



ORDINARY COUNCIL MEETING

NOTICE OF MEETING

To: Mayor Jan-Claire Wisdom

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

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

Tuesday 25 October 2022

6.00pm

63 Mt Barker Road Stirling

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

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

David Waters
Chief Executive Officer
20 October 2022



ORDINARY COUNCIL MEETING

**AGENDA FOR MEETING
Tuesday 25 October 2022
6.00pm
63 Mt Barker Road Stirling**

ORDER OF BUSINESS

1. COMMENCEMENT

2. OPENING STATEMENT

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

3. APOLOGIES/LEAVE OF ABSENCE

- 3.1. Apology
Apologies were received from
- 3.2. Leave of Absence
- 3.3. Absent

4. MINUTES OF PREVIOUS MEETINGS

Council Meeting – 27 September 2022
That the minutes of the ordinary meeting held on 27 September 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
 - 7.1.1. Options to reduce traffic congestion Bridgewater Primary School Traffic Study
To be considered in January 2023
- 7.2. Questions Lying on the Table
 - Nil

8. PETITIONS / DEPUTATIONS / PUBLIC FORUM

- 8.1. Petitions
 - 8.1.1. Speed limit and drainage, Charleston
 - 1. *That the petition signed by 41 signatories requesting the lowering of the speed limit on Onkaparinga Valley Road, Charleston, plus installation of guttering and drainage, be received and noted.*
 - 2. *That the matter be referred to the Department for Infrastructure and Transport for consideration, with advocacy and support provided by Council as required.*
 - 3. *That the CEO advise the principal signatory of the Council's noting of the petition and of any resolutions relating to the matter.*
 - 8.1.2. Deputations
 - 8.1.3. Greg Russell re Bushfire Preparedness, Recovery and Potential Role of Council
- 8.2. Public Forum

9. PRESENTATIONS (by exception)

Nil

10. QUESTIONS ON NOTICE

- 10.1. Reducing rabbit population in Council area (Cr Kemp)
What measures will be taken to reduce rabbit populations in Council reserves and conservation parks this Spring and Summer?

11. MOTIONS ON NOTICE

- 11.1. Parking and Road Safety, Wattle Tree Drive Bridgewater (Cr Parkin)
I move that a report be presented back to Council by January 2023 covering the following:
 - 1. *The current safety of Wattle Tree Drive for motorists, and what could be done to improve safety in the long term.*
 - 2. *Possible solutions for on-street parking in Wattle Tree Drive.*

12. ADMINISTRATION REPORTS – DECISION ITEMS

- 12.1. 2021 – 22 General Purpose Financial Statements
 - 1. *That the report be received and noted.*
 - 2. *That, in accordance with Section 127 of the Local Government Act 1999 and the Local Government (Financial Management) Regulations 1999, Council adopts the General Purpose Financial Statements for the financial year ended 30 June 2022.*
 - 3. *To authorise the Mayor and CEO to sign the General Purpose Financial Statements for the financial year ended 30 June 2022.*

- 12.2. 2021 - 22 End of Year Financial Report
1. *That the report be received and noted.*
 2. *The 2021-22 End of Year Financial Results in comparison to budget have been considered by Council.*
- 12.3. Electricity Tender Post 2022
1. *That the report be received and noted.*
 2. *That the Acting Chief Executive Officer is, until 31 January 2023, delegated (without financial limitation) the power to enter into contracts on behalf of the Council with tenderers selected by Local Government Association Procurement for the supply of electricity for:*
 - I. *sites above 160 MWh per annum; and*
 - II. *sites below 160 MWh per annum; and*
 - III. *12 hour and 24 hour unmetered lighting.*
 3. *That the above delegation be conditional on the Acting Chief Executive Officer consulting with the Mayor in considering power plan options and that, in-principle, the Council desires 100% accredited renewable electricity, but with a maximum limit of 50% premium in additional cost compared with standard electricity.*
- 12.4. Naming of Parks and Reserves
1. *That the report be received and noted.*
 2. *That Council does not proceed with a program to name all reserves without a formal name but continues to consider opportunities which may arise from time to time, either through community driven requests, park upgrades or through the Aboriginal Place Naming Action Plan.*
 3. *Council continues to renew pre-existing signs that are in poor condition within existing budgets.*
- 12.5. Service Review Brief – Development Services
1. *That the report be received and noted.*
 2. *To adopt the draft Service Review Brief –Development Services as contained in Appendix 1.*
 3. *That the Chief Executive Officer be authorised to make minor changes to the draft Service Review Brief – Development Services arising from the Council’s consideration of the matter.*
 4. *That the Chief Executive Officer be authorised to make amendments to the scope of the Service Review Brief – Development Services in response to the proposals received in the “request to quote” (RFQ) if required to meet budget.*
- 12.6. Status Report – Council Resolutions Update
Refer to Agenda

13. ADMINISTRATION REPORTS – INFORMATION ITEMS

- 13.1. Quarterly Council Performance Report Q1 2022-23
- 13.2. Withdrawal of *Code of Conduct for Council Members* Complaint
- 13.3. Disability Access and Inclusion Plan – Annual Progress Report 2021 – 22
- 13.4. Finalisation of Woodforde/Rostrevor Boundary Change Inquiry Plan

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
Nil
- 17.2. Audit Committee - 17 October 2022
That the minutes of the Audit Committee meeting held on 17 October 2022 as supplied, be received and noted
- 17.2.1. Audit Committee Presiding Member's Report 2022
Council resolves that the report be received and noted.
- 17.3. CEO Performance Review Panel – 13 October 2022
That the minutes of the CEOPRP meeting held on 13 October 2022 as supplied, be received and noted.
- 17.3.1. CEO Performance Review Panel Presiding Member's Report 2022
Council resolves that the report be received and noted.

18. CONFIDENTIAL ITEMS

Nil

19. PRESENTATION OF SERVICE CERTIFICATES TO COUNCIL MEMBERS

19.1. NEXT MEETING

Tuesday 29 November 2022 (New Council) 6.30pm, 63 Mt Barker Road, Stirling

20. CLOSE MEETING

Council Meeting & Workshops 2022

DATE	TYPE	LOCATION	MINUTE TAKER
NOVEMBER 2022			
9 November	CAP	TBA	Karen Savage
22 November	Swearing in Ceremony	Library foyer, Stirling	N/A
29 November	Council	Stirling	Pam Williams
DECEMBER 2022			
6 December	Workshop	Woodside	N/A
13 December	Professional Development	Stirling	N/A
14 December	CAP	TBA	Karen Savage
20 December	Council	Stirling	Pam Williams

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

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

8.3 PUBLIC FORUM

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

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

Item 4 Minutes of Council

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 27 SEPTEMBER 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 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
Josh Spier	Community & Social Planning Officer
Steven Watson	Governance & Risk Coordinator
Pam Williams	Minute Secretary

1. COMMENCEMENT

The meeting commenced at 6.00pm.

2. OPENING STATEMENT

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

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3. Apology

Nil

3.1 Leave of Absence

- Mayor Jan-Claire Wisdom 22 September to 14 October 2022, approved at Council 23 August 2022

Moved Cr Kirsty Parkin

S/- Cr Pauline Gill

249/22

- 1 That a Leave of Absence from all duties of office be granted to Mayor Jan-Claire Wisdom from 30 September to 23 October 2022.
- 2 That any committee, panel or advisory group membership currently held by Mayor Jan-Claire Wisdom be undertaken by the Deputy during the leave of absence.

Carried Unanimously

3.2 Absent

Nil

4. MINUTES OF PREVIOUS MEETINGS

4.1 Special Council Meeting – 20 September 2022

Moved Cr Mark Osterstock

S/- Cr Malcolm Herrmann

250/22

That the minutes of the Special Council meeting held on 20 September 2022 as supplied, be confirmed as an accurate record of the proceedings of that meeting.

Carried Unanimously

4.2 Council Meeting – 23 August 2022

Moved Cr Linda Green

S/- Cr Ian Bailey

251/22

That the minutes of the Ordinary Council meeting held on 23 August 2022 as supplied, be confirmed as an accurate record of the proceedings of that meeting.

Carried Unanimously

Mayor _____ 25 October 2022

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5. DECLARATION OF CONFLICT OF INTEREST BY MEMBERS OF COUNCIL

5.1 Perceived Conflict of Interest, Cr Linda Green, Item 12.1, Council Submission on Miscellaneous Technical Enhancement Code Amendment

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

- I have been a part of a Development Application this year, and the decision has been made. I will not benefit or otherwise from a decision on this item.

Cr Linda Green intends to participate in discussions and vote when this item is discussed.

6. PRESIDING MEMBER'S OPENING REMARKS

Mayor Jan-Claire Wisdom advised Council that a letter of condolence has been sent to Buckingham Palace to acknowledge the death of Her Majesty Queen Elizabeth II.

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 Bridgewater Primary School – Barb Jenkins & Carly Young

8.3 Public Forum

Shane Devereaux, Bridgewater, re Bridgewater Primary School traffic congestion

9. PRESENTATIONS

Nil

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10. QUESTIONS ON NOTICE

10.1 SA Water Hydrant Locations (Cr John Kemp)

Has there been any further response from SA Water as to when the inclusion of Fire Plug and Hydrant locations will be available on the State Government website LocationSAMapViewer?

Officer's Response

Since the information report was provided to Council in May 2022 the Administration has monitored whether the fire hydrant location data had been added to the *Location SA MapViewer website*.

Following finalisation of the agenda for the 27 September Ordinary Council meeting SA Water advised the Administration that they had submitted the fire hydrant data and formal request to LSA for uploading to the Location SA Viewer.

10.2 Bushfire Resilience Grant Program (Cr Andrew Stratford)

- 1) What is the status of progress with the bushfire resilience program which the Council recently received government grants to establish?**
- 2) How will the community be engaged in the program and will there be opportunities for community generated initiatives and ideas to be supported?**
- 3) Are there expenditure deadlines which apply to programs or initiatives under this program?**

What is the status of progress with the bushfire resilience program which the Council recently received government grants to establish?

The Adelaide Hills Council has been successful in securing funding from three sources to continue the recent bushfire resilience work undertaken with the Adelaide Hills community. This includes two federal grants from the National Recovery and Resilience Agency (Black Summer Bushfire Recovery Program and Preparing Australian Communities Program) and a state partnerships grant with Wellbeing South Australia. These three funding opportunities will enable a further two years and nine months of programs and initiatives to support community recovery and resilience along with internal capacity building for council.

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Council is in the process of recruiting a Community Resilience Team (funded by the above) which will work alongside community on a range of projects approved by each funding body including:

- Development and distribution of community resources including the delivery of workshops tailored to the needs of specific groups such as children and farmers
- Delivery of Community Led Emergency Resilience (CLER) workshops in partnership with the Australian Red Cross to assist communities identify their unique needs, strengths and solutions to become more prepared for future emergencies
- Development of resources for both the Council and broader community on how to manage vegetation for fire risk
- Supporting the recently established Adelaide Hills Community Action Bushfire Network (AHCABN), an overarching network of community based resilience building movements across the district, and projects that may be initiated by that network
- Upgrading Council or community owned facilities to ensure they provide the utility that communities themselves have determined are needed to support that community's ability to respond and recover from potential natural disaster.

Although the program is still in its establishment phase, work is continuing with the resource Council currently has at its disposal to continue important work started in the previous federally funded program as it relates to the work in the new program.

How will the community be engaged in the program and will there be opportunities for community generated initiatives and ideas to be supported?

Council staff will engage with and work alongside the community during the delivery of the bushfire resilience program.

In particular the delivery of CLER workshops and support for the AHCABN empowers community through the provision of expert advice and guidance to determine their own needs and generate initiatives and ideas.

The program does have some capacity to support the further development of initiatives that come through these groups or other avenues through advice, support, advocacy, networking and building connections. The program is, however committed to the implementation of the strategies that were outlined in grant agreements, with some flexibility to pursue other ideas. The program is not designed to provide grants to other groups or organisations; indeed the grant programs included a condition that funding under those programs could not be used by grant recipients to run local grant programs. All funds must be acquitted by the Adelaide Hills Council.

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Council staff are already having conversations with stakeholders around initiatives including the concept of improved property protection strategies outlined in the recent Courier article. The implementation of this initiative and any others will be dependent on an appropriate level of support from primary stakeholders, broader community interest and funding availability.

Other grant programs, such as the State Government's Disaster Risk Reduction Program run by SAFECOM, provide opportunities for community groups and other agencies to apply for funding. Council staff will continue to support groups in identifying potential opportunities to fund community initiatives.

Are there expenditure deadlines which apply to programs or initiatives under this program?

The three successful grants come with fix term dates for delivery of the approved activities detailed in the response to question one. The funding obtained from the two Federal Government grants are to be expended over two years and nine months while the Wellbeing SA funding is to be expended over a two year period.

11. MOTIONS ON NOTICE

11.1 Options to reduce traffic congestion Bridgewater Primary School

**Moved Cr John Kemp
S/- Cr Ian Bailey**

252/22

- 1 Council explores the options to reduce traffic congestion and improve child safety in the vicinity of Bridgewater Primary School and provides a report to Council on the outcomes of:**
 - i. Contacting the owners of 23 Morella Grove Bridgewater (CT 5473/109) to discuss the possibility of purchasing a section of their property along the southern end of Lezayre Avenue or Morella Grove as shown in Appendix 1.**
 - ii. Writing to the Department of Education and Bridgewater Primary School to determine the possibility of transferring a section of Department of Education land to become an extension of Morella Grove as shown in Appendix 2.**

Carried Unanimously

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11.1.1 Options to reduce traffic congestion Bridgewater Primary School – Traffic Study

Moved Cr John Kemp
S/- Cr Pauline Gill

A traffic study covering the local area surrounding Bridgewater Primary School be conducted to consider traffic congestion arising from the school's own enrolment pressures and assessing the performance of the existing one-way zones, as well as pedestrian movements to and from the school. A report be presented to Council on the results of the traffic study with concepts and costings for any recommended treatments identified that could then be considered as part of a future Annual Business Plan and Budget.

Formal Motion

Moved Cr Malcolm Herrmann
S/- Cr Leith Mudge

253/22

That item 11.1.1, Options to reduce traffic congestion Bridgewater Primary School – Traffic Study, be adjourned until the January 2023 meeting of Council.

Carried

Council Members who have spoken to the motion prior to the adjournment: Cr John Kemp and Cr Pauline Gill.

7.08pm Cr Malcolm Herrmann left the Chamber

7.08pm Cr John Kemp left the Chamber

7.10pm Cr Malcolm Herrmann returned to the Chamber

7.13pm Cr John Kemp returned to the Chamber

11.2 Coach Parking

Moved Cr Kirsty Parkin
S/- Cr Nathan Daniell

254/22

That the CEO prepares a report into the viability of a Coach Parking space in Stirling and adjacent environs by 31 January 2023.

Carried Unanimously

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12. OFFICER REPORTS – DECISION ITEMS

12.1 Council Submission on Miscellaneous Technical Enhancement Code Amendment

Moved Cr Mark Osterstock
S/- Cr John Kemp

255/22

Council resolves:

1. That the report be received and noted
2. To approve the Adelaide Hills Council submission on the Miscellaneous Technical Enhancement Code Amendment as contained in Appendix 1
3. That the Chief Executive Officer be authorised to make any additional non-substantive technical additions and minor amendments to the submission prior to lodgement with the State Planning Commission no later than 30 September 2022.

Carried Unanimously

7.22pm Cr Nathan Daniell left the Chamber

7.25pm Cr Nathan Daniell returned to the Chamber

12.2 Regional Public Health & Wellbeing Plan

Moved Cr Mark Osterstock
S/- Cr Linda Green

256/22

Council resolves:

1. That the report be received and noted.
2. To adopt Council's individual 'top actions' in the S&HLGA's Regional Public Health and Wellbeing Plan 2022-27 as per *Appendix 1*.
3. To adopt the joint 'focus areas for collaboration' in the S&HLGA's Regional Public Health and Wellbeing Plan 2022-27 as per *Appendix 1*.

Carried Unanimously

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12.3 Confidential Items Review

Moved Cr Nathan Daniell
S/- Cr Ian Bailey

257/22

DECISION 1

1. That the report be received and noted.
2. That the items held as confidential in the Confidential Items Register (*Appendix 1*) be noted.

Carried Unanimously

12.3.1 Confidential Items Review - Resolution 238/21

Moved Cr Malcolm Herrmann
S/- Cr Nathan Daniell

258/22

DECISION 2 – Resolution 238/21 – Electricity Procurement Legal Matter

1. Pursuant to Section 91(7) of the *Local Government Act 1999*, Council orders that the following document(s) (or part) shall be kept confidential, being document(s) (or part) relating to a matter dealt with by the Council on a confidential basis under Sections 90(2) and 90(3)(h) of the Act:
2. The Report of 26 October 2021, Item No. 18.1, Electricity Procurement Legal Matter, 238/21 remain confidential until 27 September 2023 and that this order be reviewed every twelve (12) months.
3. On the grounds that the document(s) (or part) relates to is legal advice the disclosure of which could reasonably be expected to prejudice Council's position in future legal proceedings.
4. Pursuant to section 91(9)(c) of the *Local Government Act 1999*, Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer.

Carried Unanimously

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12.3.2 Confidential Items Review - Resolution 236/21

Moved Cr Nathan Daniell
S/- Cr Leith Mudge

259/22

DECISION 3 – Resolution 236/21 – Ashton Landfill

1. Pursuant to Section 91(7) of the *Local Government Act 1999*, Council orders that the following document(s) (or part) shall be kept confidential, being document(s) (or part) relating to a matter dealt with by the Council on a confidential basis under Sections 90(2) and 90(3)(i) of the Act:
2. The Report of 26 October 2021, Item No. 18.2, Ashton Landfill, 236/21 remain confidential until 27 September 2023 and that this order be reviewed every twelve (12) months.
3. On the grounds that the document(s) (or part) relates to information relating to actual litigation, or litigation that the council or council committee believes on reasonable grounds will take place, involving the council or an employee of the council the disclosure of which could reasonably be expected to prejudice the legal position of the council in relation to the Ashton Landfill.
4. Pursuant to section 91(9)(c) of the *Local Government Act 1999*, Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer.

Carried Unanimously

12.4 Acting Chief Executive Officer – Appointment to the Southern & Hills Local Government Association and declaration of Conflicts of Interest

Moved Cr Mark Osterstock
S/- Cr Linda Green

260/22

Council resolves:

1. That the report be received and noted.
2. To appoint Mr David Waters as a Board Member of the Southern & Hills Local Government Association from 30 September 2022 and to advise the Association of the appointment.

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3. To acknowledge the disclosure of interests contained in this report and to authorise the Acting Chief Executive Officer (designate), Mr David Waters, to act in the course of his official duties in relation to the following matters/entities:

- a. Walking SA Inc.
- b. Adelaide Hills Tourism
- c. Australia Day Council of South Australia (ADCSA)
- d. South Australian Cricket Association (SACA)
- e. Aldgate Netball Club

Carried Unanimously

12.5 Status Report – Council Resolutions Update

Moved Cr Parkin
S/- Cr Grant

261/22

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	Previously Declared COI
23/03/2021	Ordinary Council	49/21	Local Heritage Grant Fund Project 2020 - 2021	Material - Cr Green Perceived - Cr Mudge
22/06/2021	Ordinary Council	119/21	Community & Recreation Facilities Framework & Play Space Framework - Drafts for Consultation	None declared
23/11/2021	Ordinary Council	250/21	Road Acquisition - Portion of Teringie Drive Teringie	None declared
24/05/2022	Ordinary Council	142/22	Fenced Dog Park for Woodside	None declared
28/06/2022	Ordinary Council	159/22	Policy Review - Genetically Modified Crops	Material - Cr Grant Material - Cr Green

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Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI
26/07/2022	Ordinary Council	180/22	MON Speed Limit Review Cudlee Creek - Cr Herrmann	Nil
26/07/2022	Ordinary Council	186/22	Service Review Civil Services Maintenance	Nil
26/07/2022	Ordinary Council	193/22	Policy Review Public Transport	Nil
26/07/2022	Ordinary Council	197/22	Council Performance Report notification to public	Nil
23/08/2022	Ordinary Council	207/22	Community Development Grant 2022-23 Recommendations	Nil
23/08/2022	Ordinary Council	208/22	Community & Recreation Facility Grants 2022-2023 Recommendations	Perceived - Cr Herrmann Material - Cr Osterstock Material - Cr Green Material - Cr Stratford
23/08/2022	Ordinary Council	210/22	2021-22 Preliminary End of Year Financial Results and Carry Forwards	Nil
23/08/2022	Ordinary Council	211/22	Draft Community & Recreation Facilities Framework	Nil
23/08/2022	Ordinary Council	212/22	Play Space Framework	Nil
23/08/2022	Ordinary Council	214/22	Policy Review - Disposal of Assets	Nil
23/08/2022	Ordinary Council	215/22	Policy Review - Procurement	Nil
23/08/2022	Ordinary Council	216/22	Policy Review – Waste & Resource Recovery Services	Nil
23/08/2022	Ordinary Council	223/22	2022 CEO Performance & Remuneration Reviews – Confidential Item	Nil

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Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI
23/08/2022	Ordinary Council	224/22	2022 CEO Performance & Remuneration Reviews – Duration of Confidentiality	Nil
23/08/2022	Ordinary Council	226/22	Acting and Substantive Chief Executive Officer Recruitment – Confidential item	Nil
20/9/2022	Special Council	238/22	Condolence Motion - Death of Her Majesty Queen Elizabeth II	Nil

Carried Unanimously

13. OFFICER REPORTS - INFORMATION ITEMS

Nil

14. QUESTIONS WITHOUT NOTICE

- Cr Malcolm Herrmann – Amy Gillett Bikeway progress from DIT, Optus hacking issue
- Cr Linda Green – progress on Coolamon sculpture
- Cr Leith Mudge – status of sculpture on library lawns, Stirling

15. MOTIONS WITHOUT NOTICE

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

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15.1 SA Water Hydrant Locations

**Moved Cr John Kemp
S/- Cr Pauline Gill**

262/22

Council writes to SA MapViewer requesting notification when the SA Water Hydrant & Fire Plugs location update is complete and on which dataset layer the display of fire hydrants (fire plugs) will be available.

Carried

16. REPORTS

16.1 Council Member Function or Activity on the Business of Council

Mayor Jan-Claire Wisdom

- 24 August, Australian Disaster Resilience Conference (ADR) Day 1, Adelaide
- 25 August, ADR Day 2, Adelaide
- 25 August, Disaster Forum, Adelaide
- 25 August, World Heritage Workshop, Hahndorf
- 25 August, World Heritage networking event, Verdun
- 29 August, State Government official re Disaster Management feedback survey, Adelaide
- 29 August, Election Candidate Session at Stirling
- 30 August, Bridgewater Community forum
- 06 September, Acting CEO Selection Panel, Stirling
- 08 September, Acting CEO interviews, Stirling
- 09 September, Condolence visit to Government House re death of Queen Elizabeth II
- 10 September, Induction of Rev McDougall at Balhannah
- 11 September, Proclamation of King Charles III, Adelaide
- 24 September, Small Landholders Field Day, Echunga

Cr Malcolm Herrmann

- 5 September, Neighbourhood Watch AGM, Gumeracha
- 13 September, Banner raising ceremony, Gumeracha
- 19 September, RSL Gumeracha Sub-branch AGM, Gumeracha
- 21 September, Lights of Lobethal, Lobethal
- 26 September, Hills Justices Group AGM, Gumeracha

Cr Linda Green

- 21 September, Lights of Lobethal, Lobethal

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

Mayor Jan-Claire Wisdom

- 05 September, GAROC meeting, Adelaide

Cr Linda Green

- 26 September, East Waste meeting via zoom

16.3 CEO Report

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

- National Tree Day, Gumeracha
- Community Forum, Bridgewater
- Norton Summit Open Day waste education
- Heathfield High School boardwalk
- Road Shoulder renewals & patching works
- DIT infrastructure programs
- Footpath renewals
- Crafers Pocket Park
- Gumeracha Streetscape
- Woodside Warriors Cricket Nets
- Burning Permits
- Dog & Cat Management

16.3.1 Chief Executive Officer Andrew Aitken's farewell statement

"It has been a privilege to have this exciting, challenging and rewarding role over the past 10 years. During this time it's been an absolute pleasure to work with such wonderful, supportive and collaborative people, including everyone in this room. I extend this gratitude to all Council Members, staff, volunteers, contractors and, of course, our engaged and connected community over my entire journey here.

All these interactions, particularly with our outstanding staff with whom I get to interact every day, have brought me enormous joy, energy as well as personal and professional development.

I wish everyone well and look forward to catching up from time to time in the future. I'll certainly be no stranger to the Hills and will remain a keen observer of future developments for, and the ongoing success of, Adelaide Hills Council and our beautiful and thriving region."

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17. REPORTS OF COMMITTEES

17.1 Council Assessment Panel – 14 September 2022

Moved Cr Ian Bailey
S/- Cr Nathan Daniell

263/22

That the minutes of the Council Assessment Panel meeting held on 14 September 2022 as distributed, be received and noted.

Carried Unanimously

17.2 Boundary Change Committee – 25 August 2022

Moved Cr Nathan Daniell
S/- Cr John Kemp

264/22

That the minutes of the Boundary Change Committee meeting held on 25 August 2022 as distributed, be received and noted.

Carried Unanimously

17.3 Audit Committee

17.3.1 Audit Committee Recommendation to Council

Moved Cr Malcolm Herrmann
S/- Cr Leith Mudge

265/22

1. That the report be received and noted
2. To adopt the revised Strategic Internal Audit Plan 2018/19 – 22/23 v1.11

Carried Unanimously

17.4 CEO Performance Review Panel

Nil

**ADELAIDE HILLS COUNCIL
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18. CONFIDENTIAL ITEMS

18.1 CEO PRP Independent Member – Exclusion of the Public

Moved Cr Mark Osterstock

S/- Cr Linda Green

266/22

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
- Director Infrastructure & Operations, Peter Bice
- Executive Manager Governance & Performance, Lachlan Miller
- Governance & Risk Coordinator, Steven Watson
- Minute Secretary, Pam Williams

be excluded from attendance at the meeting for Agenda Item 18.1: (CEO Performance Review Panel Independent Member) 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), because it would disclose the personal details of an Audit Committee Independent Member's performance.

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

Carried Unanimously

**ADELAIDE HILLS COUNCIL
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18.1.1 CEO Performance Review Panel Independent Member – Confidential Item

Moved Cr Mark Osterstock
S/- Cr Kirsty Parkin

267/22

Council resolves:

- 1. That the report be received and noted.**
- 2. To extend the appointment term of Independent Member, Ms Janet Miller, to the CEO Performance Review Panel by one year until 20 November 2023.**

Carried Unanimously

**ADELAIDE HILLS COUNCIL
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18.1.2 CEO Performance Review Panel Independent Member – Duration of Confidential Item

Moved Cr Linda Green
S/- Cr Kirsty Parkin

268/22

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	31 December 2022
Related Attachments	31 December 2022
Minutes	31 December 2022

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 Chief Executive Officer.

Carried Unanimously

19. Change to meeting time for Ordinary Council meeting in October 2022

Moved Cr Nathan Daniell
S/- Cr Kirsty Parkin

269/22

That the next Ordinary Meeting of the AHC be held from 6.00pm on Tuesday 25 October 2022 at 63 Mt Barker Road Stirling.

Carried Unanimously

**ADELAIDE HILLS COUNCIL
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19.1.1 Farewell to Andrew Aitken, Chief Executive Officer

Moved Cr Linda Green

S/- Mayor Jan-Claire Wisdom

270/22

Council acknowledges the Chief Executive Officer Mr Andrew Aitken's 10 years of commitment and dedicated service to Adelaide Hills Council, local government and the wider community and thanks him for his service.

Carried Unanimously

19.1.2 NEXT ORDINARY MEETING

The next ordinary meeting of the Adelaide Hills Council will be held on Tuesday 25 October 2022 from 6.00pm at 63 Mt Barker Road, Stirling.

20. CLOSE MEETING

The meeting closed at 8.09pm.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 25 October 2022
AGENDA BUSINESS ITEM**

Item: 8.1.1

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

Subject: Petition – Speed Limit & Drainage Onkaparinga Valley Road
Charleston

For: Decision

SUMMARY

A petition has been received with 41 signatories requesting the speed limit on Onkaparinga Valley Road be lowered from 60kph to 50kph within the Charleston township as well as the installation of guttering and drainage.

RECOMMENDATION

Council resolves:

- 1. That the petition signed by 41 signatories requesting the lowering of the speed limit on Onkaparinga Valley Road, Charleston, plus installation of guttering and drainage, be received and noted.**
 - 2. That the matter be referred to the Department for Infrastructure and Transport for consideration, with advocacy and support provided by Council as required.**
 - 3. That the CEO advise the principal signatory of the Council's noting of the petition and of any resolutions relating to the matter.**
-

1. PETITION DETAILS

Council has received a petition organised by Roger Hughes of Charleston and signed by 41 signatories.

The Petition states:

The undersigned residents of the Adelaide Hills and surrounds request the speed limit on Onkaparinga Valley Road be lowered from 60kph to 50kph within the Charleston township as well as the installation of guttering and drainage.

2. OFFICER'S RESPONSE – Ashley Curtis, Manager Civil Services

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

Council's Strategic Plan 2020-24 includes a priority to "improve road safety through a safe system approach to road design, construction and maintenance". A key pillar of the safe system approach to road safety is "safe speeds".

Onkaparinga Valley Road is under the care and control of the Department for Infrastructure and Transport (DIT), therefore Council would not normally consider a request for speed limit review on this road. Council engineering staff have not investigated the speed limit or road safety environment on Onkaparinga Valley Road so are unable to comment on the appropriateness of the petitioners' request. However the proposal to reduce the speed through the township to 50 km/hr is similar to a recent proposal to do the same along Gorge Road through Cudlee Creek. In that case, DIT was able to provide partial support for the proposal, following advocacy from Council on behalf of the community.

Regarding the petitioners' request for kerbing, Council has no plans to provide kerb and gutter at this location, and no extension of the kerb and gutter network has been allowed for in the adopted Road, Kerb and Footpath Asset Management Plan. Council is aware of some minor ponding of water along the road edge in this location, but is not aware of it causing any nuisance. If there are concerns about road drainage these should be considered by DIT in the first instance, and Council can then work cooperatively with the Department to assess any remedial options that may be required.

While Council has the option to progress its own investigations into the matters raised in this petition, at ratepayers' cost, given the primary responsibility rests with DIT in the first instance, it is recommended that Council play an advocacy role. Should kerbing works be identified as necessary, the Council may have a role to play in implementing solutions in future.

➤ Options¹

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

- I. Refer the petition to the Department for Infrastructure and Transport for their consideration (Recommended)
- II. Council engineering staff undertake a high-level review of the speed limit and drainage arrangements on the subject portion of Onkaparinga Valley Rd and report their findings to a future meeting of Council, for consideration (Not Recommended)
- III. Take no action on the basis that Onkaparinga Valley Road is not under the care and control of Council (Not Recommended)

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

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 25 October 2022
AGENDA BUSINESS ITEM**

Item: 10.1 Question on Notice

Originating from: Cr John Kemp

Subject: Reducing rabbit populations in the Adelaide Hills Council area

1. QUESTION

What measures will be taken to reduce rabbit populations in Council reserves and conservation parks this Spring and Summer?

2. BACKGROUND

On Council's website page entitled, Threats to Biodiversity, it quotes under the subtitle European Rabbit;

"Under the Landscape South Australia Act 2019, which has recently replaced the Natural Resources Management Act, 2003, it is the legal responsibility of the landowner to control rabbits on their property, including **Local Government land**. There are provisions to undertake, promote and integrate the management of natural resources within its region, with particular reference to pest animals. The recently formed Regional Landscape Board (Hills & Fleurieu) is to facilitate an understanding of, and to provide information to landowners (including Local Government) on management of pest animals and to take action under the Landscape South Australia Act 2019 to ensure appropriate compliance."

This question has been generated from a conversation with an Aldgate resident, who lives in close proximity to Carripook Park and the Deanery Reserve. To reduce the rabbit infestation, a group of residents contacted Council and were referred to the Department of Environment. Following their advice they employed baited carrots, which reduced rabbit numbers initially but it's an ongoing battle as the numbers continue to grow due to further rabbits entering their properties from the nearby reserves.

The Council webpage states; A spring control program is being coordinated by the Hills and Fleurieu Landscape Board. That was in 2020. Following the link on Council's webpage, it was disappointing that find the Hills and Fleurieu Landscape Board website clearly places the onus on private property owners and makes no mention of Local Government's role in reducing feral rabbit numbers. Perhaps Council should be more proactive in publicising resources available to address this issue.

Quotes from Landscape South Australia - Hills and Fleurieu;

"Australia has the highest record for biodiversity loss anywhere in the world".

News release 08 September 2020 – “Neighbours key to tackling rabbits”
“A recent increase in rabbit numbers in the Adelaide Hills and Fleurieu Peninsula has created a strong need for effective control methods”. See the link below:
<https://www.landscape.sa.gov.au/hf/news/080920-tackling-rabbits>

Where Council reserves and parks are adjacent to residential areas, shouldn't Council be considered a neighbour and take an active part in the solution?

3. OFFICER'S RESPONSE – Chris Janssan, Manager Open Space

Council staff work closely with multiple agencies including the Hills and Fleurieu Landscape Board to mitigate the effects of pest plants and animals. Due to the risk of off-target impacts to both domestic and native animals Council does not participate in baiting programs. When requested by the Landscape Board Council has participated in the fumigation and destruction of rabbit warrens in Council reserves and roadsides. Council administration is in talks with the Landscape Board regarding the next Calicivirus release which is expected to occur in February 2023.

In the Adelaide Hills region, the natural environment faces a number of key threatening processes, primarily weed invasion, habitat fragmentation and Phytophthora, feral animals, bushfire, and a changing climate. All of these threaten our natural environment. Ecological restoration is therefore a central component to biodiversity management in assisting the recovery of an ecosystem and helping to sustain and enhance ecological communities and the species they support.

Council's role in driving restoration across the district is dependent on its long-term commitment to site management as well as sustaining, and building on strong partnerships and collaborations. Council's primary activities in this space and its resources commitment are directed primarily toward managing weed invasion, reducing clearance of native vegetation, containing the spread of Phytophthora and educating and supporting the public regarding the significance of biodiversity management, threatened species, wildlife habitat, recovery following natural disasters and unauthorised / inappropriate activities (pollution of waterways, illegal rubbish dumping, firewood connection etc).

4. APPENDIX
Nil

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 25 October 2022
AGENDA BUSINESS ITEM**

Item: 11.1 Motion on Notice

Originating from: Cr Kirsty Parkin

Subject: Parking and Road Safety Report, Wattle Tree Drive
Bridgewater

1. MOTION

I move that a report be presented back to Council by January 2023 covering the following:

1. The current safety of Wattle Tree Drive for motorists, and what could be done to improve safety in the long term.
2. Possible solutions for on-street parking in Wattle Tree Drive.

2. BACKGROUND

Over the last 20 years, the land on the southern side of Wattle Tree Drive Bridgewater has been slowly yet consistently developed. There are now a number of houses where there was once farmland, and there are currently three housing development projects in train as at September 2022. The land is steeply sloped and there is limited parking availability both on and off-street. Wattle Tree Drive is winding and narrow with several blind corners – at its widest point no more than one and a half lanes. Two cars cannot comfortably pass each other on opposite sides of the road.

As the street has become more populated, residents have become increasingly concerned for the safety of both drivers on the road, and of cars parked on the street. Recent heavy rains have caused cars to roll back over embankments, and other cars to require towing.

3. OFFICER'S RESPONSE – Ashley Curtis, Manager Civil Services

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

Goal	A Built Environment
Objective B4	Sustainable management of our built assets ensures a safe, functional and well serviced community
Priority B4.4	Improve road safety through a safe system approach to road design, construction and maintenance including on-going applications to the State and Federal Road Blackspot program

➤ **Legal Implications**

There are road rules and regulations, as well as Australian Standards, which are applicable to on street parking. These will need to be investigated and detailed in the report to Council.

➤ **Risk Management Implications**

Providing a report to Council regarding road safety and on street parking in Wattle Tree Drive will assist in mitigating the risk of:

Decisions regarding investment in the provision of on street parking on Wattle Tree Drive 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**

Due to the unique topography of Wattle Tree Dr, the narrow nature of the road, and the complex manner of use by existing residents, it is proposed to engage a specialist traffic consulting engineer to provide advice on this matter. The estimated cost of this engagement is \$1,500, and allocation of staff time which can be accommodated within existing operational budgets.

Any identified options for on street parking would be costed, and subject to normal considerations as part of the Annual Business Planning processes.

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

Not applicable.

➤ **Sustainability Implications**

Not Applicable.

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

Consultation on the development of this report was as follows:

Council Committees: Not Applicable

Council Workshops: Not Applicable

Advisory Groups: Not Applicable

External Agencies: Not Applicable

Community: Not Applicable

4. ANALYSIS

A report regarding the current safety of Wattle Tree Drive for motorists, what could be done to improve safety in the long term, and possible solutions for on-street parking can be provided.

Council officers have recently discussed the issues outlined in this motion with a concerned resident, who highlighted safety concerns associated with the crest on Wattle Tree Dr in the vicinity of number 19. Council staff have ordered crest advisory signs, to be erected onsite as soon as practicable, as a means to provide immediate relief regarding this concern.

A report to Council can look at what other safety concerns exist on site, as well as recommend mitigations. These could include, but not be limited to, additional signage and line marking, vegetation management, and maintenance or upgrade to the road shoulder.

Wattle Tree Drive is a sloping narrow road, not out of character for the Adelaide Hills. It does present challenges for residents and visitors who wish to park on the road, with some residents altering the road reserve to accommodate on street parking adjacent their property, whilst others have created level parking bays within their allotment.

Whilst Council has no obligation to provide on street parking, a report to Council can outline opportunities for additional on street parking, and associated costs, to complement existing provisions.

5. APPENDIX

Nil

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 25 October 2022
AGENDA BUSINESS ITEM**

Item: 12.1

Responsible Officer: Mike Carey
Manager, Financial Services
Corporate Services

Subject: 2021-22 General Purpose Financial Statements

For: Decision

SUMMARY

This report presents the Adelaide Hills Council's 2021-22 General Purpose Financial Statements (**Appendix 1**) to Council for adoption and subsequent inclusion in the 2021-22 Annual Report.

The Audit Committee considered the 2021-22 General Purpose Financial Statements at its meeting on 17 October 2022 where it resolved to advise Council that it had reviewed the General Purpose Financial Statements and was satisfied that they presented fairly the state of affairs of the Council.

RECOMMENDATION

Council resolves:

1. That the report be received and noted.
 2. That, in accordance with Section 127 of the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 1999*, Council adopts the General Purpose Financial Statements for the financial year ended 30 June 2022.
 3. To authorise the Mayor and CEO to sign the General Purpose Financial Statements for the financial year ended 30 June 2022.
-

1. BACKGROUND

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

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

The Audit Committee considered the draft 2021-22 General Purpose Financial Statements at its meeting on 17 October 2022 where it resolved the following:

OFFICER REPORTS – DECISION ITEMS

8.1. 2021-22 General Purpose Financial Statements

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

Moved Peter Brass

S/- David Moffatt

AC41/22

The Audit Committee resolves:

1. That the report be received and noted
2. That in accordance with Section 126(4)(a) of the *Local Government (Financial Management) Regulations 1999*, the Audit Committee advises Council that it has reviewed:
 - a. the General Purpose Financial Statements of the Council for the financial year ended 30 June 2022 as contained in Appendix 1, and
 - b. the External Auditor Galpins' Audit Clearance Report as contained in Appendix 2,

and is satisfied that the 2021-22 financial statements present fairly the state of affairs of the Council.

