52 Respondents. One respondent selected 2 options. 81% (n=42) of Respondents agreed with this proposal.



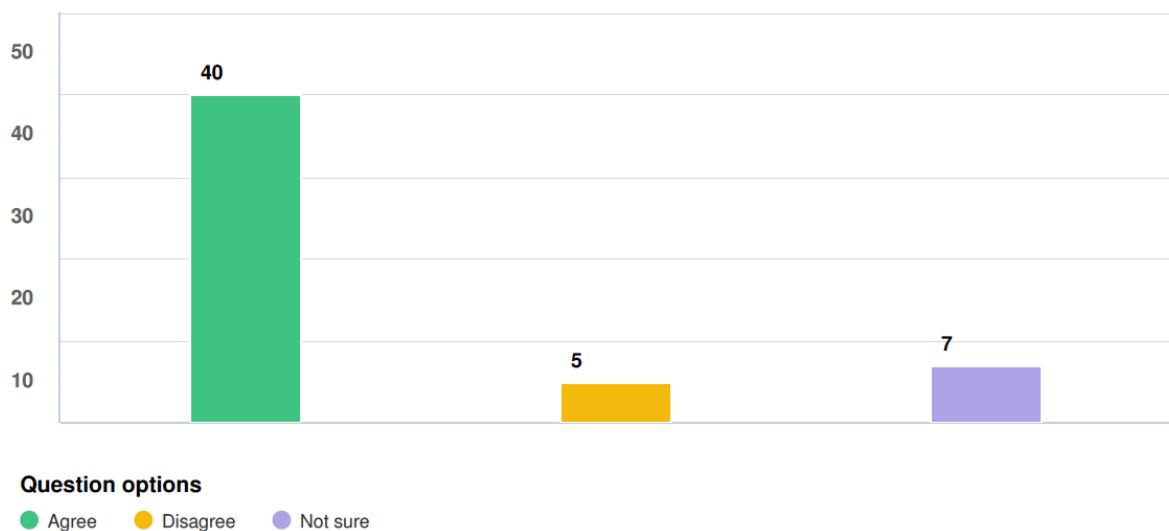
Respondents were then asked if they had any comments in regard to the increased funding on maintaining ovals and pitches to improve their condition. 25 Respondents provided multiple comments. Only comments related to ovals and pitches are highlighted in the table below:

Comments in regard to increased funding on maintaining ovals and pitches to improve their condition	No. of Respondents
General positive and supportive of funding increases for region	7
Support funding to support maintenance, upgrades, replacement and year round use	6
Funding considerations / ideas (for specific locations/facilities and included masterplans, maintain bushfire last resort status, improve disability access, improve drainage issues).	4
Concern too much focus on sporting facilities and hope funding not taken from other areas. Consider selling less used ovals.	3
Funding should be based on use and need	1
Funding should be equitable and fit for purpose to accommodate community standards and sporting standards	1

All responses from surveys are provided verbatim in Appendix B.

5.4 CONTRIBUTING TO COST OF RESURFACING TENNIS AND NETBALL COURTS

Respondents were asked how they felt about Council contributing towards the cost of resurfacing tennis and netball courts used by clubs. This was a mandatory question with 52 Respondents providing response. 77% (n=40) of Respondents agreed with this contribution by Council.



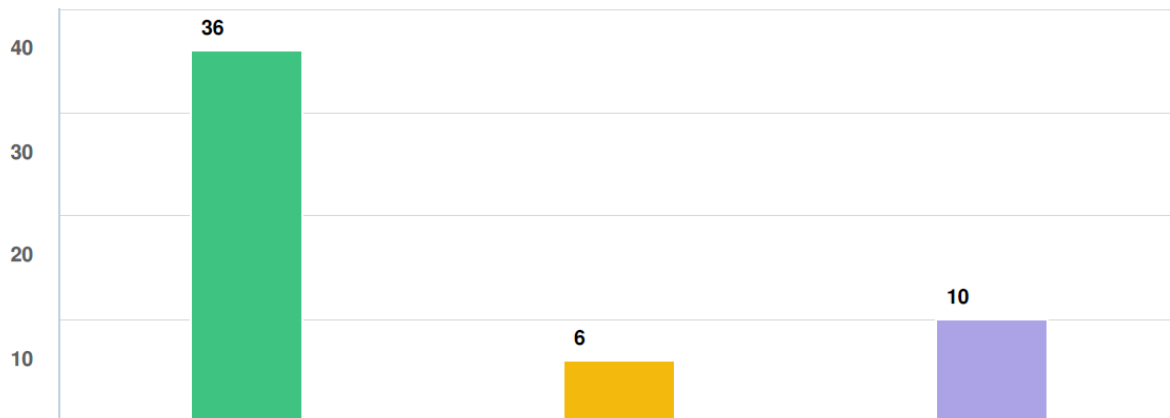
Respondents were then asked if they had any comments in regard to Council contributing towards the cost of resurfacing tennis and netball courts used by clubs. 33 Respondents provided multiple comments as indicated in the table below:

Comments in regard to Council contributing towards the cost of resurfacing tennis and netball courts used by clubs	No. of Respondents
Specific locations need attention	4
Concerns / maintain safety	4
Council / rates should contribute	4
Improved facilities = increased participation/less club impacts	4
Sports clubs have limited budget and need support	3
Club Fees contribution	3
Community facility for rent and/or public use = Council cost / contribution	3
General supportive	2
Support clubs and grant funding	2
Ensure equity	2
Important for community	2
Equity to all sports	2
Ensure sufficient funds to support / underfunded in the past	2
Consider spectator surface	1
Council seek supplier and competitive prices	1
Ensure rigorous process for funding requirements for resurfacing	1
Sole club use = club cost	1
Consider multi use	1
Cost doesn't benefit those not using facility	1
Misuse of facilities concerning	1

All responses from surveys are provided verbatim in Appendix B.

5.5 CLUBS RESPONSIBILITIES

Respondents were asked how they felt about the Framework proposing that clubs are responsible for the maintenance and upgrade of items like goals, player benches, fencing and sport lighting. This was a mandatory question with 52 responses. As presented below 69% (n=36) of Respondents agreed with clubs being responsible for the maintenance and upgrade and 11.5% (n= 6) did not agree. 19% (n=10) of Respondents were not sure.



Question options

● Agree
 ● Disagree
 ● Not sure

Respondents were then asked if they had any comments in regard to clubs being responsible for the maintenance and upgrade of items like goals, player benches, fencing and sport lighting. 24 Respondents provided comment.

Comments in regard to clubs being responsible for the maintenance and upgrade of items like goals, player benches, fencing and sport lighting.	No. of Respondents
Council and clubs should share responsibility (e.g. Council at least provide a minimum standard and Clubs maintain)	7
Support clubs maintaining non fixed items	5
Difficult for small clubs	3
Property Fencing = Council responsibility	2
Grants to support clubs	2
If public facility then Council maintain	1
Council responsibility	1
State and Fed levels support lighting for all	1
Clubs choice what to spend money on	1
Lights in local sports park would be great	1
Ensure equity	1

All responses from surveys are provided verbatim in Appendix B.

5.6 COMMUNITY HALL COMMITTEE RESPONSIBILITIES

Respondents were asked how they felt about the Framework proposing that community hall committees are responsible for non-structural maintenance of the hall with structural maintenance being the responsibility of Council. This was a mandatory question with 52 responses with one Respondent selecting 2 options.

As presented below 90% (n=47) of Respondents agreed with community hall committees being responsible for non-structural maintenance and Council being responsible for structural maintenance of halls.



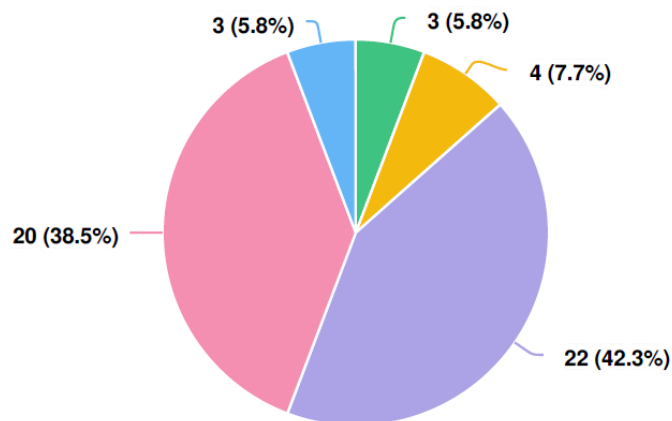
Respondents were then asked if they had any comments in regard to community hall committees being responsible for non-structural maintenance of the hall, with structural maintenance being the responsibility of Council. 16 Respondents provided comment.

Comments in regard to community hall committees being responsible for non-structural maintenance of the hall, with structural maintenance being the responsibility of Council.	No. of Respondents
Shared responsibility with Council especially to ensure good condition to begin with	4
Support committees being responsible for non-structural maintenance	2
If council owned council responsible	2
Council support for major upgrades	2
Consider / clarify with examples definition of non-structural maintenance for halls	2
Other users support is essential	1
Difficult for small committees and clubs	1
Need to confirm where funding would come from	1
Users options if committee don't manage well	1
Voluntary committees don't have funds like sports clubs	1

All responses from surveys are provided verbatim in Appendix B.

5.7 OVERALL FEELING OF COMMUNITY AND RECREATION FACILITY FRAMEWORK

Respondents were asked what their general overall feeling in regard to the Community and Recreation Facilities Framework was. This was a mandatory question with 52 responses. As presented below 43% (n=23) of Respondents were happy or very happy with the Framework. 42.3% (n=22) of Respondents felt neutral and 13.5% (n=7) felt unhappy or very unhappy about it.



Question options

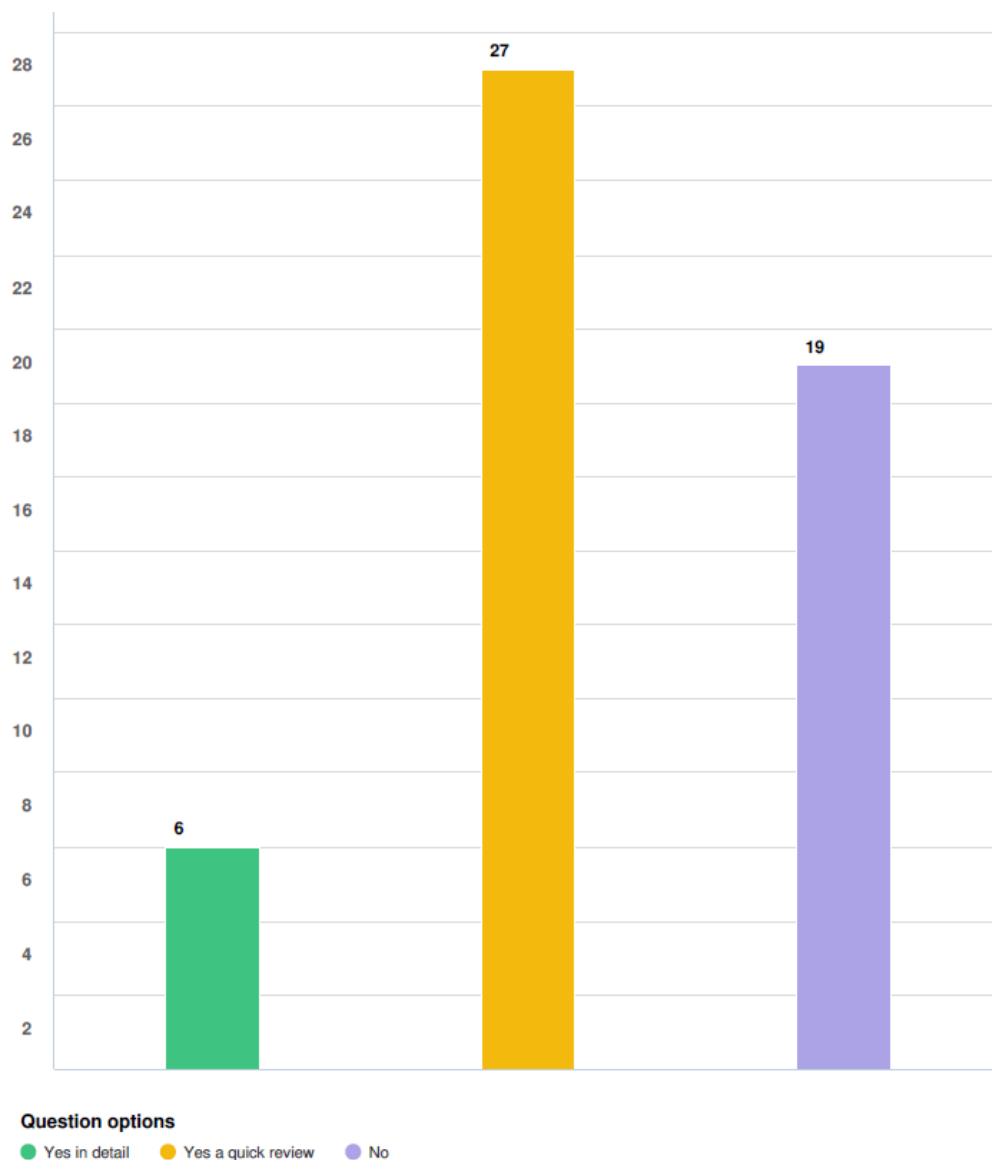
 Very Unhappy  Unhappy  Neutral  Happy  Very Happy

6 SURVEY FEEDBACK GENERAL COMMUNITY AND FACILITY USERS – Play Space Framework

The same 52 online survey responses provided feedback in relation to the Play Space Framework. Analysis of each question in the survey on the draft Play Space Framework is provided below.

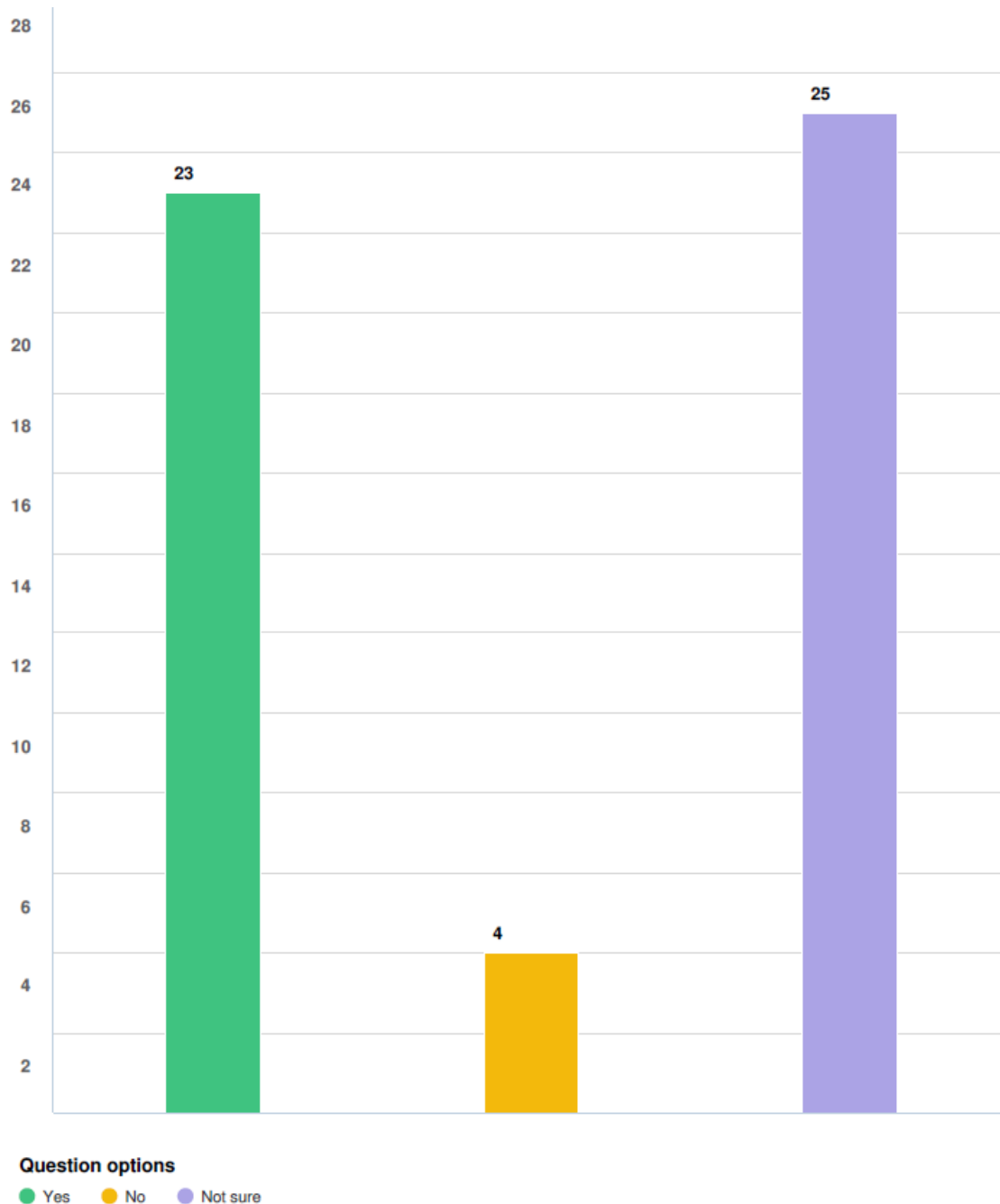
6.1 REVIEW OF THE PLAY SPACE FRAMEWORK

Respondents to the online survey were asked if they could indicate whether they had reviewed the Play Space Framework documents. This was a mandatory question with 52 responses. As presented below 63% (n=33) had either had a look in detail or a quick review.



6.2 CLASSIFICATION LEVELS PROPOSED FOR PLAY SPACES

Respondents were asked if they agreed with the classification levels proposed for play spaces and the principles behind them. This was a mandatory question with 52 responses. As presented below, 44% (n=23) of Respondents agreed with the classification levels and principles and 48% were not sure. 8% (n=4) of Respondents did not agree with the classifications and principles.



Respondents were then asked if they had any comments on classification levels. 5 Respondents provided valid comments. These comments have been provided in full due to the small amount of comments received.

Comments on classification levels

Play spaces in small towns need more attention in the areas of capturing the community across the lifespan. Little children up to adults. Often there are many children with nothing to do on weekends because the play space is not engaging enough. It's would be great to see a space where people can come together more often and it engages people to want to return. Especially in winter when people need to move more. This would support looking after the mental health of our communities especially small towns where it is needed more and where there are much less resources available locally compared to bigger town.

AHC Classification of a Neighbourhood Play Space seems a lot different to what we have at Sherry Park. It is not to the standard that you envisage when you read the description. I also know we have been trying to get it upgraded for years...but nothing ever happens.

Yes. Again there is overlap and it is not clear how for example state play areas would be designated any differently from local play areas

It's still confusing

You have listed which sports facilities fall under the different classification levels, but you haven't done so for play spaces. This would be useful to know.

All responses from surveys are provided verbatim in Appendix B.

6.3 PLANNING AND MANAGEMENT OF PLAY SPACES

Respondents were asked if they had any comments in regard to the planning and management of play spaces as the Framework proposes that play spaces will be upgraded as a whole (i.e. no individual equipment places will be added during its lifetime). This will occur at the end of the play spaces useful life and unlikely before that time. 18 Respondents provided comment:

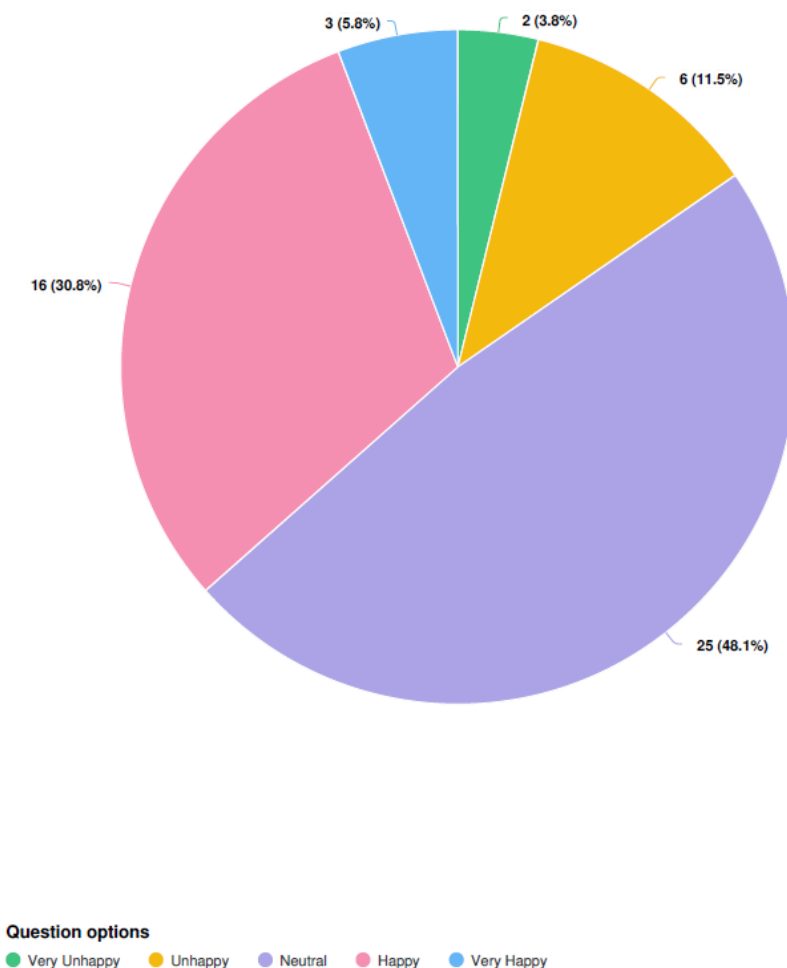
50% (n=9) of respondents providing comment were supportive of Council's proposed management of play spaces in the framework. The other 50% (n=9) of Respondents were concerned that waiting until the end of the play spaces useful life did not necessarily meet the community's needs. Further details are listed below:

- Would unsafe equipment be removed and no replacement until whole play space replaced?
- Waiting to replace whole play space does not meet needs of community
- waiting for end of life impacts community engagement and well-being
- Need to be more proactive

- problematic and contribute to obesogenic nature of children's environment
- should update as needs require
- not logical
- individual pieces should be upgraded if needed
- safety regulations and up to date appropriate play equipment and materials

6.4 OVERALL FEELING OF PLAY SPACE FRAMEWORK

Respondents were asked what their general overall feeling in regard to Play Space Framework was. This was a mandatory question with 52 responses. As presented below 36.6% (n=19) of Respondents were happy or very happy with the Framework. 48.1% (n=25) of Respondents felt neutral and 15.3% (n=8) felt unhappy or very unhappy about it.



7 EMAIL FEEDBACK – General Community and Facility Users

5 Respondents provided a response by email.

Key feedback raised via the email and phone included:

- Consider unisex/gender neutral signage at toilets
- Consider a skate park or bmx track at Lobethal Oval
- Improve connections to key bikeways like the Amy Gillet Bikeway
- Improve environment for night time exercise for residents (improve lighting)
- Consider fencing and improve gates at the Charleston, Mount Torrens and Lobethal Bushland Park play spaces to improve safety from roads, lake and other hazards.
- Consider general community members having better access to all facilities when clubs not using them. Many clubs lock facilities up and general community cannot use.

All emails and written feedback are provided in Appendix C.

8 SURVEY FEEDBACK SPORTING CLUBS AND ASSOCIATIONS

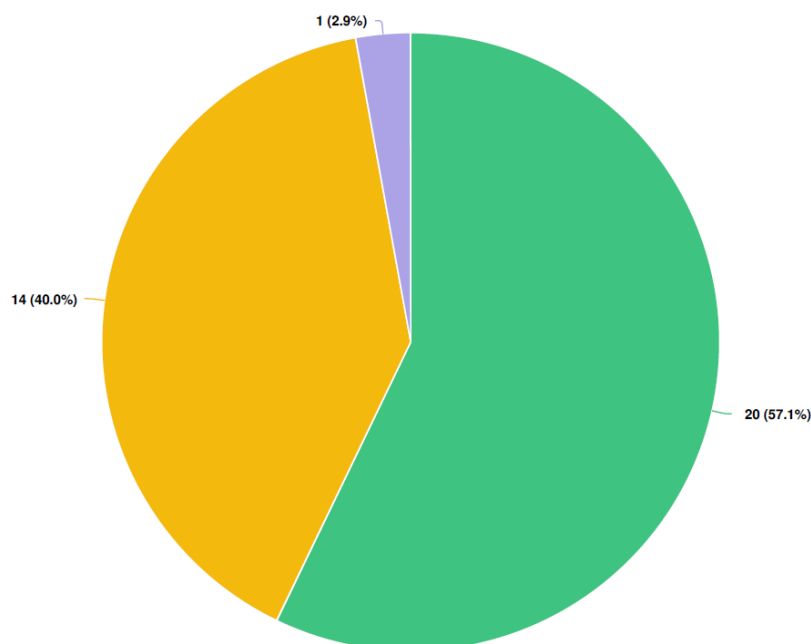
35 online and hardcopy survey responses were received as part of this consultation from clubs and associations. Analysis of each question in the survey on the draft Community and Recreation Facilities Framework is provided below.

8.1 CLUBS AND ASSOCIATIONS REPRESENTATION

Clubs and Associations submitted one survey response per club or association and were asked if their survey represented the opinion of their club. All respondents indicated that their responses were representative of the opinion of their club or association.

8.2 REVIEW OF THE COMMUNITY AND RECREATION FACILITY FRAMEWORK

Respondents were asked if they could indicate whether they had reviewed the Community and Recreation Facility Framework documents. This was a mandatory question with 35 responses. As presented below 57.1% (n=20) had a look in detail and 40% (n=14) had a quick review.



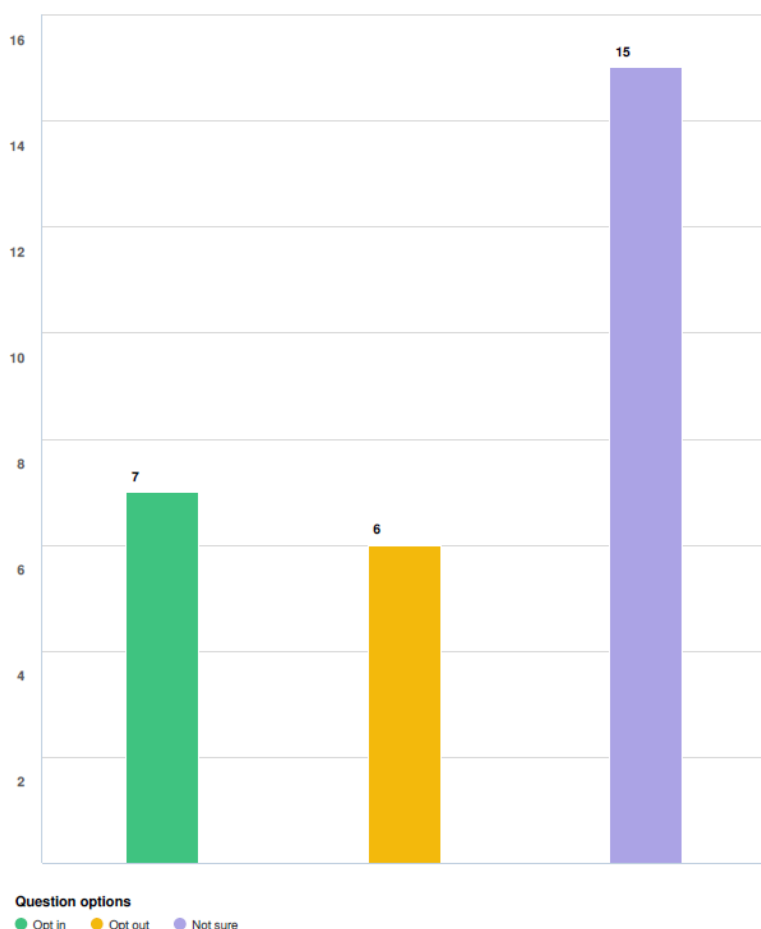
Question options

● Yes in detail ● Yes briefly ● no

8.3 TURF PLAYING SURFACES AND IRRIGATION

Respondents were asked to consider the maintenance guidelines, service levels & the 'opt in' 'opt out' models proposed and tell Council what model their club might choose? No commitment was needed and options selected could be changed. Respondents were told that at this point in time, those that 'opt out' would receive approximately 80c per square metre to maintain their playing surface.

As presented below 53.5% (n=15) of Respondents were unsure whether to 'opt in' or 'opt out'. 25% (n=7) selected that they would 'opt in' and 21.5% (n=6) selected to 'opt out'.



Respondents were then asked if they had any comments about the guidelines and service levels for turf playing surfaces and irrigation. This was not applicable to all respondents. 19 Respondents provided comment for consideration. Several comments (n=4) were generally positive and several (n=3) were generally negative. Key comment themes for consideration included in priority order:

- A degree of flexibility is required around clubs/associations who 'Opt in' and 'Opt out' for the following reasons (n=13):
 - Different seasonal needs for different clubs (Summer/winter sports or use)
 - Some clubs only use some elements of whole facilities

- Volunteer support may vary over time as will capacity to undertake commitments
 - If some responsibilities taken over by Council still need to meet sports needs (i.e. mowing prior to matches)
 - Clarity needed for different surfaces (i.e. petanque).
- Consideration where multiple groups/clubs/associations/Council use or manage same facility (n=7). In particular:
 - Timing of maintenance
 - Storage and use of resources
 - Need for a single approach to management.
- Costs factored in to Guidelines need consideration (n=6). For example:
 - Council support financially is welcome and beneficial
 - Volunteers supporting club already pay Council Rates as community members and additional costs seem unreasonable
 - Proposed costs need long-term commitments to ensure future planning and also need to factor in inflation.
- Water supply and cost related issues need consideration (n=2). For example:
 - Consider underground water allocation costs to meet service levels
 - How to manage changes in water availability if Council changes direction.
- There are some risk concerns to clubs with these guidelines and service levels (n=1).

All responses from surveys are provided verbatim in Appendix B.

8.4 ACRYLIC COURTS

Respondents were asked if they had any comments about the guidelines and service levels for acrylic courts. This was not applicable to all respondents. 14 Respondents provided comment for consideration. There were 5 generally positive comments. The remaining key comment themes for consideration included in priority order:

- Strategic and prioritised approach to facilities (n=6)
 - Council should reduce court numbers and manage themselves rather than pass to clubs to manage
 - Service level priorities against court use/need (i.e. abandoned vs heavily used courts). Some under-utilised courts may not warrant further investment.
 - Maintenance and upgrade for smaller vs larger facilities. Larger facilities may have a rolling program of repairs and upgrades
 - Council should prioritise investment
 - Policy should focus on sport/rec outcomes instead of management of facilities.
- Concerns raised around Grant Funding (n=5):
 - Grant eligibility if site owner is a school
 - Grant feasibility may not be achievable
 - Are Grant applications still required?

- Council management of grant projects causes delays
 - Further clarity for inclusions/exclusions of grant funds
- Guidelines should be in line with schools/national/state/peak body standards
- Will Council project manage regardless of ownership?
- Council should be responsible for flood event repairs
- Court cleaning included in annual maintenance.

8.5 SPORTS AMENITY

Respondents were asked if they had any comments about the guidelines and service levels for sports amenity. This was not applicable to all respondents. 17 Respondents provided comment for consideration. There were 7 generally positive comments. The remaining key comment themes for consideration included in priority order:

- Fencing queries/comments (n=5)
 - Like a white picket fence and club could maintain
 - Fencing should have Council contribution
 - Sports fencing for clubs to maintain but security fencing for Council
 - Club already upgraded fencing themselves
- Additional details requested on audit process and outcomes (n=2). It was also mentioned that Council audits could assist club disputes (n=1).
- Policy should focus on sport/rec outcomes instead of management of facilities
- Some under-utilised facilities may not warrant further investment
- Grant opportunities to fund these elements would be beneficial.

8.6 SPORTS LIGHTING

Respondents were asked if they had any comments about the guidelines and service levels for sports lighting. This was not applicable to all respondents. 20 Respondents provided comment for consideration. There were 7 generally positive comments. The remaining key comment themes for consideration included in priority order:

- Cost related comments (n=6)
 - Council contributions to costs would benefit (n=2)
 - Lobby State and Federal Government for funds of this type (n=1)
 - Under-utilised facilities may not warrant investment (n=1)
 - Is retrospect funding available? (n=1)
 - Grant funding for this would be beneficial (n=1).
- There is a real need for night lighting and their benefits to support winter sports and should be prioritised for things like courts and areas in need (n=4).
- Lighting must meet peak body standards (n=3).
- Energy efficiency important with lighting (n=1)
- Policy should focus on sport/rec outcomes instead of management of facilities (n=1).

8.7 CRICKET WICKETS AND NETS

Respondents were asked if they had any comments about the guidelines and service levels for cricket wickets and nets. This was not applicable to all respondents. 9 Respondents provided comment for consideration. There were 2 generally positive comments. The remaining key comment themes for consideration included in priority order:

- Council experience and support is deemed both valuable and beneficial (n=3)
- Current facilities do not meet peak body standards/guidelines (n=2)
- Cricket nets available and used by general community and costs should not be clubs alone (n=1)
- Need clarity RE: additional services Council envisages Club might have in relation to cricket wickets and nets (n=1)
- Consideration of a turf wicket (n=1)

8.8 AMENITY LIGHTING

Respondents were asked if they had any comments about the guidelines and service levels for amenity lighting. This was not applicable to all respondents. 16 Respondents provided comment for consideration. There were 6 generally positive comments. The remaining key comment themes for consideration included in priority order:

- Amenity lighting especially for safety should stay as Council responsibility (n=3)
- Council contribution/support welcome (n=2)
- Further amenity lighting details required e.g. what constitutes this type of lighting (n=1)
- Emergency clause for unsafe lighting supported (n=1)
- Policy should focus on sport/rec outcomes instead of management of facilities (n=1)
- Some under-utilised facilities may not warrant further investment (n=1)
- Solar lighting where possible (n=1)
- Lighting incorporated with building project (n=1).

8.9 DRIVEWAY, CARPARK, SITE DRAINAGE AND TRAFFIC MANAGEMENT

Respondents were asked if they had any comments about the guidelines and service levels for driveway, carpark, site drainage and traffic management. This was not applicable to all respondents. 22 Respondents provided comment for consideration. There were 4 generally positive comments.

The most significant feedback from 15 Respondents was in regard to Council support both financially and with management of maintenance. The additional support in the guidelines was welcome but there was also reference to this area of facilities being the responsibility of Council due to high community use which is not necessarily clubs and associations.

The remaining key comment themes for consideration included in priority order:

- Attention required at Ashton Community Memorial Hall lower car park (n=1)
- Policy should focus on sport/rec outcomes instead of management of facilities (n=1)
- Some under-utilised facilities may not warrant further investment (n=1)
- Incorporated into new development (n=1).

8.10 SIGNAGE

Respondents were asked if they had any comments about the guidelines and service levels for signage. This was not applicable to all respondents. 14 Respondents provided comment for consideration. There were 6 generally positive comments. The remaining key comment themes for consideration included in priority order:

- Ideas for signs and Council provisions/contribute (n=3)
 - Signs to state who manages facility and council to provide a standard sign
 - Sign required for safe road crossing
 - Council support for entry signage (membership and rules) would be valued
- If sponsorship signage requires council approval then do not agree (n=1)
- Heritage listed community halls should be able to apply for grants to upgrade signage (n=1)
- Current agenda item (n=1)
- Policy should focus on sport/rec outcomes instead of management of facilities (n=1)
- Some under-utilised facilities may not warrant further investment (n=1).

8.11 RECREATION AND SPORT FENCING AND GATES

Respondents were asked if they had any comments about the guidelines and service levels for recreation and sport fencing and gates. This was not applicable to all respondents. 18 Respondents provided comment for consideration. There were 7 generally positive comments. The remaining key comment themes for consideration included in priority order:

- Considerable fencing (especially external) should remain a Council responsibility (i.e. where public safety (roads/creeks) and security is an issue) (n=5)
- Further clarity required and can oval maintenance allowance (80c per sqm) go towards fencing around oval? (n=1)
- Would like picket fence (n=1)
- clubs responsible for sport fencing (n=1)
- Club negotiating safety issues with neighbour (n=1)
- Policy should focus on sport/rec outcomes instead of management of facilities (n=1)
- Some under-utilised facilities may not warrant further investment (n=1).
- Currently maintained by Volunteers (n=1).

8.12 RECREATION AND SPORTS BUILDINGS

Respondents were asked if they had any comments about the guidelines and service levels for recreation and sports buildings. This was not applicable to all respondents. 21 Respondents provided comment for consideration. There were 8 generally positive comments. The remaining list of comments are for consideration:

- Funding related (n=7):
 - Council funding support welcome and needed (n=2)
 - Urgent and high risk works via the Facility Maintenance Fund will be valued (n=1)
 - Funds via Councils Annual Business Plan will also be a good opportunity (n=1)
 - Council support club upgrades with compliance or environmental aspects (i.e. roof or solar) (n=1)
 - Clubrooms not meeting minimum requirements need to be funded by Council to get to a standard (n=1)
 - Some upgrades should be supported financially by Council to lessen maintenance costs (n=1)
 - Current granting process for upgrades onerous and significantly underfunded (n=1)
 - State, Federal and Local Government funding contributions may have discrepancies or conflicts (n=1)
 - Club buildings renewed/maintained with grant funding will remain a Council asset and require approval? (n=1)
- Buildings in disrepair need discussions with Council (n=1)
- Allocate elements of responsibility to most relevant user (where multiple clubs are using same facility) (n=1)
- Policy should focus on sport/rec outcomes instead of management of facilities (n=1)
- Some under-utilised facilities may not warrant further investment (n=1)
- Currently maintained by Volunteers (n=1)

8.13 COMMUNITY HALLS / BUILDINGS

Respondents were asked if they had any comments about the guidelines and service levels for community halls and buildings. This was not applicable to all respondents. 17 Respondents provided comment for consideration. There were 8 generally positive comments. The remaining list of comments are for consideration:

- Query support for unused or older Council buildings with limited user group revenue
- How framework replaces current agreements
- Previous lease agreement issue
- Exterior painting responsibility query?
- Policy should focus on sport/rec outcomes instead of management of facilities
- Some under-utilised facilities may not warrant further investment

- Council to provide relevant Asset Management Plans and maintenance programs relevant to clubs
- Policy should reference Heritage listed Halls as they impose greater responsibilities
- Council should compensate for higher costs of works to heritage listed buildings
- Facilities may need to be handed back to AHC if volunteer support changes

8.14 PUBLIC TOILETS

Respondents were asked if they had any comments about the guidelines and service levels for public toilets. This was not applicable to all respondents. 19 Respondents provided comment for consideration. There were 5 generally positive comments. The remaining key comment themes for consideration included in priority order:

- Council should be responsible for elements including general maintenance, cleaning, amenity lighting, sanitary waste and related power costs (n=4)
- Toilets outdated and upgrades required (n=3)
- See as a shared responsibility between Council and clubs/associations (n=2)
- Further clarity needed on what Council and community are each responsible for in regard to public toilet facilities (i.e. general public access, club only access) (n=1)
- Toilet doesn't meet definition of a public toilet at specified location (n=1)
- Lighting of building for safety not mentioned? (n=1)
- Toilets locked and club use only (n=1)
- Policy should focus on sport/rec outcomes instead of management of facilities (n=1)
- Some under-utilised facilities may not warrant further investment (n=1)

8.15 VEGETATION AND TREES

Respondents were asked if they had any comments about the guidelines and service levels for vegetation and trees. This was not applicable to all respondents. 14 Respondents provided comment for consideration. There were 6 generally positive comments. The remaining key comment themes for consideration included in priority order:

- Reconsider as the expectation and commitment from volunteers is too much due to a lack of time, resources and skills. (n=7)
- Clarity required in regard to clearing vegetation as well as other volunteer requirements. Some groups not sure how guidelines apply to them. (n=3)
- Policy should focus on sport/rec outcomes instead of management of facilities (n=1)
- Some under-utilised facilities may not warrant further investment (n=1).

8.16 WASTE MANAGEMENT

Respondents were asked if they had any comments about the guidelines and service levels for waste management. This was not applicable to all respondents. 16 Respondents

provided comment for consideration. There were 4 generally positive comments. The remaining key comment themes for consideration included in priority order:

- Clubs/associations with bin allocation and collection concerns (i.e. no bins, more bins, how bins allocated (to what user group and for what purpose if multiple groups use facility), general waste and recycling in particular as well as hard waste collection) (n=6)
- Issues with bins not being collected or emptied when they should be and challenges getting to kerbside with other options for consideration (bins at clubrooms or around grounds) (n=3)
- Policy should focus on sport/rec outcomes instead of management of facilities (n=1)
- Some under-utilised facilities may not warrant further investment (n=1)
- How much will annual service fee be and how calculated? (n=1)
- How guidelines and service levels apply to non-sports clubs (i.e. youth organisation) what are entitlements? (n=1).

8.17 INSURANCE

Respondents were asked if they had any comments about the approach to insurance. This was not applicable to all respondents. 26 Respondents provided comment for consideration. There were 9 generally positive comments. The remaining key comment themes for consideration included in priority order:

- Further clarity required as to how this will work as there are discrepancies and approach doesn't work (n=11)
- Council support will be necessary for additional insurances (i.e. building insurance) as clubs already take out some insurance (peak bodies, associations, etc which often cover indemnity, building content, etc) (n=3)
- Policy should focus on sport/rec outcomes instead of management of facilities (n=1)
- Some under-utilised facilities may not warrant further investment (n=1)
- What would be process for claiming reimbursements (n=1)
- Current system already works – no need to change (n=1).

8.18 UTILITIES

Respondents were asked if they had any comments about the guidelines and service levels for utilities. This was not applicable to all respondents. 19 Respondents provided comment for consideration. There were 12 generally positive comments. The remaining key comment themes for consideration included in priority order:

- Further clarification required on guidelines and service levels (n=3)
- Consider how to divide between multiple users of same utility (n=2)
- Council responsibility especially public lighting (n=2)

- Council grants for energy/environmental efficient solutions (n=1)
- Policy should focus on sport/rec outcomes instead of management of facilities (n=1)
- Some under-utilised facilities may not warrant further investment (n=1).

8.19 FACILITY MAINTENANCE FUND

Respondents were asked if they had any comments about the guidelines and service levels for the facility maintenance fund. This was not applicable to all respondents. 22 Respondents provided comment for consideration. There were 13 generally positive comments. The remaining key comment themes for consideration included in priority order:

- Further clarity is required (some examples include: do clubs contribute to fund, timeframe to access funds in emergency or if safety issue, audit process and outcomes (n=6)
- Need further consideration on equity and needs of clubs/associations/groups factored in. (i.e. if excess funds can it be shared between clubs?) (n=2)
- Purpose of fund should be clear (i.e. not to bail out poorly managed clubs, consider supporting clubs with overdue and expensive maintenance) (n=2)
- Ensure application is an easy process (n=1)
- Not to replace regular annual maintenance grant (n=1)
- Concerned RE: conditions for successful applicants in relation to responsibility for unexpected additional costs (n=1)
- Some under-utilised facilities may not warrant further investment (n=1).

8.20 GOVERNANCE AND VOLUNTEER MANAGEMENT

As part of Council's commitment to support Clubs and Associations, Council will require copies of each Club/Association's:

- Constitution
- Governance documentation (minutes of AGM, audited financials, evidence of insurance)
- Membership and compliance with the State Government's STARclub Program
- Membership and compliance with the State Government's STARservice program

This is to support good governance and volunteer management.

Respondents were asked what the limitations were on clubs and associations being able to provide this information annually in a timely manner. Not all Respondents felt this was applicable. 31 Respondents provided the following themed comments in priority order:

- Volunteers (availability, skills, compliance) (n=18)
- Time commitment to undertake – may need flexibility (n=12)

- Specific issues in regard to star club and star service, (i.e. need more information, where does it fit in with state bodies and with other programs like the 'Good Sports Program', would need support to use new systems) (n=16)
- Constitution and Governance documents fairly easy to provide and wouldn't necessarily change annually (n=7)
- No limitations perceived (n=5)
- Need clarity if this is for all clubs (including community owned) or only those being leased from Council (n=2)
- No requirement for audited financials (n=1)
- Question process i.e providing annual constitution (n=1)
- Council can source documents elsewhere (n=1)
- Annual reminder helpful (n=1)

Respondents were then asked if there were any incentives that would encourage clubs and associations to meet these requirements. 17 Respondents provided the following comments for consideration:

- Council provide non-financial resources/support (n=10):
 - Paid positions to undertake requirements
 - Council workshops on topic
 - Club gifts including better signage
 - Advertising to improve membership
 - Document portal for all documentation and templates
 - Association guidelines and templates for roles of committee members
- Financial incentives (also as grant funding, merchandise, gift vouchers) (n=9)
- Star Club don't have good incentives and have issues (n=2)
- 'Good Sports' offers great incentives (n=1)
- Firm deadlines (n=1)
- Volunteer recognition (n=1)
- Incentives won't negate burden of compliance (n=1)

8.21 OTHER CONCERNS

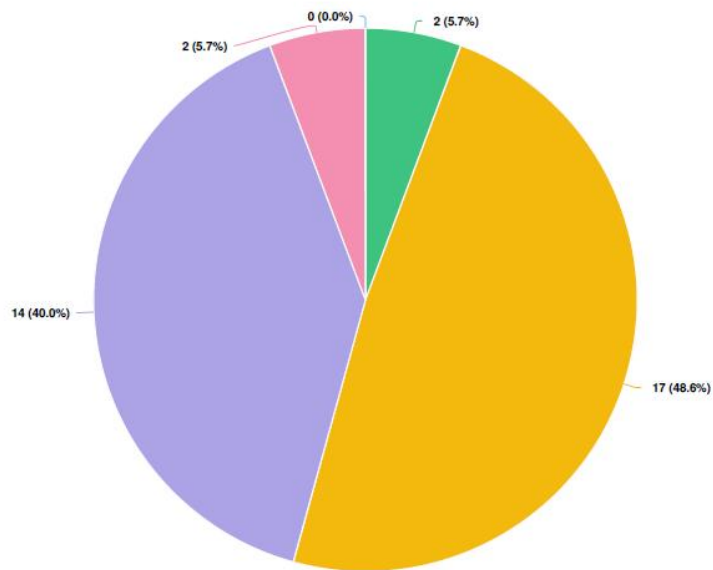
Respondents were asked if they had any key concerns or if there was something they had not already mentioned in regard to the Framework overall. 21 Respondents provided comment for consideration. There were 4 generally positive comments. The remaining key comment themes for consideration included in priority order:

- The whole framework is too much for volunteers including increased costs, time and skills. Volunteer commitments need to be recognised and supported by Council (n=7)
- For facilities with multiple clubs Council need to reduce double up of resources, ensure shared agreements are achieved, equality between users and consider annual meetings with all groups together. (n=6)

- Framework is good foundation but needs to be flexible. It's success depends on volunteer commitment and Council support (n=2)
- Additional needs include:
 - Require additional details on audit process and outcomes
 - Additional clarity around Facility Maintenance Fund - Grant Guidelines
 - Need to understand minimum standards
 - Council vs Community owned comparisons would be beneficial
 - Volunteer support packs including clear roles and responsibilities would be beneficial.
- Issues with process:
 - Could have just highlighted changes to framework for review
 - Face to face briefing opportunity with Council would have been beneficial
 - Survey design critique – some aspects didn't work well
- No commitment from Council with ongoing funding
- More time and consideration needed for community run parks and facilities to improve
- More time for consideration and preparation would have benefitted feedback response
- Current maintenance grant system required
- Assistance with just mowing and tennis court area is all that's needed
- Competitive Insurance options would be beneficial
- Committee member expectations
- No assistance from Council currently but would welcome some

8.22 OVERALL FEEL ABOUT THE FRAMEWORK

Respondents were asked what their general overall feeling in regard to the Community and Recreation Facilities Framework was. This was a mandatory question with 35 responses. As presented below 45.7% (n=16) of Respondents were happy or very happy with the Framework. 48.6% (n=17) of Respondents felt neutral and 5.7% (n=2) felt very unhappy about it.

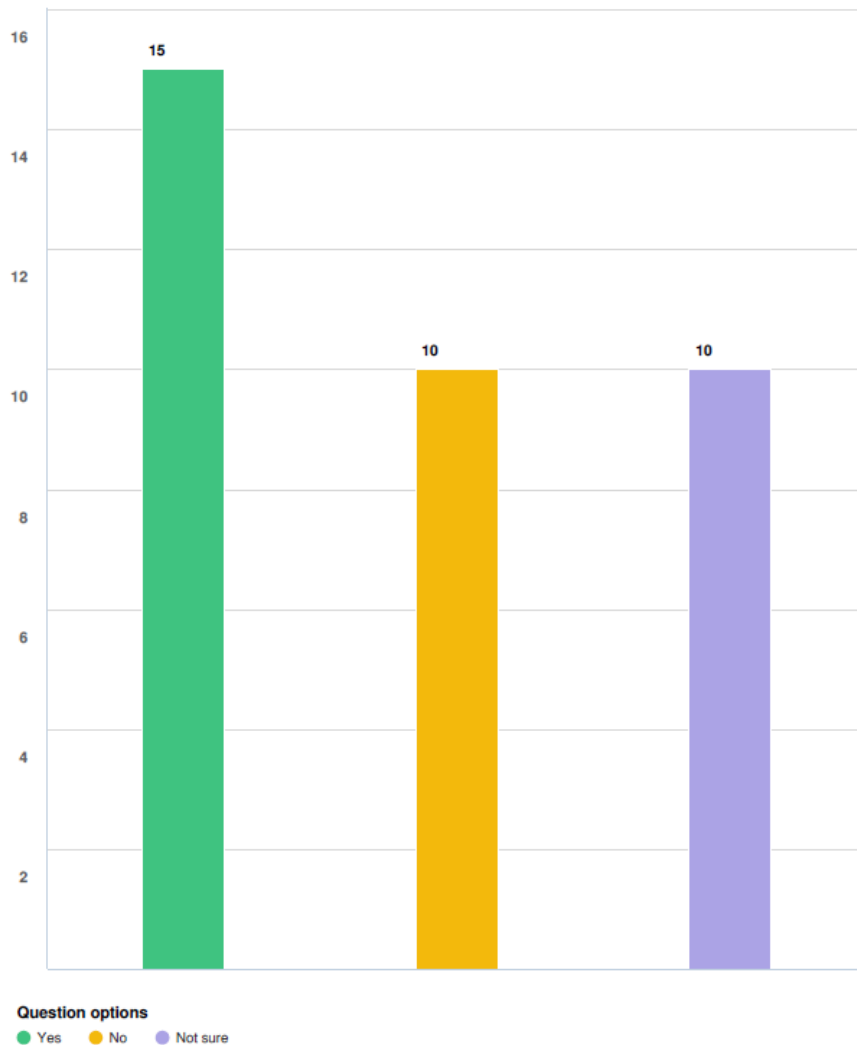


Question options

Very Unhappy Neutral Happy Very Happy Unhappy

8.23 FURTHER DISCUSSIONS REQUIRED

Respondents were asked if their club would like to discuss the draft Framework further with Council staff. This was a mandatory question with 35 responses. As presented below 42.8% (n=15) of Respondents indicated that their club would like to have further discussions with Council staff and 34.2% (n=10) were unsure.



9 FACE TO FACE MEETING OPPORTUNITY

Sporting Clubs and Associations were provided with the opportunity to have Council meet and discuss the Framework in May 2022. Eight club representatives attended.

In general, clubs had specific questions about individual impacts for their clubs and were mostly happy with the Framework.

There were four Community Hall Associations that indicated that they would like more information, these have been contacted individually and we are awaiting further feedback.

10 CONCLUSION

The vast majority of clubs and associations provided positive feedback and are supportive of the documents in their entirety.

Main question/concern themes from clubs and associations were:

- Oval maintenance
- Carpark, driveway, drainage maintenance for Community owned
- Insurance (Sports Clubs + Community Owned halls)
- Emergency Maintenance Fund clarification around process
- Water

There were no matters raised by clubs that would warrant any changes to the documents.

Council also consulted with the general community about the Framework between 1 September and 30 September, 2021. Feedback was generally positive and supportive of Framework components, particularly items like additional funding for the upgrade of courts and maintenance of ovals. There was no matters raised by community members that warranted any changes to the draft documents.

While the majority of respondents are happy with the Play Space Framework documents, some members of the community have indicated that they are not happy with the process associated with upgrading a play space (ie. they will need to wait for it to reach its end of useful left before it is upgraded).

We acknowledge that some community members will find this process and criteria frustrating if Council's level of service does not match with their request, particularly the timing of upgrades.

Staff receive a number of requests for play space upgrades to particular sites throughout the year, which we are unfortunately unable to accommodate. Considering the number of sites that are located in the Adelaide Hills Council region, the relevant hierarchy structure and funding allocated in Council's LTFP, play spaces are scheduled to be upgraded at the end of their useful life, not prior. This approach has been discussed at length with members of the Community and Recreation Facilities Framework Internal Working Group and reflects the unique nature of the Adelaide Hills and the capacity of the Council. No changes were proposed to be made to the document as a result of this feedback.

APPENDIX A – Information Provided and Feedback Form

Below is a copy of the hardcopy feedback form for the Community Members and Recreational Facility Users. The hardcopy feedback form for the Clubs and Associations is available at <https://engage.ahc.sa.gov.au/70939/widgets/349789/documents/213457>



Council have recently developed a draft Community and Recreation Facilities Framework and a Play Space Framework with input from Sporting clubs and associations, the community and other interested stakeholders. Each Framework contains key documents including:

- a Policy
- Guidelines
- Service Levels

These key documents are available at Council Libraries and Customer Service Centres or can be downloaded at engage.ahc.sa.gov.au.

The Frameworks represent the 'HOW' assets will be managed and not the 'WHEN' (timeframe or specific dates) actions will happen. They should improve the management of community facilities including halls, ovals, tennis/netball courts, playing pitches, play spaces, lawn bowls and petanque facilities, equestrian facilities with associated club and change rooms and infrastructure. They should also make it easier to work with Council when using sport, recreation and community spaces.

All feedback provided will be considered for the final draft of the Framework for presentation to Council with a view to endorse them for use operationally.

If you are a Community Member or Recreation Facility User – here's how to have your say:

Please review the Frameworks for *Community and Recreation Facilities* and / or *Play Spaces* and provide your feedback in any of the following ways:

- Preferably online at engage.ahc.sa.gov.au
- Completing the hardcopy feedback form attached
- Email to engage@ahc.sa.gov.au
- Mail to Community Engagement Coordinator, PO Box 44, Woodside SA 5244

All hardcopy feedback forms will need to be dropped back to any Customer Service Centre or Library, or via the email or mail address above.

If you are a Club or Association please note:

All clubs and associations have been sent an email inviting them to participate and have a separate feedback form. This feedback form is for community members and recreation facility users only.

Consultation closes 5pm, Thursday 30 September 2021

Adelaide Hills Council
Communications, Engagement and Events Team

Adelaide Hills Council manages over 27 ovals/pitches, 128 courts and 35 play spaces. When compared to other local government areas it can be seen that AHC has many more facilities per total population. These facilities are also spread across a large and diverse area compared to many other local government areas. Having good frameworks in place to manage these facilities sustainably into the future is essential.



Grass Oval/Pitch Supply Comparison

Council	Total Population (2016 data)	Oval / Pitch	Ratio of Oval / Pitch per Total Population
Adelaide Hills Council	40,031	27	1:1,483
City of Burnside	44,500	11	1:4,045
Mount Barker District Council	31,325	16	1:1,958
City of Onkaparinga	166,435	37	1:4,498
Barossa Council	21,806	12	1:1,817
City of Mitcham	65,692	16	1:4,106
Industry Benchmark	-	-	1:4,000



Tennis and Netball Court Supply Comparison (based on Tennis courts numbers)

Council	Total Population (2016 data)	Courts	Ratio of Courts per Total Population
Adelaide Hills Council	40,031	128	1:313
City of Burnside	44,500	59	1:754
Mount Barker District Council	31,325	49	1:639
City of Onkaparinga	166,435	163	1:1,021
Barossa Council	21,806	48	1:454
City of Mitcham	65,692	90	1:730
Industry Benchmark (Tennis)	-	-	1:1,875
Industry Benchmark (Netball)	-	-	1:3,000 - 4,000



Play Space Supply Comparison

Council	Total Population (2016 data)	Play spaces	Ratio of Play spaces per Total Population	Total Population of Children (0-14 years) (2011 data)	Ratio of Play spaces per Population of Children
Adelaide Hills Council	40,031	35	1:1,104	2,577	1:216
City of Burnside	44,500	38	1:1,158	6,705	1:176
Mount Barker District Council	31,325	33	1:949	6,514	1:197
City of Onkaparinga	166,435	235	1:708	31,120	1:132
Barossa Council	21,806	23	1:948	4,420	1:192
City of Mitcham	65,692	64	1:1,026	10,984	1:171
Industry Benchmark (Neighbourhood)			1:2,000		

Community and Recreation Facility Framework and Play Space Feedback Form

Council are interested to know if you as a community member or recreational facility user feel the Draft Frameworks have any impacts on community access to sport and recreation sites or if you feel like the frameworks support your sport and recreational pursuits.

About You

So we can understand who is providing feedback please tell us a bit about yourself, and or your family.

We would love to hear if you play organised sport in the Hills? Do you use Ovals for walking, running, dog walking or casually kicking a footy with family? Do you use a community hall for a regular activity?

1. Are you: (please select all that apply) (Required)

- ☐ AHC resident / ratepayer
- ☐ Sport and recreation facility user in the AHC area (use oval, hall, court or other facility)
- ☐ Play Space user in the AHC area
- ☐ Other (please specify) _____

2. Have you ever had any issues in the past with access to or use of community and recreation facilities or play spaces? (includes ovals, courts, play spaces, halls, etc) (Please select one option below) (Required)

- ☐ Yes
- ☐ No
- ☐ Not sure

3. If you have had issues in the past can you please explain what they were?

The next few questions are in relation to the [Community and Recreation Facilities Framework](#).

Council is adopting this new Framework to better manage facilities and to increase opportunities to invest more funding into them.

It would be great if you have reviewed the Community and Recreation Facility Framework documents to assist you in answering the next few questions. They are available for viewing at Council libraries and customer service centres or can be viewed and downloaded from engage.ahc.sa.gov.au.

4. Can you please indicate whether you have reviewed the Community and Recreation Facility Framework documents? (Please select one option below) (Required)

- ☐ Yes in detail
☐ Yes a quick review
☐ No

The Framework provides a classification hierarchy for Council owned sport and recreation sites throughout the region.

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

Hierarchy Level	General Characteristics
State/National <i>Primary catchment of South Australia attracting users and visitors from interstate and overseas.</i>	<ul style="list-style-type: none"> Provides for the highest level of sporting competition which may include International events and competitions, National League(s) and associated state and national team and squad training centre(s). Facilities also assist to promote sports and provide community access and pathway opportunities for participants. May also provide a Headquarters for State or National Sporting Organisation administration.
Regional <i>Primary catchment of local users with extended catchment across multiple local Council areas, primarily for competition and events.</i>	<ul style="list-style-type: none"> Integrates competition and recreational forms for participation and provides a broad range of sport and recreation activities and programs for a large number of participants across local and regional geographic catchments, generally beyond a single local Council area. Generating usage via sporting events and specialised (for multi-sports) venue or sport specific services is also a core role and function of regional facilities. Regional facilities are best provided at high profile sites in accessible locations with links to transport nodes and / or commercial / community centres and services.
District <i>Primary catchment area of local communities single local Council areas.</i>	<ul style="list-style-type: none"> Provides a focus for Association competition, as well as service a local catchment to provide a mix of recreational, competitive and program formats of participation. Facilities may also provide a primary function as a local finals venue or a central venue that facilitates regular competition for multiple clubs / teams.
Neighbourhood <i>Primary catchment area of local townships or single suburb areas.</i>	<ul style="list-style-type: none"> Generally, services the needs of local communities and sporting clubs for home and away fixtures, training activities and for participation programs.
Local <i>Primary catchment area usually within walking distance of most users.</i>	<ul style="list-style-type: none"> Small sites on local road networks that provide basic facilities and landscape treatments. Local facility locations are not considered suitable for larger facilities as they are generally provided in residential settings and have limited or constrained function for multiple activities and events.

You can review the classification for your local sport and recreation site over the page.

Oval / Pitch	Ownership	Classification
Aldgate Courts	Council	Neighbourhood
Aldgate Oval	Council	Neighbourhood
Ashton Oval & Courts	Council	Neighbourhood
Balhannah (Johnstone Memorial Park) Oval & Courts	Council	Neighbourhood
Basket Range Courts (Primary School)	Council	n/a
Basket Range Oval	Community	Neighbourhood
Birdwood Oval, Pitch & Courts	Community	Neighbourhood
Bradbury Pitch	Council	Neighbourhood
Bridgewater Oval & Courts	Council	Neighbourhood
Charleston Courts	Community	Neighbourhood
Cherryville Courts	Council	Local
Crafers Courts	Council	Neighbourhood
Cudlee Creek Courts	Community	Neighbourhood
Forest Range Oval & Courts	Community	Neighbourhood
Greenhill Courts	Council	Local
Gumeracha Oval & Courts	Council	Regional/Nbrhood
Heathfield Oval & Courts	Council	Regional
Houghton Oval	Community	Neighbourhood
Kersbrook Oval & Courts	Community	Neighbourhood
Lenswood Oval & Courts	Community	Neighbourhood
Lobethal Oval & Courts	Community	Neighbourhood
Montacute Courts	Council	Local
Montacute Courts	Council	Local
Mount Torrens Oval & Courts	Community	Neighbourhood
Mylor Courts	Council	Neighbourhood
Mylor Oval	Council	Neighbourhood
Paracombe Oval & Courts	Community	Neighbourhood
Piccadilly Courts	Council	Neighbourhood
Scott Creek Oval & Courts	Council	Local
Stirling Courts	Council	Neighbourhood
Stirling Oval	Council	Neighbourhood
Summertown Courts	Council / Community	
Teringie (Norman Cole Res) Courts	Council	Local
Teringie Courts	Council	Local
Upper Hermitage Courts	Council	Local
Upper Sturt Courts	Council	Neighbourhood
Uraidla Courts, Oval, Bowling	Community	Neighbourhood
Verdun Tennis Club	State Gov	n/a
Woodside Ovals, Courts, Pitch, Bowling, Pool	Council	Regional

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

5. Do you agree with the classification levels proposed for sport and recreation sites and the principles behind them?
(Please select one option below) (Required)

- ☐ Yes
☐ No
☐ Not sure

6. Do you have any comments on classification levels?

7. The Framework proposes to increase the Council funding spent on maintaining ovals and pitches to improve their condition. How do you feel about this?(Please select one option below) (Required)

- ☐ Agree
☐ Disagree
☐ Not sure
☐ Other (please specify) _____

8. Do you have any comments in regard to the increase of funding on maintaining ovals and pitches to improve their condition?

9. The Framework proposes that Council contribute towards the cost of resurfacing tennis and netball courts that are used by clubs. How do you feel about this? (Please select one option below) (required)

- ☐ Agree
☐ Disagree
☐ Not sure

10. Do you have any other comments in regard to Council contributing towards the cost of resurfacing tennis and netball courts that are used by clubs?

11. The Framework proposes that Clubs are responsible for the maintenance and upgrade of items like goals, player benches, fencing and sport lighting. How do you feel about this?
(Please select one option below) (Required)

- ☐ Agree
☐ Disagree
☐ Not sure

12. Do you have any other comments in regard to Clubs being responsible for the maintenance and upgrade of items like goals, player benches, fencing and sport lighting?

13. The Framework proposes that community hall committees will be responsible for non-structural maintenance of the hall, with structural maintenance being the responsibility of Council. How do you feel about this?
(Please select one option below) (Required)

- ☐ Agree
☐ Disagree
☐ Not sure

14. Do you have any other comments in regard to community hall committees being responsible for non-structural maintenance of the hall, with structural maintenance being the responsibility of Council?

15. What is your general overall feeling in regard to the Community and Recreation Facilities Framework?(Required)

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

These next few questions are in relation to the [Play Space Framework](#).

Council is adopting this new Framework to better manage play spaces and to increase opportunities to invest more funding into them.

It would be great if you have reviewed the Play Space Framework documents to assist you in answering the next few questions. They are available for viewing at Council libraries and customer service centres or can be viewed and downloaded from engage.ahc.sa.gov.au.

16. Can you please indicate whether you have reviewed the Play Space Framework documents?

(Please select one option below) (Required)

- ☐ Yes in detail
- ☐ Yes a quick review
- ☐ No

The Framework provides a classification hierarchy for play spaces throughout the region.

"Classification" categorises play spaces from local to regional / district levels to indicate user catchments, guide equitable distribution and standards for the provision of play spaces. These classifications are presented below:

Classification	Definition	General Characteristics
Regional District	<ul style="list-style-type: none"> A large, well developed space with a diversity of play opportunities. The space should be large enough to enable different activities and users to occur simultaneously. Attracts users from a substantial part of the Council area and beyond. Located central to the catchment to maximise accessibility, in a location that has a natural, social or cultural feature. A destination where visits are usually planned in advance and users stay for a long period of time. The site should consider accessibility for all. Be responsive to natural site features and assist to preserve local biodiversity and natural area values. Be serviced by public transport routes. The catchment zone of these sites is to be determined, but must reflect the large scale size of the space. 	<p><i>All characteristics from a local and neighbourhood play space plus:</i></p> <ul style="list-style-type: none"> Car parking Toilet BBQ Art elements Hard court surface and associated equipment if space permits
Neighbourhood	<ul style="list-style-type: none"> Extensive play opportunities with a number of play elements. Visited by people from a town catchment. A site where users can stay for a median length of time. The catchment zone of these sites is to be determined, but must reflect the medium scale size of the space. 	<p><i>All characteristics from a local play space plus:</i></p> <ul style="list-style-type: none"> Existing toilet and BBQ Shelter Picnic settings Drinking water Mounded grass Bike racks
Local	<ul style="list-style-type: none"> Area intended for local play, often equipment based Visited by people who live nearby, usually by foot for a short period of time. Catchment zone to be determined, but must reflect the small scale size of the space. 	<ul style="list-style-type: none"> Play equipment Shade Lighting Seating Paved path Rubbish bin Grassed open space Vegetation/planting Accessible, safe pedestrian and cycling connections Support good passive surveillance

You can review the classification for individual play spaces below:

Play Space Site	Land Owner	Classification
AL Vincent Reserve, Bridgewater	Council	Local
Aldgate RSL, Aldgate	RSL	Local
Balhannah BMX	Council	Neighbourhood
Basket Range Primary School, Basket Range	Council	n/a
Birdwood Oval, Birdwood	Community	Local
Bradwood Park, Bradbury	Council	Local
Bushland Park, Lobethal	Council	Nhood/Regional
Charleston BMX	Community	Local
Charleston Centennial Park, Charleston	Community	Local
Cherryville Community Hall, Cherryville	Council	Local
Coach House Road Reserve, Teringie	Council	Local
Cudlee Creek Soldiers Memorial Hall, Cudlee Ck	Community	Local
Federation Park, Gumeracha	Council	Regional
Gumeracha Skate Park	Council	Regional
Johnston Memorial Park, Balhannah	Council	Neighbourhood
Johnston Memorial Park, Balhannah (Ex Equip)	Council	Neighbourhood
Kersbrook Hall, Kersbrook	Community	Local
Kersbrook Oval, Kersbrook	Community	Local
Lenswood Memorial Park, Lenswood	Community	Local
Lesley Crescent Reserve, Crafers	Council	Local
Lions Park, Bridgewater	Council	Neighbourhood
Lobethal Recreation Ground, Lobethal	Council	Neighbourhood
Mount Torrens Oval, Mount Torrens	Community	Local
Mylor Primary School, Mylor	Council	n/a
Norman Cole Reserve, Teringie	Council	Local
Norton Summit (Exercise Equipment)	Council	Local
Oakbank Kindergarten	Dept. of Edu.	n/a
Paracombe Hall, Paracombe	Community	Local
Piccadilly Recreation Ground, Piccadilly	Council	Local
Pomona Road BMX, Stirling	Council	Local
Rotary Park, Lobethal	Council	Local
Scott Creek Oval, Scott Creek	Council	Local
Sherry Park, Mylor	Council	Neighbourhood
Stacey Street Reserve, Crafers	Council	Local
Steamroller Park, Stirling	Council	Regional
Tregarthen Reserve, Summertown	Community	Local/Nbrhood
Tregarthen Reserve, Summertown (Ex Equip)	Community	Local/Nbrhood
Uraidla Reserve, Uraidla	Council	Local
Woodside BMX	DIT	Regional
Woodside Recreation Ground, Woodside	Council	Regional
Woodside Skate Ramp, Woodside	Council	Regional
Yarrabee Road Reserve, Greenhill	Council	Local

17. Do you agree with the classification levels proposed for play spaces and the principles behind them?
(Please select one option below) (Required)

- ☐ Yes
☐ No
☐ Not sure

18. Do you have any comments on classification levels?

Council has a significant number of play spaces to maintain and upgrade, which comes at a substantial cost.