3. To recommend that the Adelaide Hills Council 2021-22 General Purpose Financial Statements, contained in Appendix 1, may be certified by the Acting Chief Executive Officer and the Mayor.
4. To note the confirmation of Galpins Auditor Independence Statement provided at Appendix 3.
5. To recommend that the Certification of Auditor Independence statement contained in Appendix 4 may be certified by the Acting Chief Executive Officer and the Presiding Member of the Audit Committee in accordance with the requirements of Regulation 22(3) of the *Local Government (Financial Management) Regulations 2011*.
6. The Audit Committee acknowledges and thanks Galpins, in particular Tim Muhlhausler and Juliano Fretias for providing audit services for the past five years.

Carried Unanimously

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal 5	A Progressive Organisation
Objective O3	Our organisation is financially sustainable for both current and future generations.
Priority O3.1	Ensure the delivery of agreed strategic plan requirements whilst meeting endorsed long term targets for a sustainable operating surplus and level of debt.
Objective O5	We are accountable, informed and make decisions in the best interests of the whole community.
Priority O5.1	Enhance governance structure and systems to prudently adapt to changing circumstances and meet our legislative obligations.
Priority O5.3	Demonstrate accountability through robust corporate planning and reporting that enhances performance, is relevant and easily accessible by the community.

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

➤ Legal Implications

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

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

➤ Risk Management Implications

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

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

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

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

➤ **Financial and Resource Implications**

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

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

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

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

➤ **Sustainability Implications**

Not applicable.

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

Consultation on the development of this report was as follows:

Council Committees: Council's Financial Statements were considered by the Audit Committee at its meeting on 17 October 2022.

Council Workshops: Not applicable

Advisory Groups: Not applicable

External Agencies: Not applicable

Community: Not applicable.

➤ **Additional Analysis**

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

3.1 Statement of Comprehensive Income

The Statement of Comprehensive Income shows an overall operating surplus of \$1.142m for 2021-22 compared with a surplus of \$2.357m for the previous year 2020-21.

Statement of Comprehensive Income	2021-22 \$000s	2020-21 \$000s	Movement \$000s
Council	1,075	1,606	(531)
Equity Result from Subsidiaries	67	751	(684)
Operating Surplus/(Deficit)	1,142	2,357	(1,215)

Overall, Council's operating revenue increased by \$276k (0.53%) to \$52.4m with expenditure increasing by \$1.491m (3.00%) to \$51.3m.

Key movements from 2021-22 include:

- A rates increase of \$1.4m, reflecting the general rates increase of 2.50% and rates growth of 1.0%. (refer Note 2a in the Financial Statements).
- Statutory charges of \$1.4m, which were \$59k less than the previous year, largely as a result of:
 - A reduction in development application fees of over \$43k compared to prior year which for that year was impacted by the uplift in applications following the Cudlee Creek bushfire.
 - A reduction in septic tank fee revenue of \$26k due to a decrease in applications for the 2021-22 financial year.
- Operating Grants, Subsidies and Contributions decreased by \$552k from the previous year largely as a result of the following:
 - Natural disaster funding from the State Government of \$2.5m was received in 2020-21 as a one off payment with no funding received in 2021-22.
 - One off Sport & Recreation facilities grants of \$766k received in 2021-22 for the resurfacing of Gumeracha tennis courts (\$220k) and Heathfield change rooms (\$546k).
 - Supplementary local roads funding of \$344k received in 2021-22. No funding was received in 2020-21.
 - Early payment of over 75% of the 2022-23 Financial Assistance Grants in April 2022 totalling \$1.488m offset by the early payment in 2020-21 of two quarters of the 2021-22 Financial Assistance Grants of \$846k thus resulting in a change between years of \$642k. As highlighted in Note 1 of the financial statements, in recent years, the payment of untied financial assistance grants has varied significantly from the annual allocation and as a result has had a material impact on Council's operating surplus. As a result, reference is made to the impact of these grants in Note 1, Note 2 (g) Grants, Subsidies, Contributions as well as Note 15 covering Financial Indicators.
- Council's result from Equity Accounted Council Businesses was a net gain of \$67k in comparison to a net gain of \$751k for the previous year. This movement largely relates to the Adelaide Hills Regional Waste Management Authority (AHRWMA) which accounted in 2020-21 for the full amount of a successful resolution of a legal claim resulting in a higher share of the operating result for last year compared to this year.

- Employee Costs which increased in line with:
 - Council’s Enterprise Development Agreement increases for the year of 2.25% for both salaries and wages in addition to the federally legislated increase of 0.5% in superannuation contributions.
 - Increases in FTEs from 2020-21 relating to Open Space tree management, Financial Accounting and Organisational Development functions as well as grant funded programs.
- Materials, Contracts & Other Expenses increased by \$414k from \$21.1m to \$21.5m in 2021-22:
 - A return of \$348k to the LGA for contributions previously received for CWMS investigation works for Summerton/Uraidla and Inglewood/Houghton which will no longer be going ahead.
 - An increase of \$1m being a contribution towards the Heathfield High School court project located on school land.
 - An increase in the remediation of \$739k to an amount of \$1.540m. The amount provided for in 2020-21 was \$358k.
 - These were offset by 2020-21 one off costs of \$1.6m of Bushfire recovery contractor costs and \$563k relating the undergrounding of power lines for the Gumeracha main street.
- Depreciation increased by \$369k from the previous year across a number of categories with the most significant increases occurring in:
 - Stormwater assets which went through an extensive data cleansing process during 20/21 and 21/22. The dataset was then revalued at 1 July 2021 resulting in an increase in replacement value and yearly depreciation.
 - Kerb & gutter assets were consolidated and useful lives adjusted accordingly resulting in an overall uplift in depreciation.
 - Additional right of use assets relating to leased property and ICT assets were recognised in 21-22; and
 - Plant and equipment assets were transitioned into the Confirm Enterprise Asset Management System as at 30 June 2021 and the resultant data cleansing has led to a reduction in yearly depreciation.
- Finance costs decreased by \$309k as a result of the repayment of a \$5m interest only loan reducing the amount of interest paid during the financial year, offset by an increase in overdraft interest paid on short term borrowings.

3.2 Statement of Financial Position

Statement of Financial Position	2021-22 \$'000	2020-21 \$'000	Movement \$'000
Assets	454,149	439,819	14,330
Liabilities	30,255	24,172	6,083
Net Assets	423,894	415,647	8,247

The Statement of Financial Position shows the total assets and total liabilities held by Council.

As at 30 June 2022, the overall net assets (total assets less total liabilities) position was \$423.9m compared with \$415.6m for the previous year, representing an increase in equity of \$8.2m. The increase in equity is represented largely by an increase in asset valuation of \$2.8m together with the net surplus of \$5.4m.

As highlighted in Note 7 Infrastructure, Property, Plant & Equipment, the stormwater asset class was revalued using external unit rates at July 2021 resulting in an uplift in valuation of \$4.7m. Offsetting this uplift were financial adjustments relating to data cleansing of asset categories adjusted against the asset revaluation reserve including:

- the removal of CFS and other buildings from the buildings asset category as it was determined these were no longer controlled by Council (\$1m),
- adjustments for bridges (\$223k) and road assets (\$162k) and
- the removal of duplicate assets and incorrect quantities from the retaining wall asset category (\$568k).

It is also noted that there was no change to the Bridgewater Retirement Village assets where Council entered into a contract for the divestment of the retirement village portfolio in August 2018. As the contract in relation to the Retirement Village at Bridgewater is still conditional it has remained under land and buildings in the Statement for Financial Position as at 30 June 2022, similarly to the previous year.

Excluding lease liabilities, borrowings at 30 June 2022 were \$14.2m which represents an increase of \$4.0m from the balance as at 30 June 2021 of \$10.2m.

3.3 Cash Flow Statement

Statement of Cash Flows	2021-22 \$'000	2020-21 \$'000	Movement \$'000
Net cash from Operating Activities	12,907	12,612	295
Net cash from Investing Activities	(13,859)	(10,165)	(3,694)
Cash Flows from Financing Activities	(476)	(5,528)	5,052
Net Increase/(Decrease) in Cash Held	(1,428)	(3,081)	1,653
Cash & Cash Equivalents	(5,991)	(4,563)	(1,428)

Council generated net cash of \$12.9m from its Operating Activities during the financial year compared to \$12.6m during 2020-21. The increase in net cash from operating activities largely relates to additional rates receipts and early payment of 2022-23 financial assistance grants offset by additional employee related costs.

Details of how the cash flow statement reconciles with the net surplus and changes in net assets are shown in Note 11 of the Financial Statements.

During the year, Council spent \$17.2m on the renewal or replacement of existing assets and the construction or purchase of new assets compared to \$13.1m in 2020-21.

The resultant Cash Flow Statement shows a decrease in the net cash position in the order of \$1.4m, largely reflected in the drawing down of Council's short-term borrowings from \$5.0m to \$9.2m by year end. This draw down was used to accommodate the increased expenditure on assets and holding off medium to long-term borrowing requirements until the early in 2022-23 to take into account cash flow timing.

3.4 Financial Key Performance Indicators

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

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

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

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

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

Financial Indicators	2021-22	2020-21	2019-20
Operating Surplus	2.2%	4.5%	(5.5%)
Adjusted Operating Surplus Ratio *	1.0%	5.3%	(4.9%)
Net Financial Liabilities Ratio	46%	39%	43%
Adjusted Net Financial Liabilities Ratio *	49%	39%	42%
Asset Sustainability Ratio	114%	85%	106%

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

3.4.1 Operating Surplus Ratio

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

As mentioned above, there are a number of one off items that have had a financial impact on the ratio for 2021-22 resulting in the ratio decreasing from the 2020-21 financial year but still in line with Council's 2021-22 target range of 1% - 5%.

3.4.2 Adjusted Operating Surplus Ratio

This ratio for 2021-22 removes the distortion of \$790k of 2022-23 Local Roads Grants and \$698k of Federal Government Financial Assistance Grants paid in advance in 2021-22 offset by \$846k of grants received in advance during 2020-21. The combined impact decreases the Operating Surplus by \$642k and the resultant ratio by 1.2%.

3.4.3 Net Financial Liabilities Ratio

This ratio expresses the net financial liabilities as a percentage of total operating revenue with Council's target range for 2021-22 being between 25% to 75%.

The Uniform Presentation of Finances as shown in Note 16 of the Financial Statements shows a net borrowing position of \$2.9m for 2021-22 in comparison to a net lending position of \$1.6m for the previous year. This net borrowing position has increased Council's Net Financial Liabilities from 39% to 46% driven by Council's larger net outlays on existing assets together with new and upgraded asset expenditure for 2021-22 offsetting the resultant reduced operating surplus.

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

3.4.4 Adjusted Net Liabilities Ratio

Similar to the adjusted Operating Surplus Ratio, this ratio removes the distortion of Federal Government advance grant payments movements. For 2021-22 the ratio only changed minimally from the unadjusted ratio.

3.4.5 The Asset Renewal Funding Ratio

This is a ratio that represents the amount of expenditure incurred in replacing Council's assets compared to the level of planned renewal expenditure as detailed in Council's infrastructure and asset management plans at the time of preparing Council's 2021-22 Budget. Council's 2021-22 target range is between 95% and 105%.

At the end of the financial year, this ratio in part reflects actual delivery of the capital works program and is also impacted by 2020-21 carry forwards completed in 2021-22 whereas the asset management plan required expenditure denominator remains unchanged for the year. The ratio for 2021-22 of 114% largely offsets the previous year's ratio of 85% reflecting the impact of carry forwards and delivery across the two years.

3.5 2021-22 Audit Clearance Report

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

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

The Auditor's responsibility is to express a conclusion on the Council's compliance with Section 125 of the *Local Government Act 1999* in relation only to the Internal Controls established by the Council for the period 1 July 2021 to 30 June 2022 to ensure that financial transactions relating to the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities have been conducted properly and in accordance with law in all material respects.

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

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

3.6 Audit Committee Review

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

- **Note 13 Financial Instruments**
 - Liabilities – Interest Bearing Borrowings – Terms & Conditions was amended to include additional information that borrowings are repayable upon maturity and interest is paid bi-annually.
- **Note 23 Related Party Transactions**
 - Update of related party transaction details for Elected Members to include the addition of Cemetery Advisory Group, Eastern Waste Management Authority, Gawler River Floodplain Management Authority and Property Advisory Group.
 - Aldgate Primary School and Heathfield High School were amended to read Aldgate Primary School Governing Council and Heathfield High School Governing Council.
 - The following statement “All Elected Members and employees manage their conflict of interest obligations regarding related parties in accordance with the applicable provisions of the Local Government Act 1999” was added.

3. OPTIONS

Council has the following options:

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

4. APPENDICES

- (1) 2021-22 General Purpose Financial Statements
- (2) Galpins Final Audit Completion Report

Appendix 1

2021-22 General Purpose Financial Statements

Adelaide Hills Council

GENERAL PURPOSE FINANCIAL STATEMENTS
for the year ended 30 June 2022



General Purpose Financial Statements

for the year ended 30 June 2022

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General Purpose Financial Statements

for the year ended 30 June 2022

Certification of Financial Statements

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

In our opinion:

- the accompanying financial statements comply with the *Local Government Act 1999, Local Government (Financial Management) Regulations 2011* and Australian Accounting Standards,
- the financial statements present a true and fair view of the Council's financial position at 30 June 2022 and the results of its operations and cash flows for the financial year,
- internal controls implemented by the Council provide a reasonable assurance that the Council's financial records are complete, accurate and reliable and were effective throughout the financial year,
- the financial statements accurately reflect the Council's accounting and other records.

David Waters
Acting Chief Executive Officer

Jan-Claire Wisdom
Mayor

Date

Statement of Comprehensive Income

for the year ended 30 June 2022

\$ '000	Notes	2022	2021
Income			
Rates	2a	41,504	40,110
Statutory Charges	2b	1,430	1,489
User Charges	2c	884	705
Grants, Subsidies and Contributions	2g	7,667	8,219
Investment Income	2d	59	22
Reimbursements	2e	197	235
Other income	2f	583	637
Net Gain - Equity Accounted Council Businesses	19(a)	133	764
Total Income		52,457	52,181
Expenses			
Employee costs	3a	19,608	18,644
Materials, Contracts and Other Expenses	3b	21,515	21,101
Depreciation, Amortisation and Impairment	3c	9,820	9,451
Finance Costs	3d	306	615
Net loss - Equity Accounted Council Businesses	19(a)	66	13
Total Expenses		51,315	49,824
Operating Surplus / (Deficit)		1,142	2,357
Physical Resources Received Free of Charge	2h	4,072	1,884
Asset Disposal & Fair Value Adjustments	4	(1,693)	(2,045)
Amounts Received Specifically for New or Upgraded Assets	2g	1,905	1,108
Net Surplus / (Deficit)		5,426	3,304
Other Comprehensive Income			
Changes in Revaluation Surplus - I,PP&E	9a	2,814	7,811
Share of Other Comprehensive Income - Equity Accounted Council Businesses	19	1	31
Other Equity Adjustments - Equity Accounted Council Businesses	19(a)i	6	69
Total Other Comprehensive Income		2,821	7,911
Total Comprehensive Income		8,247	11,215

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

Statement of Financial Position

as at 30 June 2022

\$ '000	Notes	2022	2021
ASSETS			
Current assets			
Cash & Cash Equivalent Assets	5a	3,215	637
Trade & Other Receivables	5b	3,025	3,225
Inventories	5c	32	23
<u>Subtotal</u>		<u>6,272</u>	<u>3,885</u>
Total current assets		<u>6,272</u>	<u>3,885</u>
Non-current assets			
Equity Accounted Investments in Council Businesses	6	2,416	2,342
Infrastructure, Property, Plant & Equipment	7a(i)	445,461	433,592
Total non-current assets		<u>447,877</u>	<u>435,934</u>
TOTAL ASSETS		<u>454,149</u>	<u>439,819</u>
LIABILITIES			
Current Liabilities			
Trade & Other Payables	8a	9,651	7,734
Borrowings	8b	9,581	5,523
Provisions	8c	4,072	3,963
<u>Subtotal</u>		<u>23,304</u>	<u>17,220</u>
Total Current Liabilities		<u>23,304</u>	<u>17,220</u>
Non-Current Liabilities			
Borrowings	8b	5,200	5,425
Provisions	8c	1,751	1,527
Total Non-Current Liabilities		<u>6,951</u>	<u>6,952</u>
TOTAL LIABILITIES		<u>30,255</u>	<u>24,172</u>
Net Assets		<u>423,894</u>	<u>415,647</u>
EQUITY			
Accumulated surplus		147,964	142,182
Asset revaluation reserves	9a	275,831	273,017
Other reserves	9b	99	448
Total Council Equity		<u>423,894</u>	<u>415,647</u>
Total Equity		<u>423,894</u>	<u>415,647</u>

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

Statement of Changes in Equity

for the year ended 30 June 2022

\$ '000	Notes	Accumulated surplus	Asset revaluation reserve	Other reserves	Total equity
2022					
Balance at the end of previous reporting period		142,182	273,017	448	415,647
Net Surplus / (Deficit) for Year		5,426	—	—	5,426
Other Comprehensive Income					
- Gain (Loss) on Revaluation of I,PP&E	9a	—	2,814	—	2,814
Share of OCI - Equity Accounted Council Businesses		1	—	—	1
Other Equity Adjustments - Equity Accounted Council Businesses	19(a)i	6	—	—	6
Other comprehensive income		7	2,814	—	2,821
Total comprehensive income		5,433	2,814	—	8,247
Transfers between Reserves		349	—	(349)	—
Balance at the end of period		147,964	275,831	99	423,894
2021					
Balance at the end of previous reporting period		138,645	265,206	581	404,432
Net Surplus / (Deficit) for Year		3,304	—	—	3,304
Other Comprehensive Income					
- Gain (Loss) on Revaluation of I,PP&E	9a	—	7,811	—	7,811
Share of OCI - Equity Accounted Council Businesses		31	—	—	31
Other Equity Adjustments - Equity Accounted Council Businesses	19(a)i	69	—	—	69
Other comprehensive income		100	7,811	—	7,911
Total comprehensive income		3,404	7,811	—	11,215
Transfers between Reserves		133	—	(133)	—
Balance at the end of period		142,182	273,017	448	415,647

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

Statement of Cash Flows

for the year ended 30 June 2022

\$ '000	Notes	2022	2021
Cash flows from operating activities			
<u>Receipts</u>			
Rates Receipts		41,289	39,969
Statutory Charges		1,430	1,489
User Charges		884	705
Grants, Subsidies and Contributions (operating purpose)		8,225	7,857
Investment Receipts		59	4
Reimbursements		197	235
Other Receipts		292	988
<u>Payments</u>			
Finance Payments		(306)	(615)
Payments to Employees		(19,191)	(18,410)
Payments for Materials, Contracts & Other Expenses		(19,972)	(19,610)
Net cash provided by (or used in) Operating Activities	11b	<u>12,907</u>	<u>12,612</u>
Cash flows from investing activities			
<u>Receipts</u>			
Amounts Received Specifically for New/Upgraded Assets		2,552	2,409
Sale of Replaced Assets		756	604
Sale of Surplus Assets		9	17
<u>Payments</u>			
Expenditure on Renewal/Replacement of Assets		(12,337)	(7,823)
Expenditure on New/Upgraded Assets		(4,839)	(5,372)
Net cash provided (or used in) investing activities		<u>(13,859)</u>	<u>(10,165)</u>
Cash flows from financing activities			
<u>Payments</u>			
Repayments of Borrowings		—	(5,000)
Repayment of Lease Liabilities		(400)	(336)
Repayment of Aged Care Facility Deposits		(76)	(192)
Net Cash provided by (or used in) Financing Activities		<u>(476)</u>	<u>(5,528)</u>
Net Increase (Decrease) in Cash Held		<u>(1,428)</u>	<u>(3,081)</u>
plus: Cash & Cash Equivalents at beginning of period		(4,563)	(1,482)
Cash and cash equivalents held at end of period	11a	<u>(5,991)</u>	<u>(4,563)</u>

Additional Information:

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

Notes to and forming part of the Financial Statements for the year ended 30 June 2022

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Notes to and forming part of the Financial Statements for the year ended 30 June 2022

Note 1. Summary of Significant Accounting Policies

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

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

(1) Basis of Preparation

1.1 Compliance with Australian Accounting Standards

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

The financial report was authorised for issue by certificate under regulation 14 of the *Local Government (Financial Management) Regulations 2011* dated 30 April 2022.

1.2 Critical Accounting Estimates

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

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

1.3 Rounding

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

1.4 Estimates and assumptions

COVID-19 is not expected to have a material financial impact on Council operations. It is expected that there may be some minor financial impacts flowing into the 2022-23 financial year but these have been largely taken into account during the development of the budget process for 2022-23. The budget for 2022-23 assumes that no further restrictions will be put in place by the Government. However, Council has determined that there is no material uncertainty that casts doubt on Council's ability to continue as a going concern.

(2) The Local Government Reporting Entity

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

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

(3) Income Recognition

Income Recognition

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

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

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

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

Notes to and forming part of the Financial Statements

for the year ended 30 June 2022

Note 1. Summary of Significant Accounting Policies (continued)

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

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

	Cash Payment Received	Annual Allocation	Difference
2019-20	\$1,640,046	\$1,564,152	+\$75,894
2020-21	\$1,516,052	\$1,581,658	-\$65,606
2021-22	\$2,304,241	\$1,661,744	+\$642,497

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

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

Construction Contracts

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

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

(4) Cash, Cash Equivalents and other Financial Instruments

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

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

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

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

(5) Inventories

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

5.1 Real Estate Assets Developments

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

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

Notes to and forming part of the Financial Statements for the year ended 30 June 2022

Note 1. Summary of Significant Accounting Policies (continued)

5.2 Other Real Estate Held for Resale

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

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

(6) Infrastructure, Property, Plant & Equipment

6.1 Initial Recognition

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

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

6.2 Materiality

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

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

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

6.3 Subsequent Recognition

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

6.4 Depreciation of Non-Current Assets

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

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

Notes to and forming part of the Financial Statements

for the year ended 30 June 2022

Note 1. Summary of Significant Accounting Policies (continued)

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

Plant, Furniture & Equipment

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

Building & Other Structures

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

Infrastructure

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

Other Assets

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

6.5 Impairment

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

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

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

6.6 Borrowing Costs

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

Notes to and forming part of the Financial Statements for the year ended 30 June 2022

Note 1. Summary of Significant Accounting Policies (continued)

(7) Payables

7.1 Goods & Services

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

7.2 Payments Received in Advance & Deposits

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

(8) Borrowings

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

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

(9) Employee Benefits

9.1 Salaries, Wages & Compensated Absences

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

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

9.2 Superannuation

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

(10) Provisions for Reinstatement, Restoration and Rehabilitation

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

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

(11) Leases

Accounting policy applicable from 01 July 2019

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

11.1 Council as a lessee

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

Notes to and forming part of the Financial Statements for the year ended 30 June 2022

Note 1. Summary of Significant Accounting Policies (continued)

i) Right-of-Use-Assets

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

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

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

ii) Lease Liabilities

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

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

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

(12) Equity Accounted Council Businesses

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

(13) GST Implications

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

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

(14) New accounting standards and UIG interpretations

In the current year, Council adopted where relevant, all of the new and revised Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that are relevant to its operations and effective for the current reporting period. The adoption of the new and revised Standards and Interpretations has not resulted in any material changes to Council's accounting policies.

(15) Comparative Figures

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

(16) Disclaimer

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

Notes to and forming part of the Financial Statements

for the year ended 30 June 2022

Note 2. Income

\$ '000	2022	2021
(a) Rates		
General Rates		
General Rates	39,123	37,495
Less: Mandatory Rebates	(300)	(288)
Less: Discretionary Rebates, Remissions & Write Offs	(274)	(118)
Total General Rates	38,549	37,089
Other Rates (Including Service Charges)		
Community Wastewater Management Systems	1,676	1,777
Landscape Levy	970	958
Separate & Special Rates	5	5
Stirling Business Association Separate Rate	97	95
Total Other Rates (Including Service Charges)	2,748	2,835
Other Charges		
Penalties for Late Payment	204	186
Legal & Other Costs Recovered	3	—
Total Other Charges	207	186
Total Rates	41,504	40,110
(b) Statutory Charges		
Animal Registration Fees & Fines	465	454
Development Act Fees	731	774
Health & Septic Tank Inspection Fees	101	127
Other Licences, Fees & Fines	31	27
Parking Fines / Expiation Fees	36	30
Searches	66	77
Total Statutory Charges	1,430	1,489
(c) User Charges		
Cemetery Fees	418	322
Community Centres	97	94
Lobethal Woollen Mill Precinct	142	137
Retirement Villages	32	34
Sundry	195	118
Total User Charges	884	705
(d) Investment Income		
Interest on Investments		
- Local Government Finance Authority	1	1
- Banks & Other	4	7
Unwinding of Premiums & Discounts	54	14
Total Investment Income	59	22

Notes to and forming part of the Financial Statements

for the year ended 30 June 2022

Note 2. Income (continued)

\$ '000	2022	2021
(e) Reimbursements		
Lobethal Woollen Mill Precinct	172	192
Other Properties	13	19
Private Works	11	7
Other	1	17
Total Reimbursements	197	235
(f) Other income		
Insurance & Other Recoupments - Infrastructure, IPP&E	309	224
Insurance & Other Recoupments - Bushfire Events	–	175
Sundry	274	238
Total Other income	583	637
(g) Grants, Subsidies, Contributions		
Amounts Received Specifically for New or Upgraded Assets	1,905	1,108
Total Amounts Received Specifically for New or Upgraded Assets	1,905	1,108
Annual		
Community Home Support Program Grants	953	957
Community Wastewater Management Systems Contributions	37	113
Library and Communications	273	289
Roads to Recovery	699	699
Sundry	288	316
Supplementary Local Roads Funding	344	–
Untied - Financial Assistance Grant	2,304	1,516
Ad hoc / One Off		
Community Recovery Grants	36	177
Community Resilience Grants	186	83
Local Roads & Community Infrastructure Program	1,410	1,489
Natural Disaster Recovery Funding	–	2,532
Open Space Biodiversity Grants	371	48
Sport & Recreation Community Facilities Grants	766	–
Total Other Grants, Subsidies and Contributions	7,667	8,219
Total Grants, Subsidies, Contributions	9,572	9,327

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

Notes to and forming part of the Financial Statements

for the year ended 30 June 2022

Note 2. Income (continued)

\$ '000	2022	2021
(i) Sources of grants		
Commonwealth Government	6,405	5,003
State Government	2,544	4,175
Other	623	149
Total	9,572	9,327
(ii) Individually Significant Items		
Grant Commission (FAG) Grant received in advance recognised as Income	1,488	846
 (h) Physical Resources Received Free of Charge		
Land & Improvements	4,072	1,884
<u>Total Physical Resources Received Free of Charge</u>	<u>4,072</u>	<u>1,884</u>

Notes to and forming part of the Financial Statements

for the year ended 30 June 2022

Note 3. Expenses

\$ '000	Notes	2022	2021
(a) Employee costs			
Salaries and Wages		15,071	15,261
Employee Leave Expense		2,907	2,348
Superannuation - Defined Contribution Plan Contributions	18	1,589	1,361
Superannuation - Defined Benefit Plan Contributions	18	216	224
Personal Income Protection Insurance		302	260
Workers' Compensation Insurance		475	423
Other Employee Related Costs		729	285
Less: Capitalised and Distributed Costs		(1,681)	(1,518)
Total Operating Employee Costs		19,608	18,644
Total Number of Employees (full time equivalent at end of reporting period)		199	197
(b) Materials, Contracts and Other Expenses			
(i) Materials, Contracts and Expenses			
Bank Fees		89	88
Contractors		4,351	4,190
Contractors - Bushfire Recovery		—	1,609
Contractors - Cleaning		329	356
Contractors - Tree Management		975	864
Contributions & Donations		785	742
Contract Labour		587	601
Energy		451	510
Grant Related Expenditure		452	120
Gumeracha PLEC Contribution		—	563
Heathfield High School Contribution		1,123	75
Insurance		712	630
Landfill Remediation		739	321
Legal Expenses		183	186
Levies - Other		232	309
Levies Paid to Government - Landscape Levy		968	959
Licencing - ICT		775	618
Pandemic Response		21	151
Parts, Accessories & Consumables		2,064	1,974
Professional Services		66	86
Return of LGA CWMS Contribution		348	—
Stirling Business Association		95	95
Sundry		409	398
Telephone (incl data)		293	269
Water		221	198
Waste		4,461	4,450
Work-in-Progress Write-off		230	278
Less: Capitalised and Distributed Costs		(87)	(86)
Subtotal - Material, Contracts & Expenses		20,872	20,554

Notes to and forming part of the Financial Statements

for the year ended 30 June 2022

Note 3. Expenses (continued)

\$ '000	2022	2021
(ii) Prescribed Expenses		
Auditor's Remuneration		
- Auditing the Financial Reports	24	22
- Other Auditors	23	35
Elected Members' Expenses	456	428
Election Expenses	13	13
Lease Expense - Low Value Assets / Short Term Leases	127	49
Subtotal - Prescribed Expenses	643	547
<u>Total Materials, Contracts and Other Expenses</u>	<u>21,515</u>	<u>21,101</u>

(c) Depreciation, Amortisation and Impairment

Depreciation and Amortisation

Buildings	1,082	1,113
Infrastructure		
- Bridges	293	282
- Cemeteries	33	30
- Community Wastewater Management Systems	411	397
- Footpaths	338	322
- Guardrails	99	86
- Kerb & Gutter	528	402
- Playgrounds	100	87
- Retaining Walls	169	163
- Roads	4,334	4,201
- Sport & Recreation	324	330
- Stormwater	591	461
- Street Furniture	86	94
- Traffic Controls	36	26
Right-of-use Assets	402	341
Plant & Equipment	928	1,052
Furniture & Fittings	66	64
<u>Total Depreciation, Amortisation and Impairment</u>	<u>9,820</u>	<u>9,451</u>

(d) Finance Costs

Interest on Overdraft and Short-Term Drawdown	60	30
Interest on Loans	230	568
Charges on Finance Leases	16	17
<u>Total Finance Costs</u>	<u>306</u>	<u>615</u>

Notes to and forming part of the Financial Statements for the year ended 30 June 2022

Note 4. Asset Disposal & Fair Value Adjustments

\$ '000	2022	2021
Infrastructure, Property, Plant & Equipment		
(i) Assets Renewed or Directly Replaced		
Proceeds from Disposal	756	604
Less: Carrying Amount of Assets Sold or Disposed of	(2,367)	(2,415)
Gain (Loss) on Disposal	(1,611)	(1,811)
(ii) Assets Surplus to Requirements		
Proceeds from Disposal	9	17
Less: Carrying Amount of Assets Sold or Disposed of	–	(57)
Less: Other Amounts Relating to the Sale of Surplus Assets	(91)	(1)
Gain (Loss) on Disposal	(82)	(41)
Fair Value Adjustments		
Revaluation Decrements Expensed	–	(193)
Total Fair Value Adjustments	–	(193)
Net Gain (Loss) on Disposal or Revaluation of Assets	(1,693)	(2,045)

Notes to and forming part of the Financial Statements for the year ended 30 June 2022

Note 5. Current Assets

\$ '000	2022	2021
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(a) Cash & Cash Equivalent Assets

Cash on Hand at Bank	2,845	269
Short Term Deposits	370	368
<u>Total Cash & Cash Equivalent Assets</u>	<u>3,215</u>	<u>637</u>

(b) Trade & Other Receivables

Rates - General & Other	1,714	1,535
Council Rates Postponement Scheme	165	129
Accrued Revenues	262	51
Debtors - General	269	56
Other Levels of Government	–	836
GST Recoupment	463	336
Prepayments	152	282
<u>Total Trade & Other Receivables</u>	<u>3,025</u>	<u>3,225</u>

(c) Inventories

Stores & Materials	32	23
<u>Total Inventories</u>	<u>32</u>	<u>23</u>

Note 6. Non-Current Assets

\$ '000	Notes	2022	2021
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Equity Accounted Investments in Council Businesses

Gawler River Floodplain Management Authority (GRFMA)	19i	1,054	993
Eastern Waste Management Authority (EWMA)	19i	121	241
Adelaide Hills Regional Waste Management Authority (AHRWMA)	19i	1,241	1,108
<u>Total Equity Accounted Investments in Council Businesses</u>		<u>2,416</u>	<u>2,342</u>

Notes to and forming part of the Financial Statements

for the year ended 30 June 2022

Note 7. Infrastructure, Property, Plant & Equipment

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

\$ '000	Fair Value Level	as at 30/06/21				Asset movements during the reporting period													as at 30/06/22			
		At Fair Value	At Cost	Accumulated Depreciation	Carrying amount	Asset Additions New / Upgrade	Asset Additions Renewals	WDV of Asset Disposals	Depreciation Expense (Note 3c)	Impairment Loss (recognised in Equity) (Note 9)	WIP Transfers	Adjustments & Transfers	Other Physical Resources Free of Charge	RoU Additions	Revaluation Decrements to P&L (Note 4)	Revaluation Decrements to Equity (ARR) (Note 9)	Revaluation Increments to Equity (ARR) (Note 9)	At Fair Value	At Cost	Accumulated Depreciation	Carrying amount	
Capital Work in Progress		–	4,051	–	4,051	4,839	12,337	–	–	–	(15,263)	(230)	–	–	–	–	–	5,733	–	5,733		
Land - Community	3	87,922	–	–	87,922	–	–	–	–	–	11	–	–	–	–	–	47	87,980	–	–	87,980	
Buildings	3	65,569	–	(26,299)	39,270	–	–	(511)	(1,082)	–	2,357	35	–	–	–	(1,021)	–	62,977	–	(23,928)	39,049	
Infrastructure																						
- Bridges	3	21,615	–	(12,111)	9,504	–	–	–	(293)	–	68	–	–	–	–	(223)	–	21,351	–	(12,296)	9,055	
- Cemeteries	3	1,977	–	(954)	1,023	–	–	(20)	(33)	–	–	–	–	–	–	(6)	–	1,934	–	(969)	965	
- Community Wastewater Management Systems	3	21,065	–	(6,938)	14,127	–	–	(33)	(411)	–	127	–	46	–	–	–	45	21,036	–	(7,135)	13,901	
- Footpaths	3	16,399	–	(6,747)	9,652	–	–	(237)	(338)	–	2,608	–	1,036	–	–	–	–	19,468	–	(6,747)	12,721	
- Guardrails	3	5,063	–	(1,326)	3,737	–	–	(85)	(99)	–	56	–	–	–	–	–	54	5,040	–	(1,378)	3,662	
- Kerb & Gutter	3	42,335	–	(18,834)	23,501	–	–	(112)	(528)	–	273	–	843	–	–	–	–	43,204	–	(19,227)	23,977	
- Playgrounds	3	2,168	–	(809)	1,359	–	–	(26)	(100)	–	–	–	–	–	–	–	–	2,070	–	(837)	1,233	
- Retaining Walls	3	12,598	–	(4,021)	8,577	–	–	–	(169)	–	116	–	609	–	–	(568)	–	12,242	–	(3,678)	8,564	
- Roads	3	272,570	–	(92,887)	179,683	–	–	(473)	(4,334)	–	3,133	–	28	–	–	(162)	–	272,069	–	(94,194)	177,875	
- Sport & Recreation	3	17,156	–	(9,835)	7,321	–	–	(156)	(324)	–	3,717	–	–	–	–	(43)	–	20,340	–	(9,826)	10,514	
- Stormwater	3	43,807	–	(13,560)	30,247	–	–	–	(591)	–	526	–	1,510	–	–	–	4,691	58,475	–	(22,091)	36,384	
- Street Furniture	3	2,716	–	(957)	1,759	–	–	(157)	(86)	–	150	(2)	–	–	–	–	–	2,538	–	(872)	1,666	
- Traffic Controls	3	2,030	–	(577)	1,453	–	–	–	(36)	–	–	–	–	–	–	–	–	2,030	–	(613)	1,417	
- Other Infrastructure	3	–	2,196	(628)	1,568	–	–	–	–	–	–	–	–	–	–	–	–	–	2,196	(628)	1,568	
Right-of-Use Assets		–	1,294	(554)	740	–	–	–	(402)	–	–	–	–	227	–	–	–	–	1,521	(956)	565	
Plant & Equipment		–	12,757	(5,063)	7,694	–	–	(557)	(928)	–	2,055	(35)	–	–	–	–	–	–	13,615	(5,387)	8,228	
Furniture & Fittings		–	626	(222)	404	–	–	–	(66)	–	66	–	–	–	–	–	–	–	692	(288)	404	
Total Infrastructure, Property, Plant & Equipment		614,990	20,924	(202,322)	433,592	4,839	12,337	(2,367)	(9,820)	–	–	(232)	4,072	227	–	(2,023)	4,837	632,754	23,757	(211,050)	445,461	
Comparatives		591,609	23,239	(192,103)	422,745	5,372	7,823	(2,472)	(9,451)	–	–	(278)	1,884	353	(193)	(1,665)	9,476	614,990	20,924	(202,322)	433,592	

Notes to and forming part of the Financial Statements for the year ended 30 June 2022

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

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

Valuation of Assets

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

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

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

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

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

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

Information on Valuations

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

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

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

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

Other Information

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

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

Highest and best use

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

Notes to and forming part of the Financial Statements for the year ended 30 June 2022

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

Transition to AASB 13 - Fair Value Measurement

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

Land & Land Improvements

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

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

Buildings & Other Structures

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

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

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

Infrastructure

Council discloses Infrastructure Assets for the purpose of AASB 13 Fair Value Measurement as level 3 as no relevant observable inputs (markets) are available.

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

Bridges

- Basis of valuation: Valuation was undertaken using modern equivalent asset principles as per the International Infrastructure Management Manual (IIMM 6th edition, 2020) and included a condition audit
- Date of valuation: June 2021
- Valuer: ARRB Group

Community Wastewater Management Systems (CWMS)

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

Footpaths & Retaining Walls

- Valuations were derived as at June 2019 referencing individual rates in Rawlinsons and Council Contracts to determine an overall rate for Council assets including footpaths and retaining walls by Steve Walker, Principal, Asset Engineering.
- Footpath rates were established by using rates from Council's schedule of rates contract to establish rates for brick paved, asphaltic concrete and concrete.
- Retaining Wall rates were established by using rates from Rawlinsons for retaining walls on a square metre basis for differing heights and referenced against Council's actual constructions in previous years
- Since the detailed valuation undertaken at June 2019, valuations have been updated by Council Officers at depreciated current replacement cost based on Australia Bureau of Statistics Time Series data, Table 17 (Construction Industries) movements specific to Adelaide for the period since valuation to July 2021.

Notes to and forming part of the Financial Statements for the year ended 30 June 2022

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

Kerb & Gutter and Guardrails (safety barriers)

- Valuations were derived as at June 2020 referencing individual rates in Rawlinsons and Council Contracts to determine an overall rate for Council assets for kerb & gutter and safety barriers including guard rails by Steve Walker, Principal, Asset Engineering.
- Rates from Councils 2018 schedule of rates contract have been used to establish rates for barrier kerb, semi mountable, pinned semi mountable kerb with stone inlay. A BPI rate of 1.06 has been used to adjust rates from 2018 to 2020.
- Since the detailed valuation using unit rates undertaken at June 2020, valuations have been updated by Council Officers at depreciated current replacement cost based on Australia Bureau of Statistics Time Series data, Table 17 (Construction Industries) movements specific to Adelaide for the period since valuation to July 2021.

Roads

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

Stormwater

- During 2021-22 extensive validation of stormwater asset data was undertaken to cross reference historic datasets and details contained within the asset register.
- Valuations were then derived at July 2021 based on this validated dataset. The valuation referenced individual unit rates in Rawlinson and Council contracts to determine an overall unit rate for Council stormwater assets including pits, pipes and culverts by Steve Walker, Principal, Asset Engineering Pty Ltd.
- Unit rates were derived for various pit types as per each unit rate.
- Unit rates per metre were determined for the various full range of standard pipes and culvert sizes.

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

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

Plant & Equipment

- Basis of valuation: Historic Cost

Furniture & Fittings

- Basis of valuation: Historic Cost

Notes to and forming part of the Financial Statements for the year ended 30 June 2022

Note 8. Liabilities

\$ '000	2022 Current	2022 Non Current	2021 Current	2021 Non Current
(a) Trade and Other Payables				
Goods & Services	4,172	—	3,894	—
Payments Received in Advance	2,989	—	2,360	—
Accrued Expenses - Employee Entitlements	925	—	652	—
Accrued Expenses - Other	1,044	—	231	—
Aged Care Facility Deposits	514	—	590	—
Deposits, Retentions & Bonds	7	—	7	—
Total Trade and Other Payables	9,651	—	7,734	—

\$ '000	Notes	2022 Current	2022 Non Current	2021 Current	2021 Non Current
(b) Borrowings					
Bank Overdraft		9,206	—	5,200	—
Loans		—	5,000	—	5,000
Lease Liabilities	17b	375	200	323	425
Total Borrowings		9,581	5,200	5,523	5,425

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

(c) Provisions

Employee Entitlements (including oncosts)	3,669	235	3,633	127
Future Reinstatement / Restoration, etc	403	1,516	330	1,400
Total Provisions	4,072	1,751	3,963	1,527

Notes to and forming part of the Financial Statements

for the year ended 30 June 2022

Note 9. Reserves

	as at 30/06/21				as at 30/06/22
\$ '000	Opening Balance	Increments (Decrements)	Transfers	Impairments	Closing Balance
(a) Asset Revaluation Reserve					
Land - Community	60,767	47	—	—	60,814
Buildings	31,801	(1,021)	—	—	30,780
Infrastructure					
- Bridges	4,278	(223)	—	—	4,055
- Cemeteries	2,208	(6)	—	—	2,202
- Community Wastewater Management Systems	6,003	45	—	—	6,048
- Footpaths	—	—	—	—	—
- Guardrails	1,720	54	—	—	1,774
- Kerb & Gutter	21,743	—	—	—	21,743
- Playgrounds	124	—	—	—	124
- Retaining Walls	5,519	(568)	—	—	4,951
- Roads	114,820	(162)	—	—	114,658
- Sport & Recreation	2,248	(43)	—	—	2,205
- Stormwater	19,961	4,691	—	—	24,652
- Street Furniture	1,040	—	—	—	1,040
- Traffic Controls	557	—	—	—	557
JV's / Associates - Other Comprehensive Income	228	—	—	—	228
Total Asset Revaluation Reserve	273,017	2,814	—	—	275,831
Comparatives	265,206	7,811	—	—	273,017

	as at 30/06/21				as at 30/06/22
\$ '000	Opening Balance	Tfrs to Reserve	Tfrs from Reserve	Other Movements	Closing Balance
(b) Other Reserves					
Community Wastewater Management Systems	338	—	(338)	—	—
Torrens Valley Community Centre	101	—	(8)	—	93
Scott Creek Progress Association	6	—	(5)	—	1
Significant Trees Reserve	3	2	—	—	5
Total Other Reserves	448	2	(351)	—	99
Comparatives	581	46	(179)	—	448

Purposes of Reserves

Asset Revaluation Reserves

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

Notes to and forming part of the Financial Statements for the year ended 30 June 2022

Note 10. Assets Subject to Restrictions

\$ '000	2022	2021
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The uses of the following assets are restricted, wholly or partially, by legislation or other externally imposed requirements. The assets are required to be utilised for the purposes for which control was transferred to Council, or for which the revenues were originally obtained.

Cash & Financial Assets

Community Wastewater Management Systems Investigations	348	347
Total Cash & Financial Assets	348	347
Total Assets Subject to Externally Imposed Restrictions	348	347

Note 11. Reconciliation to Statement of Cash Flows

\$ '000	Notes	2022	2021
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(a) Reconciliation of Cash

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

Total Cash & Equivalent Assets	5	3,215	637
Less: Short-Term Borrowings	8	(9,206)	(5,200)
Balances per Statement of Cash Flows		(5,991)	(4,563)

Notes to and forming part of the Financial Statements

for the year ended 30 June 2022

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

\$ '000	Notes	2022	2021
(b) Reconciliation of Change in Net Assets to Cash from Operating Activities			
Net Surplus/(Deficit)		5,426	3,304
Non-Cash Items in Income Statements			
Depreciation, Amortisation & Impairment		9,820	9,451
Fair Value Adjustments		–	193
Equity Movements in Equity Accounted Investments (Increase)/Decrease		(67)	(751)
Premiums & Discounts Recognised & Unwound		(54)	(14)
Non-Cash Asset Acquisitions		(4,072)	(1,884)
Grants for capital acquisitions treated as Investing Activity		(1,905)	(1,108)
Net (Gain) Loss on Disposals		1,693	1,852
Other		(375)	293
		10,466	11,336
Add (Less): Changes in Net Current Assets			
Net (Increase)/Decrease in Receivables		200	(464)
Net (Increase)/Decrease in Inventories		(9)	(5)
Net Increase/(Decrease) in Trade & Other Payables		1,917	1,371
Net Increase/(Decrease) in Unpaid Employee Benefits		144	293
Net Increase/(Decrease) in Other Provisions		189	81
Net Cash provided by (or used in) operations		12,907	12,612
(c) Non-Cash Financing and Investing Activities			
Acquisition of assets by means of:			
Physical Resources Received Free of Charge	2h	4,072	1,884
Amounts recognised in Income Statement		4,072	1,884
Total Non-Cash Financing and Investing Activities		4,072	1,884

(d) Financing Arrangements

Unrestricted access was available at balance date to the following lines of credit:

Bank Overdrafts	200	200
Corporate Credit Cards	180	180
Asset Finance - Leasing	750	750
LGFA Cash Advance Debenture Facility	14,800	14,800
Westpac Bank Bill Business Loan	10,000	–

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

Notes to and forming part of the Financial Statements

for the year ended 30 June 2022

Note 12(a). Functions

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

\$ '000	2022	INCOME	2022	EXPENSES	OPERATING SURPLUS (DEFICIT)		GRANTS INCLUDED IN INCOME		TOTAL ASSETS HELD (CURRENT & NON-CURRENT)	
		2021		2021	2022	2021	2022	2021	2022	2021
Functions/Activities										
Council	—	—	—	—	—	—	—	—	454,149	439,819
Community Capacity	1,970	4,783	7,424	9,324	(5,454)	(4,541)	1,698	4,317	—	—
Corporate Services	42,853	40,954	10,411	8,902	32,442	32,052	1,872	822	—	—
Infrastructure & Operations	6,198	4,943	29,476	27,881	(23,278)	(22,938)	4,059	3,043	—	—
Development & Regulatory Services	1,436	1,501	4,004	3,717	(2,568)	(2,216)	38	37	—	—
Total Functions/Activities	52,457	52,181	51,315	49,824	1,142	2,357	7,667	8,219	454,149	439,819

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

Notes to and forming part of the Financial Statements for the year ended 30 June 2022

Note 12(b). Components of Functions

The activities relating to Council functions are as follows:

COMMUNITY CAPACITY

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

CORPORATE SERVICES

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

INFRASTRUCTURE & OPERATIONS

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

DEVELOPMENT & REGULATORY SERVICES

Animal Management, Development Assessment & Compliance, Development & Regulatory Services Director's Office, Fire Prevention, Parking and By-Laws, Policy Planning and Public Health.

Notes to and forming part of the Financial Statements for the year ended 30 June 2022

Note 13. Financial Instruments

Recognised Financial Instruments

Bank, Deposits at Call, Short Term Deposits

Accounting Policy:

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

Terms & Conditions:

Deposits are returning fixed interest rates between 1.05% and 1.35% (2021: 0.30% and 0.60%).

Carrying Amount:

Approximates fair value due to the short term to maturity.

Receivables - Rates & Associated Charges

Accounting Policy:

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

Terms & Conditions:

Secured over the subject land, arrears attract interest of 5.05% (2021: 5.2%). Council is not materially exposed to any individual debtor, credit risk exposure is concentrated within the Council's boundaries in the State.

Carrying Amount:

Approximates fair value (after deduction of any allowance).

Receivables - Fees & Other Charges

Accounting Policy:

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

Terms & Conditions:

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

Carrying Amount:

Approximates fair value (after deduction of any allowance).

Receivables - Other Levels of Government

Accounting Policy:

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

Terms & Conditions:

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

Carrying Amount:

Approximates fair value.

Notes to and forming part of the Financial Statements for the year ended 30 June 2022

Note 13. Financial Instruments (continued)

Receivables - Retirement Home Contributions

Accounting Policy:

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

Terms & Conditions:

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

Carrying Amount:

Approximates fair value (after deduction of any allowance).

Liabilities - Creditors and Accruals

Accounting Policy:

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

Terms & Conditions:

Liabilities are normally settled on 30 day terms.

Carrying Amount:

Approximates fair value.

Liabilities - Retirement Home Contributions

Accounting Policy:

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

Terms & Conditions:

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

Carrying Amount:

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

Liabilities - Interest Bearing Borrowings

Accounting Policy:

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

Terms & Conditions:

Secured over future revenues. Borrowings are repayable upon maturity. Interest is charged at a fixed rate **4.6%** (2021: **4.6%**) and paid bi-annually.

Carrying Amount:

Approximates fair value.

Liabilities - Leases

Accounting Policy:

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

Notes to and forming part of the Financial Statements

for the year ended 30 June 2022

Note 13. Financial Instruments (continued)

\$ '000	Due < 1 year	Due > 1 year & ≤ 5 years	Due > 5 years	Total Contractual Cash Flows	Carrying Values
Financial Assets and Liabilities					
2022					
Financial Assets					
Cash & Cash Equivalents	3,216	—	—	3,216	3,215
Receivables	2,874	—	—	2,874	2,873
Total Financial Assets	6,090	—	—	6,090	6,088
Financial Liabilities					
Payables	5,735	—	—	5,735	5,737
Current Borrowings	9,206	—	—	9,206	9,206
Non-Current Borrowings	230	5,460	—	5,690	5,000
Total Financial Liabilities	15,171	5,460	—	20,631	19,943
2021					
Financial Assets					
Cash & Cash Equivalents	635	—	—	635	637
Receivables	3,354	—	—	3,354	2,943
Total Financial Assets	3,989	—	—	3,989	3,580
Financial Liabilities					
Payables	4,726	—	—	4,726	4,722
Current Borrowings	5,537	—	—	5,537	5,200
Non-Current Borrowings	230	6,123	—	6,353	5,000
Total Financial Liabilities	10,493	6,123	—	16,616	14,922

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

\$ '000	2022		2021	
	Weighted Avg Interest Rate	Carrying Value	Weighted Avg Interest Rate	Carrying Value
Overdraft	1.10%	9,206	1.68%	5,200
Fixed Interest Rates	4.60%	5,575	4.60%	5,425
		14,781		10,625

Net Fair Value

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

Notes to and forming part of the Financial Statements for the year ended 30 June 2022

Note 13. Financial Instruments (continued)

Risk Exposures

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

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

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

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

Notes to and forming part of the Financial Statements

for the year ended 30 June 2022

Note 14. Capital Expenditure and Investment Property Commitments

\$ '000	2022	2021
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Capital Commitments

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

Infrastructure	317	985
Plant & Equipment	798	532
	<u>1,115</u>	<u>1,517</u>

These expenditures are payable:

Not later than one year	1,115	1,517
	<u>1,115</u>	<u>1,517</u>

Notes to and forming part of the Financial Statements

for the year ended 30 June 2022

Note 15. Financial Indicators

\$ '000	Amounts 2022	Indicator 2022	Indicators 2021	Indicators 2020
Financial Indicators overview				
These Financial Indicators have been calculated in accordance with Information paper 9 - Local Government Financial Indicators prepared as part of the LGA Financial Sustainability Program for the Local Government Association of South Australia.				
1. Operating Surplus Ratio				
Operating Surplus	1,142	2.2%	4.5%	(5.5)%
Total Operating Income	52,457			
This ratio expresses the operating surplus as a percentage of total operating revenue.				
2. Net Financial Liabilities Ratio				
Net Financial Liabilities	24,015	46%	39%	43%
Total Operating Income	52,457			
Net Financial Liabilities are defined as total liabilities less financial assets (excluding equity accounted investments in Council businesses). These are expressed as a percentage of total operating revenue.				
Adjusted Operating Surplus Ratio				
Operating Surplus	500	1.0%	5.3%	(4.9)%
Total Operating Income	51,815			
Adjustments to Ratios				
In recent years the Federal Government has made advance payments prior to 30th June from future year allocations of financial assistance grants, as explained in Note 1. These Adjusted Ratios correct for the resulting distortion in key ratios for each year and provide a more accurate basis for comparison.				
Adjusted Net Financial Liabilities Ratio				
Net Financial Liabilities	25,503	49%	39%	42%
Total Operating Income	51,815			
3. Asset Renewal Funding Ratio				
Asset Renewals	12,337	114%	85%	106%
Infrastructure & Asset Management Plan required expenditure	10,775			
Asset renewals expenditure is defined as capital expenditure on the renewal and replacement of existing assets, and excludes new capital expenditure on the acquisition of additional assets.				

Notes to and forming part of the Financial Statements for the year ended 30 June 2022

Note 16. Uniform Presentation of Finances

\$ '000	2022	2021
<p>The following is a high level summary of both operating and capital investment activities of the Council prepared on a simplified Uniform Presentation Framework basis.</p> <p>All Councils in South Australia have agreed to summarise annual budgets and long-term financial plans on the same basis.</p> <p>The arrangements ensure that all Councils provide a common 'core' of financial information, which enables meaningful comparisons of each Council's finances.</p>		
Income	52,457	52,181
less Expenses	(51,315)	(49,824)
Operating Surplus / (Deficit)	1,142	2,357
Net Outlays on Existing Assets		
Capital Expenditure on Renewal and Replacement of Existing Assets	(12,337)	(7,823)
add back Depreciation, Amortisation and Impairment	9,820	9,451
add back Proceeds from Sale of Replaced Assets	756	604
	(1,761)	2,232
Net Outlays on New and Upgraded Assets		
Capital Expenditure on New and Upgraded Assets (including Investment Property & Real Estate Developments)	(4,839)	(5,372)
add back Amounts Received Specifically for New and Upgraded Assets	2,552	2,409
add back Proceeds from Sale of Surplus Assets (including investment property, real estate developments & non-current assets held for resale)	9	17
	(2,278)	(2,946)
Net Lending / (Borrowing) for Financial Year	(2,897)	1,643

Notes to and forming part of the Financial Statements

for the year ended 30 June 2022

Note 17. Leases

(i) Council as a lessee

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

(a) Right of use assets

\$ '000	ICT Equipment Leases	Property Leases	Total
2022			
Opening balance	595	145	740
Transfer from leased assets (former finance leases)	—	—	—
Additions to right-of-use assets	—	235	235
Adjustments to right-of-use assets due to re-measurement of lease liability	—	(8)	(8)
Depreciation charge	(270)	(132)	(402)
Other	—	—	—
Balance at 30 June	325	240	565
2021			
Opening balance	685	43	728
Transfer from leased assets (former finance leases)	—	—	—
Additions to right-of-use assets	186	167	353
Adjustments to right-of-use assets due to re-measurement of lease liability	—	—	—
Depreciation charge	(276)	(65)	(341)
Other	—	—	—
Balance at 30 June	595	145	740

(b) Lease liabilities

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

\$ '000	2022	2021
Balance at 1 July	748	732
Additions	227	352
Accretion of interest	16	17
Payments	(416)	(353)
Balance at 30 June	575	748
Classified as:		
Current	375	323
Non Current	200	425

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

Council had total cash outflows for leases of \$480k.

Notes to and forming part of the Financial Statements

for the year ended 30 June 2022

Note 17. Leases (continued)

\$ '000	2022	2021
The following are the amounts recognised in profit or loss:		
Depreciation expense of Right-of-Use Assets	402	341
Interest expense on lease liabilities	16	17
Expense relating to short term leases	127	49
Total amount recognised in profit or loss	545	407

Notes to and forming part of the Financial Statements for the year ended 30 June 2022

Note 18. Superannuation

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

Accumulation only Members

Accumulation only members receive both employer and employee contributions on a progressive basis. Employer contributions are based on a fixed percentage of ordinary time earnings in accordance with superannuation guarantee legislation (10.00% in 2021-22; 9.50% in 2020-21). No further liability accrues to the Council as the superannuation benefits accruing to employees are represented by their share of the net assets of the Fund.

Salarylink (Defined Benefit Fund) Members

Salarylink is a defined benefit scheme where the benefit payable is based on a formula determined by the member's contribution rate, number of years and level of contribution and final average salary. Council makes employer contributions to Salarylink as determined by the Fund's Trustee based on advice from the appointed Actuary. The rate is currently 6.3% (6.3% in 2020-21) of "superannuation" salary.

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

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

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

Contributions to Other Superannuation Schemes

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

Notes to and forming part of the Financial Statements

for the year ended 30 June 2022

Note 19. Interests in Other Entities

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

\$ '000	Council's Share of Net Income		Council's Share of Net Assets	
	2022	2021	2022	2021
Council's Share of Net Income				
Joint Ventures	67	751	2,416	2,342
Total Council's Share of Net Income	67	751	2,416	2,342

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

(a) Carrying Amounts

\$ '000	Principal Activity	2022	2021
Eastern Waste Management Authority	Waste Management	121	241
Gawler River Floodplain Management Authority	Floodplain Management	1,054	993
Adelaide Hills Regional Waste Management Authority	Waste Management	1,241	1,108
Total Carrying Amounts - Joint Ventures & Associates		2,416	2,342

Eastern Waste Management Authority

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

Gawler River Floodplain Management Authority

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

Adelaide Hills Regional Waste Management Authority

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

(b) Relevant Interests

	Interest in Operating Result		Ownership Share of Equity		Proportion of Voting Power	
	2022	2021	2022	2021	2022	2021
Eastern Waste Management Authority	14.29%	14.29%	14.29%	14.29%	14.29%	14.29%
Gawler River Floodplain Management Authority	4.87%	4.54%	4.54%	4.54%	16.67%	16.67%
Adelaide Hills Regional Waste Management Authority	34.63%	35.78%	37.10%	37.40%	25.00%	25.00%

Notes to and forming part of the Financial Statements

for the year ended 30 June 2022

Note 19. Interests in Other Entities (continued)

(c) Movement in Investment in Joint Venture or Associate

\$ '000	Eastern Waste Management Authority		Gawler River Floodplain Management Authority		Adelaide Hills Regional Waste Management Authority	
	2022	2021	2022	2021	2022	2021
Opening Balance	241	138	993	937	1,108	416
Share in Operating Result	(54)	89	(12)	(13)	133	675
Share in Other Comprehensive Income	1	14	—	—	—	17
Adjustments to Equity	(67)	—	73	69	1	—
Council's Equity Share in the Joint Venture or Associate	121	241	1,054	993	1,242	1,108

Notes to and forming part of the Financial Statements for the year ended 30 June 2022

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

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

1. Land under roads

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

2. Potential insurance losses

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

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

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

3. Legal expenses

Council was the planning consent authority for development applications lodged prior to 19 March 2021 under the *Development Act 1993*. From 19 March 2021, the Council Assessment Panel (CAP) and the Council Assessment Manager are the relevant authorities under the *Planning Development & Infrastructure Act 2016* for most types of planning consents. The Building Fire Safety Committee is the relevant authority which issues building fire safety notices and the administration have delegations to issue enforcement notices. Pursuant to the legislation, applicants and certain persons designated under the legislation may lodge an appeal in the Environment, Resource and Development Court against a planning decision, an enforcement notice or, building fire safety notice.

At 30 June 2022, Council was managing one on-going enforcement appeal. All costs have been recognised, however, anticipated legal costs associated with Council's involvement in this appeal will continue into 2022-23. In relation to enforcement matters, Council seeks to have costs reimbursed from the offending party where the unlawful development is proven through the appeal process.

The CAP appeal and building fire safety appeal from 30 June 2021 were resolved in October 2021.

Notes to and forming part of the Financial Statements for the year ended 30 June 2022

Note 21. Events after the Balance Sheet Date

Events that occur after the reporting date of 30 June 2022, up to and including the date when the financial statements are "authorised for issue" have been taken into account in preparing these statements.

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

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

At this stage, Council expects that the financial impacts on Council's operations to flow into the 2022-23 financial year will not be material. We refer to Note 1.4 which provides details of the financial impacts caused by COVID-19 during the 2021-22 financial year.

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

Retirement Villages

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

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

Notes to and forming part of the Financial Statements

for the year ended 30 June 2022

Note 22. Related Party Transactions

Key Management Personnel

Transactions with Key Management Personnel

The Key Management Personnel of the Council include the Mayor, Councillors, CEO and certain prescribed officers under section 112 of the Local Government Act 1999. In all, 21 persons were paid the following total compensation.

\$ '000	2022	2021
The compensation paid to Key Management Personnel comprises:		
Short-Term Employee Benefits	1,744	1,595
Long-Term Benefits	132	118
Total	1,876	1,713

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

Receipts from Key Management Personnel comprise:

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

Planning and Building Application Fees	6	2
Total	6	2

Elected Members are members of the management committees of the following organisations:

- Adelaide Hills (War Memorial) Swimming Centre Inc
- Adelaide Hills Climate Action Group
- Adelaide Hills Reconciliation Working Group
- Adelaide Hills Regional Waste Management Authority (AHRWMA)
- AHC Biodiversity Advisory Group
- AHC Sustainability Advisory Group
- Aldgate Primary School Governing Council
- Australian Labour Party (SA) - Heyesen sub-branch & Mayo Federal Electoral Council
- Cemetery Advisory Group
- Eastern Waste Management Authority (East Waste)
- Gawler River Floodplain Management Authority
- Gumeracha & Districts Town Hall
- Heathfield High School Governing Council
- Lenswood Centennial Hall Committee
- Property Advisory Group
- Piccadilly CFS
- Piccadilly Valley Community Recreation centre
- Southern & Hills Local Government Association (SHLGA)
- Stirling RSL
- The Hut Community Centre Inc.
- Torrens Valley Celebration Committee
- Woodside Hall Committee
- Woodside Recreation Grounds Committee Inc.

Council made payments totalling \$1,992,245 to the above organisations for the period ending 30 June 2022.

Notes to and forming part of the Financial Statements for the year ended 30 June 2022

Note 22. Related Party Transactions (continued)

The most material payments were made to:

- Adelaide Hills Regional Waste Management Authority (\$1.628m) for the collection and disposal of waste and associated services.
- The Hut Community Centre (\$195k) for the provision of Community Home Support Programs, operating funding, volunteers and event expenditure.

Employees are members of the following Boards/Management Committees

- Southern & Hills Local Government Association (SHLGA)

Council made payments totalling \$50,192 to the above organisation for the period ending 30 June 2022.

All Elected Members and employees manage their conflict of interest obligations regarding related parties in accordance with the applicable provisions of the *Local Government Act 1999*.

General Purpose Financial Statements
for the year ended 30 June 2022

Independent Auditor's Report - Financial Statements

General Purpose Financial Statements
for the year ended 30 June 2022

Independent Auditor's Report - Internal Controls

General Purpose Financial Statements

for the year ended 30 June 2022

Certification of Auditor Independence

To the best of our knowledge and belief, we confirm that, for the purpose of the audit of Adelaide Hills Council for the year ended 30 June 2022, the Council's Auditor, Galpins has maintained its independence in accordance with the requirements of the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011* made under that Act.

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

David Waters

Acting Chief Executive Officer

Malcolm Herrmann

Presiding Member Audit Committee

Date:

General Purpose Financial Statements

for the year ended 30 June 2022

Statement by Auditor

I confirm that, for the audit of the financial statements of Adelaide Hills Council for the year ended 30 June 2022, I have maintained my independence in accordance with the requirements of APES 110 – Code of Ethics for Professional Accountants, Section 290, published by the Accounting Professional and Ethical Standards Board, in accordance with the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011* made under that Act.

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

Auditor's Name

Audit Firm Name

Date: dd MMMM yyyy

Appendix 2

Galpins Final Audit Completion Report

Galpins

Accountants, Auditors & Business Consultants

2021/22 Audit Completion Report

Adelaide Hills Council



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EXECUTIVE SUMMARY

To the members of the audit committee of Adelaide Hills Council

We are pleased to present our Audit Completion Report for the financial year ended 30 June 2022. The purpose of this document is to summarise the key accounting and audit matters that have arisen during the engagement and our audit conclusions.

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

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

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

Matters	Sections
Status of our audit work	Section 1
Key Audit Matters	Section 2
Internal Controls Opinion and Recommendations	Section 3
Immaterial Uncorrected Misstatements	Section 4
Final Management Letter	Section 5
Proposed Independent Auditor's Report on the Financial Report	Appendix 1
Proposed Independent Auditor's Report on the Internal Controls	Appendix 2

We have also signed the statement by auditor regarding our independence, and confirmed that for the audit of the year ended 30 June 2022 we have maintained our independence in accordance with the requirements of APES 110 – *Code of Ethics for Professional Accountants (including Independence Standards)*, Part 4A, published by the Accounting Professional and Ethical Standards Board, in accordance with the Local Government Act 1999 and the Local Government (Financial Management) Regulations 2011 made under that Act.

Yours faithfully



Tim Muhlhausler CA Registered Company Auditor
Date: 12 October 2022

1. Status of Our Audit Work

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

Activities/Documents	Responsibility	Status
Final draft of the financial report	Management	Completed
Final audit visit	Audit	Completed
Final substantive procedures	Audit	Completed
Audit verification of the final draft of the financial report	Audit	Completed
Final draft of the financial report after audit verification	Management	Completed
Audit Completion Report	Audit	Completed
Final audited financial statements from the Council's subsidiaries	Management	Completed
Signed certification of auditor independence	Management	Note 1
Final financial report after considerations from the audit committee	Management	Note 1
Signed certification of financial statements	Management	Note 1
Signed management representation letter	Management	Note 1
Final Independent Auditor's Report on the Internal Controls	Audit	Note 2
Final Independent Auditor's Report on the Financial Report	Audit	Note 2

Note 1 To be provided after the audit committee meeting.

Note 2 To be provided by audit on receipt of both the:

- final financial report containing the signed certification of financial statements and the signed certification of auditor independence, and
- signed management representation letter.

2. Key Audit Matters

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

2.1 Valuation of Infrastructure assets

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

2.2 Valuation of Land and Buildings

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

2.3 Accounting treatment of capitalisation of assets

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

2.4 Management Override of Controls

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

2.5 Other High Risk Areas

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

Account balance	Why the risk is High	Overall audit response
Rates and charges	<ul style="list-style-type: none"> - largest revenue item - often used as a reference point for analysing expenditure decisions - politically sensitive – reputational risk involved if rates are raised incorrectly. 	<ul style="list-style-type: none"> - walkthroughs and tests of effectiveness of controls from the Better Practice Model - analytical procedures - comparison of total capital values from the VG report to the total capital value recorded in the rates system - reconciliation of the rates modelling to the rates system and to the general ledger - recalculation of rates for a sample of rate payers.
Employee costs	<ul style="list-style-type: none"> - one of the largest expense items - high volume of transactions / data – subject to error - errors impact individuals financially. 	<ul style="list-style-type: none"> - walkthroughs and tests of effectiveness of controls from the Better Practice Model - analytical procedures - inspection of employee files (contracts, awards, EBs) - inspection of timesheets - recalculation of a sample of individual payments.
Materials, Contracts & Other expenses	<ul style="list-style-type: none"> - one of the largest expense items - high volume of transactions, inherently higher risk of error - fraud risk area (procurement, payments and credit cards) - procurement and contracting are key focus areas for ICAC and the Auditor-General's Department. 	<ul style="list-style-type: none"> - walkthroughs and tests of effectiveness of controls from the Better Practice Model - analytical procedures - inspection of supporting documents (contracts, invoices, purchase orders, subsequent payments, etc) for a sample of expenses.
Cash and cash equivalents	<ul style="list-style-type: none"> - material balance - fraud risk - if there is any instance of errors and/or fraud it will be indicative of broader errors - poor attitude to cash controls may be indicative of overall culture related to the entity's controls environment - public money 	<ul style="list-style-type: none"> - walkthroughs and tests of effectiveness of controls from the Better Practice Model - analytical procedures - bank confirmation - inspection of bank statements - verification of outstanding reconciling items - reperformance of bank reconciliations.
Trade and other payables	<ul style="list-style-type: none"> - one of the largest liabilities - material balance - opportunity for understatements - if there is a poor use of accrual basis of accounting it may be indicative of poor culture - payments represent an opportunity for fraud. 	<ul style="list-style-type: none"> - walkthroughs and tests of effectiveness of controls from the Better Practice Model - analytical procedures - reconciliation between subsidiary ledgers and the general ledger - inspection of subsequent payments for a sample of creditors - inspection of a sample of subsequent payments for completeness test.

2.6 Intended Opinion on the Financial Report

We have completed our final risk of material misstatements assessment and concluded that the audit procedures performed were sufficient to reduce the audit risk to an acceptable level. We have evaluated the results of our audit testing and determined that no further adjustments to the financial statements are required.

In our opinion, subject to the satisfactory completion of the items described in section 1 of this report, ***the financial report prepared by Council presents fairly***, in all material respects, the Council's financial position as at the end of the current financial year and its financial performance for the year ended on that date (refer to our proposed Independent Auditor's Report on the Financial Report included in Appendix 1 of this report).

3. Internal Controls Opinion and Recommendations

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

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

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

Business cycles	Controls Reviewed	Operating Effectively					2022 Findings			
		2022	2021	2020	2019	2018	H	M	L	BP
Purch & Procurement/Contracting	10	10	9	8	7	4	-	-	-	-
Fixed Assets	16	13	13	13	13	11	-	3	-	-
General Ledger	11	8	10	9	8	8	-	2	1	-
Accounts Payable	13	13	13	13	11	10	-	-	-	-
Rates / Rates Rebates	10	10	10	10	10	7	-	-	-	-
Payroll	19	19	19	19	18	16	-	-	-	-
Receipting	5	5	5	5	4	3	-	-	-	-
Credit Cards	5	5	5	5	5	5	-	-	-	-
Banking	5	5	5	5	5	5	-	-	-	-
Debtors	6	6	6	6	6	6	-	-	-	-
Total	100	94	95	93	87	75	-	5	1	-

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

During our interim audit visit we found that the majority of key internal controls reviewed were in place and were operating effectively (94 out of 100 core controls reviewed). Risks were rated based on an assessment of the risk of non-compliance with s125 of the *Local Government Act 1999* as described in Appendix 3 – Risk Ratings.

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

Council has an action plan in place to address most of the findings related to the controls that were not operating effectively as indicated in Management responses to our interim management letter issued on 19 May 2022.

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

4. Immaterial Uncorrected Misstatements

There are no immaterial uncorrected misstatements to be reported.

5. Final Management Letter

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

1. Opportunity for improvements in the process of reviewing grants to be recorded as 'Payments Received in Advance'		Risk Low																		
Finding	<p>Generally, receipts of grants are not immediately recognised as revenue where:</p> <ul style="list-style-type: none">- there is an 'enforceable' contract with customer with 'sufficient specific performance obligations' (income is recognised when the performance obligations are satisfied under AASB 15 – <i>Revenue from Contract with Customers</i>); or- a financial asset has been received to enable Council to acquire or construct a recognisable non-financial asset (income is recognised over time when the Council satisfies its obligations under AASB 1058 – <i>Income of Not for Profit Entities</i>). <p>Audit performed a review of a list of grants classified as 'Payments Received in Advance' and identified the following grants where further analyses are required to determine whether these grants contain sufficiently specific performance obligations as required by AASB 15, or whether these grants contain sufficient information to conclude that these grants are for the acquisition of a non-financial asset to identified specifications as required by AASB 1058.</p> <table><tr><th>Grants</th><th>amount</th></tr><tr><td>Adult Digital Literacy Grant - PLS 21/23</td><td>\$15,870</td></tr><tr><td>FABRIK-Resilience and Social Connection Through Creative Activities in the AH</td><td>\$9,040</td></tr><tr><td>FABRIK-Artist Employment Grant</td><td>\$30,000</td></tr><tr><td>Community Recovery unspent grant</td><td>\$6,200</td></tr><tr><td>Community Resilience unspent grant</td><td>\$26,000</td></tr><tr><td>Revitalising Private Conservation Grant – Woorabinda</td><td>\$10,000</td></tr><tr><td>Hills Connected Communities unspent grant</td><td>\$23,600</td></tr><tr><td>Deferred Unspent Home Support 21/22 Grant</td><td>\$38,000</td></tr></table>		Grants	amount	Adult Digital Literacy Grant - PLS 21/23	\$15,870	FABRIK-Resilience and Social Connection Through Creative Activities in the AH	\$9,040	FABRIK-Artist Employment Grant	\$30,000	Community Recovery unspent grant	\$6,200	Community Resilience unspent grant	\$26,000	Revitalising Private Conservation Grant – Woorabinda	\$10,000	Hills Connected Communities unspent grant	\$23,600	Deferred Unspent Home Support 21/22 Grant	\$38,000
Grants	amount																			
Adult Digital Literacy Grant - PLS 21/23	\$15,870																			
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Community Recovery unspent grant	\$6,200																			
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Revitalising Private Conservation Grant – Woorabinda	\$10,000																			
Hills Connected Communities unspent grant	\$23,600																			
Deferred Unspent Home Support 21/22 Grant	\$38,000																			
Risk	Risk of misstatements in the financial report.																			
Recommendation	Ensure that all grants recorded as 'Payments Received in Advance' are assessed in order to determine whether the grant agreements contain either sufficiently specific performance obligations as required by AASB 15, or enough evidence that the grants are for the acquisition of a non-financial asset to identified specifications as required by AASB 1058.																			

2. Employees with excessive annual leave balances		Risk
		Low
Finding	Audit identified 12 (11 in 2021) employees with annual leave balances in excess of 300 hours (being approximately 2 years entitlement).	
Risk	Staff not taking leave has financial implications as leave is paid at higher rates than it was accrued, and may lead to health safety and welfare issues.	
Recommendation	Implement strategies to systematically reduce excessive leave balances, and review monitoring procedures to ensure that employees do not accumulate excessive annual leave balances.	

Risks were rated based on an assessment of the risk of non-compliance with s125 of the Local Government Act 1999 as described in Appendix 3 – Risk Ratings.

6. Contact Details



Tim Muhlhausler CA, B Comm, Grad Dip. (ICAA),

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

To the members of Adelaide Hills Council

Opinion

We have audited the accompanying financial report of Adelaide Hills Council (the Council), which comprises the statement of financial position as at 30 June 2022, the statement of comprehensive income, statement of changes in equity and cash flow statement for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the Council Certificate of Adelaide Hills Council.

In our opinion, the accompanying financial report presents fairly, in all material respects, the financial position of the Council as at 30 June 2022, and its financial performance and its cash flow for the year then ended in accordance with the Australia Accounting Standards, *Local Government Act 1999* and *Local Government (Financial Management) Regulations 2011*.

Basis for Opinion

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

Council’s Responsibility for the Financial Report

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

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

Auditor’s Responsibility for the Audit of the Financial Report

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

are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decision of users taken on the basis of this financial report.

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

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

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

GALPINS ACCOUNTANTS, AUDITORS & BUSINESS CONSULTANTS

Tim Muhlhausler CA Registered Company Auditor
Partner

Date:

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

To the members of Adelaide Hills Council

Independent Assurance Report on the Internal Controls of Adelaide Hills Council

Opinion

We have audited the compliance of Adelaide Hills Council (the Council) with the requirements of Section 125 of the *Local Government Act 1999* in relation only to the internal controls established by the Council to ensure that financial transactions relating to the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities for the period 1 July 2021 to 30 June 2022 have been conducted properly and in accordance with the law.

In our opinion, Adelaide Hills Council has complied, in all material respects, with Section 125 of the *Local Government Act 1999* in relation to internal controls established by the Council in relation to the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities so as to provide reasonable assurance that the financial transactions of the Council have been conducted properly and in accordance with law for the period 1 July 2021 to 30 June 2022.

Basis for Opinion

We conducted our engagement in accordance with applicable Australian Standards on Assurance Engagement ASAE 3000 *Assurance Engagements Other than Audits or Reviews of Historical Financial Information* and ASAE 3150 *Assurance Engagement on Controls*, issued by the Australian Auditing and Assurance Standards Board, in order to state whether, in all material respects, the Council has complied with Section 125 of the *Local Government Act 1999* in relation only to the internal controls specified above for the period 1 July 2021 to 30 June 2022. ASAE 3000 also requires us to comply with the relevant ethical requirements of the Australian professional accounting bodies.

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

The Council’s Responsibility for Internal Controls

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

Our Independence and Quality Control

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

Auditor's responsibility

Our responsibility is to express an opinion on the Council's compliance with Section 125 of the *Local Government Act 1999* in relation only to the internal controls established by the Council to ensure that financial transactions relating to receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities have been conducted properly and in accordance with the law, based on our procedures. Our engagement has been conducted in accordance with applicable Australian Standards on Assurance Engagements ASAE 3000 *Assurance Engagements Other than Audits or Reviews of Historical Information* and ASAE 3150 *Assurance Engagements on Controls*, issued by the Australian Auditing and Assurance Standards Board, in order to state whether, in all material respects, the Council has complied with Section 125 of the *Local Government Act 1999* in relation only to the internal controls specified above for the period 1 July 2021 to 30 June 2022. ASAE 3000 also requires us to comply with the relevant ethical requirements for the Australian professional accounting bodies.