The Play Space Framework proposes that Play Spaces will be upgraded as a whole (i.e. no individual equipment pieces will be added during its lifetime). This will occur at the end of the play spaces useful life and unlikely before that time.

This level of planning and management allows spaces to be appropriately upgraded, with sufficient budgets.

19. Do you have any comments about this level of planning and management for play spaces?

20. What is your general overall feeling in regard to the Play Space Framework?
(Please select one option below) (Required)

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

21. If you would like to be kept in the loop with the outcomes of this consultation please provide your email address below:

Thank You for taking the time to provide your feedback 😊

APPENDIX B – Verbatim Comments

Below are the verbatim comments from the community members and recreational facility users. Sports clubs and associations verbatim comments are in a separate report.

Question: If you have had issues in the past can you please explain what they were?	
No.	Contribution
1	Midhills tennis and netball courts unavailable to the public.
2	Just some feedback on the Balhannah dog park - it is an absolutely lovely dog park and the dogs (and owners) love it once you are inside. But that long entrance "tunnel" is really a problem with dogs crossing paths. Yes, dogs are on lead at that time, but we have had several occasions where we were entering or exiting and another owner came the other way with a really aggressive dog - there is not enough space to keep the dogs apart at all. And you cannot see the other end once you enter that entry passage - so you can't even wait for it to be clear. Maybe it could be a solution to use that as an entry to a car parking area with the dog park starting from there.
3	Lack of hall for community gatherings over 50 in Stirling.
4	Access for disabled is poor at playgrounds. Some can not be accessed easily by wheelers or wheel chairs. Bark chips and concrete edging is different to navigate.
5	Parking can be an issue at the Bridgewater netball courts when more than one team is playing
6	car parking
7	Bridgewater Netball courts. My daughter who plays for Bridgewater had to use Picadilly as their home court due to the state our courts are in. Hence they never got the club vibe as they never played home games
8	Members of the Torrens valley community centre advising activities were cancelled. There was no prior email or advice sent out and when we turned to the session that did not require a booking we were told they discussed it amounts themselves to cancel it. Other times we have called to book in sessions for dungeons and dragons and the lady on the end of the phone had no idea what we were talking about and could not take a booking and did not call us back as she said she would once she found out more information about the session we were booking for. Other sessions we have booked for have been cancelled due to no enough people. We home school and would love to use your facility for our children much more during the day but with things being cancelled with no notice we can't access the program.
9	Tennis courts are rarely available to be used by the general public, and should be made freely available to all ratepayers in a similar manner to ovals (e.g. outside of competition and club training times)
10	Difficult management committees
11	Community access to quality netball courts in STirling / Aldgate / Mylor area has been restrictive over last 5 years. Maintenance of courts has been inadequate resulting in both supply and quality / safety issues
12	Oval not up to standard to play the game (cricket). Feedback given to council and not acted upon. Very hard to communicate with and find a solution
13	Access to training facilities during sever wet weather to be able to train indoors and not have to ruin ovals during this time ,and to save councils extra work to keep these facilities up to a useable standard.
14	Mixed messages over the use of Bridgewater Tennis Courts

15	Access to community courts on weekends, locked up. Access to ovals due to incorrect engineering resulting in poor drainage and ovals shut due to excessive muddiness
16	Women's sporting facilities are inadequate and under funded
17	The recreation facilities now available at Piccadilly netball courts are a welcome improvement from that building that has existed for too many years, attracts vermin, is not weather proof and open to vandalism. Supposedly it is an AHC Asset. The carparking area could be improved and the oval is a bog in winter. Council should consider drainage improvements or bitumising the space for parking.
18	Use of kitchen in Woodside institute And lack of appliance upkeep. CWA porch needing maintenance.
19	Inappropriate activities in Mylor parklands for constructing bike tracks, including earthworks and damaging of vegetation. In return for this vandalism, those responsible are being rewarded with a proposed bike track in Sherry Park which presumably will be funded by my rates.
20	n/a
21	Difficulty in making our oval suitable for play and keeping it that way through watering, top dressing and fertilising. It comes down the advancing ages of the scarce volunteers and the ability to generate income.

Question: Do you have any comments on classification levels?

No.	Contribution
1	Unable to access documents "access timed out" response despite no extra time taken.
2	If these are consistent throughout the state and therefore consistent with other Council's then they make a lot of sense. AHC has a lot of smaller neighbourhood sites, it seems very bottom heavy, which might make it easier for Council to manage given they are almost all the same level.
3	One assumes Council has a say in all levels
4	A lot of the facilities in the AHC zone are counted but are in poor state of repair
5	It would be good to see some fluidity between classifications in the case that it is necessary to provide the community with necessary recreational benefit where risk is low. Flexibility in the classification system in some cases would be beneficial.
6	Our Oval at Mylor has been classified by the AHC as a Neighbourhood Oval. According to your description the Oval services the needs of local communities and sporting clubs for home and away fixtures, training activities and for participation programs. We have been told we can't have sports on the Oval as the Clubroom there is unsuitable. A Master Plan to have a new clubroom built was vetoed by the AHC. Our Community is not happy that your description says it is for sports, but we can't build a suitable clubroom. Our Community needs the sports to keep the Oval and Community functioning. I'm afraid you are just killing the Township by vetoing the Clubrooms.
7	Maybe that the clubs can have an input into their classification
8	I assume that the hierarchy level also determines how much Council attention and funding the site receives
9	Yes. There is a lot of overlap. Encouraging those outside the council area to benefit from facilities provided by AHC and paid for by ratepayers seems mad ...and how will anyone know what is classified as state, regional or local?
10	No
11	I'm not sure I understand them properly. It's a little confusing
12	No
13	A longer period of time needs to be given to allow comment on these documents

Question: Do you have any comments in regard to the increase of funding on maintaining ovals and pitches to improve their condition?

No.	Contribution
1	Woodside Recreation Grounds needs a Master Plan that integrates club rooms into a single community facility and traffic management and access to the grounds needs to be overhauled to stop traffic intermingling with pedestrians and facilities.
2	I can only imagine that it would make a huge difference. I visit the Stirling oval very often - sometimes for recreation, other times walking through there to the bus or home. I find the amount of litter on and around the oval actually unacceptable. I realise some of it might be from the Foodland rubbish bins, but is certainly is not a good look for visitors.
3	Given the number of ovals I would hope council has looked at the option of selling any that are not used frequently by the community or where facilities could be combined with others nearby.
4	This appears to be the first time ever that Council is looking at this from a regional point of view (the big Adelaide Hills Council area picture), i just hope everyone realises what this means in terms of cost and that the funds can be found to do it.
5	Not only are these facilities used for sport and rec, but as Bushfire Safer/Last Resorts and therefore increased funding is justifiable.
6	Adequate facilities and parking for disabled please
7	Drainage seems to be a constant issue
8	forget football, support netball
9	The Condition of the Ovals and pitches is fine - the courts are where the issues are. Heathfield Netball Courts can not be used if there is even a drop of rain as they are too slippery and the Stirling Tennis courts are in a poor state of repair compared to neighbouring councils. The redevelopment of the Stirling courts that was shelved due to selfish interests must be bought back to the top of the Agenda.
10	As above
11	Needs to be on how much each facility is used, the more used more maintenance supplied If only used in winter or by 1 club or not multi use less is done
12	This needs to occur to enable the safe and practical use of the facility to game standard
13	I believe, as does our Community, that funding needs to be increased where maintaining them is concerned. Our Playground is in dire need of upgrading as well as cricket pitches. The Oval itself has drainage issues that need addressing so that the Oval can be fully used in winter.
14	Mostly used by men
15	I think this is a great idea
16	Ovals in the Hills do not fair well in winter leading to boggy conditions which can be unsafe to participants. Relocation of games from the Aldgate Oval to Heathfield HS oval was very common when my son was playing soccer. At times games were even forfeited because of the state of the ovals which is not conducive to active lifestyles or encouraging participation.
17	I feel that the community owned / managed sites should be given more funding to help maintain these sites - as generally these are run / maintained by volunteers with very limited ability to raise funds.
18	Yes! Too much focus on sporting facilities when your own statistics show we are already oversupplied with such facilities. No mention anywhere of funding for other recreational activities eg, art, music, landcare etc. Those of us who do not have anything to do with organised sport or sporting clubs will gain no benefit from this use of our rates money.

19	If the oval or pitch is unrepairable, the money to replace should be made over a 2 year period
20	Hopefully this funding isn't being taken from another needed area
21	I would like to see alot of my local areas taken better care of. My local one is often neglected where as the one a few blocks away is well cared for. I was told this was due to funding. So hopefully with more funding, more local parks and ovals can have better maintenance.
22	We feel very strongly that our community Oval requires increased funding for its maintenance into the future.
23	There is a grey area that pivots on the boundary between community standard and sporting standard when it comes to responsibility opt in/opt out.
24	As stated above only in the question of equity
25	Has council spoken in detail to the oval management on how all this is going to work.

Question: Do you have any other comments in regard to Clubs being responsible for the maintenance and upgrade of items like goals, player benches, fencing and sport lighting?

No.	Contribution
1	If the facilities are open for public use Council should undertake maintenance.
2	It seems reasonable to me to expect clubs to care for non-fixed items.
3	It makes sense that clubs look after things that are directly related to what they are doing (playing sport)
4	I think fencing is a bit of a stretch as this is truly property infrastructure and not 'playing' infrastructure. ie the fencing of the property and therefore the owner, the Council should pay.
5	Depends what condition these things are to start with but sounds reasonable if they are in good condition to start with.
6	Needs to be a shared responsibility as the Clubs are adding to assets owned by the council
7	Grants would be great. I know there is significant cost to upgrading and / or installing such infrastructure pushing the cost of sporting for families with many children out of their financial reach.
8	Maybe it should be a co-payment
9	Some small clubs may find this difficult
10	Should probably be a co - funded activity - as sports clubs are funded by 'fund raising' from your tax / rate payers anyway
11	Most sporting clubs have volunteers that work tirelessly for all those extra resources and also apply for grants from local , state & federal which are greatly appreciated but the maintenance of such need s to be met by councils.
12	Again...it is hard for smaller communities to fund large outlays, especially lighting and fencing. I don't get the logic behind any of it.
13	Yes clubs should take responsibility for these as they know what they need for player safety and amenity over bureaucratic council thought processes. Lighting should be directed to state level requirements even federal level to provide safe lumens for all people exercising at night.
14	Depending on the circumstance, major upgrades of fencing and lighting could be expensive and require Council support.
15	I agree most of these works should be the clubs responsibility, however some large ticket items - eg lighting upgrades - may need financial support to be achievable.
16	Their choice what they spend their subs on
17	Yes, this should be the responsibility of the Club.
18	clubs have to be responsible for things to ensure respect and care of their facilities.
19	My local park has a cricket pitch and but absolutely no lighting. It would be nice to see one or two lights at night so it isn't so scary to walk past.
20	We do agree but there must be opportunities for Council grants (as there currently are) to subsidise these expenses.
21	Clubs do working bees and always seem to be fundraising to fix and upgrade facilities, placing more financial pressure on patrons. Could financial support be provided to assist where this is to meet minimum safety or quality standards.

22	No
23	There is an economy of scale that is achieved by large successful clubs whose subsequent budgets are greater and more able to meet the costs as proposed. I assume grants maybe available for specific items for other clubs? In the main I think the proposal is appropriate.
24	Fencing around a sporting facility should be council responsibility

Question: Do you have any other comments in regard to community hall committees being responsible for non-structural maintenance of the hall, with structural maintenance being the responsibility of Council?

No.	Contribution
1	Some financial input from clubs to support maintenance is essential.
2	This seems fair and is makes sense when you think of the contribution these committee are required to pay to Council (\$1 in most cases right?).
3	No comment
4	I suspect there will be overlap as this doesn't specify what. Maybe provide some examples of what Council and Committees would pay for.
5	If they are in good condition to start with sounds ok
6	Shared responsibility
7	I think flexibility around this would be good. A joint ownership type deal. We are all users and rate payers. Perhaps a council member could sit on the committee to represent the councils position and be present. Especially as a joint owner as such of the property being used.
8	I feel that if it is Council owned, then Council should have the bulk of the responsibility in regards to maintenance. Especially in smaller communities, it is very difficult to raise funds necessary to maintain the basic standard.
9	Why should a community hall committee take responsibility for a council owned building and its structural maintenance?
10	Where does the funding come from and what recourse do users have if committee dont do their job.?
11	Again, not unreasonable, but major upgrades/maintenance would require Council support.
12	I agree as again, from personal experience local community halls are generally run / maintained by local volunteers who may not have the ability to complete the large scale maintenance tasks, and also have very limited resources to raise funds for big projects.
13	Where will the funding come from for such maintenance? These committees are all voluntary. They do not benefit from subscriptions like sporting clubs.
14	Yes, I agree with this.
15	No
16	As the user of a local Hall the difficulty I have with this is the definition of "non-structural maintenance"? Would that include painting, floor coverings, toilets, kitchen equipment. The Hall we use is currently quite old and in need of up dating in all these areas, would these issues be addressed prior to the new guidelines being implemented or would they fall in part to us through the Hall committee?

Question: Do you have any comments on classification levels?

No.	Contribution
1	Again access denied. It may be that access from an iPad is not catered for, this would be a problem.
2	Need review timetables
3	Play spaces in small towns need more attention in the areas of capturing the community across the lifespan. Little children up to adults. Often there are many children with nothing to do on weekends because the play space is not engaging enough. It's would be great to see a space where people can come together more often and it engages people to want to return. Especially in winter when people need to move more. This would support looking after the mental health of our communities especially small towns where it is needed more and where there are much less resources available locally compared to bigger town.
4	AHC Classification of a Neighbourhood Play Space seems a lot different to what we have at Sherry Park. It is not to the standard that you envisage when you read the description. I also know we have been trying to get it upgraded for years...but nothing ever happens.
5	Yes. Again there is overlap and it is not clear how for example state play areas would be designated any differently from local play areas
6	No
7	It's still confusing
8	You have listed which sports facilities fall under the different classification levels, but you haven't done so for play spaces. This would be useful to know.
9	No

Question: Council has a significant number of play spaces to maintain and upgrade, which comes at a substantial cost. The Play Space Framework proposes that Play Spaces will be upgraded as a whole (i.e. no individual equipment pieces will be added during its lifetime). This will occur at the end of the play spaces useful life and unlikely before that time. This level of planning and management allows spaces to be appropriately upgraded, with sufficient budgets. Do you have any comments about this level of planning and management for play spaces?

No.	Contribution
1	Agree with approach. What about areas not currently maintained or useful for community use e.g. open spaces on Jacaranda Drive in Woodside?
2	I am assuming that if a piece of equipment needs replacing because it is unsafe it would then just be removed and not replaced until the play space is up for a whole upgrade?
3	There is no description of the term " end of the play spaces useful life" - How do you know what is its end of life? - Also need to consider renewal in upcoming areas. Eg Mylor - has a recreational area (oval), bike track coming, however the playground is outdated and would fit in with a renewal considering its a pass through town from other visitors. These visitors are spending time in the area thus an update would seem appropriate to bring it up to blending of the areas space.
4	Waiting to replace a whole play space does not meet the needs of the community. I understand it would be cheaper and the logistics of replacing playgrounds is in one hit is easier but waiting until the end of the life time before adding something has a large impact on community engagement and well-being. Let us all including council be more proactive in this space for everyone.
5	Problematic. Likely to contribute to the increasingly obesogenic nature of children's environment.
6	Ok
7	All Play spaces should be updated as the needs require.
8	That is all well and good...even understandable, but it would appear that AHC has a very different idea to the Community as to what is a serviceable Play Space. The one at the Mylor Primary School is much better...but that has a n/a classification, which I assume is not applicable. I just don't get the logic behind any of it.
9	No if an individual equipment piece needs removal or upgrade then it needs to happen
10	Sounds like a good plan
11	I think this is a great idea
12	OK
13	Upgrades need to be planned. Most small playgrounds are perfectly acceptable however may not meet current safety standards - yet there is nothing wrong with them. Would not like to see small playgrounds (such as Stacey Street, Crafers) no longer supported and decommissioned entirely because of the cost of upgrading.
14	As long as this keeps up with safety regulations and the latest information about appropriate play equipment and materials
15	No, this sound fine.
16	Find it frustrating when dog owners don't pick up their dog mess.

17	This sounds sensible
18	If landscaping maintenance is insufficient the spaces will lose their appeal. Grass cutting and new tree care are an example of this.

APPENDIX C – EMAILS AND WRITTEN FEEDBACK

General Community

Email Feedback 1:

Dear Council,

I have recently learned that the public bathrooms at the Bridgewater Oval are under reconstruction for improvement. I am also aware that the council has asked for feedback on the development more generally of sporting facilities going forward. As such I am addressing this email in response to this request for feedback, but I would also like it to come to the attention of the person in charge specifically of the Bridgewater oval toilet block upgrades.

Firstly, as a resident of Bridgewater, that is excellent.

However, at the Bridgewater oval site there is an image of how the bathroom frontage is proposed to look like.

I am wondering if you have considered transgender and gender diverse issues in this development, and if not I encourage you to do so. It would be so wonderful to see the hills leading the charge, being progressive and inclusive in ways that is actually generally standard in many developed nations around the world now (I have been living in Canada for 10 years and gender inclusiveness is certainly more broadly discussed and acted upon than here in Australia).

You may find the following links helpful:

<https://www.transhub.org.au/allies/bathrooms>

Please see also the recommendations in this 2019 Australian Human Rights Commission report around gender diversity inclusiveness in sports, especially at Chapter 5.5 under Facilities. The example provided in this illustration is an upgrade of a toilet block where there was not funding to start from scratch - the solution was simply to make each of the stalls unisex/gender neutral.

https://humanrights.gov.au/sites/default/files/document/publication/ahrc_transgender_and_gender_diverse_guidelines_2019.pdf

Thank you for your time reading this. I know this may be a bit late in the game but I truly believe it will be worth taking a bit longer to do the redevelopment in an inclusive way.

It was the glaring huge traditional male/female signage proposed that drew my attention to this issue. This is really a very outdated way to build and outdated signage to have.

Kind regards,

Email Feedback 2:

For many of years now the kids have made bike jumps in the forest near the oval, since fires came through trees have been knocked down and the jumps have been destroyed,

If U don't want the kids riding there bikes through the streets I suggest you put a skate park or bmx track at the lobethal oval, I understand we have a skate park at gumeracha and a bike track at Charleston and woodside but none of these are easy access for the kids of lobethal as there is no Bikeway meeting up to the Amy Gillet for them,

Please help..

Otherwise would love a footpath that kids could safely ride there bikes down woodside rd to the Amy Gillet

Email Feedback 3:

Yes please make it easier for Hills residents to walk/exercise at night Increasing access to ovals etc. Stirling is very, very scary and dark at night. More inner CBD street or tree decorative lighting will encourage more people to exercise, walking and general activity. Stirling really dies after dark as the inner village streets lack lighting amenity. The innovative and beautiful tree lighting on the main village street needs to be expanded and/or street lamps to encourage more locals and visitors to venture on outings.

We live in Stirling and it is very hard to walk around at night (without a torch). Without much better street lighting it is a barrier for locals and tourists. It would be good for local business/restaurants to have more lighting (even via solar) to encourage more inner village fill and general street walking. The Stirling Oval needs more lighting and main inner streets around the Stirling village.

Yours Sincerely

Email Feedback 4:

Hi Vanessa,

Thank you again for your phone call and follow up on my prior attempts to provide information regarding Charleston Play ground (CP).

I originally responded to AHC request for feedback specific to the CP redevelopment. I visit this play space regularly with children and have ongoing concerns regarding the fencing of the area.

The fence along Onkaparinga Valley Road has some quite large gaps in several places between the fence and ground, mainly where soil has eroded over time. Children can easily fit under but adults can't and going over the fence is also difficult allowing a child to access the busy road before an adult can intercept them. These gaps can be fairly easily reduced with some boarding and backfilling.

A further risk exists whereby children can access Newman Road via the main pedestrian access gate. This is currently a low height chain link non closing gate with two way catch at below adult waist height. As people come and go through the gate it is left open and as the playspace is between the adult seating area and the road. While driving past I have observed several pre school children out on the carpark footpath with a panicked parent realizing they were no longer in the play space. The pre 2 yr old child was already approx. 10metres down the path into car park spaces that were empty allowing direct access to the road.

When visiting CP I have to diligently watch that gate and keep closing it when others come and go. At a minimum, the fitting of an auto closing gate with a higher pull opener such as the one in use on the

Lobethal Oval play space would greatly reduce the risk of small children accidentally accessing the road and would not be too expensive a solution.

'Children' road signs on Newman Road may or may not be in place but would remind drivers of children especially as so many are present when the school buses drop picks up/dropsoff students. The new carpark landscaping looks 'lovely' but makes visibility and parking more difficult than the previous wide open gravel parking area.

I have also had to recently secure the vehicle access gate which was open on my last visit last, possibly left unlocked after works on the new play space were completed. No lock was available so the gate could easily be opened again by children.

The new play space at Mt. Torrens is also unfenced and ungated however traffic is limited to the few houses only, on a no through road, so catching children who access the road area when they should not is nowhere near as dangerous as at CP.

A final concern is for the new junior play space at Bushland Park – plan attached. The site between the meeting room building and the existing BBQ shelter/picnic table is much greater than the perspective given in this plan and the slope to the lake edge is also much steeper than the impression given in the plan. The Community Reference Group, where I was a participant, met in consultation over the Bushland Park Development plan, discussed at a minimum the placement of a barrier fence along the waters edge between the junior play space and the lake to restrict or at least slow down access to the water edge/slope (water level can vary considerably across the year) by curious small children. Victor Harbor foreshore has a new play space with the junior play space fenced appropriately and the senior playspace open (Photos attached).

I may seem like I am a bit overbearing with my fencing concerns, I guess it comes from a long history of risk management in a school setting where I carried out the OHS audits on a number of different play spaces including nature play environments for many years.

Kind Regards,





Email Feedback 5:

Hi Vanessa,

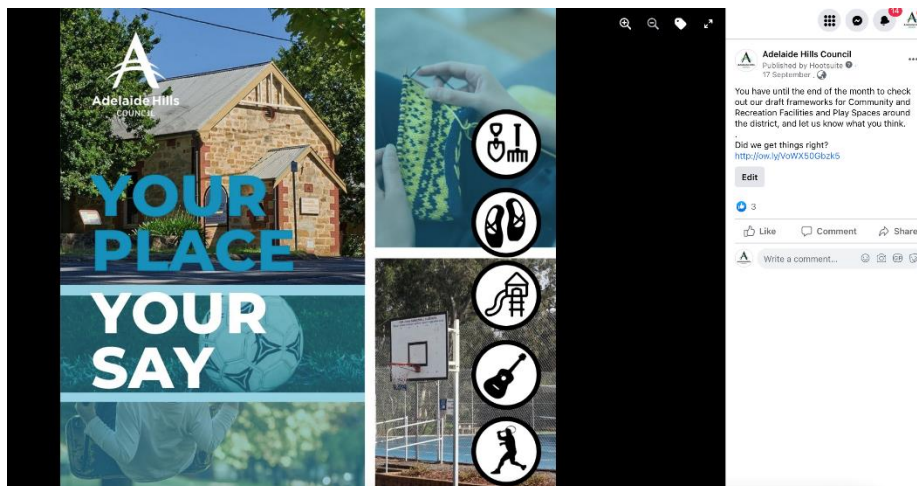
Sorry, I've been caught up in school holidays and only remembered to come back to this about 12 hours too late for the community survey 😊

If it's possible to just slide a comment in - I fully support the Council's proposition to maintain sports facilities' surfaces (tennis, netball courts etc), but only on the proviso that general community members have better access to the facilities when the clubs aren't using them. For example, the Mylor tennis club currently locks the courts up like Fort Knox so our little family of young boys looking to see what sport they are interested in apparently have to join the club to be able to have a casual hit when the courts are free. That's ludicrous now but would be downright unfair if ratepayers were footing a substantial part of the maintenance bill for the facility.

Cheers,

APPENDIX D – FACE TO FACE MEETING

APPENDIX E – SOCIAL MEDIA





It's not too late to check out our draft frameworks for management of community and recreation facilities and play spaces around the district and have your say!

Let us know if we've missed anything by providing your feedback. Consultation closes tomorrow
ow.ly/VoWX50Gbzk5



It's not too late to have your say on our draft frameworks for management of community and recreation facilities and play spaces around the district.

Have we missed anything? We can't wait to help you make your ideas a reality for your community, but hurry – feedback closes tomorrow! ow.ly/VoWX50Gbzk5



See insights

Boost post

2

2 comments 1 share



Published by JP Williams · 6 October at 16:38 ·

You have until October 26 to have your say on a proposed water bore lease at Kersbrook Soldiers Memorial Park.

Submit your feedback by October 26 bit.ly/2YrONAB.



**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 23 August 2022
AGENDA BUSINESS ITEM**

Item: 12.6

Responsible Officer: Renee O'Connor
Coordinator Sport and Recreation
Corporate Services

Subject: Draft Play Space Framework

For: Decision

SUMMARY

Following an extensive development process over the past four years, including significant engagement and consultation, Council's draft Play Space Framework (PSF) has been finalised.

This report seeks Council's endorsement to adopt the PSF.

The draft PSF is made up of:

- *Play Space Policy* (**Appendix 1**)
- *Guidelines for Maintenance and Upgrades of existing Play Spaces* (**Appendix 2**)
- *Service Levels for Play Spaces* (**Appendix 3**)

There are some substantial outcomes that the adoption of the PSF and its ongoing implementation will facilitate. They include:

- A significantly improved standard of facilities over time for the community
- Allocation of funding to ensure ongoing safety of facilities is achieved for the community
- The allocation and spending of Council resources in accordance with agreed priorities and approved service levels
- Policy positions that reflect the Adelaide Hills Council and its unique environment.

RECOMMENDATION

Council resolves:

1. That the report be received and noted
2. To receive and note the *Community and Recreation Facilities Framework and Play Space Framework Community Engagement Outcomes Report* contained in *Appendix 4*.
3. To adopt the draft *Play Space Framework*, including the *Play Space Policy (Appendix 1)*, the *Guidelines for Maintenance and Upgrades of existing Play Spaces (Appendix 2)* and the *Service Levels for Play Spaces (Appendix 3)* from 6 September 2022.
4. That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the draft *Play Space Policy (Appendix 1)*, the *Guidelines for Maintenance and Upgrades of existing Play Spaces (Appendix 2)* and the *Service Levels for Play Spaces (Appendix 3)* prior to the date of effect.

1. BACKGROUND

At its meeting of 22 June, 2021, Council endorsed the PSF draft for consultation.

12.3 Community & Recreation Facilities Framework & Play Space Framework – Drafts for Consultation

Moved Cr Kirsty Parkin
S/- Cr Nathan Daniell

119/21

Council resolves:

1. That the report be received and noted.
2. To receive and endorse the draft Community and Recreation Facilities Framework and the draft Play Space Framework and implement Stage 3 of Engagement (consultation).
3. That the results of Stage 3 Engagement and the final draft Frameworks be presented to Council for their consideration by December 2021.
4. That the CEO be authorised to:
 - a. Make any formatting, nomenclature or other minor changes to the Draft Framework documents prior to being released for public consultation and
 - b. Determine the consultation timings, media and processes while ensuring consistency and compliance with the provisions of applicable legislation and Council's *Public Consultation Policy*.

Carried Unanimously

The 22 June 2021 report provides details of the extensive process undertaken to reach this point of the PSF project.

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal A functional built environment

Objective B4 Sustainable management of our built assets ensures a safe, functional and well serviced community.

Priority B4.3 Ensure Council owned or managed assets, including staff accommodation, are functional and adaptive to meet service requirements. Also, where appropriate and endorsed by Council, equitably assist community owned site (halls and recreation sites) to ensure their facilities are functional and meet service standards.

Goal Community Wellbeing

Objective C4 An active, healthy, thriving and resilient community.

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

➤ Legal Implications

The implementation of the PSF will see Council continue the preparation and implementation of licence agreements for play spaces under Council's care and control. These occupation agreements are legally binding between the Council and the association/club.

➤ Risk Management Implications

Undertaking the development of the PSF document will assist in mitigating the risk of:

- *Inadequately planned and managed play space sites that don't meet user needs, or require significant, unplanned asset management.*

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

➤ Financial and Resource Implications

Funding for the implementation of the PSF has been included in the most recent iteration of Council's Long Term Financial Plan (LTFP). However, as we continue to audit our play spaces and use data to better understand their longer term replacement, updates to the LTFP are likely to be required. To complement this, staff have commenced the development a formal asset management plan for Play Spaces.

In addition, the recently formed 'Play Space and Cemeteries' field staff team have had additional resources allocated in recent years to ensure that maintenance of play spaces is continues to be carried out in line with relevant Australian Standards.

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

Implementation of the PSF will have some customer service implications.

The Framework proposes robust processes to determine the timing of upgrade to play space sites, and the inclusions / level of service in upgraded play spaces. As per the findings from the community engagement process, a small number of community members may find this process and/or expectations frustrating if the level of service does not match with their request.

Alternatively, there are a large number of community members who appreciate the considered approach to play space planning and consultation that the PSF facilitates.

➤ **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 has held a number of workshops regarding the PSF (in conjunction with the Community and Recreation Facilities Framework) over the lifetime of the projects, including:

- March 2017
- July 2018
- January 2019
- September 2020
- March 2021
- June 2021
- November 2021
- July 2022

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

External Agencies: Not applicable

Community: Not applicable

➤ **Additional Analysis**

Following the Council resolution from June 2021, Council consulted with the community in September and October 2021. The Community Engagement Outcomes Report for this project can be found in Appendix 4. It is important to note that consultations for both the PSF and the Community and Recreation Facilities Framework (CRFF) were run together and the subsequent analysis is included in the same report. An extension to the CRFF consultation process resulted in a delay in presenting consultation findings to Council.

There are some substantial outcomes that the adoption of the Framework and its ongoing implementation will facilitate. They include:

- A significantly improved standard of facilities over time for the community
- Allocation of funding to ensure ongoing safety of facilities is achieved for the community
- The allocation and spending of Council resources in accordance with agreed priorities and approved service levels
- Policy positions that reflect the Adelaide Hills Council and its unique environment.

The Framework proposes robust processes to determine the timing of upgrade to play space sites, and the inclusions / level of service to be expected in upgraded play spaces.

As highlighted in the findings from the community engagement process, a small number of community members may find this process and criteria frustrating if the level of service does not match with their request, particularly the timing of upgrades.

The overarching PSF approach ensures that play spaces in our region are appropriately managed and funded, and complement the broad range of recreational opportunities our diverse Hills landscape and facilities provides.

The adoption of the Framework and the subsequent outcomes for our community are considered to be a positive reflection of the considerable time and effort spent progressing this substantial project over many years.

3. OPTIONS

Council has the following options:

- I. To adopt the draft *Play Space Framework* in its entirety, including the *Play Space Policy (Appendix 1)*, the *Guidelines for Maintenance and Upgrades of existing Play Spaces (Appendix 2)* and the *Service Levels for Play Spaces (Appendix 3)* (Recommended)
- II. That Council does not adopt *Play Space Framework*, and reconsiders options for the management play space facilities. (Not Recommended)


4. APPENDICES

- (1) Play Space Policy
- (2) Guidelines for Maintenance and Upgrades of existing Play Spaces
- (3) Service Levels for Play Spaces
- (4) Community Engagement Outcomes Report

Appendix 1

Play Space Policy

COUNCIL POLICY

 <p>Adelaide Hills COUNCIL</p>	<p>PLAY SPACE POLICY</p>
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Policy Number:	COM-10
Responsible Department(s):	Corporate Services Infrastructure & Operations
Relevant Delegations:	As per the Delegations Register and as detailed in this Policy
Other Relevant Policies:	Asset Management Policy Trails & Cycling Routes Policy Community & Recreation Facilities Policy Procurement Policy Tree Management Policy Public Consultation Policy Risk Management Policy
Relevant Procedure(s):	Adelaide Hills Council Community Land Management Plan Play Space Framework
Relevant Legislation:	<i>Local Government Act 1999</i> <i>Native Vegetation Act 1991</i> <i>Disability Inclusion Act 2018</i>
Policies and Procedures Superseded by this policy on its Adoption:	Version 2.0
Adoption Authority:	Council
Date of Adoption:	<i>To be entered administratively</i>
Effective From:	<i>To be entered administratively</i>
Minute Reference for Adoption:	<i>To be entered administratively</i>

Next Review:	No later than December 2024 or as required by legislation or changed circumstances
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Version Control

Version No.	Date of Effect	Description of Change(s)	Approval
1.0	March 2018	New Policy	Council
2.0	August 2022	Reviewed Policy	

DRAFT

PLAY SPACE POLICY

1. INTRODUCTION

- 1.1 Council recognises the importance of play and play opportunities for our community, and the positive contribution that play space facilities provide. This Policy provides Council and its administration with principles and guidelines for how Council will plan, develop and manage play spaces throughout the Adelaide Hills Council. The policy will assist Council to make strategic, sustainable and equitable decisions regarding play space provision in our Council region, which will ensure that opportunities for participation broadly across the Adelaide Hills Council are enhanced as are the benefits achieved. Council's *Strategic Plan 2020 – 2024 A brighter future* supports this position through two key goal areas; a Functional Built Environment and Community Wellbeing.

Council has a Play Space Policy to:

- Demonstrate its commitment to and encourage participation in play and recreation activities and the associated social, health and economic benefits that these activities provide.
- Facilitate planning and development of strategic, high quality play space facilities across the Adelaide Hills Council region.
- Ensure that facilities are managed in a sustainable manner.

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

- 1.2 This Policy document forms part of a Play Space Framework. The Policy should be read in conjunction with the other Framework components. The Play Space Framework includes the following:

- Play Space Policy
- Service Levels for Play Spaces
- Guidelines for Maintenance and Upgrades of existing Play Spaces
- Relevant Asset Management Plans
- Other supporting documents and procedures

2. OBJECTIVES

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

- That play spaces in our region reflect the Adelaide Hills community and its built and natural form.
- Upgrades and development should reflect the local user needs and consider long term sustainability (including financial).

- Upgrades and developments should ensure that diverse opportunities, inclusion, and accessibility are provided and facilitate participation from a wide variety of users.
- Spaces should be attractive, well-maintained and inviting that the community are connected to and feel proud of. Sites should be managed and maintained to a level that enables regular community use.
- Ensure Council has a network and hierarchy of quality destinations spread across the Council region. Facilities should provide an appropriate level of recreational opportunity and amenity, according to a site's classification and reflecting the needs of the community. Upgrades or developments should consider the hierarchy and classifications in place.
- The asset management and maintenance of all sites must be planned and programmed, with obligations reflected in management agreements, leases and licences or funding agreements where applicable.
- The Policy should assist in guiding decisions relating to the acquisition and sale of land, the reclassification of land, service levels and allocation of funds for maintenance, renewal and replacement and planning for future service delivery.
- To facilitate clear relationships with Clubs and users of facilities. To communicate Council's capacity and commitment to play spaces and recreation facilities with peak bodies, government agencies and other relevant stakeholders.
- To ensure that engagement and consultation with relevant stakeholders and the community occur during the development of play space facilities.
- Council resourcing and funding for the maintenance or development or upgrade of play space facilities must be allocated and delivered with equity and transparency. The level of resourcing and funding allocated should be evidence based and consider the following factors:
 - Land owner arrangements
 - Facility hierarchy and classification
 - Site usage
 - Local demographics
 - Asset management plans and considerations
 - Relevant facility guidelines
 - Engagement and consultation outcomes

3. DEFINITIONS

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

"Nature Play" provides opportunities for unstructured, open ended and self-directed play. Freedom to roam, seeking adventure and exploration which encourages creativity and imagination, inspired by nature.

“Inclusive Play” is where playspaces are designed to be inclusive, it means everyone, no matter their ability, age, cultural and social background, can play together and connect side-by-side. It means parents, grandparents and carers feel welcome too.

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

“Community owned” refers to land and assets on said land that is not owned by Council.

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

4. POLICY STATEMENT

The Policy provides principles that guide the Adelaide Hills Council’s planning, development and management of play spaces in our Council region. Fulfilment of the outlined principles will contribute to the Council delivering a hierarchy of quality destinations throughout the region.

A Play Space in the Adelaide Hills Council is a space that can be utilised for the purposes of formal, informal, active and passive play as well as the provision of any associated facilities and amenities, generally in a reserve. The space could include elements like skate and bike facilities, fitness equipment, sports courts and nature play elements, as well as traditional playground equipment. Linkages to a community or sport facility, bike path or walking trail should also be considered.

The overarching Play Space Framework approach ensures that planning, budgeting, design, procurement and maintenance processes are aligned with Council’s Strategic Objectives and that the community and relevant stakeholders are engaged in the process along the way where applicable.

Play Space Classification

To assist in the planning of our play spaces, it is common practice to define the reserves under a play space classification hierarchy. This practice is particularly important when assessing service levels for each class of play space; it also identifies the recommended equipment and associated facilities within a space. This approach ensures diversity of play spaces and experiences throughout the region, assists with allocation of resources and can be used as a tool when reviewing the locations of play spaces to ensure that there is an appropriate provision.

The table below outlines the minimum provisions and design considerations for each classification. Further detail regarding service levels for each classification can be found in the Framework document.

Classification	Definition	General Characteristics
Regional	<ul style="list-style-type: none"> A large, well developed space with a diversity of play opportunities. The space should be large enough to enable different activities and users to occur simultaneously. Attracts users from a substantial part of the Council area and beyond. 	<p><i>All characteristics from a local and neighbourhood play space plus consideration of:</i></p> <ul style="list-style-type: none"> Car parking Toilet

	<ul style="list-style-type: none"> • Located central to the catchment to maximise accessibility, in a location that has a natural, community, social or cultural feature. • A destination where visits are usually planned in advance and users stay for a long period of time. • The site should consider accessibility for all. • Be responsive to natural site features and assist to preserve local biodiversity and natural area values. • Be serviced by public transport routes. • The catchment zone of a regional play space site in the Adelaide Hills Council could be based on a radius of approximately twenty kilometres. Considering that radius and the large scale size of the play space, it is likely that there would only be three regionally classified play spaces in the Council region. 	<ul style="list-style-type: none"> • BBQ • Art and cultural elements • Hard court surface and associated equipment if space permits • Skate, bike or other youth elements if space permits
Neighbourhood	<ul style="list-style-type: none"> • Extensive play opportunities with a number of play elements. • Visited by people from a larger town catchment. • A site where users can stay for a median length of time. • Potentially linked to an adjacent sport, recreation, community or cultural facility. • The catchment zone of a neighbourhood play space site in the Adelaide Hills Council could be based upon a radius of approximately ten to fifteen kilometres. Considering the radius, and the medium scale size of the play space, it is likely that there would be five neighbourhood classified play spaces in the Council region. 	<p><i>All characteristics from a local play space plus:</i></p> <ul style="list-style-type: none"> • Existing toilet and BBQ • Small shelter • Drinking water

Classification	Definition	General Characteristics
Local	<ul style="list-style-type: none"> Area intended for local play, often equipment based. Visited by people who live nearby, sometimes by foot, for a short period of time. The catchment zone of a local play space site in the Adelaide Hills Council could be based upon a radius of approximately five to ten kilometres. Considering the radius and the smaller scale size of the play space, it is likely that there would be a local play space in most medium sized towns in the Council region. 	<ul style="list-style-type: none"> Play equipment and facilities in line with the local size and classification of the site Natural shade Seating Paved path Rubbish bin Signage Grassed open space if space permits Vegetation/planting Support good passive surveillance

Play Space Management and Responsibilities

Council will assume the responsibility, planning, management, maintenance, upgrade and cost of any associated insurances of all Community owned play spaces. Land owners will be responsible for the day-to day maintenance of the site, and for keeping the site tidy and free from rubbish. Council will enter into a licence agreement with each land owner to enter land and carry out works and management of the play space.

Council will maintain and contribute to upgrade cost to the value of a locally classified play space on Community owned land.

New play spaces on Community owned land constructed after the endorsement of this policy are not entitled to the above conditions, unless endorsed by Council.

For play spaces located on Council owned land that is under a lease or licence arrangement with a community group, Council will be responsible for the insurances, maintenance, management and upgrade of the play space. Lessee groups will be responsible for day-to day maintenance of the play space, and for keeping the area tidy and free from rubbish.

These conditions do not apply to play spaces on Department for Education and Child Development sites, independent or other education sites, sites owned by other levels of Government, or play spaces that are part of land developments prior to Council assuming responsibility.

Play Space Upgrades

All play space upgrades will occur at a time determined by Council, in line with relevant asset management plans, end of useful life data and Council's strategic priorities.

Play Spaces will be upgraded in their entirety, individual pieces of equipment will not be upgraded unless there is a significant risk associated with that piece of equipment. This approach is more cost effective, is better for maintenance and provides better outcomes for the community.

Sites for play space upgrades will be selected based upon asset management data and usage. When considering the specific sites in the upgrade program and schedule, thought will also be

given to amalgamation, consolidation or a new site (based on consultation and demographic data, available locations, Council strategic plans, etc.).

Play space upgrades must plan to meet the changing demographics within an area, and provide sufficient variation in play space provision between sites. Principles outlined in this policy must be considered in upgrade planning phase.

Other play elements (skate and bike facilities, fitness equipment, sports courts, nature play elements, etc.) can all be considered for inclusion in a sites design at the time of consultation, if appropriate for the site.

Community consultation and engagement plays a significant role in play space development and is crucial in understanding the local community's needs and expectations. Involving the community helps ensure Adelaide Hills play spaces are well used and take pride of place within our community.

Play Space Maintenance

Play spaces will be designed and maintained to achieve or exceed relevant Australian Standards. Sites will be audited by an independent, qualified auditor on installation in line with relevant service levels.

Council inspection and maintenance will be carried out in accordance with the classification and subsequent service level assigned to each individual space. More information on service levels can be found in the Play Space Framework document.

Play Space Principles

The following principles are based upon information included in Council's Sport and Recreation Strategy.

Best practice in play space design says that the following types of play should be incorporated into play space developments.

- **Active Play** - Using fixed play equipment for swinging, sliding, jumping, stepping, balancing and hanging.
- **Imaginative and Creative Play** - Making up games or role playing.
- **Social Play** - Communicating and interacting with other children, practicing cooperation and the use of language.
- **Exploratory and Natural Play** - Using things like rocks, trees, plants and sand to explore. These elements stimulate a child's imagination and provide various shapes, colours, textures and scents to explore. These environments can also encourage bugs, birds and other wildlife, adding to the diversity of the experience.
- **Quiet Play** - Includes reading, talking or participating in a sit down game.
- **Free Play** - Open grass spaces or slopes that can provide an opportunity for activities such as rolling, running, informal ball games, somersaults, handstands or cartwheels. Free play is different to active play as it enables non-prescribed movement in open space.
- **Risk** - Play spaces will be designed with a focus on eliminating hazards rather than risks. Calculated and graduated risks in play spaces are essential for physical and mental development.

Fencing

Fencing should be provided only where absolutely necessary and for safety purposes. A fence could be included when a play space is:

- Next to busy roads or car parks.
- Near water bodies.
- There is a need to separate the play space from other activities e.g. sports field.
- In close proximity to other physical hazards.

Natural barriers, like appropriate plantings can provide a sense of enclosure and containment and should be explored during the planning and design stages. Open Space Management and Dog Management by-laws and documents should also be considered when considering the installation of a fence around a play space.

Shade

Natural (tree) shade is preferred over built shade as it also provides natural cooling, is not as subject to vandalism, and contributes to the overall character and appeal of the open space. Where possible, locating play spaces in the proximity of existing, suitable mature shade trees is preferred. In some instances, large play spaces which experience high use and have little natural shade may require additional built shade. Built shade structures should be robust and designed to complement the character of the open space.

This Policy and associated Framework document should be used as a guide for land developers, so their developments are consistent with our approach to play space provision. This Policy excludes dog parks and general open space.

Bike track maintenance

Council is responsible for the maintenance of bike tracks, and will maintain them in line with relevant Australian Standards or guidelines.

No community maintenance can occur on any bike track unless appropriate documentation is in place.

5. DELEGATION

The Chief Executive Officer has the delegation to:

- Approve, amend and review any procedures that shall be consistent with this Policy; and
- Make any formatting, nomenclature or other minor changes to the Policy during the period of its currency.

6. AVAILABILITY OF THE POLICY

This Policy will be available for inspection at the Council's Offices during ordinary business hours and via the Council's website www.ahc.sa.gov.au. Copies will also be provided to the public upon request, and upon payment of a fee in accordance with the Council's Schedule of Fees and Charges.

Appendix 2

*Guidelines for Maintenance and Upgrades of existing
Play Spaces*

Adelaide Hills Council | Play Space Framework

Guidelines for Maintenance and Upgrades of existing Play Spaces

The Adelaide Hills Council has developed a Play Space Framework to guide the future direction, provision, and management of Play Spaces in the Council region.

The Play Space Framework is made up of four key documents:

- Play Space Policy
- Service Levels for Play Spaces
- Guidelines for Maintenance and Upgrades of existing Play Spaces
- Relevant Asset Management Plans
- Other supporting documents and procedures

The Framework addresses actions from Council's Sport and Recreation Strategy (2017 – 2021) and will assist Council to make strategic, sustainable and equitable decisions regarding play space provision in our region. This Framework and its associated documents also provide an opportunity to broaden active recreation opportunities for children and youth in our region.

In addition, the Policy document considers that while Council does not own several of the play spaces within the Council boundary, we rely on these community owned facilities to service the demand from a portion of our population. These documents address the management of play spaces throughout our region, despite ownership. New play spaces on Community owned land constructed after the endorsement of this policy are not entitled to the above conditions, unless endorsed by Council.

Asset	Maintenance Guidelines	Renewal or Upgrades Guidelines
Play Space Equipment	<p>Equipment will be maintained in line with the relevant Australian Standard for Playground maintenance (AS 4685).</p> <p>Council will assume the responsibility, management, maintenance and cost of any associated insurances of all Community owned play spaces. Land owners will be responsible for the day-to day maintenance of the site, and for keeping the site tidy and free from rubbish. Council will enter into a licence agreement with each land owner to enter land and carry out works on the play space.</p>	<p>Sites and timing for play space upgrades will be selected based upon asset management data and usage. When considering the specific sites in the upgrade program and schedule, thought will also be given to:</p> <ul style="list-style-type: none"> • Amalgamation • Consolidation or a new site (based on consultation and demographic data, available locations, Council strategic plans, etc.). <p>Renewals or upgrades will be designed to achieve relevant Australian Standards. Designs will also consider information gathered during consultation processes, demographics, and other sites in close proximity.</p>

	<p>Council will take full responsibility for equipment maintenance on Council owned sites.</p>	<p>Council will contribute to the upgrade cost to the value of a locally classified play space on Community owned land.</p> <p>New play spaces on Community owned land constructed after the endorsement of the Play Space Policy and Framework are not entitled to the above conditions, unless endorsed by Council.</p> <p>A Play Space could be considered for removal at the end of its useful life. The endorsed Play Space Classifications provide some factors to consider when contemplating the removal of an asset, as well as considering demographics, usage, proximity to other spaces, or more desirable locations in the local area and maintenance and inspection obligations. Community engagement will be undertaken if a site has been proposed for removal.</p> <p>Play Spaces will be upgraded in their entirety, individual pieces of equipment will not be upgraded unless there is a significant risk associated with that piece of equipment. This approach is more cost effective, is better for maintenance and provides better outcomes for the community.</p>
Landscaping	<p>Council is responsible for landscaping within the bounds of all playground sites.</p> <p>Landscaping will be maintained in line with the relevant Australian Standard for Playground maintenance.</p>	<p>Landscaping will be renewed or upgraded in line with the relevant Australian Standard for Playgrounds.</p>
Fencing	<p>Council is responsible for fencing directly associated with any playground sites.</p> <p>Fencing will be maintained in line with the relevant Australian Standard for Playground maintenance.</p>	<p>Fencing will be renewed or upgraded in line with the relevant Australian Standard for Playgrounds.</p> <p>Fencing should be provided only where necessary and for safety purposes. A fence could be included when a play space is:</p> <ul style="list-style-type: none"> • next to busy roads or carparks • near water bodies

		<ul style="list-style-type: none"> • there is a need to separate the play space from other activities e.g. sports field • in close proximity to other physical hazards <p>Considering the ages of children who use play spaces, care givers should be in attendance and supervising the child at all times. Fencing does not absolve the care giver of responsibility. Fencing can however restrict the ability of a child to play, explore and imagine.</p> <p>Natural barriers, like appropriate plantings can provide a sense of enclosure and containment and should be explored during the planning and design stages.</p> <p>Open Space Management and Dog Management by-laws and documents should also be considered when considering the installation of a fence around a play space.</p>
Shade	<p>Council is responsible for all tree works.</p> <p>Council is responsible for artificial shade directly associated with any playground sites.</p> <p>Artificial shade will be maintained in line with the relevant Australian Standard for Playground maintenance.</p>	<p>Shade is an important aspect of play spaces, providing park users some protection from UV light. Natural (tree) shade is preferred over built shade as it also provides natural cooling, is not as subject to vandalism, and contributes to the overall character and appeal of the open space.</p> <p>Where possible, locating play spaces in the proximity of existing, suitable mature shade trees is preferred. In some instances, large play spaces which experience high use and have little natural shade may require additional built shade. Built shade structures should be robust and designed to complement the character of the open space.</p> <p>Consideration should also be given to:</p> <ul style="list-style-type: none"> • The strategic planting of trees on parks and reserves that may be the site of a future play space. • Succession planting in areas to maintain shade, as older trees reach the end of their life; or planting advanced trees for those existing play spaces that currently lack appropriate shade. • The risk that some trees place when located near a play space.

		<p>In addition, with increased use in the evenings and at night when it's cooler, we should consider additional lighting at access points, on paths, or in the play space itself.</p> <p>Artificial shade will be renewed or upgraded in line with the relevant Australian Standard for Playgrounds.</p>
Nature Play	<p>Nature play elements will be maintained in line with relevant Australian standards.</p>	<p>In the absence of wild, natural environments; a carefully planned, constructed natural play space provides the best opportunities for unstructured play and learning opportunities for the young people in our community. A natural play space is a designated area that emulates a natural setting to provide a place where children can engage in creative, unstructured play with natural elements.</p> <p>Unstructured, nature play elements are pre-existing in many areas of the hills and play space sites. When planning an upgrade to a particular play space site, the existing natural elements of the site should be factored in, and the cost benefit of creating 'man made' nature play considered.</p>
Skate Park	<p>Council is responsible for the maintenance of skate parks or skate facilities.</p> <p>Skate parks should be maintained in line with relevant Australian Standards.</p>	<p>To maximise opportunities for play, where possible play spaces should be linked to other areas of play such as open grassed areas, natural spaces or structured recreation facilities such as skate parks.</p> <p>The addition of a skate park could be considered in a regionally classified site.</p>
Bike Track	<p>Council is responsible for the maintenance of bike tracks.</p> <p>Bike tracks should be maintained in line with relevant Australian Standards, or other relevant guidelines.</p> <p>Consideration must be given to how Council will manage community involvement in bike track maintenance, and ensure that appropriate WHS documentation is put in place. No</p>	<p>To maximise opportunities for play, where possible play spaces should be linked to other areas of play such as open grassed areas, natural spaces or structured recreation facilities such as bike tracks.</p> <p>The addition of a bike track could be considered in a regional or neighbourhood classified site.</p>

	community maintenance can occur unless appropriate documentation is in place.	
Fitness Equipment	Fitness equipment should be maintained in line with relevant Australian Standards.	

Appendix 3

Service Levels for Play Spaces

Adelaide Hills Council | Play Space Framework

Service Levels for existing Play Spaces

To assist in the planning of play spaces, reserves will be defined under a play space classification hierarchy. This practice is particularly important when assessing service levels for each class of play space, and it also identifies the recommended equipment and associated facilities within a space. This approach ensures diversity of play spaces and experiences throughout the region, assists with allocation of resources, and can be used as a tool when reviewing the locations of play spaces to ensure that there is an appropriate provision.

The tables below outline the minimum provisions and design considerations for each classification, catchments, the type of equipment or facilities, associated costs and maintenance and renewal requirements. It also considers other levels of service applicable to the site.

As per Council's 2021 Play Space Policy document, Council will maintain and contribute to upgrade cost to the value of a locally classified play space on community owned land. These conditions do not apply to play spaces on Department for Education and Child Development sites, independent or other education sites, sites owned by other levels of Government or play spaces that are part of land developments prior to Council assuming responsibility.

When considering a site for upgrade, the following funding considerations should also be factored in:

- Funding for car parking, toilets & associated service supply should be sourced from a separate capital budget.
- As Council's Sport & Recreation Strategy & Play Space Policy, artificial shade and fencing is not included in initial play space costings. If the site meets appropriate criteria, & it is determined at consultation to include, it will require an alternate funding source.

	Regional	Neighbourhood	Local
Classification	<ul style="list-style-type: none"> • A large, well developed space with a diversity of play opportunities. The space should be large enough to enable different activities and users to occur simultaneously. • Attracts users from a substantial part of the Council area and beyond. • Located central to the catchment to maximise accessibility, in a location that has a natural, social or cultural feature. 	<ul style="list-style-type: none"> • Extensive play opportunities with a number of play elements. • Visited by people from a larger town catchment. • A site where users can stay for a median length of time. • Potentially linked to an adjacent sport, recreation, community or cultural facility. • The catchment zone of a neighbourhood play space site in the 	<ul style="list-style-type: none"> • Area intended for local play, often equipment based • Visited by people who live nearby, sometimes by foot, for a short period of time. • The catchment zone of a local play space site in the Adelaide Hills Council should be based upon a radius of approximately 5-10 kilometres. Considering the radius and the smaller scale size of the play space, it is likely

	<ul style="list-style-type: none"> • A destination where visits are usually planned in advance and users stay for a long period of time. • The site should consider accessibility for all. • Be responsive to natural site features and assist to preserve local biodiversity and natural area values. • Be serviced by public transport routes. • The catchment zone of a regional play space site in the Adelaide Hills Council should be based on a radius of approximately 20 kilometres. Considering that radius and the large scale size of the play space, it is likely that there would only be three regionally classified play spaces in the Council region. 	Adelaide Hills Council should be based upon a radius of approximately 10-15 kilometres. Considering the radius, and the medium scale size of the play space, it is likely that there would be five neighbourhood classified play spaces in the Council region.	that there would be a local play space in towns with appropriate supporting infrastructure in the Council region.
Indicative Development Costs @ 2021 (inc. new & renewal components)	\$800,000 (<i>\$500,000 if grant funding cannot be sourced</i>)	\$250,000 - \$300,000	\$150,000 - \$180,000
Equipment, Facilities & Amenity	<p>The following elements will be considered in the design of a Regional Level Play Space:</p> <ul style="list-style-type: none"> • Play equipment and facilities in line with the regional size and classification of the site • Toilets • Natural shade • Seating, picnic setting, furniture and associated shelter • BBQ & drink fountain • Paved path • Grassed open space 	<p>The following elements will be considered in the design of a Neighbourhood Level Play Space:</p> <ul style="list-style-type: none"> • Play equipment and facilities in line with the neighbourhood size and classification of the site • Existing toilets and BBQ • Drinking fountain • Natural Shade • Seating • Small shelter • Paved path 	<p>The following elements will be considered in the design of a Local Level Play Space:</p> <ul style="list-style-type: none"> • Play equipment and facilities in line with the local size and classification of the site • Natural Shade • Seating • Paved path • Rubbish bin • Signage • Grassed open space if space permits • Vegetation / plantings

	<ul style="list-style-type: none"> • Vegetation / plantings • Hard court surface and associated equipment if space permits • Skate, bike or other youth elements if space permits • Fitness equipment • Art and cultural elements • Signage • Amenity lighting • Support good passive surveillance <p>Site survey, concept design and demolition must also be considered in budgets.</p> <p>Car parking, shade, fencing and toilets are all elements that are associated with a regional play space, but should be sourced from a separate capital expenditure budget.</p>	<ul style="list-style-type: none"> • Rubbish bins • Signage • Grassed open space • Vegetation / plantings • Sports facility (e.g. half court, goals) • Small youth facilities (e.g. bike track, skate elements) • Support good passive surveillance <p>Site survey, concept design and demolition must also be considered in budgets.</p> <p>Car parking, shade, fencing, BBQ and toilets are all elements that are not generally associated with a neighbourhood play space, but if existing at the site, funding could be sourced from a separate capital expenditure budget.</p>	<ul style="list-style-type: none"> • Support good passive surveillance <p>Site survey, concept design and demolition must also be considered in budgets.</p>
Renewal	A play space in the Adelaide Hills Council area will only be upgraded in its entirety, at the end of its useful life. Individual pieces will only be replaced due to safety concerns.	A play space in the Adelaide Hills Council area will only be upgraded in its entirety, at the end of its useful life. Individual pieces will only be replaced due to safety concerns.	A play space in the Adelaide Hills Council area will only be upgraded in its entirety, at the end of its useful life. Individual pieces will only be replaced due to safety concerns.
Inspection	<ul style="list-style-type: none"> • Weekly - Routine Visual Inspection • Monthly – Operational Inspection • Annual – Comprehensive Inspection 	<ul style="list-style-type: none"> • Weekly - Routine Visual Inspection • Monthly – Operational Inspection • Annual – Comprehensive Inspection 	<ul style="list-style-type: none"> • Monthly - Routine Visual Inspection • Quarterly – Operational Inspection • Annual – Comprehensive Inspection

Appendix 4

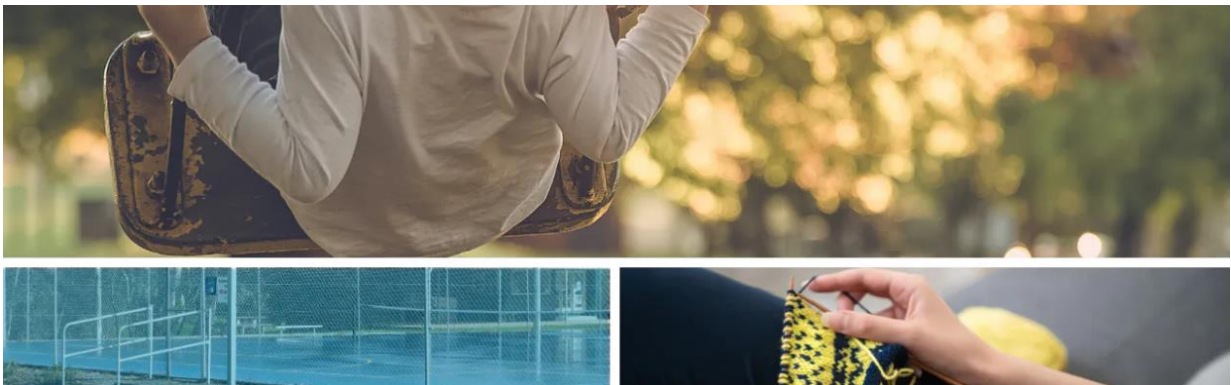
Community Engagement Outcomes Report

2021

Adelaide Hills Council

engage.sa.gov.au

Community and Recreation Facilities Framework & Play Space Framework



Community Engagement Outcomes Report

July 2022

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1 INTRODUCTION

This report presents the qualitative and quantitative feedback from the engagement regarding the draft Community and Recreation Facility Framework and the draft Play Space Framework. The consultation targeted two key groups:

- general community and site users
- clubs and associations.

The consultation was conducted from 1 September to 30 September 2021 and was extended for Clubs and Associations until 19 November.

This report will be presented to Council and made available to those who participated in the consultation on Council's Have Your Say Engagement Platform.

The consultation comprised an opportunity for the Community to provide feedback via online and hardcopy survey response as well as providing feedback by email, letter or phone contact. Clubs and Associations were also provided with the option to meet with Council Staff in person upon request. A copy of information provided on Councils Have Your Say Engagement Platform and feedback form is available in Appendix A.

There were a total of 92 Participants providing feedback on the two Frameworks. 52 Respondents provided their feedback via an online survey for community and facility users. A further 5 participants provided a response by email. 35 Respondents provided their feedback via an online or hardcopy survey specific for Clubs and Associations. In addition, eight club representatives met with Council staff in person.

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

Email submissions are provided in Appendix C.

Social media promotions are in Appendix E.

2 KEY FINDINGS

Community and Recreation Facilities Framework, feedback from clubs

- Vast majority positive, supportive of the documents in their entirety.
- Main question/concern themes:
 - Oval maintenance
 - Carpark, driveway, drainage maintenance for Community owned
 - Insurance (Sports Clubs + Community Owned halls)
 - Emergency Maintenance Fund clarification around process
 - Water
- There were no matters raised by clubs that would warrant any changes to the documents.

Summary of follow up, face to face workshop with clubs:

- Clubs who indicated that they required more information, or would like to discuss the Framework further were invited to a workshop session in May, 2022 at Nairne Road.
- It was attended by around 8 club representatives.
- In general, clubs had specific questions about individual impacts for their clubs, and were mostly happy with the Framework.
- There were four Community Hall Associations that indicated that they would like more information, these have been contacted individually and we are awaiting further feedback.

3 SUMMARY OF ENGAGEMENT

3.1 BACKGROUND

In 2020 Council engaged sports clubs, sporting associations and the broader community to assist in the development of a Framework for community and recreation facilities. Based on input and feedback from these key stakeholders Council developed a draft Community and Recreation Facilities Framework. Council also developed a Play Space Framework and is finalising a Trails and Cycling Routes Management Framework.

Each Framework contains key documents including:

- a Policy
- Guidelines
- Service Levels

The Frameworks represent the 'HOW' assets will be managed and not the 'WHEN' (timeframe or specific dates) actions will happen. They should improve the management of community facilities including halls, ovals, tennis/netball courts, playing pitches, play spaces, lawn bowls and petanque facilities, equestrian facilities with associated club and change rooms and infrastructure. They should also make it easier to work with Council when using sport, recreation and community spaces.

Feedback from sports clubs, associations and the broader community is to ensure what is proposed in the Framework documents is reviewed and discussed by sporting committees and any impacts, concerns or gaps are raised and considered. It will be important to ensure the Frameworks support the communities sport and recreational pursuits.

All feedback will be considered for the final draft of the Framework for presentation to Council with a view to endorse them for use operationally.

3.2 COMMUNITY ENGAGEMENT STRATEGY

A community engagement strategy was developed and consultation was undertaken with the Community over 30 days from Wednesday 1 September to Thursday 30 September 2021. The consultation was then extended until Tuesday 19 October to support sports clubs and associations as well as community hall groups.

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

3.3 ENGAGEMENT APPROACH

Council's engagement approach aimed to collect and collate community feedback about whether the Frameworks were supported and supported improved use and management of

facilities. Feedback could be provided via an online or hardcopy survey, email, mail, phone or by requesting a meeting with Council staff.

Two surveys was developed one for the general community and facility users and one for sporting clubs and associations. Both closed and open style questions were asked. Questions were designed to determine the type of participants providing feedback and to seek feedback specific sections of each of the Frameworks and any concerns with them.

Anyone could participate in the survey which was made available online and at Council's Customer Service Centres in Stirling, Gumeracha and Woodside.

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

3.4 DISTRIBUTION AND PROMOTION

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

- Posters and information packs available at Council's Service Centres and Libraries.
- Notices posted on Council's website, via social media, outgoing email footer, digital TV screens in Libraries, Hills Voice e-newsletter and local services mobile phone app.
- Promotion in the Council Column in the Courier on 1 September 2021 and Adelaide Hills Herald on 2 September.
- Additional Facebook and Twitter posts to promote and remind people to participate.
- Roadside signage across the district at local asset locations (oval, halls, etc).
- Email to EHQ registrants and previous consultation participants
- Email notice to sporting clubs and associations – including Ad for newsletters, option to print flyers and links to do survey online.
- Additional display materials at Libraries to promote and encourage feedback.

Email promotion statistics are presented below:

14 September 2021 EHQ Have Your Say Newsletter 1939 people reached 865 unique opens (42.2%) 135 Click throughs (6.6%)	27 September 2021 EHQ Have Your Say Registrants 1921 people reached 776 unique opens (38.2%) 88 Click throughs (4.3%)
Hills Voice: your Adelaide Hills 3 September 2021 Lead story – Your Place, Your Say: phase two 1,292 opens (34.2%) 30 unique click throughs to EHQ project page	

Social media promotion statistics are presented below:

6 September 2021 Facebook 1064 people reached 33 engagements 6 likes 0 comments 2 shares 17 link clicks	17 September 2021 Facebook 1238 people reached 52 engagements 10 likes 0 comments 1 shares 19 link clicks
29 September 2021 Facebook 736 people reached 17 engagements 2 likes 2 comments 1 share 8 link clicks	6 September 2021 Twitter 186 impressions (times people saw this tweet on Twitter) 4 engagements
17 September 2021 Twitter 165 impressions 4 engagements	29 September 2021 Twitter 152 impressions 6 engagements

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

Table 1 Aware, informed and engaged community

	Email	Social Media	EHQ Platform
Aware <i>Sighted information that the consultation was open</i>	865	2933	699
Informed <i>Accessed information via visiting multiple sites or downloading information</i>	223	253	267
Engaged <i>Provided feedback</i>	Completed survey or sent email		79

4.1 PARTICIPATION RATE

The following table displays the level of engaged participation.