Limitations of Controls

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

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

Limitation of Use

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

GALPINS ACCOUNTANTS, AUDITORS & BUSINESS CONSULTANTS

Tim Muhlhausler CA Registered Company Auditor
Partner

Date:

Appendix 3 – Risk Ratings

The audit findings identified during our interim audit documented in our interim management letter and in section 3 of this report were rated as follows:

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

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 25 October 2022
AGENDA BUSINESS ITEM**

Item: 12.2

Responsible Officer: Mike Carey
Manager, Financial Services
Corporate Services

Subject: 2021-22 End of Year Financial Report

For: Decision

SUMMARY

Council is required, pursuant to Regulation 10 of the *Local Government (Financial Management) Regulations 2011* to consider a report showing the audited financial results of the Council for the Statement of Comprehensive Income, Statement of Financial Position and Financial Indicators compared with the estimated financial results set out in the budget presented in a manner consistent with the Model Financial Statements.

This report meets those legislative requirements in relation to Council's financial performance to budget for the financial year and was presented to the Audit Committee on 17 October 2022.

In addition, in accordance with Council's *Treasury Policy* and Section 140 of the *Local Government Act 1999*, a council must review the performance of its investments at least annually and it is considered appropriate to also include this analysis in this report.

RECOMMENDATION

Council resolves:

- 1. That the report be received and noted.**
 - 2. The 2021-22 End of Year Financial Results in comparison to budget have been considered by Council.**
-

1. BACKGROUND

This report provides details of Council's financial performance to budget for the year ended 30 June 2022.

The Statement of Comprehensive Income, Statement of Financial Position and Financial Indicators and associated commentary for 2021-22, are shown as **Appendix 1** to this Report. As the Statement of Comprehensive Income largely focuses on Council's Operating Income and Expenditure, discussion on these items is included in **Appendices 2 & 3** of this report.

In addition, in accordance with Council's *Treasury Policy* and Section 140 of the *Local Government Act 1999*, a council must review the performance of its investments at least annually. Given the timing of this report covering financial performance, it is considered that it is appropriate to also consider annual investment performance at this time.

A 2021-22 End of Financial Year Update Report was presented to the Audit Committee on 15 August 2022 and resulted in a Preliminary End of Year Financial Results and Carry Forwards report being subsequently presented to Council on 23 August 2022. Subsequently Council's General Purpose Financial Statements as well as the review of End of Year Results were considered by the Audit Committee on 17 October 2022 where the following recommendation was adopted.

8.2. 2021-22 End of Year Financial Report

Moved Peter Brass
S/- Cr Leith Mudge

AC42/22

The Audit Committee resolves:

1. That the report be received and noted
2. To recommend to Council that the Audited 2021-22 Financial Results compared to Budget contained within this report have been appropriately considered.

Carried Unanimously

In addition, Council's General Purpose Financial Statements are proposed to be considered by Council at its meeting on 25 October 2022 prior to this agenda item.

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal 5 A Progressive Organisation

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

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

Objective O5 We are accountable, informed, and make decisions in the best interests of the whole community

- Priority 05.1 Enhance governance structures and systems to prudently adapt to changing circumstances and meet our legislative obligations
- Priority 05.3 Demonstrate accountability through robust corporate planning and reporting that enhances performance, is relevant and easily accessible by the community

Legislation requires Council to review and monitor Council's Annual Budget with reference to actual results and its overall financial position to ensure Council continues to be financially sustainable.

➤ **Legal Implications**

Sections 124-130 of the *Local Government Act 1999* covering Accounts, financial statements and audit.

Section 140 of the *Local Government Act 1999* - Review of Investments requires Council to at least once in each year, review the performance of its investments.

Regulation 10 of the *Local Government (Financial Management) Regulations 2011* (the *Regulations*) requires that a Council must by no later than 31 December in each year, prepare and consider a report showing the audited financial results of each item shown in the statement of comprehensive income and balance sheet of the budgeted financial statements of the council for the previous financial year compared with the estimated financial results set out in the budget presented in a manner consistent with the Model Financial Statements.

➤ **Risk Management Implications**

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

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

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

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

➤ **Financial and Resource Implications**

In terms of the financial result, after adjusting for the one off funding and expenditure elements including the Financial Assistance and LCRIP grants and provisioning for closed landfills, the result reflects an underlying financially sustainable surplus and strong alignment to the current LTFP. Council will need to review and monitor future financial results and its financial position in conjunction with LTFP to ensure additional pressures are managed in a sustainable way.

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

There is a high expectation that Council has appropriate financial governance processes in place including the review of actual results to budget for a corresponding period.

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

➤ **Sustainability Implications**

Not applicable.

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

Consultation on the development of this report was as follows:

Council Committees: A 2021-22 End of Year Update Report was presented to the Audit Committee on 15 August 2022 where the preliminary end of year results were presented. Subsequently Council's General Purpose Financial Statements as well as the review of End of Year Results were considered by the Audit Committee on 17 October 2022.

Council Workshops: Not Applicable

Advisory Groups: Not Applicable

External Agencies: Auditors, Galpins Accountants, Advisers and Business Consultants

Community: Not Applicable

➤ **Additional Analysis**

Summary of Financial Performance

\$000's	2021-22 Actuals	2021-22 Budget	YTD Variance Fav/(Unfav)
Operating income	52,457	51,739	718
Operating expenditure	51,315	50,133	(1,182)
Operating Surplus/(Deficit) before Capital	1,142	1,606	(464)
Capital Income	2,552	3,492	(940)
Capital Expenditure	17,176	21,836	4,660
Net expenditure - Capital projects	(14,624)	(18,344)	3,720
Depreciation	9,820	10,122	(302)
Net Lending / (Borrowing) for Financial Year	(3,662)	(6,616)	2,954

In terms of Council's operating result, Council's Operating Surplus before Capital is \$1.142m which is \$464k unfavourable to budget. As previously advised, there are a number of one off items that are significant in terms of that result with income favourable by \$718k and expenditure unfavourable by \$1.182k. Major variances include:

Income

- a favourable grant income variance of \$308k largely relating to the early receipt of Financial Assistance Grants totalling \$687k offset by \$240k of Local Roads & Community Infrastructure Program (LRCIP) now to be received in 2022-23.
- favourable variances in Statutory Fees with Development and Building fees (\$103k) and Animal Management Registration fees (\$35k)
- Other income was favourable to budget mainly in relation to unbudgeted insurance recoveries of \$62k as well as the other favourable sundry income spread across a number of functional areas.

Expenditure

- The unbudgeted additional provisioning of remediation and post closure costs of \$739k relating to closed landfills within the Council area
- An unbudgeted return of \$348k to the LGA for contributions previously received for CWMS investigation works for Summerton/Uraidla and Inglewood/Houghton no longer going ahead.
- The transfer to operating of \$230k of previously capitalised Capital work-in-progress (WIP) including trail projects costs that related to the development of an overall Trail Strategy.

Further discussion and more detail on the variances to budget is included in **Appendices 1-3** of the report.

Overall Capital Result

\$000's	2021-22 Actuals \$'000s	2021-22 Budget \$'000s	Variance Fav/(Unfav) \$'000s	Carry Forwards \$'000s	Variance Adjusted for Carry Forwards \$'000s
Capital Income	2,552	3,492	(940)	602	(338)
Capital Expenditure	17,176	21,836	4,660	(4,450)	210
Net expenditure - Capital projects	14,624	18,344	3,720	(3,848)	(128)

Council's final results show a capital spend of \$17.176m against an adjusted budget of \$17.386m, resulting in an overall favourable capital expenditure result to budget.

Statement of Financial Position

\$000s	2021-22 Actuals	2021-22 Budget	Movement
Assets	454,149	456,297	(2,148)
Liabilities – Borrowings excluding leases	(14,206)	(18,277)	4,071
Other Liabilities	(16,049)	(13,010)	(3,039)
Net Assets (Liabilities)	423,894	425,010	(1,116)

The Statement of Financial Position shows the total assets and total liabilities held by Council. As at 30 June 2022, the overall net assets (total assets less total liabilities) held by Council was \$423.9m compared with \$425.0m budgeted, representing a difference of \$1.1m.

The increase in equity for 2021-22 is represented by a Net Surplus of \$5.4m together with an increase in asset valuation of \$2.1m compared to a budgeted Net Surplus of \$4.1m and a revaluation increase of \$5.2m. The Net Surplus accounts for over \$4m of physical resources received free of charge from land divisions across the Council area.

Excluding lease liabilities, 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 the budgeted net borrowings for the 2021-22 financial year of \$8.1m. The difference in budgeted borrowings in the order of \$4.1m is in essence required in 2022-23 to fund the 2021-22 Operating and Capital Carry Forwards adopted in August 2022 as part of 2021-22 Preliminary End of Year Financial Results and Carry Forwards Council Report.

Cash Flow Position

\$000s	2021-22 Actuals	2021-22 Budget	Movement
Net Flows from Operating	12,907	11,511	1,396
Net Flows from Investing Activities	(13,859)	(17,891)	4,032
New Flows from Financing Activities	(476)	7,700	(8,176)
Net Change in Cash Position	(1,428)	1,319	(2,748)
Cash & Investments	3,215	637	2,578
CAD Drawdown	(9,206)	(5,177)	(4,029)
Net Cash Position	(5,991)	(4,540)	(1,451)
Fixed Term Borrowings	(5,000)	(13,100)	8,100
Net Borrowings	(10,991)	(17,640)	6,649

Council generated \$12.6m from its Operating Activities during the financial year compared to a budget of \$11.5m. The variance of \$1.4m relates in part to the favourable grant income variance relating to the early receipt of Financial Assistance Grants of \$642k as well as an increase in accruals and income received in advance compared to that budgeted.

Annual Investment Performance

In accordance with Council's *Treasury Policy* and Section 140 of the *Local Government Act 1999*, a council must review the performance of its investments at least annually.

Given that Council is utilising its short term drawdown facility throughout the period, Council's investments are kept at a minimum during the year. As such the focus of Treasury Management has been on minimising interest expense and maintaining appropriate working capital rather than investment return.

As a result, interest earnings largely relate to:

- cash balances being transferred to an overnight investment account from Council's general bank account with NAB, and
- where grants and other funds are placed directly with the Local Government Finance Authority (LGFA).

Both the NAB and LGFA investments are in accordance with Council's *Treasury Policy*.

Year	RBA cash rate for June	LGFA Weighted Average Return	NAB Weighted Average Return	Overall Weighted Average Return	Actuals Investment Earnings	Annual Budget
2017-18	1.50%	1.50%	2.00%	1.75%	\$30k	\$34k
2018-19	1.25%	1.48%	1.98%	1.73%	\$41k	\$38k
2019-20	0.25%	0.67%	1.17%	0.92%	\$42k	\$42k
2020-21	0.10%	0.35%	0.65%	0.50%	\$8k	\$9k
2021-22	0.85%	0.37%	0.67%	0.52%	\$5k	\$5k

As shown in the above table, revenue from investments of \$5k was in line with the budget for the 2021-22 financial year.

The audited financial statements included an additional amount of \$54k under Investment Income in relation to unwinding of premiums and discounts in relation to Council's remediation and post closure costs in accordance with Accounting Standards.

Borrowings

The fixed and variable interest rate borrowings as at 30 June 2022 totalled \$5m and \$9.2m respectively resulting in the fixed and variable rate portions of total borrowings at 35% and 65% respectively.

The fixed rate borrowing consists of a \$5m interest only loan borrowed for ten years (maturing June 2024).

As noted in the Cash Flow position, borrowings were less for the year resulting in finance costs being less than anticipated and showing a favourable variance of \$19k to budget for the financial year. In addition, Council utilised a short-term drawdown facility with low interest rates whereas the budget assumed that some fixed term borrowings would be taken out near year end with higher interest costs.

As Council has significant variability in cash flow given the timing and amount of quarterly rate payments, Council considers the balance of long term fixed term vs shorter term variable borrowings in the first quarter of the following financial year once the annual capital expenditure has been determined for the previous year.

3. OPTIONS

Council has the following options:

- I. To resolve that the report be received and confirm that the End of Year Financial Results in comparison to budget have been appropriately considered by Council (**Recommended**); or
- II. To defer this report in order for further information to be provided. This would need to be provided to the December Council meeting in order to meet Regulations (**Not recommended**).

4. APPENDICES

- (1) Audited 2021-22 Financial Results Compared to Budget
- (2) 2021-22 Operating Income
- (3) 2021-22 Operating Expenditure

Appendix 1

Audited 2021-22 Financial Results Compared to Budget

Adelaide Hills Council

Statement of Comprehensive Income

for the year ended 30 June 2022

\$ '000	2021-22 Actuals	2021-22 Budget	Variance	Note
Income				
Rates Revenues	41,504	41,495	9	
Statutory Charges	1,430	1,305	125	
User Charges	884	814	70	
Grants, Subsidies and Contributions	7,667	7,359	308	
Investment Income	59	5	54	
Reimbursements	197	210	(13)	
Other Income	583	452	131	
Net Gain - Equity Accounted Council Businesses	133	100	33	
Total Income	52,457	51,739	718	A
Expenses				
Employee Costs	19,608	19,458	(150)	
Materials, Contracts & Other Expenses	21,515	20,228	(1,287)	
Depreciation, Amortisation & Impairment	9,820	10,122	302	
Finance Costs	306	325	19	
Net loss - Equity Accounted Council Businesses	66	-	(66)	
Total Expenses	51,315	50,133	(1,182)	B
Operating Surplus / (Deficit)	1,142	1,606	(464)	
Physical Resources Received Free of Charge	4,072	-	4,072	C
Asset Disposal & Fair Value Adjustments	(1,693)	(35)	(1,658)	D
Amounts Received Specifically for New or Upgraded Assets	1,905	2,576	(671)	E
Net Surplus / (Deficit) ¹	5,426	4,148	1,279	
Other Comprehensive Income				
<i>Amounts which will not be reclassified subsequently to operating result</i>				
Changes in Revaluation Surplus - I,PP&E	2,814	5,215	(2,401)	F
Share of Other Comprehensive Income - Equity Accounted Council Businesses	1	-	1	G
Other Equity Adjustments - Equity Accounted Council Businesses	6	-	6	G
Total Other Comprehensive Income	2,821	5,215	(2,394)	
Total Comprehensive Income	8,247	9,363	(1,115)	

Note	Comments - Statement of Comprehensive Income
A	Refer to Attachment 2 - Operating Income
B	Refer to Attachment 3 - Operating Expenditure
C	Council received contributed infrastructure assets in relation to land divisions across the Council area. The largest ones being Hamilton Hill and The Crest at Woodside but also included smaller divisions such as Smith Street, Oakbank and Binley Lane, Stirling. These contributions are not usually budgeted for.
D	Council does not budget for the write-down of asset values relating to the capitalisation of replacement assets and subsequent disposal of the renewed asset. The amount budgeted for related to the sale of light fleet and heavy plant
E	Variance largely relates to the carry forward of \$602k of 2021-22 budgeted Capital Grants to 2022-23 in line with Accounting Standards.
F	For 2021-22, the increase in revaluation was largely driven by Stormwater offset by adjustments to a number of categories including Buildings and Retaining Walls. For budget purposes a nominal amount of \$5.2m for revaluations is provided for.
G	These relate to end of year adjustments. Council does not budget for these amounts

Adelaide Hills Council
Statement of Financial Position
as at 30 June 2022

\$ '000	2021-22 Actuals	2021-22 Budget	Variance	Note
ASSETS				
Current Assets				
Cash and Cash Equivalents	3,215	637	2,578	A
Trade & Other Receivables	3,025	3,225	(200)	A
Inventories	32	23	9	
Total Current Assets	6,272	3,885	2,387	
Non-Current Assets				
Equity Accounted Investments in Council Businesses	2,416	2,442	(26)	
Infrastructure, Property, Plant & Equipment	445,461	449,970	(4,509)	B
Total Non-Current Assets	447,877	452,412	(4,535)	
TOTAL ASSETS	454,149	456,297	(2,148)	
LIABILITIES				
Current Liabilities				
Trade & Other Payables	9,651	7,086	(2,565)	A
Borrowings	9,581	6,600	(2,981)	A
Provisions	4,072	3,649	(423)	C
Total Current Liabilities	23,304	17,335	(5,969)	
Non-Current Liabilities				
Borrowings	5,200	12,425	7,225	A
Provisions	1,751	1,527	(224)	C
Total Non-Current Liabilities	6,951	13,952	7,001	
TOTAL LIABILITIES	30,255	31,287	1,032	
Net Assets	423,894	425,010	(1,116)	
EQUITY				
Accumulated Surplus	147,964	146,330	1,634	
Asset Revaluation Reserves	275,831	278,232	(2,401)	B
Other Reserves	99	448	(349)	
Total Council Equity	423,894	425,010	(1,116)	

Note	Comment - Statement of Financial Position
A	Overall, Council's net working capital result was favourable to budget for the year by \$4m largely as a result of delays in capital expenditure delivery, impacting on borrowings, trade payables and Council's cash position compared to budget.
B	The overall asset balance is less than budget as a result of annual revaluation of Infrastructure Assets being less than budget by \$2.4m and a number of projects not being completed by year end and requiring a carry forward to the 2022-23 financial year.
C	Provisions have increased by \$600k more than budget. Of this Employee Entitlements increased by just under \$140k more than budget with \$500k more than budget for the provisioning of remediation and post closure costs relating to closed landfills within the Council area. Movement in provisions are not budgeted for.

Adelaide Hills Council

Financial Indicators

as at 30 June 2022

\$ '000	2021-22 Amounts	2021-22 Actuals	2021-22 Budget	Variance	Note
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These Financial Indicators have been calculated in accordance with *Information paper 9 - Local Government Financial Indicators* prepared as part of the LGA Financial Sustainability Program for the Local Government Association of South Australia.

1. Operating Surplus Ratio

<u>Operating Surplus</u>	1,142	2.2%	3.1%	(0.9%)	A
Total Operating Revenue	52,457				

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

1a. Adjusted Operating Surplus Ratio

In recent years the Federal Government has made advance payments prior to 30th June from future year allocations of financial assistance grants, as explained in Note 1. The Adjusted Operating Surplus Ratio adjusts for the resulting distortion in the disclosed operating result for each year.

500	1.0%	3.1%	(2.1%)	A
51,815				

2. Net Financial Liabilities Ratio

<u>Net Financial Liabilities</u>	24,015	45.8%	53.0%	7.2%	B
Total Operating Revenue	52,457				

Net Financial Liabilities are defined as total liabilities less financial assets (excluding equity accounted investments in Council businesses). These are expressed as a percentage of total operating revenue.

3. Asset Renewal Funding Ratio

<u>Asset Renewals</u>	12,337	114%	111%	3%	C
Infrastructure & Asset Management Plan required expenditure	10,775				

Asset renewals expenditure is defined as capital expenditure on the renewal and replacement of existing assets, and excludes new capital expenditure on the acquisition of additional assets.

Note	Comment - Financial Indicators
A	The significant unbudgeted amounts for both revenue and expenditure, including the FAG Grant early payment, additional provisioning of remediation and post closure costs and CWMS contribution payment have had a financial impact on the ratio for 2021-22.
B	Given that for 2021-22 Council has had less net capital expenditure than budgeted in the order of \$4m, this has resulted in less borrowing required and a reduced net financial liabilities ratio to that budgeted. The transfer of both capital expenditure and income carry forwards to 2022-23 will result in the net financial liabilities ratio increasing in the subsequent year.
C	Council's Asset Renewal Funding Ratio result is similar to the 2021-22 budget.

Appendix 2

2021-22 Operating Income

Operating Income compared to Budget - Favourable to Budget

\$ '000	2021-22 Actuals	2021-22 Budget	Variance Fav/(Unfav)
Income			
Rates Revenues	41,504	41,495	9
Statutory Charges	1,430	1,305	125
User Charges	884	814	70
Grants, Subsidies and Contributions	7,667	7,359	308
Investment Income	59	5	54
Reimbursements	197	210	(13)
Other Income	583	452	131
Net Gain - Equity Accounted Council Businesses	133	100	33
Total Income	52,457	51,739	718

Income is favourable by \$718k (1.4%) compared to budget.

Rate Income in line with budget.

For Statutory Income, favourable variances occurred in Development & Building Consent fees (\$103k) and Animal Management Registration fees (\$35k), offset by Other Statutory Fees (\$11k) relating to revenue from property searches and lower than expected parking expiation fees.

For User Charges there was an uplift in cemetery fees due to both a revision of fees and charges for 2021-22 and an increase in demand for memorial permits and interment rights (\$100k) offset by reduction in community centre income (\$20k) which was driven by Covid requirements.

For Grants, Subsidies & Contributions the favourable variance of \$308k primarily relates to the early receipt of Financial Assistance Grants totalling \$687k offset by \$240k of Local Roads & Community Infrastructure Program (LRCIP) now to be received in 2022-23 together with a number of other deferred grants including the Community Homes Support and Community Resilience Grant Programs totalling in the order of \$140k.

Investment income was above budget due to the change in interest rates associated with the unwinding of premiums & discounts for Councils landfill remediation and monitoring provision required to be shown under Investment income in accordance with accounting standards.

Reimbursements were unfavourable to budget largely as a result of lower than expected electricity and water charges for AHBTC properties and therefore the resultant reimbursement charges received from tenants.

Other income was favourable to budget mainly in relation to unbudgeted insurance recoveries of \$62k as well as the other favourable sundry income spread across a number of activities.

The Equity Accounted Council Businesses showed a net gain of \$133k compared to a budget of \$100k. This relates solely to the Adelaide Hills Regional Waste Management Authority of which council holds a 37.10% share and is offset by net losses on the other equity accounted council businesses (East Waste and Gawler River Floodplain Management Authority).

Appendix 3

2021-22 Operating Expenditure

Operating Expenditure compared to Budget - Unfavourable to Budget

	2021-22 Actuals	2021-22 Budget	Variance Fav/(Unfav)
Expenses			
Employee Costs	19,608	19,458	(150)
Materials, Contracts & Other Expenses	21,515	20,228	(1,287)
Depreciation, Amortisation & Impairment	9,820	10,122	302
Finance Costs	306	325	19
Net loss - Equity Accounted Council Businesses	66	-	(66)
Total Expenses	51,315	50,133	(1,182)

An unfavourable expenditure variance of \$1.182m has occurred for the year.

For employee costs, the unfavourable variance of \$150k is largely as a result of \$315k of staff costs budgeted to be recovered under capital for unsealed roads, IT projects and property project management costs subsequently expensed under operating as well as higher than budgeted parental leave payments of \$84k. This was offset by a number of favourable variances realised as a result of vacancies across the organisation.

The unfavourable variance from budget within Materials, Contracts & Other Expenses was largely as a result of:

- Unbudgeted additional provisioning of remediation and post closure costs of \$739k relating to closed landfills within the Council area
- return of \$348k to the LGA for contributions previously received for CWMS investigation works for Summerton/Uraidla and Inglewood/Houghton no longer going ahead.
- capital work-in-progress (WIP) allocated to operating of \$230k that largely relating to salary and other costs associated with trail projects
- under recovery of \$95k of heavy plant costs relating to unsealed capital works compared to budget
- arboriculture and tree management costs over budget by \$80k as a result of significant storm events during the year
- fuel costs unfavourable to budget of \$80k across both heavy plant and light fleet due to the significant increase in diesel and bowser prices in the last three months of the year
- heavy plant repair and maintenance costs unfavourable to budget by \$69k largely as a result of one off events to a number of critical plant items during the year

These were offset by:

- Not expending grant related expenditure of \$145k subsequently carried forward to the 2022-23 financial year
- delays in progressing operating initiative expenditure budgeted at \$144k which was also subsequently carried forward to 2022-23.

In relation to depreciation, the budget had allowed for increased depreciation for stormwater and roads and while the data cleansing for those categories identified some depreciation increases compared to previous years they were not as large as expected. In addition, work undertaken by Property Services identified buildings held in the asset register that were not controlled by Council with a resultant decrease in depreciation compared to budget. There was also a favourable to budget result for plant and equipment as a result of data cleansing as part of the transfer of this asset category to Confirm at the end of 2020-21 financial year.

Borrowings were less for the year resulting in finance costs being less than anticipated and showing a favourable variance to budget for the financial year. In addition, Council utilised a short-term drawdown facility with low interest rates whereas the budget assumed that some fixed term borrowings would be taken out near year end with higher interest costs.

Council's budget assumes a combined net gain of \$100k for the Equity Accounted Council Businesses. For 2021-22 a net loss of \$54k was recognised for the equity accounted council business Eastern Waste Management Authority and a net loss of \$12k for Gawler River Floodplain Management Authority.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 25 October 2022
AGENDA BUSINESS ITEM**

Item: 12.3

Responsible Officer: Mike Carey
Manager Financial Services
Corporate Services

Subject: Electricity Procurement Contract Post 31 December 2022

For: Decision

SUMMARY

Adelaide Hills Council currently has three electricity supply contracts for its facilities concluding on 31 December 2022. These contracts were previously negotiated on Council's behalf by the Local Government Association Procurement (LGAP) using the combined purchasing power of the Local Government sector. Given LGAP's previous experience, supplemented by their respected energy advisory consultant, CG Energy and the positive financial and service outcome achieved under previous contracts, Council made a decision to continue to be involved in the LGAP tender process.

Due to the volatility of the electricity supply market and the subsequent impact on prices, LGAP on advice from their energy consultants has delayed approaching the electricity market until October 2022. This has meant that LGAP will be seeking Council responses of acceptance or otherwise to take up the offer and be included in the relevant contracts immediately after the caretaker period for Council elections is completed in November 2022.

As in previous tenders involving LGAP in the contestable electricity market, once tenders are received, there is only limited time (3-5 working days) for LGAP to accept or reject the tenderers' offers to maximise pricing arrangements and reduce risk. Given this limited period of time the LGAP is requesting that Council sign an agreement providing the details of the person who has the delegated authority to commit Council once final pricing has been submitted.

Council have a choice to consider accepting one of the proposed options either Standard Electricity or Accredited Renewable Electricity. Council has indicated in a previous Expression of Interest (EOI) process a preference for Accredited Renewable Electricity (100% renewable energy) in line with the climate change emergency declaration, Strategic Plan and the Corporate Carbon Management Plan.

Legal advice has been obtained confirming that the Council can delegate authority to commit to a contract, whilst Council is in Caretaker mode. In this case, the actual commitment to the contract will be performed outside of the Caretaker period.

Given the above, this report is seeking a delegation to the Chief Executive Officer but with guidance and consultation with the Mayor to accept the LGAP recommendation to commit Council to 100% Accredited Renewable Electricity once final pricing has been submitted but limited to a maximum of 50% in additional cost compared with standard electricity.

It is considered that investing more than a 50% premium for 100% accredited renewable sourced power is difficult to justify, especially in consideration of alternative sustainability outcomes which could be achieved with that level of investment and the fact that in the order of 60% of South Australia's power generation is already from renewable sources.

The Administration will also commit to informing Council by way of confidential memo the outcomes of the LGAP Electricity tender as soon as practicable after final pricing has been received including whether the Acting CEO has exercised his delegation in relation to this matter.

Further, it is noted that if a decision cannot reasonably be made within the parameters provided by the Council, a Special Council Meeting may need to be called to resolve the matter.

RECOMMENDATION

Council resolves:

- 1. That the report be received and noted.**
- 2. That the Acting Chief Executive Officer is, until 31 January 2023, delegated (without financial limitation) the power to enter into contracts on behalf of the Council with tenderers selected by Local Government Association Procurement for the supply of electricity for:**
 - I. sites above 160 MWh per annum; and**
 - II. sites below 160 MWh per annum; and**
 - III. 12 hour and 24 hour unmetered lighting.**
- 3. That the above delegation be conditional on the Acting Chief Executive Officer consulting with the Mayor in considering power plan options and that, in-principle, the Council desires 100% accredited renewable electricity, but with a maximum limit of 50% premium in additional cost compared with standard electricity.**

1. BACKGROUND

Adelaide Hills Council has three electricity supply contracts for its facilities, concluding on 31 December 2022 that cover the following categories:

- Large sites (over 160 MWh) Iberdrola
- Small sites (under 160MWh) Origin Energy and
- 12, 24 hour and unmetered sites including street lighting Iberdrola

Historically Local Government Association Procurement ("LGAP") has undertaken competitive tendering for electricity supply on behalf of the majority of councils across South Australia. This has provided Council with the benefit of going to market with the highest possible volume and certainty with a partner with strategic procurement expertise and experience in negotiating in this complex market environment.

In terms of volume LGAP goes to market with a combined Local Government sector usage of just over 107,000 MWh per year across over 60 participating councils. With Council's contribution in the order of 1,519 MWh equating to 1.4% of the total usage, Adelaide Hills Council benefits significantly from this combined purchasing power.

To assist with the procurement process, LGAP has engaged CQ Partners, who they have indicated is one of Australia's most respected energy advisory consultancies, to develop an electricity procurement solution that addresses the challenges faced by SA councils.

As part of this process, LGAP undertook a 2-stage procurement process for councils for the supply of energy for contracts to commence on 1 January 2023. The initial stage was to obtain a "no obligation" approval for LGAP to conduct preliminary market sounding during August and September 2021 on Councils behalf. The information gathered from this Expression of interest (EOI) was provided to councils so they could make an informed decision whether or not to further participate in the LGAP tender.

The EOI process was utilised by LGAP to gauge the market and inform the development of the formal Request for Tender. From that point, the decision of when to go to the market has been challenging given the volatility of the electricity market. While important to allow enough lead time to undertake a complex process involving a large number of Councils, a decision to go too early normally results in suppliers assigning a monetary figure for the risk they are exposed to, thus increasing the tender prices received.

Given the lead time and pricing strategy, historically the electricity tenders are released 6 to 9 months before the commencement date. As such, per their procurement plan, LGAP planned to enter the market early to mid-2022.

In March 2019 Council declared a climate emergency with specific reference to the inclusion of a target of 100% renewable energy (electricity) by a defined date.

11.1 Climate Emergency

Moved Cr Nathan Daniell
S/- Cr Kirrilee Boyd

61/19

That Council:

- 1. Notes the October 2018 report of the Intergovernmental Panel on Climate Change;**
- 2. Notes the Federal government's latest greenhouse gas emissions data shows Australia's total greenhouse gas emissions have increased compared to 2012, not decreased;**
- 3. Recognises we are in a state of climate emergency that requires urgent action by all levels of government, including by local councils;**
- 4. Reaffirms its commitment to both mitigating against and adapting to the adverse impacts of climate change within the Adelaide Hills Council;**
- 5. Commits to finalising the Carbon Management Plan by December 2019 and that it includes a target of 100% renewable energy (electricity) for the Adelaide Hills Council (as an Organisation) by a defined date as well as a series of staged targets over the intervening period;**
- 6. Requests the CEO write to State and Federal Members of Parliament, which represent the Adelaide Hills Council region, advising them of Council's resolution and request they also act with urgency to address climate change.**

Carried Unanimously

In October 2019, Council adopted the Corporate Carbon Management Plan which included a *target* (the author's emphasis) of Council procuring 100% renewable energy by 2023 as per below.

12.2 Draft Corporate Carbon Management Plan

Moved Cr John Kemp
S/- Cr Chris Grant

246/19

Council resolves:

1. That the report be received and noted.
2. Council adopts the Corporate Carbon Management Plan contained within Appendix 1 of this report.
3. That the CEO be authorised to make any formatting, nomenclature or other minor changes to the Plan, including the production of a summary document for publication purposes.

Carried Unanimously

The intention at this time was at the end of the current electricity contract (December 2022) that the LGAP would have investigated the opportunities for 100% renewable energy for the Local Government sector and Council would be able to enter into all its electricity contracts with 100% renewable energy.

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal A Progressive Organisation

Objective 06 Technology and innovation is utilised to better meet our community's expectations and deliver value for money

Working together as a local government sector through the Local Government Association Procurement (LGAP) will provide Council with the best opportunity to benefit from negotiation with energy suppliers on larger electricity volumes.

Under Council's Procurement Policy, Council is able to utilise Strategic Alliances as an acceptable procurement method whereby the Council undertakes procurement through contract arrangements already established and administered by other organisations.

Strategic Plan 2020-24 – A brighter future

Goal A functional Built Environment

Objective B3.2 Aim to achieve 100% renewable energy use for our corporate operations and strive towards carbon neutrality

The objective to achieve 100% renewable energy use aligns with Council's climate emergency declaration and endorsement of the Corporate Carbon Management Plan.

➤ Legal Implications

As advised by the LGAP the ability for the LGAP to act on behalf of all councils does not breach legislation or anti- competitive requirements of the ACCC obligations.

Norman Waterhouse has provided legal advice to the Council confirming that Council is able, during the election period, to delegate to the Chief Executive Officer the power to commit to a contract on behalf of the Council. This decision to make a **delegation** to the Chief Executive Officer is not a 'designated decision' under the *Local Government (Elections) Act 1999* or Council's *Caretaker Policy*. The Chief Executive Officer has also determined that this delegation is not a 'significant decision' for the purpose of the Council's *Caretaker Policy*.

Any subsequent decision by the CEO to actually commit to a contract would occur after the election period, when caretaker considerations no longer apply.

➤ Risk Management Implications

The use of Local Government Procurement to act on Council's behalf will assist in mitigating the risk of:

Council entering an electricity supply contract or contracts that does not lead to the greatest community benefit

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

This process is current practice and hence no new mitigation action is required.

➤ Financial and Resource Implications

Council's annual electricity budget for 2022/23 is \$327k of which \$175k is the estimated energy use costs for these LGAP contracts up for renewal. Electricity costs also include a component of network charges often referred to as poles and wires which is not able to be influenced by electricity procurement. The relevant component to be considered for the new contracts will be the energy use charge which approximates 50-55% of the available budget.

Electricity Supply Category	Energy Charges (000)	Network & Other Charges (000)	Total Cost (000)	Reim (000)	Net Cost (000)
>160 MWh - Old Woollen Mill	51	64	115	110	5
>160 MWh - Stirling	26	33	59		59
Street lighting	19	35	54		54
< 160 MWh	79	20	99		99
Total	175	152	327	110	217

The Administration is aware that electricity retailers have recently communicated significant price rises from existing contracts and as such the premium for procuring Accredited Renewable Electricity is unknown notwithstanding that there may well be increases from the amount budgeted even if Council selected the Standard Electricity offering.

Council has allowed an amount in the 2022-23 budget to cover increased costs due to increased pricing on contracts across the board of \$130k noting that this will also need to cover likely increases in fuel and waste that have been observed since the start of the financial year.

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

Not Applicable

➤ **Sustainability Implications**

Currently over 60% of electricity generation in South Australia is produced by renewable sources. However when reporting on Council's use of electricity there is no formal accreditation process and no guarantee that this percentage of renewable energy is being utilised. The new contract being developed by LGAP provides clear differentiation between 'standard' electricity and 100% accredited renewable electricity which will provide more accurate reporting especially for carbon neutrality status.

Pricing forecasts are difficult in the both the short and medium term because the marketplace is evolving with substantial influence from changing government policies. The submissions from the EOI conducted last year indicated that prices for renewables are trending down.

Procuring Accredited Renewable Electricity will ensure that Council meets the Corporate Carbon Management Plan which was endorsed in 2019 with a key target of Council using 100% renewable energy by 2023.

➤ **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>	Local Government Association Procurement Norman Waterhouse
<i>Community:</i>	Not Applicable

➤ **ADDITIONAL ANALYSIS**

Based on the EOI proposals submitted, indicative pricing at August/September 2021 showed that Standard and Accredited Renewable Electricity were reducing in cost. In addition, whilst the premium for renewable electricity had been in the order of 60% on top of standard electricity on the existing contracts, the indicative pricing showed the premium falling to 25%.

The information provided by LGAP gave Council the confidence to continue to be included in the procurement process.

In early 2022 when LGAP planned to release the tender, CQ Partners, being the subject matter experts however advised that escalating gas pricing was having a big impact on the market and also on electricity pricing. Given that the market appeared to be at a high point at that time with retailers pricing significant risk into their offers, CQ Partners recommended waiting to see if the market resolves itself.

However, since then it is noted that the South Australia's electricity market is continuing to undergo significant transition that is impacting on both the security and cost of supply to end consumers. Multiple factors, including the situation in Ukraine, the retirement of ageing baseload coal generators, rapidly fluctuating supply and demand and the rising cost of domestic gas has resulted in cost increases to SA consumers since the proposed initial tender release early in 2022.

As a result, LGAP held off releasing the tender until 4 October 2022. The tender evaluation committee will undertake modelling of the sector's profile and select the supplier and period with the best price for all councils noting that the length of the contract may be different for each contract.

Once initial pricing is obtained, Council has a choice to consider accepting one of the proposed options, either Standard Electricity or Accredited Renewable Electricity. Council has indicated a policy position for Accredited Renewable Electricity in line with the climate change emergency declaration, Strategic Plan and the Corporate Carbon Management Plan.

Due to the nature of the electricity market, suppliers are only willing to hold offers for a limited time. Therefore as in previous tenders involving LGAP in the electricity market, once the proposal is received, there is only limited time (3 to 5 working days) for Council to accept or reject the tenderers' offers. It is anticipated that Council will need to respond almost immediately upon conclusion of the Caretaker Period.

To meet this limited turnaround time, LGAP is requesting that Council sign an agreement providing the details of the person who has the delegated authority to commit Council once final pricing has been submitted if Council considers it meets their financial and environmental outcomes. The current proposed procurement timeline from LGAP indicates that they would be seeking Council responses of acceptance or otherwise to take up the offer and be included in the relevant contracts at the conclusion of the caretaker provisions.

For most other councils, the Administration has the delegation to commit their council once final pricing has been received without referral to their Council and as such the limited timeframe proposed by LGAP subsequent to the caretaker period has not been seen as an issue. Indeed, at Adelaide Hills Council, the Chief Executive Officer has delegation to enter into contracts, in conjunction with one other executive staff member, up to the value of \$1m. Given the existing electricity use contract has an annual price around \$175k, it is not expected that the new contract would exceed that delegation. Nevertheless, and in order to enable the Council to consider offers in the expected timeframes, it is prudent to cover all scenarios to by confirming a specific delegation in this instance.

The Council's elected body has been directly involved in adopting energy targets and policy positions around this matter and hence the administration's view is that the matter should be given elected body consideration.

As it is not likely to be practical for the elected body to consider the specific electricity contract offers, the recommendation is to provide the necessary delegation to the Acting CEO, but with appropriate guidance and conditions. To that end, it is suggested that:

- the Acting CEO should consult with the Mayor, to provide additional scrutiny and assurance that previous Council decisions in respect to the matter are being properly interpreted
- that an acceptable 'premium' for the purchase of 100% accredited renewable sourced power is adopted.

As mentioned earlier, the typical premium had at one point been as high as 65%. At that time, it was considered that the sustainability benefits achieved through that additional premium were not sufficient to justify that expense, particularly in comparison to other sustainability outcomes that could be achieved by investing equivalent funding in other ways. It is also noted earlier that the premium could be as low as 25% (or even lower).

The administration suggests a 50% premium would be reasonable to adopt as an upper limit. At this level, based on existing electricity usage and price, the premium would be in the order of \$87,500 (on \$175k standard usage). It should be noted that this example is given for illustrative purposes only and will be different depending on the price offer. The Council's budget contains a \$130k contingency for unanticipated increased contract pricing in 2022-23.

The administration's view is that investing more than that (the 50% premium) on 100% accredited renewable sourced power is difficult to justify, especially in consideration of alternative sustainability outcomes which could be achieved with that level of investment and the fact that in the order of 60% of South Australia's power generation is already from renewable sources.