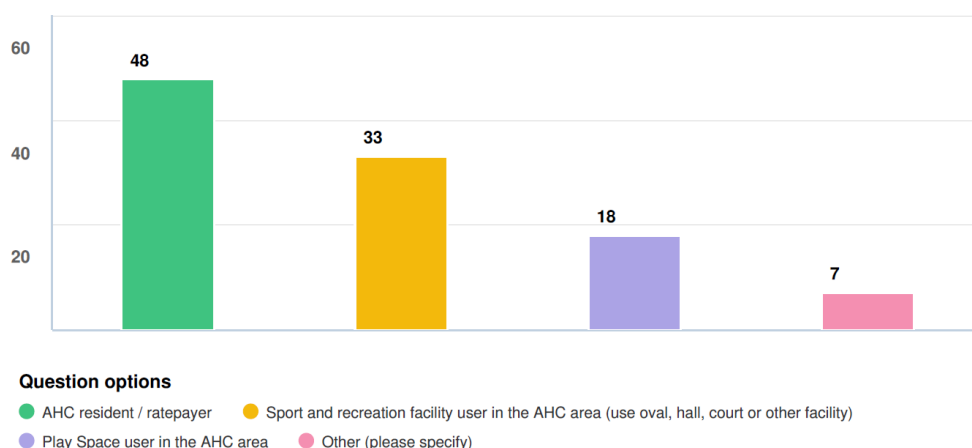
Table 2 Level of Participation

Activity	Number Participating
General Community and facility users	
Online surveys	52
Written response – email, letter, submission	5
Sports Clubs and Associations	35
Online and Hardcopy surveys	35
Written response – email, letter, submission	0
Face to face meeting	8
TOTAL CONSULTATION PARTICIPATION	135

4.2 PARTICIPANT CHARACTERISTICS OF COMMUNITY MEMBERS

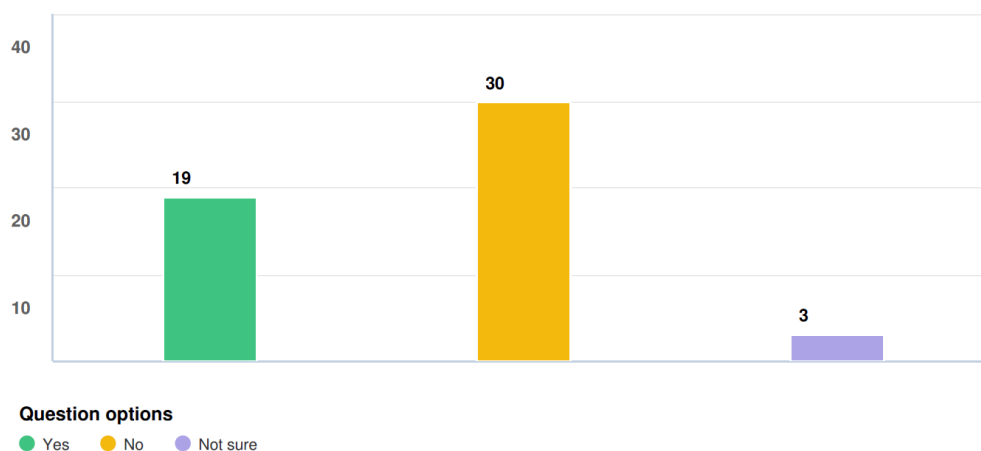
Participants providing feedback via the online survey were asked if they were an Adelaide Hills Council resident/ratepayer, a sport and recreation facility user in the AHC area, play space user in the AHC area or other. 48 Participants were Adelaide Hills Council Residents/Ratepayers, 33 were a sport and recreation facility user in the AHC area, 18 were play space users in the AHC area and 7 defined themselves as other.

Responses are presented below and Participants could select more than one response:



4.3 ACCESS TO AND USE OF COMMUNITY AND RECREATION FACILITIES OR PLAY SPACES

Respondents were asked if they had ever had any issues in the past with access to or use of community and recreation facilities or play spaces. This was not a mandatory question and 51 Respondents provided a response with one selecting 2 options. As presented below 59% (n=30) indicated they did not have any issues. The remaining Respondents indicated they did have issues or were unsure.



Respondents were then asked if they could explain their issues. 21 Respondents provided further details in regard to issues they had with some Respondents having more than 1 issue. Issues covered 6 key areas as indicated below:

Issues in regard to access to or use of community and recreation facilities or play spaces	No. of Respondents
Maintenance/management issues (facilities not maintained well or up to expected, safe or useable standard)	12
Facilities not available	4
Car parking issues	3
Communication issues between multiple stakeholders	2
Facilities inaccessible during wet weather	2
Design Issues (i.e. dog park entry, disability access)	2

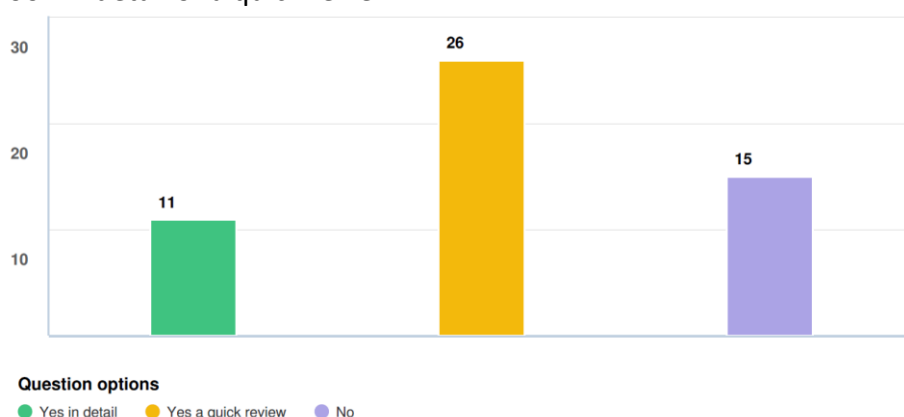
All responses from surveys are provided verbatim in Appendix B.

5 SURVEY FEEDBACK GENERAL COMMUNITY AND FACILITY USERS – Community and Recreation Facility Framework

52 online survey responses were received as part of this consultation from the general community and facility users. Analysis of each question in the survey on the draft Community and Recreation Facilities Framework is provided below.

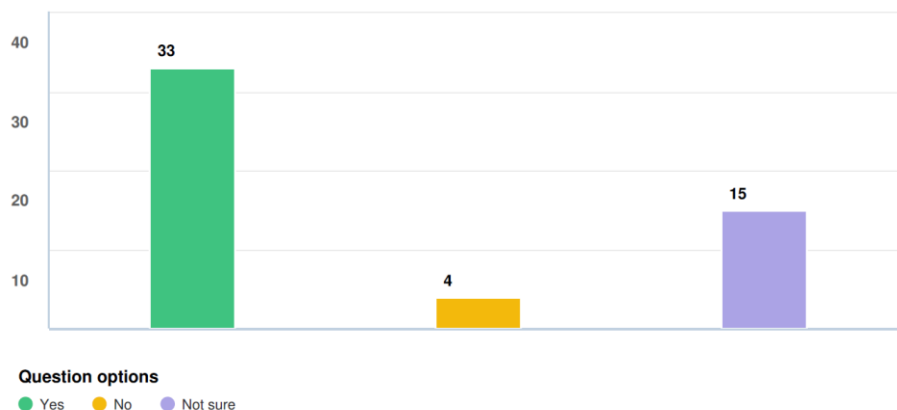
5.1 REVIEW OF THE COMMUNITY AND RECREATION FACILITY FRAMEWORK

Respondents to the online survey were asked if they could indicate whether they had reviewed the Community and Recreation Facility Framework documents. This was a mandatory question with 52 responses. As presented below 71% (n=37) had either had a look in detail or a quick review.



5.2 CLASSIFICATION LEVELS PROPOSED

Respondents were asked if they agreed with the classification levels proposed for sport and recreation sites and the principles behind them. This was a mandatory question with 52 responses. As presented below 63% (n=33) of Respondents agreed, 29% (n=15) were not sure and 8% (n=4) did not agree.



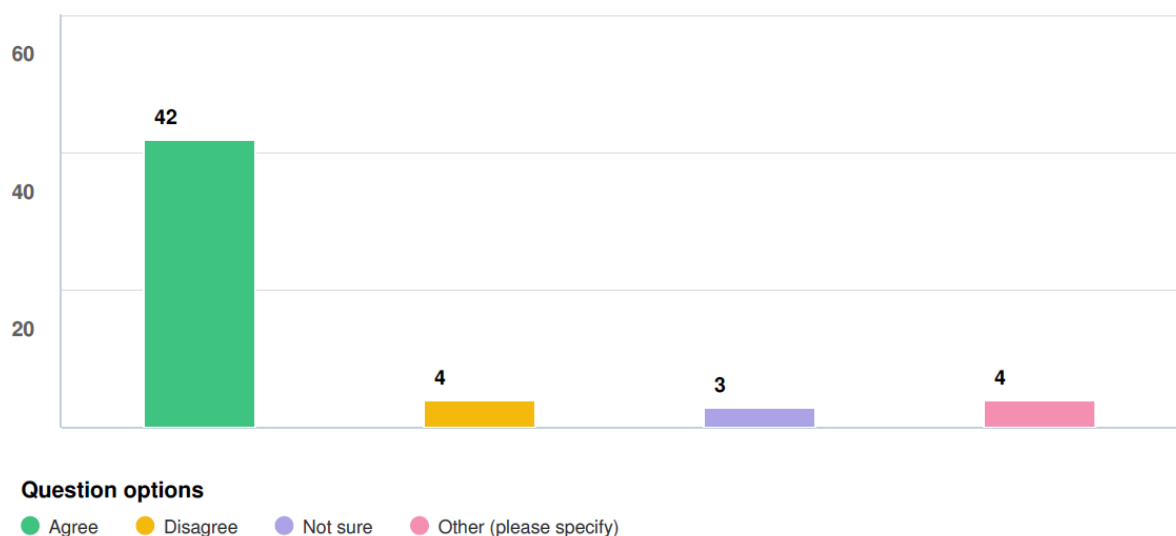
Respondents were asked if they had any comments on the classification levels and 13 Respondents provided comment. Key comments represented:

- Consistency of classification levels is important across the region and the state.
- Classification levels are not always what is representative on the ground, (i.e. neighbourhood level oval may not actually have the facilities and infrastructure to support that level).
- A need for flexibility in classification levels.
- Consider clubs having an input into their classification level.
- Equity and distribution in funding and attention for different classification levels may not equate to equity for areas of region and distribution of ratepayers.

All responses from surveys are provided verbatim in Appendix B.

5.3 FUNDING INCREASES TO MAINTAIN OVALS AND PITCHES

Respondents were asked how they felt about the Framework proposing to increase the Council funding spent on maintaining ovals and pitches to improve their condition. This was a mandatory question with 52 Respondents. One respondent selected 2 options. 81% (n=42) of Respondents agreed with this proposal.



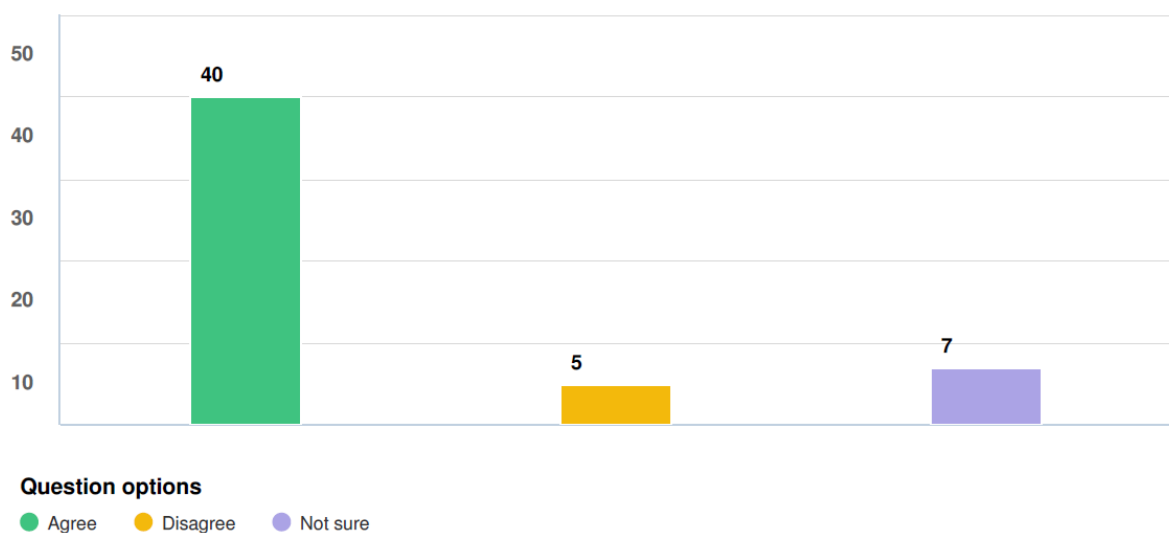
Respondents were then asked if they had any comments in regard to the increased funding on maintaining ovals and pitches to improve their condition. 25 Respondents provided multiple comments. Only comments related to ovals and pitches are highlighted in the table below:

Comments in regard to increased funding on maintaining ovals and pitches to improve their condition	No. of Respondents
General positive and supportive of funding increases for region	7
Support funding to support maintenance, upgrades, replacement and year round use	6
Funding considerations / ideas (for specific locations/facilities and included masterplans, maintain bushfire last resort status, improve disability access, improve drainage issues).	4
Concern too much focus on sporting facilities and hope funding not taken from other areas. Consider selling less used ovals.	3
Funding should be based on use and need	1
Funding should be equitable and fit for purpose to accommodate community standards and sporting standards	1

All responses from surveys are provided verbatim in Appendix B.

5.4 CONTRIBUTING TO COST OF RESURFACING TENNIS AND NETBALL COURTS

Respondents were asked how they felt about Council contributing towards the cost of resurfacing tennis and netball courts used by clubs. This was a mandatory question with 52 Respondents providing response. 77% (n=40) of Respondents agreed with this contribution by Council.



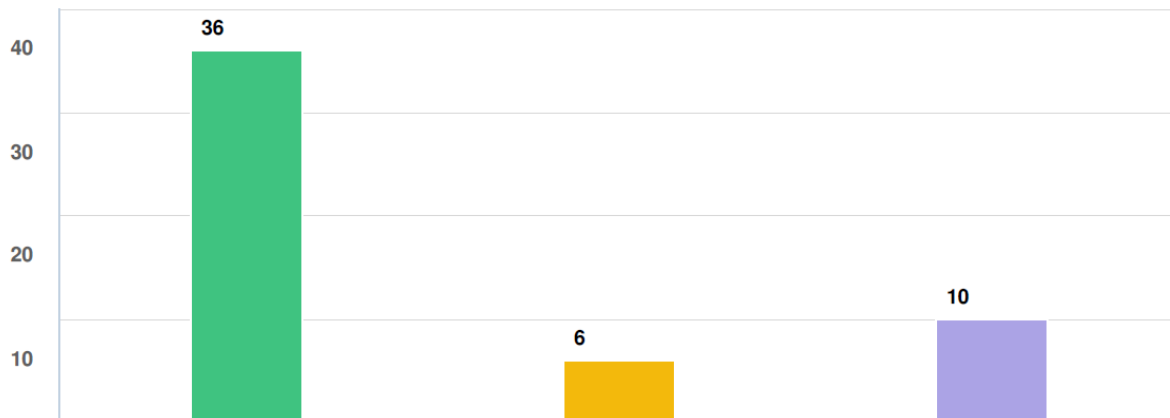
Respondents were then asked if they had any comments in regard to Council contributing towards the cost of resurfacing tennis and netball courts used by clubs. 33 Respondents provided multiple comments as indicated in the table below:

Comments in regard to Council contributing towards the cost of resurfacing tennis and netball courts used by clubs	No. of Respondents
Specific locations need attention	4
Concerns / maintain safety	4
Council / rates should contribute	4
Improved facilities = increased participation/less club impacts	4
Sports clubs have limited budget and need support	3
Club Fees contribution	3
Community facility for rent and/or public use = Council cost / contribution	3
General supportive	2
Support clubs and grant funding	2
Ensure equity	2
Important for community	2
Equity to all sports	2
Ensure sufficient funds to support / underfunded in the past	2
Consider spectator surface	1
Council seek supplier and competitive prices	1
Ensure rigorous process for funding requirements for resurfacing	1
Sole club use = club cost	1
Consider multi use	1
Cost doesn't benefit those not using facility	1
Misuse of facilities concerning	1

All responses from surveys are provided verbatim in Appendix B.

5.5 CLUBS RESPONSIBILITIES

Respondents were asked how they felt about the Framework proposing that clubs are responsible for the maintenance and upgrade of items like goals, player benches, fencing and sport lighting. This was a mandatory question with 52 responses. As presented below 69% (n=36) of Respondents agreed with clubs being responsible for the maintenance and upgrade and 11.5% (n= 6) did not agree. 19% (n=10) of Respondents were not sure.



Question options

● Agree
 ● Disagree
 ● Not sure

Respondents were then asked if they had any comments in regard to clubs being responsible for the maintenance and upgrade of items like goals, player benches, fencing and sport lighting. 24 Respondents provided comment.

Comments in regard to clubs being responsible for the maintenance and upgrade of items like goals, player benches, fencing and sport lighting.	No. of Respondents
Council and clubs should share responsibility (e.g. Council at least provide a minimum standard and Clubs maintain)	7
Support clubs maintaining non fixed items	5
Difficult for small clubs	3
Property Fencing = Council responsibility	2
Grants to support clubs	2
If public facility then Council maintain	1
Council responsibility	1
State and Fed levels support lighting for all	1
Clubs choice what to spend money on	1
Lights in local sports park would be great	1
Ensure equity	1

All responses from surveys are provided verbatim in Appendix B.

5.6 COMMUNITY HALL COMMITTEE RESPONSIBILITIES

Respondents were asked how they felt about the Framework proposing that community hall committees are responsible for non-structural maintenance of the hall with structural maintenance being the responsibility of Council. This was a mandatory question with 52 responses with one Respondent selecting 2 options.

As presented below 90% (n=47) of Respondents agreed with community hall committees being responsible for non-structural maintenance and Council being responsible for structural maintenance of halls.



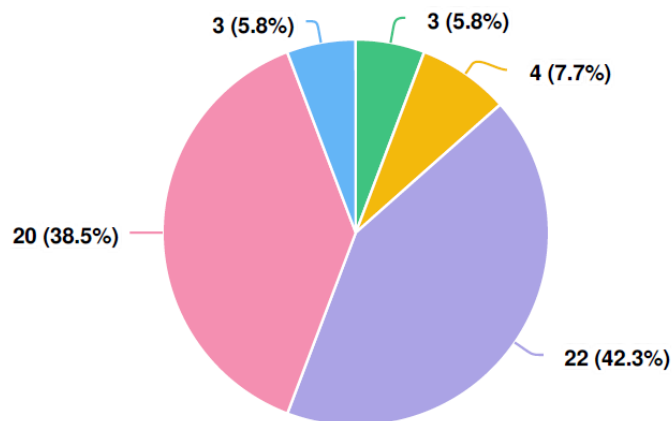
Respondents were then asked if they had any comments in regard to community hall committees being responsible for non-structural maintenance of the hall, with structural maintenance being the responsibility of Council. 16 Respondents provided comment.

Comments in regard to community hall committees being responsible for non-structural maintenance of the hall, with structural maintenance being the responsibility of Council.	No. of Respondents
Shared responsibility with Council especially to ensure good condition to begin with	4
Support committees being responsible for non-structural maintenance	2
If council owned council responsible	2
Council support for major upgrades	2
Consider / clarify with examples definition of non-structural maintenance for halls	2
Other users support is essential	1
Difficult for small committees and clubs	1
Need to confirm where funding would come from	1
Users options if committee don't manage well	1
Voluntary committees don't have funds like sports clubs	1

All responses from surveys are provided verbatim in Appendix B.

5.7 OVERALL FEELING OF COMMUNITY AND RECREATION FACILITY FRAMEWORK

Respondents were asked what their general overall feeling in regard to the Community and Recreation Facilities Framework was. This was a mandatory question with 52 responses. As presented below 43% (n=23) of Respondents were happy or very happy with the Framework. 42.3% (n=22) of Respondents felt neutral and 13.5% (n=7) felt unhappy or very unhappy about it.



Question options

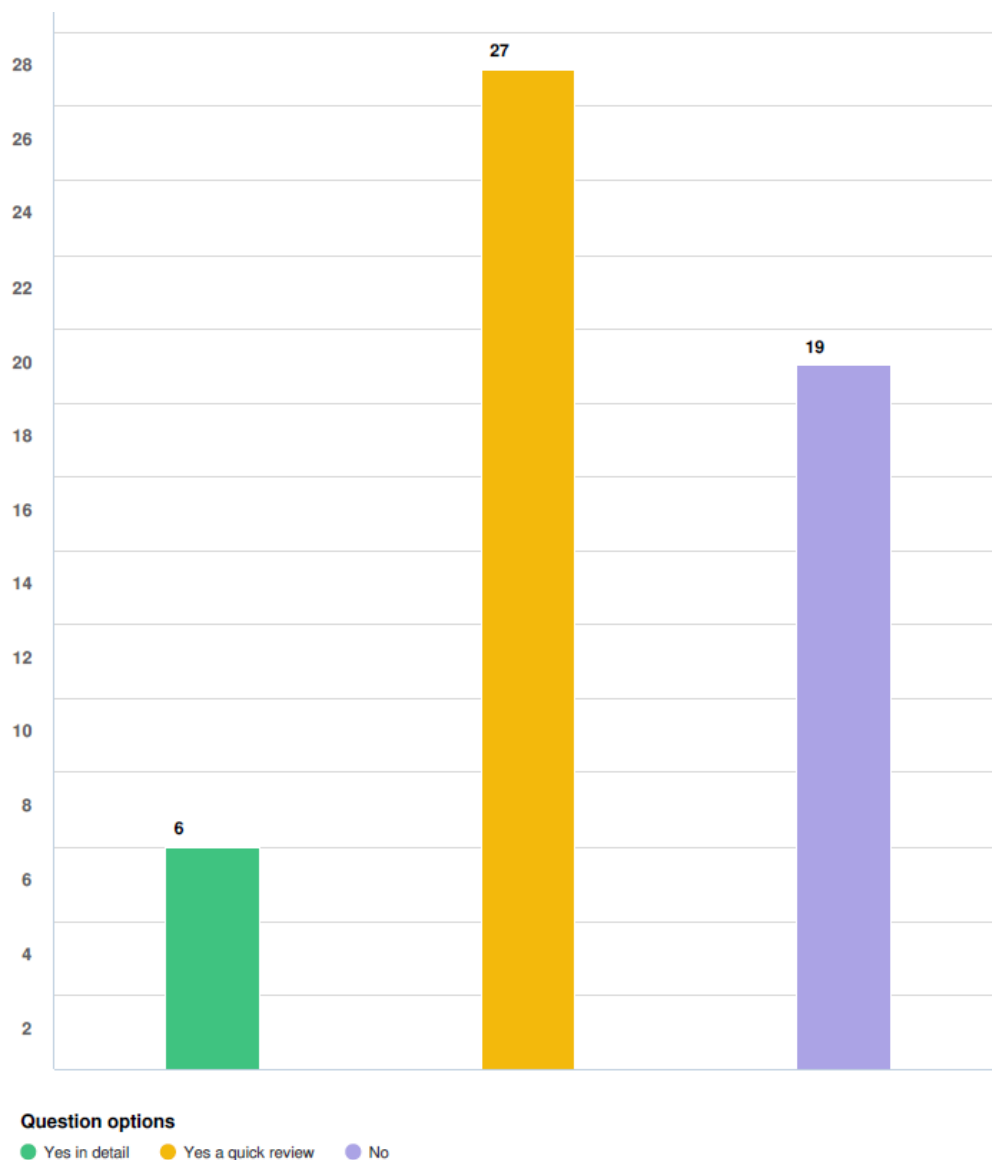
 Very Unhappy  Unhappy  Neutral  Happy  Very Happy

6 SURVEY FEEDBACK GENERAL COMMUNITY AND FACILITY USERS – Play Space Framework

The same 52 online survey responses provided feedback in relation to the Play Space Framework. Analysis of each question in the survey on the draft Play Space Framework is provided below.

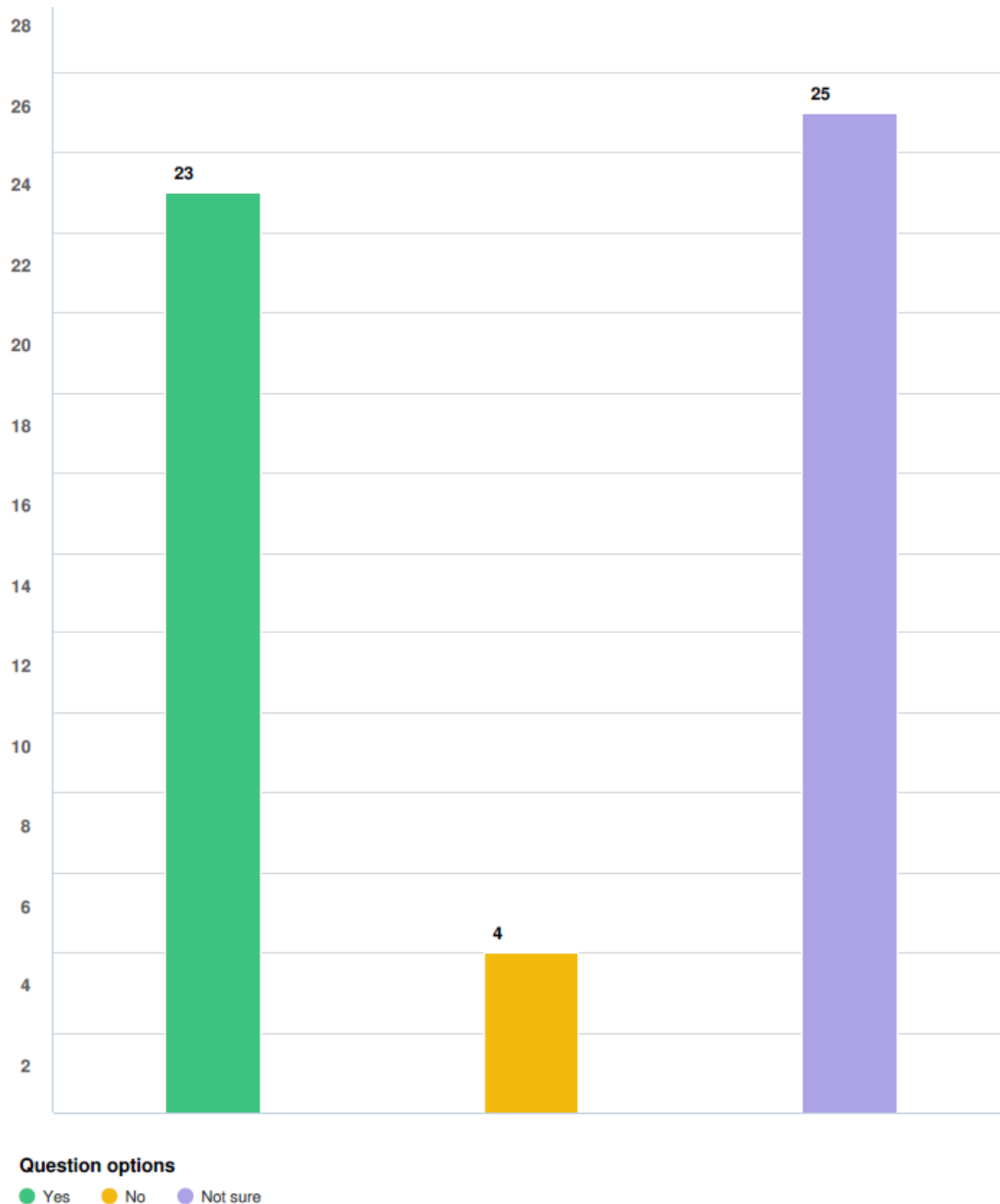
6.1 REVIEW OF THE PLAY SPACE FRAMEWORK

Respondents to the online survey were asked if they could indicate whether they had reviewed the Play Space Framework documents. This was a mandatory question with 52 responses. As presented below 63% (n=33) had either had a look in detail or a quick review.



6.2 CLASSIFICATION LEVELS PROPOSED FOR PLAY SPACES

Respondents were asked if they agreed with the classification levels proposed for play spaces and the principles behind them. This was a mandatory question with 52 responses. As presented below, 44% (n=23) of Respondents agreed with the classification levels and principles and 48% were not sure. 8% (n=4) of Respondents did not agree with the classifications and principles.



Respondents were then asked if they had any comments on classification levels. 5 Respondents provided valid comments. These comments have been provided in full due to the small amount of comments received.

Comments on classification levels

Play spaces in small towns need more attention in the areas of capturing the community across the lifespan. Little children up to adults. Often there are many children with nothing to do on weekends because the play space is not engaging enough. It's would be great to see a space where people can come together more often and it engages people to want to return. Especially in winter when people need to move more. This would support looking after the mental health of our communities especially small towns where it is needed more and where there are much less resources available locally compared to bigger town.

AHC Classification of a Neighbourhood Play Space seems a lot different to what we have at Sherry Park. It is not to the standard that you envisage when you read the description. I also know we have been trying to get it upgraded for years...but nothing ever happens.

Yes. Again there is overlap and it is not clear how for example state play areas would be designated any differently from local play areas

It's still confusing

You have listed which sports facilities fall under the different classification levels, but you haven't done so for play spaces. This would be useful to know.

All responses from surveys are provided verbatim in Appendix B.

6.3 PLANNING AND MANAGEMENT OF PLAY SPACES

Respondents were asked if they had any comments in regard to the planning and management of play spaces as the Framework proposes that play spaces will be upgraded as a whole (i.e. no individual equipment places will be added during its lifetime). This will occur at the end of the play spaces useful life and unlikely before that time. 18 Respondents provided comment:

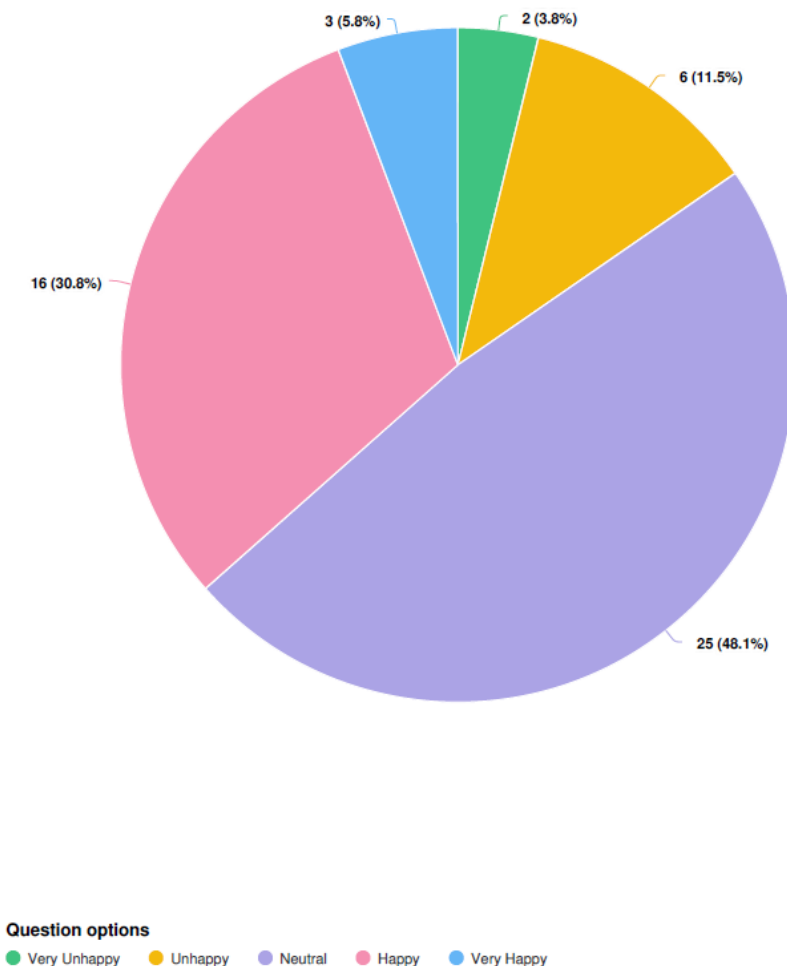
50% (n=9) of respondents providing comment were supportive of Council's proposed management of play spaces in the framework. The other 50% (n=9) of Respondents were concerned that waiting until the end of the play spaces useful life did not necessarily meet the community's needs. Further details are listed below:

- Would unsafe equipment be removed and no replacement until whole play space replaced?
- Waiting to replace whole play space does not meet needs of community
- waiting for end of life impacts community engagement and well-being
- Need to be more proactive

- problematic and contribute to obesogenic nature of children's environment
- should update as needs require
- not logical
- individual pieces should be upgraded if needed
- safety regulations and up to date appropriate play equipment and materials

6.4 OVERALL FEELING OF PLAY SPACE FRAMEWORK

Respondents were asked what their general overall feeling in regard to Play Space Framework was. This was a mandatory question with 52 responses. As presented below 36.6% (n=19) of Respondents were happy or very happy with the Framework. 48.1% (n=25) of Respondents felt neutral and 15.3% (n=8) felt unhappy or very unhappy about it.



7 EMAIL FEEDBACK – General Community and Facility Users

5 Respondents provided a response by email.

Key feedback raised via the email and phone included:

- Consider unisex/gender neutral signage at toilets
- Consider a skate park or bmx track at Lobethal Oval
- Improve connections to key bikeways like the Amy Gillet Bikeway
- Improve environment for night time exercise for residents (improve lighting)
- Consider fencing and improve gates at the Charleston, Mount Torrens and Lobethal Bushland Park play spaces to improve safety from roads, lake and other hazards.
- Consider general community members having better access to all facilities when clubs not using them. Many clubs lock facilities up and general community cannot use.

All emails and written feedback are provided in Appendix C.

8 SURVEY FEEDBACK SPORTING CLUBS AND ASSOCIATIONS

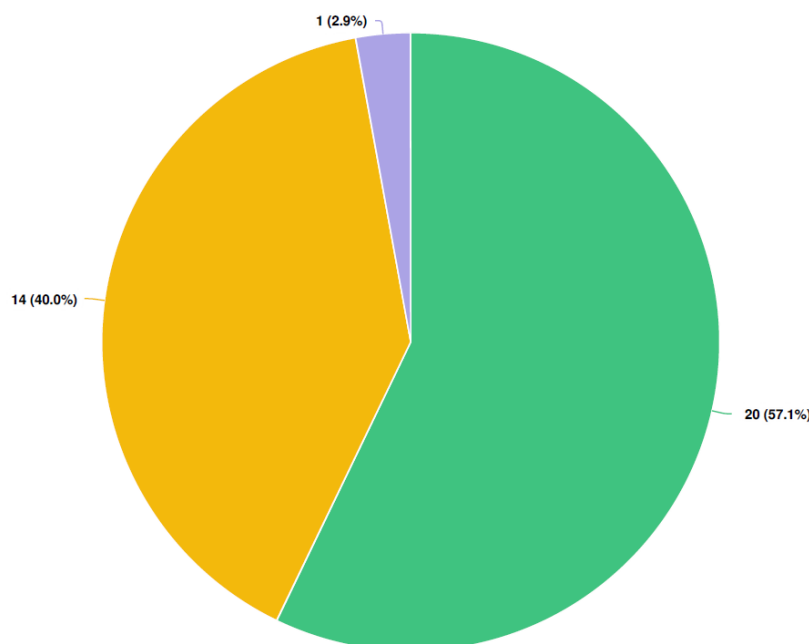
35 online and hardcopy survey responses were received as part of this consultation from clubs and associations. Analysis of each question in the survey on the draft Community and Recreation Facilities Framework is provided below.

8.1 CLUBS AND ASSOCIATIONS REPRESENTATION

Clubs and Associations submitted one survey response per club or association and were asked if their survey represented the opinion of their club. All respondents indicated that their responses were representative of the opinion of their club or association.

8.2 REVIEW OF THE COMMUNITY AND RECREATION FACILITY FRAMEWORK

Respondents were asked if they could indicate whether they had reviewed the Community and Recreation Facility Framework documents. This was a mandatory question with 35 responses. As presented below 57.1% (n=20) had a look in detail and 40% (n=14) had a quick review.



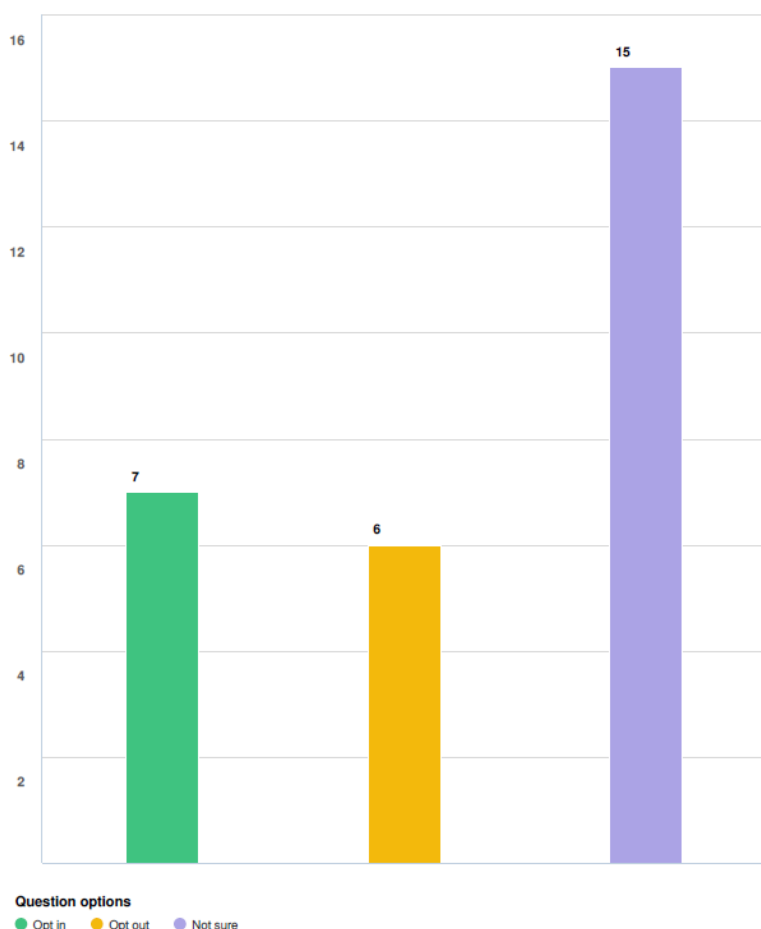
Question options

● Yes in detail ● Yes briefly ● no

8.3 TURF PLAYING SURFACES AND IRRIGATION

Respondents were asked to consider the maintenance guidelines, service levels & the 'opt in' 'opt out' models proposed and tell Council what model their club might choose? No commitment was needed and options selected could be changed. Respondents were told that at this point in time, those that 'opt out' would receive approximately 80c per square metre to maintain their playing surface.

As presented below 53.5% (n=15) of Respondents were unsure whether to 'opt in' or 'opt out'. 25% (n=7) selected that they would 'opt in' and 21.5% (n=6) selected to 'opt out'.



Respondents were then asked if they had any comments about the guidelines and service levels for turf playing surfaces and irrigation. This was not applicable to all respondents. 19 Respondents provided comment for consideration. Several comments (n=4) were generally positive and several (n=3) were generally negative. Key comment themes for consideration included in priority order:

- A degree of flexibility is required around clubs/associations who 'Opt in' and 'Opt out' for the following reasons (n=13):
 - Different seasonal needs for different clubs (Summer/winter sports or use)
 - Some clubs only use some elements of whole facilities

- Volunteer support may vary over time as will capacity to undertake commitments
 - If some responsibilities taken over by Council still need to meet sports needs (i.e. mowing prior to matches)
 - Clarity needed for different surfaces (i.e. petanque).
- Consideration where multiple groups/clubs/associations/Council use or manage same facility (n=7). In particular:
 - Timing of maintenance
 - Storage and use of resources
 - Need for a single approach to management.
- Costs factored in to Guidelines need consideration (n=6). For example:
 - Council support financially is welcome and beneficial
 - Volunteers supporting club already pay Council Rates as community members and additional costs seem unreasonable
 - Proposed costs need long-term commitments to ensure future planning and also need to factor in inflation.
- Water supply and cost related issues need consideration (n=2). For example:
 - Consider underground water allocation costs to meet service levels
 - How to manage changes in water availability if Council changes direction.
- There are some risk concerns to clubs with these guidelines and service levels (n=1).

All responses from surveys are provided verbatim in Appendix B.

8.4 ACRYLIC COURTS

Respondents were asked if they had any comments about the guidelines and service levels for acrylic courts. This was not applicable to all respondents. 14 Respondents provided comment for consideration. There were 5 generally positive comments. The remaining key comment themes for consideration included in priority order:

- Strategic and prioritised approach to facilities (n=6)
 - Council should reduce court numbers and manage themselves rather than pass to clubs to manage
 - Service level priorities against court use/need (i.e. abandoned vs heavily used courts). Some under-utilised courts may not warrant further investment.
 - Maintenance and upgrade for smaller vs larger facilities. Larger facilities may have a rolling program of repairs and upgrades
 - Council should prioritise investment
 - Policy should focus on sport/rec outcomes instead of management of facilities.
- Concerns raised around Grant Funding (n=5):
 - Grant eligibility if site owner is a school
 - Grant feasibility may not be achievable
 - Are Grant applications still required?

- Council management of grant projects causes delays
 - Further clarity for inclusions/exclusions of grant funds
- Guidelines should be in line with schools/national/state/peak body standards
- Will Council project manage regardless of ownership?
- Council should be responsible for flood event repairs
- Court cleaning included in annual maintenance.

8.5 SPORTS AMENITY

Respondents were asked if they had any comments about the guidelines and service levels for sports amenity. This was not applicable to all respondents. 17 Respondents provided comment for consideration. There were 7 generally positive comments. The remaining key comment themes for consideration included in priority order:

- Fencing queries/comments (n=5)
 - Like a white picket fence and club could maintain
 - Fencing should have Council contribution
 - Sports fencing for clubs to maintain but security fencing for Council
 - Club already upgraded fencing themselves
- Additional details requested on audit process and outcomes (n=2). It was also mentioned that Council audits could assist club disputes (n=1).
- Policy should focus on sport/rec outcomes instead of management of facilities
- Some under-utilised facilities may not warrant further investment
- Grant opportunities to fund these elements would be beneficial.

8.6 SPORTS LIGHTING

Respondents were asked if they had any comments about the guidelines and service levels for sports lighting. This was not applicable to all respondents. 20 Respondents provided comment for consideration. There were 7 generally positive comments. The remaining key comment themes for consideration included in priority order:

- Cost related comments (n=6)
 - Council contributions to costs would benefit (n=2)
 - Lobby State and Federal Government for funds of this type (n=1)
 - Under-utilised facilities may not warrant investment (n=1)
 - Is retrospect funding available? (n=1)
 - Grant funding for this would be beneficial (n=1).
- There is a real need for night lighting and their benefits to support winter sports and should be prioritised for things like courts and areas in need (n=4).
- Lighting must meet peak body standards (n=3).
- Energy efficiency important with lighting (n=1)
- Policy should focus on sport/rec outcomes instead of management of facilities (n=1).

8.7 CRICKET WICKETS AND NETS

Respondents were asked if they had any comments about the guidelines and service levels for cricket wickets and nets. This was not applicable to all respondents. 9 Respondents provided comment for consideration. There were 2 generally positive comments. The remaining key comment themes for consideration included in priority order:

- Council experience and support is deemed both valuable and beneficial (n=3)
- Current facilities do not meet peak body standards/guidelines (n=2)
- Cricket nets available and used by general community and costs should not be clubs alone (n=1)
- Need clarity RE: additional services Council envisages Club might have in relation to cricket wickets and nets (n=1)
- Consideration of a turf wicket (n=1)

8.8 AMENITY LIGHTING

Respondents were asked if they had any comments about the guidelines and service levels for amenity lighting. This was not applicable to all respondents. 16 Respondents provided comment for consideration. There were 6 generally positive comments. The remaining key comment themes for consideration included in priority order:

- Amenity lighting especially for safety should stay as Council responsibility (n=3)
- Council contribution/support welcome (n=2)
- Further amenity lighting details required e.g. what constitutes this type of lighting (n=1)
- Emergency clause for unsafe lighting supported (n=1)
- Policy should focus on sport/rec outcomes instead of management of facilities (n=1)
- Some under-utilised facilities may not warrant further investment (n=1)
- Solar lighting where possible (n=1)
- Lighting incorporated with building project (n=1).

8.9 DRIVEWAY, CARPARK, SITE DRAINAGE AND TRAFFIC MANAGEMENT

Respondents were asked if they had any comments about the guidelines and service levels for driveway, carpark, site drainage and traffic management. This was not applicable to all respondents. 22 Respondents provided comment for consideration. There were 4 generally positive comments.

The most significant feedback from 15 Respondents was in regard to Council support both financially and with management of maintenance. The additional support in the guidelines was welcome but there was also reference to this area of facilities being the responsibility of Council due to high community use which is not necessarily clubs and associations.

The remaining key comment themes for consideration included in priority order:

- Attention required at Ashton Community Memorial Hall lower car park (n=1)
- Policy should focus on sport/rec outcomes instead of management of facilities (n=1)
- Some under-utilised facilities may not warrant further investment (n=1)
- Incorporated into new development (n=1).

8.10 SIGNAGE

Respondents were asked if they had any comments about the guidelines and service levels for signage. This was not applicable to all respondents. 14 Respondents provided comment for consideration. There were 6 generally positive comments. The remaining key comment themes for consideration included in priority order:

- Ideas for signs and Council provisions/contribute (n=3)
 - Signs to state who manages facility and council to provide a standard sign
 - Sign required for safe road crossing
 - Council support for entry signage (membership and rules) would be valued
- If sponsorship signage requires council approval then do not agree (n=1)
- Heritage listed community halls should be able to apply for grants to upgrade signage (n=1)
- Current agenda item (n=1)
- Policy should focus on sport/rec outcomes instead of management of facilities (n=1)
- Some under-utilised facilities may not warrant further investment (n=1).

8.11 RECREATION AND SPORT FENCING AND GATES

Respondents were asked if they had any comments about the guidelines and service levels for recreation and sport fencing and gates. This was not applicable to all respondents. 18 Respondents provided comment for consideration. There were 7 generally positive comments. The remaining key comment themes for consideration included in priority order:

- Considerable fencing (especially external) should remain a Council responsibility (i.e. where public safety (roads/creeks) and security is an issue) (n=5)
- Further clarity required and can oval maintenance allowance (80c per sqm) go towards fencing around oval? (n=1)
- Would like picket fence (n=1)
- clubs responsible for sport fencing (n=1)
- Club negotiating safety issues with neighbour (n=1)
- Policy should focus on sport/rec outcomes instead of management of facilities (n=1)
- Some under-utilised facilities may not warrant further investment (n=1).
- Currently maintained by Volunteers (n=1).

8.12 RECREATION AND SPORTS BUILDINGS

Respondents were asked if they had any comments about the guidelines and service levels for recreation and sports buildings. This was not applicable to all respondents. 21 Respondents provided comment for consideration. There were 8 generally positive comments. The remaining list of comments are for consideration:

- Funding related (n=7):
 - Council funding support welcome and needed (n=2)
 - Urgent and high risk works via the Facility Maintenance Fund will be valued (n=1)
 - Funds via Councils Annual Business Plan will also be a good opportunity (n=1)
 - Council support club upgrades with compliance or environmental aspects (i.e. roof or solar) (n=1)
 - Clubrooms not meeting minimum requirements need to be funded by Council to get to a standard (n=1)
 - Some upgrades should be supported financially by Council to lessen maintenance costs (n=1)
 - Current granting process for upgrades onerous and significantly underfunded (n=1)
 - State, Federal and Local Government funding contributions may have discrepancies or conflicts (n=1)
 - Club buildings renewed/maintained with grant funding will remain a Council asset and require approval? (n=1)
- Buildings in disrepair need discussions with Council (n=1)
- Allocate elements of responsibility to most relevant user (where multiple clubs are using same facility) (n=1)
- Policy should focus on sport/rec outcomes instead of management of facilities (n=1)
- Some under-utilised facilities may not warrant further investment (n=1)
- Currently maintained by Volunteers (n=1)

8.13 COMMUNITY HALLS / BUILDINGS

Respondents were asked if they had any comments about the guidelines and service levels for community halls and buildings. This was not applicable to all respondents. 17 Respondents provided comment for consideration. There were 8 generally positive comments. The remaining list of comments are for consideration:

- Query support for unused or older Council buildings with limited user group revenue
- How framework replaces current agreements
- Previous lease agreement issue
- Exterior painting responsibility query?
- Policy should focus on sport/rec outcomes instead of management of facilities
- Some under-utilised facilities may not warrant further investment

- Council to provide relevant Asset Management Plans and maintenance programs relevant to clubs
- Policy should reference Heritage listed Halls as they impose greater responsibilities
- Council should compensate for higher costs of works to heritage listed buildings
- Facilities may need to be handed back to AHC if volunteer support changes

8.14 PUBLIC TOILETS

Respondents were asked if they had any comments about the guidelines and service levels for public toilets. This was not applicable to all respondents. 19 Respondents provided comment for consideration. There were 5 generally positive comments. The remaining key comment themes for consideration included in priority order:

- Council should be responsible for elements including general maintenance, cleaning, amenity lighting, sanitary waste and related power costs (n=4)
- Toilets outdated and upgrades required (n=3)
- See as a shared responsibility between Council and clubs/associations (n=2)
- Further clarity needed on what Council and community are each responsible for in regard to public toilet facilities (i.e. general public access, club only access) (n=1)
- Toilet doesn't meet definition of a public toilet at specified location (n=1)
- Lighting of building for safety not mentioned? (n=1)
- Toilets locked and club use only (n=1)
- Policy should focus on sport/rec outcomes instead of management of facilities (n=1)
- Some under-utilised facilities may not warrant further investment (n=1)

8.15 VEGETATION AND TREES

Respondents were asked if they had any comments about the guidelines and service levels for vegetation and trees. This was not applicable to all respondents. 14 Respondents provided comment for consideration. There were 6 generally positive comments. The remaining key comment themes for consideration included in priority order:

- Reconsider as the expectation and commitment from volunteers is too much due to a lack of time, resources and skills. (n=7)
- Clarity required in regard to clearing vegetation as well as other volunteer requirements. Some groups not sure how guidelines apply to them. (n=3)
- Policy should focus on sport/rec outcomes instead of management of facilities (n=1)
- Some under-utilised facilities may not warrant further investment (n=1).

8.16 WASTE MANAGEMENT

Respondents were asked if they had any comments about the guidelines and service levels for waste management. This was not applicable to all respondents. 16 Respondents

provided comment for consideration. There were 4 generally positive comments. The remaining key comment themes for consideration included in priority order:

- Clubs/associations with bin allocation and collection concerns (i.e. no bins, more bins, how bins allocated (to what user group and for what purpose if multiple groups use facility), general waste and recycling in particular as well as hard waste collection) (n=6)
- Issues with bins not being collected or emptied when they should be and challenges getting to kerbside with other options for consideration (bins at clubrooms or around grounds) (n=3)
- Policy should focus on sport/rec outcomes instead of management of facilities (n=1)
- Some under-utilised facilities may not warrant further investment (n=1)
- How much will annual service fee be and how calculated? (n=1)
- How guidelines and service levels apply to non-sports clubs (i.e. youth organisation) what are entitlements? (n=1).

8.17 INSURANCE

Respondents were asked if they had any comments about the approach to insurance. This was not applicable to all respondents. 26 Respondents provided comment for consideration. There were 9 generally positive comments. The remaining key comment themes for consideration included in priority order:

- Further clarity required as to how this will work as there are discrepancies and approach doesn't work (n=11)
- Council support will be necessary for additional insurances (i.e. building insurance) as clubs already take out some insurance (peak bodies, associations, etc which often cover indemnity, building content, etc) (n=3)
- Policy should focus on sport/rec outcomes instead of management of facilities (n=1)
- Some under-utilised facilities may not warrant further investment (n=1)
- What would be process for claiming reimbursements (n=1)
- Current system already works – no need to change (n=1).

8.18 UTILITIES

Respondents were asked if they had any comments about the guidelines and service levels for utilities. This was not applicable to all respondents. 19 Respondents provided comment for consideration. There were 12 generally positive comments. The remaining key comment themes for consideration included in priority order:

- Further clarification required on guidelines and service levels (n=3)
- Consider how to divide between multiple users of same utility (n=2)
- Council responsibility especially public lighting (n=2)

- Council grants for energy/environmental efficient solutions (n=1)
- Policy should focus on sport/rec outcomes instead of management of facilities (n=1)
- Some under-utilised facilities may not warrant further investment (n=1).

8.19 FACILITY MAINTENANCE FUND

Respondents were asked if they had any comments about the guidelines and service levels for the facility maintenance fund. This was not applicable to all respondents. 22 Respondents provided comment for consideration. There were 13 generally positive comments. The remaining key comment themes for consideration included in priority order:

- Further clarity is required (some examples include: do clubs contribute to fund, timeframe to access funds in emergency or if safety issue, audit process and outcomes (n=6)
- Need further consideration on equity and needs of clubs/associations/groups factored in. (i.e. if excess funds can it be shared between clubs?) (n=2)
- Purpose of fund should be clear (i.e. not to bail out poorly managed clubs, consider supporting clubs with overdue and expensive maintenance) (n=2)
- Ensure application is an easy process (n=1)
- Not to replace regular annual maintenance grant (n=1)
- Concerned RE: conditions for successful applicants in relation to responsibility for unexpected additional costs (n=1)
- Some under-utilised facilities may not warrant further investment (n=1).

8.20 GOVERNANCE AND VOLUNTEER MANAGEMENT

As part of Council's commitment to support Clubs and Associations, Council will require copies of each Club/Association's:

- Constitution
- Governance documentation (minutes of AGM, audited financials, evidence of insurance)
- Membership and compliance with the State Government's STARclub Program
- Membership and compliance with the State Government's STARservice program

This is to support good governance and volunteer management.

Respondents were asked what the limitations were on clubs and associations being able to provide this information annually in a timely manner. Not all Respondents felt this was applicable. 31 Respondents provided the following themed comments in priority order:

- Volunteers (availability, skills, compliance) (n=18)
- Time commitment to undertake – may need flexibility (n=12)

- Specific issues in regard to star club and star service, (i.e. need more information, where does it fit in with state bodies and with other programs like the 'Good Sports Program', would need support to use new systems) (n=16)
- Constitution and Governance documents fairly easy to provide and wouldn't necessarily change annually (n=7)
- No limitations perceived (n=5)
- Need clarity if this is for all clubs (including community owned) or only those being leased from Council (n=2)
- No requirement for audited financials (n=1)
- Question process i.e providing annual constitution (n=1)
- Council can source documents elsewhere (n=1)
- Annual reminder helpful (n=1)

Respondents were then asked if there were any incentives that would encourage clubs and associations to meet these requirements. 17 Respondents provided the following comments for consideration:

- Council provide non-financial resources/support (n=10):
 - Paid positions to undertake requirements
 - Council workshops on topic
 - Club gifts including better signage
 - Advertising to improve membership
 - Document portal for all documentation and templates
 - Association guidelines and templates for roles of committee members
- Financial incentives (also as grant funding, merchandise, gift vouchers) (n=9)
- Star Club don't have good incentives and have issues (n=2)
- 'Good Sports' offers great incentives (n=1)
- Firm deadlines (n=1)
- Volunteer recognition (n=1)
- Incentives won't negate burden of compliance (n=1)

8.21 OTHER CONCERNS

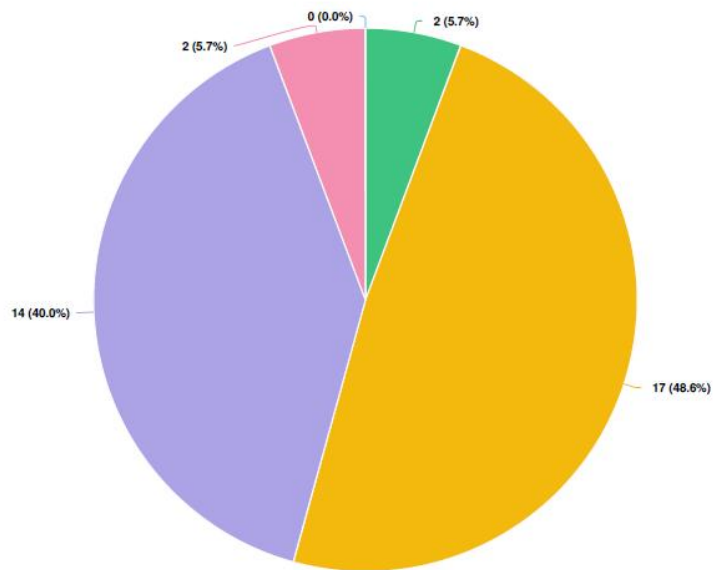
Respondents were asked if they had any key concerns or if there was something they had not already mentioned in regard to the Framework overall. 21 Respondents provided comment for consideration. There were 4 generally positive comments. The remaining key comment themes for consideration included in priority order:

- The whole framework is too much for volunteers including increased costs, time and skills. Volunteer commitments need to be recognised and supported by Council (n=7)
- For facilities with multiple clubs Council need to reduce double up of resources, ensure shared agreements are achieved, equality between users and consider annual meetings with all groups together. (n=6)

- Framework is good foundation but needs to be flexible. It's success depends on volunteer commitment and Council support (n=2)
- Additional needs include:
 - Require additional details on audit process and outcomes
 - Additional clarity around Facility Maintenance Fund - Grant Guidelines
 - Need to understand minimum standards
 - Council vs Community owned comparisons would be beneficial
 - Volunteer support packs including clear roles and responsibilities would be beneficial.
- Issues with process:
 - Could have just highlighted changes to framework for review
 - Face to face briefing opportunity with Council would have been beneficial
 - Survey design critique – some aspects didn't work well
- No commitment from Council with ongoing funding
- More time and consideration needed for community run parks and facilities to improve
- More time for consideration and preparation would have benefitted feedback response
- Current maintenance grant system required
- Assistance with just mowing and tennis court area is all that's needed
- Competitive Insurance options would be beneficial
- Committee member expectations
- No assistance from Council currently but would welcome some

8.22 OVERALL FEEL ABOUT THE FRAMEWORK

Respondents were asked what their general overall feeling in regard to the Community and Recreation Facilities Framework was. This was a mandatory question with 35 responses. As presented below 45.7% (n=16) of Respondents were happy or very happy with the Framework. 48.6% (n=17) of Respondents felt neutral and 5.7% (n=2) felt very unhappy about it.

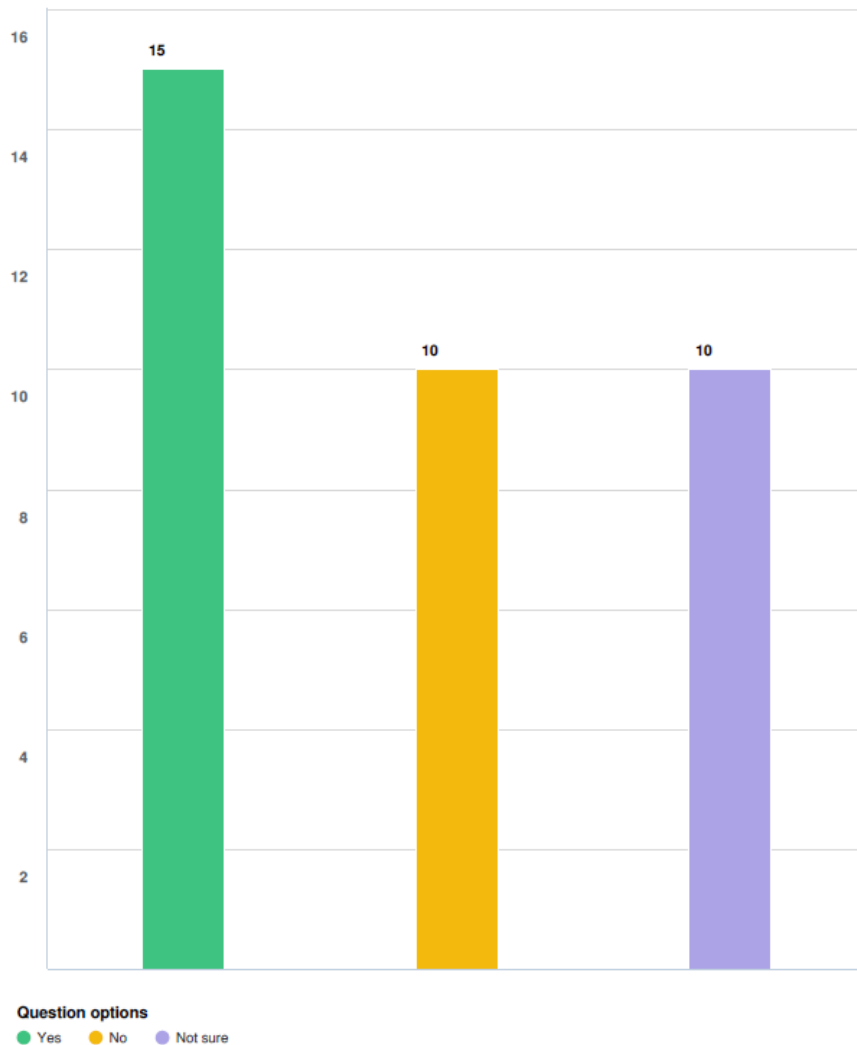


Question options

Very Unhappy Neutral Happy Very Happy Unhappy

8.23 FURTHER DISCUSSIONS REQUIRED

Respondents were asked if their club would like to discuss the draft Framework further with Council staff. This was a mandatory question with 35 responses. As presented below 42.8% (n=15) of Respondents indicated that their club would like to have further discussions with Council staff and 34.2% (n=10) were unsure.



9 FACE TO FACE MEETING OPPORTUNITY

Sporting Clubs and Associations were provided with the opportunity to have Council meet and discuss the Framework in May 2022. Eight club representatives attended.

In general, clubs had specific questions about individual impacts for their clubs and were mostly happy with the Framework.

There were four Community Hall Associations that indicated that they would like more information, these have been contacted individually and we are awaiting further feedback.

10 CONCLUSION

The vast majority of clubs and associations provided positive feedback and are supportive of the documents in their entirety.

Main question/concern themes from clubs and associations were:

- Oval maintenance
- Carpark, driveway, drainage maintenance for Community owned
- Insurance (Sports Clubs + Community Owned halls)
- Emergency Maintenance Fund clarification around process
- Water

There were no matters raised by clubs that would warrant any changes to the documents.

Council also consulted with the general community about the Framework between 1 September and 30 September, 2021. Feedback was generally positive and supportive of Framework components, particularly items like additional funding for the upgrade of courts and maintenance of ovals. There was no matters raised by community members that warranted any changes to the draft documents.

While the majority of respondents are happy with the Play Space Framework documents, some members of the community have indicated that they are not happy with the process associated with upgrading a play space (ie. they will need to wait for it to reach its end of useful left before it is upgraded).

We acknowledge that some community members will find this process and criteria frustrating if Council's level of service does not match with their request, particularly the timing of upgrades.

Staff receive a number of requests for play space upgrades to particular sites throughout the year, which we are unfortunately unable to accommodate. Considering the number of sites that are located in the Adelaide Hills Council region, the relevant hierarchy structure and funding allocated in Council's LTFP, play spaces are scheduled to be upgraded at the end of their useful life, not prior. This approach has been discussed at length with members of the Community and Recreation Facilities Framework Internal Working Group and reflects the unique nature of the Adelaide Hills and the capacity of the Council. No changes were proposed to be made to the document as a result of this feedback.

APPENDIX A – Information Provided and Feedback Form

Below is a copy of the hardcopy feedback form for the Community Members and Recreational Facility Users. The hardcopy feedback form for the Clubs and Associations is available at <https://engage.ahc.sa.gov.au/70939/widgets/349789/documents/213457>



Council have recently developed a draft Community and Recreation Facilities Framework and a Play Space Framework with input from Sporting clubs and associations, the community and other interested stakeholders. Each Framework contains key documents including:

- a Policy
- Guidelines
- Service Levels

These key documents are available at Council Libraries and Customer Service Centres or can be downloaded at engage.ahc.sa.gov.au.

The Frameworks represent the 'HOW' assets will be managed and not the 'WHEN' (timeframe or specific dates) actions will happen. They should improve the management of community facilities including halls, ovals, tennis/netball courts, playing pitches, play spaces, lawn bowls and petanque facilities, equestrian facilities with associated club and change rooms and infrastructure. They should also make it easier to work with Council when using sport, recreation and community spaces.

All feedback provided will be considered for the final draft of the Framework for presentation to Council with a view to endorse them for use operationally.

If you are a Community Member or Recreation Facility User – here's how to have your say:

Please review the Frameworks for *Community and Recreation Facilities* and / or *Play Spaces* and provide your feedback in any of the following ways:

- Preferably online at engage.ahc.sa.gov.au
- Completing the hardcopy feedback form attached
- Email to engage@ahc.sa.gov.au
- Mail to Community Engagement Coordinator, PO Box 44, Woodside SA 5244

All hardcopy feedback forms will need to be dropped back to any Customer Service Centre or Library, or via the email or mail address above.

If you are a Club or Association please note:

All clubs and associations have been sent an email inviting them to participate and have a separate feedback form. This feedback form is for community members and recreation facility users only.

Consultation closes 5pm, Thursday 30 September 2021

Adelaide Hills Council
Communications, Engagement and Events Team

Adelaide Hills Council manages over 27 ovals/pitches, 128 courts and 35 play spaces. When compared to other local government areas it can be seen that AHC has many more facilities per total population. These facilities are also spread across a large and diverse area compared to many other local government areas. Having good frameworks in place to manage these facilities sustainably into the future is essential.



Grass Oval/Pitch Supply Comparison

Council	Total Population (2016 data)	Oval / Pitch	Ratio of Oval / Pitch per Total Population
Adelaide Hills Council	40,031	27	1:1,483
City of Burnside	44,500	11	1:4,045
Mount Barker District Council	31,325	16	1:1,958
City of Onkaparinga	166,435	37	1:4,498
Barossa Council	21,806	12	1:1,817
City of Mitcham	65,692	16	1:4,106
Industry Benchmark	-	-	1:4,000



Tennis and Netball Court Supply Comparison (based on Tennis courts numbers)

Council	Total Population (2016 data)	Courts	Ratio of Courts per Total Population
Adelaide Hills Council	40,031	128	1:313
City of Burnside	44,500	59	1:754
Mount Barker District Council	31,325	49	1:639
City of Onkaparinga	166,435	163	1:1,021
Barossa Council	21,806	48	1:454
City of Mitcham	65,692	90	1:730
Industry Benchmark (Tennis)	-	-	1:1,875
Industry Benchmark (Netball)	-	-	1:3,000 - 4,000



Play Space Supply Comparison

Council	Total Population (2016 data)	Play spaces	Ratio of Play spaces per Total Population	Total Population of Children (0-14 years) (2011 data)	Ratio of Play spaces per Population of Children
Adelaide Hills Council	40,031	35	1:1,104	7,577	1:296
City of Burnside	44,500	38	1:1,158	6,705	1:176
Mount Barker District Council	31,325	33	1:949	6,514	1:197
City of Onkaparinga	166,435	235	1:708	31,120	1:132
Barossa Council	21,806	23	1:948	4,420	1:192
City of Mitcham	65,692	64	1:1,026	10,984	1:171
Industry Benchmark (Neighbourhood)			1:2,000		

Community and Recreation Facility Framework and Play Space Feedback Form

Council are interested to know if you as a community member or recreational facility user feel the Draft Frameworks have any impacts on community access to sport and recreation sites or if you feel like the frameworks support your sport and recreational pursuits.

About You

So we can understand who is providing feedback please tell us a bit about yourself, and or your family.

We would love to hear if you play organised sport in the Hills? Do you use Ovals for walking, running, dog walking or casually kicking a footy with family? Do you use a community hall for a regular activity?

1. Are you: (please select all that apply) (Required)

- ☐ AHC resident / ratepayer
- ☐ Sport and recreation facility user in the AHC area (use oval, hall, court or other facility)
- ☐ Play Space user in the AHC area
- ☐ Other (please specify) _____

2. Have you ever had any issues in the past with access to or use of community and recreation facilities or play spaces? (includes ovals, courts, play spaces, halls, etc) (Please select one option below) (Required)

- ☐ Yes
- ☐ No
- ☐ Not sure

3. If you have had issues in the past can you please explain what they were?

The next few questions are in relation to the [Community and Recreation Facilities Framework](#).

Council is adopting this new Framework to better manage facilities and to increase opportunities to invest more funding into them.

It would be great if you have reviewed the Community and Recreation Facility Framework documents to assist you in answering the next few questions. They are available for viewing at Council libraries and customer service centres or can be viewed and downloaded from engage.ahc.sa.gov.au.

4. Can you please indicate whether you have reviewed the Community and Recreation Facility Framework documents? (Please select one option below) (Required)

- ☐ Yes in detail
☐ Yes a quick review
☐ No

The Framework provides a classification hierarchy for Council owned sport and recreation sites throughout the region.