The Administration will also commit to informing Council by way of confidential memo the outcomes of the LGAP Electricity tender as soon as practicable after final pricing has been received including whether the Acting CEO has exercised his delegation in relation to this matter. It is noted that should the Acting CEO, in consultation with the Mayor, consider that a decision cannot reasonably be made within the parameters provided by the Council, a Special Council Meeting may need to be called to resolve the matter.

3. OPTIONS

Council has the following options:

- I. To provide the Acting CEO with delegation as recommended in this report, which will allow the Council to enter into electricity supply contracts to commence on the expiry of the existing contract on 31 December 2022. (Recommended) The Council may apply or vary conditions applying the delegation as it sees fit.
- II. To seek its own offers from the market in relation to electricity supply contract. (Not Recommended)

This recommendation provides Council with the benefit of going to market with the highest possible volume and certainty with a partner with strategic procurement expertise and experience in negotiating in this complex market environment for the supply of 100% Accredited Renewable Electricity in accordance with Council's policy positions.

The option of Council seeking its own offers from the market is not recommended given Council is a small volume user of power from a National or State perspective and would have limited ability to negotiate a better outcome than the LGAP. In any event, the Council will need to enter into some form of electricity supply agreement from 31 December 2022.

4. APPENDIX

Nil

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 25 October 2022
AGENDA BUSINESS ITEM**

Item: 12.4

Responsible Officer: Chris Janssan
Manager Open Space
Infrastructure & Operations

Subject: Naming of Parks and Reserves

For: Decision

SUMMARY

Council currently has a modest program to renew signs on Council reserves where the signs are no longer appropriate or are in a poor state of repair, and signs may also be installed where a new project has occurred (such as the new Pocket Park in Crafers). This program is currently funded in the annual business plan and can be delivered with existing resources.

Councils Public Place and Road Naming Policy states: "If there is no recorded or unrecorded European name in local usage then it is preferred that only a traditional Aboriginal name is assigned to that particular public place." Taking this into consideration if any reserve naming were to occur in alignment with current policy, it would be with an Aboriginal name - and not dual named.

Any use of Aboriginal names or language would also need to comply with the Aboriginal Place Naming Action Plan 2022 – 2025, as language is the cultural property of Traditional Custodians and should be used with respect and following the appropriate advice, consultation and authentication. Authentication and endorsement is required for all names chosen, by a suitable authority such as Kurna Warra Karpanthi, which incurs a fee.

Caution on naming is advised, as whilst the use of Aboriginal names for significant or substantial sites would be likely to be well received as a respectful use of language and recognition of culture, the use of Aboriginal names in relation to small insignificant sites could be seen as tokenistic, or even disrespectful.

RECOMMENDATION

Council resolves:

- 1. That the report be received and noted.**
- 2. That Council does not proceed with a program to name all reserves without a formal name but continues to consider opportunities which may arise from time to time, either through community driven requests, park upgrades or through the Aboriginal Place Naming Action Plan.**
- 3. Council continues to renew pre-existing signs that are in poor condition within existing budgets.**

1. BACKGROUND

At Council's meeting on 28 June 2022 Council resolved

11.1 Naming of Parks & Reserves

Moved Cr Malcolm Herrmann
S/- Cr Ian Bailey

150/22

That the CEO:

1. 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;
2. 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.
3. Advises how the assignment of European names and Aboriginal names can be installed concurrently to achieve economies of scale.
4. Prepares a report for consideration by the Council by 31 October 2022.

Carried Unanimously

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 B4.1 Ensure the long term management of the built form and public spaces occurs in consideration of the relevant financial, social and environmental management matters

➤ Legal Implications

Naming of any place must be consistent with Geographical Names Act 1991

➤ Risk Management Implications

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

Community land is not easily identifiable due to not having a formally assigned name and being easily and readily identified as community land on site or in the Community Land Management Plan Register.

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

➤ **Financial and Resource Implications**

Of the approximately 160 reserves without a name it is estimated that approximately 25 percent would be suitable for signage equating to 40-60 signs (due to potential multiple street frontages requiring more than one sign per site) that would need to be purchased and installed. With approximate costs of \$2,000 per sign including installation, the total cost would be approximately \$120,000. This would be an additional cost to the replacement of already existing signs and new signs required for reserves that have a name but do not have existing signs. If done in bulk there is potential for this to be capitalised as a project, however would likely represent an operating expense if phased over a number of years which would be most likely given the timing implications of consultation required.

In addition to the cost of the signs there would need to be extensive public consultation with both local communities and Aboriginal groups which could not be absorbed within existing resources. At this stage it is difficult to estimate the exact time it would take for consultation as it would depend on the amount of stakeholders in the community and the methods of engagement suitable to each community.

Consultation would also need to include the development of communication materials and engagement resources, undertaking meaningful engagement, analysing feedback and reporting the results. It is likely this would have to be done on an annual basis, realistically the year proceeding the installation of any signage installation.

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

Council's Public Place and Road Naming Policy states:

If there is no recorded or unrecorded European name in local usage then it is preferred that only a traditional Aboriginal name is assigned to that particular public place.

Taking this into consideration if any naming were to occur in alignment with current policy, it would be with an Aboriginal name and not to be dual named. To proactively engage the Aboriginal community with a matter such as this may be seen as tokenistic and not in line with Council's Reconciliation Action Plan.

➤ **Sustainability Implications**

Not applicable

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

Consultation on the development of this report was as follows:

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

➤ **Additional Analysis**

Whilst this proposal is directed at reserves that do not have an existing name, it should be noted that of the over 300 reserves on Council's Community Land Register, 177 already have formal names (but do not have dual names). In most instances, these do not have signage installed, so this may also have to be considered as part of any proposal.

Council included funding in the 2021-2022 Annual Business Plan to initially replace signs on reserves that have an existing sign that is in poor condition and is in need of replacement. These signs are designed to also acknowledge the traditional custodians of the land.

Any expansion of this program would require additional capital budget (for new assets, not renewal of existing assets), as well as additional staff resource to manage public consultation, which is currently not required for sign replacement. The cost of signs is approximately \$2,000 per sign which includes design, manufacture and installation. Some sites may require multiple signs due to multiple street frontages, and these generally need replacement every 10-15 years. Any sign that is installed now will be placed on our asset register to allow the asset to be capitalised and ultimately replaced.

In the last five years Council has only received one request to re-name a reserve which may suggest that the naming of unnamed reserves is not a community priority.

If Council's decision is to align with the existing Public Place and Road Naming Policy, if any naming were to occur it would be with an Aboriginal name and not to be dual named. Any use of Aboriginal names or language would also need to comply with the Aboriginal Place Naming Action Plan 2022 – 2025. Language is the cultural property of Traditional Custodians and should be used with respect and following due advice, consultation and authentication.

Authentication and endorsement is required for all names chosen, by a suitable authority such as Kaurra Warra Karpanthi, which incurs a fee. Whilst the use of Aboriginal names for significant or substantial sites would be likely to be well received as a respectful use of language and recognition of culture, the use of Aboriginal names in relation to small insignificant sites could be seen as tokenistic, or even disrespectful.

3. OPTIONS

Council has the following options:

- I. Continue with the program of replacing signs on already named Council reserves (Recommended)
- II. Commence a program to name reserves that currently do not have a formal name (Not Recommended)

4. APPENDIX

- (1) Description of Land

Appendix 1

Description of Land

LEGAL DESCRIPTION OF LAND	ADDRESS	PHYSICAL LOCATION	NAME	AREA	REGISTERED OWNER	ENDORSEMENTS	CATEGORY	
CT 5610/742	Bridgewater, 47-51 Osterley Avenue		A J Vincent Playground and Reserve	3,804 m²	AHC	Caveat 2397174 by Amos Lincoln Vincent 6.12.1962. Advises of Trust and prevents further transactions in respect of the land.	INFORMAL RECREATION	
CR 5753/718	Aldgate, 3 Reserve Terrace		Aldgate Meals on Wheels	1,998 m²	The Crown	Care & Control to AHC – Council Purposes 12.9.1968	COMMUNITY USE	
CT 5784/923	Aldgate, 18-24 Churinga Road		Aldgate Oval & Meeting Hall	1.704 ha	AHC	Nil	RECREATION AND SPORT	
CT 5928/445	Aldgate, 96 Aldgate Valley Road		Aldgate Valley Reserve	1.073 ha	AHC	Nil	CONSERVATION	
CT 2240/105	Teringie, Lot 46 Alpine Place		Alpine Reserve	1.586 ha	AHC	Nil	CONSERVATION	
CT 5543/568	Summertown, Lot 36 Anya Crescent	between 8 and 11 Anya Court	Anya Crescent Reserve	1.205 ha	AHC	Nil	INFORMAL RECREATION	
CT 5491/532	Aldgate, 46 Arkaba Road		Arkaba Reserve	6,500 m²	AHC	Nil	CONSERVATION	
CT 1434/41 and CT 1579/4	Woodforde, 16 Arran Court	rear 14 to 28 Blue Crescent	Arran Court Reserve	1.413 ha	AHC	Nil	INFORMAL RECREATION	
CT 5387/911	Ashton, 4 Stonyrise Road		Ashton Community Memorial Hall	4,143 m²	AHC	Nil	HALLS AND INSTITUTES	
CT 5810/716	Ashton, 25 Jennings Drive		Ashton Oval	3,000 ha	AHC	Nil	RECREATION AND SPORT	
CT 5661/776	Piccadilly, 180 Piccadilly Road		Atkinson Reserve	1.536 ha	AHC	Nil	MULTIPLE PURPOSE SITES	
CT 5898/844	Balhannah, 91 Onkaparinga Valley Road		Balhannah Soldiers Memorial Hall	1,022 m²	AHC	Nil	HALLS AND INSTITUTES	
CT 5145/215	Gumeracha, 21 Beavis Court		Beavis Court Reserves	1,190 m²	AHC	Nil	INFORMAL RECREATION	
CT 5145/216	Gumeracha, 18 Beavis Court		Beavis Court Reserves	834 m²	AHC	Nil	INFORMAL RECREATION	
CT 5119/166	Gumeracha, 1 Beavis Court, 2 Beavis Court		Beavis Court Reserves	6,261 m² 202 m²	AHC	Nil	INFORMAL RECREATION	
CT 5877/380	Birdwood, Lot 3 William Street		Birdwood Cemetery	1.293 ha	AHC	Nil	CEMETERIES	
CT 5779/88	Birdwood, 67 Shannon Street		Birdwood CFS	385 m²	AHC	Nil	EMERGENCY SERVICES	
CT 5539/370	Birdwood, Lot 16 Lange Crescent		Birdwood CFS	1,080 m²	AHC	Nil	EMERGENCY SERVICES	
CT 6113/430	Birdwood, 42 Shannon Street		Birdwood Hall	1,685 m²	AHC	EXCLUDED	HALLS AND INSTITUTES	
CT 5960/38	Bradbury, 308 Bradbury Road		Bradwood Park	8.080 ha	AHC	Heritage Agreement pursuant to Native Vegetation Act 1991 over majority of land	MULTIPLE PURPOSE SITES	
CT 5331/289	Bridgewater, 2 Shannon Street		Bridgewater CFS	3,567 m²	AHC	Nil	EMERGENCY SERVICES	
CT 5849/424, A14	Bridgewater, 1 Carey Gully Road		Bridgewater Institute	1,830 m²	AHC	In Trust to be used as site for an institute	HALLS AND INSTITUTES	
CT 5849/424	Bridgewater, Lot 13 Mount Barker Road	adjacent corner Carey Gully Road	Bridgewater Lions Park	2,484 m²	AHC	Nil	INFORMAL RECREATION	
CR 5753/710								
CT 5710/474								
CT 5895/788								
CT 5505/498	Bridgewater, Mount Barker Road		Bridgewater Sports Precinct	2,185 ha 2,060 m² 7,490 m²	AHC and The Crown	CR 5753/710 – dedicated for recreation purposes 20.11.1980	MULTIPLE PURPOSE SITES	
CT 5677/671				8,018 ha 242 m² 2,770 m²		CT		
CT 5546/706				m² 960 m² 653 m²		5505/498 – subject to Public Parks Act 1943		
R7461 AA				762 m²				
R7461 AB								
CT 5627/71								
CT 5793/676	Lobethal, Lot 95 Woodside Road	from 36 Woodside Road to Golf Links Road	Bundara Reserve	4.328 ha	AHC	Nil	INFORMAL RECREATION	
CT 5733/771	Lobethal, Lots 26,28 Reservoir Rd	from opposite 4 Brettig Road to opposite 4 Reservoir Road	Bushland Park	7.779 ha	10.140 ha 93.414	AHC	Heritage Agreement - s 23 of Native Vegetation Act 1991 - over A, B and C in GP 372/1985	CONSERVATION
CT 5728/580	Sections 5163-5165 Kenton Valley Road							
CT 5696/526	Lobethal, Lot 90 Kenton Valley Road		Bushland Park Reserve Centre	1,480 m²	AHC	Nil	COMMUNITY USE	
CT 5882/668	Lobethal, Lot 87 Kenton Valley Road		Bushland Park Reserve Centre	4,526 ha	AHC	Nil	COMMUNITY USE	
CT 5531/122								
R367 AP								
CT 5794/605	Mylor, Lots 1 and 7 Stock Road	between 234 and 258B Stock Road	Camp Gooden Reserve	4.598 ha	3,943 m²	AHC	Heritage Agreement s 23 Native Vegetation Act 1991, 31.08.2001	CONSERVATION
CT 5794/604								
CT 2762/68	Aldgate, 154 Strathalbyn Road		Candlebark Reserve	6,140 m²	AHC	Nil	INFORMAL RECREATION	
CT 5672/305	Lobethal, 1 Bartholomew Street		Car park	948 m²	AHC	Nil	CIVIC PURPOSE	
CT 5525/35	Balhannah, Lot 723 Carawa Avenue		Carawa Reserve	1.509 ha	AHC	Nil	INFORMAL RECREATION	
CT 5512/492	Carey Gully, 1981 Greenhill Road		Carey Gully CFS	340 m²	109 m²	AHC	Nil	EMERGENCY SERVICES
R1839 AF								
CT 5782/831	Carey Gully, 1269 Greenhill Road	opposite north end Rangeview Road between 9 and 19 Deviation Road	Carey Gully Memorial	390 m²	AHC	Nil	CIVIC PURPOSE	
CR 5763/633	Carey Gully, Lot 549 Deviation Road		Carey Gully Water Reserve	1.011 ha	The Crown	Care & Control to AHC Water purposes 16.11.1865	CONSERVATION	
CT 5538/652	Teringie, Lot 102 Carsten Court	east corner of Carsten Court and Coach-House Drive	Carsten Court Reserve	380 m²	AHC	Nil	INFORMAL RECREATION	
CR 5777/52	Crafers West, 2 Castle Close		Castle Close Reserve	7,144 m²	The Crown	Care & Control to AHC-Recreation Purposes 1.4.1999	INFORMAL RECREATION	
CT 5519/632	Bridgewater, 7 Cave Avenue		Cave Avenue Reserve	9,957 m²	AHC	Nil	CONSERVATION	
CT 5066/740	Charleston, 36 Newman Road		Charleston Cemetery	4,485 m²	The Charleston Cemetery Trust Inc	Nil	CEMETERIES	
CT 2891/169	Crafers West, 95 Charlick Road		Charlick Reserve	7,202 m²	AHC	Nil	INFORMAL RECREATION	
CR 5753/738	Cherryville, 49 Cherryville Road		Cherryville Community Centre	1,695 m²	The Crown	Care & Control to AHC. Community Centre purposes 12.10.1972	HALLS AND INSTITUTES	
CT 5445/839	Cherryville, Lot 3 Cherryville Road		Cherryville Tennis Courts	2,279 m²	AHC	Nil	RECREATION AND SPORT	
CT 5201/20	Oakbank, 16 - 16c, 25a Oak Drive		Children's Reserve	5,937 m² 4,820 m² 2,900 m² 3,304 m² 4,077 m²	AHC	Nil	INFORMAL RECREATION	

CT 5318/542 CR 5753/712	Mount Torrens, 17 Townsend Street Mylor, Sec 1471 Silver Lake Road	opposite 26 to 32 Silver Lake Road	Coach House Reserve Cooper Reserve	1,414 m ² 3.237 ha	AHC The Crown	Nil Care & Control to AHC – Water purposes 12.11.1964	COMMUNITY USE INFORMAL RECREATION
CT 5546/507 Part CT 6030/806 CT 5879/539 CT 5192/258 CT 5880/219	Balhannah, 12 Corana Court Stirling, 63 Mount Barker Road Crafers, 19 Miels Road Crafers, 1 Main Street Birdwood, Lot 83 Cromer Road		Corana Reserve Coventry Library Gardens Crafers Playground Crafers Tennis Courts Cromer Cemetery	6,538 m ² 2,320 m ² 1,416 m ² 4,225 m ² 2.098 ha	AHC AHC AHC AHC AHC	Nil Nil Nil Nil In Trust as Cemetery.	INFORMAL RECREATION INFORMAL RECREATION INFORMAL RECREATION MULTIPLE PURPOSE SITES CEMETERIES
CT 5697/727 CT 5849/800	Cudlee Creek, Lot 69 Gorge Road 25 Gould Place		Cudlee Creek Cemetery	6,678 m ² 1,349 m ²	E James E Ludewigs G Schlein R Pritchard Pursuant to Trustee Act, 1936	To be used at all times as a public cemetery Via Govt. gazette 29.4.1976	CEMETERIES
CT 5791/913 CT 5827/441 CT 5852/644 CT 5659/568	Cudlee Creek, 2 Hollands Creek Road Woodside, 7 Onkaparinga Valley Road Birdwood, Muellers Road Charleston, Lot 101 Onkaparinga Valley Road	between 7 and 9 Onkaparinga Valley Road 58 to 90 Muellers Road opposite 50 mtres west of 10 Onkaparinga Valley Road	Cudlee Creek CFS CWMS CWMS ponds CWMS pump	589 m ² 4,504 m ² 1.672 ha 18 m ²	AHC AHC AHC AHC	Nil Nil Nil Nil	EMERGENCY SERVICES CIVIC PURPOSE CIVIC PURPOSE CIVIC PURPOSE
CT 5112/40 CT 5740/781 CT 5711/348 CT 2699/90 CT 5324/737 CT 6085/90 CT 2829/117 CT 5496/268 CR 5752/183	Birdwood, Church Street Aldgate, 152-158 Old Mount Barker Road Uraidla, 1242 Greenhill Road Crafers West, 66a Emmett Road Crafers, 22 Wright Road Gumeracha, 45 Albert Street Upper Sturt, 4 Fernwood Way Forest Range, Lot 4 Lobethal Road Mount Torrens, 1 Burfords Hill Road	south side of east end Church Street opposite Plummers Road adjacent 633 Burfords Hill Road	CWMS pump Doris Coulls Reserve Dyer Reserve Emmett Reserve Evelyn Halliday Reserve Federation Park Fernwood Reserve Forest Range Memorial Former Dump	24 m ² 1.329 ha 2,275 m ² 4,978 m ² 6.489 ha 7.678 ha 4.632 m ² 1.076 ha 2.410 ha	AHC AHC AHC AHC AHC AHC AHC AHC The Crown	Nil Nil Nil Nil Nil Nil Nil Nil Care & Control to AHC, Refuse Depot & Stone Purposes 7.9.1989	CIVIC PURPOSE CONSERVATION INFORMAL RECREATION CONSERVATION MULTIPLE PURPOSE SITES MULTIPLE PURPOSE SITES CONSERVATION INFORMAL RECREATION CIVIC PURPOSE
CR 5753/725	Mylor, Section 1609 Illert Road	between 17 Cooper Road and 70 Illert Road	Former plantation reserve	7,916 m ²	The Crown	Care & Control to AHC – Plantation Purposes 31.10.1985	CIVIC PURPOSE
CR 5753/732	Charleston, Lot 200 Quarry Road	100 metres west junction with Harrison Road	Former quarry	8,670 m ²	The Crown	Care & Control to AHC. For Refuse Purposes 30.7.1981	CIVIC PURPOSE
CT 5659/402 CT 5094/758 CR 5753/735	Forreston, 875 Watts Gully Road Balhannah, Lot 10 River Street Oakbank, 13 Gillman Road	at end of River Street	Forreston CFS Gilleston Park Gillman Reserve Go-kart track	882 m ² 8.938 ha 3.440 ha	AHC AHC The Crown	Nil Nil Care & Control to AHC. Recreation & Plantation Purposes 23.2.1950	EMERGENCY SERVICES INFORMAL RECREATION INFORMAL RECREATION
CT 5185/534	Balhannah, 9 Pye Road		Grasby Park	5.843 ha	AHC Thomas Playford, Jacob Abbott, James Phillips, John Wood, Robert Norton (all dec'd)	Nil Nil	MULTIPLE PURPOSE SITES
CT 5559/730	Norton Summit, Lot 92 Monument Road	150 metres west of junction of unmade Monument Road and Norton Summit Road	Grassy Flat Cemetery	564 m ²			CEMETERIES
CT 5835/361	Gumeracha, 67 Forreton Road		Gumeracha Cemetery	7,464 m ²	AHC	Caveat 17.11.1958 registered Proprietor has no power to sell this land	CEMETERIES
Pt CT 5842/972 CR 5772/75	Gumeracha, 34 Albert Street Bradbury, Sections 1592 and 1619, Gurr Road North	adjacent 36 Gurr Road North	Gumeracha Kindergarten Gurr Road Reserve	1,000 m ² 1.009 ha	AHC The Crown	Nil Care & Control to AHC – Conservation Purposes 20.2.1986	COMMUNITY USE CONSERVATION
CT 5427/288 CT 5416/428 CR 5752/187, Q2	Teringie, Lot 105 Havana Court Aldgate, 170 Old Mt Barker Road Heathfield, 48 Hender Road	between 7 and 10 Havana Court	Havana Reserve Hawker Vine Court Reserve Heathfield Oval	300 m ² 2,630 m ² 4.161 ha	AHC AHC The Crown	Nil Nil Care & Control to AHC. Recreation Purposes 23.12.1992	INFORMAL RECREATION CONSERVATION RECREATION AND SPORT
CT 5487/174 CR 5752/187 Q1	Heathfield, 32 Scott Creek Road Heathfield, 48 Hender Road	between Brick Kiln Road and Evans Drive between Heathfield Road and 139 Longwood Road	Heathfield Refuse Depot Heathfield Reserve	34.441 ha 1.072 ha	AHC The Crown	Nil Care & Control to AHC. Recreation Purposes 23.12.1992	CIVIC PURPOSE CONSERVATION
CR 5753/723	Heathfield, 215 Longwood Road	between 201 and 225 Longwood Road	Heathfield Stone Reserve	10.656 ha	The Crown	Care & Control to AHC – Recreation Purposes 21.1.1983	CONSERVATION
CR 6216/807	Heathfield, 71 Longwood Road	opposite 38-86 Longwood Road	Hender Reserve	6.110 ha	The Crown	Care & Control to AHC Recreation Purposes 28.3.1985 Heritage Agreement - Via SA Heritage Act - 1978	CONSERVATION
CR 5772/74	Aldgate, 191 Mount Barker Road		Heritage Reserve	1.592 ha	The Crown	Care & Control to AHC – Conservation & Recreation – 20.2.1986	CONSERVATION
CT 5854/841 CR 5753/739	Upper Hermitage, 105 Range Road North Bridgewater, 21 Onkaparinga Road		Hermitage CFS Heron Reserve	740 m ² 1.213 ha	AHC The Crown	Nil Care & Control to AHC – Recreation Purposes 25.5.1972	EMERGENCY SERVICES CONSERVATION
CT 5257/764 CT 5349/952 CR 5753/709	Paracombe, Paracombe Road Crafers West, 21 Hillcrest Avenue		Highercombe Golf Club Hillcrest Avenue Reserve	CT 5257/624 7,185 m ² CT 5349/952 65.695 ha 1.730 ha	AHC The Crown	Dedicated Public Parklands Via Transfer No.248329. 14.11.1963. Care & Control to AHC-Plantation Purposes 1.7.1982	RECREATION AND SPORT CONSERVATION
CT 5391/582	Teringie, 23 Woodland Way	Norton Summit Road boundaries of 1 Gilburn Court to 21 Woodland Way	Horse Paddock reserve	1.356 ha	AHC	Nil	VEHICLE ACCESS CONTROL

CT 5513/13 CT 5661/982	Houghton, Lot 70 Blackhill Road 34 Johns Road		Houghton Cemetery	5,133 m² 1.064 ha			AHC	Nil To be used at all times as a public cemetery Via Govt. gazette 29.4.1976	CEMETERIES
CT 5592/413 CT 5343/354 CT 5546/427 CT 5477/122 CT 5094/759	Houghton, Lots 91 and 92 Lower North East Road Houghton, 2,4 Blackhill Road Balhannah, Illinga Avenue Ironbank, 350 Pole Road Balhannah, 117 Onkaparinga Valley Road	1376 Lower North East Road	Houghton Common Houghton Village Green Illinga Reserve Ironbank CFS Johnston Memorial Park,	1.902 ha 475 m² 35 m² 815 m² 5,023 m² 735 m² 4.639 ha			George Morphet AHC AHC AHC AHC	Nil Nil Nil Nil Nil	INFORMAL RECREATION INFORMAL RECREATION INFORMAL RECREATION EMERGENCY SERVICES MULTIPLE PURPOSE SITES
Pt CR 5753/714	Aldgate, 180 Mount Barker Road		Kemp Reserve	4.521 ha			The Crown	Care & Control to AHC – Recreation Purposes 14.12.1961	MULTIPLE PURPOSE SITES
CT 5718/775	Kenton Valley, Lot 64 Kenton Valley Road	opposite 376 Kenton Valley Road	Kenton Valley Memorial Park	4,616 m²			AHC	Nil	INFORMAL RECREATION
CR 5753/749	Chain of Ponds, 1671 South Para Road		Kersbrook Cemetery	5.550 ha			The Crown	Care & Control to AHC Cemetery Purposes 28.6.1984	CEMETERIES
CT 256/185 CT 5087/862	Chain of Ponds, 1671 South Para Road Kersbrook, Lot 3 Smith Road	opposite 118 Smith Road	Kersbrook Cemetery Kersbrook CWMS	1.223 ha 6.063 ha			AHC AHC	In Trust, Public Cemetery Nil	CEMETERIES CIVIC PURPOSE
CR 6193/755	Kersbrook, Section 426 South Para Road	opposite 786 South Para Road	Kersbrook Stone Reserve	4.650 ha			The Crown	Care & Control to AHC-Conservation – Heritage Agreement 30.06.2017	CONSERVATION
CT 2967/162 CT 5285/810 CT 5539/368 CT 5427/283	Aldgate, 16 Kiley Road Mylor, Lot 1 Kyle Road Birdwood, Lot 18 Lange Crescent Teringie, Lot 107 Langman Drive	west of 122 Aldgate Valley Road rear of 6 to 14 Lange Crescent between rear of 8 Colonial Court to 38 Norton Sum	Kiley Reserve Kyle Road Nature Reserve Lange River Reserve Langman Reserve	5,380 m² 3,925 m² 1.525 ha 2,896 m²			AHC AHC AHC AHC	Nil Nil Nil Nil	CONSERVATION CONSERVATION INFORMAL RECREATION VEHICLE ACCESS CONTROL
CT 5693/534	Lenswood, Lot 74 Lobethal Road	opposite 1590 Lobethal Road	Lenswood Centennial Park	17.980 ha			AHC	Heritage Agreement - Via SA Heritage Act - 1978	CONSERVATION
CT 5595/674	Lenswood, 1654 Lobethal Road		Lenswood CFS	170 m²			AHC	Nil	EMERGENCY SERVICES
CR 5753/724	Mylor, Lot 1608 Leslie Creek Road	opposite 88 to 118 Leslie Creek Road	Leslie Creek Reserve	1.524 ha			The Crown	Care & Control to AHC – Recreation Purposes 20.2.1986	CONSERVATION
CT 6184/878 CT 6040/557	Bradbury, 706 Longwood Road Balhannah, 13 Lutana Grove		Longwood Hall Lutana Reserve	1,100 m² 1,906 m²			AHC AHC	Nil Nil	MULTIPLE PURPOSE SITES INFORMAL RECREATION
CT 5902/219	Aldgate, 34 Madurta Avenue		Madurta Reserve	3.095 ha			AHC	Heritage Agreement - Via SA Heritage Act - 1978	CONSERVATION
CT 5168/474	Upper Sturt, 140 Upper Sturt Road		Melville Park	2.072 ha			AHC	Nil	MULTIPLE PURPOSE SITES
CR 5772/76	Mylor, 125 Aldgate Valley Road	opposite 40 Mi Mi Road	Mi Mi Reserve	2.023 ha			The Crown	Care & Control to AHC-Conservation Purposes 20.2.1986	CONSERVATION
CT 5553/952 CT 6223/764 CT 5480/276 CT 5827/224	Crafrers, 8 Michael Moran Drive Lobethal, A204 Lobethal Road Ashton, Lot 25 Monomeith Road Montacute, 986 Montacute Road	9 Monomeith Road	Michael Moran Reserve Mill Square Monomeith Road Reserve Montacute Cemetery	8,605 m² 1,060 m² 2,050 m² 3,240 m²			AHC AHC AHC AHC	Nil Nil Nil Nil	CONSERVATION INFORMAL RECREATION CONSERVATION CEMETERIES
CT 5799/278	Montacute, Lot 84 Institute Road	opposite 62 Institute Road	Montacute Common	5.633 ha			AHC	Dedicated Recreation Purposes Via Govt. Gazette 19.3.1970 pg1229	INFORMAL RECREATION
CT 5845/746	Montacute, 63 Institute Road		Montacute Institute	2,021 m²			AHC	Institutes Act 17.2.1967 T2797833	HALLS AND INSTITUTES
CT 5808/625	Montacute, Lot 100 Institute Road		Montacute Tennis Courts	8,200 m²			AHC	Dedicated Recreation Purposes Via Govt. Gazette 19.3.1970 pg1229	RECREATION AND SPORT
CT 5445/628	Uraidla, 23 Swamp Road		Mount Lofty Cemetery	4050 m²			AHC	Nil	CEMETERIES
CR 5753/756	Mount Torrens, Section 69 Hammerwood Lane	eastern end Hammerwood Lane	Mount Torrens Cemetery	7.386 ha			The Crown	Care & Control to AHC, Plantation & Cemetery Purpose. 15.1.1948	CEMETERIES
CT 5473/302 CT 5843/33 CT 774/142 CT 5661/374	Mylor, 3 Hawthorne Road Mylor, 242 Strathalbyn Road		Mylor Equestrian Park Mylor Institute	2.221 ha 1,056 m²			AHC AHC	Nil Nil	RECREATION AND SPORT HALLS AND INSTITUTES
CT 5661/375 CR 5753/727	Mylor, 321-325 Strathalbyn Road		Mylor Oval and Sherry Park	1.157 ha ha	633 m² 4.046		AHC and The Crown	CR5753/727 – dedicated for recreation purposes 26.11.1903	MULTIPLE PURPOSE SITES
CR 6143/903	Mylor, 3 South Street		Mylor Parklands	17.700 ha			The Crown	Care & Control to AHC. – Parkland Purposes. 9.8.1990	MULTIPLE PURPOSE SITES
CR 5753/711	Mylor, 274 Strathalbyn Road		Mylor Parklands	1.110 ha			The Crown	Care & Control to AHC – Parklands 20.2.1986	CONSERVATION
CT 5387/197 CT 5387/198 CT 5538/196 CT 5538/197 CT 5440/762 CT 5861/131 CT 5624/6 CT 5456/231 CT 5917/405 CT 5917/417	Oakbank, 190, 190a 190b Onkaparinga Valley Road Teringie, 42 Teringie Drive Norton Summit, 47 Church Road Norton Summit, 5 Colonial Drive Lobethal, 9 Noske Court Lobethal, 12 Noske Court	between 1 and 2 Nightingale Crescent and Onkaparinga Valley Road	Nightingale Reserve Norman Cole Reserve Norton Summit Cemetery Norton Summit CFS Noske Court Drainage Reserve Noske Court Drainage Reserve	219 m² 208 m² 695 m² 703 m² 3,396 m² 1.162 ha 775 m² 1,515 m² 2,748 m² 234 m²			AHC AHC AHC AHC AHC	Nil Nil Nil AHC AHC	VEHICLE ACCESS CONTROL RECREATION AND SPORT CEMETERIES MULTIPLE PURPOSE SITES DRAINAGE DRAINAGE
CR 5753/720	Stirling, 100 Old Mount Barker Road		Old Stirling East Primary School	1.100 ha			The Crown	Care &Control to AHC – for unspecified Local Govt Purposes 24.3.1977	COMMUNITY USE
CT 5387/217 CT 5408/238	Birdwood, Lot 14 Olivedale Street Paracombe, 517 Paracombe Road	rear of 27 to 39 Olivedale Street	Olivedale Reserve Paracombe CFS	6,058 m² 558 m²			AHC AHC	Nil Nil	INFORMAL RECREATION EMERGENCY SERVICES

CR 5753/734	Ashton, 164 Marble Hill Road	164 Marble Hill Road	Pound Reserve	3.339 ha	The Crown	Care & Control to AHC – Council Purposes 20.5.1943	CONSERVATION
CT 5431/308	Crafrers, 4 Protea Crescent		Protea Reserve	9,163 m²	AHC	Nil	CONSERVATION
CT 5563/64	Birdwood, 11 Shannon Street		Public toilets	289 m²	AHC	Nil	CIVIC PURPOSE
CT 5713/380	Charleston, Lot 52 Harrison Road	north end Mount Charles Track	Recycling depot	1.730 ha	AHC	Nil	CIVIC PURPOSE
CR 5772/77	Scott Creek, Sections 1612 and 1613 Red Hill Road	both sides of road between 87 and 111 Red Hill Rd	Red Hill Reserve	2.645 ha	The Crown	Care & Control to AHC – Conservation Purposes 20.2.1986	CONSERVATION
CT 5740/556	Birdwood, Lot 37 Wegener Street	corner Wegener Road and Church Street	Rex Amber Reserve	7,125 m²	AHC	Nil	INFORMAL RECREATION
CT 5735/948	Teringie, Lot 104 Ridgeland Drive	adjacent 17 Ridgeland Drive	Ridgeland Reserve	653 m²	AHC	Nil	INFORMAL RECREATION
CT 5095/872	Gumeracha, Lot 18 John Fisher Avenue		Ring of Oaks Reserve	2,578 m²	AHC	Nil	INFORMAL RECREATION
CT 6241/412	Piccadilly, Lot 150 Piccadilly Road	Cnr Piccadilly Road, Atkinson Ave	Road Reserve	1539m2	AHC	Nil	CIVIC PURPOSE
CT 5401/228	Aldgate, 1 Sunnyspring Road		Rubida Grove Reserve	9,347 m² 6,749 m²	AHC	Nil	INFORMAL RECREATION
CT 5879/538	Crafrers, 7-9 Rudall Avenue		Rudall Reserve	1.192 ha	AHC	Nil	CONSERVATION
CR 5753/730	Bridgewater, Sections 1658 and 1659 Rosewarne Crescent	between Rosewarne Crescent and Carey Gully Road	Rudd Reserve	3,972 m²	The Crown	Care & Control to AHC-Plantation Purposes 24.1.1985	INFORMAL RECREATION
CR 5753/726	Scott Creek, 26 Cemetery Road		Scott Creek Cemetery	3.744 ha	The Crown	Care & Control to AHC, Cemetery Purposes 27.9.1894	CEMETERIES
CR 5753/721	Scott Creek, 432 Scott Creek Road		Scott Creek Oval	3.968 ha	The Crown	Care & Control to AHC. Recreation Purposes 28.7.1977	RECREATION AND SPORT
CT 5408/772	Aldgate, 1 Shanks Road		Shanks Road Reserve	4,400 m²	AHC	Nil	CONSERVATION
CT 5841/790	Stirling, 4 Mount Barker Road		Steamroller Park	3,160 m²	AHC	Nil	MULTIPLE PURPOSE SITES
CT 5137/585	Aldgate, 130 Strathalbyn Road		Stirling Cemetery	7.246 ha	AHC	In Trust, Public Cemetery	CEMETERIES
CT 5471/507	Stirling, 56 Mount Barker Road		Stirling Oval	2.100 ha	AHC	Nil	RECREATION AND SPORT
CT 5315/98	Stirling, 9 Ethel Street		Stirling Park	8.320 ha	AHC	Heritage Agreement - SA Heritage Act - 1978	CONSERVATION
CR 5753/722	Stirling, 99 Milan Terrace		Stirling Scouts	1.778 ha	The Crown	Care & Control to AHC – Community Purpose 10.8.1978	COMMUNITY USE
CT 5888/48	Stirling, 43 Old Mount Barker Road		Stirling Tennis and Netball Courts	2,206 m²	AHC	Nil	RECREATION AND SPORT
R 572/A1	Mylor, Stock Road	between 169 and 199 Stock Road	Stock Road Reserve	1.778 ha	AHC	Nil	CONSERVATION
R 572 B1							
CT 5107/762							
CT 5107/761	Stirling, 28 Stonehenge Avenue		Stonehenge Reserve	6,136 m² 7,200 m²	AHC	Nil	RECREATION AND SPORT
CT 6115/598							
CT 5475/229	Summertown, 1123 Greenhill Road		Summertown Cemetery	1.163 ha	AHC	Nil	CEMETERIES
CT 5295/412	Balhannah, 14 Sunningdale Court		Suningdale reserve	3,310 m² 1,061 m²	AHC	Nil	INFORMAL RECREATION
CT 5546/374	Teringie, Lot 91 Braeside Avenue	adjacent 1 Braeside Avenue	Teringie Reserve	529 m²	AHC	Nil	INFORMAL RECREATION
CR 5324/743	Bridgewater, 228 Old Mount Barker Road		The Deanery Reserve	2.135 ha	The Crown	Care & Control to AHC – Dedicated water purposes 12.5.1988	CONSERVATION
CT 5538/655	Teringie, Lot 84 Braeside Avenue	Old Norton Summit Road opposite Rebecca Avenue	Third Creek Reserve	1.628 ha	AHC	Nil	INFORMAL RECREATION
CT 5475/628	Summertown, 1049 Greenhill Road		Tregarthen Reserve	2,030 m²	AHC	Nil	RECREATION AND SPORT
CT 5845/583	Upper Sturt, 189 Upper Sturt Road		Upper Sturt CFS	1,689 m²	AHC	Nil	EMERGENCY SERVICES
CT 5866/170	Uraidla, 1197 Greenhill Road		Uraidla Institute	1,213 m²	AHC	Nil	HALLS AND INSTITUTES
CT 5755/265	Uraidla, 1181 Greenhill Road		Uraidla Park	3,117 m²	AHC	Nil	INFORMAL RECREATION
CT 5538/606	Teringie, Lot 100 Norton Summit Road	opposite junction with Valley Drive	Valley Reserve	8,722 m²	AHC	Nil	INFORMAL RECREATION
CT 5401/914	Norton Summit, 191 Norton Summit Road	621 Norton Summit Road	Vineyard Reserve	1.398 ha	AHC	Nil	INFORMAL RECREATION
CR 6215/351	Crafrers, 2 Main Street		War Memorial Reserve	1,575 m²	The Crown	Care & Control to AHC–War Memorial Purposes 30.4.1998	INFORMAL RECREATION
CT 5466/352	Bridgewater, 36 Wembley Avenue		Wembley Reserve	5,394 m²	AHC	Nil	INFORMAL RECREATION
CT 5511/787	Woodforde, 151 Norton Summit Road		Windmill Reserve	7.830 ha	AHC	Nil	INFORMAL RECREATION
CR 5753/728	Stirling, 23-25 Pomona Terrace		Women’s War Memorial	1.070 ha	The Crown	Care & Control to AHC, Plantation purposes 7.1.1982	INFORMAL RECREATION
Pt CT 5445/392	Woodside, 8-10 Nairne Road		Woodside CFS & Ambulance Stations	CFS 580 m² AMBULANCE 365 m²	AHC	Nil	EMERGENCY SERVICES
CT 5445/391	Woodside, 24 Onkaparinga Valley Road		Woodside Hall	2,260 m²	AHC	EXCLUDED	HALLS AND INSTITUTES
CT 5774/732							
CT 5445/392							
CT 5739/141							
CT 5742/216	Woodside, Onkaparinga Valley Road		Woodside Recreation Ground	14.006 ha	AHC	Nil	MULTIPLE PURPOSE SITES
CT 5740/772							
CT 5553/381							
CT 5508/561							
CT 5546/480							
CT 5292/381	Stirling, 1 Woorabinda Drive		Woorabinda Reserve	9.905 ha	AHC	Heritage Agreement - SA Heritage Act - 1978	CONSERVATION
CT 5636/762	Greenhill, Lot 7 Yanagin Road	adjacent 37 Yanagin Road	Yanagin Reserve	9.900 ha	AHC	Nil	CONSERVATION
CT 5930/976	Woodside, Lot 5 Days Road	beyond south end of Days Road		3,272 m²	AHC	Nil	LAND NOT REQUIRING A COMM LAND MGT PLAN
R8151 AB	Verdun, Taminga Grove	between 20 and 32 Taminga Grove		7,740 m²	AHC	Nil	LAND NOT REQUIRING A COMM LAND MGT PLAN
CT 5085/597	Upper Sturt, Lot 204 Manoah Drive	adjacent 111 Upper Sturt Road		135 m²	AHC	Nil	LAND NOT REQUIRING A COMM LAND MGT PLAN

R3348 AB, AC and AD	Upper Sturt, Sturt Valley Road	corner Whitewood Drive	389 m ²	AHC	Nil	LAND NOT REQUIRING A COMM LAND MGT PLAN
R1633 AH and AL	Upper Sturt, Upper Sturt Road	opposite 41 Wychwood Grove	1,230 m ²	AHC	Nil	LAND NOT REQUIRING A COMM LAND MGT PLAN
R1765 AH	Upper Sturt, Heather Road	adjacent east boundary of 71 Heather Road	1,430 m ²	AHC	Nil	LAND NOT REQUIRING A COMM LAND MGT PLAN
CT 5884/851	Summertown, Tregarthen Road	adjacent rear of 15 and 17 Hollidays Road	1,988 m ²	AHC	Nil	LAND NOT REQUIRING A COMM LAND MGT PLAN
CT 5538/16	Rostrevor, Wandilla Drive	adjacent 18 Wandilla Drive	16 m ²	AHC	Nil	LAND NOT REQUIRING A COMM LAND MGT PLAN
R1573 AA, AB and AC	Norton Summit, Valley View Drive	between 34 and 40 Valley View Drive	2,441 m ²	AHC	Nil	LAND NOT REQUIRING A COMM LAND MGT PLAN
R3435 AA	Mylor, Stock Road	between 156 Leslie Creek Road and 136 Stock Road	3,410 m ²	AHC	Nil	LAND NOT REQUIRING A COMM LAND MGT PLAN
R2970 AK	Mount Torrens, Burfords Hill Road	adjacent 516 Burfords Hill Road	7,265 m ²	AHC	Nil	LAND NOT REQUIRING A COMM LAND MGT PLAN
CT 6191/688	Mount Torrens, Burton Road	opposite 120 Burton Road	1.131 ha	AHC	Nil	LAND NOT REQUIRING A COMM LAND MGT PLAN
CT 5930/528	Mount George, Lot 103 Tanahmerah Road	100 metres west of west end Gallasch Road	9,182 m ²	AHC	Nil	LAND NOT REQUIRING A COMM LAND MGT PLAN
R387 AL	Montacute, Montacute Road	opposite 1096 Montacute Road	279 m ²	AHC	Nil	LAND NOT REQUIRING A COMM LAND MGT PLAN
R1238 AB	Montacute, Valley Road	adjacent 80 Valley Road	128 m ²	AHC	Nil	LAND NOT REQUIRING A COMM LAND MGT PLAN
D46135 A2	Montacute, Valley Road	adjacent 80 Valley Road	200 m ²	AHC	Nil	LAND NOT REQUIRING A COMM LAND MGT PLAN
R387 AD	Montacute, Corkscrew Deviation Road	opposite junction with Montacute Road	207 m ²	AHC	Nil	LAND NOT REQUIRING A COMM LAND MGT PLAN
R387 AA	Montacute, Corkscrew Deviation Road	south end of 13 Pinkerton Gully Road	1,508 m ²	AHC	Nil	LAND NOT REQUIRING A COMM LAND MGT PLAN
R588 AS	Lenswood, Harris Road	opposite 87 Harris Road	7,717 m ²	AHC	Nil	LAND NOT REQUIRING A COMM LAND MGT PLAN
CT 5890/945	Kersbrook, 11 Scott Street	north corner Kersbrook Road	376 m ²	AHC	Nil	LAND NOT REQUIRING A COMM LAND MGT PLAN
CT 5482/302	Kersbrook, Lot 24 Emma Street	between 4 and 6 Emma Street	659 m ²	AHC	Nil	LAND NOT REQUIRING A COMM LAND MGT PLAN
CT 5793/163	Horsnell Gully, Magic Valley Track	opposite north west corner of Horsnell Gully Conservation Park	670 m ²	AHC	Nil	LAND NOT REQUIRING A COMM LAND MGT PLAN
D43316 A62	Heathfield, Heather Road	between 35 and 37 Heather Road	5,820 m ²	AHC	Nil	LAND NOT REQUIRING A COMM LAND MGT PLAN
R69 AL	Forrester, near Quinns Road	east of east end Quinns Road	3,715 m ²	AHC	Nil	LAND NOT REQUIRING A COMM LAND MGT PLAN
R1016 AD	Forest Range, Smiths Road	adjacent 33 Smiths Road	2,890 m ²	AHC	Nil	LAND NOT REQUIRING A COMM LAND MGT PLAN
R710 AJ1	Cudlee Creek, Snake Gully Road	adjacent 230 Hollands Creek Road	7,770 m ²	AHC	Nil	LAND NOT REQUIRING A COMM LAND MGT PLAN
R710 AG1	Cudlee Creek, Hollands Creek Road	adjacent 209 Hollands Creek Road	1,350 m ²	AHC	Nil	LAND NOT REQUIRING A COMM LAND MGT PLAN
R461 AA	Cudlee Creek, near Isaac Road	south end unmade Isaac Road	9,510 m ²	AHC	Nil	LAND NOT REQUIRING A COMM LAND MGT PLAN
CT 5835/612	Cudlee Creek, Prairie Road	adjacent 114 Prairie Road	1,253 m ²	AHC	Nil	LAND NOT REQUIRING A COMM LAND MGT PLAN
R710 AW1	Chain of Ponds, landlocked	west of Cudlee Creek Conservation Park	4,120 m ²	AHC	Nil	LAND NOT REQUIRING A COMM LAND MGT PLAN
R710 AF	Birdwood, near unnamed road	west of 220 McLean Road	8,980 m ²	AHC	Nil	LAND NOT REQUIRING A COMM LAND MGT PLAN
R2647 AP	Birdwood, near Shannon Street	rear 35 Shannon Street	1,265 m ²	AHC	Nil	LAND NOT REQUIRING A COMM LAND MGT PLAN
CT 5161/996	Balhannah, Lot 15 River Street	southern boundary of 32 Wicks Road	2,645 m ²	AHC	Nil	LAND NOT REQUIRING A COMM LAND MGT PLAN
R233 AB	Ashton, Stonyrise Road	opposite 30 Stony Rise Road	447 m ²	AHC	Nil	LAND NOT REQUIRING A COMM LAND MGT PLAN
CT 5505/217 and R7281 AA	Stirling, 5 Merrion Terrace		1.886 ha	AHC	Nil	MULTIPLE PURPOSE SITES
CT 5351/89	Longwood, Lot 48 Leslie Creek Road	opposite 264 Leslie Creek Road	1.127 ha	AHC	Nil	CIVIC PURPOSE
CT 5813/700	Longwood, 20 Leslie Creek Road	adjacent 241 Leslie Creek Road	6,092 m ²	AHC	Nil	CIVIC PURPOSE
CR 5753/713	Longwood, Section 1521 Leslie Creek Road	241 Leslie Creek Road	7,537 m ²	The Crown	Care & Control to AHC-Stone Purposes 12.5.1960	CIVIC PURPOSE
CR 5753/755	Kersbrook, Section 515 Mount Gawler Road	300 Mount Gawler Road	1.000 ha	The Crown	Care & Control to AHC-Road Purposes 11.7.1901	CIVIC PURPOSE
CR 5753/736	Forest Range, Lot 471 Lobethal Road	junction with Smiths Road	170 m ²	The Crown	Care & Control to AHC – Recreation Purposes 18.6.1970	CIVIC PURPOSE

CR 5763/631	Bridgewater, 1 Silver Road		2,023 m ²	The Crown	Care & Control to AHC – Quarry Purposes 12.5.1898	CIVIC PURPOSE
CR 5753/740	Aldgate, Section 531 Old Mount Barker Road	from north end Old Mount Barker Road to freeway emergency tunnel	5,624 m ²	The Crown	Care & Control to AHC-Fire Track Purposes 30.10.1975	CIVIC PURPOSE
CT 5893/809	Woodside, Lot 52 St Marks Drive	south corner of junction with Onkaparinga Valley Road to side boundary of 15 Turnbull Court	1,070 m ²	AHC	Nil	VEHICLE ACCESS CONTROL
CT 5710/546	Woodside, Lot 33 Hutchens Road	north side of Hutchens Road from Onkaparinga Valley road to Nairne Road	628 m ²	AHC	Nil	VEHICLE ACCESS CONTROL
CT 5539/878		Onkaparinga Valley Road boundaries of 8 to 10 Freshford Place	108 m ²	AHC	Nil	VEHICLE ACCESS CONTROL
CT 5085/624	Woodside, Lot 26 Onkaparinga Valley Road	between north end Red Road and Onkaparinga Valley Road	572 m ²	AHC	Nil	VEHICLE ACCESS CONTROL
R7492 AA	Verdun, Red Road					
CT 5538/653	Teringie, Lot 87 Coach House Road	Norton Summit Road to Coach-House Drive rear boundaries of all properties on Sunglo Court	7,120 m ²	AHC	Nil	VEHICLE ACCESS CONTROL
CT 5720/504	Summertown, 1095 Greenhill Road	Greenhill Road frontage of 1 Cummins Drive	61 m ²	AHC	Nil	VEHICLE ACCESS CONTROL
CT 5383/589	Summertown, 1120 Greenhill Road	Greenhill Road boundary of 2 to 4 Squires Court	137 m ²	AHC	Nil	VEHICLE ACCESS CONTROL
CT6117/541	Summertown, Lot 164 Piccadilly Road	frontage of 580 Piccadilly Road	8 m ²	AHC	Nil	VEHICLE ACCESS CONTROL
R8563 AA	Stirling, Ethel Street	between south end Ethel Street and north end Woorabinda Drive	192 m ²	AHC	Nil	VEHICLE ACCESS CONTROL
R7050 AA	Stirling, Kanyaka Road	between east end Wakefield Court and west end Kanyaka Road	1,050 m ²	AHC	Nil	VEHICLE ACCESS CONTROL
R7250 AA	Stirling, 4 Golding Road	between east end Golding Road and west end Golding Lane	275 m ²	AHC	Nil	VEHICLE ACCESS CONTROL
CT 5201/23	Oakbank, 23 Elizabeth Street	Birch Street boundary of 5 Maple Crescent	12 m ²	AHC	Nil	VEHICLE ACCESS CONTROL
CT 5201/22	Oakbank, 23 Elizabeth Street	Oakwood Road corner of Elizabeth Street to boundary 21 Elizabeth Street	190 m ²	AHC	Nil	VEHICLE ACCESS CONTROL
CT 6193/596	Lobethal, Lot 6 Mount Torrens Road	frontage of 7 Mount Torrens Road	8 m ²	AHC	Nil	VEHICLE ACCESS CONTROL
CT 6082/221	Lobethal, 11A Mount Torrens Road	frontage of 11A Mount Torrens Road	3 m ²	AHC	Nil	VEHICLE ACCESS CONTROL
CT 6082/220	Lobethal, 11 Mount Torrens Road	frontage of 11 Mount Torrens Road	3 m ²	AHC	Nil	VEHICLE ACCESS CONTROL
CT 5626/515	Lobethal, 14 Elm Grove	Woodside Road frontage of rear of 8 to 16 Elm Grove	1,558 m ²	AHC	Nil	VEHICLE ACCESS CONTROL
CT 5351/323	Lobethal, Ridge Road	rear of 18 to 25 Merino Court	12 m ²	AHC	Nil	VEHICLE ACCESS CONTROL
R7127 AB	Kersbrook, James Crescent	between Scott Street and east end James Crescent	80 m ²	AHC	Nil	VEHICLE ACCESS CONTROL
CT 5145/217	Gumeracha, Lot 53 Randell Terrace	opposite 56A to 62 Albert Street	1,406 m ²	AHC	Nil	VEHICLE ACCESS CONTROL
CT 6097/512	Forest Range, A43 Lobethal Road	frontage of 1300 Lobethal Road	10 m ²	AHC	Nil	VEHICLE ACCESS CONTROL
R7256 AB	Crafers West, 51 Princes Avenue	between 49 and 53 Princes Avenue	477 m ²	AHC	Nil	VEHICLE ACCESS CONTROL
CT 5543/586	Crafers, 10 Nara Court	adjacent 6 Millar Avenue	415 m ²	AHC	Nil	VEHICLE ACCESS CONTROL
CT 6073/473	Charleston, Lot 46 Newman Road	from corner Jocelyn Avenue to ,opposite 94 Newman Road	8 m ²	AHC	Nil	VEHICLE ACCESS CONTROL
F8131 A417	Bridgewater, Obliqua Crescent	between north end Obliqua Crescent and south end Hakea Court	244 m ²	AHC	Nil	VEHICLE ACCESS CONTROL
CT 5995/114	Balhannah, Lot 10 Glebe Road	in front of 12 Glebe Street	3 m ²	AHC	Nil	VEHICLE ACCESS CONTROL
CT 6122/501	Balhannah, Lot 82 Onkaparinga Valley Road	from railway crossing to 7 Onkaparinga Valley Road	4 m ²	AHC	Nil	VEHICLE ACCESS CONTROL
CT 5995/113	Balhannah, Lot 9 Glebe Road	in front of 10 Glebe Street	4 m ²	AHC	Nil	VEHICLE ACCESS CONTROL
R7160 AB	Aldgate, Old Mount Barker Road	adjacent 166 Old Mount Barker Road	959 m ²	AHC	Nil	VEHICLE ACCESS CONTROL
CT 5539/121	Teringie, Lot 94 Valley Drive	opposite 7 to 14 Valley Drive	1,707 m ²	AHC	Nil	DRAINAGE
CT 5735/947						
CT 5201/24	Oakbank, 23 Elizabeth Street	between 3 and 4 Maple Court	58 m ²	AHC	Nil	DRAINAGE
CT 6071/892	Gumeracha, Lot 100 Albert Street	adjacent to 56A Albert Street	1,229 m ²	AHC	Nil	DRAINAGE
CT 5910/978	Crafers West, Lot 19 Castle Close	between 15 and 17 Castle Close	90 m ²	AHC	Nil	DRAINAGE
CT 6073/472	Charleston, 47 Newman Road	corner Newman Road and Jocelyn Avenue	1,240 ha	AHC	Nil	DRAINAGE
CT 5452/978	Charleston, Lot 69 Newman Road	between 15 and 19 Newman Road	1,175 m ²	AHC	Nil	DRAINAGE
CT 5740/129	Balhannah, Lot 108 Kurla Road	adjacent 8 Kurla Road	865 m ²	AHC	Nil	DRAINAGE
CT 5543/379	Summertown, Lot 37 Cummins Drive	between 22 and 24 Cummins Drive	294 m ²	AHC	Nil	WALKWAYS AND ACCESS
CT 5324/738	Stirling, Wright Road	between north end Wright Road and south end Sneddon Avenue	950 m ²	AHC	Nil	WALKWAYS AND ACCESS
CT 5724/891	Heathfield, Lot 50 Heathfield Road	between 42 and 50 Heatfield Road	206 m ²	AHC	Nil	WALKWAYS AND ACCESS
CT 5879/540	Crafers, Lot 121 Schocroft Avenue	between 18 and 20 Spring Gully Road to between 9 and 11 Schocroft Avenue	542 m ²	AHC	Nil	WALKWAYS AND ACCESS
CR 5752/186	Crafers, Lot 32 Fullgrave Road	between south end Fullgrave Drive and west end Fairview Road	211 m ²	The Crown	Care & Control to AHC – Walkway purposes 3.6.1993	WALKWAYS AND ACCESS
CT 5556/917	Crafers, Karen Street	west end of Karen Street	157 m ²	AHC	Nil	WALKWAYS AND ACCESS
CR 5900/506	Bridgewater, Lot 2 Second Avenue	from south end Ilawara Place to opposite west end Wattle Tree Road	79 m ²	The Crown	Care & Control to AHC for walkway purposes – 28.9.1995	WALKWAYS AND ACCESS
R7517 AB	Aldgate, Kingsland Avenue	opposite junction Kingsland Road and Surrey Road to Suffolk Road	825 m ²	AHC	Nil	WALKWAYS AND ACCESS

R7206 AB	Aldgate, Monarto Road	between east end Monarto Road and Kain Avenue	2,793 ²	AHC	Nil	WALKWAYS AND ACCESS
CR 5392/66	Aldgate, Lot 106 Kent Road	opposite west end of Hillside Road to south end Surrey Road	344 m ²	The Crown	Care and Control to AHC for walkway purposes 13.3.1997	WALKWAYS AND ACCESS
CT 5902/221	Aldgate, Keroma Drive, Branch Road	between south end Brfanch road and opposite west end Madurta Avenue, rear of 16 to 24 Keroma Drive and between 13 and 15 Keroma Drive	4,510 m ²	AHC	Nil	WALKWAYS AND ACCESS
CT 5804/479	Aldgate, Lot 9 Hawker Road	between 2 and 3 Hawker Road	195 m ²	AHC	Nil	WALKWAYS AND ACCESS
R7206 AA	Aldgate, 20 Yatina Road	between 18 and 22 Yatina Road	2,358 m ²	AHC	Nil	WALKWAYS AND ACCESS
CR 5753/757	Kenton Valley, Burfords Hill Road	50 metres west of junction of Burfords Hill Road and Formby Road	1,568 m ²	The Crown	Care & Control to AHC. Cemetery Purposes 22.12.1955	CEMETERIES
CR 5496/388	Woodside, Lot 491 South Ridge Road	opposite 52 South Ridge Road	6.300 ha	The Crown	Care & Control to AHC – Recreation & Plantation Purposes 8.10.1987	COMMUNITY USE
CR 5753/722	Stirling, 25 Pine Street		4,180 m ²	The Crown	Care & Control to AHC – Community Purpose 10.8.1978	COMMUNITY USE
CT 6078/158	Aldgate, 24 Fenchurch Street		295 m ²	AHC	Nil	COMMUNITY USE
CT 6078/159						
CT 5540/849	Aldgate, 209 Mount Barker Road		2,155 m ²	AHC	Nil	COMMUNITY USE
CR 5753/744	Woodside, Lot 553 Pedare Park Road	Former water reserve	3,000 m ²	The Crown	Care & Control to AHC for water purposes 25.12.1879	INFORMAL RECREATION
CR 5753/745	Woodside, Section 656 Tiers Road	adjacent 233 Tiers Road	1.024 ha	The Crown	Care & Control to AHC-Stone Purposes 16.1.1879	INFORMAL RECREATION
CT 5546/534						
CT 5370/738						
CT 5346/923	Woodside, 37 - 41 Jacaranda Drive		5,447 m ² 1,946 m ² 5,119 m ² 484 m ² 4,823 m ² 3,426 m ²	AHC	Nil	INFORMAL RECREATION
CT 5519/151						
CT 5242/216						
CT 5674/171						
CT 5550/809	Woodside, 9 Jacaranda Drive		2,820 m ²	AHC	Nil	INFORMAL RECREATION
CT 5370/754	Woodside, 62 Grevillea Way		3,580 m ²	AHC	Nil	INFORMAL RECREATION
CT 5893/811	Woodside, Lot 54 St Marks Drive	adjacent 3 St Marks Drive	736 m ²	AHC	Nil	INFORMAL RECREATION
CT 5893/810	Woodside, Lot 53 St Marks Drive	adjacent 40 St Marks Drive	2,101 m ²	AHC	Nil	INFORMAL RECREATION
CT 6187/563	Woodforde, Lot 2002 Buchanan Drive	north side of junction with Glen Stuart Road	1,883 m ²	AHC	Nil	INFORMAL RECREATION
CT 6187/562	Woodforde, Lot 2001 Buchanan Drive	south side of junction with Glen Stuart Road	1,353 m ²	AHC	Nil	INFORMAL RECREATION
CT 6182/969	Woodforde, A 5004 Norton Summit Road	from west end of Grant Street to west boundary of 151 Norton Summit Road	5.459 ha	AHC	Nil	INFORMAL RECREATION
CT 5847/295	Upper Sturt, Lot 42 Sturt Valley Road	northern corner Sturt Valley Road and Ironbank Road	3,521 m ²	AHC	Nil	INFORMAL RECREATION
CT 5427/287	Teringie, Lot 90 Langman Drive	between 18 and 20 Langman Drive	3,474 m ²	AHC	Nil	INFORMAL RECREATION
CT 5427/289	Teringie, Lot 106 Colonial Court	between 7 and 8 Colonial Court	281 m ²	AHC	Nil	INFORMAL RECREATION
CT 5538/651	Teringie, Lot 103 Coach House Road	west side of corner of Coach-House Drive and Flame Court	293 m ²	AHC	Nil	INFORMAL RECREATION
CT 5538/654	Teringie, Lot 85 Coach House Road	between Flame Court and Carsten Court	1,763 m ²	AHC	Nil	INFORMAL RECREATION
CT 5129/160	Teringie, Lot 101 Coach House Road	between 2 Coach-House Drive and Carsten Court	6,405 m ²	AHC	Nil	INFORMAL RECREATION
CT 5427/286	Teringie, Lot 89 Coach House Road	east side of corner of Coach-House Drive and Driftwood Court	866 m ²	AHC	Nil	INFORMAL RECREATION
CT 5427/285	Teringie, Lot 88 Coach House Road	east side of corner of Coach-House Drive and Langman Drive	2,977 m ²	AHC	Nil	INFORMAL RECREATION
CT 5427/350	Teringie, Lot 104 Coach House Road	west side of corner of Coach-House Drive and Langman Drive	3,282 m ²	AHC	Nil	INFORMAL RECREATION
CT 5096/381	Teringie, Lot 7 Carsten Court	off Coach-House Drive, opposite Langman Drive	435 m ²	AHC	Nil	INFORMAL RECREATION
CT 5774/563	Stirling, Lot 43 Braemar Terrace		441 m ²	AHC	Nil	INFORMAL RECREATION
CR 5753/729	Scott Creek, Section 1657 Scott Creek Road	opposite junction of Woolcock Road	3,300 m ²	The Crown	Care & Control to AHC – Recreation Purposes 31.7.1986	INFORMAL RECREATION
CT 5833/146	Scott Creek, Section 1610 Scott Creek Road	adjacent 366 Scott Creek Road	1,300 m ²	AHC	Nil	INFORMAL RECREATION
CT 5401/915	Norton Summit, Lot 18 Colonial Drive	opposite 14 Colonial Drive	2,491 m ²	AHC	Nil	INFORMAL RECREATION
CR 5763/635	Mount Torrens, Section 72 Magarey Road	north from 31 Magarey Road	2.767 ha	The Crown	Care & Control to AHC-Water Purposes 3.7.1873	INFORMAL RECREATION
CR 5763/634	Mount Torrens, Section 71 Magarey Road	opposite 100 metres north of 31 Magarey Road	777 m ²	The Crown	Care & Control to AHC-Water Purposes 3.7.1873	INFORMAL RECREATION
CT 1731/24	Mount George, 21 Foxhill Road		6,870 m ²	AHC	Nil	INFORMAL RECREATION
CR 5753/742	Lobethal, Section 547 Schuberts Road	opposite 41 Schuberts Road	1.618 ha	The Crown	Care & Control to AHC – Plantation Purposes 30.7.1981	INFORMAL RECREATION
CT 5456/229	Lobethal, 13 Noske Court		1,596 m ²	AHC	Nil	INFORMAL RECREATION
CT 6115/561	Lobethal, 3 Reserve Avenue		3,010 m ²	AHC	Nil	INFORMAL RECREATION
CT 3351/133	Lobethal, 15 Dearman Road		1,987 m ²	AHC	Nil	INFORMAL RECREATION
CT 6052/899	Lobethal, 6 Copeland Avenue		691 m ²	AHC	Nil	INFORMAL RECREATION

CR 5753/747	Kersbrook, Sections 392 and 393 South Para Road	from opposite 1068 South Para Road to Bonython Road	3.329 ha	The Crown	Care & Control to AHC-Recreational Purposes 4.8.1938 and portion removed 12.6.1969	INFORMAL RECREATION
CR 5753/752	Kersbrook, Section 490 Sires Road East	opposite 12 Sires Road East	1.011 ha	The Crown	Care & Control to AHC-Water Purposes 11.7.1901	INFORMAL RECREATION
CR 5772/79	Kenton Valley, Section 240 Burfords Hill Road	corner Burfords Hill Road and Formby Road	6.273 ha	The Crown	Care & Control to AHC – Forestry Purposes 22.12.1955	INFORMAL RECREATION
CR 5753/754	Inglewood, Section 511 North East Road	opposite 2090 North East Road	5.665 ha	The Crown	Care & Control to AHC-Water & Stone Purposes 11.7.1901	INFORMAL RECREATION
CT 5343/353	Houghton, Lot 36 Lower North East Road	opposite 2 to 6 William Street	3,920 m²	AHC	Nil	INFORMAL RECREATION
CT 5145/219	Gumeracha, Lot 55 Randell Terrace	between 8 and 10 Randell Terrace	623 m²	AHC	Nil	INFORMAL RECREATION
CR 5753/758	Forreston, Section 62 Reserve Road	opposite 76 Reserve Road	1.355 ha	The Crown	Care & Control to AHC for recreation purposes 15.8.1974	INFORMAL RECREATION
CR 5753/741	Charleston, Sections 533, 544 Sandy Waterhole Road	200 metres west of 108 Sandy Waterhole Road	2.427 ha	The Crown	Care & Control to AHC. – Water Purposes 27.11.1879	INFORMAL RECREATION
CT 5818/26	Bridgewater, 73 Wembley Avenue		757 m²	AHC	Nil	INFORMAL RECREATION
CR 5752/185	Bridgewater, 32 Honeysuckle Grove		9,379 m²	The Crown	Care & Control to AHC – Bridle Path & Walking Purposes 20.2.1992	INFORMAL RECREATION
CR 5800/17	Birdwood, Section 86 Torrens Valley Road	adjacent 1609 Torrens Valley Road	3,298 m²	The Crown	Care & Control to AHC for Water purposes - pursuant to Waste Lands Act – 3.7.1873	INFORMAL RECREATION
CR 5763/637	Birdwood, Section 85 Torrens Valley Road	adjacent 63 Torrens Valley Road	9,632 m²	The Crown	Care & Control to AHC-Water Purposes 1857, portion removed 16.2.1860 control granted again 3.7.1873 & portion removed 14.2.1929	INFORMAL RECREATION
CR 6142/329	Balhannah, Lot 501 Greenhill Road	2429 Greenhill Road	1.607 ha	The Crown	Care & Control to AHC- Water Purposes 6.7.1961	INFORMAL RECREATION
CT 6080/856	Balhannah, Lot 33 Junction Road		600 m²	AHC	Nil	INFORMAL RECREATION
CT 6004/773	Balhannah, 49a Junction Road		2,619 m²	AHC	Nil	INFORMAL RECREATION
CR 5753/743	Balhannah, Section 551 Swamp Road	between 157 Swamp Road and 22 Fenwick Road	8,094 m²	The Crown	Care & Control to AHC – Water Purposes 25.12.1879	INFORMAL RECREATION
CR 5753/746	Stirling, 34 Old Carey Gully Road		1,997 m²	The Crown	Care & Control to AHC – Plantation Purpose. 22.3.1979	CONSERVATION
CR 5754/374	Paracombe, Lot 5822 Pitt Road	66 Pitt Road	2.046 ha	The Crown	Care & Control to AHC for stone purposes 13.12.1877	CONSERVATION
CR 5763/632	Mylor, Sec 1595 Hooper Road	opposite east end of 99 Hooper Road	2,000 m²	The Crown	Care & Control to AHC – Water purposes 12.5.1898	CONSERVATION
CR 5430/572	Mylor, 114 Aldgate Valley Road	west of 122 Aldgate Valley Road	1.300 ha	The Crown	Care & Control to AHC-Recreation Purposes 17.8.1989	CONSERVATION
CR 5753/733	Marble Hill, Section 434 Knotts Hill Road	adjacent 18 Raymonds Road	1,062 m²	The Crown	Care & Control to AHC – Stone Purposes 19.1.1933 & portion removed 3.10.1935	CONSERVATION
CR 5754/939	Kersbrook, Section 488 Scott Street	between 77 Stone Quarry Road and north of 59 Smith Road	1.854 ha	The Crown	Care & Control to AHC-Water Purposes 11.7.1901 & portion removed 12.6.1969	CONSERVATION
CR 5753/753	Kersbrook, Section 495 Brewers Corner Road	east of 164 Mount Gawler Road	3.575 ha	The Crown	Care & Control to AHC-Water Purposes 11.7.1901	CONSERVATION
CR 5753/751	Inglewood, Section 489 Chapman Road	beyond 129 Chapman Road	4,100 m²	The Crown	Care & Control to AHC for water purposes 11.7.1901	CONSERVATION
CT 5899/13	Houghton, Lot 21 Head Road	between 19 and 47 Head Road North	8,852 m²	AHC	Nil	CONSERVATION
CR 5753/719	Crafers, 49 The Crescent		6,637 m²	The Crown	Care & Control to AHC – Plantation Reserve 6.9.1979	CONSERVATION
R 2825 A A	Cleland, Mount Lofty Summit Road	opposite 280 Mount Lofty Summit Road	3,073 m²	AHC	Nil	CONSERVATION
CR 5926/487	Charleston, Lot 20 Bell Springs Road	opposite 66 Bell Springs Road	3.770 ha	The Crown	Care & Control to AHC Recreation Purposes 7.12.1995	CONSERVATION
CR 5753/716	Bridgewater, 34 Silver Road		1.182 ha	The Crown	Care & Control to AHC Recreation & Plantation Purposes – 21.2.1985	CONSERVATION
CR 5753/731	Bridgewater, 4 Shannon Road		2,973 m²	The Crown	Care & Control to AHC – Recreation Purposes 26.3.1987	CONSERVATION
CT 1912/64	Aldgate, 160 Old Mt Barker Road		3,746 m²	AHC	Nil	CONSERVATION

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 25 October 2022
AGENDA BUSINESS ITEM**

Item: 12.5

Responsible Officer: Kira-marie Laverty
Corporate Planning & Performance Coordinator
Office of the Chief Executive

Subject: Service Review Brief – Development Services

For: Decision

SUMMARY

Council resolved to implement a *Service Review Framework* (the ‘Framework’) as part of the *Annual Business Plan 2021-22*. The Framework was adopted by Council at the 26 October 2021 meeting and provides Council with principles and guidelines for conducting an external service review to evaluate the adequacy, effectiveness and efficiency of the reviewed services. The current budget allocation is for one external service review to be conducted per annum.

The purpose of this report is to provide the draft *Service Review Brief – Development Services* (the ‘Brief’) contained in **Appendix 1** for Council’s consideration and adoption. The Brief can then be used to go to the market and procure a consultant to undertake the service review.

RECOMMENDATION

Council resolves:

1. That the report be received and noted.
 2. To adopt the draft *Service Review Brief – Development Services* as contained in **Appendix 1**.
 3. That the Chief Executive Officer be authorised to make minor changes to the draft *Service Review Brief – Development Services* arising from the Council’s consideration of the matter.
 4. That the Chief Executive Officer be authorised to make amendments to the scope of the *Service Review Brief – Development Services* in response to the proposals received in the “request to quote” (RFQ) if required to meet budget.
-

1. BACKGROUND

Council resolved to implement a *Service Review Framework* (the ‘Framework’) as part of the *Annual Business Plan 2021-22*. The Framework was adopted by Council at the 26 October 2021 meeting and provides Council with principles and guidelines for conducting an external service review to evaluate the adequacy, effectiveness and efficiency of the reviewed services. The current budget allocation is for one external service review to be conducted per annum.

Following this framework, the first service review was conducted on the Civil Services function and a report with recommendations was presented to Council at the 26 July 2022 Ordinary Council Meeting.

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

A Council workshop was held on 13 September 2022 where Planning & Development was communicated as the recommended function to be subject to a service review for the 2022-23 financial year. This selection was based on the scoring and recommendations from administration as set out in the Framework.

The Brief (**Appendix 1**) for the Planning & Development function outlines the objectives, scope of services to be reviewed, resourcing, timing and deliverables.

Following adoption, the Brief can be used to create a “request for quote” (RFQ) to approach the market and ensure that the budget allocation can cover the proposed scope. In the RFQ, budget guidelines and options will be provided to allow suppliers to assess if the Council’s request is viable for them as a business to participate. It will also provide Council with information relating to whether the compliance inspections can be included in the scope and budget of the review. Should the budget not be sufficient, it is intended that the Administration will make minor adjustments to focus the scope of the review.

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal	A Progressive Organisation
Objective O2	Our customers find it easier to interact and do business with Council and have an improved customer experience.
Priority O2.2	Modernise our services and enhance the customer experience by making service delivery faster, more convenient and more proactive.
Priority 2.4	Continuously strive to measure and improve performance and service delivery across all functions.
Objective O3	Our organisation is financially sustainable for both current and future generations
Priority O3.4	Assess the range and level of services undertaken to ensure they fulfil Council's legislative and strategic intent

Council also operates an Internal Audit Program which, while undertaking somewhat similar review activities, has as its main focus to evaluate the adequacy and effectiveness of the systems of internal control within the Council to manage risk.

The Internal Audit Program and this Framework are complementary but separate activities.

➤ Legal Implications

Section 8 of the *Local Government Act 1999* (the 'Act') sets out the principles that a council must act to uphold and promote observance in the performance of its roles and functions. The following principles are particularly relevant in the context of the Framework:

- (g) manage its operations and affairs in a manner that emphasises the importance of service to the community;
- (h) seek to ensure that council resources are used fairly, effectively and efficiently and council services, facilities and programs are provided effectively and efficiently;
- (i) seek to provide services, facilities and programs that are adequate and appropriate and seek to ensure equitable access to its services, facilities and programs;
- (ia) seek to balance the provision of services, facilities and programs with the financial impact of the provision of those services, facilities and programs on ratepayers;
- (j) achieve and maintain standards of good public administration;
- (k) ensure the sustainability of the council's long-term financial performance and position.

➤ **Risk Management Implications**

Conducting targeted and comprehensive service reviews will assist in mitigating the risk of:

Lack of effective strategic planning and resource allocation processes leading to suboptimal community outcomes, poor performance and loss of stakeholder confidence.

Inherent Risk	Residual Risk	Target Risk
Extreme (4A)	Low (3E)	Low

The Framework is a mitigation action in addition to the many controls that are already in place for this risk.

➤ **Financial and Resource Implications**

This service review is a funded initiative in the *Annual Business Plan 2022-23*. The funding relates directly to the annual cost of appointing an external consultant to conduct one review.

The Corporate Planning & Performance Coordinator will coordinate the procurement, conduct and reporting of the service review.

Following adoption, the Brief can be used to approach the market and obtain quotes to ensure that the budget allocation can cover the proposed scope. Should the budget not be sufficient, it is intended that the Administration will make minor adjustments to focus the scope of the review..

Future resource implications related to conducting service reviews will be for the staff time required to participate in the reviews and any implementation of the Review Report recommendations.

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

One of the purposes of service reviews is to assist in clarifying the community's service aspirations and assess how efficiently and effectively those aspirations are being met through the current service ranges and levels.

➤ **Sustainability Implications**

The analysis of Council's service ranges and levels will assist in identifying process efficiency and savings opportunities as well as confirming Council's compliance with statutory obligations.