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

Hierarchy Level	General Characteristics
State/National <i>Primary catchment of South Australia attracting users and visitors from interstate and overseas.</i>	<ul style="list-style-type: none"> Provides for the highest level of sporting competition which may include International events and competitions, National League(s) and associated state and national team and squad training centre(s). Facilities also assist to promote sports and provide community access and pathway opportunities for participants. May also provide a Headquarters for State or National Sporting Organisation administration.
Regional <i>Primary catchment of local users with extended catchment across multiple local Council areas, primarily for competition and events.</i>	<ul style="list-style-type: none"> Integrates competition and recreational forms for participation and provides a broad range of sport and recreation activities and programs for a large number of participants across local and regional geographic catchments, generally beyond a single local Council area. Generating usage via sporting events and specialised (for multi-sports) venue or sport specific services is also a core role and function of regional facilities. Regional facilities are best provided at high profile sites in accessible locations with links to transport nodes and / or commercial / community centres and services.
District <i>Primary catchment area of local communities single local Council areas.</i>	<ul style="list-style-type: none"> Provides a focus for Association competition, as well as service a local catchment to provide a mix of recreational, competitive and program formats of participation. Facilities may also provide a primary function as a local finals venue or a central venue that facilitates regular competition for multiple clubs / teams.
Neighbourhood <i>Primary catchment area of local townships or single suburb areas.</i>	<ul style="list-style-type: none"> Generally, services the needs of local communities and sporting clubs for home and away fixtures, training activities and for participation programs.
Local <i>Primary catchment area usually within walking distance of most users.</i>	<ul style="list-style-type: none"> Small sites on local road networks that provide basic facilities and landscape treatments. Local facility locations are not considered suitable for larger facilities as they are generally provided in residential settings and have limited or constrained function for multiple activities and events.

You can review the classification for your local sport and recreation site over the page.

Oval / Pitch	Ownership	Classification
Aldgate Courts	Council	Neighbourhood
Aldgate Oval	Council	Neighbourhood
Ashton Oval & Courts	Council	Neighbourhood
Balhannah (Johnstone Memorial Park) Oval & Courts	Council	Neighbourhood
Basket Range Courts (Primary School)	Council	n/a
Basket Range Oval	Community	Neighbourhood
Birdwood Oval, Pitch & Courts	Community	Neighbourhood
Bradbury Pitch	Council	Neighbourhood
Bridgewater Oval & Courts	Council	Neighbourhood
Charleston Courts	Community	Neighbourhood
Cherryville Courts	Council	Local
Crafers Courts	Council	Neighbourhood
Cudlee Creek Courts	Community	Neighbourhood
Forest Range Oval & Courts	Community	Neighbourhood
Greenhill Courts	Council	Local
Gumeracha Oval & Courts	Council	Regional/Nbrhood
Heathfield Oval & Courts	Council	Regional
Houghton Oval	Community	Neighbourhood
Kersbrook Oval & Courts	Community	Neighbourhood
Lenswood Oval & Courts	Community	Neighbourhood
Lobethal Oval & Courts	Community	Neighbourhood
Montacute Courts	Council	Local
Montacute Courts	Council	Local
Mount Torrens Oval & Courts	Community	Neighbourhood
Mylor Courts	Council	Neighbourhood
Mylor Oval	Council	Neighbourhood
Paracombe Oval & Courts	Community	Neighbourhood
Piccadilly Courts	Council	Neighbourhood
Scott Creek Oval & Courts	Council	Local
Stirling Courts	Council	Neighbourhood
Stirling Oval	Council	Neighbourhood
Summertown Courts	Council / Community	
Teringie (Norman Cole Res) Courts	Council	Local
Teringie Courts	Council	Local
Upper Hermitage Courts	Council	Local
Upper Sturt Courts	Council	Neighbourhood
Uraidla Courts, Oval, Bowling	Community	Neighbourhood
Verdun Tennis Club	State Gov	n/a
Woodside Ovals, Courts, Pitch, Bowling, Pool	Council	Regional

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

5. Do you agree with the classification levels proposed for sport and recreation sites and the principles behind them?
(Please select one option below) (Required)

- ☐ Yes
☐ No
☐ Not sure

6. Do you have any comments on classification levels?

7. The Framework proposes to increase the Council funding spent on maintaining ovals and pitches to improve their condition. How do you feel about this?(Please select one option below) (Required)

- ☐ Agree
☐ Disagree
☐ Not sure
☐ Other (please specify) _____

8. Do you have any comments in regard to the increase of funding on maintaining ovals and pitches to improve their condition?

9. The Framework proposes that Council contribute towards the cost of resurfacing tennis and netball courts that are used by clubs. How do you feel about this? (Please select one option below) (required)

- ☐ Agree
☐ Disagree
☐ Not sure

10. Do you have any other comments in regard to Council contributing towards the cost of resurfacing tennis and netball courts that are used by clubs?

11. The Framework proposes that Clubs are responsible for the maintenance and upgrade of items like goals, player benches, fencing and sport lighting. How do you feel about this?
(Please select one option below) (Required)

- ☐ Agree
☐ Disagree
☐ Not sure

12. Do you have any other comments in regard to Clubs being responsible for the maintenance and upgrade of items like goals, player benches, fencing and sport lighting?

13. The Framework proposes that community hall committees will be responsible for non-structural maintenance of the hall, with structural maintenance being the responsibility of Council. How do you feel about this?
(Please select one option below) (Required)

- ☐ Agree
☐ Disagree
☐ Not sure

14. Do you have any other comments in regard to community hall committees being responsible for non-structural maintenance of the hall, with structural maintenance being the responsibility of Council?

15. What is your general overall feeling in regard to the Community and Recreation Facilities Framework?(Required)

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

These next few questions are in relation to the [Play Space Framework](#).

Council is adopting this new Framework to better manage play spaces and to increase opportunities to invest more funding into them.

It would be great if you have reviewed the Play Space Framework documents to assist you in answering the next few questions. They are available for viewing at Council libraries and customer service centres or can be viewed and downloaded from engage.ahc.sa.gov.au.

16. Can you please indicate whether you have reviewed the Play Space Framework documents?

(Please select one option below) (Required)

- ☐ Yes in detail
- ☐ Yes a quick review
- ☐ No

The Framework provides a classification hierarchy for play spaces throughout the region.

"Classification" categorises play spaces from local to regional / district levels to indicate user catchments, guide equitable distribution and standards for the provision of play spaces. These classifications are presented below:

Classification	Definition	General Characteristics
Regional District	<ul style="list-style-type: none"> A large, well developed space with a diversity of play opportunities. The space should be large enough to enable different activities and users to occur simultaneously. Attracts users from a substantial part of the Council area and beyond. Located central to the catchment to maximise accessibility, in a location that has a natural, social or cultural feature. A destination where visits are usually planned in advance and users stay for a long period of time. The site should consider accessibility for all. Be responsive to natural site features and assist to preserve local biodiversity and natural area values. Be serviced by public transport routes. The catchment zone of these sites is to be determined, but must reflect the large scale size of the space. 	<p><i>All characteristics from a local and neighbourhood play space plus:</i></p> <ul style="list-style-type: none"> Car parking Toilet BBQ Art elements Hard court surface and associated equipment if space permits
Neighbourhood	<ul style="list-style-type: none"> Extensive play opportunities with a number of play elements. Visited by people from a town catchment. A site where users can stay for a median length of time. The catchment zone of these sites is to be determined, but must reflect the medium scale size of the space. 	<p><i>All characteristics from a local play space plus:</i></p> <ul style="list-style-type: none"> Existing toilet and BBQ Shelter Picnic settings Drinking water Mounded grass Bike racks
Local	<ul style="list-style-type: none"> Area intended for local play, often equipment based Visited by people who live nearby, usually by foot for a short period of time. Catchment zone to be determined, but must reflect the small scale size of the space. 	<ul style="list-style-type: none"> Play equipment Shade Lighting Seating Paved path Rubbish bin Grassed open space Vegetation/planting Accessible, safe pedestrian and cycling connections Support good passive surveillance

You can review the classification for individual play spaces below:

Play Space Site	Land Owner	Classification
AL Vincent Reserve, Bridgewater	Council	Local
Aldgate RSL, Aldgate	RSL	Local
Balhannah BMX	Council	Neighbourhood
Basket Range Primary School, Basket Range	Council	n/a
Birdwood Oval, Birdwood	Community	Local
Bradwood Park, Bradbury	Council	Local
Bushland Park, Lobethal	Council	Nhood/Regional
Charleston BMX	Community	Local
Charleston Centennial Park, Charleston	Community	Local
Cherryville Community Hall, Cherryville	Council	Local
Coach House Road Reserve, Teringie	Council	Local
Cudlee Creek Soldiers Memorial Hall, Cudlee Ck	Community	Local
Federation Park, Gumeracha	Council	Regional
Gumeracha Skate Park	Council	Regional
Johnston Memorial Park, Balhannah	Council	Neighbourhood
Johnston Memorial Park, Balhannah (Ex Equip)	Council	Neighbourhood
Kersbrook Hall, Kersbrook	Community	Local
Kersbrook Oval, Kersbrook	Community	Local
Lenswood Memorial Park, Lenswood	Community	Local
Lesley Crescent Reserve, Crafers	Council	Local
Lions Park, Bridgewater	Council	Neighbourhood
Lobethal Recreation Ground, Lobethal	Council	Neighbourhood
Mount Torrens Oval, Mount Torrens	Community	Local
Mylor Primary School, Mylor	Council	n/a
Norman Cole Reserve, Teringie	Council	Local
Norton Summit (Exercise Equipment)	Council	Local
Oakbank Kindergarten	Dept. of Edu.	n/a
Paracombe Hall, Paracombe	Community	Local
Piccadilly Recreation Ground, Piccadilly	Council	Local
Pomona Road BMX, Stirling	Council	Local
Rotary Park, Lobethal	Council	Local
Scott Creek Oval, Scott Creek	Council	Local
Sherry Park, Mylor	Council	Neighbourhood
Stacey Street Reserve, Crafers	Council	Local
Steamroller Park, Stirling	Council	Regional
Tregarthen Reserve, Summertown	Community	Local/Nbrhood
Tregarthen Reserve, Summertown (Ex Equip)	Community	Local/Nbrhood
Uraidla Reserve, Uraidla	Council	Local
Woodside BMX	DIT	Regional
Woodside Recreation Ground, Woodside	Council	Regional
Woodside Skate Ramp, Woodside	Council	Regional
Yarrabee Road Reserve, Greenhill	Council	Local

17. Do you agree with the classification levels proposed for play spaces and the principles behind them?
(Please select one option below) (Required)

- ☐ Yes
☐ No
☐ Not sure

18. Do you have any comments on classification levels?

Council has a significant number of play spaces to maintain and upgrade, which comes at a substantial cost.

The Play Space Framework proposes that Play Spaces will be upgraded as a whole (i.e. no individual equipment pieces will be added during its lifetime). This will occur at the end of the play spaces useful life and unlikely before that time.

This level of planning and management allows spaces to be appropriately upgraded, with sufficient budgets.

19. Do you have any comments about this level of planning and management for play spaces?

20. What is your general overall feeling in regard to the Play Space Framework?
(Please select one option below) (Required)

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

21. If you would like to be kept in the loop with the outcomes of this consultation please provide your email address below:

Thank You for taking the time to provide your feedback 😊

APPENDIX B – Verbatim Comments

Below are the verbatim comments from the community members and recreational facility users. Sports clubs and associations verbatim comments are in a separate report.

Question: If you have had issues in the past can you please explain what they were?	
No.	Contribution
1	Midhills tennis and netball courts unavailable to the public.
2	Just some feedback on the Balhannah dog park - it is an absolutely lovely dog park and the dogs (and owners) love it once you are inside. But that long entrance "tunnel" is really a problem with dogs crossing paths. Yes, dogs are on lead at that time, but we have had several occasions where we were entering or exiting and another owner came the other way with a really aggressive dog - there is not enough space to keep the dogs apart at all. And you cannot see the other end once you enter that entry passage - so you can't even wait for it to be clear. Maybe it could be a solution to use that as an entry to a car parking area with the dog park starting from there.
3	Lack of hall for community gatherings over 50 in Stirling.
4	Access for disabled is poor at playgrounds. Some can not be accessed easily by wheelers or wheel chairs. Bark chips and concrete edging is different to navigate.
5	Parking can be an issue at the Bridgewater netball courts when more than one team is playing
6	car parking
7	Bridgewater Netball courts. My daughter who plays for Bridgewater had to use Picadilly as their home court due to the state our courts are in. Hence they never got the club vibe as they never played home games
8	Members of the Torrens valley community centre advising activities were cancelled. There was no prior email or advice sent out and when we turned to the session that did not require a booking we were told they discussed it amounts themselves to cancel it. Other times we have called to book in sessions for dungeons and dragons and the lady on the end of the phone had no idea what we were talking about and could not take a booking and did not call us back as she said she would once she found out more information about the session we were booking for. Other sessions we have booked for have been cancelled due to no enough people. We home school and would love to use your facility for our children much more during the day but with things being cancelled with no notice we can't access the program.
9	Tennis courts are rarely available to be used by the general public, and should be made freely available to all ratepayers in a similar manner to ovals (e.g. outside of competition and club training times)
10	Difficult management committees
11	Community access to quality netball courts in STirling / Aldgate / Mylor area has been restrictive over last 5 years. Maintenance of courts has been inadequate resulting in both supply and quality / safety issues
12	Oval not up to standard to play the game (cricket). Feedback given to council and not acted upon. Very hard to communicate with and find a solution
13	Access to training facilities during sever wet weather to be able to train indoors and not have to ruin ovals during this time ,and to save councils extra work to keep these facilities up to a useable standard.
14	Mixed messages over the use of Bridgewater Tennis Courts

15	Access to community courts on weekends, locked up. Access to ovals due to incorrect engineering resulting in poor drainage and ovals shut due to excessive muddiness
16	Women's sporting facilities are inadequate and under funded
17	The recreation facilities now available at Piccadilly netball courts are a welcome improvement from that building that has existed for too many years, attracts vermin, is not weather proof and open to vandalism. Supposedly it is an AHC Asset. The carparking area could be improved and the oval is a bog in winter. Council should consider drainage improvements or bitumising the space for parking.
18	Use of kitchen in Woodside institute And lack of appliance upkeep. CWA porch needing maintenance.
19	Inappropriate activities in Mylor parklands for constructing bike tracks, including earthworks and damaging of vegetation. In return for this vandalism, those responsible are being rewarded with a proposed bike track in Sherry Park which presumably will be funded by my rates.
20	n/a
21	Difficulty in making our oval suitable for play and keeping it that way through watering, top dressing and fertilising. It comes down the advancing ages of the scarce volunteers and the ability to generate income.

Question: Do you have any comments on classification levels?

No.	Contribution
1	Unable to access documents "access timed out" response despite no extra time taken.
2	If these are consistent throughout the state and therefore consistent with other Council's then they make a lot of sense. AHC has a lot of smaller neighbourhood sites, it seems very bottom heavy, which might make it easier for Council to manage given they are almost all the same level.
3	One assumes Council has a say in all levels
4	A lot of the facilities in the AHC zone are counted but are in poor state of repair
5	It would be good to see some fluidity between classifications in the case that it is necessary to provide the community with necessary recreational benefit where risk is low. Flexibility in the classification system in some cases would be beneficial.
6	Our Oval at Mylor has been classified by the AHC as a Neighbourhood Oval. According to your description the Oval services the needs of local communities and sporting clubs for home and away fixtures, training activities and for participation programs. We have been told we can't have sports on the Oval as the Clubroom there is unsuitable. A Master Plan to have a new clubroom built was vetoed by the AHC. Our Community is not happy that your description says it is for sports, but we can't build a suitable clubroom. Our Community needs the sports to keep the Oval and Community functioning. I'm afraid you are just killing the Township by vetoing the Clubrooms.
7	Maybe that the clubs can have an input into their classification
8	I assume that the hierarchy level also determines how much Council attention and funding the site receives
9	Yes. There is a lot of overlap. Encouraging those outside the council area to benefit from facilities provided by AHC and paid for by ratepayers seems mad ...and how will anyone know what is classified as state, regional or local?
10	No
11	I'm not sure I understand them properly. It's a little confusing
12	No
13	A longer period of time needs to be given to allow comment on these documents

Question: Do you have any comments in regard to the increase of funding on maintaining ovals and pitches to improve their condition?

No.	Contribution
1	Woodside Recreation Grounds needs a Master Plan that integrates club rooms into a single community facility and traffic management and access to the grounds needs to be overhauled to stop traffic intermingling with pedestrians and facilities.
2	I can only imagine that it would make a huge difference. I visit the Stirling oval very often - sometimes for recreation, other times walking through there to the bus or home. I find the amount of litter on and around the oval actually unacceptable. I realise some of it might be from the Foodland rubbish bins, but is certainly is not a good look for visitors.
3	Given the number of ovals I would hope council has looked at the option of selling any that are not used frequently by the community or where facilities could be combined with others nearby.
4	This appears to be the first time ever that Council is looking at this from a regional point of view (the big Adelaide Hills Council area picture), i just hope everyone realises what this means in terms of cost and that the funds can be found to do it.
5	Not only are these facilities used for sport and rec, but as Bushfire Safer/Last Resorts and therefore increased funding is justifiable.
6	Adequate facilities and parking for disabled please
7	Drainage seems to be a constant issue
8	forget football, support netball
9	The Condition of the Ovals and pitches is fine - the courts are where the issues are. Heathfield Netball Courts can not be used if there is even a drop of rain as they are too slippery and the Stirling Tennis courts are in a poor state of repair compared to neighbouring councils. The redevelopment of the Stirling courts that was shelved due to selfish interests must be bought back to the top of the Agenda.
10	As above
11	Needs to be on how much each facility is used, the more used more maintenance supplied If only used in winter or by 1 club or not multi use less is done
12	This needs to occur to enable the safe and practical use of the facility to game standard
13	I believe, as does our Community, that funding needs to be increased where maintaining them is concerned. Our Playground is in dire need of upgrading as well as cricket pitches. The Oval itself has drainage issues that need addressing so that the Oval can be fully used in winter.
14	Mostly used by men
15	I think this is a great idea
16	Ovals in the Hills do not fair well in winter leading to boggy conditions which can be unsafe to participants. Relocation of games from the Aldgate Oval to Heathfield HS oval was very common when my son was playing soccer. At times games were even forfeited because of the state of the ovals which is not conducive to active lifestyles or encouraging participation.
17	I feel that the community owned / managed sites should be given more funding to help maintain these sites - as generally these are run / maintained by volunteers with very limited ability to raise funds.
18	Yes! Too much focus on sporting facilities when your own statistics show we are already oversupplied with such facilities. No mention anywhere of funding for other recreational activities eg, art, music, landcare etc. Those of us who do not have anything to do with organised sport or sporting clubs will gain no benefit from this use of our rates money.

19	If the oval or pitch is unrepairable, the money to replace should be made over a 2 year period
20	Hopefully this funding isn't being taken from another needed area
21	I would like to see alot of my local areas taken better care of. My local one is often neglected where as the one a few blocks away is well cared for. I was told this was due to funding. So hopefully with more funding, more local parks and ovals can have better maintenance.
22	We feel very strongly that our community Oval requires increased funding for its maintenance into the future.
23	There is a grey area that pivots on the boundary between community standard and sporting standard when it comes to responsibility opt in/opt out.
24	As stated above only in the question of equity
25	Has council spoken in detail to the oval management on how all this is going to work.

Question: Do you have any other comments in regard to Clubs being responsible for the maintenance and upgrade of items like goals, player benches, fencing and sport lighting?

No.	Contribution
1	If the facilities are open for public use Council should undertake maintenance.
2	It seems reasonable to me to expect clubs to care for non-fixed items.
3	It makes sense that clubs look after things that are directly related to what they are doing (playing sport)
4	I think fencing is a bit of a stretch as this is truly property infrastructure and not 'playing' infrastructure. ie the fencing of the property and therefore the owner, the Council should pay.
5	Depends what condition these things are to start with but sounds reasonable if they are in good condition to start with.
6	Needs to be a shared responsibility as the Clubs are adding to assets owned by the council
7	Grants would be great. I know there is significant cost to upgrading and / or installing such infrastructure pushing the cost of sporting for families with many children out of their financial reach.
8	Maybe it should be a co-payment
9	Some small clubs may find this difficult
10	Should probably be a co - funded activity - as sports clubs are funded by 'fund raising' from your tax / rate payers anyway
11	Most sporting clubs have volunteers that work tirelessly for all those extra resources and also apply for grants from local , state & federal which are greatly appreciated but the maintenance of such need s to be met by councils.
12	Again...it is hard for smaller communities to fund large outlays, especially lighting and fencing. I don't get the logic behind any of it.
13	Yes clubs should take responsibility for these as they know what they need for player safety and amenity over bureaucratic council thought processes. Lighting should be directed to state level requirements even federal level to provide safe lumens for all people exercising at night.
14	Depending on the circumstance, major upgrades of fencing and lighting could be expensive and require Council support.
15	I agree most of these works should be the clubs responsibility, however some large ticket items - eg lighting upgrades - may need financial support to be achievable.
16	Their choice what they spend their subs on
17	Yes, this should be the responsibility of the Club.
18	clubs have to be responsible for things to ensure respect and care of their facilities.
19	My local park has a cricket pitch and but absolutely no lighting. It would be nice to see one or two lights at night so it isn't so scary to walk past.
20	We do agree but there must be opportunities for Council grants (as there currently are) to subsidise these expenses.
21	Clubs do working bees and always seem to be fundraising to fix and upgrade facilities, placing more financial pressure on patrons. Could financial support be provided to assist where this is to meet minimum safety or quality standards.

22	No
23	There is an economy of scale that is achieved by large successful clubs whose subsequent budgets are greater and more able to meet the costs as proposed. I assume grants maybe available for specific items for other clubs? In the main I think the proposal is appropriate.
24	Fencing around a sporting facility should be council responsibility

Question: Do you have any other comments in regard to community hall committees being responsible for non-structural maintenance of the hall, with structural maintenance being the responsibility of Council?

No.	Contribution
1	Some financial input from clubs to support maintenance is essential.
2	This seems fair and makes sense when you think of the contribution these committees are required to pay to Council (\$1 in most cases right?).
3	No comment
4	I suspect there will be overlap as this doesn't specify what. Maybe provide some examples of what Council and Committees would pay for.
5	If they are in good condition to start with sounds ok
6	Shared responsibility
7	I think flexibility around this would be good. A joint ownership type deal. We are all users and rate payers. Perhaps a council member could sit on the committee to represent the council's position and be present. Especially as a joint owner as such of the property being used.
8	I feel that if it is Council owned, then Council should have the bulk of the responsibility in regards to maintenance. Especially in smaller communities, it is very difficult to raise funds necessary to maintain the basic standard.
9	Why should a community hall committee take responsibility for a council owned building and its structural maintenance?
10	Where does the funding come from and what recourse do users have if committee don't do their job.?
11	Again, not unreasonable, but major upgrades/maintenance would require Council support.
12	I agree as again, from personal experience local community halls are generally run / maintained by local volunteers who may not have the ability to complete the large scale maintenance tasks, and also have very limited resources to raise funds for big projects.
13	Where will the funding come from for such maintenance? These committees are all voluntary. They do not benefit from subscriptions like sporting clubs.
14	Yes, I agree with this.
15	No
16	As the user of a local Hall the difficulty I have with this is the definition of "non-structural maintenance"? Would that include painting, floor coverings, toilets, kitchen equipment. The Hall we use is currently quite old and in need of updating in all these areas, would these issues be addressed prior to the new guidelines being implemented or would they fall in part to us through the Hall committee?

Question: Do you have any comments on classification levels?

No.	Contribution
1	Again access denied. It may be that access from an iPad is not catered for, this would be a problem.
2	Need review timetables
3	Play spaces in small towns need more attention in the areas of capturing the community across the lifespan. Little children up to adults. Often there are many children with nothing to do on weekends because the play space is not engaging enough. It's would be great to see a space where people can come together more often and it engages people to want to return. Especially in winter when people need to move more. This would support looking after the mental health of our communities especially small towns where it is needed more and where there are much less resources available locally compared to bigger town.
4	AHC Classification of a Neighbourhood Play Space seems a lot different to what we have at Sherry Park. It is not to the standard that you envisage when you read the description. I also know we have been trying to get it upgraded for years...but nothing ever happens.
5	Yes. Again there is overlap and it is not clear how for example state play areas would be designated any differently from local play areas
6	No
7	It's still confusing
8	You have listed which sports facilities fall under the different classification levels, but you haven't done so for play spaces. This would be useful to know.
9	No

Question: Council has a significant number of play spaces to maintain and upgrade, which comes at a substantial cost. The Play Space Framework proposes that Play Spaces will be upgraded as a whole (i.e. no individual equipment pieces will be added during its lifetime). This will occur at the end of the play spaces useful life and unlikely before that time. This level of planning and management allows spaces to be appropriately upgraded, with sufficient budgets. Do you have any comments about this level of planning and management for play spaces?

No.	Contribution
1	Agree with approach. What about areas not currently maintained or useful for community use e.g. open spaces on Jacaranda Drive in Woodside?
2	I am assuming that if a piece of equipment needs replacing because it is unsafe it would then just be removed and not replaced until the play space is up for a whole upgrade?
3	There is no description of the term " end of the play spaces useful life" - How do you know what is its end of life? - Also need to consider renewal in upcoming areas. Eg Mylor - has a recreational area (oval), bike track coming, however the playground is outdated and would fit in with a renewal considering its a pass through town from other visitors. These visitors are spending time in the area thus an update would seem appropriate to bring it up to blending of the areas space.
4	Waiting to replace a whole play space does not meet the needs of the community. I understand it would be cheaper and the logistics of replacing playgrounds is in one hit is easier but waiting until the end of the life time before adding something has a large impact on community engagement and well-being. Let us all including council be more proactive in this space for everyone.
5	Problematic. Likely to contribute to the increasingly obesogenic nature of children's environment.
6	Ok
7	All Play spaces should be updated as the needs require.
8	That is all well and good...even understandable, but it would appear that AHC has a very different idea to the Community as to what is a serviceable Play Space. The one at the Mylor Primary School is much better...but that has a n/a classification, which I assume is not applicable. I just don't get the logic behind any of it.
9	No if an individual equipment piece needs removal or upgrade then it needs to happen
10	Sounds like a good plan
11	I think this is a great idea
12	OK
13	Upgrades need to be planned. Most small playgrounds are perfectly acceptable however may not meet current safety standards - yet there is nothing wrong with them. Would not like to see small playgrounds (such as Stacey Street, Crafers) no longer supported and decommissioned entirely because of the cost of upgrading.
14	As long as this keeps up with safety regulations and the latest information about appropriate play equipment and materials
15	No, this sound fine.
16	Find it frustrating when dog owners don't pick up their dog mess.

17	This sounds sensible
18	If landscaping maintenance is insufficient the spaces will lose their appeal. Grass cutting and new tree care are an example of this.

APPENDIX C – EMAILS AND WRITTEN FEEDBACK

General Community

Email Feedback 1:

Dear Council,

I have recently learned that the public bathrooms at the Bridgewater Oval are under reconstruction for improvement. I am also aware that the council has asked for feedback on the development more generally of sporting facilities going forward. As such I am addressing this email in response to this request for feedback, but I would also like it to come to the attention of the person in charge specifically of the Bridgewater oval toilet block upgrades.

Firstly, as a resident of Bridgewater, that is excellent.

However, at the Bridgewater oval site there is an image of how the bathroom frontage is proposed to look like.

I am wondering if you have considered transgender and gender diverse issues in this development, and if not I encourage you to do so. It would be so wonderful to see the hills leading the charge, being progressive and inclusive in ways that is actually generally standard in many developed nations around the world now (I have been living in Canada for 10 years and gender inclusiveness is certainly more broadly discussed and acted upon than here in Australia).

You may find the following links helpful:

<https://www.transhub.org.au/allies/bathrooms>

Please see also the recommendations in this 2019 Australian Human Rights Commission report around gender diversity inclusiveness in sports, especially at Chapter 5.5 under Facilities. The example provided in this illustration is an upgrade of a toilet block where there was not funding to start from scratch - the solution was simply to make each of the stalls unisex/gender neutral.

https://humanrights.gov.au/sites/default/files/document/publication/ahrc_transgender_and_gender_diverse_guidelines_2019.pdf

Thank you for your time reading this. I know this may be a bit late in the game but I truly believe it will be worth taking a bit longer to do the redevelopment in an inclusive way.

It was the glaring huge traditional male/female signage proposed that drew my attention to this issue. This is really a very outdated way to build and outdated signage to have.

Kind regards,

Email Feedback 2:

For many of years now the kids have made bike jumps in the forest near the oval, since fires came through trees have been knocked down and the jumps have been destroyed,

If U don't want the kids riding there bikes through the streets I suggest you put a skate park or bmx track at the lobethal oval, I understand we have a skate park at gumeracha and a bike track at Charleston and woodside but none of these are easy access for the kids of lobethal as there is no Bikeway meeting up to the Amy Gillet for them,

Please help..

Otherwise would love a footpath that kids could safely ride there bikes down woodside rd to the Amy Gillet

Email Feedback 3:

Yes please make it easier for Hills residents to walk/exercise at night Increasing access to ovals etc. Stirling is very, very scary and dark at night. More inner CBD street or tree decorative lighting will encourage more people to exercise, walking and general activity. Stirling really dies after dark as the inner village streets lack lighting amenity. The innovative and beautiful tree lighting on the main village street needs to be expanded and/or street lamps to encourage more locals and visitors to venture on outings.

We live in Stirling and it is very hard to walk around at night (without a torch). Without much better street lighting it is a barrier for locals and tourists. It would be good for local business/restaurants to have more lighting (even via solar) to encourage more inner village fill and general street walking. The Stirling Oval needs more lighting and main inner streets around the Stirling village.

Yours Sincerely

Email Feedback 4:

Hi Vanessa,

Thank you again for your phone call and follow up on my prior attempts to provide information regarding Charleston Play ground (CP).

I originally responded to AHC request for feedback specific to the CP redevelopment. I visit this play space regularly with children and have ongoing concerns regarding the fencing of the area.

The fence along Onkaparinga Valley Road has some quite large gaps in several places between the fence and ground, mainly where soil has eroded over time. Children can easily fit under but adults can't and going over the fence is also difficult allowing a child to access the busy road before an adult can intercept them. These gaps can be fairly easily reduced with some boarding and backfilling.

A further risk exists whereby children can access Newman Road via the main pedestrian access gate. This is currently a low height chain link non closing gate with two way catch at below adult waist height. As people come and go through the gate it is left open and as the playspace is between the adult seating area and the road. While driving past I have observed several pre school children out on the carpark footpath with a panicked parent realizing they were no longer in the play space. The pre 2 yr old child was already approx. 10metres down the path into car park spaces that were empty allowing direct access to the road.

When visiting CP I have to diligently watch that gate and keep closing it when others come and go. At a minimum, the fitting of an auto closing gate with a higher pull opener such as the one in use on the

Lobethal Oval play space would greatly reduce the risk of small children accidentally accessing the road and would not be too expensive a solution.

'Children' road signs on Newman Road may or may not be in place but would remind drivers of children especially as so many are present when the school buses drop picks up/dropsoff students. The new carpark landscaping looks 'lovely' but makes visibility and parking more difficult than the previous wide open gravel parking area.

I have also had to recently secure the vehicle access gate which was open on my last visit last, possibly left unlocked after works on the new play space were completed. No lock was available so the gate could easily be opened again by children.

The new play space at Mt. Torrens is also unfenced and ungated however traffic is limited to the few houses only, on a no through road, so catching children who access the road area when they should not is nowhere near as dangerous as at CP.

A final concern is for the new junior play space at Bushland Park – plan attached. The site between the meeting room building and the existing BBQ shelter/picnic table is much greater than the perspective given in this plan and the slope to the lake edge is also much steeper than the impression given in the plan. The Community Reference Group, where I was a participant, met in consultation over the Bushland Park Development plan, discussed at a minimum the placement of a barrier fence along the waters edge between the junior play space and the lake to restrict or at least slow down access to the water edge/slope (water level can vary considerably across the year) by curious small children. Victor Harbor foreshore has a new play space with the junior play space fenced appropriately and the senior playspace open (Photos attached).

I may seem like I am a bit overbearing with my fencing concerns, I guess it comes from a long history of risk management in a school setting where I carried out the OHS audits on a number of different play spaces including nature play environments for many years.

Kind Regards,





Email Feedback 5:

Hi Vanessa,

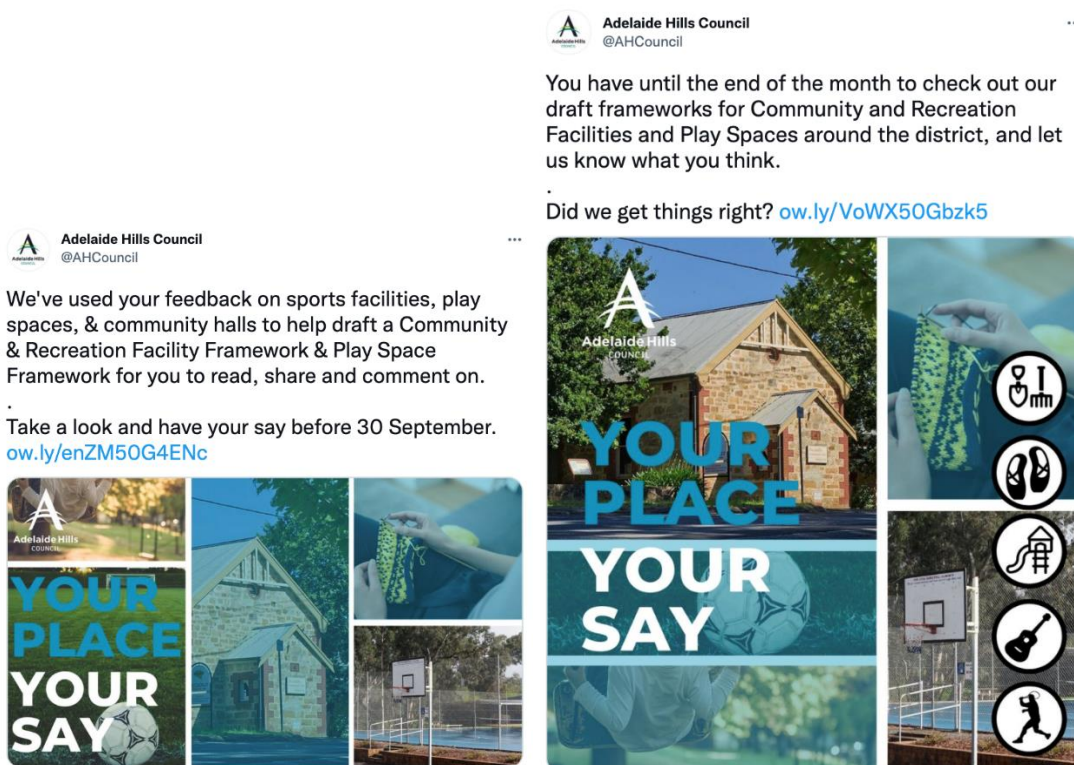
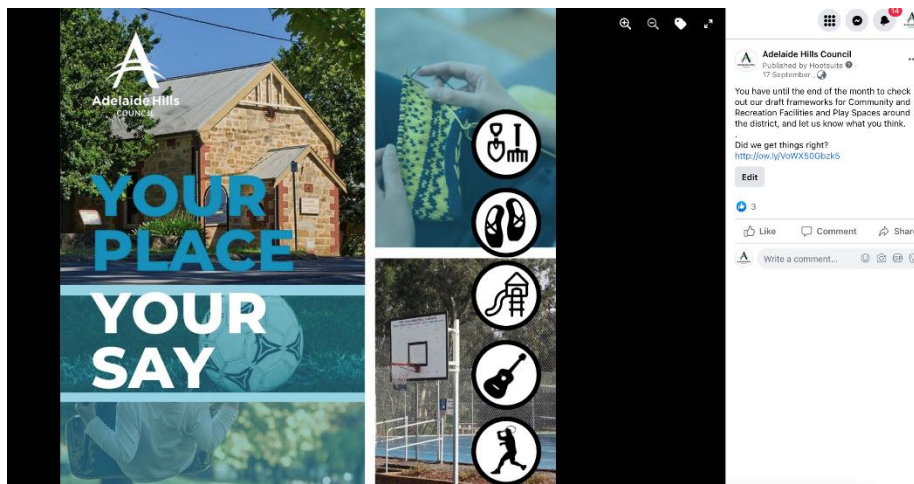
Sorry, I've been caught up in school holidays and only remembered to come back to this about 12 hours too late for the community survey 😊

If it's possible to just slide a comment in - I fully support the Council's proposition to maintain sports facilities' surfaces (tennis, netball courts etc), but only on the proviso that general community members have better access to the facilities when the clubs aren't using them. For example, the Mylor tennis club currently locks the courts up like Fort Knox so our little family of young boys looking to see what sport they are interested in apparently have to join the club to be able to have a casual hit when the courts are free. That's ludicrous now but would be downright unfair if ratepayers were footing a substantial part of the maintenance bill for the facility.

Cheers,

APPENDIX D – FACE TO FACE MEETING

APPENDIX E – SOCIAL MEDIA





It's not too late to check out our draft frameworks for management of community and recreation facilities and play spaces around the district and have your say!

Let us know if we've missed anything by providing your feedback. Consultation closes tomorrow
ow.ly/VoWX50Gbzk5



It's not too late to have your say on our draft frameworks for management of community and recreation facilities and play spaces around the district.

Have we missed anything? We can't wait to help you make your ideas a reality for your community, but hurry – feedback closes tomorrow! ow.ly/VoWX50Gbzk5



See insights

Boost post

2

2 comments 1 share



Published by JP Williams · 6 October at 16:38 ·

You have until October 26 to have your say on a proposed water bore lease at Kersbrook Soldiers Memorial Park.

Submit your feedback by October 26 bit.ly/2YrONAB.



**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 23 August 2022
AGENDA BUSINESS ITEM**

Item: 12.7

Responsible Officer: David Collins
Manager Strategic Assets
Infrastructure and Operations

Subject: Draft Asset Management Plan - Community Wastewater Management System 2023 – 2032 for public consultation

For: Decision

SUMMARY

To seek approval by Council to undertake consultation on the *Draft Asset Management Plan - Community Wastewater Management System 2023 - 2032 "AMP"*.

Following an extensive review of the Community Wastewater Management System (CWMS) and the ongoing ownership and management by Council, it was determined by Council in January 2021 to retain these assets in public ownership by Council.

This AMP reflects the ongoing commitment and required investment to delivering the wastewater services to the communities of Kersbrook, Birdwood, Mount Torrens, Charleston, Woodside, Verdun and Golf Links Road in Stirling.

RECOMMENDATION

Council resolves:

1. That the report be received and noted
 2. That Council approve the *Draft Asset Management Plan Community Wastewater Management System 2023 - 2032* as contained in *Appendix 1* for community consultation.
 3. That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the *Draft Asset Management Plan Community Wastewater Management System 2023 - 2032* prior to the consultation commencement.
-

1. BACKGROUND

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

The Council Infrastructure and Asset Management Plans that are considered part of the Strategic Management Plans of Council include.

- Roads – Adopted February 2021
- Footpaths– Adopted February 2021
- Kerb– Adopted February 2021
- Bridges – Adopted February 2022
- Drainage & Stormwater – initial data validation complete and flood studies on Aldgate Creek and the township of Balhannah will inform the AMP
- CWMS Infrastructure – Draft currently under consideration (This report)
- Buildings – External Condition audit currently underway that will be the basis for the updated AMP.
- Community Facilities (Playgrounds) – draft for Playgrounds being developed in 2022/23

Council is using the Institute of Public Works Engineering Australia (IPWEA) NAMS+ template models for AMP planning. As new data becomes available, the models are updated to keep them current. These implications are considered in the annual review of the *Long Term Financial Plan* “LTFP”.

Council continues to update, validate, and refine its asset data within the Confirm Enterprise Asset Management System. The base dataset has undergone a noticeable transformation in the past 4 years to a point where the confidence in the dataset is high. This is ultimately reflected in a higher level of confidence by Council in the associated asset management planning and plans prepared.

In January 2021, Council determined to retain ownership and management of the CWMS Infrastructure following process undertaken to consider sale of the assets to the open market.

18.2.1 CWMS Review – Confidential Item

Moved Cr Leith Mudge
S/- Cr Chris Grant

21/21

Council resolves that:

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

Carried Unanimously

This Draft Asset Management Plan Community Waste Management System 2023-2032 (AMP) reflects the new management structure and on-going investment in proactive maintenance and renewal of this critical community service.

The Draft Asset Management Plan Community Waste Management System 2023-2032 was considered at the 15 August 2022 Audit Committee Meeting. The Audit Committee resolved as follows (NB: Audit Committee Minutes are not confirmed at this time):

8. OFFICER REPORTS – DECISION ITEMS

8.1. Draft Asset Management Plan CWMS 2023 – 2032

Moved Cr Malcolm Herrmann
S/- Cr Leith Mudge

AC40/22

The Audit Committee resolves:

1. That the report be received and noted.
2. To recommend for Council's consideration, the draft *Asset Management Plan – Community Wastewater Management System 2023 – 2032* be released for public consultation.

Carried Unanimously

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal 1	Built Environment
Objective B4	Sustainable management of our built assets ensures a safe, functional and well serviced community
Priority B4.1	Ensure the long term management of the built form and public spaces occurs in consideration of the relevant financial, social and environmental management matters.
Goal 1	Built Environment
Objective B1	Our district is easily accessible for community, our businesses and visitors
Priority B1.5	Provide accessibility for the full range of users by ensuring Council's road, footpath and trails network is adequately maintained and service levels for all users are developed and considered

The asset management planning and the associated processes have a direct linkage into providing assets and services to the community by appropriately funding and planning sustainable operations, maintenance, renewals and acquisitions over the period of the document.

Underpinned by *Asset Management Policy* – INF-03

➤ Legal Implications

Local Government Act 1999

Part 1 – Strategic Management Plans

Section 122,

- (1a) *A council must, in conjunction with the plans required under subsection (1), develop and adopt—*
- (b) *an infrastructure and asset management plan, relating to the management and development of infrastructure and major assets by the council for a period of at least 10 years*

The Community Waste Management System is considered to be a major asset and therefore the AMP would form part of the Strategic Management Plans of Council.

Caretaker Policy – GOV-06

As part of the Strategic Management Plans of Council the draft AMP is subject to mandatory consultation as required by the *Local Government Act 1999*.

Clause 12 of the *Caretaker Policy* deals with public consultation during the election period.

More specifically, clause 12.1, allows for mandatory consultation during the election period.

12.1. Prohibition

It is prohibited under this Policy for discretionary public consultation to be undertaken during the 'election period' on an issue which is contentious unless Council specifically resolves otherwise.

For the purpose of this provision, discretionary public consultation means consultation which is not legislatively mandated and is a process which involves an invitation or invitations to individuals, groups or organisations or the community generally to comment on an issue, proposed action or proposed policy.

This Policy does not prevent any mandatory public consultation required by the *Local Government Act 1999* or any other Act which is required to be undertaken to enable the Council to fulfil its functions in relation to any matter or decisions which are not prohibited by law or by this Policy.

Therefore, public consultation on the draft AMP can be undertaken during the election period, however, the result of the consultation will not be reported to the Council until after the election period is complete. This is as per clause 12.2 of the Caretaker Policy.

12.2. Approval for public consultation

Where public consultation is approved to occur during an election period, the results of that consultation will not be reported to Council until after the 'election period', except where it is necessary for the performance of functions as set out at clause 8.6 above.

➤ Risk Management Implications

The consultation as part of the update of the AMP and linking to the LTFP will assist in mitigating the risk of:

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

Inherent Risk	Residual Risk	Target Risk
Extreme (3A)	Medium (3C)	Medium (3C)

➤ Financial and Resource Implications

The asset management planning process directly informs the LTFP of Council and therefore must be considered in each review. This report does not directly make changes to the financial or resources implications of Council as it is a draft for consultation.

The current LTFP provides sufficient funding for the upgrade and renewal funding required in this draft AMP.

However, should the current draft AMP be adopted the proposed AMP does include additional operational/maintenance expenditure over and above the current LTFP allocation.

Over the 10 years of the plan this includes \$ 99,300 in additional maintenance and \$ 304,650 in additional operation expenditure.

This is due to a number of factors, including:

The draft AMP is an assessment against what is in the current approved LTFP. The LTFP had assumed lower Consumer Price Index increases than have actually now occurred. Council has a number of contracts directly linked to the CPI and hence the AMP makes an adjustment for the actual CPI that has occurred.

The draft AMP displays the direct operational costs, and this draft AMP does include the change to the operation and maintenance of the pump station network (13 stations). From July 1, the pump stations are being managed as part of our new contract for the treatment plants and associated pump station infrastructure. Our current contractor, Trility, were successful in this new tender. The draft AMP reflects the new tender rates.

Previously, our internal staff managed our pump stations. Subsequently there was a percentage of time allocated for Civil Services to undertake the monitoring and associated management of this infrastructure. This indirect salary and overhead costs do not show in the CWMS budget lines. This indirect costs are included as part of the cost base for the determination of the costs recovery from the customers. Therefore, these operational costs are now borne by the full Council rate base. This accounts for about \$20,000 of the increased direct costs in the draft AMP.

The draft AMP also better identifies the growth, even though quite modest, but then ensures that the necessary increase in operations and maintenance is considered over the 10 years of the plan.

Income

The CWMS operates as a Water Entity under the *Water industry Act 2012*. As part of this operation, Council is able to recover the full costs of delivering the service. These fees are set in line with the Essential Services Commissioner of SA (ESCOSA) requirement to be in line with the National Water Initiative Pricing Principles (NWIPP).

Whilst the draft plan shows an overall increase of costs based on the above, this does not directly relate to the change in the CWMS fee paid by the customer. For, example that addition of growth adds customers to schemes that spread the costs across a greater base. In addition, as discussed above there is some movement between indirect and direct that has a net balance for the customer pricing consideration.

In addition, Council as part of the full cost recovery is able to allow for a return on Capital. This is subject to a number of factors and a yearly calculation is undertaken. This calculation is in line with the Capital Asset Pricing Method (CAPM) and is a return against our Regulated Asset Base (RAB). This RAB is the current fair value of the CWMS assets.

The CAPM variables are shown in the table below.

Input	Amount	Source
Cost of debt	3.17%	AHC 2021 Financial Statements
Expected inflation	2.75%	Reserve Bank - Statement on Monetary Policy Feb 2022
Value of equity	\$415.6M	AHC 2021 Financial Statements
Value of debt	\$10.6M	AHC 2021 Financial Statements
Value of the AHC	\$426.2M	AHC 2021 Financial Statements
Nominal risk-free rate	2.39 %	Australian Government Bond 10 Year Yield, 11/3/2022 Bloomberg
Beta represents systematic risk	0.50	Assessed value
Expected market risk premium	6.00%	Generally accepted Market Risk Premium

The current market situation and the changes in these variables may have an impact on future CWMS fee setting to a greater extent than the changes in the draft CWMS AMP operations and maintenance.

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

The service is solely provided by Council and as such the communities that access the wastewater service do not have an alternate service provision and hence a critical service for these areas.

➤ **Sustainability Implications**

Council continues to use treated wastewater from both its treatment facilities at Kersbrook and Birdwood for irrigation on ovals and grape vines. The AMP ensures that the operation, maintenance and renewal of this infrastructure will continue.

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

Consultation on the development of this report was as follows:

<i>Council Committees:</i>	Audit Committee 15 August 2022
<i>Council Workshops:</i>	Not Applicable
<i>Advisory Groups:</i>	Not Applicable
<i>External Agencies:</i>	Not Applicable
<i>Community:</i>	Not Applicable

➤ **Additional Analysis**

No additional information or analysis.

3. OPTIONS

Council has the following options:

- I. Approve the *Draft Asset Management Plan Community Wastewater Management System 2023 - 2032* for Consultation (Recommended)
- II. Not approve the *Draft Asset Management Plan Community Wastewater Management System 2023 - 2032 for consultation*. (Not Recommended)

Should the Council identify the need for substantial amendments to the Asset Management Plan, 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. APPENDIX

- (1) Draft Asset Management Plan Community Wastewater Management System 2023 - 2032

Appendix 1

*Draft Asset Management Plan –
Community Wastewater Management System
2023 – 2032*

ASSET MANAGEMENT PLAN

Community Wastewater Management System
(CWMS) 2023 - 2032



Document Control	CWMS Asset Management Plan
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Document ID :

Rev No	Date	Revision Details	Author	Reviewer	Approver
Draft	2022	Draft for Consultation	D Collins/ K Pearson	D Collins/ C Marshall	Council

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DRAFT

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1.0 EXECUTIVE SUMMARY

1.1 The Purpose of the Plan

This Infrastructure Asset Management Plan (AM Plan) details information about Community Wastewater Management System (CWMS) infrastructure assets with actions required to provide an agreed level of service in the most cost-effective manner while outlining associated risks. The plan defines the services to be provided, how the services are provided and what funds are required to provide the required services over the 10 year planning period. The AM Plan will link to a Long-Term Financial Plan which typically considers a 10 year planning period.

1.2 Asset Description

This plan covers the infrastructure assets that provide wastewater services to 7 township areas and 1850 customers.

Council operates a Community Wastewater Management System (CWMS) and associated infrastructure in Stirling, Verdun, Woodside, Charleston, Kersbrook, Birdwood and Mount Torrens. The Woodside, Charleston, Verdun and Stirling effluent is transferred to SA Water's network where SA Water provides the wastewater treatment and disposal path under a bulk discharge agreement with Council. SA Water treats Councils wastewater at the Bird in Hand, Hahndorf or Heathfield Wastewater Treatment Plant. Wastewater from Councils Birdwood, Mt Torrens and Kersbrook CWMS is treated at the Council owned wastewater treatment facilities at Birdwood and Kersbrook, which also provide recycled water supply to third party users as the primary disposal path for treated water.

All of Council's CWMS are septic tank effluent disposal schemes with septic tanks installed at each premises prior to the CWMS connection point, the septic tanks provide primary treatment and containment of solid matter prior to effluent discharge into the network. The septic tanks are installed and maintained by the private property owner. Commercial premises generating trade waste may also require further pre-treatment devices to ensure the protection of infrastructure, public and environmental health and the wastewater treatment process.

The Community Wastewater Management Scheme (CWMS) network comprises:

The Stirling CWMS consists of the following major components:

- 1.79 km of 100 mm diameter uPVC gravity drains
- 1.98 km of 50mm diameter uPVC rising mains
- 2 effluent pump stations
- 54 connections

The Verdun CWMS consists of the following major components:

- 2.2 km of 100 mm diameter uPVC gravity drains
- 2.21 km of 80mm diameter uPVC rising mains
- 2 effluent pump stations
- 45 connections

The Woodside CWMS consists of the following major components:

- 16.01 km of 100 mm diameter and 150 mm uPVC gravity drains

- 2.21 km of 80mm diameter uPVC rising mains
- 3 effluent pump stations
- 915 connections

The Charleston CWMS consists of the following major components:

- 3.6 km of 100 mm diameter uPVC gravity drains
- 2.35 km of 80 mm diameter uPVC rising mains
- 1 effluent pump stations (includes the lift pump station)
- 141 connections

The Kersbrook CWMS collection network consists of the following major components:

- 4.07 km of 100 mm and 150 mm diameter uPVC gravity drains
- 1.8 km of 100 mm diameter uPVC rising mains
- 1 effluent pump stations
- 171 connections

Kersbrook Waste Water Treatment Facility (WWTF)

The Kersbrook WWTF consists of the following major components

- 1 facultative lagoon (capacity 5184 m)
- 4 storage/evaporative lagoons
- Associated pipework and valve infrastructure
- Recycled water storage tanks and irrigation pump shed

The Mt Torrens CWMS consists of the following major components:

- 4.11 km of 100 mm and 150 mm diameter uPVC gravity drains
- 5.21 km of 75 mm diameter uPVC rising mains
- 2 effluent pump stations
- 263 connections

The Birdwood CWMS collection network consists of the following major components:

- 1.69 km of 100 mm and 150 mm diameter uPVC gravity drains
- 3.06 km of 75 mm diameter uPVC rising mains
- 1 effluent pump station
- 402 connections

The Birdwood Wastewater Treatment Facility (WWTF)

The Birdwood WWTF consist of the following components

- Sequencing Batch Reactor (SBR) (includes balance and sludge tanks)
- Three storage/evaporation lagoons lined with HDP liner
- Tertiary Filtration and disinfection plant
- Separate Pump station for recycled water
- Recycled water infrastructure and associated pumps and pipework

Asset Groups	Replacement.
CWMS Filtration	\$ 314,510
CWMS Gravity Network	\$ 10,881,523
CWMS Irrigation Pump Station	\$ 281,889
CWMS Irrigation System	\$ 224,211
CWMS Network Pump Station	\$ 2,442,536
CWMS Pressure Network	\$ 1,817,014
CWMS Pump Station - Dam Overflow	\$ 19,266
CWMS SBR - WWTP	\$ 683,220
CWMS Treatment Lagoon-Evaporation	\$ 4,150,047
CWMS Treatment Lagoon-Oxidation	\$ 202,722

The above infrastructure assets have replacement value estimated at \$21,046,000 (June 2022)

1.3 Levels of Service

The allocation in the planned budget is sufficient to continue providing existing services at current levels for the 10 year planning period.

The main service consequences of the Planned Budget are:

- No increase in existing service levels to be provided

The current planned budget is considered sufficient to continue to provide the level of service that minimises disruption of services and meets our technical and regulatory obligations.

1.4 Future Demand

The factors influencing future demand and the impacts they have on service delivery are created by:

- Level of development within existing catchments (a low level of demand is anticipated given the current planning requirements within the townships that have a CWMS service)
- Any change in land use that may place higher demands on the system
- Regulatory change

These demands will be approached using a combination of managing existing assets, upgrading existing assets and providing new assets to meet demand. Demand management practices may also include a combination of non-asset solutions, insuring against risks and managing failures.

- Update Council's water balance and system capacity models and review capacities
- Liaison with SA Water as the receiver of wastewater for Stirling, Verdun, Woodside, and Charleston
- Continue to liaise with the regulatory bodies regarding asset requirements to meet our obligations.

1.5 Lifecycle Management Plan

1.5.1 What does it Cost?

The forecast lifecycle costs necessary to provide the services covered by this AM Plan includes operation, maintenance, renewal, acquisition, and disposal of assets. Although the AM Plan may be prepared for a range of time periods, it typically informs a Long-Term Financial Planning period of 10 years. Therefore, a summary output from the AM Plan is the forecast of 10 year total outlays, which for the CWMS is estimated as is estimated as \$11,606,600 or \$1,160,660 on average per year

1.6 Financial Summary

1.6.1 What we will do

- 1.6.2 Estimated available funding for the 10 year period is \$11,128,000 or \$1,112,800 on average per year as per the Long-Term Financial plan or Planned Budget. This is 95.88% of the cost to sustain the current level of service at the lowest lifecycle cost.
- 1.6.3 The infrastructure reality is that only what is funded in the long-term financial plan can be provided. The Informed decision making depends on the AM Plan emphasising the consequences of Planned Budgets on the service levels provided and risks.
- 1.6.4 The anticipated Planned Budget for CWMS Asset Group leaves a shortfall of \$ 47,860 on average per year of the forecast lifecycle costs required to provide services in the AM Plan compared with the Planned Budget currently included in the Long-Term Financial Plan. This is shown in the figure below.

Forecast Lifecycle Costs and Planned Budgets

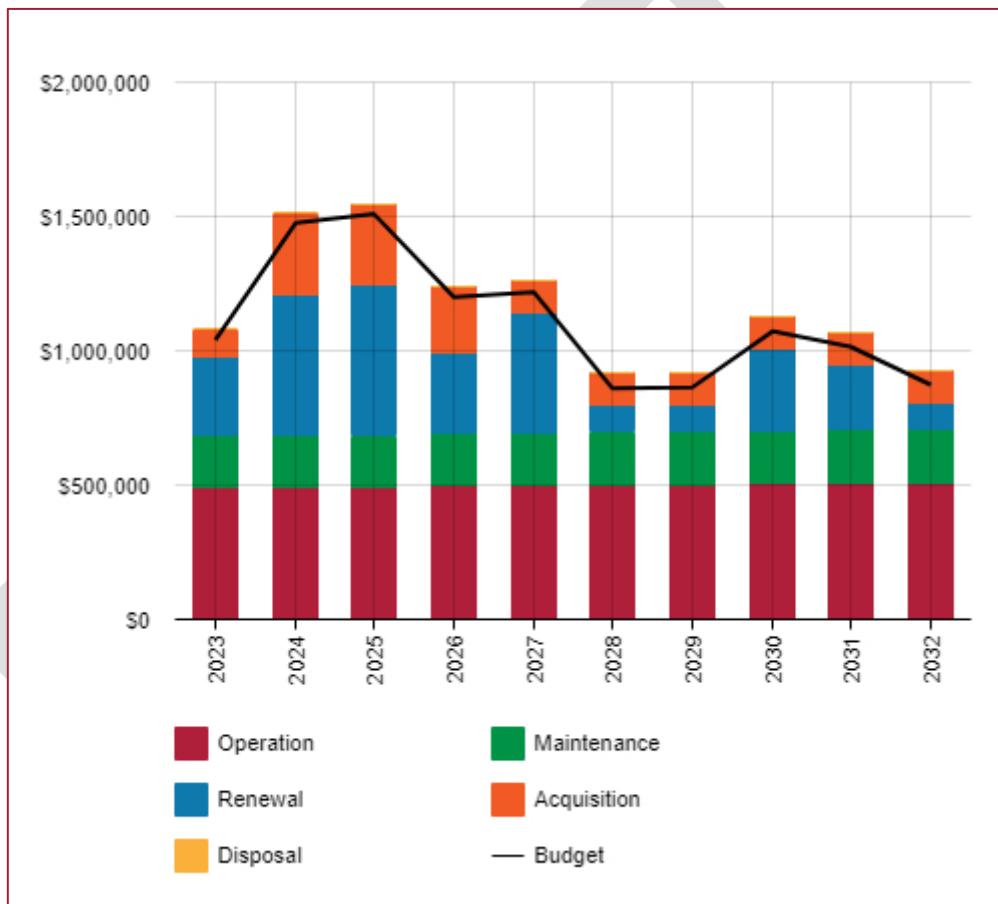


Figure Values are in current (2022) dollars.

We plan to provide services for the following:

- Operation, maintenance, renewal and acquisition of all CWMS assets to meet service levels set by Adelaide Hills Council in annual budgets. This includes pump out of septic tanks at 5 year intervals, management of treatment facilities at Birdwood and Kersbrook and associated pump stations via a maintenance contract, blockages and main repairs via a service agreement with Civil Services as an internal supplier. All regulatory fees and licences, utility costs, direct and indirect salaries to service customers, manage contracts, billing and accounts.

- Replacement/ Upgrade of key gravity mains in Woodside and Birdwood, replacement of within the 10 year planning period.
- Renewal of identify control cabinets/ panels/ pumps/ telemetry/ valves and other assets that have been identified for anticipated replacement over the 10 year planning period.

1.6.5 What we cannot do

We currently adopt a full cost recovery model currently for both operational and capital expenditure. Therefore, we currently are able to fund all the known maintenance and renewal from within this cost recovery.

Based on the current level of funding we will not be able to sufficiently manage the additional operational and maintenance costs that is driven by the current contracts and provision of demand even though modest.

1.6.6 Managing the Risks

There are risks associated with providing the service and being able to complete all identified activities and projects. We have identified our major risks and consider that our present budget levels are sufficient to continue to manage risks in the medium term.

The main risk consequences are:

- Power outages
- Stormwater infiltration
- Lack of irrigation pathway for recycled waste water

We will endeavour to manage these risks within available funding by:

- Investment in back up power generator for large CWMS pump stations and portable generators
- Investment in surge tanks and emergency pump out contractor on standby
- Third party irrigator agreements are current

1.7 Asset Management Planning Practices

Key assumptions made in this AM Plan are:

- Similar low level of growth demand will continue
- Gravity mains are in good condition given likely construction dates.
- Regulatory requirements do not change substantially

Assets requiring renewal are identified from either the asset register or an alternative method.

- The timing of capital renewals based on the asset register is applied by adding the useful life to the year of acquisition or year of last renewal,
- Alternatively, an estimate of renewal lifecycle costs is projected from condition modelling systems and may be supplemented with, or based on, operational and expert knowledge.

The Alternate Method was used to forecast the renewal lifecycle costs for this AM Plan.

This AM Plan is based on a reliable level of confidence information especially for all of our above ground assets. There is substantial operational knowledge from the Civil Services operational staff and long-time contractor associated with the treatment facilities at Birdwood and Kersbrook.

1.8 Monitoring and Improvement Program

The next steps resulting from this AM Plan to improve asset management practices are:

- Contractor Management of Pump Stations
- Yearly audit with contractor for treatment facilities to identify preventative maintenance and early intervention replacements that benefit whole of life costs
- Continue to monitor maintenance costs and identify anomalies and investigate interventions.
- Updated condition rating of active above ground visible assets

DRAFT

2.0 Introduction

2.1 Background

This AM Plan communicates the requirements for the sustainable delivery of services through management of assets, compliance with regulatory requirements, and required funding to provide the appropriate levels of service over the planning period.

The AM Plan is to be read with other planning documents. This should include the Asset Management Policy along with other key planning documents:

- Strategic Plan 2020 - 2024
- LTFP 2022_23
- CWMS Service Charter

Asset Management is at a core level of maturity in the Organisation and on-going continuous improvement is required to ultimately maximise the life cycle costs associated with the delivery of services with the CWMS infrastructure assets.

The infrastructure assets covered by this AM Plan include all treatment facilities, lagoons, pump stations, gravity and pumping mains, tanks and control panels. For a detailed summary of the assets covered in this AM Plan refer to Table in Section 5.

These assets are used to provide waste water services from township properties in Kersbrook, Birdwood, Mt Torrens, Charleston, Woodside, Verdun and Golf Links Road in Stirling.

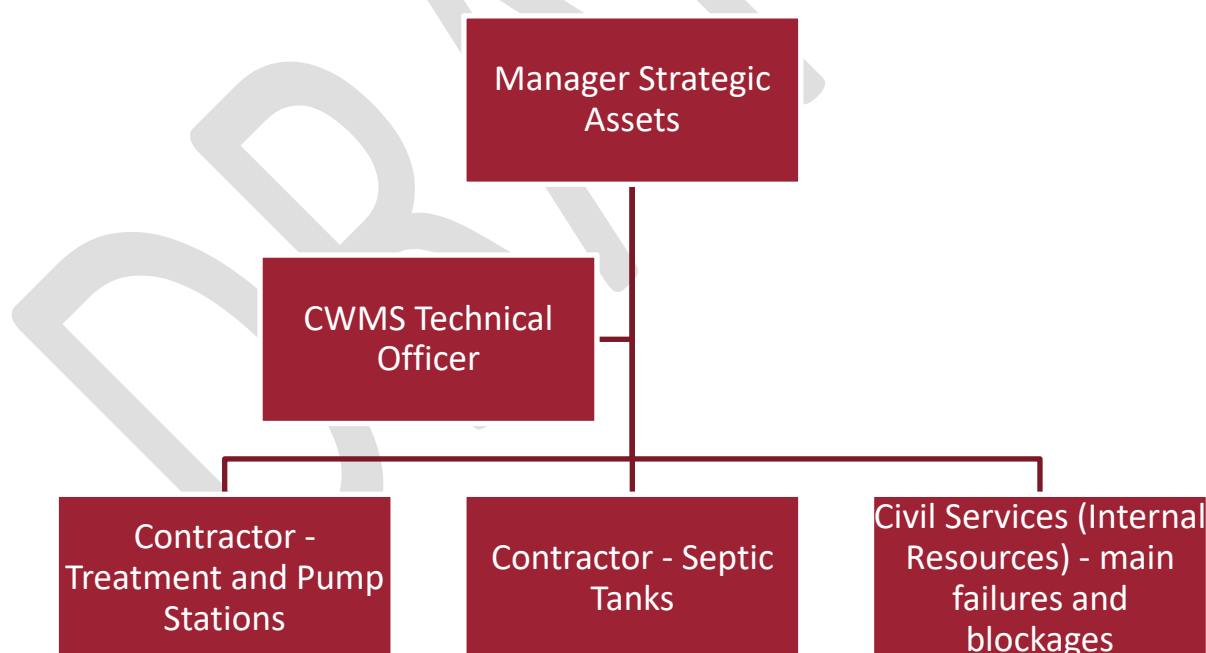
The infrastructure assets included in this plan have a total replacement value of \$21,046,000. (June 2022)

Key stakeholders in the preparation and implementation of this AM Plan are shown in Table 2.1.

Table 2.1: Key Stakeholders in the AM Plan

Key Stakeholder	Role in Asset Management Plan
Elected Members of Council	<ul style="list-style-type: none"> Represent needs of community/shareholders, Allocate resources to meet planning objectives in providing services while managing risks, Ensure service sustainable.
CEO and Executive Team	Ensure that sufficient resources are available to meet the regulatory and customer expectations.
CWMS Customers	Direct feedback on asset performance.
Office of Technical Regulator	Regulatory Partner
Essential Services Commissioner of South Australia	Regulatory Partner

Our organisational structure for service delivery from infrastructure assets is detailed below,



2.2 Goals and Objectives of Asset Ownership

Our goal for managing infrastructure assets is to meet the defined level of service (as amended from time to time) in the most cost effective manner for present and future consumers. The key elements of infrastructure asset management are:

- Providing a defined level of service and monitoring performance,
- Managing the impact of growth through demand management and infrastructure investment,

- Taking a lifecycle approach to developing cost-effective management strategies for the long-term that meet the defined level of service,
- Identifying, assessing and appropriately controlling risks, and
- Linking to a Long-Term Financial Plan which identifies required, affordable forecast costs and how it will be allocated.

Key elements of the planning framework are

- Levels of service – specifies the services and levels of service to be provided,
- Risk Management,
- Future demand – how this will impact on future service delivery and how this is to be met,
- Lifecycle management – how to manage its existing and future assets to provide defined levels of service,
- Financial summary – what funds are required to provide the defined services,
- Asset management practices – how we manage provision of the services,
- Monitoring – how the plan will be monitored to ensure objectives are met,
- Asset management improvement plan – how we increase asset management maturity.