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

Consultation on the development of this report was as follows:

Council Committees: Not applicable

Council Workshops: This selection of the Planning & Development function as well as a potential high level scope was discussed at the 13 September 2022 Council Workshop

Advisory Groups: Not applicable

External Agencies: The service review processes of other councils have been considered in the development of the Brief

Community: Not applicable

3. OPTIONS

Council has the following options:

- I. To adopt the *Service Review Brief – Development Services* contained in **Appendix 1** (Recommended)
- II. To adopt the *Service Review Brief – Development Services* with changes as specified by Council
- III. To not adopt the *Service Review Brief – Development Services* (Not Recommended)

Should the Council identify the need for substantial amendments to the draft *Service Review Brief – Development Services*, 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) *Service Review Brief – Development Services (draft)*

Appendix 1

Service Review Brief –Development Services (draft)

SERVICE REVIEW PROJECT BRIEF – Adelaide Hills Council

Function	Planning & Development	Directorate	Development & Regulatory Services
Services	<ul style="list-style-type: none"> Development Services Compliance and Inspection Services (subject to RFQ outcome) 		
Key Stakeholders	Director Development & Regulatory Services Manager Planning & Development Development & Regulatory Services Corporate Planning & Performance Coordinator		
Approval			

Objectives	<p>The objective of this Service Review is to facilitate efficiency, effectiveness, and appropriateness in service provision through the analysis of factors such as:</p> <ul style="list-style-type: none"> Service clarity, replicability and quality Customer (internal or external) priorities, aspirations and experience Alignment to the Council's strategic intent Statutory obligations Process efficiency and saving opportunities Service delivery effectiveness and performance assessment
Scope	<p>The scope of the review will be on the following services:</p> <p>Development Assessment</p> <ul style="list-style-type: none"> Planning Building <p>Subject to RFQ outcomes, Compliance/Inspections may be included</p>
Timeframes	<ol style="list-style-type: none"> RFQ Close Date: 30 November 2022 Contract Award by 16 December 2022 (indicative subject to no change of scope or budget required) Commencement of consultancy: January-April 2023 <p>Consultant to produce a potential timeline for completion of review by 30 June 2023.</p>
Resourcing & Budget	<p>Council has allocated a budget of \$26,000 to conduct the Service Review. The scope may need to be reviewed based on quotes received from the market.</p> <p>The service review will be coordinated by the Corporate Planning and Performance Coordinator, Kira-marie Lavery, and will include various members of staff and management across the Planning & Development.</p>
Approach	<p>Utilising the methodology from the <i>ACELG Service Delivery Review: A How to Manual for Local Government</i> – by the Australian Centre of Excellence for Local Government OR other similar methodology as agreed.</p>
Deliverables	<p>At the conclusion of a Review, the consultant will be required to <u>prepare and present</u> a report to Council and the Audit Committee setting out, but not limited to, the following:</p> <ul style="list-style-type: none"> Description of Service(s) (range, level, volumes, inputs, outputs, etc.) Analysis of existing customer/stakeholder feedback and data Analysis of targeted customer feedback and data (internal and external)

SERVICE REVIEW PROJECT BRIEF – Adelaide Hills Council

	<ul style="list-style-type: none">• Analysis and assessment of Service(s) appropriateness, effectiveness and efficiency (including where available, benchmarking data from other comparable organisations)• Process maps of Service(s)• Recommendations:<ul style="list-style-type: none">○ Refinements to current Service provision quality, effectiveness and efficiency○ Proposals (as applicable) to change service range, level, delivery modes, etc.○ Proposed Implementation plan actions, including any known recommended responsible officers/areas and suggested timeframes
Communication	<p>Communication by the consultant shall occur through the Corporate Planning and Performance Coordinator, Kira-marie Laverty, ph. (08) 8408 0568, email klaverty@ahc.sa.gov.au.</p> <p>Council's Corporate Planning and Performance Coordinator will be responsible for liaising with the Consultant to ensure the consultancy is on target and to provide any reasonable assistance.</p>

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 25 October 2022
AGENDA BUSINESS ITEM**

Item: 12.6

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
17/09/2019	Special Council	239/19	Circular Procurement Pilot Project	Nil
4/08/2021	Ordinary Council	169/21	MON Natural Burials	Nil
26/10/2021	Ordinary Council	221/21	Single Use Plastic MON Response	Nil

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI
22/03/2022	Ordinary Council	56/22	CEO Performance Review Process and Schedule	Nil
24/05/2022	Ordinary Council	124/22	Local Heritage Grant Fund 2021-22 Project Approvals	Nil
20/06/2022	Special Council	244/22	Appointment of Acting CEO - Confidential Item	Nil
28/06/2022	Ordinary Council	156/22	East Waste Charter Amendment - Duration of Confidentiality	Nil
28/06/2022	Ordinary Council	170/22	Santos Tour Down under Event Opportunity - Duration of Confidentiality	Nil
26/07/2022	Ordinary Council	179/22	MON CCC Boundary Reform Oversight by S41 Committee - Cr Osterstock	Nil
23/08/2022	Ordinary Council	229/22	East Waste Recycling Contract – Confidential Item	Nil
23/08/2022	Ordinary Council	233/22	Revised East Waste 2022-23 Annual Plan & Budget – Confidential Item	refer to Confidential Minute
20/09/2022	Special Council	239/22	Accession of His Majesty King Charles III	Nil
20/09/2022	Special Council	240/22	Election of East Regional Grouping Representative GAROC	Material - Mayor Wisdom
20/09/2022	Special Council	241/22	Election of LGA President	Nil
20/09/2022	Special Council	242/22	Elections for LGFA Board of Trustees	Nil
20/09/2022	Special Council	243/22	Use of Boundary Change Committee delegation	Nil
20/09/2022	Special Council	247/22	Appointment of Acting CEO - Duration of Confidentiality	Nil
27/09/2022	Ordinary Council	255/22	Council Submissions on Miscellaneous Technical Enhancement Code Amendment	Perceived - Cr Green
27/09/2022	Ordinary Council	258/22	Confidential Items Review	Nil
27/09/2022	Ordinary Council	259/22	Confidential Items Review Decision 3	Nil
27/09/2022	Ordinary Council	260/22	Acting CEO - Appt to SHLGA and declaration of COI	Nil

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI
27/09/2022	Ordinary Council	262/22	SA Water Hydrant Locations	Nil
27/09/2022	Ordinary Council	265/22	Audit Committee Recommendation to Council	Nil
27/09/2022	Ordinary Council	267/22	CEO PRP Independent Member	Nil
27/09/2022	Ordinary Council	268/22	CEO Performance Review Panel Independent Member Duration of Confidential item	Nil

1. GOVERNANCE

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal 5 A Progressive Organisation

Objective O5 We are accountable, informed, and make decisions in the best interests of the whole community

Priority O5.3 Demonstrate accountability through robust corporate planning and reporting that enhances performance, is relevant and easily accessible by the community

The timely completion of Council resolutions assists in meeting legislative and good governance responsibilities and obligations.

➤ Legal Implications

Not applicable

➤ Risk Management Implications

Regular reporting on outstanding action items will assist in mitigating the risk of:

Actions arising from Council resolutions may not be completed in a timely manner

Inherent Risk	Residual Risk	Target Risk
High (4C)	Medium (4E)	Medium (4E)

➤ Financial and Resource Implications

Not applicable

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

Not applicable

➤ **Sustainability Implications**

Not applicable

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

Not applicable

2. BACKGROUND

At its meeting of 24 March 2015 Council resolved:

That the CEO provides a report to the 28 April 2015 Council meeting in relation to outstanding resolutions passed before 31 March 2013 outlining the reasons why the resolutions have not been completed, detailing what actions have been taken and an estimated date of completion.

The contents of this report formed a workshop discussion with Council Members on 3 May 2017.

While the above resolution referred to a date, the duration was two (2) years and the intent of the Council's resolution has been carried forward as a prudent accountability mechanism.

3. ANALYSIS

The Action list has been updated to provide Council with information regarding outstanding actions. Completed resolutions are identified in the recommendation for removal from the Action List.

4. OPTIONS

Council has the following options:

- I. Note the status of the outstanding items and the proposed actions
- II. Resolve that other actions are required.

5. APPENDIX

- (1) Action List

Appendix 1

Action List

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Responsible Officer	Status	Status (for Council reporting)
24/01/2017	Ordinary Council	7/17	Cromer Cemetery Revocation of Community Land	None declared	a report be prepared and submitted to the Minister for Local Government seeking approval for the revocation of the community land classification of a portion of the land contained in Certificate of Title Volume 5880 Folio 219 identified in red on the plan attached as Appendix 1.	Terry Crackett	Karen Cummings	In Progress	DEWNR have requested that the revocation be put on hold whilst they investigate the requirements to alter the trust affecting the land and undertake an assesment 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 Jan 22 - contact has been made with DEW who are investigating the situation again prior to further communication with Council March 22 - a new contact has been established with DEW who is working proactively with Council to plan a path forward to meet both DEW and Council objectives August 2022 - DEW have advised that the land can be subdivided as Crown Land and rededicated back to Council which will mean Community Land revocation is unnecessary. On site meeting held with DEW, Survey Plan prepared and with DEW for comment (sent 30/08/2022) prior to lodgement. Seeking confirmation from DEW on their willingness to resume the land prior to lodging land division. October 2022 - DEW have the Plan of division and are liaising with staff regarding the best way forward.
28/08/2018	Ordinary Council	200/18	Proposal to enter 11 AHC Reserves into Heritage Agreements 2018	None declared	1. That the report be received and noted. 2. That the Biodiversity Officer be authorised to enter:Doris Coulls Reserve, 152 Old Mt Barker Road, AldgateHeathfield Waste Facility, 32 Scott Creed Road, HeathfieldKiley Reserve, 15 Kiley Road, AldgateShanks Reserve, 1 Shanks Road, AldgateStock Reserve, Stock Road, MylorLeslie Creek Reserve, Leslie Creek Road, MylorMi Mi Reserve, 125 Aldgate Valley Road, MylorAldgate Valley 2 Reserve, 114 Aldgate Valley Road, MylorKyle Road Nature Reserve, Kyle Road, MylorCarey Gully Water Reserve, Deviation Road, Carey GullyHeathfield Stone Reserve, 215 Longwood Road, HeathfieldMylor Parklands, Mylor all being of significant biodiversity value, into Heritage Agreements. 3. That the Heritage Agreements retain the existing dog access arrangements in place for each of those reserves.	Peter Bice	Renae Eden	In Progress	The Heritage Applications were phased over the years in order to be accommodated within available resourcing. Heritage Agreements have been registered over: Kiley Reserve Shanks Reserve Kyle Road Nature Reserve, Leslie Creek Reserve Aldgate Valley 2 Reserve Doris Coulls Reserve Mylor Parklands Heathfield Waste Facility Reserve 26 - "Stock Rd 1" All applications have been lodged by June 30 2022 as per 2018 Council resolution. Heathfield Stone Reserve successfully rededicated for conservation purposes with Lands Title Office, and is now referred to as Heathfield Conservation Reserve. Heathfield Conservation Reserve and Heritage Mi Mi Reserve Applications have been accepted and signed by Andrew Aitken, to be countersigned by DEW. Carey Gully was initially rejected but appealed by Biodiversity Officer. Heritage Officer changed their recommendation for acceptance and sent to delegate for approval. Correspondence received that rededication from recreation to conservation purposes is required. Paperwork to amend a dedication has been submitted to Crown Lands.

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Responsible Officer	Status	Status (for Council reporting)
11/09/2018	Special Council	229/18	Road Exchange McBeath Drive, Skye Horsnell Gully	None declared	In accordance with sections 12 and 15 of the Roads (Opening and Closing) Act 1991, as regards the land within the Adelaide Hills Council area, enter into an Agreement for Exchange with Boral Resources (SA) Ltd and issue a Road Process Order to open as road portions of Section 906 Hundred of Adelaide numbered "1", "2" and "3" on Preliminary Plan No. 17/0066 (Appendix 1) and in exchange to close portions of McBeath Drive marked "A", "B", "C" and "D" on Preliminary Plan No. 17/0066, subject to the following: Boral Resources (SA) Ltd agreeing to pay all costs associated with the road exchange process including but not limited to all survey, valuation and reasonable legal costs; Boral Resources (SA) Ltd agreeing to pay all costs associated with a Council boundary adjustment between Adelaide Hills Council and the City of Burnside to rectify the resulting Council boundary anomaly from the road exchange process The closed road is excluded as Community Land pursuant to the Local Government Act 1999. Council approves the sale of the differential between the total area of closed road and the total area of opened road of approximately 1,242m ² to Boral Resources (SA) Ltd for the amount of \$6,210 as determined by an independent valuation. Subject to the successful completion of the road exchange process, Council undertakes a process in conjunction with the City of Burnside to realign the local government boundary along the new location of McBeath Drive to the south side of pieces 42, 52 and 62 of the	Terry Crackett	Karen Cummings	In Progress	Road exchange documentation has been executed and provided to Boral for lodgement with the Surveyor-General. Submission has been prepared and lodged with the Boundaries Commission jointly on behalf of the City of Burnside and Adelaide Hills Council. The Boundaries Commission has agreed to investigate the proposal and that process is underway. Further feedback has been provided to the Boundaries Commission to progress. Boral are negotiating a Land Management Agreement with the State Government which has delayed the completion of the land division and road exchange Awaiting advice that land division has been completed so that the boundary realignment can occur 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 August 2022 - Have had no update from Boral or lawyers, Karen to follow up. October 2022 - No update as yet
11/09/2018	Special Council	232/18	Revocation of Community Land – Bridgewater Retirement Village	None declared	To commence a process to revoke the Community Land classification of the land located on the corner of Mt Barker Road and Second Avenue Bridgewater known as 511 Mt Barker Road Bridgewater contained in Certificate of Title Volume 5488 Folio 788 (Land) on which a portion of the Bridgewater Retirement Village is located by: Preparing a report as required under section 194(2)(a) of the Local Government Act 1999 and making it publicly available. Undertaking consultation in accordance with its Public Consultation Policy as required under section 194(2)(b) of the Local Government Act 1999. To commence a process to vary the charitable trust affecting the Land by investigating land parcels owned by the Adelaide Hills Council, including Carripook Park, Candlebark Reserve and Vincent Playground Reserve, that may be suitable for the development of a landscaped garden for the benefit of the community and for the construction of a memorial to the Ash Wednesday Bushfires of 1983 as contemplated by the charitable trust over the Land and invite community suggestions and feedback in relation to any appropriate land parcels. To approve a budget allocation in the amount of \$10,000 for legal expenses for the preparation of an Application to the Supreme Court to vary the charitable trust. That a further report be presented to Council for consideration after	Terry Crackett	Karen Cummings	In Progress	Initial consultation to identify possible locations for the establishment of a garden and memorial concluded on 28 January 2019 with only one submission received being a suggestion from the Retirement Village residents to investigate Carripook Park as their preferred option. Council, at the meeting of 27 August 2019, approved Carripook Park as the location to vary the trust to. The Attorney-General has provided in-principle support to the proposal so a design for the landscaped garden and bushfire memorial at Carripook Park will be prepared for submission to the Supreme Court. November 21 - consultation has been undertaken and draft affidavit has been prepared for lodgement with the Supreme Court Jan 22 - awaiting approval from the Attorney General prior to lodgement with the Supreme Court April 22 - documents nearing finalisation for lodgement with Supreme Court June 22 - all Supreme Court documents have been executed and progressed with the Attorney-General Aug 22 - all documents to remove the Trust have now been approved by the supreme court. Trust now removed from Retirement Village site. Meeting with residents on 22 Sept to finalise any updated feedback on community land revocation. Oct 22 - Meeting held with residents on 22 September to communicate current status. Documents sent to Minister for Community Land revocation on week ending 14/10/2022
23/07/2019	Ordinary Council	188/19	LED Street Lighting Upgrade	None declared	That the report be received and noted. To approve an increase of \$365k in Council's 2019/20 capital budget to commence the transition of 900 P – category public streetlights to LED with the funding source to be recommended to Council at its next budget review. That Council engage SAPN to commence the changeover of P-Category lights to LED public lighting on Council roads and that authority is given to the CEO to finalise a contract with SAPN and sign that agreement. That Council enter into a PLC tariff agreement for public lighting with SAPN until 30 June 2020 and subsequently move to the tariff set by the Australian Energy Regulator from July 2020. That Council continues to liaise with SAPN and DPTI on the changeover of Council public lighting on roads	Peter Bice	David Collins	In Progress	Council lights changed to LED at Aldgate, Uraidla and Sumertown Main Street complete. Birdwood Main Street Council lighting under investigation for changeover to LED The Public Lighting Working Group (including representatives from Local Government, DIT and SAPN) has established a sub-group to work with DIT on the transition of V Category lights on state maintained roads. Timing of any agreements between LG and DIT unknown. Council officers continue to be updated on sub-group progress and have nominated to join main street lighting working group.
17/09/2019	Special Council	239/19	Circular Procurement Pilot Project	None declared	Council resolves: That the report be received and noted. To approve participation in the Circular Procurement Pilot Project. That the Chief Executive Officer be authorised to execute the Memorandum of Understanding as contained in Appendix 1 of this report. That the Council endorses, in principle, the following targets: subject to the procurement needs and requirements of Council in 2020/21 purchasing recycled plastic products or materials equivalent to 10% of the weight of plastic collected within the Council area, which is equivalent to approximately 25 tonnes based on 2017/18 data. subject to the procurement needs and requirements of Council, commencing in 2021/22 Council will incrementally increase its purchasing of recycled plastic products or materials thereafter until it is equivalent to 50% of the weight of plastic collected within the Council area, which is	Peter Bice	John McArthur	Completed	Council continues to participate in the Circular Procurement trial.

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Responsible Officer	Status	Status (for Council reporting)
28/01/2020	Ordinary Council	11/20	Revocation of Community Land - Bridgewater Retirement Village	None declared	That the report be received and notedSubject to the Supreme Court issuing an order granting approval for a trust variation scheme, a report be prepared and submitted to the Minister for Planning seeking approval to revoke the community land classification of Allotment 220 in Filed Plan No. 8131 known as 511 Mount Barker Road Bridgewater.The Mayor and CEO be authorised to sign all necessary documentation to give effect to this resolution.	Terry Crackett	Karen Cummings	In Progress	Application to the Minister for Planning will be made once the trust variation scheme has been approved by the Supreme Court. The Attorney-General has provided in-principle support for the proposal. A detailed landscape design has been prepared, community consultation on the design is underway and submission for the Supreme Court is being prepared. November 21 - consultation has been undertaken, draft affidavit has been prepared for lodgement with the Supreme Court Jan 22 - awaiting approval from the Attorney General to lodge with the Supreme Court April 22 - documents nearing finalisation for lodgement with Supreme Court June 22 - all Supreme Court documents have been executed and progressed with the Attorney-General August 2022 -Supreme court document have beenapproved, Trust now removed from Retirement Village site and have been transferred to Caripook Park. Meeting with residents on 22 September to discuss status and will then finalise report to Minister to revoke community land classification. Oct 22 - Meeting held with residents re cvurrent status on 22/10/2022. Community Land revocation application finalised and sent to minister week ending 14/10/2022
15/12/2020	Ordinary Council	300/20	Road Exchange Pomona Road Stirling	None declared	1. That the report be received and noted2. In accordance with sections 12 and 15 of the Roads Opening and Closing) Act 1991, enter into an Agreement for Exchange with the owner of the land of 21 Pomona Road Stirling and issue a Road Process Order to open as public road the area identified as "Road to be opened 1" on the Preliminary Plan No 20/0038 and in exchange to close a portion of Pomona Road as identified on the Preliminary Plan No 20/0038 as "Public Road A", subject to the owner of the land at 21 Pomona Road Stirling agreeing to pay all costs associated with the road exchange process including but not limited to all survey, valuation and reasonable legal costs 3. The closed road be excluded as Community Land pursuant to the Local Government Act 1999. The Mayor and Chief Executive Officer be authorised to sign all	Terry Crackett	Kylie Caruso	In Progress	Final Plans and Road Process Order documents have been executed by all parties. Awaiting on processing with the Surveyor- General and the Lands Titles Office Oct 2022 - Final land division plans received from Conveyancer for Council execution.
27/01/2021	Ordinary Council	22/21	CWMS Review	None declared	that the report, related attachments and the discussion and considerations of the subject matter be retained in confidence until 30 July 2021.	Peter Bice	David Collins	In Progress	
23/03/2021	Ordinary Council	52/21	Crown Land Revocation	None declared	1. That the report be received and noted 2. That the consultation report (<i>Appendix 1</i>) be received and noted 3. To apply to the Minister for Planning to revoke the Community Land classification of the following parcels of land:- i. CR 5752/186, Lot 32 Fullgrave Road, Crafers ii. CR 5753/725, Section 1609 Illert Road, Mylor iii. CR 5753/729, Section 1657 Scott Creek Road, Scott Creek iv. CR 5753/741, Sections 53 and 54 Sandy Waterhole Road, Woodside v. CR 5753/742, Section 547 Schuberts Road, Lobethal vi. CR 5753/744, Section 553 Pedare Park Road, Woodside vii. CR 5753/745, Section 556 Tiers Road, Woodside viii. CR 5753/746, Section 565 Old Carey Gully Road, Stirling ix. CR 5753/754, Section 511 North East Road, Inglewood x. CR 5753/758, Section 262 Reserve Road, Forreston xi. CR 5763/631, Section 1591 Silver Road, Bridgewater xii. CR 5763/634, Section 71 Magarey Road, Mount Torrens xiii. CR 5763/635, Section 72 Magarey Road, Mount Torrens xiv. CR 5763/636, Section 84 Forreston Road, Forreston xv. CR 6142/329, Lot 501 Greenhill Road, Balhannah xvi. CR 5926/487, Lot 20 Bell Springs Road Charleston (for rededication to the Department of Environment & Water) xvii. CR 5753/718, Section 1544 Reserve Terrace Aldgate (for rededication to Meals on Wheels) xviii. CR 5753/753, Section 495 off Kersbrook Road Kersbrook (for rededication to Meals on Wheels)	Terry Crackett	Karen Cummings	In Progress	Being progressed in accordance with resolution. November 21 - awaiting feedback from the Minister for Planning on final application for revocation Jan 22 - final application has been lodged with the Minister for Planning June 22 - awaiting response from new Minister September 2022 - still awaiting response from Minister Oct 22 - Still awaiting response from Minister
22/06/2021	Ordinary Council	117/21	Mobile Library Replacement	None declared	That the report be received and noted. That the Administration proceed with the replacement of the mobile library with a customised van and that the amount carried forward into 2021-22 be adjusted from \$480,000 to \$200,000.That the report be received and noted. That the Administration proceed with the replacement of the mobile library with a customised van and that the amount carried forward into	David Waters	Jess Charlton	In Progress	Completion of fit out and customisation of the new van is expected in October. The new van and refreshed timetable will be launched in November.

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Responsible Officer	Status	Status (for Council reporting)
27/07/2021	Ordinary Council	158/21	Revocation of Community Land Classification - Closed Roads R2142AA & R1573AB	Perceived - Cr Linda Green	<ol style="list-style-type: none"> 1. That the report be received and noted 2. To commence a revocation of community land process for the land described as "AA" in Road Plan No. 2142 ("Closed Road"), off Lenger Road, Mount Torrens including consultation in accordance with Council's Public Consultation Policy and the <i>Local Government Act 1999</i> with the intention of selling the Closed Road to the adjoining owners. 3. To commence a 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. 	Terry Crackett	Kylie Caruso	In Progress	<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. Oct 22 - No response received from Minister</p>
4/08/2021	Ordinary Council	169/21	MON Natural Burials	None declared	That the CEO provides a report to Council by 30 June 2022, outlining a policy and/or procedures by which Council can effectively manage natural burials in council cemeteries, such a report to include suitable locations and indicative costs.	Terry Crackett	Karen Cummings	Completed	<p>Preliminary planning underway for return to Council with report by 30 June 2022.</p> <p>Aug 2022 - Report deferred to October 2022 Council meeting to enable the Cemetery Advisory Group to consider the updated draft Policy at its meeting in October.</p> <p>Oct 22 - Report prepared for Council meeting in October 2022 with new Cemeteries Operating Policy to be endorsed.</p> <p>Report in relation to this item went to Council on 28/06/2022</p>
24/08/2021	Ordinary Council	170/21	Road Exchange Aldi Development Pomona Road Stirling	None declared	That the report be received and notedIn accordance with sections 12 and 15 of the <i>Roads (Opening and Closing) Act 1991</i> , enter into an Agreement for Exchange with the owner of the land of 3-5 Pomona Road Stirling and issue a Road Process Order to open as public road the area identified as "Road to be opened 1" on the Preliminary Plan No 21/0011 and in exchange to close a portion of Pomona Road as identified on the Preliminary Plan No 21/0011 as "Public Road A", subject to the 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	Terry Crackett	Kylie Caruso	In Progress	<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> <p>Oct 22 - No further update to report</p>
24/08/2021	Ordinary Council	178/21	Operational Workplace Review	None declared	<ol style="list-style-type: none"> 1. That the report be received and noted 2. That Council take up commercial lease space in Stirling at 85 Mount Barker Road Stirling, and the associated costs for the leasehold premises detailed in <i>Appendix 1</i> be adjusted in the 2021-22 financial year at Budget Review 1 3. Further detailed scoping be undertaken on the proposed renewal and energy efficiency upgrades to the Stirling Office, Heathfield Depot, Gumeracha Depot and Woodside Offices (current Development and Building Team offices) and presented to Council for consideration where appropriate within the 2021-22 Budget Review 1 and the next review of the Long Term Financial Plan 4. Subject to endorsement of the detailed scoping identified in 3 above, the Development and Building Team be relocated from Woodside to Stirling 5. To include budget provision in the draft Annual Business Plan 	Terry Crackett	Karen Cummings	In Progress	<p>Commenced in accordance with resolution</p> <p>Fitout at Garrod Office and progression of preliminary work for Stirling transportable underway.</p> <p>Scoping of other components to be is nearing completion and will be presented back to Council for review.</p> <p>Sept 22 - refit of transportable building at Stiling underway to allow for Ranges and EHO's to move in.</p> <p>Fitout at Garrod now complete with some staff having moved in. Meeting at Heathfield in early Sept to continue discussions on extension/renovations at that site.</p> <p>Oct 22 - Transportable building renovations well progressed. Meeting at Heathfield postponed pending further discussion with CEO on process for moving forward given scope of new building proposed for Heathfield has now changed.</p>
26/10/2021	Ordinary Council	220/21	Charleston Cemetery Compulsory Acquisition	None declared	<ol style="list-style-type: none"> 1. That the report be received and noted. 2. To revoke the resolution of Council of 22 May 2001, B129. 3. To commence a process to compulsorily acquire, under the <i>Land Acquisition Act 1969</i> , the Charleston Cemetery being the land contained in Certificate of Title Volume 5066 Folio 740 located at 36 Newman Road Charleston from The Charleston Cemetery Trust Inc.To continue to manage the Charleston Cemetery on behalf of The Charleston Cemetery Trust Inc in the interim from the date of this resolution until the completion of the land acquisition process.To authorise the Mayor and Chief Executive Officer to undertake all necessary actions, including execution of documents, including under the common seal of Council, to give effect to this resolution. 	Terry Crackett	Karen Cummings	In Progress	<p>Commenced in accordance with the resolution.</p> <p>November 21 - letter seeking consent to undertake the compulsory acquisition has been sent to the Minister</p> <p>Jan 22 - Minister has advised they are considering their position and will advise further in due course</p> <p>March 22 - Minister advised that has been deferred until after the election</p> <p>April 22 - new Minister has confirmed receipt and will review in due course</p> <p>Aug 22 - received advice from Minister for Local Government (via Normans) on 9/08/2022 that they were still waiting to hear back from Crown Solicitors Office on this matter.</p> <p>Oct 22 - No update received from Minister</p>
26/10/2021	Ordinary Council	221/21	Single Use Plastic MON Response	None declared	That the report be received and notedThat the actions outlined in this report are implemented.	Peter Bice	Sharon Leith	Completed	Actions continue to be implemented.
26/10/2021	Ordinary Council	235/21	Ashton Landfill - Confidential Item	None declared	As per Confidential minute	Peter Bice	John McArthur	In Progress	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	None declared	As per confidential minute	Peter Bice	David Collins	In Progress	
14/12/2021	Ordinary Council	274/21	Woodside Recreation Ground Reuse further information	Perceived - Cr Stratford	<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 	Peter Bice	Sharon Leith	In Progress	A contractor has been engaged to undertake an audit of the irrigation systems.

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Responsible Officer	Status	Status (for Council reporting)
22/03/2022	Ordinary Council	52/22	Response to MON Bore Use	Nil	<ol style="list-style-type: none"> 1. That the report be received and noted 2. To negotiate an agreement with the Summertown Village Water Company for access to the Council bore located on Anya Crescent Reserve at Summertown for a defined period, being not more than 3 years, on terms and conditions to be agreed whereby by the end of the agreement term, the Summertown Village Water Company has established an independent water supply for its shareholders and current use of the Council bore ceases 3. To negotiate an in principle agreement with the Summertown Community Centre Inc. for a land exchange at Tregarthen Reserve Summertown that would see the public infrastructure located on land owned by the Council and the sport and recreation infrastructure on land owned by the Summertown Community Centre Inc. with the Council being responsible for the provision of water to Tregarthen Reserve 4. To negotiate an agreement with the owner of 30 Stonehenge Avenue Stirling, for access to and use of the bore located on Council land at 28 Stonehenge Avenue Stirling, for a defined reasonable period of time, say 18 – 24 months, on terms and conditions to be agreed whereby by the end of the agreement, the landowner has established an independent water supply for its land and use of the Council bore ceases 	Terry Crackett	Karen Cummings	In Progress	Commenced in accordance with resolution. Sept 22 - commenced as per resolution Oct 22 - commenced as per resolution
22/03/2022	Ordinary Council	53/22	Removal of Remoteness Sculpture, Stirling	Nil	<ol style="list-style-type: none"> 1. That the report be received and noted. 2. That the sculpture known as <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	Rebecca Shepherd	In Progress	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. Staff have sought advice on the suggested fix from ArtLab and at the time of update, are awaiting an outcome of their work. It will be important to 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. Response from Artlab has indicated that, given the load bearing of the design and the weakened nature of the stone it is unlikely that any treatment options will resolve the issues, however they suggested that we further consult with an engineer regarding proposed fix. An engineer has been approached and provided with all information to date and we await his response.
22/03/2022	Ordinary Council	56/22	CEO Performance Review Process and Schedule	Nil	<ol style="list-style-type: none"> 1. That the report be received and noted. 2. To undertake the 2022 CEO Performance Review and Remuneration Review using an external consultant. 3. That the 2022 CEO Performance Review Panel (CEOPRP) Meeting and Process Schedule – External (Caretaker Period) as contained in Appendix 2, be adopted and the CEOPRP Presiding Member be delegated to amend the Process Schedule 	Terry Crackett	Megan Sutherland	Completed	Council made decisions on the CEO Performance Review and CEO Remuneration at its meeting on 23/8/22.
26/04/2022	Ordinary Council	86/22	MON Property Lobethal Road Lenswood	Nil	<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. 	Natalie Armstrong	Natalie Armstrong	In Progress	Continued monitoring is being undertaken by Council staff and action if appropriate.
26/04/2022	Ordinary Council	87/22	Property Lobethal Road Lenswood - Duration of Confidentiality	Nil	<p>Item</p> <p>Duration of Confidentiality</p> <p>NB: Item to be reviewed every 12 months if not released</p> <p>ReportTwo year termRelated AttachmentsTwo year termMinutesNilOther</p>	Natalie Armstrong	Natalie Armstrong	In Progress	
26/04/2022	Ordinary Council	92/22	Heathfield Resource Recovery Centre Management Agreement	Nil	<ol style="list-style-type: none"> 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 	Peter Bice	John McArthur	In Progress	Administrative review of agreement nearing completion.

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Responsible Officer	Status	Status (for Council reporting)
26/04/2022	Ordinary Council	93/22	Options for Randell's Workmen's Cottages Gumeracha	Nil	1. That the report be received and noted. 2. To rescind parts 3 to 6 of resolution numbered 77/19 of 26 March 2019 thereby removing the requirement to pursue a land division application and Expression of Interest process for the reuse of the Randell's Workmen's Cottages for tourist accommodation or some other use. 3. That the Chief Executive Officer undertakes further scoping and costing for option 4, as outlined in the 26 April 2022 report, for undertaking minor works on the cottages to prevent further deterioration.	Terry Crackett	Karen Cummings	In Progress	Commenced in accordance with resolution. Sept 22 -Team Leader property projects is currently seeking costings for the works as per the resolution. Oct - Waiting on costings
24/05/2022	Ordinary Council	122/22	Purchase of Land 8 St John Road Norton Summit	Perceived - Cr Leith Mudge	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	Terry Crackett	Karen Cummings	In Progress	Workshop scheduled for 9 August 2022. Workshop held on 16 August 2022. Investigations ongoing during September/October 2022
24/05/2022	Ordinary Council	124/22	Local Heritage Grant Fund 2021-22 Project Approvals	Nil	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,	Natalie Armstrong	James Szabo	Completed	Applicants notified of Council decision and case management service is being provided to progress the projects. One appiaiton currently engaged in Development Assessment Process with the second project to lodge shortly.
20/06/2022	Special Council	244/22	Appointment of Acting CEO - Confidential Item	Nil	See confidential Minute	David Waters	Lachlan Miller	Completed	Confidentiality order has been lifted and report is in Released Confidential Items on the Council website.
28/06/2022	Ordinary Council	150/22	Naming of Parks & Reserves	Nil	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	Peter Bice	Chris Janssan	In Progress	Identification of relevant land parcels underway, with report for October Ordinary Council Meeting has been prepared.
28/06/2022	Ordinary Council	156/22	East Waste Charter Amendment - Duration of Confidentiality	Nil	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	David Waters	Lachlan Miller	Completed	Confidentiality order has been lifted and report is in Released Confidential Items on the Council website.
28/06/2022	Ordinary Council	157/22	Revocation of Community Land Classification - Closed Roads Mt Torrens & Norton Summit	Perceived - Cr Linda Green	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	Terry Crackett	Kylie Caruso	In Progress	Commenced in accordance with resolution. Council staff have written to the Minister for Local Government (Hon. Geoff Brock) seeking the Revocation of Community Land Classification. Oct 22 - Waiting on response from Minister
28/06/2022	Ordinary Council	158/22	MON Response Natural Burials	Nil	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	Terry Crackett	Karen Cummings	In Progress	Sept 22 - Updated cemeteries operating policy drafted and will go to October 2022 Council meeting after sharing with the Cemeteries Advisory Group at its meeting in early October. Research underway for processes for microchipping etc. for natural burials. Oct - upated Policy to go to October 2022 Council meeting
28/06/2022	Ordinary Council	166/22	Warren Road Birdwood Blackspot - Confidential Item	Nil	See Confidential Minute	Peter Bice	Ashley Curtis	In Progress	In Progress
28/06/2022	Ordinary Council	167/22	Warren Road Birdwood Blackspot - Duration of Confidentiality	Nil	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 released Report Until all resolutions are executed, but not longer than 28 June 2023 Related	Peter Bice	Ashley Curtis	In Progress	In Progress

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Responsible Officer	Status	Status (for Council reporting)
28/06/2022	Ordinary Council	168/22	Santos Tour Down Under Event Opportunity - Confidential	Nil	See Confidential Minute	David Waters	Jennifer Blake	In Progress	Following the official announcement of the men's and women's race routes this item is no longer in confidence.
28/06/2022	Ordinary Council	170/22	Santos Tour Down under Event Opportunity - Duration of Confidentiality	Nil	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	David Waters	Jennifer Blake	Completed	Following the official announcement of the men's and women's race routes this item is no longer in confidence.
28/06/2022	Ordinary Council	172/22	Ashton Landfill - Confidential	Nil	See Confidential Minute	Peter Bice	John McArthur	In Progress	Matter continues to be progressed. Further updates will be provided when a material change occurs.
28/06/2022	Ordinary Council	173/22	Ashton Landfill - Duration of Confidentiality	Nil	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	Peter Bice	John McArthur	In Progress	Matter continues to be progressed.
28/06/2022	Ordinary Council	175/22	Fabrik Tender & Contract - Confidential Item	Nil	See Confidential Item	Terry Crackett	Karen Cummings	In Progress	Oct 2022 - Building 21 Contract has now been finalised. Contracts for remainder of buildings in process of being finalised.
28/06/2022	Ordinary Council	176/22	Fabrik Tender & Contract - Duration of Confidentiality	Nil	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	Terry Crackett	Karen Cummings	In Progress	
26/07/2022	Ordinary Council	179/22	MON CCC Boundary Reform Oversight by S41 Committee - Cr Osterstock	Nil	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	David Waters	Lachlan Miller	Completed	Draft Boundary Change Committee Terms of Reference were adopted at Council's 23 August 2022 meeting. Inaugural Boundary Change Committee meeting was held on 25 August 2022.

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Responsible Officer	Status	Status (for Council reporting)
26/07/2022	Ordinary Council	181/22	Support for Road closures 2022 Adelaide Hills Rally	Nil	<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> <p>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: Charligate Stage (Charleston)</p>	David Waters	Jennifer Blake	In Progress	The organisers have met the requirements of Item 2. Event organisers have undertaken a course inspection pre event with AHC which determined no works are required. Another drive will be conducted post event to assess the condition of the roads. Any reparation will be made by the event organisers.
26/07/2022	Ordinary Council	182/22	Policy Review - Festivals and Events	Nil	<p>1. 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	Jennifer Blake	Not Started	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	184/22	S221 Permit CFS Last Refuge Signage within Council	Nil	<p>1. That the report be received and noted</p> <p>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.</p> <p>3. To authorise the Chief Executive to finalise and sign all</p>	Terry Crackett	Kylie Caruso	In Progress	<p>Matter commenced in accordance with Council Resolution.</p> <p>Documents have been signed by both CFS and Council. Distribution of documents to the CFS to occur.</p>
23/08/2022	Ordinary Council	206/22	MON Undergrounding of Power Lines Lobethal, Mt Torrens & Woodside	Nil	<p>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,</p>	Peter Bice	Ashley Curtis	In Progress	Investigations progressing.
23/08/2022	Ordinary Council	209/22	Proposed Road Closure – Unmade Public Road adjacent to 9 Fidlers Hill Road Inglewood	Nil	<p>That the report be received and noted; The land marked "A" in Preliminary Plan No. 22/0025 (known as the Road Land) be declared surplus to Council's requirements; 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; 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 <i>Roads (Opening & Closing) Act 1991</i> 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; 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; 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</p>	Terry Crackett	Karen Cummings	In Progress	<p>Sept 22 - Roads Officer liaising with property owner re transfer and road closure finalisation.</p> <p>Oct 22 - Roads officer continuing to liaise with all parties to finalise the matter</p>

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Responsible Officer	Status	Status (for Council reporting)
23/08/2022	Ordinary Council	213/22	Draft Asset Management Plan – Community Wastewater Management Scheme 2023-2032 for public consultation	Material - Cr Linda Green Perceived - Cr Malcolm Herrmann Perceived - Cr Andrew Stratford	1. That the report be received and noted 2. That Council approve the <i>Draft Asset Management Plan Community Wastewater Management System 2023 - 2032</i> as contained in <i>Appendix 1</i> for community consultation. 3. That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the <i>Draft Asset Management Plan Community Wastewater Management System 2023 - 2032</i> prior to the consultation commencement.	Peter Bice	David Collins	In Progress	Engagement plan ready for release following caretaker.
23/08/2022	Ordinary Council	227/22	Acting and Substantive Chief Executive Officer Recruitment – Acting CEO Selection Panel - Confidential item	Nil	1. To appoint Cr Leith Mudge and Cr Ian Bailey as Ordinary Members of the Acting CEO Selection Panel. 2. That in relation to the Substantive CEO Recruitment, that this matter is referred to the incoming Council for decision in December 2022.	David Waters	Lachlan Miller	In Progress	Acting CEO Selection Panel convened and all actions completed. No actions for substantive CEO recruitment until after the November 2022 election.
23/08/2022	Ordinary Council	229/22	East Waste Recycling Contract – Confidential Item	Nil	Refer to Confidential Minutes	Peter Bice	John McArthur	Completed	Confidential matter has been completed.
23/08/2022	Ordinary Council	230/22	East Waste Recycling Contract – Duration of Confidentiality	Nil	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 <i>Local Government Act 1999</i> , the Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer.	Peter Bice	John McArthur	In Progress	Confidential material remains sensitive and could reasonably be expected to prejudice the commercial position of the person who supplied the information.
23/08/2022	Ordinary Council	233/22	Revised East Waste 2022-23 Annual Plan & Budget – Confidential Item	refer to Confidential Minute	Refer to Confidential Minute	Peter Bice	John McArthur	Completed	Confidential matter has been completed.
23/08/2022	Ordinary Council	234/22	Revised East Waste 2022-23 Annual Plan & Budget – Duration of Confidentiality	Nil	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 Pursuant to section 91(9)(c) of the <i>Local Government Act 1999</i> , the Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer.	Peter Bice	John McArthur	In Progress	Confidential material remains sensitive and could reasonably be expected to prejudice the commercial position of the business who supplied the information.
23/08/2022	Ordinary Council	236/22	Ministerial Exemption – Confidential Item	Nil	Refer to Confidential Minute	Peter Bice	John McArthur	In Progress	
23/08/2022	Ordinary Council	237/22	Ministerial Exemption - Duration of Confidentiality	Nil	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 <i>Local Government Act 1999</i> , the Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer.	Peter Bice	John McArthur	In Progress	
20/09/2022	Special Council	239/22	Accession of His Majesty King Charles III	Nil	Council acknowledges the accession to the throne of His Majesty King Charles III and wishes His Majesty a long and peaceful reign, and the Mayor be authorised to forward correspondence to this regard listing	David Waters	Lachlan Miller	Completed	Letter forwarded to Buckingham Palace
20/09/2022	Special Council	240/22	Election of East Regional Grouping Representative GAROC	Material - Mayor Jan-Claire Wisdom	1. That the report be received and noted. 2. To cast its vote for Mayor Jan-Claire Wisdom as the East Regional Grouping Representative to GAROC. 3. To authorise the Mayor to mark the ballot paper reflecting the Council's determination and authorise the CEO (or their delegate) to lodge Council's nomination in accordance with the process set out in	David Waters	Lachlan Miller	Completed	Election material posted
20/09/2022	Special Council	241/22	Election of LGA President	Nil	That the report be received and noted. To cast its vote for Mayor Erica Vickery, Naracoorte Lucindale Council for LGA President. To authorise the Mayor to mark the ballot paper reflecting the Council's determination and authorise the CEO (or their delegate) to	David Waters	Lachlan Miller	Completed	Ballot papers completed and lodged in accordance with LGA timeframes.