Other references to the benefits, fundamentals principles and objectives of asset management are:

- International Infrastructure Management Manual 2015 ¹
- ISO 55000²

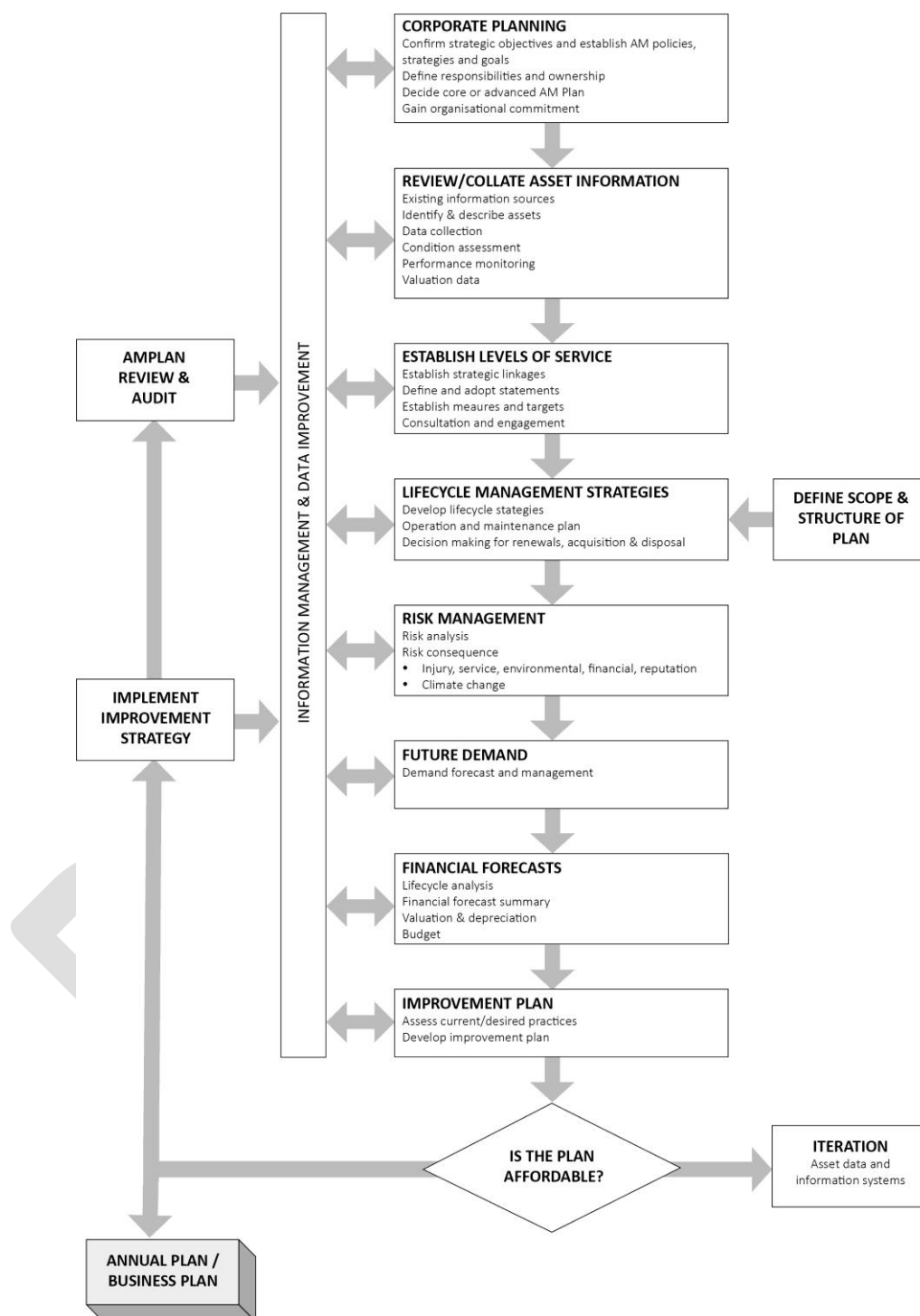
¹ Based on IPWEA 2015 IIMM, Sec 2.1.3, p 2 | 13

² ISO 55000 Overview, principles and terminology

A road map for preparing an AM Plan is shown below.

Road Map for preparing an Asset Management Plan

Source: IPWEA, 2006, IIMM, Fig 1.5.1, p 1.11



3.0 LEVELS OF SERVICE

3.1 Customer Research and Expectations

This AM Plan is prepared to facilitate consultation prior to adoption of levels of service by the Elected Members of Council. Future revisions of the AM Plan will incorporate customer consultation on service levels and costs of providing the service. This will assist the Adelaide Hills Council and stakeholders in matching the level of service required, service risks and consequences with the customer's ability and willingness to pay for the service.

3.2 Strategic and Corporate Goals

Strategic goals have been set by the Strategic Plan 2020 - 2024. The relevant goals and objectives and how these are addressed in this AM Plan are summarised in Table 3.2.

Table 3.2: Goals and how these are addressed in this Plan

Goal	Objective	How Goal and Objectives are addressed in the AM Plan
A functional BUILT ENVIRONMENT	Sustainable management of our built assets ensures a safe, functional and well serviced community	Provision of energy efficient and safe systems of effluent management
A prosperous ECONOMY	Provide local infrastructure to drive growth and productivity	Renewal and upgrade CWMS assets to account for increased demand and growth
A progressive ORGANISATION	Our organisation is financially sustainable for both current and future generations	Ensure renewal of assets and associated maintenance is based on current asset management plans which consider reviewed service level and whole of life costing

3.3 Legislative Requirements

There are many legislative requirements relating to the management of assets. Legislative requirements that impact the delivery of the Community Waste Water service are outlined in Table 3.3.

Table 3.3: Legislative Requirements

Legislation	Requirement
Water Industry Act 2012	Water Industry Entity Licence
SA Public Health Act 2011 Regulations (Waste water) 2013	Legislative
Environment Protection Act 1993	Legislative Licence
Community Waste water Management Code 2013	Prescribed Code
Guidelines, Design Criteria and Standards for Community Waste water Management System Code (LGA)	Code of Practice/Guideline
SA Recycled Water Guidelines	Guideline
AS/NZS Plumbing and Drainage Code	Prescribed Code
Work Health & Safety Act 2012 and Regulations 2012	Legislative
Water Retail Code	Code of Practice

3.4 Customer Values

Service levels are defined in three ways, customer values, customer levels of service and technical levels of service

Customer Values indicate:

- what aspects of the service is important to the customer,
- whether they see value in what is currently provided and
- the likely trend over time based on the current budget provision

Table 3.4: Customer Values

Service Objective:			
Customer Values	Customer Satisfaction Measure	Current Feedback	Expected Trend Based on Planned Budget
CWMS enables the safe collection and disposal of domestic wastewater in accordance with Regulatory and Industry Standards	Customer requests, complaints and feedback	Minimal complaints, requests and feedback	No anticipated change

3.5 Customer Levels of Service

The community generally expect the Council will have the necessary infrastructure and operation and maintenance practices in place to manage Councils Community Wastewater Management System.

Levels of service relate to outcomes the customer receives in terms of quality, quantity, responsiveness and performance as provided by the asset. These are developed in line with Council's strategic and corporate goals and legislative requirements

Customer Levels of Service are considered in terms of:

Quality How good is the service what is the condition or quality of the service?

Function Is it suitable for its intended purposeDoes it meet users need??

Capacity/Use Is the service over or under used?

Responsiveness How responsive are Council to customer requests?

Safety Does the service achieve appropriate levels of public and environmental safety?

In Table 3.5 under each of the service measures types (Condition, Function, Capacity/Use Responsiveness, safety) there is a summary of the performance measure being used, the current performance, and the expected performance based on the current budget allocation.

These are measures of fact related to the service delivery outcome (e.g. number of occasions when service is not available or proportion of replacement value by condition %'s) to provide a balance in comparison to the customer perception that may be more subjective.

Table 3.5: Customer Level of Service Measures

Type of Measure	Level of Service	Performance Measure	Current Performance	Expected Trend Based on Planned Budget
Condition	Provide efficient and suitable wastewater collection and disposal system	No. of requests relating to CWMS maintenance	Very few customer requests and acceptable compliance with all regulatory agencies	Continue to operate a well maintained service to existing and future customers
	Confidence levels	High	High	High
Function	The CWMS meets the needs of existing residents	Customer complaints	Low number of customer complaints received regarding CWMS	Expected to continue
	Confidence levels	High	High	High
Capacity	Provide appropriate capacity levels to meet customers present and future needs	New land and sub divisions are able to connect into existing infrastructure with minimal upgrade to capacity required.	Most land divisions are well tolerated and larger sub divisions may need additional pumps to support the increase in flows. Future capacity is considered when sewer main upgrades are planned	Existing capacity should be well tolerated as population within existing serviced townships not expected to increase significantly.
Response	Response time to customer requests and time taken to complete requests	Respond to requests in line with AHC Customer Service Framework	Most requests are responded to within 24 hours	Expected to continue
	Confidence levels	High	High	High
Safety	Provide CWMS service that is low risk to the public and environment	Ensure all safety and legislative requirements are met and complied with	Low number of overflow events relating to CWMS network and all recycled waste water irrigation is compliant with the regulatory agencies	Expected to continue
	Confidence levels	High	High	High

3.6 Technical Levels of Service

Technical Levels of Service – Technical Levels of Service support the Customer Levels of Service and are operational or technical measures of performance. These technical levels of service relate to the activities and allocation of resources to best achieve the desired customer outcomes and demonstrate effective performance.

Technical service measures are linked to the activities and annual budgets covering:

- **Acquisition** – the activities to provide a higher level of service e.g. upgrading the size of a gravity main or pump station to take additional waste water inflows
- **Operation** – the regular activities to provide services such as monitoring waste water treatment, energy usage and utility costs, contract management, licencing fees, SA Water treatment fees.
- **Maintenance** – the activities necessary to retain an asset as near as practicable to an appropriate service condition. Maintenance activities enable an asset to provide service for its planned life (e.g regular pump and valve servicing, pumping out of septic tanks, repairing failed main sections)
- **Renewal** – the activities that return the service capability of an asset up to that which it had originally provided (e.g. replacement of pumps and air valves)

Service and asset managers plan, implement and control technical service levels to influence the service outcomes.³

Table 3.6 shows the activities expected to be provided under the current 10 year Planned Budget allocation, and the Forecast activity requirements being recommended in this AM Plan.

Table 3.6: Technical Levels of Service

Lifecycle Activity	Purpose of Activity	Activity Measure	Current Performance*	Recommended Performance **
TECHNICAL LEVELS OF SERVICE				
Acquisition	Ensure continuity of service to customer and upgrade infrastructure to meet future needs	Limited number of service interruptions and ability to service new connections	Some townships service is vulnerable during storm events and increase in township infill has put pressure on capacity of gravity main	CWMS system should operate with minimal service interruptions due to power outages and sewerage mains should have adequate capacity for future township needs
	Targeted capital works to address capacity or other critical infrastructure	Increased back-up pump capacity	Only Woodside Pump Station has back-up power and pumping	Increase back-up capacity of pump station network.
		Budget	\$ 1,665,000	\$ 1,910,000
Operation	Provide a cost effective and efficient community waste water management	Monitor energy usage and number of pump failures and interruption's to service	Installation of solar panels at the Birdwood WWTP and current monitoring of energy usage.	The Operation activities we would like to do as per the Lifecycle Forecast

³ IPWEA, 2015, IIMM, p 2|28.

Lifecycle Activity	Purpose of Activity	Activity Measure	Current Performance*	Recommended Performance **
	system to the community in line with regulatory responsibilities		Minimal interruption's to CWMS service.	
	Cleaning of septic tanks to protect Councils infrastructure and reduce blockages	Septic tanks are cleaned out once every 5 years	All septic tanks are pumped out once every 5 years	Development of trade waste management plan to manage trade waste flows that can damage critical CWMS infrastructure
	Regular inspections of pumps and other WWTP infrastructure	Inspect and test control panels and operation of pumps	Weekly inspection of treatment plant and pump station undertaken.	This weekly inspection to continue.
	Treatment of waste water	Ensure treatment process are operational and chemicals are undertaken to meet water quality requirements	Water quality requirements met,	Installation of additional monitoring of treatment train to enhance intervention to have greater assurance of water quality
	Undertake testing of waste water in lagoon for disposal via recycled network	Undertake on-site sampling	On-site testing undertaken on weekly basis at treatment plants.	This testing to continue.
		Budget	\$ 4,650,000	\$ 4.954,560
Maintenance	Regular inspections of pumps and other WWTP infrastructure	Targeted maintenance including monthly inspections and cleaning of WWTP infrastructure and weekly visual inspections of CWMS Pump Stations	Quarterly servicing of CWMS pumps located at each pump station. Monthly visual inspections and cleaning of WWTP infrastructure.	Pumps stations and WWTP operate efficiently and effectively with minimal interruptions
	Undertake routine minor maintenance of treatment plant and pump station infrastructure	To ensure that identified minor maintenance is undertaken as identified and	Contractor to undertake reactive and routine maintenance of assets up to \$ 1000 per item. Report to council monthly on minor maintenance activities	Contractor to continue to reactively and proactively undertaken minor maintenance activities on a weekly basis as identified. Report to Council monthly with invoices for payment.

Lifecycle Activity	Purpose of Activity	Activity Measure	Current Performance*	Recommended Performance **
	Undertake reactive or identified major maintenance	To ensure that critical infrastructure continues to provide services.	Contractor to organise works for major maintenance activities (<\$ 1,000) after Confirmation with Council officers.	Continue to undertake
	Regular ground clearing and weed management	Weeds and grass cleared on a regular basis	WWTP are regularly maintained however pump stations are not included in regular weed maintenance	Include CWMS pump stations in weed management program
		Budget	\$ 1,850,000	\$ 1,949,300
Safety	Sampling of waste water from lagoons to meet Regulatory and safety requirements	Sampling occurs on monthly basis	Current sampling meets regulatory requirements	Expected to continue to meet these requirements
	Planned renewal if WHS risk is evident	Identified during routine inspections	Renewal occurs as and when required	Expected to continue
Renewal	Renewal of existing assets at an optimum time in their lifecycle	Monitor the performance and condition of CWMS infrastructure and maintain a 10 year capital works program that is renewed annually	Council as a 10 year capital works program based on useful life and performance	As and where required from visual inspections and capacity requirements
	Targeted capital works to address capacity or other critical infrastructure	Planned capital works	Capital works program	As and where required from visual and performance inspections
		Budget	\$2,963,300	\$2,963,300

Note: * Current activities related to Planned Budget.

** Expected performance related to forecast lifecycle costs.

It is important to monitor the service levels regularly as circumstances can and do change. Current performance is based on existing resource provision and work efficiencies. It is acknowledged changing circumstances such as technology and customer priorities will change over time.

4.0 FUTURE DEMAND

4.1 Demand Drivers

Drivers affecting demand include things such as population change, regulations, changes in demographics, climate change, technical changes, consumer expectations and economic factors.

4.2 Demand Forecasts

The present position and projections for demand drivers that may impact future service delivery and use of assets have been identified and documented.

4.3 Demand Impact and Demand Management Plan

The impact of demand drivers that may affect future service delivery and use of assets are shown in Table 4.3.

Demand for new services will be managed through a combination of managing existing assets, upgrading of existing assets and providing new assets to meet demand and demand management. Demand management practices can include non-asset solutions, insuring against risks and managing failures.

Opportunities identified to date for demand management are shown in Table 4.3. Further opportunities will be developed in future revisions of this AM Plan.

The township areas that are covered by the CWMS assets and services are within the Adelaide Watershed Policy zone. Therefore the opportunity for new development and additional demand on the system is limited. The majority of demand will come from in-fill development within existing township limits.

Council has identified key gravity mains for upgrades within Birdwood and Woodside that will deal with the previous year's growth and ensure that capacity remains for the expected future in-fill.

Table 4.3: Demand Management Plan

Demand driver	Current position	Projection	Impact on services	Demand Management Plan
Township In-fill	Known area of allowed development	Not expected to change	Nil	Investment in capacity upgrades of known constraints
SA Water requirements	Disposal path of effluent to SA Water treatment facilities	Greater quality control by SA Water	Costs could increase as waste may require additional treatment if trade waste not managed	Trade Waste Policy

4.4 Asset Programs to meet Demand

The new assets required to meet demand may be acquired, donated or constructed. Additional assets are discussed in Section 5.4. Acquiring new assets will commit the CWMS 2023 - 2032 to ongoing operations, maintenance and renewal costs for the period that the service provided from the assets is required. These future costs are identified and considered in developing forecasts of future operations, maintenance and renewal costs for inclusion in the long-term financial plan (Refer to Section 5).

4.5 Climate Change Adaptation

The impacts of climate change and local and international events may have a significant impact on the assets we manage and the services they provide. For example, the Covid pandemic has disrupted supply chains and the ability to get critical material of infrastructure. In the context of the Asset Management Planning process climate change and the pandemic can be considered as both a future demand and a risk.

How climate change impacts on assets will vary depending on the location and the type of services provided, as will the way in which we respond and manage those impacts.⁴

The recent pandemic may also bring some challenges to asset management. The inability to source critical infrastructure due to supply chain delays and material shortages may make the CWMS system more vulnerable in the future.

As a minimum we consider how to manage our existing assets given potential climate change and pandemic impacts in our region.

Risk and opportunities identified to date are shown in Table 4.5.1

Table 4.5.1 Managing the Impact of Climate Change on Assets and Services

Climate Change Description	Projected Change	Potential Impact on Assets and Services	Management
Heat	Increased temperature and heat in region	Potential deterioration of HPDE liners in lagoons.]	Increased monitoring of impact and investigate treatments to sustain design expected life
Rain	Higher intensity storms	Capacity of system breached more often	Capacity upgrades proposed for known constraints – monitor flow meters

Additionally, the way in which we construct new assets should recognise that there is opportunity to build in resilience to climate change impacts. Building resilience can have the following benefits:

- Assets will withstand the impacts of climate change;
- Services can be sustained; and
- Assets that can endure may potentially lower the lifecycle cost and reduce their carbon footprint

Table 4.5.2 summarises some asset climate change resilience opportunities.

Table 4.5.2 Building Asset Resilience to Climate Change

New Asset Description	Climate Change impact These assets?	Build Resilience in New Works
Gravity Mains	Greater flow in system	Ensure capacity upgrades consider higher peak flows.
Back-up power supply	Greater power failure due to extreme heat/storms	Ensure vulnerable pump stations have access to diesel back-up generator
Solar panels installed at WWTP	Power failures	Less reliance on power and increases energy efficiency

The impact of climate change on assets is a new and complex discussion and further opportunities will be developed in future revisions of this AM Plan.

⁴ IPWEA Practice Note 12.1 Climate Change Impacts on the Useful Life of Infrastructure

5.0 LIFECYCLE MANAGEMENT PLAN

The lifecycle management plan details how the CWMS 2023 - 2032 plans to manage and operate the assets at the agreed levels of service (Refer to Section 3) while managing life cycle costs.

5.1 Background Data

5.1.1 Physical parameters

The assets covered by this AM Plan are shown in Table 5.1.1.

The asset are in the townships of Kersbrook, Birdwood, Mt Torrens, Charleston, Woodside, Verdun and Golf Links Road, Stirling. Pipe and pumps distribute wastewater from Kersbrook, Birdwood and Mt Torrens to Council's treatment facilities at Kersbrook and Birdwood (wastewater from Mt Torrens is pumped to the Birdwood treatment facility)

The remaining townships or areas of Charleston, Woodside, Verdun and Stirling are transferred to the SA Water network for treatment at their facilities. These includes Bird in Hand (Woodside and Charleston), Hahndorf (Verdun) and Heathfield (Stirling) SA Water treatment facilities.

Table 5.1.1: Assets covered by this Plan

Asset Category	Dimension (number of unless m demoting length)	Replacement Value
CWMS Access Chamber	55.00	\$ 247,836.54
CWMS Access Platform	1.00	\$ 3,175.79
CWMS Aerator	1.00	\$ 52,929.95
CWMS Air Vent	4.00	\$ 99,236.39
CWMS Bore Pump	1.00	\$ 8,574.65
CWMS Bore Structure	1.00	\$ 12,703.19
CWMS Control Cabinet	3.00	\$ 107,394.86
CWMS Control Panel	20.00	\$ 527,854.23
CWMS Disinfectant Sample Point	2.00	\$ 5,293.00
CWMS Dosing Pump	4.00	\$ 15,349.66
CWMS Dosing Tank	2.00	\$ 1,693.76
CWMS Filtration	5.00	\$ 209,904.61
CWMS Flushing Point	864.00	\$ 573,469.54
CWMS Gantry	1.00	\$ 8,468.79
CWMS Instrumentation Sensor	19.00	\$ 84,889.09

CWMS Irrigation Pump Station	2.00	\$ -
CWMS Irrigation System	1.00	\$ 147,251.12
CWMS Lagoon Liner	8.00	\$ 1,462,158.10
CWMS Lagoon Structure	8.00	\$ 556,674.86
CWMS Pipe	84,678.52 m	\$ 8,174,063.17
CWMS Pipework & Fittings	20.00	\$ 263,273.59
CWMS Pump	47.00	\$ 332,196.23
CWMS Pump Stn - Dam Overflow	2.00	\$ 6,605.66
CWMS Recycled Water Auto Valve	1.00	\$ 9,633.25
CWMS Remote Monitoring	16.00	\$ 83,566.47
CWMS Safety Shower	3.00	\$ 6,351.60
CWMS Tank	16.00	\$ 451,280.72
CWMS UV Disinfection System	1.00	\$ 68,808.93
CWMS Valve	37.00	\$ 123,935.65
CWMS Well Chamber	13.00	\$ 260,817.39
CWMS-LL Access Chamber	44.00	\$ 139,734.76
CWMS-LL Bore Structure	1.00	\$ 8,468.79
CWMS-LL Dam Overflow	2.00	\$ 9,485.04
CWMS-LL Lagoon Structure	8.00	\$ 2,226,699.45
CWMS-LL Pipe	47,512.13 m	\$ 3,937,744.43
CWMS-LL Tank	8.00	\$ 250,676.30
CWMS-LL Well Chamber	13.00	\$ 169,418.21

All figure values are shown in current day dollars.

Much of the initial CWMS System were built in the late 1970s and 1980s. Therefore the pipe network at its oldest is generally 40 to 50 years of age. As the townships have developed additional network has been added

as the townships expanded. The initial treatment facilities were simple lagoon systems. In the past 15 years investment into the treatment and disposal path of the treated waste water has been undertaken. This has included recycled water treatment and infrastructure and also enhanced treatment at the Birdwood site with the inclusion of a Sequencing Batch Reactor for primary treatment.

The more active asset components such as pumps and valves and similar have shorter service lives and are replaced on a more regular basis.

5.1.2 Asset capacity and performance

Assets are generally provided to meet design standards where these are available. However, there is insufficient resources to address all known deficiencies. Locations where deficiencies in service performance are known are detailed in Table 5.1.2.

Table 5.1.2: Known Service Performance Deficiencies

Location	Service Deficiency
Woodside Gravity Main (Jacaranda Drive to Pump Station 1)	Existing pipe does not meet technical capacity requirements
Birdwood Gravity Main (Lange Crescent to Church Street Pumps Station)	Existing pipe does not meet technical capacity requirements ⁵
Spring Street Pump Station	High level of infiltration and excessive pumping and greater risk of asset failure

The above service deficiencies were identified from internal operational knowledge.

5.1.3 Asset condition

Condition is currently monitored via a variety of on-site observations. This includes;

- weekly inspections of the pump stations by the contracted operator,
- detailed monthly testing of pumps and switchboards
- 6 monthly servicing of pumps if required
- Weekly visual and monthly cleaning inspections by operations and maintenance contractor at the Birdwood and Kersbrook treatment facilities.
- 5 yearly external independent condition audit as part of a revaluation of the asset base.

Condition is measured using a 1 – 5 grading system⁵ as detailed in Table 5.1.3. It is important that a consistent approach is used in reporting asset performance enabling effective decision support. A finer grading system may be used at a more specific level, however, for reporting in the AM plan results are translated to a 1 – 5 grading scale for ease of communication.

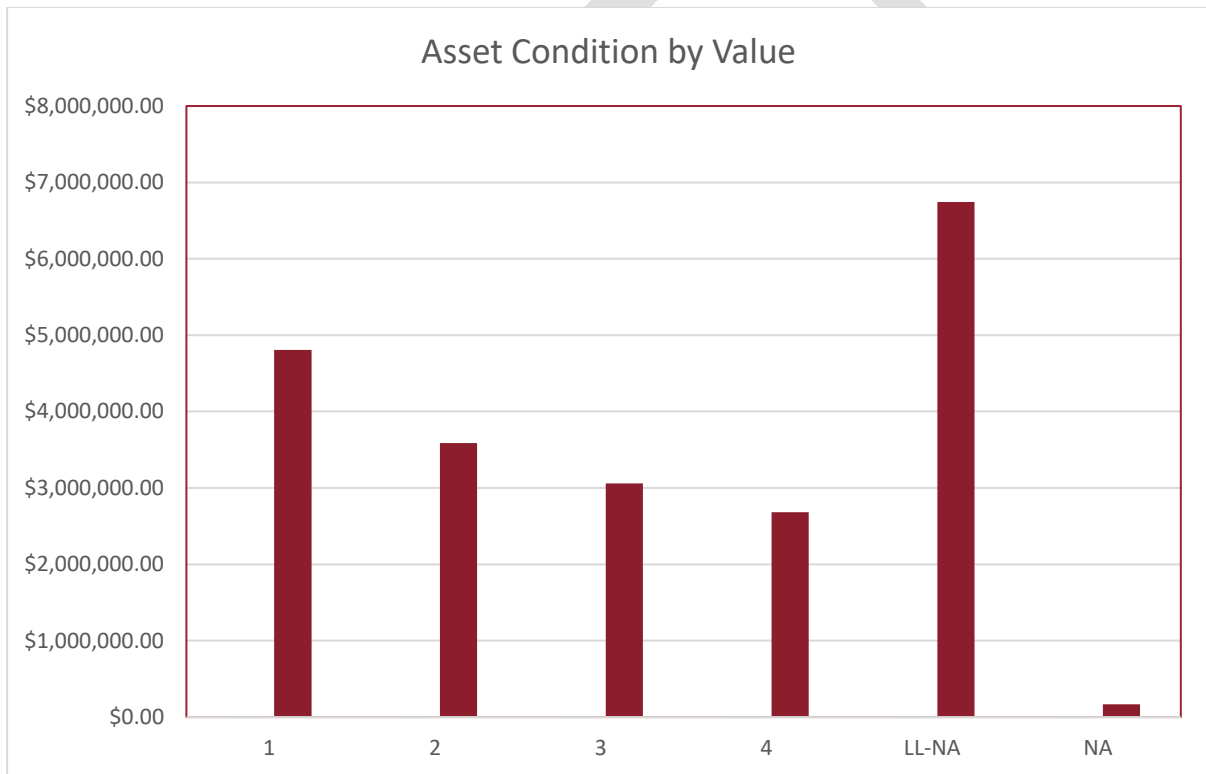
Table 5.1.3: Condition Grading System

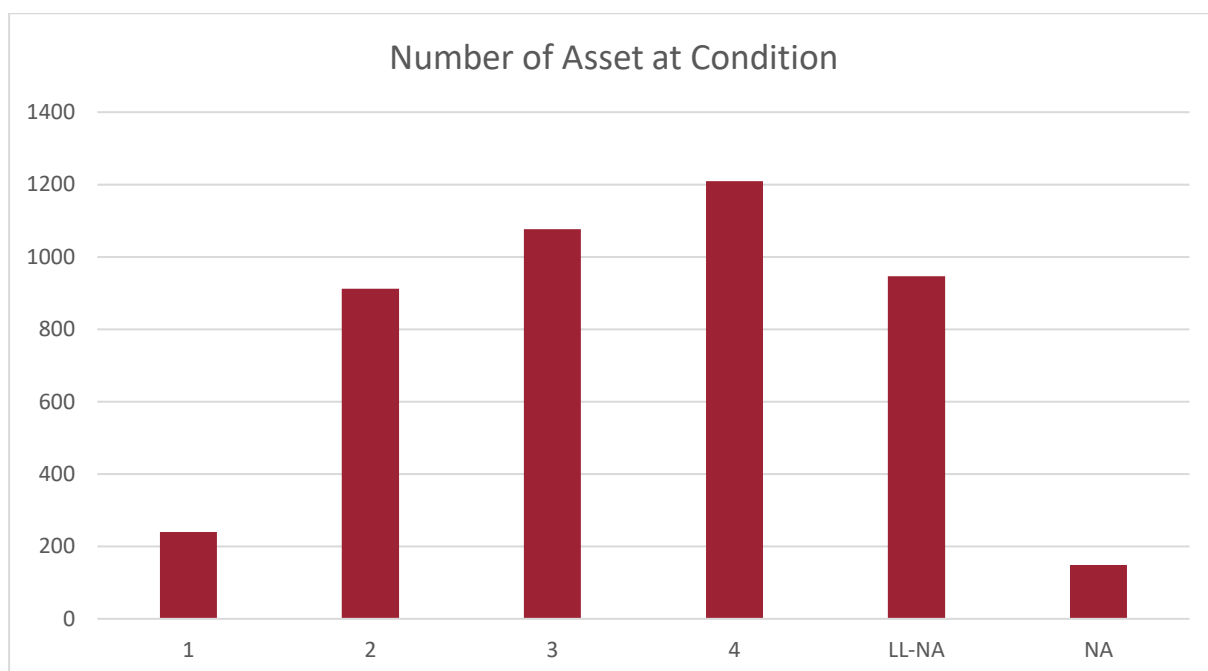
⁵ IPWEA, 2015, IIMM, Sec 2.5.4, p 2|80.

Condition Grading	Description of Condition
1	Very Good: free of defects, only planned and/or routine maintenance required
2	Good: minor defects, increasing maintenance required plus planned maintenance
3	Fair: defects requiring regular and/or significant maintenance to reinstate service
4	Poor: significant defects, higher order cost intervention likely
5	Very Poor: physically unsound and/or beyond rehabilitation, immediate action required

The condition profile of our assets is shown in Figure 5.1.3.

Figure 5.1.3: Asset Condition Profile





The LL-NA column relates to Long Life assets such as the earthworks for the lagoons and as such with very long-life allocated these have not been given a subsequent condition. With these long-life components there is an associated short/ life component associate with these assets. In the example of the lagoon the liners are the shorter life assets that will be renewed several times over the life of the long-life asset component.

Whilst there is a significant number of assets showing as condition 4 (1207) in the asset register, the majority of these assets are gravity pipes, flushing points and connections (1167). The overall value of these assets at condition 4 is about \$ 2.6m. Given many of these assets are in ground asset, the condition rating has been based on the estimated age on construction and not the physical inspection.

Many of these assets are long life assets, for example, the gravity main for instance at a condition 4 could have up to 20 years of remaining life.

All figure values are shown in current day (2022) dollars.

5.2 Routine Operations and Maintenance Plan

Operations include regular activities to provide services such as public health, safety and amenity. Examples of typical operational activities include asset inspections, water sampling and pipe cleaning.

Routine mmaintenance includes all actions necessary for retaining an asset as near as practicable to an appropriate service condition including regular ongoing day-to-day work necessary to keep assets operating. Examples of typical maintenance activities include pipe repairs, pump servicing and septic sludge removal.

Planned maintenance is repair work that is identified and managed through a maintenance management plan. This type of maintenance is usually scheduled and ongoing. Reactive maintenance is unplanned repair work that is not scheduled and usually undertaken as a priority as it may affect the service deliver to customers.

Specific higher value component maintenance is usually included planned for and undertaken as part of the capital works program. Examples of this include new CWMS control cabinets and replacement of effluent lagoon liners.

The trend in operations and maintenance budgets are shown in Table 5.2.1.

Table 5.2.1: Maintenance Budget Trends (Actual Real \$\$ in Year)

Year	Maintenance Budget \$
2018/19	\$ 1,043,514
2019/20	\$ 1,009,311
2020/21	\$ 1,121,313
2021/22	\$ 1,032,637
2022/23 (Proposed)	\$ 1,060,000

Maintenance budget levels are considered to be adequate to meet projected service levels, which may be less than or equal to current service levels. Where maintenance budget allocations are such that they will result in a lesser level of service, the service consequences and service risks have been identified and are highlighted in this AM Plan and service risks considered in the Infrastructure Risk Management Plan.

Summary of forecast operations and maintenance costs

Forecast operations and maintenance costs are expected to vary in relation to the total value of the asset stock. If additional assets are acquired, the future operations and maintenance costs are forecast to increase. If assets are disposed of the forecast operation and maintenance costs are expected to decrease. Figure 5.2

shows the forecast operations and maintenance costs relative to the proposed operations and maintenance Planned Budget.

Figure 5.2: Operations and Maintenance Summary



All figure values are shown in current day dollars.

The operational costs are reasonable constant and a significant amount of these costs are associated with salaries and contractors. The current contracts for the treatment facilities, pump stations and septic tank pumping are long term contract with price increases in line with CPI. There are also licensing fees and the effluent disposal costs into the SA Water network that are assumed to generally align with CPI increases going forward.

Council in liaison with our contractor is considering and repairing and maintaining assets on a monthly basis. A review of historic maintenance expenditure shows a decrease in this expenditure. The current level of maintenance expenditure provided for in the current budgets are considered appropriate given the regular investment in asset renewals for high use items such as pumps.

The current operating budgets will not allow for the council to fully meet its operational costs associated with acquisition and growth. In addition, the budget do not allow for the operational costs of undertaking asset condition revaluation by external parties.

5.3 Renewal Plan

Renewal is major capital work which does not significantly alter the original service provided by the asset, but restores, rehabilitates, replaces or renews an existing asset to its original service potential. Work over and above restoring an asset to original service potential is considered to be an acquisition resulting in additional future operations and maintenance costs.

Assets requiring renewal are identified from one of two approaches in the Lifecycle Model.

- The first method uses Asset Register data to project the renewal costs (current replacement cost) and renewal timing (acquisition year plus updated useful life to determine the renewal year), or
- The second method uses an alternative approach to estimate the timing and cost of forecast renewal work (i.e. condition modelling system, staff judgement, average network renewals, or other). (Alternate Method)

The typical useful lives of assets used to develop projected asset renewal forecasts are shown in Table 5.3. Asset useful lives were last reviewed on 30 June 2022.⁶ (Initial useful life estimated in the 2017 report and were last reviewed in June 2022 as part of the annual internal process and found to be still appropriate)

Table 5.3: Useful Lives of Assets

Asset (Sub)Category	Useful life
Gravity Pipes	80 years
Pumping Mains	80 years
Mono Pumps	10 – 15 years
Submersible Pumps	3 – 5 years
Control Panel/ Cabinet	30 years
Flushing Points/ Manholes	80 years
SBR Plant	50 years
Lagoons (liner)	30 years

The estimates for renewals in this AM Plan were based on the alternate method.

5.3.1 Renewal ranking

Asset renewal is typically undertaken to either:

- Ensure the reliability of the existing infrastructure to deliver the service it was constructed to facilitate (e.g. size of pump to meet peak demand), or
- To ensure the infrastructure is of sufficient quality to meet the service requirements (e.g.

It is possible to prioritise renewals by identifying assets or asset groups that:

- Have a high consequence of failure,
- Have high use and subsequent impact on users would be significant,
- Have higher than expected operational or maintenance costs, and
- Have potential to reduce life cycle costs by replacement with a modern equivalent asset that would provide the equivalent service.⁷

Council is continuing to monitor the asset maintenance costs and liaise with its contractors to ensure that operational performance is not being impeded by older failing infrastructure that has high maintenance costs. An example of this is a review of the age of submersible pumps when a failure occurs and a full replacement is undertaken where greater than 70% of the expected life of this pump has been exceeded. That is, many of our submersible pumps are relatively costs effective to undertake a full replacement as the costs associated with

⁶ APV CWMS Revaluation 2017

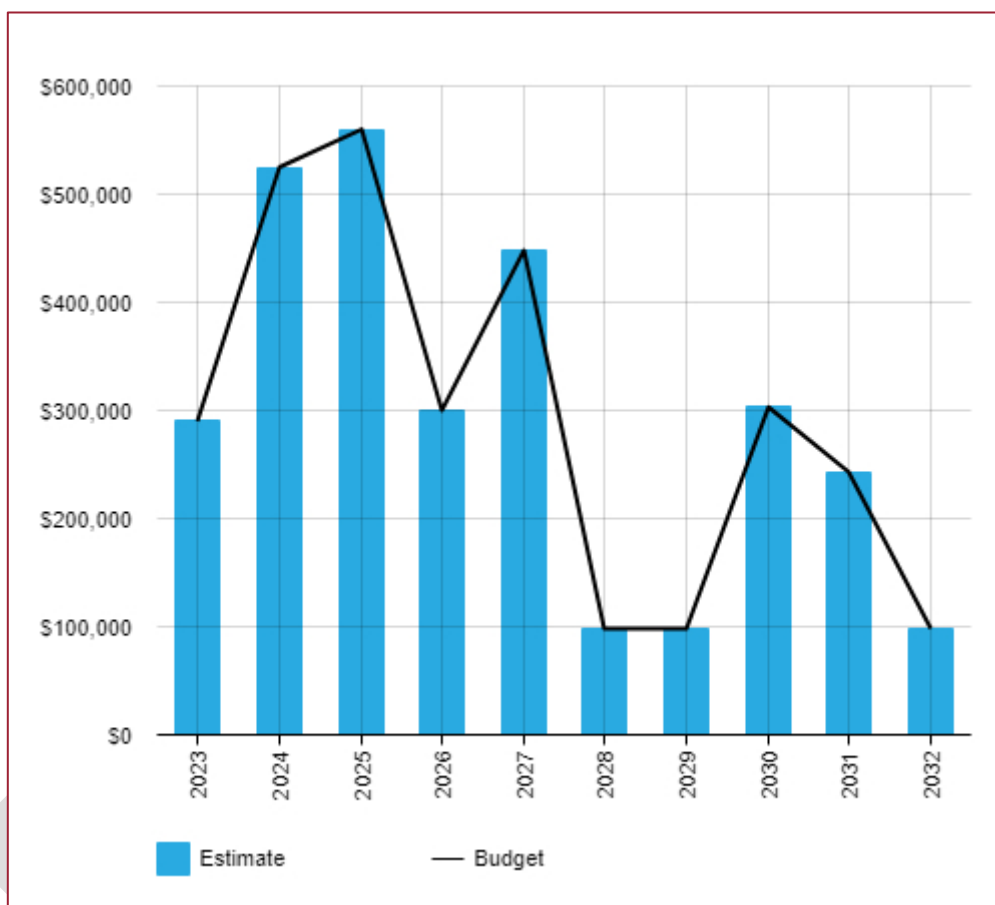
⁷ Based on IPWEA, 2015, IIMM, Sec 3.4.5, p 3|97.

process to undertake maintenance of an existing pumps can be 30 – 40% of the costs of installing a new pumps outright.

5.4 Summary of future renewal costs

Forecast renewal costs are projected to increase over time if the asset stock increases. The forecast costs associated with renewals are shown relative to the proposed renewal budget in Figure 5.4.1. A detailed summary of the forecast renewal costs is shown in Appendix D.

Figure 5.4.1: Forecast Renewal Costs



All figure values are shown in current day dollars.

The current proposed renewal costs align to the current available budgets. Council undertakes ongoing discussion with its operators on the condition of the assets to validate and determine the remaining useful life of assets. This is based on their age and subsequently any performance or additional maintenance requirement identified.

5.5 Acquisition Plan

Acquisition reflects are new assets that did not previously exist or works which will upgrade or improve an existing asset beyond its existing capacity. They may result from growth, demand, social or environmental needs. Assets may also be donated to the Council as part of land development.

Council does not currently expect to expand its service delivery to its community. In 2022 Council considered the possibility of undertaking a CWMS expansion to the Townships of Summertown, Uraidla and Mylor. The Council determined not to progress with these systems at this time. Whilst a future Council may determine to

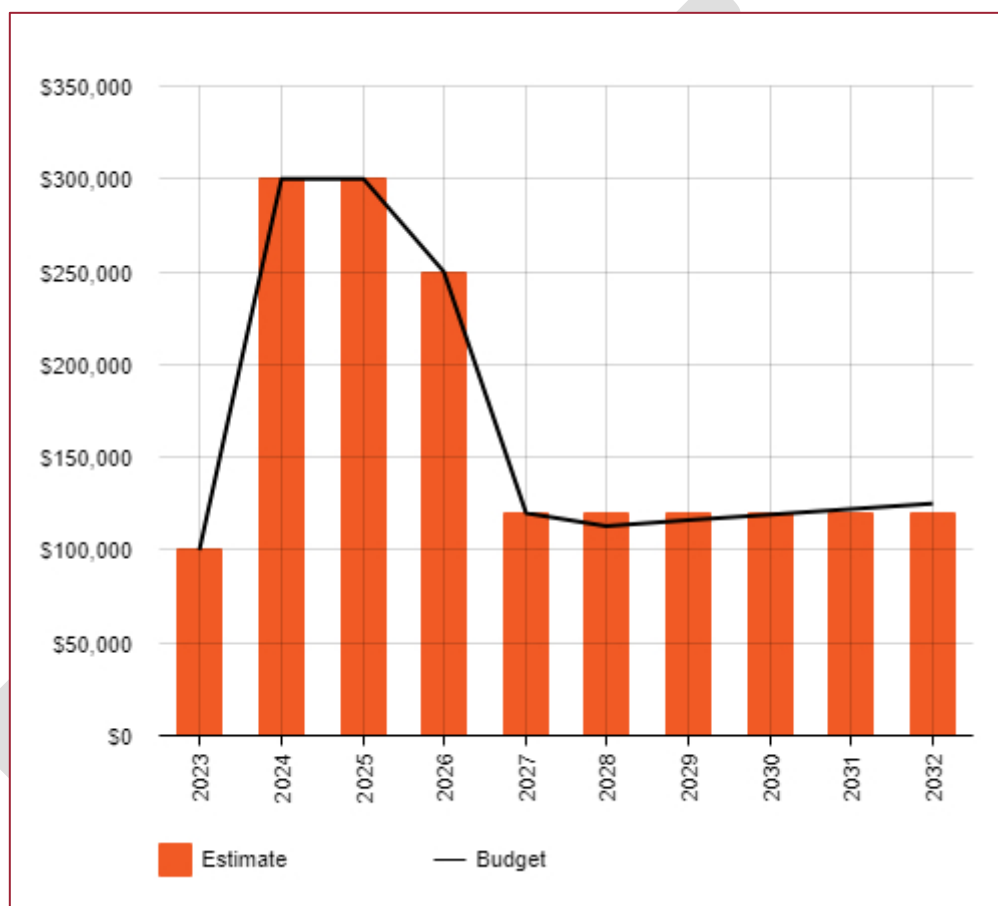
revisit these potential township expansions no allowance has been made in this Asset Management Plan for acquisition of new assets.

Council has identified existing gravity mains in Woodside and Birdwood that will required capacity upgrades. This is due to their age and the additional in-fill and growth that has occurred in these townships since the original systems were installed.

Summary of future asset acquisition costs

Forecast acquisition asset costs are summarised / summarized in Figure 5.5.1 and shown relative to the proposed acquisition budget.

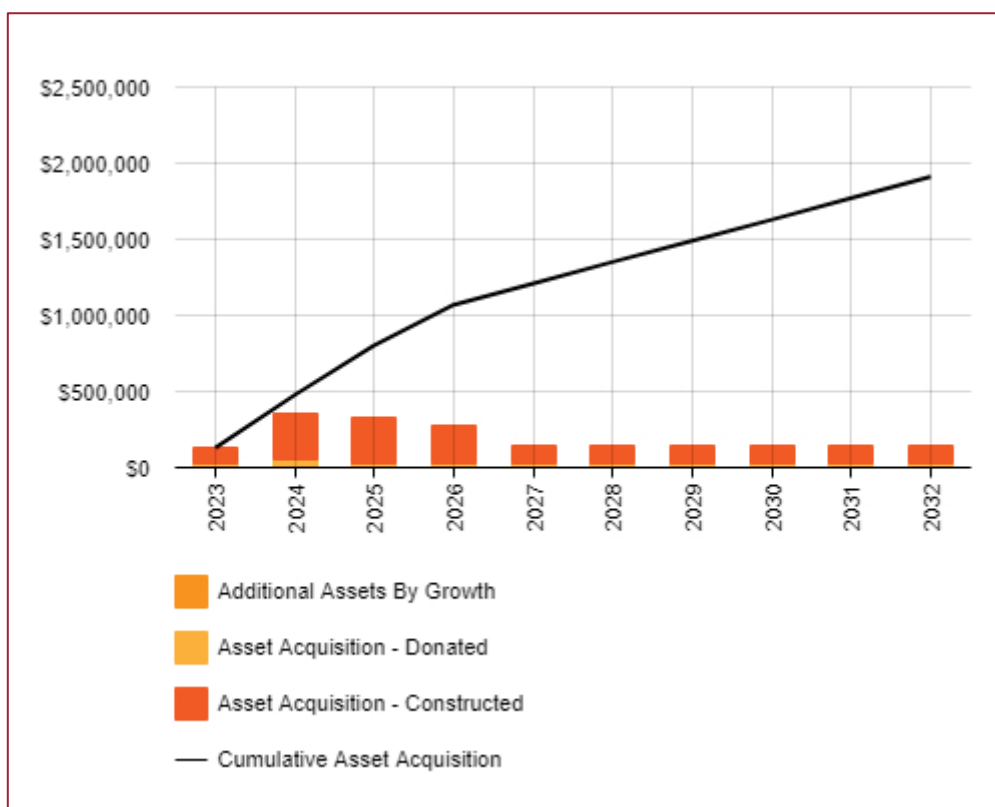
Figure 5.5.1: Acquisition (Constructed) Summary



All figure values are shown in current day dollars.

When Council commits to new assets, they must be prepared to fund future operations, maintenance and renewal costs. They must also account for future depreciation when reviewing long term sustainability. When reviewing the long-term impacts of asset acquisition, it is useful to consider the cumulative value of the acquired assets being taken on by the Entity. The cumulative value of all acquisition work, including assets that are constructed and contributed shown in Figure 5.5.2.

Figure 5.5.2: Acquisition Summary



All figure values are shown in current dollars.

Expenditure on new assets and services in the capital works program will be accommodated in the long-term financial plan, but only to the extent that there is available funding.

Whilst council has low growth in its available land there are still associated long term costs that result in these typically donated additional assets. The increase in operational costs may be somewhat dependent on where the growth occurs. That is, in Woodside and Charleston the additional land parcels will require additional SA Water fees for each allotment as part of the treatment process.

It should be noted that additional allotments do in some instances assist in the spreading of the cost base across additional customers, however the overall costs of delivering the services will cost more as more connections to the network occur.

Council has not included the potential growth from 2 major developments that may ultimately feed into the CWMS. These potential developments in Wick Winery Function Centre (Approved) and Stirling Golf Course redevelopment (Proposal). Should these developments eventuate then some changes to the acquisition summary and subsequent operations and maintenance changes would need to be updated in this plan.

5.6 Disposal Plan

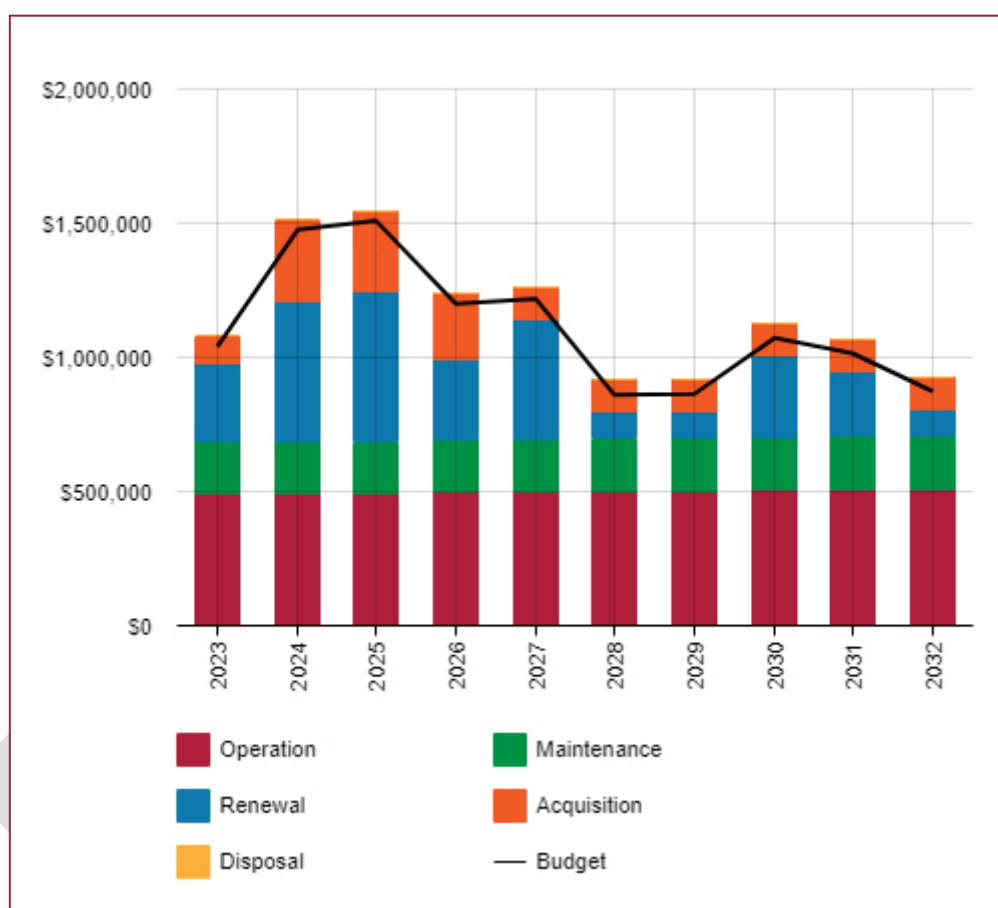
Council is currently reviewing the woodlot irrigation at the Birdwood Waste Water Treatment Plant (WWTP) in relation to the on-going requirement or all or part of this irrigation network. The irrigation system was initially installed to provide a disposal path for the treated waste water from Birdwood and Mount Torrens from the WWTP. Since the installation of the woodlot irrigation system, disposal paths to the Oval and to a private dam for irrigation purposes have been established. The irrigation system has not been utilized for several years. Significant renewal and maintenance costs may not be required if this system in full or part can be decommissioned. Whilst no allowance has been made in this version of the AMP for a decommissioning of this asset, investigations will be undertaken and any changes to this assets will be updated in future reviews of this document.

5.7 Summary of asset forecast costs

The financial projections from this asset plan are shown in Figure 5.7.1. These projections include forecast costs for acquisition, operation, maintenance, renewal, and disposal. These forecast costs are shown relative to the proposed budget.

The bars in the graphs represent the forecast costs needed to minimise the life cycle costs associated with the service provision. The proposed budget line indicates the estimate of available funding. The gap between the forecast work and the proposed budget is the basis of the discussion on achieving balance between costs, levels of service and risk to achieve the best value outcome.

Figure 5.7.1: Lifecycle Summary



All figure values are shown in current day dollars.

The available planned budget (currently adopted LTFP) is slightly less than what is considered necessary. The majority of the shortfall is associated with the operations and maintenance cycles, with additional direct costs for the operation and management of pumps stations being a component of the shortfall. The plan also includes additional funding for growth and acquisition associated operational and maintenance that was not previously modelled and subsequently considered in the planned budget. Given that the planned budget estimated a CPI of 2.5%, this updated draft AMP reflects the higher CPI and considers this in the actual required costs for the AMP.

6.0 RISK MANAGEMENT PLANNING

The purpose of infrastructure risk management is to document the findings and recommendations resulting from the periodic identification, assessment and treatment of risks associated with providing services from infrastructure, using the fundamentals of International Standard ISO 31000:2018 Risk management – Principles and guidelines.

Risk Management is defined in ISO 31000:2018 as: ‘coordinated activities to direct and control with regard to risk’⁸.

An assessment of risks⁹ associated with service delivery will identify risks that will result in loss or reduction in service, personal injury, environmental impacts, a ‘financial shock’, reputational impacts, or other consequences. The risk assessment process identifies credible risks, the likelihood of the risk event occurring, and the consequences should the event occur. The risk assessment should also include the development of a risk rating, evaluation of the risks and development of a risk treatment plan for those risks that are deemed to be non-acceptable.

6.1 Critical Assets

Critical assets are defined as those which have a high consequence of failure causing significant loss or reduction of service. Critical assets have been identified and along with their typical failure mode, and the impact on service delivery, are summarised in Table 6.1. Failure modes may include physical failure, collapse or essential service interruption.

Table 6.1 Critical Assets

Critical Asset(s)	Failure Mode	Impact
SBR Plant	Tank failure	Effluent not treated to appropriate level before ponds
Treatment/ Storage Lagoons	Structural wall failure or lagoon lining	Effluent discharge to water courses
Pump Stations	Pump failure	Waste water discharge to water course/stormwater
Recycled Waste Water irrigation Systems	Contract failures with third parties	Waste water discharge to watercourse

By identifying critical assets and failure modes an organisation can ensure that investigative activities, condition inspection programs, maintenance and capital expenditure plans are targeted at critical assets.

6.2 Risk Assessment

The risk management process used is shown in Figure 6.2 below.

It is an analysis and problem-solving technique designed to provide a logical process for the selection of treatment plans and management actions to protect the community against unacceptable risks.

The process is based on the fundamentals of International Standard ISO 31000:2018.

⁸ ISO 31000:2009, p 2

⁹ REPLACE with Reference to the Corporate or Infrastructure Risk Management Plan as the footnote

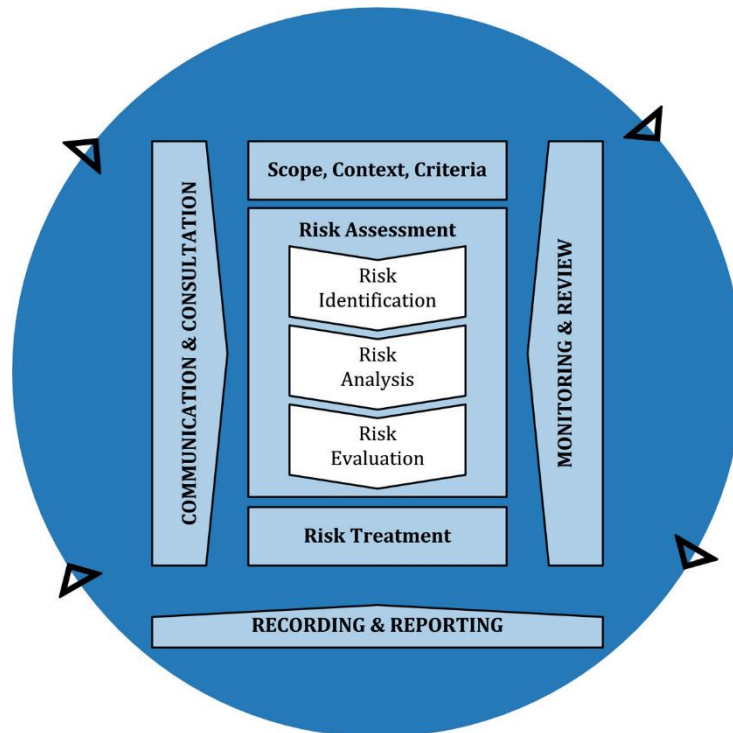


Fig 6.2 Risk Management Process – Abridged
 Source: ISO 31000:2018, Figure 1, p9

The risk assessment process identifies credible risks, the likelihood of the risk event occurring, the consequences should the event occur, development of a risk rating, evaluation of the risk and development of a risk treatment plan for non-acceptable risks.

An assessment of risks¹⁰ associated with service delivery will identify risks that will result in loss or reduction in service, personal injury, environmental impacts, a 'financial shock', reputational impacts, or other consequences.

Critical risks are those assessed with 'Extreme' (requiring immediate corrective action) and 'Major' (requiring corrective action) risk ratings. The residual risk and treatment costs of implementing the selected treatment plan is shown in Table 6.2. It is essential that these critical risks and costs are reported to management and the elected members of the Adelaide Hills Council.

¹⁰ REPLACE with Reference to the Corporate or Infrastructure Risk Management Plan as the footnote

Table 6.2: Risks and Treatment Plans

Service or Asset at Risk	What can Happen	Risk Rating	Risk Treatment Plan	Residual Risk *	Treatment Costs
CWMS pump station overflow or effluent line blockage	Discharge into water course/environment	Major	Installed high level alarms, upgraded CWMS pump stations with surge tanks and overflow dam. On call staff to manage overflows should they occur	Moderate	Pump out contractor on standby during storm events. Blockages attended to asap
CWMS pump station – pump failure due to power outages	Discharge into water course	Major	Regular servicing of pumps and renewal program. Back up and portable diesel generators	Moderate	Continue to Invest in backup generators at vulnerable sites
Treatment Lagoon Overflow	Discharge into environment/water course	Major	Third party agreements to supply recycled effluent to irrigators	Moderate	Continue to engage with current third party irrigators
Treatment Lagoon/Pump station overflow due to inadequate capacity	Discharge to Environment	Major	Future demand considerations/ renewal of infrastructure	Moderate	Identify areas where future increase in capacity is likely

Note * The residual risk is the risk remaining after the selected risk treatment plan is implemented.

7.0 FINANCIAL SUMMARY

This section contains the financial requirements resulting from the information presented in the previous sections of this AM Plan. The financial projections will be improved as the discussion on desired levels of service and asset performance matures.

7.1 Financial Sustainability and Projections

7.1.1 Sustainability of service delivery

There are two key indicators of sustainable service delivery that are considered in the AM Plan for this service area. The two indicators are the:

- asset renewal funding ratio (proposed renewal budget for the next 10 years / forecast renewal costs for next 10 years), and
- medium term forecast costs/proposed budget (over 10 years of the planning period).

Asset Renewal Funding Ratio

Asset Renewal Funding Ratio¹¹ 100.0%

The Asset Renewal Funding Ratio is an important indicator and illustrates that over the next 10 years we expect to have 100.0% of the funds required for the optimal renewal of assets.

The forecast renewal work along with the proposed renewal budget, and the cumulative shortfall, is illustrated in Appendix D.

Medium term – 10 year financial planning period

This AM Plan identifies the forecast operations, maintenance and renewal costs required to provide an agreed level of service to the community over a 10 year period. This provides input into 10 year financial and funding plans aimed at providing the required services in a sustainable manner.

This forecast work can be compared to the proposed budget over the first 10 years of the planning period to identify any funding shortfall.

The forecast operations, maintenance and renewal costs over the 10 year planning period is \$993,660 average per year.

The proposed (budget) operations, maintenance and renewal funding is \$946,300 on average per year giving a 10 year funding shortfall of \$47,360 per year. This indicates that 95.23% of the forecast costs needed to provide the services documented in this AM Plan are accommodated in the proposed budget. Note, these calculations exclude acquired assets.

- 7.1.2** Providing sustainable services from infrastructure requires the management of service levels, risks, forecast outlays and financing to achieve a financial indicator of approximately 1.0 for the first years of the AM Plan and ideally over the 10 year life of the Long-Term Financial Plan.

Forecast Costs (outlays) for the long-term financial plan

Table 7.1.3 shows the forecast costs (outlays) required for consideration in the 10 year long-term financial plan.

Providing services in a financially sustainable manner requires a balance between the forecast outlays required to deliver the agreed service levels with the planned budget allocations in the long-term financial plan.

Forecast costs are shown in 2022 dollar values.

Table 7.1.2: Forecast Costs (Outlays) for the Long-Term Financial Plan

¹¹ AIFMM, 2015, Version 1.0, Financial Sustainability Indicator 3, Sec 2.6, p 9.

Year	Acquisition	Operation	Maintenance	Renewal	Disposal
2023	100000	490000	200000	290000	0
2024	300000	491300	196300	525000	0
2025	300000	494800	189800	560000	0
2026	250000	498000	193000	300000	0
2027	120000	500700	195700	448000	0
2028	120000	502100	197100	98000	0
2029	120000	503500	198500	98000	0
2030	120000	504900	199900	303000	0
2031	120000	506300	201300	243000	0
2032	120000	507700	202700	98000	0

7.2 Funding Strategy

The proposed funding for assets is outlined in the Entity's budget and Long-Term financial plan.

The financial strategy of the entity determines how funding will be provided, whereas the AM Plan communicates how and when this will be spent, along with the service and risk consequences of various service alternatives.

The cost to deliver the service and undertake the renewals over the 10 year period is used as the lower bound limit to set a base price to charge customers. Council determines the final annual service fee following the annual review of the operations and maintenance and subsequent fair value of asset and the return on capital over and above the lower bound limit. The service is funded directly by the customer through the annual service fee.

Whilst the recommendation of this AMP is to increase the operations and maintenance expenditure to meet the service requirement, this does not necessarily directly change by the same magnitude to the customer. Any change to the base cost does reset the lower bound limit for recovery of costs. However, the customer price is set at the upper bound limit that also includes indirect costs/ overheads and a return on the cost of capital of the fair value of the asset base.

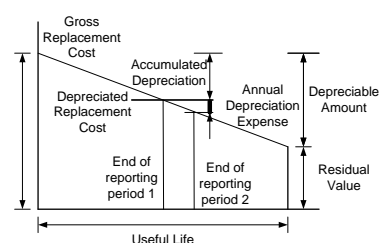
Council proposes to continue to fund its CWMS business on a full cost recovery model in line with the ESCOSA water pricing principles.

7.3 Valuation Forecasts

7.3.1 Asset valuations

The best available estimate of the value of assets included in this AM Plan are shown below. The assets are valued at Fair Value at replacement costs (2022) of existing service delivery;

Replacement Cost (Current/Gross)	\$21,065,000
Depreciable Amount	\$21,065,000
Depreciated Replacement Cost ¹²	\$14,127,000
Depreciation	\$397,000



7.3.2 Valuation forecast

Asset values are forecast to increase as additional assets are added from service.

¹² Also reported as Written Down Value, Carrying or Net Book Value.

Additional assets will generally add to the operations and maintenance needs in the longer term. Additional assets will also require additional costs due to future renewals. Any additional assets will also add to future depreciation forecasts.

7.4 Key Assumptions Made in Financial Forecasts

In compiling this AM Plan, it was necessary to make some assumptions. This section details the key assumptions made in the development of this AM plan and should provide readers with an understanding of the level of confidence in the data behind the financial forecasts.

Key assumptions made in this AM Plan are:

- Contract rates will increase by CPI over the term of the AMP
- No additional SA Water charges are included in the effluent disposal charge currently in place
- No changes to the regulatory environment that result in additional operational/ maintenance or capital
- Assumed that the passive (underground) assets are performing in a consistent and expected state based on the asset age.

7.5 Forecast Reliability and Confidence

The forecast costs, proposed budgets, and valuation projections in this AM Plan are based on the best available data. For effective asset and financial management, it is critical that the information is current and accurate. Data confidence is classified on a A - E level scale¹³ in accordance with Table 7.5.1.

Table 7.5.1: Data Confidence Grading System

Confidence Grade	Description
A. Very High	Data based on sound records, procedures, investigations and analysis, documented properly and agreed as the best method of assessment. Dataset is complete and estimated to be accurate $\pm 2\%$
B. High	Data based on sound records, procedures, investigations and analysis, documented properly but has minor shortcomings, for example some of the data is old, some documentation is missing and/or reliance is placed on unconfirmed reports or some extrapolation. Dataset is complete and estimated to be accurate $\pm 10\%$
C. Medium	Data based on sound records, procedures, investigations and analysis which is incomplete or unsupported, or extrapolated from a limited sample for which grade A or B data are available. Dataset is substantially complete but up to 50% is extrapolated data and accuracy estimated $\pm 25\%$
D. Low	Data is based on unconfirmed verbal reports and/or cursory inspections and analysis. Dataset may not be fully complete, and most data is estimated or extrapolated. Accuracy $\pm 40\%$
E. Very Low	None or very little data held.

The estimated confidence level for and reliability of data used in this AM Plan is shown in Table 7.5.2.

Table 7.5.2: Data Confidence Assessment for Data used in AM Plan

Data	Confidence Assessment	Comment
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¹³ IPWEA, 2015, IIMM, Table 2.4.6, p 2|71.

Demand drivers	High	
Growth projections	Very High	The townships that are services by the CWMS are in the watershed protection zone so there is well known limitations on growth to some in-fill. Council has determined not to expand the CWMS to other townships.
Acquisition forecast	High	CWMS system capacity well understood and modelled – currently deficiencies have been included in plan
Operation forecast	High	Long term contracts in place for defined services
Maintenance forecast	High	Regular inspections and routine and cyclic maintenance in place
Renewal forecast - Asset values	Medium	2017 valuation and subsequent indices increase annually.
- Asset useful lives	Medium	Survey of remaining useful life required to validate current useful life assumptions
- Condition modelling	Medium	Modelling a combination of asset register and operational input and validation.
Disposal forecast	High	

The estimated confidence level for and reliability of data used in this AM Plan is considered to be High/
Medium Confidence Level.

8.0 PLAN IMPROVEMENT AND MONITORING

8.1 Status of Asset Management Practices

8.1.1 Accounting and financial data sources

This AM Plan utilises accounting and financial data. The source of the data is Finesse.

8.1.2 Asset management data sources

This AM Plan also utilises asset management data. The source of the data is Confirm Enterprise Asset Management System

8.2 Improvement Plan

It is important that an entity recognise areas of their AM Plan and planning process that require future improvements to ensure effective asset management and informed decision making. The improvement plan generated from this AM Plan is shown in Table 8.2.

Table 8.2: Improvement Plan

Task	Task	Responsibility	Resources Required	Timeline
1	Document asset maintenance plan for treatment and pump stations	CWMS Technical Officer	Existing internal and Council Contractor	2022
2	Revaluation of asset and condition audit of above ground active assets	Manager Strategic Assets	External Valuer	2023
3	CCTV inspection of select underground services to validate condition assumptions of gravity and pressure network	Manager Strategic Assets	External specialized inspection company	2025
4	Consider real time monitoring of effluent treatment via 'Trility software'	Manager Strategic Assets	Contractor Trility	2022/23
5	Consider CCTV at treatment plant to have live feed to assess and management of alarm notification.	Manager Strategic Assets	Contractor Trility	2022/23
6	Update compliance plan to align with feedback from ESCOSA annual reporting.	CWMS Technical Officer	Existing	2022
7	Review and update trade waste policy to ensure disposal compliance reduce impact on assets	CWMS Technical Officer	Existing	2022/23
8	CCTV inspection of select underground services to validate condition assumptions of gravity and pressure network	Manager Strategic Assets	External specialized inspection company	2029
9				
10				

8.3 Monitoring and Review Procedures

This AM Plan will be reviewed during the annual budget planning process and revised to show any material changes in service levels, risks, forecast costs and proposed budgets as a result of budget decisions.

The AM Plan will be reviewed and updated annually to ensure it represents the current service level, asset values, forecast operations, maintenance, renewals, acquisition and asset disposal costs and planned budgets. These forecast costs and proposed budget are incorporated into the Long-Term Financial Plan or will be incorporated into the Long-Term Financial Plan once completed.

The AM Plan has a maximum life of 4 years and is due for complete revision and updating within 2 years of each Adelaide Hills Council election.

8.4 Performance Measures

The effectiveness of this AM Plan can be measured in the following ways:

- The degree to which the required forecast costs identified in this AM Plan are incorporated into the long-term financial plan,
- The degree to which the 1-5 year detailed works programs, budgets, business plans and corporate structures consider the 'global' works program trends provided by the AM Plan,
- The degree to which the existing and projected service levels and service consequences, risks and residual risks are incorporated into the Strategic Planning documents and associated plans,
- The Asset Renewal Funding Ratio achieving the Organisational target 90 – 110%.

9.0 REFERENCES

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- ISO, 2014, ISO 55000:2014, Overview, principles and terminology
- ISO, 2018, ISO 31000:2018, Risk management – Guidelines
- Strategic Plan 2020 – 2024,
- Annual Plan and Budget 2021_22.

10.0 APPENDICES

Appendix A Acquisition Forecast

A.1 – Acquisition Forecast Assumptions and Source

The acquisition relates to increase capacity of the old network that has since its initial construction has in sections reached capacity due to greater density of housing across the townships. The outer years reflect on-going investment to reduce the potential impact associated with power and pump failures and the risk of discharge to the environment.

A.2 – Acquisition Project Summary

The project titles included in the lifecycle forecast are included here.

Year	Project	\$ Estimate
2023	Church Street Backup	\$ 100,000.00
2024	Stage 1 jacaranda to Pump Station 1	\$ 300,000.00
2025	Stage 2 - Jacaranda to Pump Station 1	\$ 300,000.00
2026	Lange Crs to Church Street Pump Station	\$ 250,000.00
2027	Backup Power Charleston and Felix Street	\$ 120,000.00
2028	Capacity and Backup	\$ 120,000.00
2029	Capacity and Backup	\$ 120,000.00
2030	Capacity and Backup	\$ 120,000.00
2031	Capacity and Backup	\$ 120,000.00
2032	Capacity and Backup	\$ 120,000.00

A.3 – Acquisition Forecast Summary

Table A3 - Acquisition Forecast Summary

Year	Constructed	Donated	Growth
2023	100000	30000	0
2024	300000	50000	0
2025	300000	20000	0
2026	250000	20000	0
2027	120000	20000	0
2028	120000	20000	0
2029	120000	20000	0
2030	120000	20000	0
2031	120000	20000	0
2032	120000	20000	0

Appendix B Operation Forecast

B.1 – Operation Forecast Assumptions and Source

There is an assumption that as the number of allotment increase additional operational costs will apply – this includes additional pump outs, costs to SA Water for treatment and similar direct costs associated with each new customer.

B.2 – Operation Forecast Summary

Table B2 - Operation Forecast Summary

Year	Operation Forecast	Additional Operation Forecast	Total Operation Forecast
2023	465000	650	495000
2024	465000	1750	490650
2025	465000	1600	492400
2026	465000	1350	494000
2027	465000	700	495350
2028	465000	700	496050
2029	465000	700	496750
2030	465000	700	497450
2031	465000	700	498150
2032	465000	700	498850

Appendix C Maintenance Forecast

C.1 – Maintenance Forecast Assumptions and Source

As the amount of customers increase it is considered that some additional maintenance will be required as the active components of the system such as pumps are working more to deal with the additional inflow and treatment.

C.2 – Maintenance Forecast Summary

Table C2 - Maintenance Forecast Summary

Year	Maintenance Forecast	Additional Maintenance Forecast	Total Maintenance Forecast
2023	185000	1300	185000
2024	185000	3500	186300
2025	185000	3200	189800
2026	185000	2700	193000
2027	185000	1400	195700
2028	185000	1400	197100
2029	185000	1400	198500
2030	185000	1400	199900
2031	185000	1400	201300
2032	185000	1400	202700

Appendix D Renewal Forecast Summary

D.1 – Renewal Forecast Assumptions and Source

The renewal plan is a combination of the most recent condition valuation audit of 2017 that is the basis for the asset register and then the operational knowledge of the internal civil service team that have managed the pump stations and also advice on current condition of assets from the treatment facilities contractor.

D.2 – Renewal Project Summary

The project titles included in the lifecycle forecast are included here.

Year	Project	\$ Estimate
		\$
2023	Control cabinets	100,000.00
		\$
2023	Pump Renewals	60,000.00
		\$
2023	Lagoon Fencing	80,000.00
		\$
2023	Kersbrook Pond Rehabilitation	50,000.00
		\$
2024	Includes Woodside Gravity Stage 1	525,000.00
		\$
2025	Includes Woodside Gravity Stage 2	560,000.00
		\$
2026	Includes Birdwood Stage 1 Gravity	300,000.00
		\$
2027	Includes Stage 2 Gravity Main Birdwood	448,000.00
		\$
2028	General Renewal including Pumps	98,000.00
		\$
2029	General Renewal including Pumps	98,000.00
		\$
2030	Includes liner primary pond Birdwood	303,000.00
		\$
2031	includes secondary lagoon Birdwood	243,000.00
		\$
2032	General Renewal including Pumps	98,000.00

D.3 – Renewal Forecast Summary

Table D3 - Renewal Forecast Summary

Year	Renewal Forecast	Renewal Budget
2023	290000	290000
2024	525000	525000
2025	560000	560000
2026	300000	300000
2027	448000	448000
2028	98000	98000
2029	98000	98000
2030	303000	303000
2031	243000	243000
2032	98000	98000

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Table E3 – Disposal Activity Summary

Year	Disposal Forecast	Disposal Budget
2023	0	0
2024	0	0
2025	0	0
2026	0	0
2027	0	0
2028	0	0
2029	0	0
2030	0	0
2031	0	0
2032	0	0

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Appendix F Budget Summary by Lifecycle Activity

Table F1 – Budget Summary by Lifecycle Activity

Year	Acquisition	Operation	Maintenance	Renewal	Disposal	Total
2023	100000	465000	185000	290000	0	1040000
2024	300000	465000	185000	525000	0	1475000
2025	300000	465000	185000	560000	0	1510000
2026	250000	465000	185000	300000	0	1200000
2027	120000	465000	185000	448000	0	1218000
2028	113000	465000	185000	98000	0	861000
2029	116000	465000	185000	98000	0	864000
2030	119000	465000	185000	303000	0	1072000
2031	122000	465000	185000	243000	0	1015000
2032	125000	465000	185000	98000	0	873000

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 23 Aug 2022
AGENDA BUSINESS ITEM**

Item: 12.8

Responsible Officer: Mike Carey
Manager Financial Services
Corporate Services

Subject: Policy Review - Disposal of Assets Policy

For: Decision

SUMMARY

The purpose of this report is to provide Council with the updated Draft *Disposal of Assets Policy* (the 'Policy') and seek approval to adopt the Policy as per **Appendix 1**.

Council previously adopted a *Disposal of Assets Policy* in September 2019, and it is now being reviewed in accordance with Council's Policy Review Process to ensure that it remains contemporary and compliant. This update proposes a number of minor amendments (reflected in Track Changes in **Appendix 1**) to clarify Council's position and improve the application of this policy.

The main clarifications are

- Recognition of the *Arts and Heritage Collection Policy*
- Removal of requirement of advertising via newsprint (unless mandated by legislation)
- Recognition of LGA Procurement's disposal panel and Tenders SA as tendering options
- Specific reference to the principle that Council Members and staff are not permitted to take, or be given, surplus assets, materials, or equipment.
- The inclusion of a requirement for Council officers to utilise an approved disposal plan when disposing of plant and equipment

The Audit Committee were provided the opportunity to review the Draft *Disposal of Assets Policy* at its 15 August 2022 meeting prior to the Policy being presented to Council for consideration.

RECOMMENDATION

Council resolves:

1. That the report be received and noted
 2. With an effective date of 06 September 2022, to revoke the 10 October 2019 *Disposal of Assets Policy* and to adopt the 23 August 2022 *Disposal of Assets Policy* as per Appendix 1.
 3. That the Chief Executive Officer be authorised to make any formatting, nomenclature, or other minor changes to the Policy as per Appendix 1 prior to the date of effect.
-

1. BACKGROUND

Council previously adopted a *Disposal of Assets Policy* in August 2019. This Policy replaced two previously adopted policies. A *Disposal of Land policy* in 2014 and a *Disposal of Materials Policy* in November 2012. The 2019 Policy consolidated these two previous policies into a single policy.

Council is committed to recycling items whenever possible. The current Policy has assisted in reducing items sent to waste, in a transparent and ethical manner.

The current Policy is due for review.

The Audit Committee was provided the opportunity to review the *Disposal Policy* at its 15 August 2022 meeting prior to the Policy being presented to Council for consideration.

The Audit Committee suggested a number of improvements to the Policy as part of its review. As a result, the draft Policy for Council's consideration has been augmented to include improved wording for the public consultation clause and the Minor Plant and Equipment definition.

Administration also reviewed the wording for the Unsolicited Proposals in accordance with Audit Committee discussion.

As such, the Audit Committee resolved as follows:

8.11. Policy Review – Disposal of Assets

Moved Peter Brass
S/- David Moffatt

AC50/22

The Audit Committee resolves:

1. That the report be received and noted.
2. To recommend to Council the adoption of the Draft Disposal of Assets Policy as detailed in Appendix 1.

Carried Unanimously

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal 05	We are accountable, informed, and make decisions in the best interests of the whole community
Objective 05.1	Enhance governance structures and systems to prudently adapt to changing circumstances and meet our legislative obligations

➤ **Legal Implications**

Section 49 of the *Local Government Act 1999* sets out the legislative requirements in relation to the sale or disposal of land or other assets.

Section 201 of the *Local Government Act 1999* sets out the legislative requirements in relation to sale or disposal of local government land.

➤ **Risk Management Implications**

The revision of the Policy will assist in mitigating the risk of:

Disposal of assets including land failing to realise appropriate standards of accountability and responsibility leading to a loss of stakeholder confidence and suboptimal outcomes.

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

The *Disposal of Assets Policy* will ensure any sales will consider the legislative context for the sale as well as ensuring best return is achieved.

The Policy documents the acceptable methods of sale, as well as ensuring valuations are required when appropriate.

➤ **Financial and Resource Implications**

There is no specific budget or resource implications in relation to this Policy.

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

There is a high expectation that Council has appropriate asset disposal processes (including land) to ensure that the community's assets are disposed of in a manner that is accountable, responsible, fair and equitable to all parties involved and facilitates the best possible outcome is achieved for the Council

➤ **Sustainability Implications**

Environmental considerations in relation to how the asset is disposed of have been included in the policy.

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

Consultation on the development of this report was as follows:

<i>Council Committees:</i>	Audit Committee at the 15 August 2022 Meeting
<i>Council Workshops:</i>	Not Applicable
<i>Advisory Groups:</i>	Not Applicable
<i>External Agencies:</i>	Not Applicable
<i>Community:</i>	Not Applicable

➤ **Additional Analysis**

A review has been undertaken of the policy which included:

- consideration of the *Local Government Association Guide Policy for Disposal of Land and Assets*,
- review of other Council disposal policies to ascertain industry best practice, and
- advice from key Adelaide Hills Council staff members

The revised Policy is differentiated from its predecessors in the following ways:

- Recognition of the *Arts and Heritage Collection Policy*
- Removal of requirement of advertising via newsprint unless mandated by legislation
- Recognition of LGA Procurement's disposal panel and Tenders SA as tendering options
- Clarification of Minor Plant and equipment to include Portable and Attractive Items
- Specific reference to the principle that Council Members and staff are not permitted to take, or be given, surplus assets, materials, or equipment.
- The inclusion of a requirement for Council officers to utilise an approved disposal plan when disposing of plant and equipment
- Recognition that the responsible council officer is responsible to ensure the appropriate asset registers are updated
- Clarification of when Council needs to engage its Public Consultation Policy in respect to disposal of assets.

3. OPTIONS

Council has the following options:

- I. To adopt the *Draft Disposal of Assets Policy* (**Appendix 1**) (Recommended)
- II. To determine not to adopt the *Draft Disposal of Assets Policy* or to suggest changes are made to the *Draft Disposal of Asset Policy* (Not Recommended)

Should 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 Council for further consideration.

4. APPENDIX

- (1) *Draft Disposal of Assets Policy*

Appendix 1

Draft Disposal of Asset Policy

COUNCIL POLICY

 <p>Adelaide Hills COUNCIL</p>	<h2>DISPOSAL OF ASSETS</h2>
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Policy Number:	Fin-07
Responsible Department(s):	Financial Services
Relevant Delegations:	As per the Delegations Register and as detailed in this Policy
Other Relevant Policies:	<i>Procurement Policy</i> <i>Prudential Management Policy</i> <i>Asset Management Policy</i> Arts and Heritage Collection Policy Public Consultation Policy
Relevant Procedure(s):	Nil
Relevant Legislation:	<i>Local Government Act 1999 (SA)</i> <i>Real Property Act 1886 (SA)</i> <i>Land and Business (Sale and Conveyancing) Act 1994 (SA)</i> <i>Development Act 1993 (SA)</i> <i>Retail and Commercial Leases Act 1995 (SA)</i> <i>Residential Tenancies Act 1995 (SA)</i> <i>Strata Titles Act 1988 (SA)</i> <i>Crown Land Management Act 2009 (SA)</i> <i>Community Titles Act 1996 (SA)</i> <i>Roads (Opening and Closing) Act 1991 (SA)</i> <i>Land Acquisition Act 1969 (SA).</i>
Policies and Procedures Superseded by this policy on its Adoption:	Disposal of Assets Policy 2019 Item 12.4, 216/19
Adoption Authority:	Council
Date of Adoption:	23 August 2022
Effective From:	6 September 2022

Minute Reference for Adoption:	<i>To be entered administratively following Council Meeting</i>
Next Review:	No later than September 2025 or as required by legislation or changed circumstances.

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Version Control

Version No.	Date of Effect	Description of Change(s)	Approval
<i>1.0</i>	<i>10/09/2019</i>	Review and Combine INF – 01, Disposal of Land Policy & INF – 04 Disposal of Material into one Policy	<i>Item 12.4, 216/19</i>
<i>2.0</i>	<i>6/9/2022</i>	Revised Policy	<i>To be determined</i>

DISPOSAL OF ASSETS POLICY

1. INTRODUCTION AND PURPOSE

- 1.1. The purpose of this policy is to establish the key principles relating to the sale or disposal of Council assets.
- 1.2. The existence of this policy will ensure a consistent, fair, transparent and accountable approach is maintained and assist in ensuring all third party applications are treated fairly and equitably.
- 1.3. The *Disposal of Assets Policy* should align with the Council's Strategic Plan and relate to the provision of an attractive community, preservation of the natural environment and local economic development. It is acknowledged that land can facilitate the attainment of the Adelaide Hills Council area being a desirable place to live, work and play. It is also acknowledged that assets which are not performing or have no potential in this regard need to be reviewed and aligned to the achievement of the visions of the Strategic Plan.
- 1.4. This policy incorporates the Council's approach to recouping administrative costs that it incurs when it considers a request by a third party to purchase Council land, in particular roads and community land.

2. OBJECTIVES

- 2.1. The objectives of this policy are to:
 - 2.1.1. define the methods by which assets are disposed of;
 - 2.1.2. demonstrate the accountability and responsibility of Council to ratepayers;
 - 2.1.3. be fair and equitable to all parties involved;
 - 2.1.4. enable all processes to be monitored and recorded; and
 - 2.1.5. ensure that the best possible outcome is achieved for the Council.
- 2.2. Furthermore, *Section 49 (a1) of the Local Government Act (1999) (the Act)* requires Council to develop and maintain policies, practices and procedures directed towards:
 - 2.2.1. obtaining value in the expenditure of public money; and
 - 2.2.2. providing for ethical and fair treatment of participants; and
 - 2.2.3. ensuring probity, accountability and transparency in all disposal processes.

3. SCOPE

- 3.1. In compliance with *Section 49 of the Act* Council should refer to this policy when disposing of assets and *Section 201 of the Act* Council when disposing of local government land.
- 3.2. However, this Policy does not cover:
- 3.2.1. land sold by Council for the non-payment of rates; or
 - 3.2.2. disposal of goods which are not owned by the Council, such as abandoned vehicles;
as these are dealt within the Act.
 - 3.2.3. granting of leases, licences or interests over land; or
 - 3.2.4. the acquisition of assets that are covered in Council's Procurement Policy.

4. DEFINITIONS

- 4.1. In this policy, unless the contrary intention appears, these words have the following meanings:

Acquisition means the purchase, leasing, and acceptance of property under care, control and management or other transfer of any interest in assets to Council.

Act means the *Local Government Act 1999* and its regulations as amended (unless otherwise defined).

Assets means any physical item that the Council owns and that has at any time been treated pursuant to the Australian Accounting Standards as an 'asset', and includes land, major plant and equipment and minor plant and equipment. It **does not include** financial investments or finance related activities.

Chief Executive Officer means the Chief Executive Officer (including their delegate) of the Adelaide Hills Council, or an acting Chief Executive Officer of the Adelaide Hills Council (including their delegate).

Community Land means local government land classified as community land under Chapter 11 of the Act.

Council means the Adelaide Hills Council.

Council Member as stated in the Act means the principal member or a councillor of the Council.

Disposal means the sale or other transfer of an asset by Council to another party.

Land includes community land, vacant land, operational land and roads, and any other land-related assets, including all buildings (community and operational) on land.

Major Plant and Equipment includes all major machinery and equipment owned by the Council. It includes all trucks, graders, other operating machinery and major plant items with an original value of \$5,000 or more. It does not include minor plant and equipment.

Minor Plant and Equipment includes all minor plant, equipment and portable and attractive items owned by Council. It includes all loose tools, store items, furniture, second hand items removed from major plant and equipment (such as air conditioners, bricks and pavers) and surplus bulk items (such as sand and gravel) with an original value likely to be less than \$5,000.

Road has the same meaning as defined in the Act, being a public or private street, road or thoroughfare to which public access is available on a continuous or substantially continuous basis to vehicles or pedestrians or both and includes:

- a) A bridge, viaduct or subway; or
- b) An alley, laneway or walkway

Staff means Council staff, contractors, volunteers and all others who perform work on behalf of Council.

Valuation means a determination or assessment of value completed by a qualified and licensed valuer.

Unsolicited proposal is an approach to Council from a third party for the purchase of an asset where the Council has not requested a proposal through its regular disposal or procurement processes.

Portable and Attractive Items are items of equipment that are less than \$5,000 and are susceptible to theft or loss due to their portable nature and attractiveness for personal use or resale.

Examples of Portable and Attractive Items include (but are not limited to)

- a) laptop/mobile computers (purchased outright/non leased);
- b) mobile communication devices (e.g. iPhone/Androids/iPads);
- c) audio Visual Equipment (including Projectors);
- d) cameras (digital/film/video);
- e) printers (including label printers);
- f) televisions, flat screens and monitors;
- g) DVD/Video players, and Music players (iPod etc.);
- h) GPS devices;

i) power tools;

j) ladders, or other outdoor equipment.

5. POLICY PRINCIPLES

Council must have regard to the following principles when disposing of assets:

5.1. Encouragement of open and effective competition.

5.2. Obtaining value for money

5.2.1. This is not restricted to price alone.

5.2.2. An assessment of value for money must include consideration of (where applicable):

5.2.2.1. the contribution to Council's long term financial plan and strategic management plans;

5.2.2.2. any relevant direct and indirect benefits to Council, both tangible and intangible;

5.2.2.3. efficiency and effectiveness;

5.2.2.4. the costs of various disposal methods;

5.2.2.5. internal administration costs;

5.2.2.6. risk exposure; and

5.2.2.7. the value of any associated environmental benefits.

5.3. Ethical Behaviour and Fair Dealing.

5.3.1. Council is to behave with impartiality, fairness, independence, openness and integrity in all discussions and negotiations.

5.4. Probity, Accountability, Transparency and Reporting.

5.5. Ensuring compliance with all relevant legislation, including the following:

5.5.1. *Local Government Act 1999 (SA)*

5.5.2. *Real Property Act 1886 (SA)*

5.5.3. *Land and Business (Sale and Conveyancing) Act 1994 (SA)*

- 5.5.4. *Development Act 1993 (SA)*
- 5.5.5. *Retail and Commercial Leases Act 1995 (SA)*
- 5.5.6. *Residential Tenancies Act 1995 (SA)*
- 5.5.7. *Strata Titles Act 1988 (SA)*
- 5.5.8. *Crown Land Management Act 2009 (SA)*
- 5.5.9. *Community Titles Act 1996 (SA)*
- 5.5.10. *Roads (Opening and Closing) Act 1991 (SA)*
- 5.5.11. *Land Acquisition Act 1969 (SA)*

6. CONSIDERATIONS PRIOR TO THE DISPOSAL OF ASSETS

- 6.1. Any decision to dispose of an asset will be made after considering (where applicable):
 - 6.1.1. the usefulness of the asset;
 - 6.1.2. the current market value of the asset;
 - 6.1.3. the annual cost of maintenance;
 - 6.1.4. any alternative future use of the asset;
 - 6.1.5. any potential contamination remediation costs;
 - 6.1.6. any duplication of the asset or the service provided by the asset;
 - 6.1.7. any impact the disposal of the asset may have on the community;
 - 6.1.8. any cultural or historical significance of the asset;
 - 6.1.9. the positive and negative impacts the disposal of the asset may have on the operations of the Council;
 - 6.1.10. the long term plans and strategic direction of the Council;
 - 6.1.11. the remaining useful life of the asset;
 - 6.1.12. a benefit and risk analysis of the proposed disposal;
 - 6.1.13. the results of any community consultation process;
 - 6.1.14. any restrictions on the proposed disposal;
 - 6.1.15. the content of any community land management plan; and

- 6.1.16.** other relevant policies of the Council, including the Prudential Management Policy.

6.2. Deaccession and Disposal of items from The Arts and Heritage Collection

- 6.2.1. When disposing of items from the arts and heritage collection, the Arts and Heritage Collection Policy must be followed.**

7. DISPOSAL METHODS

7.1. Disposal of Land

- 7.1.1.** The Council may resolve to dispose of land.
- 7.1.2.** Where the land forms or formed a road or part of a road, the Council must ensure that the land is closed under the Roads (Opening and Closing) Act 1991 (SA) prior to its disposal.
- 7.1.3.** Where land is classified as community land, the Council must:
- 7.1.3.1.** undertake public consultation in accordance with the Act and the Council's Public Consultation Policy; and
 - 7.1.3.2.** ensure that the process for the revocation of the classification of the land as community land has been concluded prior to its disposal; and
 - 7.1.3.3.** comply with all other requirements under the Act in respect of the disposal of community land.
- 7.1.4.** Where land is classified as community land, consideration should be given to impact the disposal would have on the local community including assessment of the following:
- 7.1.4.1.** Ecological Value – determined by the size of the land, distance to core habitat, proportion of surrounding open space in close proximity to the site and extent of roads and sealed surfaces surrounding the site;
 - 7.1.4.2.** Trees and vegetation – impact on existing trees and vegetation;
 - 7.1.4.3.** Character and appeal – how is the land currently used, landscaped and maintained and are the facilities on the land of benefit to the community;
 - 7.1.4.4.** Accessibility – proximity to nearby residents or businesses;

- 7.1.4.5.** Recreational value – size of the land, current or possible use for formal or informal recreation and facilities on the land suitable to facilitate formal or informal recreation;
- 7.1.4.6.** Cost of maintenance – annual costs to maintain the land.
- 7.1.5.** The Council will, where appropriate, dispose of land through one of the following methods:
- 7.1.5.1. *Open market sale*** - ~~advertisement for disposal of the Land through the local paper (if required) and where appropriate, a paper circulating in the State, or~~ by procuring the services of a licensed real estate agent and/or auctioneer (following compliance with the Council's Procurement Policy);
- 7.1.5.2. *Expressions of interest*** - seeking expressions of interest for the land;
- 7.1.5.3. *Select tender*** - seeking tenders from a selected group of persons or companies;
- 7.1.5.4. *Open tender*** - openly seeking bids through tenders, including public auction;
- 7.1.5.5. *By negotiation*** – with owners of land adjoining the land to be disposed or others with a pre-existing interest in the land, or where the land is to be used by a purchaser whose purpose for the land is consistent with the Council's strategic objectives for the land.
- 7.1.6.** Selection of a suitable disposal method will include consideration of (where appropriate):
- 7.1.6.1.** the number of known potential purchasers of the Land;
- 7.1.6.2.** the original intention for the use of the Land;
- 7.1.6.3.** the current and possible preferred future use of the ~~Land~~Land and;
- 7.1.6.4.** the opportunity to promote local economic growth and development;
- 7.1.6.5.** delegation limits, taking into consideration accountability, responsibility, operation efficiency and urgency of the disposal;
- 7.1.6.6.** the total estimated value of the disposal; and
- 7.1.6.7.** compliance with statutory and other obligations.

7.1.7. If Land is to be auctioned or placed on the open market or disposed of by an expression of interest, then (unless the Council resolves otherwise) one independent valuation must be obtained to establish the reserve price for the Land. The independent valuation must be made no more than 6 months prior to the proposed disposal.

7.1.8. If Land is to be disposed of via a select tender or direct sale, unless the Council resolves otherwise:

7.1.8.1. the sale or exchange of Roads under the *Roads (Opening and Closing) Act 1996* or Land that has a site value as valued by the Valuer-General at under \$100,000 one independent valuation by a Valuer must be obtained to ensure that an appropriate market value is obtained;

7.1.8.2. where the Land has a site value as valued by the Valuer-General at greater than \$100,000, a minimum of two independent valuations by a Valuer must be obtained to ensure that an appropriate market value is obtained;

7.1.8.3. The independent valuations must be made no more than 6 months prior to the Council resolving to dispose of the land.

7.1.9. The Council will seek to dispose of Land at or above current market valuation, as determined by a Valuer, by whichever method is likely to provide the Council with a maximum return, unless there are reasons for the Council to accept a lesser return which is consistent with the Council's overall strategic direction. These reasons must be documented in writing.

7.1.9-7.1.10. If the disposal is not to be on the open market, the disposal should be at or above the current market valuation, as determined by a Valuer (with due regard to all associated costs to achieve the transaction or such other amount as the Council resolves).

7.1.10-7.1.11. The Council will not dispose of land to any Council member or staff who has been involved in any process related to a decision to dispose of the land and/or the establishment of a reserve price.

7.1.11-7.1.12. Unless resolved by Council, elected members and staff will not be permitted to purchase land unless the purchase is via an open tender process or a public auction, and the tender submitted or bid made is the highest.

7.1.12-7.1.13. Purchasers of land must be required to agree in writing that before purchasing any land that no warranty is given by the Council in respect of the suitability and condition of the land for the recipient and that the Council will not be responsible for the land in any respect following the disposal, unless otherwise agreed as part of a commercial negotiation.

7.1.13-7.1.14. Unless otherwise resolved by Council, net proceeds will be applied to general revenue to reduce borrowings and build cash reserves to fund future asset replacement or strategic land purchases. However the Council

may consider the specific application of net proceeds where the disposal is to fund a particular strategic purpose

7.2. Disposal of Roads

Roads, including unmade road reserves and walkways, form integral links in the vehicle and pedestrian network. Where these may have future requirements for vehicle or access connections, form part of strategic connections identified by the State Government as having state linkages or are identified in the Council's *Trails Strategy*, they should be retained by Council.

7.2.1. Roads that are not considered to be integral parts of these linkages could be considered for disposal as surplus to community requirements and Council may consider expressions of interest from interested adjoining property owners to purchase.

7.2.2. Expressions of Interest for the purchase of the whole or portion of a road are processed in the following manner:

7.2.2.1. Receipt of an application and payment of an application fee (as set out in the annual fees and charges);

7.2.2.2. Internal assessment undertaken using the Local Government Association publication *Unformed Public Road Strategic Direction and Use Instruction Manual*;

7.2.2.3. Where, following the internal assessment, disposal is not considered to be appropriate, the applicant will be advised of the decision;

7.2.2.4. Where, following the internal assessment, the road is considered surplus to needs, the proposal will be progressed in accordance with the requirements of the Roads (Opening and Closing) Act 1991 and the request for a valuation undertaken by a Valuer.

7.2.2.5. Where multiple adjoining land owners express an interest in the purchase of the same or similar area of road and the interested parties are not able to reach agreement, the Council may choose to undertake the sale as a select tender process or not to progress with the road closure and sale.

7.2.2.6. Following completion of the public notification period, a report will be presented to Council for consideration

7.3. Disposal of Major Plant and Equipment and Minor Plant and Equipment

7.3.1. The disposal of major plant and equipment and minor plant and equipment will be the responsibility of the relevant Council Officer who is responsible for those assets.

7.3.2. The Council will, where appropriate, dispose of major plant and equipment and minor plant and equipment through one of the following methods:

7.3.2.1. *Trade-in* – trading in equipment to suppliers;

7.3.2.2. *Expressions of interest* – seeking expressions of interest from buyers including specialist resellers (minimum of 2 to be requested);

7.3.2.3. *Select tender* – seeking tenders from a selected group of persons or companies;

7.3.2.4. *Open tender* – openly seeking bids through tenders, [noting that the LGA Procurement's disposal panel or Tenders SA can be used to obtain Tenders](#);

7.3.2.5. *Public auction* – ~~advertisement for auction through the local paper and, where appropriate, a paper circulating in the State,~~ [or](#) procuring the services of an auctioneer (following compliance with the Council's Procurement Policy); including public auction websites but only auctioned and not as "fixed price"

7.3.2.6. *Donation* – to community groups, charities, welfare or not for profit organisations.

7.3.2.7. *Destruction and/or recycling* – Where assets have no remaining useful life or any item which cannot be disposed of by sale or donation shall be destroyed and/or recycled.

- Where possible, all raw materials, parts and accessories shall be recycled for reuse.
- All non-recyclable materials shall be disposed of through the accepted waste management system.
- No material deposited within the waste stream shall be withdrawn for use.

7.3.3. Selection of a suitable method will include consideration of (where appropriate):

7.3.3.1. the public demand and interest in the major plant and equipment and minor plant and equipment;

7.3.3.2. the method most likely to return the highest revenue;

7.3.3.3. the value of the major plant and equipment or minor plant and equipment;

7.3.3.4. the costs of the disposal method compared to the expected returns;

7.3.3.5. compliance with statutory and other obligations; and

7.3.3.6. community benefit.

7.3.4. As a general rule, minor plant and equipment, and in particular items with a value below \$1,000, should not be disposed of individually. Where items are of low value, they may be kept until they can be bundled with other compatible items to sell as a single lot. Minor plant and equipment is generally disposed of via an expression of interest or public auction.

7.3.5. Where minor plant & equipment (with a market value greater than \$200), whilst fit for purpose and functionally safe, is not considered suitable or viable for sale, it may be considered for donation to community groups, charities, welfare or not for profit organisations. Minor plant & equipment made available for donation will be advertised through the Council's social media channels with interested groups invited to submit offers of interest. Allocation of donated items will be made using available random selection tools so that no preferential treatment is provided.

7.3.6. Where minor plant & equipment (with a market value less than \$200), whilst fit for purpose and functionally safe, is not considered suitable or viable for sale, it may be considered for donation to community groups, charities, welfare or not for profit organisations. The relevant Director must approve the donation and recipient. This option is preferable to disposing of items to waste.

7.3.7. Elected members and staff will not be permitted to purchase major plant and equipment and minor plant and equipment unless the purchase is via an open tender process or a public auction, and the tender submitted or bid made is the highest.

7.3.8. Purchasers of major plant and equipment and minor plant and equipment or recipients of donated minor plant and equipment may be required to agree in writing that before purchasing any major plant and equipment and minor plant and equipment or receiving the donation of any minor plant and equipment that no warranty is given by the Council in respect of the suitability and condition of the asset for the recipient and that the Council will not be responsible for the asset in any respect following the disposal.

7.3.9. Council members and staff are not permitted to take, or be given, surplus assets, materials or equipment, even if not considered suitable for sale.

7.4. Unsolicited proposals to purchase land or assets or partner with Council using its land or Assets, need to consider the following:

~~7.4.1.~~ An unsolicited proposal is an approach to Council from a third party for the purchase of an Asset where the Council has not requested a proposal through its regular disposal or procurement processes.

~~7.4.2.~~7.4.1. Unsolicited proposals Whether they could assist the Council to achieve its strategic objectives or satisfy a community need.

~~7.4.3.~~7.4.2. The act of receiving and assessing proposals cannot in any way compromise the performance of Council's statutory and regulatory functionsrequirements.

~~7.4.4.~~7.4.3. An unsolicited proposal should be assessed in accordance with the Council's Unsolicited Proposals Policy (if any), and in the absence of an Unsolicited Proposals Policy, using the following criteria:

~~7.4.4.1.~~7.4.3.1. Can the asset be disposed of in a competitive disposal process, if so then a competitive process should be undertaken;

~~7.4.4.2.~~7.4.3.2. Does the proposal align with the Council's Strategic Plan objectives;

~~7.4.4.3.~~7.4.3.3. What are the community benefits to the proposal;
and

~~7.4.4.4.~~7.4.3.4. Is the disposal of asset required to meet the outcome?

~~7.4.5.~~7.4.4. Any unsolicited proposal that is assessed as being suitable for further consideration will be presented to Council for such consideration

8. PUBLIC CONSULTATION

8.1. ~~The Council must undertake public consultation in respect of its proposed disposals in accordance with the Act and its Public Consultation Policy.~~ Where asset disposal requires public consultations in accordance with the *Local Government Act 1999 (SA)*, Council must undertake the process as per Councils Public Consultation Policy

9. DELEGATIONS

9.1. The Chief Executive Officer has the delegation to:

- Approve, amend and review any procedures that shall be consistent with this Policy; and
- Make any legislative, formatting, nomenclature or other minor changes to the Policy during the period of its currency.

10. RECORDS

10.1. The Council must record reasons for utilising a specific disposal method and where it uses a disposal method other than a tendering process.

10.2. When disposing of plant and equipment Council must utilise the approved disposal form.

10.3. The council officer disposing of the asset is responsible to ensure that the appropriate asset register is updated upon disposal.

11. EXEMPTIONS FROM THIS POLICY

11.1. This policy contains general guidelines to be followed by the Council in its disposal activities. There may be emergencies, or disposals in which a tender process will not necessarily deliver best outcome for the Council, and other market approaches may be more appropriate. In certain circumstances, the Council may, subject to the resolution of council, waive application of this policy and pursue a method which will bring the best outcome for the Council. ~~The Council must record its reasons in writing for waiving application of this policy.~~

12. AVAILABILITY OF THE POLICY

This policy will be available via the Council's website www.ahc.sa.gov.au.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 23 August 2022
AGENDA BUSINESS ITEM**

Item: 12.9

Responsible Officer: Mike Carey
Manager Financial Services
Corporate Services

Subject: Policy Review - Procurement

For: Decision

SUMMARY

The purpose of this report is to seek Council's adoption of the Draft *Procurement Policy* as per **Appendix 1**.

Council previously adopted the current *Procurement Policy* in August 2019 and it is now being reviewed in accordance with Council's Policy Review process to ensure that the Policy remains contemporary and compliant. This update proposes a number of minor amendments (reflected in Track Changes in **Appendix 1**) to clarify Council's position and improve the application of this Policy.

In summary, clarification includes the defining of the exemptions from the Policy, as well as widening the definition and consideration of environmental sustainability within the broader definition of Procurement Sustainability.

The Audit Committee was provided the opportunity to review the *Procurement Policy* at its 15 August 2022 meeting prior to the Policy being presented to Council for consideration and adoption.

The Audit Committee suggested a number of improvements to the Policy. As a result, the draft Policy for Council's consideration has been augmented in relation to contract management and unsolicited proposals.

RECOMMENDATION

Council resolves:

1. That the report be received and noted
 2. With an effective date of 06 September 2022, to revoke the 1 October 2019 *Procurement Policy* and to adopt the 23 August 2022 *Procurement Policy* as per Appendix 1.
 3. That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the Policy as per Appendix 1 prior to the date of effect.
-

1. BACKGROUND

In August 2018, a new position was created and Council employed a Procurement Coordinator. Part of the duties of the Procurement Coordinator was to review AHC current procurement practices and develop improvement plans to address a number of areas previously identified by both Internal Audits and External Audits. The issues identified included the creation of a Procurement Framework to provide procedural guidance, the establishment of a series of templates (such as acquisition plans, and evaluation plans), development of registers, investigation of procurement software and assessment of the resources required to operate an effective and efficient procurement function.

As part of this work, Council's *Procurement Policy*, being the overarching document for setting the principles and overall direction for procurement within Council, was updated and adopted by Council in August 2019 with the Procurement Framework successfully introduced and utilised within the organisation from late 2019.

The current Procurement Policy is now due for review.

The Audit Committee was provided the opportunity to review the Procurement Policy at its 15 August 2022 meeting prior to the Policy being presented to Council for consideration and adoption.

As a result, the draft Policy has been augmented in relation to contract management, unsolicited proposals and emergency management exemptions.

The Audit Committee resolved as follows:

8.10. Policy Review – Procurement Report

Moved Malcolm Herrmann
S/- Cr Leith Mudge

AC49/22

The Audit Committee resolves:

1. That the report be received and noted.
2. To recommend to Council the adoption of the *Draft Procurement Policy* as detailed in Appendix 1.

Carried Unanimously

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal 05	We are accountable, informed, and make decisions in the best interests of the whole community
Objective 05.1	Enhance governance structures and systems to prudently adapt to changing circumstances and meet our legislative obligations

➤ **Legal Implications**

Section 49 of the *Local Government Act 1999* sets out the legislative requirements in relation to contracts and tender policies. The key elements are as follows:

- (a1) *A council must develop and maintain procurement policies, practices and procedures directed towards—*
 - (a) *obtaining value in the expenditure of public money; and*
 - (b) *providing for ethical and fair treatment of participants; and*
 - (c) *ensuring probity, accountability and transparency in procurement operations.*
- (1) *Without limiting subsection (a1), a council must prepare and adopt policies on contracts and tenders, including policies on the following:*
 - (a) *the contracting out of services; and*
 - (b) *competitive tendering and the use of other measures to ensure that services are delivered cost-effectively; and*
 - (c) *the use of local goods and services; and*
 - (d) *the sale or disposal of land or other assets.*
- (2) *The policies must—*
 - (a) *identify circumstances where the council will call for tenders for the supply of goods, the provision of services or the carrying out of works, or the sale or disposal of land or other assets; and*
 - (b) *provide a fair and transparent process for calling tenders and entering into contracts in those circumstances; and*
 - (c) *provide for the recording of reasons for entering into contracts other than those resulting from a tender process; and*
 - (d) *be consistent with any requirement prescribed by the regulations.*

➤ **Risk Management Implications**

The revision of the *Procurement Policy* will assist in mitigating the risk of:

Poor procurement practices leading to sub-optimal procurement outcomes, breach of legislation/policy and stakeholder concern.

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

Note: the mitigation of the above risk is contingent on the continual use of a broad procurement framework consisting of the policy and procedural guidance, tools and systems and procurement controls including templates, registers and auditing regimes.

➤ **Financial and Resource Implications**

There are no cost implications associated with the adoption of the revised *Procurement Policy*. It is however noted that expenditure on goods and services currently accounts for over 60% of Council expenditure, and as such it is imperative that procurement is undertaken in a prudent, efficient and accountable manner.

Procurement activities are generally undertaken by individual officers with procurement delegations as part of their substantive duties. Officers are assisted and advised by the Procurement Coordinator.

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

There is a high expectation that Council has appropriate processes in place to undertake procurement in a prudent, efficient and accountable manner that complies with legislative requirements.

Council is also conducting local supplier information sessions on “how to do business with Council”.

➤ **Sustainability Implications**

The proposed *Procurement Policy* contains, as part of the Procurement Principle regarding Sustainable Procurement, specific references to achieving environmental outcomes by seeking to:

- promote the purchase of environmentally friendly goods and services that satisfy value for money criteria;
- align the Council’s procurement activities with principles of ecological sustainability;
- purchase recycled and environmentally preferred products where possible;
- integrate relevant principles of resource recovery and waste minimisation and consider those products that can be totally recycled at the end of life where resources allow:
 - select energy, fuel and water efficient products by considering star ratings and other consumption measures
 - purchase goods that minimise lifecycle costs and carbon emissions from manufacture to disposal;
- foster the development of products and services which have a low environmental impact;
- provide leadership to business, industry and the community in promoting the use of environmentally sensitive goods and services.
- giving preference to Economic Benefit to the Adelaide Hills Council area, when appropriate. This is consistent with principles established by the State Government’s South Australian Industry Participation Policy (SAIPP).

As a result of ensuring that the consideration of environmental sustainability remains contemporary it is proposed to add a new statement that Council will actively promote

suppliers to comply with the *Single-use and Other Plastic Products (Waste Avoidance) Act 2020*.

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

Consultation on the development of this report was as follows:

<i>Council Committees:</i>	Audit Committee at the 15 August 2022 Meeting
<i>Council Workshops:</i>	Not Applicable
<i>Advisory Groups:</i>	Not Applicable
<i>External Agencies:</i>	Not Applicable
<i>Community:</i>	Not Applicable

➤ **Additional Analysis**

The Draft *Procurement Policy* (**Appendix 1**) is considered to be a key element of the overall Procurement Process as it sets both the tone and the overall approach to procurement within the Council.

The revised policy is differentiated from its predecessor by the following:

- Deletion of reference to the now defunct entity Council Solutions
- Addition of a statement that Council will actively promote suppliers to comply with the *Single-use and Other Plastic Products (Waste Avoidance) Act 2020*
- Allowing the consideration of pass-through cost adjustments, where appropriate, in calculating the value of procurement
 - Pass-Through Cost means a cost to which no element of overhead, administrative expense, or profit is added by the supplier, such that the specific amount of such cost is included without modification in the charges to Council. These costs are not specific to one supplier but are identical to all suppliers. Pass through cost are typically related to sole source regulatory costs, or a cost imposed upon the supplier that they have no control over.
- Additional clauses to clarify when exemptions to Policy are permitted in cases of emergency
- Clarification of categories that are exempt from the requirement of the Quote or Tender process
- Additional clauses to clarify Council's position on unsolicited proposals
- Addition of Contract Management requirements including the transition from procurement to the contract administrator and reference to monitoring of performance metrics.

In addition, legislative and procedure references have been updated where relevant.

Since the adoption of the *Procurement Policy* and Framework in 2019, the approach to Procurement activities throughout Council has noticeably improved. The acceptance of standardised processes across all departments has improved the compliance to the principles of procurement. This has been recognised by other Councils with a number of requests for the Procurement Framework to be provided to assist in improving their procurement practices. Council's Procurement Framework and templates are regularly reviewed and updated to ensure Council's procurement practices remain contemporary and compliant.

New processes and templates have been introduced to improve reporting and authorising of processes including the following:

- Acquisition Plans
- Contract Variations
- Contract Extensions
- Recommendation Reports
- Probity reporting
- Request For Tender (RFT)/Request for Quote (RFQ) templates

Overall, the effect of the improvements has been to increase visibility and oversight of procurements.

The number of issues being identified in internal audits and external audits has gradually reduced since the introduction of the current Procurement Framework. The last few audits have been particularly pleasing, with no major issues raised.

3. OPTIONS

Council has the following options:

- I. To adopt the *Draft Procurement Policy* (**Appendix 1**) (Recommended)
- II. To determine not to adopt the *Draft Procurement Policy* or to suggest changes are made to the *Draft Procurement Policy* (Not Recommended)

Should 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 Council for further consideration.


4. APPENDIX

- (1) Draft Procurement Policy

Appendix 1

Draft Procurement Policy

COUNCIL POLICY

 <p>Adelaide Hills COUNCIL</p>	<p style="text-align: center;">PROCUREMENT</p>
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Policy Number:	FIN-01
Responsible Department(s):	Financial Services
Relevant Delegations:	As per the Delegations Register and as detailed in this Policy
Other Relevant Policies:	Disposal of Land Policy Disposal of Assets Policy Fraud & Corruption Prevention Policy Prudential Management Policy Mandatory Code of Conduct for Council Employees Risk Management Work Health and Safety and Return to Work
Relevant Procedure(s):	Procurement Framework Purchase Card Procedure
Relevant Legislation:	<i>Local Government Act 1999</i> <i>Independent Commissioner Against Corruption Act 2012 (SA)</i> Competition and Consumer Act 2010 (Cth) Environment Protection Act 1993 Freedom of Information Act 1991
Policies and Procedures Superseded by this policy on its Adoption:	Procurement Policy, 1 October 2019, 215/19
Adoption Authority:	Council
Date of Adoption:	23 August 2022
Effective From:	6 September 2022
Minute Reference for Adoption:	<i>To be entered administratively following Council Meeting</i>

Next Review:	No later than November 2025 or as required by legislation or changed circumstances
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DRAFT

Version Control

Version No.	Date of Effect	Description of Change(s)	Approval
<i>1.0</i>	<i>1 October 2019</i>	<i>Updated Policy</i>	<i>Item 12.3, 215/19</i>
<i>1.1</i>			

DRAFT

PROCUREMENT

1. INTRODUCTION

- 1.1** In compliance with Section 49 of the Local Government Act 1999 (Act), the Adelaide Hills Council (Council) should refer to this policy (Policy) when acquiring goods, works or services.
- 1.2** Section 49 of the Act requires Council to prepare and adopt policies on contracts and tenders on:
- 1.2.1** the contracting out of services; and
 - 1.2.2** competitive tendering and the use of other measures to ensure that services are delivered cost-effectively; and
 - 1.2.3** the use of local goods and services.
- 1.3** Furthermore, Section 49 (a1) of the Act requires Council to develop and maintain policies, practices and procedures directed towards:
- 1.3.1** obtaining value in the expenditure of public money; and
 - 1.3.2** providing for ethical and fair treatment of participants; and
 - 1.3.3** ensuring probity, accountability and transparency in all operations.
- 1.4** This Policy seeks to:
- 1.4.1** define the methods by which Council can acquire goods, ~~works or~~ [works or services](#);
 - 1.4.2** demonstrate accountability and responsibility of Council to ratepayers;
 - 1.4.3** be fair and equitable to all parties involved;
 - 1.4.4** enable all processes to be monitored and recorded; and
 - 1.4.5** ensure that the best possible outcome is achieved for the Council.

2. POLICY OBJECTIVE

Council aims to achieve advantageous procurement outcomes by:

- 2.1** enhancing value for money through fair, competitive, non-discriminatory procurement;
- 2.2** promoting the use of resources in an efficient, effective and ethical manner;

- 2.3 preserving, protecting and improving the natural environment;
- 2.4 making decisions with probity, accountability and transparency;
- 2.5 advancing and/or working within Council's economic, social and environmental policies;
- 2.6 providing reasonable opportunity for competitive local businesses to supply to Council;
- 2.7 appropriately managing risk; and
- 2.8 ensuring compliance with all relevant legislation.
- 2.9 assist Council to achieve its strategic objectives and other key strategies identified in Council's suite of corporate documents.

3. DEFINITIONS

Acquisition Plan is a document that outlines the procurement methodology and strategy to be undertaken in procuring the required goods, services or works. This plan also details the approval delegation before the procurement strategy is commenced

Contract Management Transition is the period between contract execution and service commencement / delivery. The key objective of transition is making the necessary preparations to ensure that both the supplier and Council are able to deliver the terms of the contract and specification.

Procurement is the complete action or process of acquiring or obtaining goods, works or services or property from outside Council at the operational level. For example, purchasing, contracting, and negotiating directly with the source of the supply through to acceptance and payment

Procurement Framework / Procedures are documents that support the Procurement Policy, and outlines the specific steps of Procurement Activity

Probity is the demonstrated ethical behaviour, and can be defined as complete and confirmed integrity, uprightness and honesty in a particular process

Strategic Purchasing Cooperative are purchases made through strategic alliances and common use arrangements that are established and administered by other approved organisations such as Local Government Association Procurement (LGAP), Procurement Australia (PA), Council Solutions and state and federal government contracts and any other purchasing group available to local government

Ethical Behaviour involves demonstrating respect for key moral principles that include honesty, fairness, equality, dignity, diversity, individual rights and the rights of companies.

Fair Dealing The transacting of business in a manner characterised by candor and full disclosure to all stakeholders.

Contract Administrator Means the Council officer responsible for the management and administration of a contract. By default the Project Manager is the Contract Administrator

4. SCOPE

4.1 This Policy covers the required conduct for all procurement activities associated with the acquisition of Goods, Works or Services of any value by the Council. This includes tendering arrangements and the contracting of services and applies to all Council employees.

4.2 Out of Scope:

4.2.1 This policy does not cover expenditure or revenue related to asset disposals, and other non-Procurement expenditure including, but not limited to sponsorships, grants, incentive schemes, funding arrangements, donations, and direct employment contracts between Council and an employee. Controls related to these exceptions are covered in separate policies.

4.2.2 Leases and licenses for the use of Council property and land are not covered under this policy except where such arrangements include the provision of goods and services forming part of leasing, licensing and other revenue contractual activities.

5. PROCUREMENT PRINCIPLES

Council must have regard to the following principles in its acquisition of goods, works or services:

5.1 *Encouragement of open and effective competition*

5.1.1 Open and effective competition is the central operating principle in pursuit of the best outcome.

5.1.2 Openness requires procurement actions that are visible to the Council, ratepayers and suppliers/contractors. The probability of obtaining the best outcome is generally increased in a competitive environment.

- 5.1.3** Council will maintain confidentiality in regard to financial contractual arrangements with suppliers, subject to statutory obligations, the *Freedom of Information Act* and ICAC compliance requiring certain tender and contract information to be made publicly available.
- 5.1.4** Council will create effective competition by maximising the opportunities for firms to do business with Council through the selection of procurement methods suited to market conditions, the nature of the procurement, and the objectives of the procurement overall.
- 5.1.5** Council will offer and provide feedback, where sought, to unsuccessful bidders.

5.2 *Obtaining Value for Money*

- 5.2.1** Value for money involves obtaining goods, works or services for the Council that best meet the end user's needs at the lowest whole of life cost with an acceptable contractual risk.
- 5.2.2** This is not restricted to price alone.
- 5.2.3** An assessment of value for money must include, where possible, consideration of fitness for purpose, fair market prices, local economic development and whole of life costs. 'Whole of life' includes purchase price, cost of spares, running costs, post-delivery support, effective warranties, cost of replacement, installation costs and disposal costs.

5.3 *Probity, Ethical Behaviour and Fair Dealing*

- 5.3.1** Council will not use or disclose information that confers unfair advantage, financial benefit or detriment on a supplier.
- 5.3.2** Officers engaged in purchasing should at all times undertake their duties in a professional, ethical, honest and impartial manner, act responsibly and exercise sound judgment by observing the highest standards of integrity and professional conduct

5.4 *Accountability, Transparency and Reporting*

- 5.4.1** Accountability in procurement means being able to explain and demonstrate through evidence what has happened. An independent third party must be able to see clearly that a process has been followed and that the process is fair and reasonable.
- 5.4.2** Delegations define the limitations within which Council employees are permitted to work. They ensure accountability and provide confidence to Council and the public that purchasing activities are dealt with at the appropriate level. As such, Council has delegated responsibilities to employees relating to the expenditure of funds and or entering into

contracts for the purchase of goods, works or services and the acceptance of tenders.

- 5.4.3** Employees must be able to account for all decisions and provide feedback on them. Additionally, all procurement activities will leave an audit trail for monitoring and reporting purposes.

5.5 *Ensuring compliance with all relevant legislation*

- 5.5.1** Employees must ensure purchasing activities are conducted in accordance with legislative and common law responsibilities. These include but are not limited to the *Local Government Act 1999*, *Work Health and Safety Act 2012*, *Competition and Consumer Act 2010*, the *Independent Commissioner Against Corruption Act 2012*, the *Freedom of Information Act 1991*, National Competition Policy and other relevant legislation, industrial awards and agreements and international trade agreements.

5.6 *Sustainable Procurement*

- 5.6.1** Sustainable procurement is defined as a process whereby Council meets its procurement needs in a way that achieves value for money whilst generating benefits not only to council, but also to our community, local economy, and the environment.
- 5.6.2** Council will consider, where deemed appropriate, of sustainable and social inclusion elements such as:
- Creating employment and training opportunities (particularly among disadvantaged groups such as people with disability or mental illness, migrants, Indigenous) thus providing social inclusion and an opportunity for those to participate in the local community;
 - Diversity and equality in the supplier market – encouraging a diverse base of suppliers (e.g. minority or under-represented suppliers); and
 - Local sustainability – building and maintaining healthy, strong communities, support social inclusion and enhancing wellbeing of local residents by striving to generate local employment.
 - A commitment to maximising the skills, development and employment opportunities available in the Adelaide Hills area. Consideration may be given, where practicable and appropriate, to incorporate strategies in the procurement process that support local employment and training, which may include Contractors engaging apprentices, trainees and cadets in their work practices.

- Council will endeavour to provide support to local enterprises by holding briefings to encourage development of capacity to meet the needs of Council
- Promote the purchase of environmentally friendly goods and services that satisfy value for money criteria;
- Council will actively promote suppliers to comply with the Single-use and Other Plastic Products (Waste Avoidance) Act 2020;
- Council recognises the need to act in an environmentally sound manner in relation to procurement activities undertaken and its ability to drive sustainable outcomes through contributing to local and national markets for recycled goods and adhering to circular economy principles.
- Align the Council's procurement activities with principles of ecological sustainability;
- Purchase recycled and environmentally preferred products where possible;
- Integrate relevant principles of resource recovery and waste minimisation and consider those products that can be recycled at the end of life where resources allow ;allow;
- Select energy, fuel and water efficient products by considering star ratings and other consumption measures
- Purchase goods that minimise lifecycle costs and carbon emissions from manufacture to disposal
- Foster the development of products and services which have a low environmental impact;
- Provide leadership to business, industry and the community in promoting the use of environmentally sensitive goods works or services.

5.7 Work Health & Safety

Council will only engage suppliers and/or contractors who can demonstrate they have:

- The ability to work within legislative requirements and any additional information requested by the organisation, based on the hazards associated with the task or activity to be undertaken;

- Provided documented information relating to the management of reasonably foreseeable ~~site-specific~~site-specific activities and hazards;
- The commitment to appropriately communicate on processes between the organisation and the contractor that demonstrate the consultation, cooperation and coordination between shared duty holders occurs, so far as is reasonably practicable;
- Are willing to participate in the ongoing monitoring and review of WHS requirements.

Contracts will contain the requirement for contractors to have safe systems of work in place and that they will effectively manage WHS requirements throughout the contract period.

6. PROCUREMENT METHODS

- 6.1** The determination of the method of procurement will be typically documented by the preparation of an Acquisition Plan, detailing the most appropriate method for the purchase and the delegated officers involved.
- 6.2** The appropriate method of procurement will be determined by reference to a number of factors, including value of the purchase, risks associated with the purchase and aspects relating to the availability of supply and other market conditions.
- 6.3** Persons with financial delegated authority to procure will be responsible for ensuring appropriate procurement practices and procedures including the identification of risk are observed.
- 6.4** The Council having regard to its Procurement Principles and any other factors considered relevant by Council will utilise either Direct or Competitive Sourcing.
- 6.4.1** Direct Sourcing is a procurement process undertaken by directly approaching and negotiating with one supplier without testing the market. This method may only be used for the purchase of low value, low risk goods and services under \$10,000 (excluding GST). Consideration must be given to ensure Value for Money is achieved.
- 6.4.2** Competitive Sourcing is process which will test the market and re-evaluate the purchasing activity to gain value. It differs from direct sourcing because it places emphasis on the entire ~~life-cycle~~life cycle of a good or service, not just its initial purchase price. This requires a more stringent planning approach and a better understanding of the

competitive ~~market place~~marketplace. In undertaking competitive sourcing:

- Council will seek to obtain at least three quotes for all procurements estimated gross value exceeds \$10,000(excluding GST).
- For purchases where the estimated gross value of expenditure over the life of the contract or purchase price of the goods and services exceeds \$100,000 (excluding GST), the Council's practice will be to call for tenders unless circumstances preclude this from occurring

6.4.3 The value of the purchase will be calculated as follows:

- Single *one-off purchase* – the total amount, or estimated amount, of the purchase (excluding GST);
- Multiple *purchases* – the gross value, or the estimated gross value, of the purchases (excluding GST); or
- Ongoing *purchases over a period of time* – the annual gross value, or the estimated annual gross value, of the purchases (excluding GST).
- Splitting of amounts to bring expenditure within lower limits is not permitted.
- *The estimated gross value (excluding GST) of the contract. (Yearly spend multiplied by initial contract term)*
- *Where appropriate, the gross value of the procurement can be adjusted downwards to take into account regulatory and other third party pass-throughthird-party pass-through costs.*

6.4.4 Council in approaching the market utilises a number of procurement tools including: Request for Quotes, Request for Expressions of Interest, Request for Proposal and Request for Tenders or Strategic Purchasing Cooperatives.

6.4.5 Where the Council accesses a contract from a Strategic Purchasing Cooperatives, established in accordance with transparent competitive tendering processes, it is deemed that these are contracts resulting from a tender process. Such contracts do not require a further tender process and are not required to be recorded as an exemption from this policy.

7. NEGOTIATION

When requests for quotations, tenders or proposals have been invited for a contract for the carrying out of work or the supply of goods or services then council may negotiate with acceptable preferred providers to improve outcomes. Any negotiation process should be

transparent, recorded and conducted in a manner that does not disadvantage other respondents.

The Procurement Principle of Probity, Ethical Behaviour and Fair Dealing requirements must be considered in respect to any negotiation undertaken.

The Council may close down a tender (shut down) if there are no suitable tender submissions received. In these circumstances the evaluation panel are to consider other options for procuring the goods, services or works including negotiating with any one or more of the previous tenderers or any other provider.

8. PROCUREMENT CONSIDERATIONS

The appropriate method of procurement will be determined by reference to a number of factors, including:

- 8.1** *Value of the Purchase*
- 8.2** *Cost of an open market approach versus the value of the acquisition and the potential benefits;*
- 8.3** *The particular circumstances of the procurement activity;*
- 8.4** *The objectives of the procurement;*
- 8.5** *The size of the market and the number of competent suppliers;*
- 8.6** *The Council's leverage in the marketplace;*
- 8.7** *An assessment of the risks associated with the relevant activity and /or project, including the risk profile of the procurement and any risks associated with the preferred procurement method.*

9. ACQUISITION OF LAND

- 9.1** A decision to purchase or acquire land is made by resolution of Council, unless specifically delegated as per the *Local Government Act 1999* or another act.
- 9.2** Due to its unique nature, the acquisition of land is considered separate from the requirement of Direct or Competitive Sourcing methods.
- 9.3** The provision of services and activities supporting the acquisition of land, such as specialist advisors or contractors, are to be undertaken in accordance with this Policy.

10. EXEMPTIONS FROM THIS POLICY

10.1 This Policy contains general guidelines to be followed by the Council in its procurement activities. There may be emergencies, or procurements in which a tender process will not necessarily deliver best outcome for the Council, and other market approaches may be more appropriate.

10.2 In certain circumstances, the Chief Executive Officer (or where this power is delegated to a Procurement Committee) may waive application of a competitive quoting or tender process and pursue a method which will bring the best outcome for the Council. The Council must record its reasons in writing for waiving application of this Policy.

10.3 Emergency - where the Chief Executive Officer or Council Commander activates Council's Incident Management Team (CIMT). This exemption is only in relation to purchases relating to the emergency.

10.4 The occurrence of an event such as flooding, fire or other significant damage to a Council asset which may require the immediate procurement of goods, services or works to ensure business continuity and or public safety.

Where possible this exemption should be authorised by a Managers or Director within their authorised Financial Delegation.

10.5 Where a Funding Agreement specifies that Council must follow a prescribed tendering process which differs from the process outlined in this Policy to the extent that only the prescribed inconsistencies shall be followed.

10.6 The following Procurement categories are exempt from the requirement of the Quote or Tender process:

- Government Departments or Government Bodies including Worker's Compensation, Mutual Liability Scheme, and Vehicle Registrations;
- Statutory payments eg legislative or statutory requirements such as payments to the Australian Taxation Office, emergency services and EPA and/or fines
- Utility services such as water, sewerage charges, Australia Post charges, whereby the infrastructure or service is owned or managed by a single or particular entity.
- Court related costs;
- Payments to Local Government Association or associated entities;
- Insurance claims;
- Leasing Property (Due Diligence principles must be applied to ensure Value for Money)

- [Regional Subsidiaries](#)

11. UNSOLICITED PROPOSAL

11.1 In some circumstances Council may receive a proposal to deal directly with the Council over a commercial proposition, where the Council has not requested the proposal. This may include proposals to build and/or finance infrastructure, provide goods or services, or undertake a ~~major commercial transactions~~[major commercial transaction](#). ~~If this occurs the process will be subject to Council's Unsolicited Proposal Policy (Currently being developed).~~

~~11.11.2~~ Assuming the Council wants to procure the services provided by the proposal Council's position on Unsolicited Offers is that if the proposal can be delivered by competitors, then the proposal must be put through a competitive process.

~~11.211.3~~ If unsolicited proposal cannot be delivered by other providers it should be assessed in accordance with the Council's Unsolicited Proposals Policy (if any), and in the absence of an Unsolicited Proposals Policy, using the following criteria:

- Does the proposal align with the Council's Strategic Plan objectives;
- What are the community benefits to the proposal; and
- Whether the proposal represents value for money for the Council; and
- Whether the proponent has the skills, experience and resources required to enable it to deliver the proposal

~~11.311.4~~ ~~Unsolicited~~[Unsolicited](#) proposals will be ~~approved~~[approved](#) by the CEO or the Executive Leadership Team (ELT) where relevant.

12. [Contract Management](#)

12.1 When the procurement process ends, the responsibility of the project is transferred to the Contract Administrator who ensures the management of the contract including ~~appropriate~~[appropriate](#) contract management transition.

12.2 [Contract management key requirements include:](#)

- [Contract administration complies with Adelaide Hills Council policies, procedures, and delegations.](#)
- [Foreseeable WHS risks relevant to contract work \(including any specific WHS requirements of the contract\) are identified and communicated to the Contractor.](#)

- Technical aspects of the work (including risk assessments, job safety environmental analysis, and safe work method statements) are reviewed and confirmed.
- Key environmental aspects are identified prior to construction activity and communicated to the Contractor.
- Contractor training and/or induction is completed prior to work commencing.
- Appropriate monitoring is undertaken of WHS and environmental management systems and work practices undertaken by Contractors.
- Appropriate monitoring of contractor performance throughout the contract by the use of Key Performance Indicators (KPI) and/or performance metrics.
- Contractor and Adelaide Hills Council obligations are met under the contract.
- Contract variations or extensions are authorised strictly in accordance with the relevant delegated authority process. Approval is gained for contract variations that are outside of the original scope; have the effect of varying the contract sum; or alter or alter the terms and conditions of the contract.
- Claims for payment are in accordance with the contract.
- Approved budget funds are available to authorise payment of invoices

12.13.DELEGATIONS

12.113.1 Council makes the following delegations:

12.1.113.1.1 The Chief Executive Officer has the delegation to approve, amend and review any procedures that shall be consistent with this Policy.

12.1.213.1.2 The Chief Executive Officer has the delegation to enter into contracts to a value of \$500,000 (excluding GST)

12.213.2 The Chief Executive Officer may sub-delegate the authority to Council Officers to enter into contracts to a value of \$300,000 (GST exclusive).

12.2.113.2.1 The Chief Executive Officer and one other Council Officer at Director Level may jointly enter into contracts to a value of \$1,000,000 (excluding GST)

13.14.PRUDENTIAL REQUIREMENTS

13.14.1 In some circumstances a procurement process may require additional due diligence in accordance with the *Local Government Act 1999* prudential requirements. If this occurs the process will be subject to the Council's Prudential Management Policy.

14.15.DELEGATION

14.15.1 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.

15.16.AVAILABILITY OF THE POLICY

This Policy will be available via the Council's website www.ahc.sa.gov.au.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 23 August 2022
AGENDA BUSINESS ITEM**

Item: 12.10

Responsible Officer: John McArthur
Manager Waste, Sustainability and Emergency Management
Infrastructure and Operations

Subject: Policy Review – Waste & Resource Recovery Services

For: Decision

SUMMARY

The *Waste & Resource Recovery Service Policy* (the Policy) has been reviewed and tracked amendments proposed for consideration. The purpose of this report is to seek Council adoption of the revised *Waste & Resource Recovery Services Policy* (refer **Appendix 1**).

The objective of the Policy is to define Council's level of service provision and entitlements for waste and recycling services.

The Policy outlines requirements for both Council and the community in providing and utilising waste services, including but not limited to domestic kerbside bins, street litter bins, hard rubbish collection and Council owned properties. Many of the existing provisions within the Policy contribute to current services to reduce waste to landfill such as the kerbside recycling services.

RECOMMENDATION

Council resolves:

1. That the report be received and noted
 2. With an effective date of 7 September 2022, to revoke the 27 March 2018 Waste & Resource Recovery Service Policy and to adopt the 23 August 2022 Waste & Resource Recovery Services Policy as per Appendix 1.
 3. That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the 23 August 2022 Waste & Resource Recovery Services Policy as per Appendix 1 during the period of currency.
-

1. BACKGROUND

The Policy was last adopted by Council at the ordinary Council meeting held 27 March 2018 as follows:

Moved Cr Ian Bailey
S/- Cr Jan Loveday

71/18

1. That the report be received and noted.
2. With an effective date of 10 April 2018, to adopt the Waste & Resource Recovery Service Policy, as contained in Appendix 1.
3. With an effective date of 10 April 2018 to revoke the Kerbside Green Organics Service Implementation Policy and the Community Groups Access to Waste Disposal Sites Policy.
4. The Fees and Charges Register be amended, for the remaining 2017/18 financial year, to include the following charges for a commercial or industrial premises for a kerbside green organics service:
 - a. Annual service fee – \$0
 - b. Application fee (once off) – Abolished
5. Consideration be given to allocating an additional \$20,000 to the recurrent Waste Management Budget for a kerbside green organics collection service to Inglewood and Houghton as part of setting and adopting the 2018/19 operating budget.

Carried

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal 4	A Valued Natural Environment
Objective N4	Assist our community to reduce the impact of waste to landfill on the environment
Priority N4.4	Implement new or improved waste service opportunities whilst continuing to provide ongoing resource recovery and waste services to our community

An up to date Policy will assist the community to recycle valuable resources and prevent recyclable items going to landfill.

➤ **Legal Implications**

Section 10(2) of the *Environment Protection (Waste to Resources) Policy 2010* requires metropolitan councils to provide a weekly general kerbside collection service. When a Council, such as Adelaide Hills Council, has both metropolitan and non-metropolitan areas, the whole Council is considered to be metropolitan for the purposes of the *Environment Protection (Waste to Resources) Policy 2010*. Section 7(b) of the *Local Government Act 1999* describes waste collection as a function of a council.

➤ **Risk Management Implications**

Adopting the revised *Waste & Resource Recovery Services Policy* will assist in mitigating the risk of:

Policy not reviewed leading to out of date waste and recycling service provisions

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

This Policy and associated processes are existing risk mitigation controls.

➤ **Financial and Resource Implications**

The draft revised Policy does not result in any additional financial or resource implications.

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

The adoption of the Policy will allow Council to ensure that a consistent approach to waste management occurs across the community.

➤ **Sustainability Implications**

Adoption of the *Waste & Resource Recovery Services Policy* will assist the community to minimise waste to landfill and maximise recycling practices.

➤ **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

This report relates to a review of an existing Policy with predominantly administrative changes proposed and therefore consultation was not undertaken.

➤ **Additional Analysis**

Council provides a number of waste management disposal services to the community. These services are specifically focused on reducing waste to landfill and increasing recycling practices. The services include but are not limited to:

- Kerbside waste & recycling collections, including additional bins
- Street litter bins
- Green Organic Drop off Days
- Hard Waste Collection Service

The Policy assists in providing consistent waste services across the Council and sets clear guidelines for both Council and residents.

Proposed changes made to the Policy are reflected in **Appendix 1** with use of track changes. The amendments proposed to the existing Policy are predominantly administrative and therefore self-explanatory. For example, the sections on Bin Replacement (formerly clause 4.14, now clause 5.9) and Street Litter and Bus Stop Bins (formerly clause 4.13, now clause 6.1) have been moved to improve flow and readability.

The following proposed changes are considered non administrative and therefore require explanation.

Section 3 Definitions

A new definition has been added to define the term ‘Domestic quantities’ as a kerbside bin of 140L and 240L in size. The definitions have also been reordered to appear in alphabetical order.

Section 4 Scope

This is a new section included to align with most recent requirements of the Policy template.

Clause 5.2 Commercial and Industrial Property Kerbside Waste & Recycling Collection Service

Service provisions for kerbside green organic bins to commercial or industrial premises were previously only available if a fee was paid and the premises was within the designated collection service area.

In line with the Council decision at the 27 March 2018 Council meeting (refer background section) the Policy wording has been amended to remove reference to the need for commercial and industrial properties to pay a fee.

Clause 5.4 Sports Facilities Waste & Recycling Collection Service

Clause 5.4.2 has been updated to remove reference to bins for special occasions as the provision of these bins are dealt with through section 5.7 of the Policy relating to Community Event Waste Management. Clause 5.4.3 has been updated to include the provision of green organic bins to sporting facilities, if located within the designated green organic service collection area. The proposed inclusion is to assist increase recycling and diversion from landfill and to address community expectations.

Clause 5.7 Community Event Waste and Recycling Collection Service

At the time of revising the Policy a review of event waste and recycling provisions was in progress. Further work and analysis is required to complete the review and therefore no substantial changes to current practice are proposed at this time. The ongoing review of event waste management provisions will occur concurrently with review of Council's Festival and Events Policy.

Until the review has been completed waste provision support to community events will be managed on a case-by-case basis in line with current practice. Some minor administrative amendments to this clause have been proposed.

Clause 5.8.3 Additional Service

Wording has been added to reflect current practice where additional bins must be paid for in advance and that an 'additional bin sticker' will be provided to affix to the bin as evidence that the required fee has been paid.

Clause 5.12 Kitchen Caddies

This clause has been amended to include provision of kitchen caddy starter kits to schools, kindergartens and childcare facilities or other locations on a case by case basis.

Clause 5.16 Refusal of Service

A new clause has been added requiring Council to liaise with the property owner/occupant in the first instance to identify any issues that may lead to a refusal of service and discuss remediation options prior to any service being refused.

Section 6. Additional Waste Services

The reviewed Policy includes a proposed new section so additional waste services are captured within the Policy that are not contained in the current Policy. The following services are proposed to be new additions:

- 6.2 Kerbside Hard Waste Collection
- 6.3 Emergency Event Waste Management
- 6.4 Free Green Organic Drop off Days

The existing Policy includes a section on Street Litter and Bus Stop bins which is proposed to be relocated into the new Additional Waste Services Section as this service does not relate to the kerbside bin service.

3. OPTIONS

Council has the following options:

- I. To adopt the *Waste & Resource Recovery Services* Policy. This option is recommended as it will assist to provide a consistent and effective approach towards reducing waste to landfill and increase resource recovery within the Council region (Recommended).
- II. Not adopt the *Waste & Resource Recovery Services* Policy (Not Recommended)
This option is not recommended as it will result in maintaining an out of date policy.
- III. Defer adoption of the *Waste & Resource Recovery Services* Policy to investigate any suggested amendments (Not Recommended). This option is not recommended as the Policy changes are considered minimal (apart from administrative changes).

If Council identify the need for substantial amendments over what has been provided it is recommended that they are referred to staff to review to allow for analysis of the implications of the amendments, prior to the matter being brought back to Council for further consideration.

4. APPENDIX

- (1) *Waste & Resource Recovery Services Policy*

Appendix 1

Waste & Resource Recovery Services Policy

COUNCIL POLICY



WASTE & RESOURCE RECOVERY SERVICES

Policy Number:	Env-05
Responsible Department(s):	Waste Health & Regulatory Services Sustainability, Waste and Emergency Management
Relevant Delegations:	As per the Delegations Register and as detailed in this Policy
Other Relevant Policies:	Nil
Relevant Procedure(s):	Nil
Relevant Legislation:	Local Government Act, 1999 Environment Protection Act 1993 Environment Protection Regulations 2009 Environment Protection (Waste to Resources) Policy 2010
Policies and Procedures Superseded by this policy on its Adoption:	Kerbside Green Organics Service Implementation. Policy number: ENV-02 (23 May 2017, Item 14.3, 110/17) Community Groups Access to Waste Disposal Sites. Policy number: COM-03 (10 June 2014, Item 12.4, 37) <u>To be entered administratively following Council adoption</u>
Adoption Authority:	Council
Date of Adoption:	27 March 2018 <u>To be entered administratively following Council adoption</u>
Effective From:	10 April 2018 <u>To be entered administratively following Council adoption</u>

Minute Reference for Adoption:	Item 12.5, 71/18 <u>To be entered administratively following Council adoption</u>
Next Review:	No later than April 2021 22 August 2025 or as required by legislation or changed circumstances

DRAFT

Version Control

[illegible]

WASTE & RESOURCE RECOVERY SERVICES POLICY

2.1. INTRODUCTION

- 1.1 The Adelaide Hills Council provides numerous waste and recycling services to the community. These services aim to reduce the volume of material consigned to landfill by maximising recycling and reuse. The Waste and Resource Recovery Services Policy will assist to meet this aim and also provide for the provision of cost effective, sustainable and efficient waste management services for the community. [The Policy also provides clarity to the community on what waste and recycling services are available.](#)

3.2. OBJECTIVES

- 2.1 The objective of the Waste and Resource Recovery Services Policy is to define Council's level of service provision and entitlements for waste and recycling services including:

- ~~Kerbside waste~~ [Waste, recycling and green organics bins \(including kerbside, community groups, sporting facilities and event waste\)](#)
- Street litter bins
- [Kerbside hard waste collections](#)
- [Emergency event waste management](#)
- [Green organic drop off days](#)
- ~~Community groups~~
- ~~Event waste collection services~~

- 2.2 The Waste and Resource Recovery Services Policy outlines the [requirements obligations](#) for both Council and the community in providing these services. The kerbside service defined within this policy applies to each occupied rateable assessment within the Adelaide Hills Council area, excluding properties that have been assessed as vacant land.

~~This policy relates to domestic waste and recycling, event waste, community groups, sporting facilities, street litter waste bins and not for profit community/opportunity shops. The Policy does not include waste management services provided through the Heathfield Resource Recovery Centre and the free green organic days provided by Council.~~

4.3. DEFINITIONS

- 3.1 For the purposes of this policy:

[“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](#)

“Community shop” is a retail facility e.g. ‘not for profit/opportunity shop’ or similar, operated by a community group to raise funds for the betterment of the Adelaide Hills Council community.

“Council” is the Adelaide Hills Council.

“Council owned” is properties owned by Adelaide Hills Council.

“Designated collection area” is the area defined by Council for green organics kerbside service collection ~~area~~.

“Domestic quantities” means kerbside bin of 140L and 240L in size.

“Kerbside waste/recycling collection” is a bin presented on the verge for collection of waste by Council’s waste management contractors.

“Kitchen Caddy” is a small container for collection of green organics material

“MGB” is a Mobile Garbage Bin, either 140L or 240L.

“Occupant” is the person who resides at the property.

“Occupied/residential” is any property that has a home that is not vacant

“Property or Properties” is occupied residential, commercial, industrial, primary production (must have occupied residence), or other property (other property includes Churches, Schools, Kindergartens, Sporting clubs, Cemeteries and Local Government).

“Property Owner” is a person who owns the property.

“Religious / Public Worship Site” is land containing a church or other building used for public worship (and any grounds), or land solely used for religious purposes.

“Solely” means the religious purpose must be the only and exclusive use.

— ~~**“Council”** is the Adelaide Hills Council.~~

— ~~**“Council owned”** is properties owned by Adelaide Hills Council.~~

— ~~**“Property Owner”** is a person who owns the property.~~

— ~~**“Occupant”** is the person who resides at the property.~~

— ~~**“Property or Properties”** is occupied residential, commercial, industrial, primary production (must have occupied residence), or other property (other property includes Churches, Schools, Kindergartens, Sporting clubs, Cemeteries and Local Government).~~

— ~~**“Occupied/residential”** is any property that has a home that is not vacant.~~

~~“Kerbside waste/recycling collection” is a bin presented on the verge for collection of waste by Council’s waste management contractors.~~

~~“Kitchen Caddy” is a small container for collection of green organics material.~~

~~“Designated collection area” is the area defined by Council for green organics service collection area.~~

~~“Community shop” is a retail facility e.g. ‘not for profit/opportunity shop’ or similar, operated by a community group to raise funds for the betterment of the Adelaide Hills Council community.~~

~~“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~~

5.4. SCOPE

- 4.1 The Policy applies to kerbside waste and recycling, hard waste collections, event waste, community groups, sporting facilities, street litter waste bins, not for profit community/opportunity shops, green organic drop off days, hospital and nursing homes, and the Heathfield Resource Recovery Centre and emergency event waste management.

6.5. POLICY STATEMENT

5.1 KERBSIDE WASTE & RECYCLING COLLECTION SERVICE

5.1.1 Each property is entitled to:

- One weekly 140L blue lidded MGB kerbside waste collection.
- One fortnightly 240L yellow lidded MGB kerbside recycling collection.

5.1.2 Council is required under the *Environment Protection (Waste Resources) Policy 2010* to provide a weekly general waste collection service to residential properties.

5.1.3 Bins will be collected from the kerbside verge area unless specified by Council. Where it is deemed that a kerbside service is not practical or reasonable, an alternative service provision may be considered in consultation with affected properties.

5.1.4 In addition to the above, each occupied property within the designated green organics service collection area is entitled to the above-mentioned service plus one fortnightly 240L lime green lidded MGB kerbside green organics collection. A property may request a green organics service using the green organics request form, which will only be approved if they are on route and the truck is collecting from the street and neighbouring properties. Green bins will not be approved or provided where it is deemed by Council administration that an extension of service area is required.

~~Where it is deemed that a kerbside service is not practical or reasonable, an alternative service provision may be considered in consultation with affected properties.~~

5.2 COMMERCIAL AND INDUSTRIAL PROPERTY KERBSIDE WASTE & RECYCLING COLLECTION SERVICE

5.2.1 Each commercial, industrial and primary production property is entitled to:

- One weekly 140L blue lidded MGB kerbside waste collection.
- One fortnightly 240L yellow lidded MGB kerbside recycling collection.

5.2.2 Based upon application, commercial or industrial businesses, within the designated green organics service collection area, may apply for a kerbside 240L green organics service. The service will only be provided upon written request, using the request form, and is subject to demonstrated domestic quantities. Commercial or industrial businesses provided with a kerbside organic service will not be eligible for vouchers or additional organic bins.

5.2.3 It is not Council's responsibility to collect waste generated by the activities of industrial or commercial businesses. Kerbside services are provided within this policy to encourage correct disposal and recycling of domestic quantities of waste and recycling material generated through business activities. It is not Council's responsibility to collect business waste generated by the activities of industrial or commercial businesses.

5.2.4 Where it is deemed that a kerbside service is not practical or reasonable, an alternative service provision may be considered in consultation with affected properties.

Commercial or industrial businesses may access the fortnightly 240L MGB lime green lidded organics service for a fee as outlined in Council's Fees and Charges register if they are within the designated collection service area. The service will only be provided upon written request and subject to demonstrated need using the request form.

Where Council deems that a kerbside or alternative service is not appropriate, commercial or industrial properties will be required to provide their own waste and recycling collection and disposal method.

5.3 COUNCIL OWNED PROPERTY KERBSIDE WASTE & RECYCLING COLLECTION SERVICE (Excluding ovals and sporting facilities)

5.3.1 Unless otherwise specified in a lease, licence, management agreement or any other agreement with Council, Council owned properties are entitled to:

- One weekly 140L blue lidded MGB kerbside waste collection
- One fortnightly 240L MGB yellow lidded kerbside recycling collection

5.3.2 In addition to the above, each Council owned property within the designated service collection area may access one fortnightly 240L lime green lidded MGB kerbside green organics collection service. This service will only be provided upon written request, using the request form, and is subject to demonstrated need.

5.3.3 Additional bins may be provided upon request, at Council's discretion.

5.4 SPORTS FACILITIES WASTE & RECYCLING COLLECTION SERVICE

5.4.1 MGB's at sporting facilities are of various sizes and lid colours. They are positioned around the sporting areas in a variety of ways e.g. on stands, stand alone, in sheds etc. Progressively, they will be replaced with 140L red lidded MGB's on lockable stands or locked with a cable and locks. This policy intends to bring the number of bins at sporting facilities into line with provisions of this policy progressively over time.

5.4.2 Each oval is entitled to the following, ~~subject to resources:~~

- ~~Up to 10, 140L red lidded MGB's to be located around the oval perimeter attached to security poles or secured with a cable and locks~~
- ~~Additional MGB's may be applied for in writing on a case by case basis for special occasions such as sporting finals~~
- ~~Collection of additional red and orange lidded MGB's will be on the first business day after the special occasion, from a prior agreed designated area~~

5.4.3 Each ~~oval~~ clubroom is entitled to:

- Up to five weekly 140L blue lidded MGB's kerbside waste collections. Bins must be presented at the kerbside for collection
- Up to five fortnightly 240L yellow lidded MGB's kerbside recycling collections. Bins must be presented at the kerbside for collection
- Where the facility is within the designated green organics service collection area, up to five fortnightly 240L green lidded MGB's may be provided upon request
- Additional blue lidded waste, yellow and green (if in the designated green organics collection area) lidded recycling MGB's may be applied for. An annual service fee, per bin, will apply as per Council's Fees and Charges Register

5.4.4 Other sporting facilities:

- ~~Assessment of the waste requirements to be made for each individual facility~~
- ~~Recycling of waste to be encouraged at all times~~
- Requests for additional services must be made in writing using the request form

5.5 SCHOOLS/KINDERGARTENS AND CHILD CARE FACILITIES KERBSIDE WASTE & RECYCLING COLLECTION SERVICE

5.5.1 Each school/kindergarten and ~~child care~~childcare facility is entitled to:

- One weekly 140L blue lidded MGB kerbside waste collection
- One fortnightly 240L yellow lidded MGB recycling collection

- One fortnightly 240L lime green lidded MGB green organics collection, upon request if within the designated green organics collection area
- Requests for additional services must be made in writing using the request form. An annual service fee, per bin, will apply as per Council's Fees and Charges Register

5.6 RELIGIOUS / PUBLIC WORSHIP SITE KERBSIDE WASTE & RECYCLING COLLECTION SERVICE

5.6.1 Each Religious / Public Worship Site is entitled to:

- One weekly 140L blue lidded MGB kerbside waste collection
- One fortnightly 240L yellow lidded MGB kerbside recycling collection
- One fortnightly 240L lime green lidded MGB green organics collection, upon request, if within the designated green organics collection area
- Requests for additional services must be made in writing using the request form. An annual service fee, per bin, will apply as per Council's Fees and Charges Register

5.7 COMMUNITY EVENT WASTE AND RECYCLING COLLECTION SERVICE

5.7.1 Requests for event bins-waste services are to be made in writing using the Event Application form. Applications will be assessed on a case by case basis. Once the assessment has been completed the applicant will be advised of the outcome.~~The Adelaide Hills Council Event Coordinator, in consultation with the Waste Management Coordinator, will assess the application and inform the applicant of the outcome.~~

5.8 BIN PROVISION INCLUDING NEW AND ADDITIONAL SERVICES

5.8.1 All MGB's are the property of Adelaide Hills Council and shall remain with the premises at which the bin(s) is issued should a change of occupancy or ownership occur.

5.8.2 New service:

- Property Owners may apply for a new waste, recycling or green organics service using the request form
- MGB's will only be provided to new homes or businesses two weeks prior to occupancy
- Approval for a green organics service will be dependent on the designated collection area

5.8.3 Additional service:

- Where a service already exists a Property Owner or Occupant may receive additional bins. Additional bins must be applied for using the request form. An

annual service fee, per bin, paid in advanced is required prior to delivery of bins.
The annual service fee will apply as per Council's Register of Fees and Charges

- An additional bin sticker indicating payment has been made will be provided to residents to affix to the said additional bin
- Additional waste, recycling and green organics MGB's will only be issued if the Property Owner/Agent (not tenants) of the property applies for the service using the request form

5.8.4 Cancelling an additional service:

- Requests for the cancellation of an additional MGB must be completed in writing
- The MGB must be presented on the verge area, empty of waste, for Council to collect

~~New service:~~

- ~~Property Owners may apply for a new waste, recycling or green organics service using the request form~~
- ~~MGB's will only be provided to new homes or businesses two weeks prior to occupancy~~
- ~~Approval for a green organics service will be dependent on the designated collection area~~

5.9 BIN REPLACEMENT – LOST, STOLEN OR DAMAGED BINS

5.9.1 Council will be responsible for repair and maintenance of MGB's (e.g. replacement of wheels and lids).

5.9.2 Damaged bins:

- Damaged MGB's will be repaired and/or replaced by Council at no cost to the ratepayer, unless it is deemed by Council to be deliberate damage or misuse. A fee for each bin will then apply, as per Council's Fees and Charges Register
- Damaged MGB's must be left on the verge area for repairs where normal waste collection occurs
- Where a bin is unsuitable for repairs and must be replaced, the damaged bin must be presented on the verge, empty of waste, for the contractor to collect

5.9.3 Stolen bins:

- Stolen MGB's will be replaced by Council at no charge to the Property Owner or Occupant
- Requests for replacement of stolen MGB's must be in writing using the request form. At Council's discretion satisfactory evidence of bin theft may be requested

5.10 GREEN ORGANIC DISPOSAL VOUCHERS

5.10.1 Occupied residential properties that are not eligible to receive a fortnightly 240L lime green lidded MGB organics service will be provided with up to two disposal vouchers per financial year upon request.

5.10.2 Each voucher entitles the Property Owner or Occupant to take up to a maximum of one caged 7x5 trailer load of domestic green organics to the Heathfield Resource Recovery Centre free of charge. Loads larger than this will incur ~~additional~~ fees, to be paid by the voucher holder. ~~Vouchers may be requested through Council's Customer Relationship Management System, by mail, or verbally.~~

5.10.3 Based on application, commercial or industrial businesses outside of the green organics collection area may be entitled to green organics vouchers. The vouchers will be only provided where it is demonstrated that a domestic ~~need~~quantity of ~~for~~ green organic disposal is shown. Commercial operations providing green organic services will not be eligible for vouchers.

5.11 NOT FOR PROFIT COMMUNITY / OPPORTUNITY SHOP VOUCHERS

5.11.1 Upon written request, a maximum of twelve (12) waste disposal vouchers may be provided per financial year.

5.11.2 Vouchers will be issued if the following criteria are met:

- Waste disposal arises out of operating a Community Shop and the group is a not-for-profit entity which provides some service or benefit to the Adelaide Hills Council community
- ~~Loads must be equivalent to or less than a 7x5, (2.1m x 1.5m), caged trailer of hard waste. Loads above this size will incur additional fees~~ to be paid for by the entity
- Vouchers will only be redeemable at the Heathfield Resource Recovery Centre
- Items not accepted will be listed on the vouchers

5.12 KITCHEN CADDIES

5.12.1 Property Owners or Occupants who currently have access to a lime green lidded MGB organics service may access one kitchen caddy starter kit per property or a replacement caddy free of charge.

5.12.2 Properties that do not have access to a lime green lidded MGB organics service ~~may~~can obtain a kitchen caddy starter kit for free for use with home composting. Schools, kindergartens and childcare facilities can access kitchen caddy starter kits equivalent to the number of classrooms and lunch areas. Other locations will be considered on a case by case basis.

5.12.3 Kitchen caddy starter kits [and replacements](#) can be collected from Council's Service Centres [for free](#). Additional compostable bags ~~or replacement caddies~~ may be purchased at Council's Service Centres as per Council's Fees and Charges Register.

5.13 TOW BALL HITCHES

5.13.1 Tow ball hitches assist Property Owners or Occupants to tow bins to the verge area. They are available at all Council Service Centres for a fee as per Council's Fees and Charges Register.

~~4.13 STREET LITTER AND BUS STOP BINS~~

~~Before a street litter or bus stop bin will be installed, an evaluation will be undertaken considering the following criteria:~~

- ~~• Number of installed street litter bins currently in the area~~
- ~~• Distance to other street litter bins~~
- ~~• Visible litter in the area over a period of time~~
- ~~• General location in relation to businesses and high foot traffic areas~~
- ~~• Number of requests for the bin~~
- ~~• Consideration of installation and ongoing costs~~

~~If it is determined the need for a bin is not sufficient, the area will be monitored monthly for four to six months to determine the amount of waste build up, if any.~~

~~At Council's discretion, street litter or bus stop bins may be removed.~~

~~4.14 BIN REPLACEMENT – LOST, STOLEN OR DAMAGED BINS~~

~~Council will be responsible for repair and maintenance of MGB's (e.g. replacement of wheels and lids).~~

~~Damaged bins:~~

- ~~• Damaged MGB's will be repaired and/or replaced by Council at no cost to the ratepayer, unless it is deemed by Council to be deliberate damage or misuse. A fee for each bin will then apply, as per Council's Fees and Charges Register~~
- ~~• Damaged MGB's must be left on the verge area for repairs where normal waste collection occurs~~
- ~~• Where a bin is unsuitable for repairs and must be replaced, the damaged bin must be presented on the verge, empty of waste, for the contractor to collect~~

~~Stolen bins:~~

- ~~Stolen MGB's will be replaced by Council at no charge to the Property Owner or Occupant~~
- ~~Requests for replacement of stolen MGB's must be in writing using the request form. At Council's discretion satisfactory evidence of bin theft may be requested~~

5.14 FEES AND CHARGES

- 5.14.1 Where relevant, fees for services described by the Waste and Resource Recovery Service Policy will be determined by Council and declared in Council's ~~Register of Fees and Charges~~ Register.

5.15 SERVICE REQUIREMENTS

- 5.15.1 Property Owners or Occupants receiving a kerbside waste, recycling or green organics collection service from Council will be responsible for the following:

- Placement of the MGB on the kerbside the night before the bin is scheduled to be collected or by 6am on the day of collection with the lid opening facing towards the street
- Placement of the MGB where the contractor's collection vehicle can gain access to it
- Ensuring a clearance of at least 50cm around each MGB, one metre between MGB's and parked cars, trees, stobie poles, letter boxes or other obstacles to the collection vehicle
- Pedestrian access must be maintained at all times
- Ensure MGB lids are fully closed
- Placement of correct material in each MGB
- Total weight of the MGB does not exceed 50kg
- Removing the MGB from the kerbside within 24 hours of it being emptied
- Storing the MGB in a safe location on the property to which they are distributed
- Maintaining the MGB in a clean condition so as not to impact on public health or amenity
- All MGB's are owned by Adelaide Hills Council and must remain at the property to which they were allocated

- 5.15.2 Where the collection vehicle is unable to access a MGB from a verge area, a suitable collection point will be organised at the discretion of Council and contractors. Unless otherwise specified in an agreement between the parties, MGB's will not be collected from within private property.

- 5.15.3 Bins will not be collected from other than a kerbside location unless prior arrangements have been made, including a signed agreement, indemnifying Council and the collection contractor against any claims for damages from the property owner or occupier.

5.16 REFUSAL OF SERVICE

- 5.16.1 Collection of a MGB may be refused to properties that:

- Fail to use the approved waste collection container, the MGB must have the Adelaide Hills Council logo hot stamp
- Are late in placing their MGB out for collection
- Place prohibited waste out for collection
- Place an MGB out that weighs more than 50kg
- Overfill an MGB so that the lid does not close
- Place an MGB in a location that cannot be reached by the collection vehicle
- Place an MGB incorrectly with handles towards the road
- Fail to use a MGB correctly, leading to contamination of recyclables or organics
- Present additional bins over and above the levels stipulated in this policy

- 5.16.2 Prior to any refusal of service Council will liaise with the property owner/occupant in the first instance to identify the issue and discuss remediation options for the property owner/occupant to implement.

- 5.16.3 If the contents of an MGB are not emptied for any of the reasons listed within this section, a notice may be placed on the affected bin indicating the reasons for refusal. Disposal of the waste will then be the responsibility of the resident.

- 5.16.4 Council reserves the right to cease a collection service when there is repeated misuse of an MGB, including continually leaving an MGB on the kerbside after collection (excluding MGB bin banks), unnecessarily interfering with other MGB's presented for collection or continually placing an MGB so they are inaccessible to the contractor's collection vehicles or contamination of recyclables.

- 5.16.5 In regards to any property, Council may deem that additional kerbside services are not appropriate, and properties/facilities would need to arrange their own additional commercial or alternative services.

- 5.16.6 Council reserves the right to refuse service where it is impractical to collect, store or present bins or where, as part of planning approval conditions, responsibility for waste management is passed to the owner/occupier.

6. ADDITIONAL WASTE & RECYCLING SERVICES

6.1 STREET LITTER AND BUS STOP BINS

6.1.1 Before a street litter or bus stop bin will be installed, an evaluation will be undertaken considering the following criteria:

- Number of installed street litter bins currently in the area
- Distance to other street litter bins
- Visible litter in the area over a period of time
- General location in relation to businesses and high foot traffic areas
- Number of requests for the bin
- Consideration of installation and ongoing costs
- No bins will be provided to private carpark areas

6.1.2 If it is determined the need for a bin is not sufficient, the area will be monitored monthly for four to six months to determine the amount of waste build up, if any.

6.1.3 At Council's discretion, street litter or bus stop bins may be removed.

6.2 KERBSIDE HARD WASTE COLLECTION SERVICE

6.2.1 Each property, including schools, kindergartens, sporting groups and religious/public worship sites are entitled to:

- One at call hard waste collection, (up to 2 cubic metres in size) and one at call mattress and/or ensemble collection per financial year
- A user contribution fee will be required, for each collection, as per Council's Fees and Charges Register

6.2.2 Requests for this service must be made in writing using the request form. Payment of the contribution fee must be made prior to a collection date being provided

6.2.3 Items are to be placed on kerbside area by 6am but no earlier than 24 hours prior to the collection day. Residents may be asked to remove items if placed out earlier than permitted.

6.2.4 Items placed on the verge area over the allocated amount or not accepted as part of the hard waste collection will be left on the verge area and the resident is responsible for removal. If the items are not removed by the resident the matter will be followed up by Council including possible enforcement action.

6.3 EMERGENCY EVENT WASTE MANAGEMENT

6.3.1 Waste provisions for emergency events such as bush fires and floods will be considered on a case by case basis.

6.3.2 Examples of provisions that may be provided include, but are not limited to:

- Waste disposal vouchers
- Skip bins for food/general waste
- Education and support on disposal options
- Permapine post disposal

6.3.3 Other waste management provisions will be considered as required to support the impacted community and to ensure risk to public health and safety is minimised.

6.3.4 As appropriate, emergency event waste provisions will be coordinated through the Infrastructure and Operations Directorate, Council's Incident Management Team and or the Local Government Functional Support Group.

6.4 FREE GREEN ORGANIC DROP OFF DAYS

6.5.1 Council will provide free green organic drop off days subject to budget allocation to assist the community with bushfire fuel reduction preparedness activities.

6.5.2 The drop off days will be held at three sites located in the north, south and central areas of the council district at locations where the site conditions are suitable for operational purposes and community access.

6.5.3 Community members are limited to a standard 7x5 trailer load size. The number of drop off loads are unlimited as long as they are within the advertised collection times. Proof of residency is required.

6.5.4 Drop off days will be cancelled if a catastrophic or extreme fire danger day is declared or for any other purpose where safety will be potentially compromised and or for operational constraints.

6.5.5 Details of accepted items are published on Councils website and as appropriate when undertaking any advertising of the service.

6.5.6 Organics created from a private enterprise will not be accepted and will incur normal gate fees.

6.5.7 Where a contractor has been engaged, by a Council resident, - to transport organics on their behalf proof of the resident's- residency will be required at time of drop off.

6.5.8 Where a resident contacts Council and cannot attend on the nominated designated drop off day free disposal at the Heathfield Resource Recovery Centre on a non-free drop off day will be considered on a case by case basis.

7. DELEGATION

7.1 The Chief Executive Officer has the delegation to:

- Approve, amend and review any procedures that shall be consistent with this Policy
- Make any legislative, formatting, nomenclature or other minor changes to the Policy during the period of its currency

8. AVAILABILITY OF THE POLICY

8.1 This Policy will be available via the Council's website www.ahc.sa.gov.au

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 23 August 2022
AGENDA BUSINESS ITEM**

Item: 12.11

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

Subject: Council Resolutions Update including 2 year update to outstanding resolutions

For: Decision

SUMMARY

The Action List is updated each month by the responsible officer and outlines actions taken on resolutions passed at Council meetings. In some cases actions can take months or years to be completed due to the complexity and/or the level of influence Council has in the matter.

In March 2015, Council resolved that outstanding resolutions passed before 31 March 2013 would be the subject of a report outlining the reasons why the resolutions have not been completed, detailing what actions have been taken and an estimated date of completion.

While the above resolution referred to a date, the duration was two (2) years and the intent of the Council's resolution has been carried forward as a prudent accountability mechanism.

RECOMMENDATION

Council resolves:

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

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI
28/07/2020	Ordinary Council	149/20	Road Widening Netherhill Road Kenton Valley	None declared
23/11/2021	Ordinary Council	250/21	Road Acquisition - Portion of Teringie Drive Teringie	None declared
22/03/2022	Ordinary Council	49/22	MON Parking Time Limit adjacent Stirling Hospital	Nil
28/06/2022	Ordinary Council	152/22	Annual Business Plan 2022-23 for Adoption	Nil
28/06/2022	Ordinary Council	154/22	East Waste Charter Amendment - Confidential Item	Nil
26/07/2022	Ordinary Council	183/22	Parking Time Limit adjacent Stirling Hospital	Nil
26/07/2022	Ordinary Council	185/22	Youth School Holiday Program Driver Education Temp Road Closures	Nil
26/07/2022	Ordinary Council	186/22	Service Review Civil Services Maintenance	Nil
26/07/2022	Ordinary Council	188/22	Nomination for GAROC Members	Perceived - Mayor Jan-Claire Wisdom
26/07/2022	Ordinary Council	190/22	2021-22 CEO Performance Targets Final Outcome	Nil
26/07/2022	Ordinary Council	191/22	Proposed CEO Performance Targets 2022-2023	Nil
26/07/2022	Ordinary Council	192/22	Policy Review Models for Major Development	Nil
26/07/2022	Ordinary Council	194/22	Policy Review Internal Review of Council Decisions	Nil
9/08/2022	Special Council	200/22	Establishment of Boundary Change Committee	Material - Mayor Jan-Claire Wisdom
9/08/2022	Special Council	202/22	Establishment of Boundary Change Committee - Membership	Material - Mayor Jan-Claire Wisdom

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	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council reporting)
24/01/2017	Ordinary Council	7/17	Cromer Cemetery Revocation of Community Land	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 App 1.	Terry Crackett	In Progress	15/06/2022	DEWNR have requested that the revocation be put on hold whilst they investigate the requirements to alter the trust affecting the land and undertake an assessment of the native vegetation on the land, this is likely to take some months. DEW advised on 4/12/18 that there are some impediments to the progression of the proposed boundary realignment due to the mining operations on the adjacent land, which are being negotiated with the Dept for Mining. Advice is that these negotiations could take considerable time (2yrs). In the interim, consideration will be given to the granting of a right of way to ensure that the cemetery has legal access. DEW staff member dealing with this matter has left DEW so there may be an extended delay whilst it is reallocated and assessed. DEW awaiting finalisation of negotiations with Dept for Mining March 21 - Council staff have requested an update from DEW as to the status of this matter October 21 - Council staff continue to engage with DEW to seek a progression of the matter November 21 - no further update from DEW
28/08/2018	Ordinary Council	200/18	Proposal to enter 11 AHC Reserves into Heritage Agreements 2018	<ol style="list-style-type: none"> 1. That the report be received and noted. 2. That the Biodiversity Officer be authorised to enter: Doris Coulls Reserve, 152 Old Mt Barker Road, 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 all being of significant biodiversity value, into Heritage Agreements. 3. That the Heritage Agreements retain the existing dog access arrangements in place for each of those reserves. 	Peter Bice	In Progress	8/08/2022	<p>The Heritage Applications were phased over the years in order to be accommodated within available resourcing.</p> <p>Heritage Agreements 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 Coulls Reserve Mylor Parklands Heathfield Waste Facility Reserve 26 - "Stock Rd 1" <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 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>Carey Gully was rejected but appealed by Biodiversity Officer. Heritage Officer changed their recommendation for acceptance and sent to delegate for approval.</p>

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council reporting)
11/09/2018	Special Council	229/18	Road Exchange McBeath Drive, Skye Horsnell Gully	<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 <i>Local Government Act 1999</i>.</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</p>	Terry Crackett	In Progress	15/06/2022	<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>

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council reporting)
11/09/2018	Special Council	232/18	Revocation of Community Land – Bridgewater Retirement Village	<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 Carripook Park, Candlebark Reserve and Vincent Playground Reserve, that may be suitable for the development of a landscaped garden for the benefit of the community and for the construction of a memorial to the Ash Wednesday Bushfires of 1983 as contemplated by the charitable trust over the Land and invite community suggestions and feedback in relation to any appropriate land parcels.</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 trust.</p> <p>That a further report be presented to Council for</p>	Terry Crackett	In Progress	15/06/2022	<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 Carripook Park as their preferred option. Council, at the meeting of 27 August 2019, approved Carripook Park as the location to vary the trust to.</p> <p>The Attorney-General has provided in-principle support to the proposal so a design for the landscaped garden and bushfire memorial at Carripook Park will be prepared for submission to the Supreme Court.</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> <p>June 22 - all Supreme Court documents have been executed and progressed with the Attorney-General</p>
23/07/2019	Ordinary Council	188/19	LED Street Lighting Upgrade	<p>That the report be received and noted.To approve an increase of \$365k in Council's 2019/20 capital budget to commence the transition of 900 P – category public streetlights to LED with the funding source to be recommended to Council at its next budget review.That Council engage SAPN to commence the changeover of P-Category lights to LED public lighting on Council roads and that authority is given to the CEO to finalise a contract with SAPN and sign that agreement.That Council enter into a PLC tariff agreement for public lighting with SAPN until 30 June 2020 and subsequently move to the tariff set by the Australian Energy Regulator from July 2020.That Council continues to liaise with SAPN and DPTI on the changeover of Council public lighting on roads under the care and control of the State Government.That a further report be provided to Council on the outcome of the continued discussions with SAPN and DPTI.</p>	Peter Bice	In Progress	8/08/2022	<p>LED change over at Aldgate and Sumertown Main Street complete. Uraidla main street light change-over underway.</p> <p>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.</p> <p>Council officers continue to be updated on sub-group progress and have nominated to join main street lighting working group.</p>

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council reporting)
17/09/2019	Special Council	239/19	Circular Procurement Pilot Project	Council resolves: That the report be received and noted. To approve participation in the Circular Procurement Pilot Project. That the Chief Executive Officer be authorised to execute the Memorandum of Understanding as contained in Appendix 1 of this report. That the Council endorses, in principle, the following targets: subject to the procurement needs and requirements of Council in 2020/21 purchasing recycled plastic products or materials equivalent to 10% of the weight of plastic collected within the Council area, which is equivalent to approximately 25 tonnes based on 2017/18 data. subject to the procurement needs and requirements of Council, commencing in 2021/22 Council will incrementally increase its purchasing of recycled plastic products or materials thereafter until it is equivalent to 50% of the weight of plastic collected within the Council area, which is equivalent to 124 tonnes based on 2017/18 data. That a report be provided to Council in early 2021/22 providing an update on the Council's participation in the Circular Procurement Pilot Project for the period 2020/21.	Peter Bice	In Progress	10/08/2022	A report has been prepared for the 23 August Ordinary Council Meeting providing Council Members with an update on progress of the Circular Procurement Trial.
28/01/2020	Ordinary Council	11/20	Revocation of Community Land - Bridgewater Retirement Village	That the report be received and noted. Subject to the Supreme Court issuing an order granting approval for a trust variation scheme, a report be prepared and submitted to the Minister for Planning seeking approval to revoke the community land classification of Allotment 220 in Filed Plan No. 8131 known as 511 Mount Barker Road Bridgewater. The Mayor and CEO be authorised to sign all necessary documentation to give effect to this resolution.	Terry Crackett	In Progress	15/06/2022	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

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council reporting)
28/07/2020	Ordinary Council	149/20	Road Widening Netherhill Road Kenton Valley	<p>1. That the report be received and noted</p> <p>2. To purchase the areas of land totalling 335 sqm identified in red on the Land Acquisition Plan attached as <i>Appendix 2</i> ("land") from Stephen Paul Cowie the land owner at 67 Nether Hill Road, Kenton Valley, for the purchase price of \$6,700 (excl GST) plus all reasonable costs to vest the Land as public road.</p> <p>3. To purchase the area of land being 188 sqm identified in red on the Land Acquisition Plan attached as <i>Appendix 2</i> ("land") from Paul Andrew Arnup and Danielle Marie Beatrice Helbers the land owner at 109 Nether Hill Road, Kenton Valley, for the purchase price of \$3,760 (excl GST) plus all reasonable costs to vest the Land as public road.</p> <p>4. The road land being acquired to be excluded as Community Land pursuant to the <i>Local Government Act 1999</i>; and</p> <p>5. That the Mayor and CEO be authorised to sign all necessary documentation, including affixing the common seal, to give effect to this resolution.</p> <p>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.</p>	Terry Crackett	Completed	8/08/2022	<p>Progress has commenced in accordance with the resolution</p> <p>Documents have been registered with the Lands Titles Office, and affected land owners have been paid</p>
22/09/2020	Ordinary Council	205/20	100 Old Mt Barker Road Stirling	<p>1. That the report be received and noted</p> <p>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.</p> <p>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.</p> <p>4. Subject to obtaining the approval specified in 3 above, offer to The Old School Community Garden a 2 year lease over the land located at 100 Old Mt Barker Road Stirling, including the old school building. The rent under the lease to be \$1 per annum (if demanded).</p> <p>5. That the Mayor and Chief Executive Officer be authorised to sign all necessary documents, including affixing the common seal, to give effect to this resolution.</p>	Terry Crackett	In Progress	15/06/2022	<p>Initial information provided to Crown Lands in relation to approval for lease, Ministerial approval is required for the lease and this is being sought.</p> <p>April - DA granted and tender for works being undertaken</p> <p>June 21 - works are being scheduled subject to availability of materials and contractor</p> <p>October 21 - meeting held with occupiers of the site to discuss progression of works and leasehold arrangements including restrictions on use</p> <p>November 21 - works have commenced on site</p> <p>Jan 22 - following completion of the works, a lease will be negotiated with the OSCG</p> <p>March 22 - works due to be completed by end of April</p> <p>May 22 - works completed</p> <p>June 22 - discussions with the OSCG group are progressing in relation to the proposed Lease</p>

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council reporting)
15/12/2020	Ordinary Council	300/20	Road Exchange Pomona Road Stirling	<p>1. That the report be received and noted</p> <p>2. In accordance with sections 12 and 15 of the Roads Opening and Closing) Act 1991, enter into an Agreement for Exchange with the owner of the land of 21 Pomona Road Stirling and issue a Road Process Order to open as public road the area identified as "Road to be opened 1" on the Preliminary Plan No 20/0038 and in exchange to close a portion of Pomona Road as identified on the Preliminary Plan No 20/0038 as "Public Road A", subject to 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</p> <p>3. The closed road be excluded as Community Land pursuant to the Local Government Act 1999. The Mayor and Chief Executive Officer be authorised to sign all documents necessary, including affixation of the common seal, to give effect to this resolution</p>	Terry Crackett	In Progress	8/08/2022	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
27/01/2021	Ordinary Council	22/21	CWMS Review	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	8/08/2022	
23/03/2021	Ordinary Council	49/21	Local Heritage Grant Fund Project 2020 - 2021	<p>1. That the report be received and noted</p> <p>2. To approve the eight shortlisted projects to receive grant funding as detailed in the body of this report to contribute to the works as detailed in <i>Appendix 1</i> of this report and listed below: Our Lady of the Rosary Church, Aldgate - \$2,500 Old Post Office, Crafers - \$1,417 Crataegus Cottage, Crafers - \$2,500 Circa 1850's Cottage, Mount George - \$2,500 Shop, Stirling - \$2,500 Stone Cottage, Stirling - \$2,500 Former Aldgate Valley Church of Christ, Aldgate - \$2,500 Cudlee Creek Uniting Church, Cudlee Creek - \$2,500</p> <p>3. To delegate to the Chief Executive Officer to determine whether any changes to grant recipient's proposed works maintain grant eligibility.</p>	Natalie Armstrong	In Progress	22/06/2022	Round 2 update: Currently four out of the endorsed eight applications have received grant funding following successful completion of the grant application process. One application is 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.

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council reporting)
23/03/2021	Ordinary Council	52/21	Crown Land Revocation	<p>1. That the report be received and noted</p> <p>2. That the consultation report (<i>Appendix 1</i>) be received and noted</p> <p>3. To apply to the Minister for Planning to revoke the Community Land classification of the following parcels of land:-</p> <p>i. CR 5752/186, Lot 32 Fullgrave Road, Crafers</p> <p>ii. CR 5753/725, Section 1609 Illert Road, Mylor</p> <p>iii. CR 5753/729, Section 1657 Scott Creek Road, Scott Creek</p> <p>iv. CR 5753/741, Sections 53 and 54 Sandy Waterhole Road, Woodside</p> <p>v. CR 5753/742, Section 547 Schuberts Road, Lobethal</p> <p>vi. CR 5753/744, Section 553 Pedare Park Road, Woodside</p> <p>vii. CR 5753/745, Section 556 Tiers Road, Woodside</p> <p>viii. CR 5753/746, Section 565 Old Carey Gully Road, Stirling</p> <p>ix. CR 5753/754, Section 511 North East Road, Inglewood</p> <p>x. CR 5753/758, Section 262 Reserve Road, Forreston</p> <p>xi. CR 5763/631, Section 1591 Silver Road, Bridgewater</p> <p>xii. CR 5763/634, Section 71 Magarey Road, Mount</p>	Terry Crackett	In Progress	15/06/2022	<p>Being progressed in accordance with resolution.</p> <p>November 21 - awaiting feedback from the Minister for Planning on final application for revocation</p> <p>Jan 22 - final application has been lodged with the Minister for Planning</p> <p>June 22 - awaiting response from new Minister</p>
22/06/2021	Ordinary Council	117/21	Mobile Library Replacement	<p>That the report be received and noted.</p> <p>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.</p> <p>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.</p>	David Waters	In Progress	9/08/2022	The new van has been delivered and procurement of the fit out and customisation is in progress, including artwork designs for the exterior.
22/06/2021	Ordinary Council	119/21	Community & Recreation Facilities Framework & Play Space Framework - Drafts for Consultation	<p>1. That the report be received and noted.</p> <p>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).</p> <p>3. That the results of Stage 3 Engagement and the final draft Frameworks be presented to Council for their consideration by December 2021.</p> <p>4. That the CEO be authorised to: Make any formatting, nomenclature or other minor changes to the Draft Framework documents prior to being released for public consultation and Determine the consultation timings, media and processes while ensuring consistency and compliance with the provisions of applicable legislation and Council's <i>Public Consultation Policy</i>.</p>	Terry Crackett	In Progress	22/06/2022	Final stakeholder consultation processes are now complete. A final draft of the Framework document will be presented to the CRFFIWG and Council at a workshop in the coming months, and then to the August Council Meeting for adoption.

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council reporting)
27/07/2021	Ordinary Council	158/21	Revocation of Community Land Classification - Closed Roads R2142AA & R1573AB	<p>1. That the report be received and noted</p> <p>2. To commence a revocation of community land process for the land described as "AA" in Road Plan No. 2142 ("Closed Road"), off Lenger Road, Mount Torrens including consultation in accordance with Council's Public Consultation Policy and the <i>Local Government Act 1999</i> with the intention of selling the Closed Road to the adjoining owners.</p> <p>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 <i>Local Government Act 1999</i> with the intention of selling the Closed Road to the adjoining owners.</p> <p>4. That a further report be presented to Council at the completion of the consultation.</p>	Terry Crackett	In Progress	8/08/2022	<p>Commenced in accordance with the resolution</p> <p>Public Consultation has completed. NO formal responses received - follow up report is prepared and to be presented at June 2022 Council meeting</p> <p>Follow up report presented to Council 26 July 2022.</p> <p>Council have written to the Minister for approval of Community Land Revocation status. Anticipated response due mid September 2022.</p>
4/08/2021	Ordinary Council	169/21	MON Natural Burials	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	15/06/2022	Preliminary planning underway for return to Council with report by 30 June 2022.
24/08/2021	Ordinary Council	170/21	Road Exchange Aldi Deveopment Pomona Road Stirling	That the report be received and notedIn accordance with sections 12 and 15 of the <i>Roads (Opening and Closing) Act 1991</i> , enter into an Agreement for Exchange with the owner of the land of 3-5 Pomona Road Stirling and issue a Road Process Order to open as public road the area identified as "Road to be opened 1" on the Preliminary Plan No 21/0011 and in exchange to close a portion of Pomona Road as identified on the Preliminary Plan No 21/0011 as "Public Road A", subject to the owner of the land at 3-5 Pomona Road Stirling and Council agreeing to share all costs associated with the road exchange process including but not limited to all survey, valuation and reasonable legal costs.The closed road be excluded as Community Land pursuant to the <i>Local Government Act 1999</i> .The Mayor and Chief Executive Officer be authorised to sign all documents necessary, including affixation of the common seal, to give effect to this resolution.	Terry Crackett	In Progress	8/08/2022	<p>Commenced in accordance with resolution</p> <p>Road Process Documents have been signed by Council. Currently awaiting process by the Surveyor-Generals and Lands Titles Office.</p> <p>Road plan has been examined, however this is awaiting the deposit of a prior amalgamation and easement plan with the Lands Titles Office.</p>

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council reporting)
24/08/2021	Ordinary Council	178/21	Operational Workplace Review	<p>1. That the report be received and noted</p> <p>2. That Council take up commercial lease space in Stirling at 85 Mount Barker Road Stirling, and the associated costs for the leasehold premises detailed in <i>Appendix 1</i> be adjusted in the 2021-22 financial year at Budget Review 1</p> <p>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</p> <p>4. Subject to endorsement of the detailed scoping identified in 3 above, the Development and Building Team be relocated from Woodside to Stirling</p> <p>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.</p>	Terry Crackett	In Progress	15/06/2022	Commenced in accordance with resolution Fitout of Garrod Office and progression of preliminary work for Stirling transportable underway. Scoping of other components to be is nearing completion and will be presented back to Council for review.
26/10/2021	Ordinary Council	220/21	Charleston Cemetery Compulsory Acquisition	<p>1. That the report be received and noted.</p> <p>2. To revoke the resolution of Council of 22 May 2001, B129.</p> <p>3. To commence a process to compulsorily acquire, under the <i>Land Acquisition Act 1969</i>, the Charleston Cemetery being the land contained in Certificate of Title Volume 5066 Folio 740 located at 36 Newman Road Charleston from The Charleston Cemetery Trust Inc. To continue to manage the Charleston Cemetery on behalf 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.</p>	Terry Crackett	In Progress	15/06/2022	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
26/10/2021	Ordinary Council	221/21	Single Use Plastic MON Response	That the report be received and noted That the actions outlined in this report are implemented.	Peter Bice	In Progress	3/08/2022	A review is currently being undertaken of the Festivals and Events Policy incorporating reference to the reduction/elimination of single-
26/10/2021	Ordinary Council	235/21	Ashton Landfill - Confidential Item	As per Confidential minute	Peter Bice	In Progress	10/08/2022	Matter continues to be progressed. Further updates will be provided when a material change occurs.
26/10/2021	Ordinary Council	238/21	Electricity Procurement Legal Matter - Confidential Item	As per confidential minute	Peter Bice	In Progress	8/08/2022	

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council reporting)
23/11/2021	Ordinary Council	250/21	Road Acquisition - Portion of Teringie Drive Teringie	<ol style="list-style-type: none"> 1. That the report be received and noted. 2. To purchase Allotment 592 in Deposited Plan No. 127876 (<i>Appendix 3</i>) being an area of land totalling 7sqm identified in red on the Certificate of Title attached as <i>Appendix 2</i> ("Land") from the land owner at 59 Teringie Drive, Teringie, for the purchase price of \$1,000 (excl GST) plus all reasonable costs to vest the Land as public road. 3. The Land being purchased to be excluded as Community Land pursuant to the <i>Local Government Act 1999</i>; and 4. That the CEO be authorised to sign all necessary documentation to give effect to this resolution 	Terry Crackett	Completed	8/08/2022	<p>Commenced in accordance with Council resolution.</p> <p>Documents have been processed and registered with the Lands Titles Office. Land owner has been paid compensation</p>
14/12/2021	Ordinary Council	274/21	Woodside Recreation Ground Reuse further information	<ol style="list-style-type: none"> 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	5/08/2022	A contractor has been engaged to undertake an audit of the irrigation systems.
22/03/2022	Ordinary Council	49/22	MON Parking Time Limit adjacent Stirling Hospital	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	Completed	3/08/2022	Council staff worked with the hospital to best understand demand, and the report was tabled at the July Ordinary Council meeting.
22/03/2022	Ordinary Council	52/22	Response to MON Bore Use	<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 	Terry Crackett	In Progress	15/06/2022	Commenced in accordance with resolution

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council reporting)
22/03/2022	Ordinary Council	53/22	Removal of Remoteness Sculpture, Stirling	<ol style="list-style-type: none"> 1. That the report be received and noted. 2. That the sculpture known as <i>The Remoteness</i>, 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	5/08/2022	In mid-June, the former artistic director for Adelaide Hills International Sculpture Symposium Inc approached Council staff advising of a product he believes may provide a potential 'fix' for the sculpture. He was unavailable to progress the matter through June/July, however staff have recently met with him to progress the matter. A consulting engineer is being engaged to consider the option and evaluate whether or not the risk profile associated with the matter would change with the proposed fix. As there is a Council resolution to remove the sculpture, the matter may need to come back to Council for consideration if the 'fix' is deemed viable.
22/03/2022	Ordinary Council	56/22	CEO Performance Review Process and Schedule	<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	8/08/2022	The CEO Performance and Remuneration Reports have been received. The Consultant has met with the Panel to discuss the reports. The Panel made recommendations to Council at its meeting on 4/8/22. A report has been prepared for Council decision as its meeting on 23/8/22.
26/04/2022	Ordinary Council	86/22	MON Property Lobethal Road Lenswood	<ol style="list-style-type: none"> 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; and ongoing 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. 	Natalie Armstrong	In Progress	22/06/2022	Minute not confidential

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council reporting)
26/04/2022	Ordinary Council	87/22	Property Lobethal Road Lenswood - Duration of Confidentiality	Item Duration of Confidentiality NB: Item to be reviewed every 12 months if not released ReportTwo year termRelated AttachmentsTwo year term MinutesNIL Other (presentation, documents, or similar)NIL	Natalie Armstrong	In Progress	28/04/2022	
26/04/2022	Ordinary Council	92/22	Heathfield Resource Recovery Centre Management Agreement	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	10/08/2022	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 continues to be progressed.
26/04/2022	Ordinary Council	93/22	Options for Randell's Workmen's Cottages Gumeracha	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	In Progress	15/06/2022	Commenced in accordance with resolution
24/05/2022	Ordinary Council	122/22	Purchase of Land 8 St John Road Norton Summit	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, e.g. Council's encroachment onto Church land of the septic system and part of the CFS shed.	Terry Crackett	In Progress	15/06/2022	Workshop scheduled for 9 August 2022
24/05/2022	Ordinary Council	124/22	Local Heritage Grant Fund 2021-22 Project Approvals	That the report be received and noted 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).	Natalie Armstrong	In Progress	25/05/2022	Applicants notified of Council decision and case management service is being provided to progress the projects.
24/05/2022	Ordinary Council	142/22	Fenced Dog Park for Woodside	Council resolves that, in line with the Council's Dog and Cat Management Plan 2018-2022, the CEO provides a report to Council by 27 October 2022 on the feasibility of establishing a fenced dog park at Jacaranda Drive Woodside or another suitable location near Woodside.	Terry Crackett	In Progress	22/06/2022	An internal working party has been formed and key staff members will meet with the head petitioner in the coming weeks.

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council reporting)
28/06/2022	Ordinary Council	150/22	Naming of Parks & Reserves	That the CEO identifies which parcels of council owned/managed Parks and Reserves (or other suitable land) included on the Community Land Register which do not have a formally assigned name; Subject to the findings of 1, prepares an estimate of costs for the installation of signs together with program for installations over, say, a ten or more year period. Advises how the assignment of European names and Aboriginal names can be installed concurrently to achieve economies of scale. Prepares a report for consideration by the Council by 31 October 2022.	Peter Bice	In Progress	3/08/2022	Identification of relevant land parcels underway.
28/06/2022	Ordinary Council	152/22	Annual Business Plan 2022-23 for Adoption	Refer to Minutes for full resolution Pursuant to and in accordance with section 123(6) of the <i>Local Government Act 1999</i> and Regulation 6 of the <i>Local Government (Financial Management) Regulations 2011</i> and having considered all submissions and consultation feedback received, the Annual Business Plan (<i>Appendix 1</i>) as laid amended before Council for the financial year ending 30 June 2023, be adopted. 1.2 Pursuant to and in accordance with section 123(7) of the <i>Local Government Act 1999</i> and Regulation 7 of the <i>Local Government (Financial Management) Regulations 2011</i> , having considered the Budget in conjunction with, and determined the Budget to be consistent with, the Council's Annual Business Plan, the Budget for the financial year ending 30 June 2023, as laid before the Council at this meeting, be adopted. 1.3 Determination and Adoption of Valuations – 2022-23 1.3.1 Rates assessed on rateable land in the area of the Council will be based on the capital value of land for all rateable land. 1.3.2 Pursuant to section 167(2)(a) of the <i>Local Government Act 1999</i> the most recent valuations of the Valuer General available to the Council of the capital value of land within the Council area, be adopted for rating purposes for the financial year ending 30 June 2023, totalling \$13,641,908,780.	Terry Crackett	Completed	29/06/2022	Annual Business Plan document finalised and published. Gazettal completed.
28/06/2022	Ordinary Council	154/22	East Waste Charter Amendment - Confidential Item	See confidential Minute	Andrew Aitken	Completed	22/07/2022	Resolution provided to East Waste Executive Officer.

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council reporting)
28/06/2022	Ordinary Council	156/22	East Waste Charter Amendment - Duration of Confidentiality	Subject to the CEO, or his delegate, disclosing information or any document (in whole or in part) for the purpose of implementing Council's decision(s) in this matter in the performance of the duties and responsibilities of office, Council, having considered Agenda Item 18.4 in confidence under sections 90(2) and 90(3)(k) of the <i>Local Government Act 1999</i> , resolves that an order be made under the provisions of sections 91(7) and (9) of the <i>Local Government Act 1999</i> to retain the Items in confidence as detailed in the Duration of Confidentiality Table below: Item Duration of Confidentiality NB: Item to be reviewed every 12 months if not released Report 30 June 2024 Related Attachments 30 June 2024 Minutes 30 June 2024 Other (presentation, documents, or similar) 30 June 2024	Andrew Aitken	In Progress	8/08/2022	Matter is progressing
28/06/2022	Ordinary Council	157/22	Revocation of Community Land Classification - Closed Roads Mt Torrens & Norton Summit	That the report be received and noted A report be prepared and submitted to the Minister for Planning seeking approval for the revocation of the community land classification of the land identified as: a. Closed Road AA in Road Plan No. 2142 contained in Certificate of Title Volume 6261 Folio 496 located at Mount Torrens (Appendix 1) b. Closed Road AB in Road Plan No. 1573 contained in Certificate of Title Volume 6261 Folio 497 located at Norton Summit (Appendix 1)	Terry Crackett	In Progress	29/06/2022	
28/06/2022	Ordinary Council	158/22	MON Response Natural Burials	1. That the report be received and noted 2. To endorse the proposal to establish a natural burial ground within the Kersbrook Cemetery site 3. That, prior to the opening of the Kersbrook natural burial ground for burials, the Cemetery Operating Policy be updated to include provisions for natural burials and presented to Council for adoption.	Terry Crackett	In Progress	29/06/2022	
28/06/2022	Ordinary Council	159/22	Policy Review - Genetically Modified Crops	1. That the report be received and noted. 2. With an effective date of 12 July 2022, to revoke the 7 January 2019 <i>Genetically Modified Crops Policy</i> and to adopt the revised 28 June 2022 <i>Genetically Modified Crops Policy (draft)</i> as per Appendix 1. 3. That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the <i>Genetically Modified Crops Policy (draft)</i> prior to the effective date.	Natalie Armstrong	In Progress	29/06/2022	
28/06/2022	Ordinary Council	166/22	Warren Road Birdwood Blackspot - Confidential Item	See Confidential Minute	Peter Bice	In Progress	3/08/2022	

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council reporting)
28/06/2022	Ordinary Council	167/22	Warren Road Birdwood Blackspot - Duration of Confidentiality	Subject to the CEO, or his delegate, disclosing information or any document (in whole or in part) for the purpose of implementing Council's decision(s) in this matter in the performance of the duties and responsibilities of office, Council, having considered Agenda Item 18.1 in confidence under sections 90(2) and 90(3)(d) of the <i>Local Government Act 1999</i> , resolves that an order be made under the provisions of sections 91(7) and (9) of the <i>Local Government Act 1999</i> to retain the Items in confidence as detailed in the Duration of Confidentiality Table below:Item Duration of Confidentiality NB: Item to be reviewed every 12 months if not releasedReportUntil all resolutions are executed, but not longer than 28 June 2023Related AttachmentsUntil all resolutions are executed, but not longer than 28 June 2023MinutesUntil all resolutions are executed, but not longer than 28 June 2023	Peter Bice	In Progress	3/08/2022	
28/06/2022	Ordinary Council	168/22	Santos Tour Down Under Event Opportunity - Confidential	See Confidential Minute	David Waters	In Progress	8/08/2022	Following the official announcement of the men's race routes on Friday 8th July the SATC embargo regarding these routes has lifted . However, details of the Challenge Tour are not finalised and remain in confidence until the details are officially released in August/
28/06/2022	Ordinary Council	170/22	Santos Tour Down under Event Opportunity - Duration of Confidentiality	Subject to the CEO, or his delegate, disclosing information or any document (in whole or in part) for the purpose of implementing Council's decision(s) in this matter in the performance of the duties and responsibilities of office, Council, having considered Agenda Item 18.2 in confidence under sections 90(2) and 90(3) (j) of the <i>Local Government Act 1999</i> , resolves that an order be made under the provisions of sections 91(7) and (9) of the <i>Local Government Act 1999</i> to retain the Items in confidence as detailed in the Duration of Confidentiality Table below: Item Duration of Confidentiality NB: Item to be reviewed every 12 months if not releasedReportUntil 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.Related AttachmentsNot ApplicableMinutesUntil 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.Other (discussion and considerations of the subject matter)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.	David Waters	In Progress	8/08/2022	Following the official announcement of the men's race routes on Friday 8th July the SATC embargo regarding these routes has lifted . However, details of the Challenge Tour are not finalised and remain in confidence until the details are officially released in August/ September 2022.
28/06/2022	Ordinary Council	172/22	Ashton Landfill - Confidential	See Confidential Minute	Peter Bice	In Progress	10/08/2022	

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council reporting)
28/06/2022	Ordinary Council	173/22	Ashton Landfill - Duration of Confidentiality	Subject to the CEO, or his delegate, disclosing information or any document (in whole or in part) for the purpose of implementing Council's decision(s) in this matter in the performance of the duties and responsibilities of office, Council, having considered Agenda Item 18.3 in confidence under sections 90(2) and 90(3)(i) of the <i>Local Government Act 1999</i> , resolves that an order be made under the provisions of sections 91(7) and (9) of the <i>Local Government Act 1999</i> to retain the Items in confidence as detailed in the Duration of Confidentiality Table below: Item Duration of Confidentiality NB: Item to be reviewed every 12 months if not releasedReport28 June 2024Related Attachments28 June 2024Minutes28 June 2024OtherNIL	Peter Bice	In Progress	10/08/2022	
28/06/2022	Ordinary Council	175/22	Fabrik Tender & Contract - Confidential Item	See Confidential Item	Terry Crackett	In Progress	29/06/2022	
28/06/2022	Ordinary Council	176/22	Fabrik Tender & Contract - Duration of Confidentiality	Subject to the CEO, or his delegate, disclosing information or any document (in whole or in part) for the purpose of implementing Council's decision(s) in this matter in the performance of the duties and responsibilities of office, Council, having considered Agenda Item 18.5 in confidence under sections 90(2) and 90(3)(d) of the <i>Local Government Act 1999</i> , resolves that an order be made under the provisions of sections 91(7) and (9) of the <i>Local Government Act 1999</i> to retain the Items in confidence as detailed in the Duration of Confidentiality Table below: Item Duration of Confidentiality NB: Item to be reviewed every 12 months if not releasedReportuntil execution of contract but no longer than 30 September 2022Related AttachmentsNILMinutesuntil execution of contract but no longer than 30 September 2022OtherNIL	Terry Crackett	In Progress	29/06/2022	

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council reporting)
26/07/2022	Ordinary Council	179/22	MON CCC Boundary Reform Oversight by S41 Committee - Cr Osterstock	<p>1. That in the event that the Local Government Boundaries Commission, following their consideration of Campbelltown City Council's (CCC) Stage 2 submission, determines to inquire into the proposal further, pursuant to the provisions of Section 41 of the Local Government Act 1999, Council resolves that it will establish a Committee of Council to be known as the Boundary Change Committee.</p> <p>2. The objectives for the Committee will be to oversee (including yet not limited to Council's response to the proposal) and advise Council of any actions that the Committee deems appropriate in responding to the proposal.</p> <p>2.1 The Committee will comprise 5 elected members, including the Mayor, one being the Presiding Member.</p> <p>2.2 The Committee may co-opt, or make use of the services of any other person (in an advisory capacity) for the purpose of investigating or deliberating on any specific matter or on any other temporary basis.</p> <p>2.3 A budget allocation of \$10,000 (exclusive of GST), will be made to enable the Committee to seek external advice in order to assist the Committee in fulfilling its objectives.</p> <p>2.4 The Chief Executive Officer will allocate appropriate human resources to ensure that reports, agendas, notices of meetings and minutes of the Committee are recorded and managed in accordance with legislative compliance requirements. Other</p>	Andrew Aitken	In Progress	8/08/2022	Draft Boundary Change Committee Terms of Reference to be considered at Council's 23 August 2022 meeting.
26/07/2022	Ordinary Council	180/22	MON Speed Limit Review Cudlee Creek - Cr Herrmann	That the CEO writes to the Chief Executive Officer, Department of Infrastructure and Transport (DIT) requesting DIT to undertake a review of the speed limit on Gorge Road, Cudlee Creek between the intersection with Prairie Road and the intersection with Cudlee Creek Road, and approximately 200m southeast of the intersection with Cudlee Creek Road and approximately 200m on the Cudlee Creek Road, but concentrating on the area in the vicinity of the intersection with Redden Drive.	Andrew Aitken	Not Started	27/07/2022	

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council reporting)
26/07/2022	Ordinary Council	181/22	Support for Road closures 2022 Adelaide Hills Rally	<p>1. That the report be received and noted.</p> <p>2. That, in relation to the 2022 Adelaide Hills Rally, Council supports the event contingent on the organisers, to the satisfaction of the Chief Executive Officer: Complying with Council's <i>Festivals and Events Policy – Guideline No. 1 for Competitive Motoring Events</i> Providing evidence of satisfactory insurance to cover any damage to third party property caused by the event Entering into a road repair agreement with Council to cover any rectification works required as a result of damage caused by the event Providing confirmation that the affected business owners are aware of the road closures Providing written confirmation that the concerns raised by affected residents and businesses have been addressed (noting that not all concerns can necessarily be addressed to the satisfaction of all residents and businesses) and that the event organisers will make their best endeavours to arrange for egress and ingress to those properties within the event where possible where a pressing need has been advised in advance Written confirmation from the organisers that they will erect advance notice of road closures on the affected roads, at least three weeks prior to the event Providing evidence of satisfactory procedures for enabling emergency services access to properties on the event route at all times.</p>	David Waters	In Progress	8/08/2022	The organisers have met the requirements of Item 2. A dilapidation report is still to be conducted closer to the event but agreement has been signed that any reparation will be made by the event organisers.
26/07/2022	Ordinary Council	182/22	Policy Review - Festivals and Events	<p>That the report be received and noted.</p> <p>To undertake public consultation on the Draft July 2022 <i>Festivals and Events Policy</i> and the CEO prepares a report for Council.</p>	David Waters	Not Started	8/08/2022	Our Caretaker Policy states it is prohibited for discretionary public consultation to be undertaken during the 'election period' on an issue which is contentious unless Council specifically resolves otherwise. Consultation will therefore take place in early 2023 after caretaker has ended and the Tour Down Under event is concluded to allow administration to focus on the consultation.
26/07/2022	Ordinary Council	183/22	Parking Time Limit adjacent Stirling Hospital	<p>That the report be received and noted</p> <p>To retain the current parking restrictions in the vicinity of the Stirling Hospital and to monitor the situation while managing parking controls as per normal operational practices.</p>	Peter Bice	Completed	3/08/2022	

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council reporting)
26/07/2022	Ordinary Council	184/22	S221 Permit CFS Last Refuge Signage within Council	<ol style="list-style-type: none"> 1. That the report be received and noted 2. To issue a Section 221 (Road Rent) Permit to the SA Country Fire Service, in accordance with the provisions of the <i>Local Government Act 1999</i>, which is sought for the occupation of portion of road reserves located adjacent to Houghton Oval, Kersbrook Oval, Birdwood Oval, Mount Torrens and Gumeracha Ovals for the purposes of the installation of CFS "Bushfire Last Resort Refuge" signage. 3. To authorise the Chief Executive to finalise and sign all necessary documentation pursuant to this resolution. 	Terry Crackett	In Progress	8/08/2022	<p>Matter commenced in accordance with Council Resolution.</p> <p>Documentation being finalised for presentation to the CFS for signing.</p>
26/07/2022	Ordinary Council	185/22	Youth School Holiday Program Driver Educaiton Temp Road Closures	<p>That the report be received and notedTo, pursuant to Section 33(1) of the <i>Road Traffic Act 1961</i> and Clause G of the Instrument of General Approval of the Minister dated 22 August 2013: Declare that the Driver Education Program that is to take place on Newman Road, Charleston is an event to which Section 33 of the <i>Road Traffic Act 1961</i> applies.Make an order directing that a section of Newman Road, Charleston, between Five Lanes Road and Lewis Road, be closed to traffic for the period between 9.00am and 6.00pm on Wednesday 12 October 2022, and 9.00am and 6.00pm Wednesday 26 April 2023.Make an order directing that persons taking part in the event be exempt from the duty to observe the Australian Road Rules Rule 238 (Pedestrians travelling along a road).To make an order directing that all vehicles except emergency and participant vehicles and local residents living at the named section of Newman Road, be excluded from the closed section of road for the period of the closure.</p>	David Waters	Completed	27/07/2022	<p>Youth School Holiday Program Driver Education – Proposed Temporary Road Closures</p> <p>Moved Cr Ian Bailey</p> <p>S/- Cr Kirsty Parkin 185/22</p> <p>Council resolves:</p> <ol style="list-style-type: none"> 1. That the report be received and noted 2. To, pursuant to Section 33(1) of the Road Traffic Act 1961 and Clause G of the Instrument of General Approval of the Minister dated 22 August 2013: <ul style="list-style-type: none"> a. Declare that the Driver Education Program that is to take place on Newman Road, Charleston is an event to which Section 33 of the Road Traffic Act 1961 applies. b. Make an order directing that a section of Newman Road, Charleston, between Five Lanes Road and Lewis Road, be closed to traffic for the period between 9.00am and 6.00pm on Wednesday 12 October 2022, and 9.00am and 6.00pm Wednesday 26 April 2023. c. Make an order directing that persons taking part in the event be exempt from the duty to observe the Australian Road Rules Rule 238 (Pedestrians travelling along a road). d. To make an order directing that all vehicles except emergency and participant vehicles and local residents living at the named section of
26/07/2022	Ordinary Council	186/22	Service Review Civil Services Maintenance	<ol style="list-style-type: none"> 1. That the report be received and noted 2. To receive and note the <i>Service Review 2021-22 – Civil Service Maintenance Function Report</i>, as contained in Appendix 1. 3. To adopt the <i>Service Review 2021-22 – Civil Service Maintenance Function – draft Action Plan</i>, containing the Service Review recommendations, management responses and agreed actions, as contained in Appendix 2 4. To note that that the implementation status of the agreed actions will be reported to Council on a biannual basis, nominally March and August. 	Peter Bice	Completed	3/08/2022	
26/07/2022	Ordinary Council	188/22	Nomination for GAROC Members	<p>Council resolves to endorse the nomination of Mayor Jan-Claire Wisdom for the Greater Adelaide Regional Organisation of Councils and authorise the Chief Executive Officer to lodge the completed nomination form to the Local Government Association by COB 19 August 2022.</p>	Andrew Aitken	Completed	16/08/2022	<p>220816 Documentation provided by Mayor and emailed to LGA</p>

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council reporting)
26/07/2022	Ordinary Council	190/22	2021-22 CEO Performance Targets Final Outcome	That the report be received and noted That the CEO has achieved the following status in relation to the CEO Performance Targets 2021-2022: Target 1: New Council website and e-services – Completed Target 2: Service Review – Completed July 2022 Target 3: Fabrik Activation – Completed Target 4: EOI: Development of 'Free' Camping Sites – Completed Target 5: Cat Confinement Community Education – Completed Target 6: Library Services Strategic Plan – Completed	Andrew Aitken	Completed	8/08/2022	No further action required
26/07/2022	Ordinary Council	191/22	Proposed CEO Performance Targets 2022-2023	1. That the report be received and noted 2. To adopt the 2022-23 CEO Performance Targets as per <i>Appendix 1</i> and summarised below. Target 1 – Fabrik Redevelopment Target 2 – User Pays Bin Collection Study Target 3 – Savings Strategies Target 4 – Gumeracha Library Upgrade Target 5 – New Dog and Cat Facility Target 6 – Central Irrigation System	Andrew Aitken	Completed	8/08/2022	Targets will now be incorporated into the CEO Performance Target monitoring process.
26/07/2022	Ordinary Council	192/22	Policy Review Models for Major Development	1. That the report be received and noted 2. That with an effective date of 9 August 2022, to revoke the 24 July 2018 <i>Provision of Physical Models or Other Visual Representation tools for Major Development Proposals which require Public Notification Policy</i> and to adopt the 26 July 2022 draft <i>Models for Major Development Policy</i> as contained in <i>Appendix 1</i> . 3. That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the 26 July 2022 draft <i>Models for Major Development Policy</i> prior to the effective date.	Natalie Armstrong	Completed	27/07/2022	Completed
26/07/2022	Ordinary Council	193/22	Policy Review Public Transport	1. That the report be received and noted 2. That with an effective date of 9 August 2022, to revoke the 28 February 2017 <i>Public Transport Policy</i> and to adopt the revised 26 July 2022 <i>Public Transport Policy (draft)</i> as per <i>App 1</i> . 3. That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the <i>Public Transport Policy (draft)</i> prior to the effective date.	Natalie Armstrong	Not Started	27/07/2022	
26/07/2022	Ordinary Council	194/22	Policy Review Internal Review of Council Decisions	1. That the report be received and noted. 2. With an effective date of 9 August 2022, to revoke the 26 November 2019 <i>Internal Review of Council Decision Policy</i> and to adopt the 26 July 2022 <i>Internal Review of Council Decision Policy</i> as per <i>Appendix 1</i> . 3. That the Chief Executive Officer be authorised to make any legislative, formatting, nomenclature or other minor changes to the 26 July 2022 <i>Internal Review of Council Decision Policy</i> as per <i>Appendix 1</i> prior to the effective date.	David Waters	Completed	5/08/2022	The revised Policy had been finalised for publication on the website at the date of this update.

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council reporting)
26/07/2022	Ordinary Council	197/22	Council Performance Report notification to public	That the quarterly Council Performance Report containing all its current Key Performance Indicators and Strategic Goal updates be added to the email sent to subscribers of the Adelaide Hills newsletter every quarter.	David Waters	In Progress	8/08/2022	A link has been added to the August 2022 e-newsletter directly linking to the latest Council Performance Report.
9/08/2022	Special Council	200/22	Establishment of Boundary Change Committee	That the report be received and noted.To adopt the draft <i>Boundary Change Committee Terms of Reference</i> , as contained in Appendix 4 with a change to clause 5.1.1. to remove the reference to the Mayor and replace with the Deputy Mayor and to authorise the CEO to make any minor amendments recommended by Council's legal advisers.	Andrew Aitken	Completed	17/08/2022	First meeting scheduled for 25 August 2022
9/08/2022	Special Council	202/22	Establishment of Boundary Change Committee - Membership	1.To appoint Deputy Mayor Nathan Daniell, Cr Kirsty Parkin, Cr John Kemp, Cr Mark Osterstock and Cr Ian Bailey as Members of the Boundary Change Committee for a term to commence from 9 August 2022 and conclude at the conclusion of the Council Term 2. To appoint Deputy Mayor Nathan Daniell as the Presiding Member of the Boundary Change Committee for a term to commence from 9 August 2022 and conclude at the conclusion of the Council Term 3. To authorise the Chief Executive Officer to determine the date of the first Boundary Change Committee meeting	Andrew Aitken	Completed	17/8/22	

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 23 August 2022
AGENDA BUSINESS ITEM**

Item: 13.1

Responsible Officer: John McArthur
Manager Sustainability, Waste & Emergency Management
Infrastructure & Operations

Subject: Circular Procurement Pilot Project Update

For: Information

SUMMARY

In September 2019 Council resolved to participate in a Circular Procurement Pilot Project (Pilot Project). The purpose of this report is to provide an update on Council's participation in the Pilot Project.

Council is one of nine Councils participating in the Pilot Project, with the ultimate aim of stimulating the market to provide items with recycled content to assist closing the loop on the circular economy. The Pilot Project was entered into via a Memorandum of Understanding (MoU) with the Local Government Association of South Australia (LGA). The MoU committed participating councils to prioritise recycled content items through procurement processes for all relevant product types, recording the purchases and reporting details back to the LGA.

This report provides results and observations thus far from Council's participation in the Pilot Project.

RECOMMENDATION

Council resolves that the report be received and noted.

1. BACKGROUND

At the 17 September 2019 Special Council Meeting Council endorsed participation in the Pilot Project as follows:

6.1 Circular Procurement Pilot Project

Moved Cr Leith Mudge
S/- Cr Pauline Gill

239/19

Council resolves:

- 1. That the report be received and noted.**
- 2. To approve participation in the Circular Procurement Pilot Project.**
- 3. That the Chief Executive Officer be authorised to execute the Memorandum of Understanding as contained in Appendix 1 of this report.**
- 4. That the Council endorses, in principle, the following targets:**
 - a. 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.**
 - b. 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.**
- 5. That a report be provided to Council in early 2021/22 providing an update on the Council's participation in the Circular Procurement Pilot Project for the period 2020/21.**

Carried Unanimously

The Pilot Project was entered into via a five-year MoU with the LGA and other participating councils. These councils were the City of Burnside, City of Charles Sturt, Mount Barker District Council, The Rural City of Murray Bridge, City of Norwood, Payneham & St Peters, City of Onkaparinga, City of Port Adelaide Enfield and City of Prospect.

The MoU committed the Councils to prioritise the purchase of products with recycled content through procurement processes with the ultimate aim to increase market demand for recycled content items. This action was undertaken to assist with reducing waste to landfill, reduce waste disposal costs and support businesses to provide and invest in recycled content products. The MoU is due to expire 18 September 2024.

The establishment of the Pilot Project through the LGA was made possible via grant funding from Green Industries SA. The funding was available for the first year of the Pilot Project only (2019-2020). The funding covered legal fees in relation to developing the MoU and other administrative costs of the LGA to support the Pilot Project.

2. ANALYSIS

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

Strategic Plan 2020-24 – A brighter future

Goal 1 A Functional Built Environment

Objective B3 Consider external influences in our long term asset management and adaptation planning

Priority B3.3 Investigate and source recyclable materials for asset renewal projects wherever practical and in doing so promote the circular economy

Participating in the Pilot Project promotes the purchasing of items with recycled content that assists with ‘closing the loop’ on the circular economy. Participating in the Pilot Project also aligns with sustainable procurement elements of Council’s *Procurement Policy* and sustainable procurement strategies in Council’s *Resource Recovery and Recycling Strategy*.

➤ **Legal Implications**

The MoU entered into as part of participating in the Pilot Project is not legally binding and therefore does not establish any binding obligations on Council to participate.

➤ **Risk Management Implications**

The update of the Circular Procurement Pilot Project will assist in mitigating the risk of:

Elected Members not being informed of the Pilot Project progress and achievements leading to lack of awareness on the progress of the project.

Inherent Risk	Residual Risk	Target Risk
High (2B)	Med (2C)	Low (1E)

No risk mitigation actions arise from considering this report.

➤ **Financial and Resource Implications**

Administration of the Pilot Project has been undertaken within existing rolls and therefore has not resulted in additional resource requirements. Purchasing of goods with recycled content has been within existing budgets with no evidence or reports of goods with recycled content leading to additional costs.

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

The purchase and use of goods manufactured with recycled content demonstrates leadership and commitment to Council’s environmental and sustainability objectives.

➤ **Sustainability Implications**

Participating in the Pilot Project aims to promote increased market demand and therefore manufacture and supply of goods that are made in full or part of recycled material. This outcome assists to establish local and national markets for material collected through the kerbside recycling bin.

➤ **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

As the report is an update on an existing initiative consultation was not undertaken with the above mentioned groups.

➤ **Additional Analysis**

The following information outlines the Pilot Project implementation to date and results and observations for the period Dec 2019 to 30 June 2022.

Summary of Project Implementation

A Steering Committee was established by the LGA with participating Councils prior to the commencement of the MoU. This committee primarily assisted in development and implementation of the MoU, establishing a reporting tool, creating a supplier list and promotion and initial implementation of the Pilot Project.

A MoU signing ceremony was held at an Adelaide plastics recycling facility in December 2019 with Mayors and Chief Executive Officers representing the nine participating Councils in attendance.

Staff training and Pilot Project promotion was undertaken with relevant staff in early 2020 with additional training for new staff and refresher training being provided as required. Ongoing training and promotion will continue as required for the life of the MoU.

The reporting tool created by the steering committee ensured that data was captured in a consistent manner across the participating councils for purchases that included recycled material. The template includes information relating to an item's place of purchase, recycled content type and percentage of recycled content.

The supplier list created by the steering committee listed companies that provided items with recycled content for use by participating council staff to assist identify and source recycled content items. A trade display, organised by the LGA, was held in conjunction with the SA Waste & Resource Recovery Conference in November 2020 at the Adelaide Convention Centre. A number of companies showcased many items containing recycled content.

Council's procurement documents have been updated to embed the procedure of prioritising buying items with recycled content into day to day purchasing activities. Council's request for quote/tender documentation includes a requirement for information on recycled content, to be provided as part of a submission. One of the weighted criteria used to evaluate submissions is recycled content.

It is a requirement of the MoU that participating Council's report on a regular basis on progress achieved in meeting project outcomes. To date, nine progress reports have been provided to the LGA from Adelaide Hills Council.

Results and Observations to Date

The Pilot Project aligns with Council’s strategic, environmental and waste management direction and has provided an opportunity for Adelaide Hills Council to be a leader in the recycling/re-use initiative space. The Pilot Project is understood to be the first of its kind in Australia.

The MoU includes milestone targets relating to purchasing goods with recycled plastic materials. The milestone targets utilised plastics collected from the kerbside recycling bin in 2017-18 as a base year for each participating Council. In the case of Adelaide Hills Council this was 249.1 tonnes.

The following table shows the baseline plastic tonnes for each participating Council taken from 2017-18 and the relevant milestone targets to work towards. The milestones are tonnes of recycled plastic in the goods purchased, not the total weight of the product itself. For example, a product may weigh 250 kilograms but only contain 150 kilograms of recycled plastic.

Milestone 1 was the only target with a ‘due by’ timeframe, in this case 2020-21, to assist provide initial inertia to the Pilot Project. The remaining milestones were not set to be achieved in any given year but rather left to participating Councils to work towards at a timeframe that takes into account their individual procurement needs. This approach is reflected in resolution 4b adopted by Council in September 2019 (refer background section) that does not include any dates to achieve the milestones apart from milestone 1.

The Target

Councils’ plastics collected in tonnes (2017/18 year) – from EPA/NEPM recycling returns¹

Council	Plastics collected (tonnes)	10% Year 2 Milestone 1 (2020-2021)	20% Milestone 2	30% Milestone 3	40% Milestone 4	50% Milestone 5
Onkaparinga	1,085	108.5	217	325.5	434	542.5
Charles Sturt	201.89	20.19	40.38	60.57	80.76	100.95
PAE	647	64.7	129.4	194.1	258.8	323.5
Burnside						
Adelaide Hills	249.1	24.91	49.82	74.73	99.64	124.55
NPSP	238	23.8	47.6	71.4	95.2	119
Mount Barker	173.91	17.39	34.78	52.17	69.56	86.96
Murray Bridge	95.57	9.56	19.11	28.67	38.22	47.79
Prospect	122.4	12.24	24.48	36.72	48.96	61.2
TOTAL	2812.87	281.29	562.57	843.86	1125.15	1406.94

Reporting on goods purchased with recycled content was due to commence in July 2020 to cover the 2020-21 financial year as milestone 1. However, it was agreed by the steering committee to commence reporting in December 2019 which is not reflected in the above table as it was outside of the agreed MoU.

Since reporting commenced the following tonnes of recycled plastic content have been purchased by Adelaide Hills Council:

- December 2019 to June 2020 10 tonnes
- 2020-21 34 tonnes
- 2021-22 7 tonnes

For the period December 2019 to June 2020 there were 10 tonnes of recycled plastic content purchased in goods. In regard to milestone 1 Adelaide Hills Council purchased goods with 34 tonnes of recycled plastic content in 2020-21 and therefore exceeded the milestone of 24.91 tonnes. In regard to milestone 2 (49.82 tonnes) progress has been made towards the target with goods purchased in 2021-22 containing 7 tonnes of plastic recycled content. In total, since the Pilot Project commenced Adelaide Hills Council has purchased goods containing 51 tonnes of recycled plastics.

The 2020-21 figure is higher than the other periods as there were purchases that occurred in that year which did not occur in the other timeframes to the same level. These were road construction related items containing plastic and boardwalk materials at Bushland Park, replaced due to the Cudlee Creek Bushfire. These products in total accounted for 21 tonnes of the 34 tonnes recorded in 2020-21. Without these purchases the 2020-21 figure would be more closely aligned with the other reporting periods at 13 tonnes.

Noting the results are thus far similar for each of the reporting periods outlined above there may be an early indication that Council's procurement needs for purchasing goods containing recycled plastic content are around the levels outlined of 7 to 13 tonnes per year (taking into account the downward adjustment to 13 tonnes for 2020-21). This figure will be monitored and remain a focus for the remaining years of the Pilot Project to see what annual tonnages eventuate.

Details of other participating councils performance has been sought from the LGA however this information had not been received by finalisation of this report.

In considering the above information it must be remembered that the recycled plastic content milestones are aspirational and do not contain timeframes, apart from milestone 1, for them to be achieved. This was a deliberate approach given the project was a trial with many unknowns. Further, each participating council's demand and capacity to purchase products that contain recycled plastic content vary widely based on their size, population, budgets and procurement needs.

As outlined above, the ability of each participating council to meet the milestones is, amongst other things, limited to their respective procurement demand and capacity to purchase goods with recycled plastic content. Once this procurement demand has been met there is no further ability to purchase goods with plastic recycled content other than to purchase goods purely to meet the milestone rather than demonstrated need. Accordingly, it may be possible that the recycled plastic milestones may never be met by one or more of the participating councils.

Notwithstanding that milestone 2 has not yet been achieved participating in the Pilot Project has been successful thus far with goods being purchased containing 51 tonnes of recycled plastic content.

The MoU also required the measurement of other classes of recyclable material which did not include milestone targets. Tonnages of these materials for the period December 2019 to 30 June 2022 are provided below.

Period	Asphalt	Metal	Paper	Plastics	Rubber	Rubble	Total (Tonnes)
Dec 2019 to 30 June 2022	60	0.26	0.82	50.68	1.62	3315	3428

Collectively there has been 3428 tonnes of recycled material purchased since the pilot project began.

Internal feedback has been sought from Council staff in an ongoing manner since the project commenced. Feedback received includes, but not limited to, the following:

- Adequate training in the Pilot Project had been provided
- When making purchases consideration is being given to items with recycled content
- Procurement documents are clear to understand
- Reporting tool was hard to find on intranet (now rectified)
- Use of goods with recycled content were not always available

Examples of items that have been purchased with recycled content as part of the Pilot Project include:

- Stationary for office areas
- Picket fence panels, bollards and posts and handrails
- Kerbside waste, recycling and green organic bins
- Kitchen caddies
- Asphalt for road resealing and rubble
- Street litter bin surrounds
- Boardwalk materials
- Picnic table setting

Whilst it is too early to determine if the Pilot Project has increased market demand for recycled plastics for use in goods there is one example that can be provided demonstrating the effectiveness of the Pilot Project. Council's kerbside bin supplier has increased recycled content in kerbside bins from 30% at the beginning of Pilot Project to 40% more recently. They have also introduced a 100% recycled kitchen caddy. This has been as a result of the company including additional recycled content within their products that not only provides for the reuse of recycled plastic but also maintains a robust, fit for purpose item for purchase.

Adelaide Hills Council will continue to participate in the Pilot Project and aspire to meet the recycled plastic content milestones and maximise purchase of the other classes of recyclable material. Ongoing participation in the Pilot Project will be within the bounds of Council's current purchasing demand and capacity. As the Pilot Project is a trial, even if milestones are not reached, the feedback and reasons why they were not met all form part of the trial and will be considered valuable learnings.

3. OPTIONS

Council has the following options:

- I. Receive the report (Recommended)

4. APPENDIX

Nil

Item 17 Minutes of Committees

**ADELAIDE HILLS COUNCIL
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING
WEDNESDAY 10 AUGUST 2022
63 MOUNT BARKER ROAD, STIRLING
AND
ZOOM VIRTUAL MEETING ROOM**

[Please Note: These minutes are unconfirmed until 14 September 2022]

In Attendance

Presiding Member
Refer Minute (29)

Members

Ross Bateup
Paul Mickan
Myles Somers
John Kemp

In Attendance

Natalie Westover	Director Development & Regulatory Services
Deryn Atkinson	Assessment Manager
Doug Samardzija	Acting Team Leader Statutory Planning
Sebastien Paraskevopoulos	Statutory Planner
Sarah Kimber	Team Leader Administration
Melanie Scott	Senior Statutory Planner

1. Commencement

The meeting commenced at 6:30pm. In the absence of the Presiding Member, the Assessment Manager – Deryn Atkinson opened the meeting

2. Opening Statement

“Council acknowledges that we meet on the traditional lands and waters of the Peramangk and Kaurna people. We pay our respects to Elders past, present and emerging as the Custodians of this ancient and beautiful land. Together we will care for this country for the generations to come”.

**ADELAIDE HILLS COUNCIL
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING
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3. Apologies/Leave of Absence

3.1 Apologies
Geoff Parsons

3.2 Leave of Absence
Nil

4. Call for Acting Presiding Member

4.1 The Council Assessment Panel resolved that Myles Somers be appointed as the Acting Presiding Member for the duration of the meeting.

The following was adopted by consensus of all members (29)

5. Previous Minutes

5.1 Special Meeting held 30 June 2022

The minutes were adopted by consensus of all members (30)

That the minutes of the special meeting held on 30 June 2022 be confirmed as an accurate record of the proceedings of that meeting.

6. Presiding Member's Report
Nil

7. Declaration of Interest by Members of Panel

Nil

8. Matters Lying on the Table/Matters Deferred

8.1 Matters Lying on the Table
Nil

8.2 Matters Deferred

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Nil

9. **Development Assessment Applications – Development Act**
Nil

10. **Development Assessment Applications – Planning, Development and Infrastructure Act**

- 10.1 **Development Application 21008654 by Phillips/Pilkington Architects for two storey community facility, including function hall (200 person capacity), verandah, associated car parking, landscaping and earthworks at 1377 Lower North East Road, Houghton**

10.1.1 **Representations**

Name of Representor	Address of Representor	Nominated Speaker
William & Rosalie Caire	67 Amberdale Road Houghton	Kirsty Stringer via Zoom Webinar
James & Sharon Freeman	78 Amberdale Road Houghton	Kirsty Stringer via Zoom Webinar
Isla & Colin Maclean	82 Amberdale Road Houghton	Colin Maclean via Zoom Webinar
Jura-May Maclean	82 Amberdale Road, Houghton	Colin Maclean via Zoom Webinar
Brett & Caroline Saltmarsh	PO Box 35, Houghton	Kirsty Stringer via Zoom Webinar
Travis & Kirsty Stringer	74 Amberdale Road Houghton	Kirsty Stringer via Zoom Webinar
Felicity Young	1344 Lower North East Road, Houghton	Via Zoom
Robert Garrett & Nathan Noble	79 Amberdale Rd, Houghton	Did not attend

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The applicants' representatives, (Michael Pilkington – Phillips/Pilkington Architects & Matt Thomas – Houghton Soldiers Park Memorial Building Committee) addressed the Panel.

10.1.2 Decision of Panel

The following was adopted by consensus of all members (31)

The Council Assessment Panel DEFERS consideration of Development Application Number 21008654 by Phillips/Pilkington Architects for two storey community facility, including function hall (200 person capacity), verandah, associated car parking, landscaping and earthworks at 1377 Lower North East Road, Houghton to enable the applicant to provide the following:

- 1) Further acoustic professional advice to confirm modelling of patron noise includes both patrons on the terrace (balcony) and patrons within the building with doors and windows open, when music is not played.
- 2) And validate that the modelling of background noise has considered noise readings taken as close as practicable to the elevation of the sensitive receiver premises.

10.2 Development Application 22005412 by Future Urban Pty Ltd for construction of a childcare centre with associated non-illuminated advertising displays (x2), retaining walls (3.3m maximum height), combined retaining wall and fencing (5.7m height), removal of native vegetation, associated car parking and landscaping at 23 Morella Grove, Bridgewater

10.2.1 Representations

Name of Representer	Address of Representer	Nominated Speaker
Anne Fowler & James Plummer	4 Trenouth Street Bridgewater	James Plummer
Teresa Yeing	1 Shannon Road	Teresa Yeing

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	Bridgewater	
Katarina Khabbaz	PO Box 1523, Nairne	Did not attend
Lindsay Hope	34 Morella Grove Bridgewater	Lindsay Hope
Sam Wakefield	40 Morella Grove Bridgewater	Sam Wakefield
Chris & Gail Wakefield	36 Morella Grove Bridgewater	Chris Wakefield
Bridgewater Primary School Governing Council	Morella Grove Bridgewater	Carly Young

The applicants' representative, (Marc Duncan – Future Urban & Ben Wilson – Cirqa), addressed the Panel.

10.2.2 Decision of Panel

Moved Ross Bateup
S/- Myles Somers (32)

Carried on the casting vote of the Acting Presiding Member

The Council Assessment Panel resolved that:

- 1) Pursuant to Section 107(2)(c) of the Planning, Development and Infrastructure Act 2016, and having undertaken an assessment of the application against the Planning and Design Code, the application is NOT seriously at variance with the provisions of the Planning and Design Code; and**
- 2) Development Application Number 22005412 by Future Urban Pty Ltd for construction of a childcare centre with associated non-illuminated advertising displays (x2), retaining walls (3.3m maximum height), combined retaining wall and fencing (5.7m height), removal of native vegetation, associated car parking and landscaping at 23 Morella Grove, Bridgewater is granted Planning Consent subject to the following conditions:**

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CONDITIONS

Planning Consent

- 1) The development granted shall be undertaken and completed in accordance with the stamped plans and documentation, except where varied by conditions below.
- 2) External lighting shall be restricted to that necessary for safe access & egress and security purposes only and shall be directed and shielded in such a manner as to not cause nuisance to adjacent properties, consistent with the Applicants advice that:
 - The proposed lighting will be consistent with AS4289: - Obtrusive Effects of Outdoor Lighting
 - All lighting will be connected to a timer and will be switched off in the evening by no later than 20:00hrs.
 - The lighting layout will be designed to ensure that no external light fittings impact neighbouring properties through use of honeycomb diffusers to direct light and reduce glare while retaining adequate lighting levels
- 3) All car parking spaces, driveways and manoeuvring areas shall be constructed and line-marked in accordance with AS 2890.1:2004. Line marking and directional arrows shall be clearly visible and maintained in good condition at all times. Excluded parking areas such as the disabled access car parking and turn around bay shall be marked with diagonal yellow bars in accordance with Part 11 of *AS 1742 Manual of uniform traffic control devices*.
- 4) The opening hours of the facility shall be 6:30am to 18:30 Monday to Friday, and remain closed on Saturdays, Sundays and Public Holidays.
- 5) The proposed noise attenuation measures on both the ground floor and first floor detailed within the Sonus Noise Assessment Report "Bridgewater Childcare Centre Environmental Noise Assessment S7125C3 December 2021" shall be implemented prior to operation of the use.
- 6) Landscaping detailed on the approved landscaping plan shall be planted in the next available planting season following the completion of building work. Landscaping shall thereafter be maintained in good health and condition at all

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times. Any landscaping that dies or becomes seriously diseased shall be replaced in the next available planting season.

- 7) **Stormwater Roof Runoff & Car-Park Runoff**
 - a) All roof runoff and runoff from the car-park shall be managed on-site in accordance with the approved stormwater / civil plan to the reasonable satisfaction of Council.
 - b) All roof runoff generated by the development hereby approved shall be directed to the stormwater management system within one month of the roof cladding being installed.
- 8) All solid waste of any kind shall be stored in closed containers having a close-fitting lid with containers stored in a concealed location and in a manner which does mitigate the occurrence of offensive odours emanating from the site or attraction of animals or insects to the stored waste. Waste shall not be stored on the land in areas delineated for use as car parking. The collection of waste shall be undertaken in accordance with the EPA Noise Policy to ensure minimum disturbance to occupiers of adjoining land.
- 9) The external finishes to the building herein approved shall be as follows:
WALLS: James Hardie Linear Weatherboard Cladding in Dulux Surfmist or similar
ROOF: Colorbond Surfmist or similar
FENCING: Colorbond Good Neighbour Fencing in Monument or similar
- 10) Prior to Building Consent being granted a Construction Environmental Management Plan (CEMP) shall be submitted for approval by Council. The CEMP shall include specific management measures or plans for the following aspects:
 - Air quality and dust
 - Traffic and access
 - Waste management

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Conditions imposed by the South Australian Country Fire Service under Section 122 of the Act

BUSHFIRE PROTECTION MEASURE AND SITING

- 11) 'The Planning and Design Code' Hazards (Bushfire – High Risk) Overlay (Performance Objective 2.1, 4.2, 4.3) details the mandatory requirements for buildings and structures to be located away from areas that pose an unacceptable bushfire risk in order to provide sufficient defensible space for occupants and fire fighters; ensure radiant heat levels at the buildings are minimised in line with the assessed bushfire attack level & construction level; whilst maintaining reduced fuel loads and ensuring it can be maintained in perpetuity by the occupants.

To address PO 2.1, SA CFS deems that all bushfire protection measures must be implemented in order for the SA CFS to support the proposed development. This includes:

- The building will be constructed to the assessed Bushfire Attack Level (BAL) in accordance with AS3959, BAL 19 requirements.
- Ancillary structures and other combustibles are adequately separated from the building in accordance with AS3959; s 3.2.3 Adjacent structures on the subject allotment.
- A non-combustible pathway be installed directly adjacent the building and no less than 1.5 metres wide around the perimeter of the building, including access gate(s) to allow continuous travel around the building; and
- Provision of a static dedicated bushfire water supply of 10,000L with associated pipes, fittings, pump, and fire hose reel in accordance with MBS008; accessible to the fire authority via an unobstructed fire authority outlet (please refer to WATER SUPPLY & ACCESS (to dedicated water supply)).

SITING

'The Planning and Design Code' Hazards (Bushfire – High Risk) Overlay (Performance Outcome 3.2) details the mandatory requirements for extensions to buildings, outbuildings and other ancillary structures are sited and constructed using materials to minimise the threat of fire spread to residential and tourist accommodation (including boarding houses, hostels,

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dormitory style accommodation, student accommodation and workers' accommodation) in the event of bushfire.

- Outbuildings and other ancillary structures shall comply with AS3959 section 3.2.3 for adjacent structures.

ACCESS TO HABITABLE BUILDING

- 12) 'The Planning and Design Code' Hazards (Bushfire – High Risk) Overlay (Performance Objective 6.2) details the mandatory requirements for 'Private' roads and driveways to facilitate safe and effective use, operation and evacuation for firefighting and emergency personnel and evacuation of residents, occupants and visitors where required. These requirements apply when the furthest point of the building is more than 60m from the nearest public road.

SA CFS notes the proposed development is sited less than 60 metres from the public road and has no objection to utilising the existing perimeter roads and proposed driveway to access the facility.

WATER SUPPLY & ACCESS (to dedicated water supply)

- 13) Ministerial Building Standard MBS008 "Designated bushfire prone areas - additional requirements" 2020, as published under the Planning, Development and Infrastructure Act 2016, provides the technical details of the dedicated water supply for bushfire fighting for the bushfire zone. The dedicated bushfire fighting water supply shall also incorporate the installation of a pumping system, pipe-work and fire-fighting hose(s) in accordance with MBS008.

'The Planning and Design Code' Hazards (Bushfire – High Risk) Overlay (Performance Objective 4.3) details the mandatory requirements for the site to provide a dedicated hardstand area in a location that allows fire fighting vehicles to safely access the dedicated water supply.

SA CFS has no objection to the proposed location for the dedicated water supply as detailed on drawings named Proposed Ground Floor Plan and Proposed First Floor Plan, dated at last revision 31/05/2022, providing the fire authority outlets (Taps for Fire Water) are positioned to comply with the

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following conditions and will not be obstructed by objects such as parked cars/landscaping/ fencing etc.:

- The water supply outlet shall be easily accessible and clearly identifiable from the access way and is no greater than 60m path of travel to the furthestmost point of the building, to enable fire services to reach all parts of the building with no more than two lengths of hose from the hardstand area.
- The dedicated water supply and its location should be identified with suitable signage (i.e. blue sign with white lettering "FIRE WATER").
- Access to the dedicated water supply shall be of all-weather construction, with a minimum formed road surface width of 3 metres.
- Provision shall be made adjacent the water supply for a nominally level hardstand area (capable of supporting fire-fighting vehicles with a gross vehicle mass (GVM) of 21 tonnes) that is a distance equal to or less than 6 metres from the water supply outlet
- SA CFS appliance's inlet is rear mounted; therefore the outlet/water storage shall be positioned so that the SA CFS appliance can easily connect to it rear facing.
- A gravity fed water supply outlet may be remotely located from the above ground tank to provide adequate access.
- All non-metal water supply pipes for bushfire fighting purposes (other than flexible connections and hoses for fire-fighting) shall be buried below ground to a minimum depth of 300mm with no non-metal parts above ground level.
- All water supply pipes for draughting purposes shall be capable of withstanding the required pressure for draughting.

Please note that where the water supply is an above-ground water tank, the tank (including any support structure) must be constructed of non-combustible material, such as concrete or metal.

MAINTAIN AN ASSET PROTECTION ZONE (APZ) - VEGETATION MANAGEMENT

- 14) 'The Planning and Design Code' Hazards (Bushfire – High Risk) Overlay (Performance Objective 4.2) details the mandatory requirements to establish and maintain an asset protection zone. As such, landscaping shall include bushfire protection features that will prevent or inhibit the spread of bushfires and minimise the risk to life and/or damage to buildings and property and maintain a fuel reduced zone for safe movement of occupants and fire fighters.

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- **Vegetation management shall be established and maintained within 20 metres of the habitable building (or to the property boundaries – whichever comes first) as follows:**
 - i. **The number of trees and understorey plants existing and to be established within the VMZ shall be reduced and maintained such that when considered overall a maximum coverage of 30% is attained, and so that the leaf area of shrubs is not continuous. Careful selection of the vegetation will permit the ‘clumping’ of shrubs where desirable, for diversity, and privacy and yet achieve the ‘overall maximum coverage of 30%’.**
 - ii. **Reduction of vegetation shall be in accordance with SA Native Vegetation Act 1991 and SA Native Vegetation Regulations 2017.**
 - iii. **Trees and shrubs shall not be planted closer to the building(s) than the distance equivalent to their mature height.**
 - iv. **Trees and shrubs must not overhang the roofline of the building, touch walls, windows or other elements of the building.**
 - v. **Shrubs must not be planted under trees and must be separated by at least 1.5 times their mature height from the trees’ lowest branches.**
 - vi. **Grasses within the zone shall be reduced to a maximum height of 10cm during the Fire Danger Season.**
 - vii. **No understorey vegetation shall be established within 2 metres of the habitable building (understorey is defined as plants and bushes up to 2 metres in height).**
 - viii. **Flammable objects such as plants, mulches and fences must not be located adjacent to vulnerable parts of the building such as windows, decks and eaves**
 - ix. **The VMZ shall be maintained to be free of accumulated dead vegetation.**

ADVISORY NOTES

General Notes

- 1) **No work can commence on this development unless a Development Approval has been obtained. If one or more consents have been granted on this Decision Notification Form, you must not start any site works or building work or change of use of the land until you have received notification that Development Approval has been granted.**

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- 2) Appeal rights – General rights of review and appeal exist in relation to any assessment, request, direction or act of a relevant authority in relation to the determination of this application, including conditions.

- 3) This consent or approval will lapse at the expiration of 2 years from its operative date, subject to the below or subject to an extension having been granted by the relevant authority.

- 4) Where an approved development has been substantially commenced within 2 years from the operative date of approval, the approval will then lapse 3 years from the operative date of the approval (unless the development has been substantially or fully completed within those 3 years, in which case the approval will not lapse).

- 5) A decision of the Commission in respect of a development classified as restricted development in respect of which representations have been made under section 110 of the Act does not operate—
 - a) until the time within which any person who made any such representation may appeal against a decision to grant the development authorisation has expired; or
 - b) if an appeal is commenced—
 - i. until the appeal is dismissed, struck out or withdrawn; or
 - ii. until the questions raised by the appeal have been finally determined (other than any question as to costs).

Advisory Notes imposed by Native Vegetation Council

- 6) The clearance of native vegetation must be undertaken in accordance with the approval of the Native Vegetation Council under the Native Vegetation Act 1991 as set out in Decision Notification 2022/3063/473

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Advisory Notes imposed by the South Australian Country Fire Service Under Section 122 of the Act

BUILDING CONSIDERATIONS

- 7) Ministerial Building Standard MBS008 “Designated bushfire prone areas - additional requirements” 2020, as published under the Planning, Development and Infrastructure Act 2016 applies to this site.**

Please refer to the National Construction Code (NCC), relevant standards and state provisions for construction requirements and performance provisions.

A site Bushfire Attack Level (BAL) assessment was conducted in accordance with the NCC and Australian Standard™3959 (AS3959) “Construction of Buildings in Bushfire Prone Areas”.

Category of Bushfire Attack Level:

Childcare Centre: BAL 19

Equipment Store located less than 6 metres from Childcare Centre: Separation for adjacent structures in accordance with AS3959 (section 3.2.3) will need to be applied to satisfy PO 3.2

SA CFS, as the referral agency, reserves the right to request additional information and provide further comment in regards to the ‘Building Rules Consent’ phase of the development approval process in relation to the fire and life safety provisions within the proposed building, under the Planning Development and Infrastructure Act and Regulations, in particular but not limited to Regulation 45 and 103.

This report is considered relevant at the date of assessment with respect to the elevations detailed on the Proposed Ground Floor Plan and Proposed First Floor Plan, dated 31/05/2022 and shall not be considered as SA CFS endorsement of any subsequent development.

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BUSHFIRE SURVIVAL PLAN

- 8) SA CFS further recommends the following condition:
The applicant prepare and display a BUSHFIRE SURVIVAL PLAN (BSP) designed specifically for the purpose of any staff, children or visitors that may be present during a bushfire event, especially during the Fire Danger Season.

The SA CFS 'Bushfire Safety Guide for Business' document (refer to SA CFS website) should be utilised as a basis for information and the drafting of the BSP along with industry body guidelines and recommendations.

The applicant should consider reducing operating hours and restrictions on days of heightened bushfire danger and/or bushfire events and consider including any alterations to services offered due to actual or predicted conditions during the Fire Danger Season.

10.3 Development Application 21027366 by Ben Pitman for three storey detached dwelling and tree damaging activity (removal of one regulated tree) at 44 Avenue Road, Stirling

10.3.1 Representations

Name of Representor	Address of Representor	Nominated Speaker
Adam Ordelman	46 Avenue Road, Stirling	Adam Ordelman

The applicant, (Ben Pittman), addressed the Panel via zoom webinar.

10.3.2 Decision of Panel

The following was adopted by consensus of all members (33)

The Council Assessment Panel resolved that:

- 1) Pursuant to Section 107(2)(c) of the Planning, Development and Infrastructure Act 2016, and having undertaken an assessment of the application against the Planning and Design Code, the application is NOT seriously at variance with the provisions of the Planning and Design Code; and

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- 2) Development Application Number 21027366 by Benjamin Pitman and Jasmine Placentino, for three storey detached dwelling and tree damaging activity (removal of one regulated tree) at 44 Avenue Road, Stirling is granted Planning Consent subject to the following conditions:

CONDITIONS

Planning Consent

- 1) The development granted shall be undertaken and completed in accordance with the stamped plans and documentation, except where varied by conditions below:
- 2) The external finishes to the building herein approved shall be as follows:
WALLS: Krause 'Grey Ghost' bricks and light sand render or similar
ROOF: Concrete or similar
- 3) The vehicle access point and cross over shall be constructed in accordance with Adelaide Hills Council standard engineering detail SD13 - residential vehicular crossing paved for sealed road with kerb and SD16 – allowable crossover locations, within 3 months of occupation/use of the development.
- 4) Prior to construction of the approved development straw bales (or other soil erosion control methods as approved by Council) shall be placed and secured below areas of excavation and fill to prevent soil moving off the site during periods of rainfall.
- 5) All roof runoff generated by the development hereby approved shall be directed to a rainwater tank with overflow to the street or a Council drainage easement (via a pump if necessary) in accordance with engineering detail SD25 within one month of the roof cladding being installed. All roof and hard paved water runoff shall be managed to prevent trespass onto adjoining properties and into the effluent disposal area where an on-site waste control system exists.
- 6) A supply of water independent of reticulated mains supply shall be available at all times for firefighting purposes and shall
 - Have a minimum supply of 2,000 (two thousand) litres of water
 - Be located such that it provides the required water;

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- Be constructed of non-combustible material where an above ground tank
 - Be fitted with domestic fittings (standard household taps that enable an occupier to access a supply of water with domestic hoses or buckets for extinguishing minor fires);
 - Have an outlet located at least 400mm above ground level with no obstructions for a distance of 200mm either side of the outlet; and
 - Have an automatic float switch to maintain full capacity where Mains Water is available.
- 7) All external lighting shall be directed away from residential development and shielded if necessary to prevent light spill causing nuisance to the occupiers of those residential properties.
- 8) Landscaping, including 2 (two) replacement trees detailed in the 'Landscape Plan' shall be planted in the planting season following occupation and maintained in good health and condition at all times. Any such vegetation shall be replaced in the next planting season if and when it dies or becomes seriously diseased.

The replacement trees cannot be planted within 10 m of an existing dwelling or an existing in-ground swimming pool.

- 9) Prior to Work Commencing on-site, a tree protection zone (TPZ) shall be established around the 'significant' Himalayan Cedar tree to be retained, and the two 'regulated' street trees. The protection zone is to encompass the structural root zone of the tree and should be determined by a project arborist and
- a) During construction each TPZ shall be fenced with 2.0 metre high chain mesh material with posts at 3 metre intervals and incorporate a clearly legible sign displaying the words "Tree Protection Zone".
 - b) The following restrictions apply to each tree protection zone:
 - i. No machine excavation is permitted.
 - ii. If any major roots (roots with a diameter greater than 25mm) are found outside the TPZ during construction the project arborist shall be contacted immediately to assess the situation

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- iii. The works adjacent to the trees are to be supervised by a project arborist.
 - iv. A layer of organic mulch to a depth of 100mm shall be placed over all root systems so as to assist with moisture retention and to reduce the impact of compaction.
 - v. No material, equipment or temporary buildings shall be placed within any TPZ.
 - vi. No items shall be attached to each tree including temporary service wires, nails, screws or any other fixing device.
 - vii. Supplementary watering shall be provided to the trees through any dry periods during and after the construction process. Each tree is to be provided with a circular dripper system comprising 19mm polypipe, 4 litre per hour drippers spaced every 2 metres.
 - viii. Any services such as stormwater, sewer and electrical that enter the TPZ are to be excavated using non-destructive methods such as Hydro vac® or directional boring systems. This work is to be supervised by a project arborist. If any tree roots are discovered at this time, the project arborist is to assess and address accordingly.
 - ix. No other works can occur within a TPZ without the consent of Council's Arborist during the life of the retained trees.
 - x. Only hand digging is permitted in the TPZ at all times
- c) To mitigate the impact on the streets tree adjacent the front boundary, the following measures shall be followed:
- i. All excavation for underground service trenching within the TPZ is to be conducted using tree-sensitive techniques such as HydroVac under consultation with an appointed project arborist.
 - ii. A rollover type kerb shall be used to avoid excavation for the kerb.
 - iii. Driveway construction within the TPZ shall be above the existing grade using permeable paving
 - iv. Vehicles, machinery, materials or soils shall not be placed within the verge area of the TPZ during development.

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- 10) This Consent Notification is for Planning Consent only and Building Consent and Development is still required. Trees included in this consent must not be removed until notification of Development Approval is received.

ADVISORY NOTES

General Notes

- 1) No work can commence on this development unless a Development Approval has been obtained. If one or more consents have been granted on this Decision Notification Form, you must not start any site works or building work or change of use of the land until you have received notification that Development Approval has been granted.
- 2) Appeal rights – General rights of review and appeal exist in relation to any assessment, request, direction or act of a relevant authority in relation to the determination of this application, including conditions.
- 3) This consent or approval will lapse at the expiration of 2 years from its operative date, subject to the below or subject to an extension having been granted by the relevant authority.
- 4) Where an approved development has been substantially commenced within 2 years from the operative date of approval, the approval will then lapse 3 years from the operative date of the approval (unless the development has been substantially or fully completed within those 3 years, in which case the approval will not lapse).
- 5) A decision of the Commission in respect of a development classified as restricted development in respect of which representations have been made under section 110 of the Act does not operate—
 - a. until the time within which any person who made any such representation may appeal against a decision to grant the development authorisation has expired; or
 - b. if an appeal is commenced—
 - i. until the appeal is dismissed, struck out or withdrawn; or

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ii. until the questions raised by the appeal have been finally
determined (other than any question as to costs).

11. **Development Assessment Applications – Review of Decisions of Assessment Manager**
Nil
12. **ERD Court Appeals**
The Assessment Manager provided the Panel with a verbal update on current ERD Court Appeals.
13. **Policy Issues for Advice to Council**
Nil
14. **Other Business**
 - 14.1 The Assessment Manager advised the Panel that there will be a LGA governance training session on 19 August 2022 for CAP Members.
15. **Order for Exclusion of the Public from the Meeting to debate Confidential Matters**
Nil
16. **Confidential Item**
Nil
17. **Next Meeting**
The next ordinary Council Assessment Panel meeting will be held on Wednesday 14 September 2022.
18. **Close meeting**
The meeting closed at 10.23pm.

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
MINUTES OF MEETING
MONDAY 15 AUGUST 2022
63 MT BARKER ROAD STIRLING**

In Attendance

Members:

Cr Malcolm Herrmann	Presiding Member
Peter Brass	Independent Member
David Moffatt	Independent Member
Natalie Johnston	Independent Member
Cr Leith Mudge	Council Member

In Attendance:

Andrew Aitken	Chief Executive Officer
Terry Crackett	Director Corporate Services
David Waters	Director Community Capacity
Lachlan Miller	Executive Manager Governance & Performance
Megan Sutherland	Executive Manager Organisational Development
Mike Carey	Manager Financial Services
David Collins	Manager Strategic Assets
Kira-marie Laverty	Corporate Planning & Performance Coordinator
Steven Watson	Governance and Risk Coordinator Minute Taker

Guests in Attendance:

Nil	

1. COMMENCEMENT

The meeting commenced at 6.30pm.

1.1. Acknowledgement of Country

Council acknowledges that we meet on the traditional lands and waters of the Peramangk and Kaurna people. We pay our respects to Elders past, present and emerging as the Custodians of this ancient and beautiful land. Together we will care for this country for the generations to come.

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
MINUTES OF MEETING
MONDAY 15 AUGUST 2022
63 MT BARKER ROAD STIRLING**

2. APOLOGIES/LEAVE OF ABSENCE

2.1. Apology

Nil

2.2. Leave of Absence

Nil

2.3. Absent

Nil

3. MINUTES OF PREVIOUS MEETINGS

3.1. Audit Committee Meeting – 23 May 2022

Moved Peter Brass
S/- Natalie Johnston

AC38/22

That the minutes of the Audit Committee meeting held on 23 May 2022 as supplied, be confirmed as an accurate record of the proceedings of that meeting.

Carried Unanimously

4. PRESIDING MEMBER'S OPENING REMARKS

Cr Malcolm Herrmann thanked the CEO for his service and contributions to the Audit Committee.

5. DELEGATION OF AUTHORITY

In accordance with the Audit Committee Terms of Reference, the Committee has no delegated decision-making powers. The Recommendations in Item(s) 8.1, 8.6, 8.9, 8.10 and 8.11 are to be submitted to Council for consideration.

6. DECLARATION OF CONFLICT OF INTEREST BY MEMBERS OF AUDIT COMMITTEE

Natalie Johnston advised the Committee she is employed by SA Water.

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
MINUTES OF MEETING
MONDAY 15 AUGUST 2022
63 MT BARKER ROAD STIRLING**

7. PRESENTATIONS, ACTION REPORT & WORKPLAN

7.1. Risk Presentation

Nil

7.2. Action Report and Work Plan Update

Moved Cr Leith Mudge
S/- Natalie Johnston

AC39/22

1. That the report be received and noted.
2. That the status of the Action Report and Work Plan be noted.

Carried

8. OFFICER REPORTS – DECISION ITEMS

8.1. Draft Asset Management Plan CWMS 2023 – 2032

Moved Cr Malcolm Herrmann
S/- Cr Leith Mudge

AC40/22

The Audit Committee resolves:

1. That the report be received and noted.
2. To recommend for Council's consideration, the draft *Asset Management Plan – Community Wastewater Management System 2023 – 2032* be released for public consultation.

Carried Unanimously

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
MINUTES OF MEETING
MONDAY 15 AUGUST 2022
63 MT BARKER ROAD STIRLING**

8.2. End of Financial Year Update

Moved Peter Brass
S/- David Moffatt

AC41/22

The Audit Committee resolves that the report be received and noted.

Carried Unanimously

8.3. Debtors Report

Moved Peter Brass
S/- Cr Leith Mudge

AC42/22

The Audit Committee resolves that the report be received and noted.

Carried

8.4. Placement of Council's Insurance Portfolio

Moved Natalie Johnston
S/- David Moffatt

AC43/22

The Audit Committee resolves that the report be received and noted.

Carried Unanimously

8.5. Risk Management Plan Update

Moved Natalie Johnston
S/- Peter Brass

AC44/22

That the Audit Committee resolves that the report be received and noted.

Carried Unanimously

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
MINUTES OF MEETING
MONDAY 15 AUGUST 2022
63 MT BARKER ROAD STIRLING**

8.6. Internal Audit Quarterly Update

Moved Peter Brass
S/- Natalie Johnston

AC45/22

The Audit Committee resolves:

1. That the report be received and noted
2. To receive and note the Recruitment and Retention Internal Audit Report as contained in Appendix 1.
3. To receive and note the Economic Development Plan Implementation Internal Audit Report as contained in Appendix 2.
4. To recommend to Council to adopt the revised Strategic Internal Audit Plan v1.11a as contained in Appendix 3.

Carried Unanimously

8.7. Audit Action Implementation Status

Moved Cr Leith Mudge
S/- David Moffatt

AC46/22

The Audit Committee resolves:

1. That the report be received and noted
2. To note the implementation status of Internal and External Audit actions.

Carried Unanimously

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
MINUTES OF MEETING
MONDAY 15 AUGUST 2022
63 MT BARKER ROAD STIRLING**

8.8. Quarterly Council Performance Report Q4 2021-22

Moved Cr Leith Mudge
S/- David Moffatt

AC47/22

The Audit Committee resolves that the Quarterly Council Performance Report – Q4 2021-22 be received and noted.

Carried Unanimously

8.9. Service Review Report – Civil Services

Moved Peter Brass
S/- Natalie Johnston

AC48/22

The Audit Committee resolves:

1. To receive and note this report
2. To receive and note the *Service Review 2021-22 – Civil Service Maintenance Function Report*, as contained in Appendix 1.
3. To receive and note the *Service Review 2021-22 – Civil Service Maintenance Function – draft Action Plan*, containing the Service Review recommendations, management responses and agreed actions, as contained in Appendix 2
4. To note that that the implementation status of the agreed actions will be reported to Council on a biannual basis, nominally March and August.

Carried Unanimously

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
MINUTES OF MEETING
MONDAY 15 AUGUST 2022
63 MT BARKER ROAD STIRLING**

8.10. Policy Review – Procurement Report

Moved Malcolm Herrmann
S/- Cr Leith Mudge

AC49/22

The Audit Committee resolves:

1. That the report be received and noted.
2. To recommend to Council the adoption of the *Draft Procurement Policy* as detailed in Appendix 1.

Carried Unanimously

8.11. Policy Review – Disposal of Assets

Moved Peter Brass
S/- David Moffatt

AC50/22

The Audit Committee resolves:

1. That the report be received and noted.
2. To recommend to Council the adoption of the *Draft Disposal of Assets Policy* as detailed in Appendix 1.

Carried Unanimously

9. CONFIDENTIAL ITEMS

Nil

10. NEXT MEETING

The next ordinary meeting of the Audit Committee will be held on Monday 17 October 2022 from 6.30pm at 63 Mt Barker Road, Stirling.

11. CLOSE MEETING

The meeting closed at 8.52pm.

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
THURSDAY 4 AUGUST 2022
63 MT BARKER ROAD STIRLING**

In Attendance

Presiding Member: Cr Mark Osterstock

Members:

Ms Janet Miller	Independent Member
Mayor Jan-Claire Wisdom	
Cr Nathan Daniell	

In Attendance:

Andrew Aitken	Chief Executive Officer
Lachlan Miller	Executive Manager Governance & Performance
Megan Sutherland	Executive Manager Organisational Development

1. COMMENCEMENT

The meeting commenced at 6.00pm.

1.1. Acknowledgement of Country

Council acknowledges that we meet on the traditional lands and waters of the Peramangk and Kaurna people. We pay our respects to Elders past, present and emerging as the Custodians of this ancient and beautiful land. Together we will care for this country for the generations to come.

2. APOLOGIES/LEAVE OF ABSENCE

2.1 Apology

Nil

2.2 Leave of Absence

Cr Chris Grant has a Leave of Absence from 29 July – 26 September 2022 approved by Council at the 26 July 2022 meeting.

2.3 Absent

Nil

Presiding Member _____ 13 October 2022

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
THURSDAY 4 AUGUST 2022
63 MT BARKER ROAD STIRLING**

3. MINUTES OF PREVIOUS MEETINGS

3.1 CEO Performance Review Panel Meeting – 21 July 2022

Moved Janet Miller
S/- Cr Nathan Daniell

PRP13 /22

That the minutes of the CEO Performance Review Panel meeting held on 21 July 2022 as distributed, be confirmed as an accurate record of the proceedings of that meeting

Carried

4. PRESIDING MEMBER'S OPENING COMMENTS

It was with great sadness that we learned of the CEO's resignation. Andrew has been a wonderful asset for the community, the Council and is a good friend. He has been an excellent CEO, a great administrator who has provided outstanding advice and guidance to the elected body and has managed the human and financial resources of the organisations in a prudent and responsible manner. Andrew has been a member of many groups and committees, both within and outside the sector, and his contributions to these bodies have been much appreciated and will be sorely missed.

We extend our best wishes to Andrew for his future career and thank him for his service to Council and the community.

5. DELEGATION OF AUTHORITY

The CEO Performance Review Panel operates in accordance with the relevant sections of the *Local Government Act 1999*, and its Terms of Reference.

6. DECLARATION OF CONFLICT OF INTEREST BY MEMBERS OF THE COMMITTEE

Nil

7. OFFICER REPORTS – DECISION ITEMS

7.1 CEO Performance Targets Status Update

Moved Mayor Jan-Claire Wisdom
S/- Janet Miller

PRP14/22

The CEO Performance Review Panel resolves that the report be received and noted.

Carried

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
THURSDAY 4 AUGUST 2022
63 MT BARKER ROAD STIRLING**

8. MOTIONS WITHOUT NOTICE

Nil

9. QUESTIONS WITHOUT NOTICE

Nil

10. CONFIDENTIAL ITEMS

10.1 CEO Performance & Remuneration Report – Exclusion of the Public

Moved Cr Nathan Daniell
S/- Mayor Jan-Claire Wisdom

PRP15/22

Pursuant to section 90(2) of the *Local Government Act 1999* the CEO Performance Review Panel (the Panel) orders that all members of the public, except:

- CEO, Andrew Aitken
- Executive Manager Governance & Performance, Lachlan Miller
- Executive Manager Organisational Development, Megan Sutherland

be excluded from attendance at the meeting for Agenda Item 10.1: (2022 CEO Performance and Remuneration Reviews) in confidence.

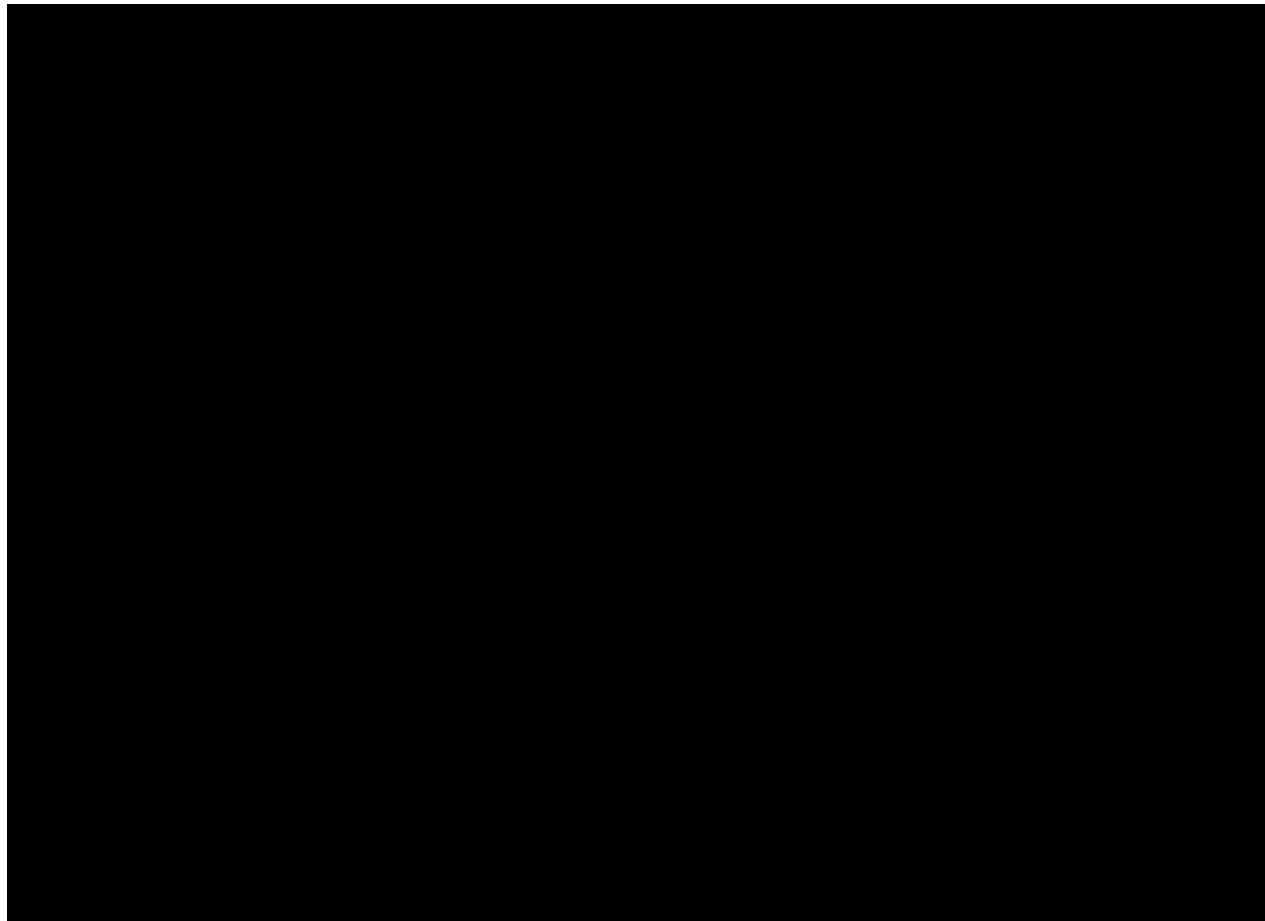
The Panel is satisfied that it is necessary that the public, with the exception of Council staff in attendance as specified in above, be excluded to enable the Panel to consider the report at the meeting on the following grounds:

Section 90(3)(a) of the Local Government Act, the information to be received, discussed or considered in relation to this Agenda Item is information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead), being the personal affairs of the Chief Executive Officer, in that details of his performance review will be discussed.

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

Carried

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
THURSDAY 4 AUGUST 2022
63 MT BARKER ROAD STIRLING**



ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
THURSDAY 4 AUGUST 2022
63 MT BARKER ROAD STIRLING

10.1.2 CEO Performance & Remuneration Report – Duration of Confidentiality

Moved Cr Nathan Daniell
S/- Janet Miller

PRP17/22

Subject to the CEO, or his delegate, disclosing information or any document (in whole or in part) for the purpose of implementing the Panel's decision(s) in this matter in the performance of the duties and responsibilities of office, the Panel, having considered at Agenda Item 10.1 in confidence under sections 90(2) and 90(3)(a) of the *Local Government Act 1999*, that an order be made under the provisions of sections 91(7) and (9) of the *Local Government Act 1999* to retain the Items in confidence as detailed in the Duration of Confidentiality Table below:

Item	Duration of Confidentiality NB: Item to be reviewed every 12 months if not released
Report	Until the matter has been decided by Council and the CEO has been advised in writing of the decision.
Related Attachments	Until the matter has been decided by Council and the CEO has been advised in writing of the decision.
Minutes	Until the matter has been decided by Council and the CEO has been advised in writing of the decision.
Other (CEO Performance Review)	Until the matter has been decided by Council and the CEO has been advised in writing of the decision.

Pursuant to section 91(9)(c) of the *Local Government Act 1999*, the Panel delegates the power to revoke the confidentiality order either partially or in full to the Executive Manager Governance and Performance.

Carried

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
THURSDAY 4 AUGUST 2022
63 MT BARKER ROAD STIRLING**

11. NEXT MEETING

The next ordinary meeting of the CEO Performance Review Panel will be held on Thursday 13 October 2022 from 6.00pm at 63 Mt Barker Road Stirling.

12. CLOSE MEETING

The meeting closed at 6.23pm.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 23 August 2022
CONFIDENTIAL AGENDA BUSINESS ITEM**

Item: 18.1

Responsible Officer: Megan Sutherland
Executive Manager Organisational Development
Corporate Services

Subject: 2022 CEO Performance and Remuneration Reviews

For: Decision

1. 2022 CEO Performance and Remuneration Reviews – Exclusion of the Public

Pursuant to section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public, except:

- Chief Executive Officer, Andrew Aitken
- Director Community Capacity, David Waters
- Director Corporate Services, Terry Crackett
- Director Development & Regulatory Services, Natalie Armstrong
- Acting Director Infrastructure & Operations, Ashley Curtis
- Executive Manager Governance & Performance, Lachlan Miller
- Governance & Risk Coordinator, Steven Watson
- Executive Manager Organisational Development, Megan Sutherland
- Minute Secretary, Pam Williams

be excluded from attendance at the meeting for Agenda Item 18.1: (2022 CEO Performance and Remuneration Reviews) in confidence.

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

Section 90(3)(a) of the Local Government Act, the information to be received, discussed or considered in relation to this Agenda Item is information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead), being the personal affairs of the Chief Executive Officer, in that details of his performance and remuneration reviews will be discussed.

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

3. 2022 CEO Performance and Remuneration Reviews – Duration of Confidentiality

Subject to the CEO, or his delegate, disclosing information or any document (in whole or in part) for the purpose of implementing Council's decision(s) in this matter in the performance of the duties and responsibilities of office, Council, having considered Agenda Item 18.1 in confidence under sections 90(2) and 90(3)(a) of the *Local Government Act 1999*, resolves that an order be made under the provisions of sections 91(7) and (9) of the *Local Government Act 1999* to retain the Items in confidence as detailed in the Duration of Confidentiality Table below:

Item	Duration of Confidentiality NB: Item to be reviewed every 12 months if not released
Report	Until the matter has been decided by Council and the CEO has been advised in writing of the decision.
Related Attachments	Until the matter has been decided by Council and the CEO has been advised in writing of the decision.
Minutes	Until the matter has been decided by Council and the CEO has been advised in writing of the decision.
Other	Nil

Pursuant to section 91(9)(c) of the *Local Government Act 1999*, the power to revoke the confidentiality order either partially or in full to the Executive Manager Governance and Performance.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 23 August 2022
CONFIDENTIAL AGENDA BUSINESS ITEM**

Item: 18.2

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

Subject: Acting and Substantive Chief Executive Officer Recruitment

For: Decision

1. Acting and Substantive Chief Executive Officer Recruitment – Exclusion of the Public

Pursuant to section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public, except:

- Chief Executive Officer, Andrew Aitken
- Executive Manager Governance & Performance, Lachlan Miller
- Executive Manager Organisational Development, Megan Sutherland
- Minute Secretary, Pam Williams

be excluded from attendance at the meeting for Agenda Item 18.2: Acting and Substantive Chief Executive Officer Recruitment in confidence.

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

Section 90(3)(a) of the Local Government Act 1999, the information to be received, discussed or considered in relation to this Agenda Item is information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead), being the personal affairs of the Chief Executive Officer, in that details of his separation arrangements and remuneration review will be discussed.

Section 90(3)(b) of the Local Government Act 1999, , the information to be received, discussed or considered in relation to this Agenda Item is information the disclosure of which:

- (i) could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and
- (ii) would, on balance, be contrary to the public interest;

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

3. Acting and Substantive Chief Executive Officer Recruitment – Duration of Confidentiality

Subject to the CEO, or his delegate, disclosing information or any document (in whole or in part) for the purpose of implementing Council's decision(s) in this matter in the performance of the duties and responsibilities of office, Council, having considered Agenda Item 18.2 in confidence under sections 90(2) and 90(3)(a) and (b) of the *Local Government Act 1999*, resolves that an order be made under the provisions of sections 91(7) and (9) of the *Local Government Act 1999* to retain the Items in confidence as detailed in the Duration of Confidentiality Table below:

Item	Duration of Confidentiality NB: Item to be reviewed every 12 months if not released
Report	NIL
Minutes	NIL
Other	NIL

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 23 August 2022
CONFIDENTIAL AGENDA BUSINESS ITEM**

Item: 18.3

Responsible Officer: John McArthur
Manager Sustainability, Waste and Emergency Management
Infrastructure and Operations

Subject: East Waste Recycling Contract

For: Decision

1. East Waste Recycling Contract – Exclusion of the Public

Pursuant to section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public, except:

- Chief Executive Officer, Andrew Aitken
- Director Community Capacity, David Waters
- Director Corporate Services, Terry Crackett
- Director Development & Regulatory Services,
- Acting Director Infrastructure & Operations, Ashley Curtis
- Executive Manager Governance & Performance, Lachlan Miller
- Governance & Risk Coordinator, Steven Watson
- Manager Sustainability, Waste and Emergency Management, John McArthur
- Minute Secretary, Pam Williams

be excluded from attendance at the meeting for Agenda Item 18.3: (East Waste Recycling Contract) in confidence.

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

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

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

3. East Waste recycling Contract – Duration of Confidentiality

Subject to the CEO, or his delegate, disclosing information or any document (in whole or in part) for the purpose of implementing Council's decision(s) in this matter in the performance of the duties and responsibilities of office, Council, having considered Agenda Item 18.3 in confidence under sections 90(2) and 90(3)(d) of the *Local Government Act 1999*, resolves that an order be made under the provisions of sections 91(7) and (9) of the *Local Government Act 1999* to retain the Items in confidence as detailed in the Duration of Confidentiality Table below:

Item	Duration of Confidentiality NB: Item to be reviewed every 12 months if not released
Report	23 August 2024
Related Attachments	23 August 2024
Minutes	23 August 2024
Other	23 August 2024

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 23 August 2022
CONFIDENTIAL AGENDA BUSINESS ITEM**

Item: 18.4

Responsible Officer: John McArthur
Manager Sustainability, Waste and Emergency Management
Infrastructure and Operations

Subject: Revised East Waste 2022-23 Annual Business Plan and Budget

For: Decision

1. Revised East Waste 2022-23 Annual Business Plan and Budget – Exclusion of the Public

Pursuant to section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public, except:

- Chief Executive Officer, Andrew Aitken
- Director Community Capacity, David Waters
- Director Corporate Services, Terry Crackett
- Director Development & Regulatory Services, Natalie Armstrong
- Acting Director Infrastructure & Operations, Ashley Curtis
- Executive Manager Governance & Performance, Lachlan Miller
- Governance & Risk Coordinator, Steven Watson
- Manager Sustainability, Waste and Emergency Management, John McArthur
- Minute Secretary, Pam Williams

be excluded from attendance at the meeting for Agenda Item 18.4: (Revised East Waste 2022-23 Annual Business Plan and Budget) in confidence.

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

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

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

3. Revised East Waste 2022-23 Annual Business Plan and Budget – Duration of Confidentiality

Subject to the CEO, or his delegate, disclosing information or any document (in whole or in part) for the purpose of implementing Council's decision(s) in this matter in the performance of the duties and responsibilities of office, Council, having considered Agenda Item 18.4 in confidence under sections 90(2) and 90(3)(d) of the *Local Government Act 1999*, resolves that an order be made under the provisions of sections 91(7) and (9) of the *Local Government Act 1999* to retain the Items in confidence as detailed in the Duration of Confidentiality Table below:

Item	Duration of Confidentiality NB: Item to be reviewed every 12 months if not released
Report	Nil
Related Attachments Appendix 1 Appendix 2	23 August 2024 Nil
Minutes	Nil
Other	Nil

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 23 August 2022
CONFIDENTIAL AGENDA BUSINESS ITEM**

Item: 18.5

Responsible Officer: John McArthur
Manager Sustainability, Waste and Emergency Management
Infrastructure and Operations

Subject: Ministerial Exemption

For: Decision

1. Ministerial Exemption – Exclusion of the Public

Pursuant to section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public, except:

- Chief Executive Officer, Andrew Aitken
- Director Community Capacity, David Waters
- Director Corporate Services, Terry Crackett
- Director Development & Regulatory Services, Natalie Armstrong
- Acting Director Infrastructure & Operations, Ashley Curtis
- Executive Manager Governance & Performance, Lachlan Miller
- Governance & Risk Coordinator, Steven Watson
- Manager Sustainability, Waste and Emergency Management, John McArthur
- Minute Secretary, Pam Williams

be excluded from attendance at the meeting for Agenda Item 18.5: (Ministerial Exemption) in confidence.

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

Section 90(3)(i) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this Agenda Item is information relating to actual litigation, or litigation that the council or council committee believes on reasonable grounds will take place, involving the council or an employee of the council the disclosure of which could reasonably be expected to prejudice the legal position of the council in relation to legal proceedings.

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

3. Ministerial Exemption – Duration of Confidentiality

Subject to the CEO, or his delegate, disclosing information or any document (in whole or in part) for the purpose of implementing Council's decision(s) in this matter in the performance of the duties and responsibilities of office, Council, having considered Agenda Item 18.5 in confidence under sections 90(2) and 90(3)(i) of the *Local Government Act 1999*, resolves that an order be made under the provisions of sections 91(7) and (9) of the *Local Government Act 1999* to retain the Items in confidence as detailed in the Duration of Confidentiality Table below:

Item	Duration of Confidentiality NB: Item to be reviewed every 12 months if not released
Report	23 August 2024
Related Attachments	23 August 2024
Minutes	23 August 2024
Other	23 August 2024

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