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Responsible Officer	Status	Status (for Council reporting)
20/09/2022	Special Council	242/22	Elections for LGFA Board of Trustees	Nil	1. That the report be received and noted 2. To vote for Michael Sedgman and Annette Martin as Representative Members of the Board of Trustees of the Local Government Finance Authority. 3. To authorise the Mayor to mark the ballot paper reflecting Council's determination and authorise the CEO (or their delegate) to	David Waters	Lachlan Miller	Completed	Voting papers posted
20/09/2022	Special Council	243/22	Use of Boundary Change Committee delegation	Nil	1. That the report be received and noted. 2. To note the Boundary Change Committee's use of the delegation under clause 4.3.1 of the Committee's Terms of Reference to lodge the Inquiry Plan Submission directly to the Boundaries Commission. 3. To retrospectively endorse the Inquiry Plan Submission contained in Appendix 4.	David Waters	Lachlan Miller	Completed	
20/09/2022	Special Council	247/22	Appointment of Acting CEO - Duration of Confidentiality	Nil	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 Until an Employment Agreement has been executed between both parties Related Attachments NIL Minutes Until an Employment Agreement has been executed between both parties Pursuant to section 91(9)(c) of the <i>Local Government Act 1999</i> , the Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer.	David Waters	Lachlan Miller	Completed	Confidentiality order has been lifted and report is in Released Confidential Items on the Council website.
27/09/2022	Ordinary Council	252/22	Options to reduce traffic congestion Bridgewater Primary School	Nil	1 Council explores the options to reduce traffic congestion and improve child safety in the vicinity of Bridgewater Primary School and provides a report to Council on the outcomes of: i. Contacting the owners of 23 Morella Grove Bridgewater (CT 5473/109) to discuss the possibility of purchasing a section of their property along the southern end of Lezayre Avenue or Morella Grove as shown in Appendix 1. ii. Writing to the Department of Education and Bridgewater Primary School to determine the possibility of transferring a section of	Peter Bice	Ashley Curtis	In Progress	Initial contact with the owner of 23 Morella Grove has been made.
27/09/2022	Ordinary Council	253/22	Options to reduce traffic congestion Bridgewater Primary School - traffic study	Nil	Formal Motion from 27/9/22 - That item 11.1.1, Options to reduce traffic congestion Bridgewater Primary School – Traffic Study, be deferred until the January 2023 meeting of Council.	Peter Bice	Ashley Curtis	In Progress	No further action required until January meeting.
27/09/2022	Ordinary Council	254/22	MON Coach Parking	Nil	That the CEO prepares a report into the viability of a Coach Parking space in Stirling and adjacent environs by 31 January 2023.	Peter Bice	Ashley Curtis	In Progress	Council staff have met with a representative of the SBA to garner their views, and are now awaiting a proposal from a suitably qualified traffic engineer to provide advice regarding this matter.
27/09/2022	Ordinary Council	255/22	Council Submissions on Miscellaneous Technical Enhancement Code Amendment	Perceived - Cr Green	1. That the report be received and noted 2. To approve the Adelaide Hills Council submission on the Miscellaneous Technical Enhancement Code Amendment as contained in Appendix 1 3. That the Chief Executive Officer be authorised to make any additional non-substantive technical additions and minor amendments	Natalie Armstrong	James Szabo	Completed	Submission has been made in accordance with the Council resolution.
27/09/2022	Ordinary Council	256/22	Regional Public Health & Wellbeing Plan	Nil	1. That the report be received and noted. 2. To adopt Council's individual 'top actions' in the S&HLGA's Regional Public Health and Wellbeing Plan 2022-27 as per <i>Appendix 1</i> . 3. To adopt the joint 'focus areas for collaboration' in the S&HLGA's Regional Public Health and Wellbeing Plan 2022-27 as per	David Waters	Rebecca Shepherd	In Progress	The Regional Public Health and Wellbeing Plan 2022-27 has been adopted by all 6 member Councils and will now go to the Southern and Hills Local Government Association for endorsement before being published on our website.
27/09/2022	Ordinary Council	258/22	Confidential Items Review	Nil	DECISION 2 – Resolution 238/21 – Electricity Procurement Legal Matter 1. Pursuant to Section 91(7) of the <i>Local Government Act 1999</i> , Council orders that the following document(s) (or part) shall be kept confidential, being document(s) (or part) relating to a matter dealt with by the Council on a confidential basis under Sections 90(2) and 90(3)(h) of the Act: 2. The Report of 26 October 2021, Item No. 18.1, Electricity Procurement Legal Matter, 238/21 remain confidential until 27 September 2023 and that this order be reviewed every twelve (12) months. 3. On the grounds that the document(s) (or part) relates to is legal advice the disclosure of which could reasonably be expected to prejudice Council's position in future legal proceedings. 4. Pursuant to section 91(9)(c) of the <i>Local Government Act 1999</i> , Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer.	David Waters	Steven Watson	Completed	Register updated with revised period.

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Responsible Officer	Status	Status (for Council reporting)
27/09/2022	Ordinary Council	259/22	Confidential Items Review Decision 3	Nil	<p>DECISION 3 – Resolution 236/21 – Ashton Landfill</p> <p>1. Pursuant to Section 91(7) of the <i>Local Government Act 1999</i>, Council orders that the following document(s) (or part) shall be kept confidential, being document(s) (or part) relating to a matter dealt with by the Council on a confidential basis under Sections 90(2) and 90(3)(i) of the Act:</p> <p>2. The Report of 26 October 2021, Item No. 18.2, Ashton Landfill, 236/21 remain confidential until 27 September 2023 and that this order be reviewed every twelve (12) months.</p> <p>3. On the grounds that the document(s) (or part) relates to information relating to actual litigation, or litigation that the council or council committee believes on reasonable grounds will take place, involving the council or an employee of the council the disclosure of which could reasonably be expected to prejudice the legal position of the council in relation to the Ashton Landfill.</p> <p>4. Pursuant to section 91(9)(c) of the <i>Local Government Act 1999</i>, Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer.</p>	David Waters	Steven Watson	Completed	Register updated with revised period.
27/09/2022	Ordinary Council	260/22	Acting CEO - Appt to SHLGA and declaration of COI	Nil	<p>Council resolves:</p> <p>1. That the report be received and noted.</p> <p>2. To appoint Mr David Waters as a Board Member of the Southern & Hills Local Government Association from 30 September 2022 and to advise the Association of the appointment.</p> <p>3. To acknowledge the disclosure of interests contained in this report and to authorise the Acting Chief Executive Officer (designate), Mr David Waters, to act in the course of his official duties in relation to the following matters/entities: Walking SA Inc.Adelaide Hills TourismAustralia Day Council of South Australia (ADCSA)South</p>	David Waters	Lachlan Miller	Completed	Letter sent to SHLGA on 29/9/22
27/09/2022	Ordinary Council	262/22	SA Water Hydrant Locations	Nil	<p>Council writes to SA MapViewer requesting notification when the SA Water Hydrant & Fire Plugs location update is complete and on which dataset layer the display of fire hydrants (fire plugs) will be available.</p>	Peter Bice	John McArthur	Completed	Hydrant data now loaded on SA Location Viewer.
27/09/2022	Ordinary Council	265/22	Audit Committee Recommendation to Council	Nil	<p>That the report be received and noted</p> <p>To adopt the revised Strategic Internal Audit Plan 2018/19 – 22/23 v1.11</p>	David Waters	Lachlan Miller	Completed	SIAP was adopted at the 27 September 2022 Council Meeting.
27/09/2022	Ordinary Council	267/22	CEO PRP Independent Member	Nil	Refer to Confidential Minute	David Waters	Lachlan Miller	Completed	Advice emailed to Independent Member 29/9/22
27/09/2022	Ordinary Council	268/22	CEO Performance Review Panel Independent Member Duration of Confidential item	Nil	<p>retain the Items in confidence as detailed in the Duration of Confidentiality Table below: Item</p> <p>Duration of Confidentiality</p> <p>NB: Item to be reviewed every 12 months if not releasedReport31 December 2022Related Attachments31 December 2022Minutes31 December 2022</p>	David Waters	Lachlan Miller	Completed	Confidentiality order has been lifted and report is in Released Confidential Items on the Council website.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 25 October 2022
AGENDA BUSINESS ITEM**

Item: 13.1

Responsible Officer: Kira-marie Laverty
Corporate Planning & Performance Coordinator
Office of the Chief Executive

Subject: Quarterly Council Performance Report – Q1 2022-23

For: Information

SUMMARY

As a local government entity, Council has a number of legislative obligations regarding the preparation and distribution of corporate planning and reporting information to the elected body and the community. In addition to these mandated requirements, Council has over time created a number of additional elements to improve the integration, transparency and accountability of its activities. The Quarterly Council Performance Report is just one of these elements.

A revised suite of corporate performance indicators and targets were developed in consultation with Council Members, the Strategic Leadership Team and relevant officers as part of the *2020-21 Annual Business Plan* process and have continued to be incorporated into the *Annual Business Plan 2022-23*. These were aligned to the new *Strategic Plan 2020-24 – A brighter future* adopted in April 2020.

The Quarterly Council Performance Report for Q1 (**Appendix 1**) covers the period 1 July 2022 to 30 September 2022, and shows the performance against the corporate performance indicators as well as discussing key highlights aligned with the Strategic plan.

The purpose of this report is to provide information on Council's performance against the *Annual Business Plan 2022-23* targets and aspirations.

RECOMMENDATION

Council resolves that the report be received and noted.

1. BACKGROUND

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

Over the 2019-20 financial year, Quarterly Council Performance Reports were drafted showing the performance against the Corporate Performance indicators, strategic initiatives and key activities of the *2019-20 Annual Business Plan*.

A revised suite of corporate performance indicators and targets were developed in consultation with Council Members, the Strategic Leadership Team and relevant officers as part of the 2020-21 Annual Business Plan process. These were aligned to the new *Strategic Plan 2020-24 – A brighter future* adopted in April 2020. These indicators have continued to be used in the *Annual Business Plan 2022-23*.

A change was made to the timing of reports during the 2021-22 financial year and will continue into the 2022-23 financial year. Reports are provided to Council and the Audit Committee at the next meeting directly following the end of the quarter. This may mean that some quarterly reports go to the Council meeting prior to the Audit Committee.

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal	A progressive Organisation
Objective O5	We are accountable, informed, and make decisions in the best interests of the whole community
Priority O5.3	Demonstrate accountability through robust corporate planning and reporting that enhances performance, is relevant and easily accessible by the community

The Quarterly Council Performance Report is part of the performance reporting suite contained in the *Corporate Planning & Performance Framework*.

➤ Legal Implications

Chapter 8 - Administrative and financial accountability of the *Local Government Act 1999* sets out the key legislative obligations regarding corporate planning and reporting obligations, as follows:

- S122 – Strategic management plans – development, content requirements, consultation, review and availability of strategic plan, asset management plan and long-term financial plan;
- S123 – Annual business plans and budgets - development, content requirements, consultation, review and availability of annual business plan and budget
- S127 – Financial statements – preparation, content, auditing and availability of the financial statements;

- S131 – Annual reports – preparation, content, distribution and availability of the annual report

Additional requirements are contained in the *Local Government (General) Regulations 2013* and the *Local Government (Financial Management) Regulations 2011*.

➤ **Risk Management Implications**

Quarterly Council Performance Reporting will assist in mitigating the risk of:

Ineffective performance management and reporting processes leading to poor performance and/or loss of stakeholder confidence

Inherent Risk	Residual Risk	Target Risk
Extreme (4B)	Low (3E)	Low (3E)

Note that there are many other controls that assist in mitigating this risk. The quarterly performance reports are part of the current control suite and therefore there is no additional mitigating impact of this report.

➤ **Financial and Resource Implications**

The Corporate Planning & Performance Coordinator role, which coordinates the performance reporting function, is funded in the Governance & Performance Department budget.

Quarterly Council Performance Reporting assists in showing the financial and resource performance to plan as per the targets, initiatives and activities outlined in the *Annual Business Plan 2022-23*.

As part of the development of the budget outlined in the *Annual Business Plan 2022-23*, a series of Savings Strategies were developed to help address emerging cost pressures and to improve Council's Operating Surplus over the period of the Long Term Financial Plan. The adopted strategies totalled \$650k in savings, and a page dedicated to reporting on the progress of these strategies has now been included in the quarterly report.

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

Providing integrated, consultative corporate planning and effective and transparent performance reporting to the Council and community has the potential to increase the level of trust and confidence in Council.

➤ **Sustainability Implications**

Quarterly Council Performance Reporting assists in demonstrating the outcomes related to Council's economic, social and environmental initiative.

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

Consultation on the development of this report was as follows:

Council Committees: Not applicable

Council Workshops: Not applicable

Advisory Groups: Not applicable

External Agencies: Not applicable

Community: Not applicable

3. OPTIONS

As this is an information report, Council is limited to receiving and noting the report, however additional feedback can be provided to the Governance and Performance team for consideration of future enhancements within the ongoing reports.

4. APPENDIX

(1) *Quarterly Council Performance Report – Q1 2022-23*

Appendix 1

Quarterly Council Performance Report – Q1 2022-23

Quarterly Council Performance Report

Quarter 1 – 1 July – 30 September 2022



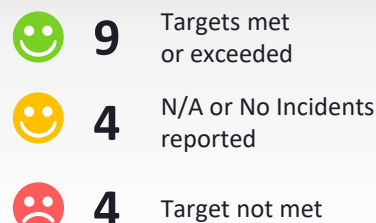
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1. Executive Summary



Customer Service Standards



Capital Performance

\$2m of infrastructure delivered

\$2.2m of infrastructure ordered

The primary focus has been on finalising projects from the end of the previous financial year, undertaking early works utilising existing panel contracts, and commencing the design phase for projects to be delivered as part of this financial year's program

Highlights

- On 23 August 2022 nominations opened for the Local Government Election 2022. At the close of nominations Mayor Jan-Claire Wisdom was elected unopposed. The Ranges Ward received twelve (12) nominations for seven (7) positions and the Valleys Ward received six (6) nominations for five (5) positions.
- Council's Chief Executive Officer, Andrew Aitken, resigned his position after 10 years of service. Andrew completed his tenure on 30 September 2022. Council appointed David Waters, Director Community Capacity as Acting CEO.
- The details of the 2023 Santos Tour Down Under, Women's Tour Down Under and Challenge Tour were announced. The Adelaide Hills will host for the first time, the final stage of the Santos Tour Down Under.
- The transition from the Development Act to the Planning, Development & Infrastructure Act is now completed with the development of a Business Continuity Plan. There remains some current development applications under the Development Act that are still under assessment.
- Book Week and Science Week were celebrated in the Libraries at Stirling and Gumeracha with topics including light, seaweed and indigenous storytelling.
- Agreement reached with the Mylor Oval Committee on location and design of the new cricket practice nets. Construction to commence in November.
- 200 trees planted at Federation Park in Gumeracha in a collaborative community effort to celebrate National Tree Day for 2022. This continues the revegetation project along the banks of Kanton Creek.
- Woodside Pool Management Agreement has been signed by both Council and the Committee following considerable discussion. This will enable the ongoing development of the pool to meet community needs.
- The 2022-23 Rates Notices were issued in August. 2,466 rate payers registered for electronic notices and teams continue to encourage sign up.
- The Summit Community Centre held an Open Day to celebrate the recently refurbished space.

Risk and Challenges

- Financial pressures resulting from escalation of CPI continue to grow. Strategies to mitigate rate rises are being developed for consideration in the review of the Long Term Financial Plan.
- Availability of contractors to support building works remains a challenge as does the growth that has been occurring for building projects.

2. Adelaide Hills Council Major Projects

Implementation of the Community and Recreation Facilities Framework

The Community & Recreation Facilities Framework was developed to support the management of Council and Community owned facilities.

This framework will be progressively implemented over a three year period.

Latest News

An Internal working group has been convened to implement the project.

A Club Support Officer has been recruited within Council as part of the support network for the framework implementation. They will be commencing in October 2022.

Preparation of the lease templates for review by the engaged Lawyers has commenced.



FABRIK Development

The FABRIK Development Project will involve upgrading and enhancing the former Onkaparinga Woollen Mills site at Lobethal. The new building will provide an exciting and focused entry point to the site that will enable staff to promote the history of the site, the current uses and businesses within the location and then direct visitors to various buildings from a central location.

Latest News

Building works have commenced on Building 21 with the internal works well underway including demo, electrical, plumbing, fire safety, and internal walls and ramp installed during the reporting period.

Contracts are being finalised for the other buildings and materials for the whole project are in the process of being procured to minimise any potential delays resulting from shortages.



Gumeracha Library improvements

The upgrade to the Gumeracha Library and Service Centre is aimed at making the space more welcoming and user-friendly. This includes updating the furniture, shelving, service counter and general layout.

Latest News

Draft concept plans were prepared which included a revamped children's space, refreshed reading and sitting areas, an updated service desk with accessible options and new shelving and furniture.

Community engagement was undertaken in August to seek feedback on the draft plans.



Heathfield School Courts including Canteen and Storage upgrades

The Heathfield Sports Courts Redevelopment is being constructed in partnership with the Department of Education and the State Government.

It aims to provide additional sporting facilities to the community, sports clubs as well as an improved amenity for the Heathfield High School.

Latest News

Documents for the design and construct of the canteen and storeroom were lodged for tender in September. Tender closes mid-November.



Towards Community Led Emergency Resilience Program (TCLERP)

Following on from the Community Resilience and Readiness pilot, the program has evolved to focus on community led emergency preparedness. The name of the program also changed to be Toward Community Led Emergency Resilience Program (TCLERP).

- The program has several areas of focus including:
- Community Engagement
 - Psychological and emotional emergency preparedness community education
 - Recovery ready halls project – emergency preparedness for select community facilities
 - Vegetation management project – ensuring practices are based on best fire science and within shared land owners existing capacity

Latest News

Adelaide Hills Community Action Bushfire Network (AHCABN) established in 2021 to promote knowledge sharing and to work closely with Council. The network have been meeting monthly, as well as engaging with government agencies in emergency and recovery sectors.

Recruitment of the new Community Resilience team members is underway with new staff commencing in October 2022.



3. Performance by Strategic Goal

A functional Built Environment

Highlights

- ✓ **Federation Park and Oval masterplan implementation**
 - Met with local community members to ascertain community priorities out of the masterplan, with staff now further investigating a new path to connect to the public toilets and having power available for events.
- ✓ **Investigate and Implement central irrigation control system (region wide)**
 - 9 sites have new control systems installed.
 - Future upgrade sites will be identified after the completion of the audit currently underway.
- ✓ **Prepare turf and irrigation design/management plans for key bore water use areas**
 - Irrigation designs for Mylor Oval & Bradwood Park to be completed end of October 2022
- ✓ **Operational worksite review including forward planning**
 - Property and ICT teams have relocated into Garrod Street offices at Stirling, freeing up space in the main Administration building for other works. Staff have been relocated from the temporary transportable building to enable refurbishment/upgrade of this portion of the Stirling administration building.
- ✓ **Planning & Development**
 - 218 planning applications lodged and 220 planning consents determined. This included five (5) planning consents granted by the Council Assessment Panel in the quarter.
 - 78 new building applications lodged and 107 building consents determined.
 - 76 building inspections completed in the quarter and 69 investigations of development compliance matters.
 - The transition from the Development Act to the Planning, Development & Infrastructure Act is now completed with the development of a Business Continuity Plan.
- ✓ **Community Wastewater Management System (CWMS)**
 - Council transitioned the operation of its 13 pump stations to a long term contract with Trillity.
- ✓ **Purchase of Electric Vehicles cars for fleet**
 - Two electric vehicles have been ordered and will be delivered in the coming months
- ✓ **Installation of further Electric Vehicle charging stations**
 - The Heathfield Depot has been identified as the initial location for the installation of two EV charging stations.
- ✓ **Building Upgrades – minor**
 - The design and approvals have been completed for the Gumeracha Community Centre Public Toilet Upgrade Tender sought and awarded. Construction work has commenced with completion expected in Dec 2022.
 - The Stirling Theatre has had electrical upgrades completed and new carpet installed. Installation of new seats is anticipated for October.
- ✓ **Mt Torrens Coach House Reserve Facilities**
 - Design work for the toilet block was undertaken as well as an inspection of the effluent system to ensure compliance.
- ✓ **Adelaide Hills War memorial Swimming Pool**
 - Investigations into future feasibility as well as current costings is underway
- ✓ **Sustainability**
 - Continue to install and integrate all solar systems onto the one system Solar Analytics. This will provide the ability to better measure the amount of MWh the solar systems are producing and exporting, as well as providing maintenance updates and identifying faults.
 - Commenced sustainability audits for numerous Council facilities including halls within the district. These audits will identify potential actions for improving the resilience, energy and water efficiency of these buildings.
- ✓ **Cemeteries**
 - Request from Woodside Church to have two cemeteries transferred to Council. This will be considered by the Cemeteries Reference Group in October and formally by Council at its meeting in February 2023.

Risks & Challenges

✗ Carbon Management Plan - Energy Upgrades, Battery & Efficiency Actions

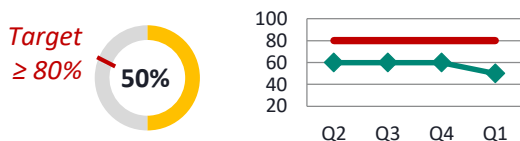
- A property audit which includes numerous sustainability audits is currently being undertaken. This includes the main Council facilities and numerous community facilities mainly halls. The outcomes of these audits will provide recommendations for implementation. This work is in progress, however a little behind original schedule.

⚠ Cemeteries Upgrades

- Wet weather has delayed upgrades to paths and fences at the Summertown Cemetery. Works are expected to commence in late 2022 to early 2023.

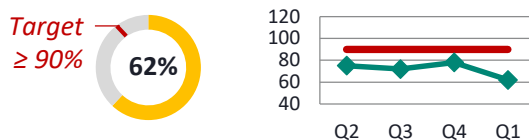
Performance Indicators

⚠ Operational tasks completed within the Civil Zone Maintenance Program



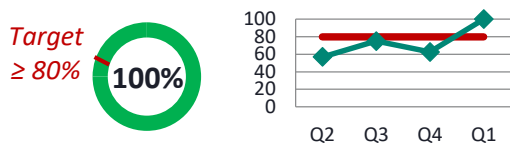
Delivery of the zone maintenance program has continued, with some competing priorities resulting in out-of-zone work.

⚠ Delivery of capital works program



Actual expenditure is less than budgeted, with heavy rains delaying the start to some road and footpath projects. It is envisaged this will be resolved by end Q2.

✓ Compliance inspections completed within 10 business days of development completion notification



76 inspections were undertaken during the quarter. Only nine (9) inspections were as a result of notifications for completion of works, which were all completed within 10 business days.

Legend: ✓ = Target Met ⚠ = Target not met \geq Greater than or equal to

Progress on Strategic Initiatives from the Annual Business Plan

Project ID	Strategic Initiatives	Status
B1001	Recreation Trails & Cycling Route Upgrades	✓
B1003	New Bus Shelter Installation Program	✓
B1004	New and upgraded footpaths	✓
B1007	Recreation Trails & Cycling Routes Framework Implementation	✓
B1009	DDA Upgrades Minor access upgrades region wide (compliance)	✓
B2001	Federation Park and Oval masterplan implementation	✓
B3002	Implement irrigation systems (renewal / upgrades)	✓
B3003	Investigate and Implement central irrigation control system (region wide)	✓
B3004	Prepare turf and irrigation design/management plans for key bore water use areas	✓
B3005	Carbon Management Plan - Energy Upgrades, Battery & Efficiency Actions	✗
B4006	Asset management - Confirm Web and Connect Licences and Field Devices	✓
B4009	Building Upgrades - minor	✓
B4010	Cemeteries Upgrades	—
B4011	CWMS Capacity Upgrades (Birdwood & Woodside gravity mains)	✓
B4014	Road Safety Program including co-contribution to Road Blackspot	✓
B4015	Installation of further Electric Vehicle charging stations	✓
B4016	Purchase of Electric Vehicles cars for fleet	✓
B4041	Community and Recreation Facilities Framework Implementation	✓
B4042	Operational worksite review including forward planning	✓
B4043	Hamilton Hill - Dunfield Estate & Crest Maintenance	✓
B4044	Feasibility Studies for future projects	✓
B4045	Stormwater projects	✓
B4046	Mt Torrens Coach House Reserve Facilities	✓
B4047	Woodside School Crossing (LRCIP)	✓
B4048	Heathfield School Courts – Canteen and Storage	✓
B4049	Adelaide Hills War memorial Swimming Pool - Splash Park Contribution (LRCIP)	✓

Highlights

- ✓ **Fabrik Activation Arts & Heritage Hub - Operating**
 - Construction work commenced at Fabrik and all public programs on site have ceased.
 - A low-key program of creative activities has commenced at Bushland Park, with funding support from Wellbeing SA. One of these is a community collaboration project called *Memorial for Forgotten Plants* which will be a part of the 2023 Fringe program.
- ✓ **Fabrik Development**
 - Building works have commenced in Building 21 including demolition, electrical, plumbing, internal walls and ramps, and fire safety.
 - Contracts are almost finalised for the other buildings and materials will be ordered in advance (if required) to prevent price increases and delays in delivery.
 - The chimney at the rear of the site has been restored with up-lighting to be connected in early October.
 - A condition report of the underground stormwater system/culvert has been completed. Council staff will consider the recommendations and report back to Council in the future.
- ✓ **Torrens Valley Community Centre**
 - Regular community centre programs are being well attended. This includes the Seasonal soup group which has transformed into a year long lunch group, a new movie club and a new regular maker program.
 - Spring school holiday program includes flower arranging, virtual reality, adventure trail and shed workshop.
- ✓ **Tour Down Under**
 - Received confirmation that Council will host the Stage 2 start in Birdwood and finish in Uraidla of the Santos Women's Tour Down Under on Monday 16 January.
 - AHC will also host for the first time, the final stage of the Santos Tour Down Under on Sunday 22 January at Mt Lofty.
 - The majority of the Stage 3 race and Challenge tour on Friday 20 January will also take place in the Adelaide Hills.
- ✓ **Public Health**
 - This quarter we have received notification of 8 new food businesses opening in the area while 3 existing food businesses closed, resulting in a net increase of 5 new food premises this quarter.
 - Over the past 5 years Council has had a net increase in new food businesses of 11 per annum.
 - Council received 55 new wastewater applications which is consistent with previous years.
 - Currently Council has over 3250 aerobic wastewater systems operating in the area with approximately 112 listed as non-compliant and a further 240 not currently receiving any required maintenance. These systems will be the focus of a targeted approach to ensure the public health of the residents and community.

Risks & Challenges

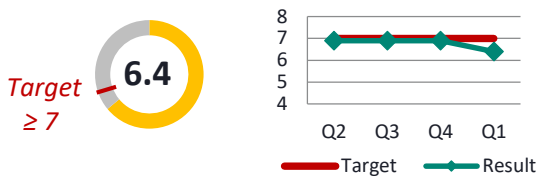
- ✓ **Tour Down Under**
 - Working with SA Tourism Commission on how they will consult with residents and businesses impacted by major road closures proposed for the Challenge Tour.

Performance Indicators



Positive ageing wellbeing score

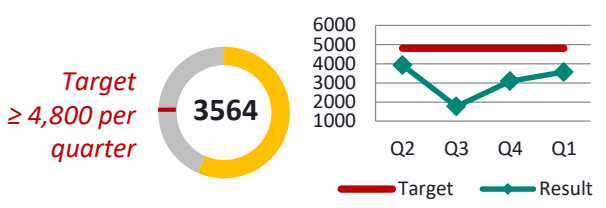
Average level of self-determined wellbeing of program participants reviewed in the quarter.



The wellbeing score has dipped slightly this quarter, often seasonal implications can play a part in how people feel in themselves, its been a long cold winter. The positive comments listed in the wellbeing report which these statistics are taken from refer to the capacity to have increased social connections (due to COVID restrictions easing) and people being supported to live in their own home close to friends and family.



Number of volunteer hours contributed to AHC programs each year



Volunteer hours have reduced due the continuing impact of COVID-19 on many of our Programs.

Legend: = Target Met = Target not met \geq Greater than or equal to

Progress on Strategic Initiatives from the Annual Business Plan

Project ID	Strategic Initiatives	Status
C1004	Gumeracha Library upgrades (LRCIP)	
C1005	Stirling Region Skate Park	
C4006	Play Space Framework Implementation	
C4012	Climate Change Adaption Plan Projects-All hazards emergency management	
C4022	Community Resilience Program	
C4023	Adelaide 100 Walking Route (LRCIP)	
C5002	Aboriginal Cultural Development	
C5003	Actions from adoption of Aboriginal Place naming Action plan	
C6001	Fabrik Activation Capital	
C6003	Capital Divestment - Capital Cost	
C6004	Activation Arts & Heritage Hub - Operating (Income)	
C6005	Activation Arts & Heritage Hub - Operating (Expenditure)	
C6006	Tour Down Under	
C6008	Support for high profile regional event	
C6009	Public Art (including acquisition)	

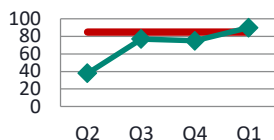
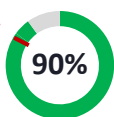
Highlights

- ✓ **Review and upgrade Council signage and branding**
 - New wayfinding signage for the Stirling Council Chamber and Coventry Library is currently in production and due for installation in Q2.
- ✓ **Additional Tree safety work required to support the Tour Down under**
 - Route has been established and inspections arranged for second quarter
- ✓ **Economic Development**
 - Council took part in the Echunga Small Acreage Field day providing information on business support services, land management and circular economy/waste services.
 - Planning has commenced for the activation of a site on the Amy Gillet Bikeway near Mt Torrens as the final stage of the Bushfire Tourism Recovery Grant.
 - Developed and uploaded to the website information videos about Councils Economic Development functions.
- ✓ **Free Camping Initiative**
 - The Balhannah Oval Management Committee have received Development and Building approval for the creation of a Free Camping site at their facility. Council have commenced the process to install the RV Dump Point at Balhannah. We are seeking to have the Dump Point installed by December.
 - The Mt Torrens Hotel has still to submit a Development Application to enable them to have Free Camping at their site.

Performance Indicators

✓ Percentage of planning consents completed within statutory timeframes

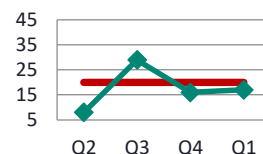
Target
≥ 85%



There were a total of 220 Planning Consents issued by Council in this quarter with 90% of the decisions made within statutory timeframes. There was an average assessment timeframe of 22 days during this quarter.

✓ Average number of days for building consents

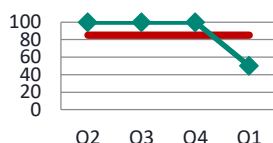
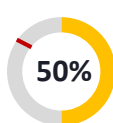
Target ≤
20 Business
Days



There were a total of 107 Building Consents issued by Council in this quarter with the average assessment timeframe of these decisions being 17 days.

⚪ Percentage of new development application decisions upheld in Council/CAPs favour under appeal

Target
≥ 85%



During this quarter there was one new appeal (by the Council against a deemed planning consent) and two on-going appeals against Council and CAP decisions. Two appeals were determined, with one decision of Council upheld and one overturned. Based on the result of these two appeals the target was not met. The overturned decision has been further appealed to the Supreme Court by the Council.

Legend: ✓ = Target Met or N/A ⚪ = Target not met ⚪ = N/A – cant be assessed ≥ Greater than or equal ≤ Less than or equal

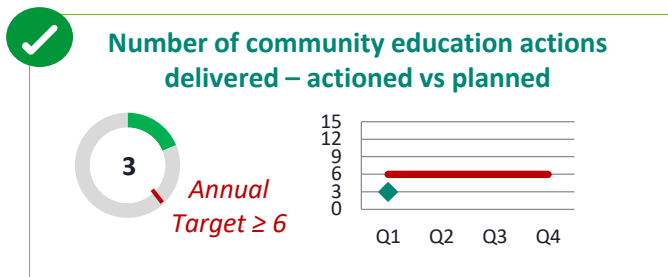
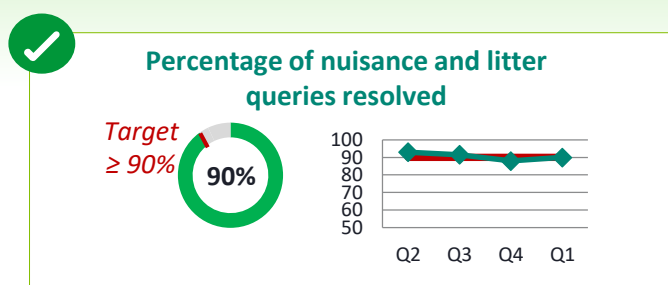
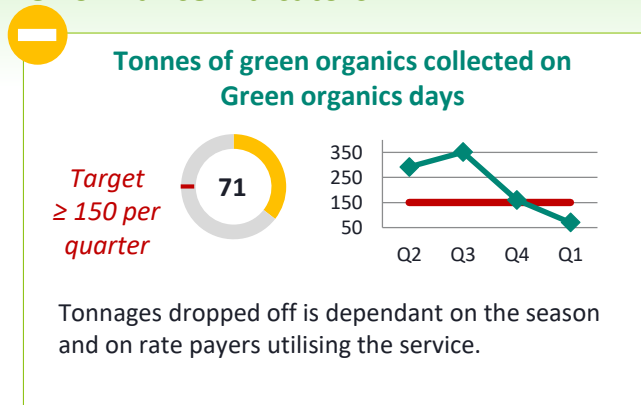
Progress on Strategic Initiatives from the Annual Business Plan

Project ID	Strategic Initiatives	Status
E1003	Free Camping Initiative	✓
E2001	Review and upgrade Council signage and branding	✓
E4001	Additional Tree safety work required to support the Tour Down under	✓

Highlights

-  **Long Term Strategic Tree Planting Program**
 - Replacement planting has occurred in Charlestown township
-  **Develop and review Council Management Plans for high value reserves**
 - Woorabinda Bushland Reserves Vegetation Management Plan will be reviewed & updated.
-  **Post prescribed burn weed management**
 - 10 prescribed burn sites complete with ongoing weed management managed by contractors.
 - The autumn Bird Surveys for 2022 have been completed at all sites. Spring Surveys commenced in late September.
-  **Animal Management**
 - Council's Regulatory Services team have now completed dog and cat registration renewal, late fees now apply to any animals that have not been registered before 1 September 2022.
 - The Adelaide Hills Council has a total of 8392 dogs registered and 1325 cats registered.
-  **Native Vegetation Marker Site (NVMS) Program to protect and manage roadside vegetation**
 - 168 out of 450 NVMS sites are being managed as part of 22/23 AHC Roadside Weed Control Work Plan.
-  **Develop Council Encroachment Policy**
 - Council was invited to a preliminary workshop to confirm the interactions of relevant legislation, Council policies and departmental roles. Kuringai's 2007 Bushland Encroachment Policy was circulated as example for comment.
-  **Explore feasibility and benefits of a user pays kerbside bin service**
 - Work has commenced on the high level studies including workshops with key stakeholders and Council Members.
 - Modelling of several kerbside bin options is underway and will be presented to staff in draft form in the near future.

Performance Indicators



Legend:  = Target Met  = Target not met \geq Greater than or equal to

Progress on Strategic Initiatives from the Annual Business Plan

Project ID	Strategic Initiatives	Status
N1003	Long Term Strategic Tree Planting Program	😊
N2003	Native Vegetation Marker Program to protect and manage roadside vegetation	✓
N2004	Review Unformed Public Roads to ascertain connectivity potential & habitat value	✓
N2005	Develop Council Encroachment Policy	✓
N2006	Develop and review Council Management Plans for high value reserves	✓
N2008	Develop informative and attractive signage in Council reserves/playgrounds	✓
N2010	Post prescribed burn weed management	✓
N2012	Fire scars proactive tree management (LRCIP)	✓
N3001	Local Climate Adaptations for landscape conservation	—
N3002	Resilient community facilities and open space including water fountains	—
N4001	Explore feasibility and benefits of a user pays kerbside bin service	✓
N5001	Undertake Kerbside Waste Audits	—



Highlights

- ✓ **Ongoing Skytrust (WHS system) implementation**
 - Skytrust work continues to progress with the most recent improvement being our WHS Training Needs Analysis being completed. People Leaders have been trained in how to find and use the information.
- ✓ **Records Management software**
 - Organisational requirements have been defined and the development of a project plan underway to support a migration to a cloud based system.
- ✓ **Resource to manage building & swimming pool compliance inspections**
 - There were 76 Building inspections undertaken by Council building staff, including an audit of private bushfire shelters in the Council area. The audit was undertaken at the request of the State Planning Commission and involved all councils in bushfire prone areas.
- ✓ **Local Government Election Support**
 - On 23 August 2022 nominations opened for the Local Government Election 2022. At the close of nominations Mayor Jan-Claire Wisdom was elected unopposed. The Ranges Ward received twelve (12) nominations for seven (7) positions and the Valleys Ward received six (6) nominations for five (5) positions.
 - The caretaker period commenced 12pm (noon) on Tuesday 06 September 2022 following the close of nominations. Cr Andrew Stratford, Cr Linda Green and Cr Ian Bailey indicated their intentions not to seek re-election.
- ✓ **Information Systems - ERP Systems (Payroll, HR, Finance)**
 - Scoping work underway for commencement of the employee self service portal for payroll and human resources systems.

Risks & Challenges

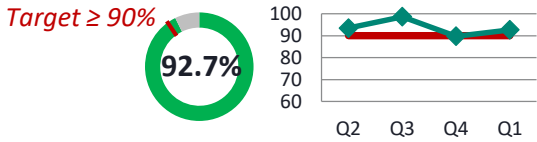
- ✗ **Update of Business Continuity Plan and implementation**
 - Critical Function Plans for each of the Critical Functions have now been finalised and the overarching Business Continuity Plan is in draft form ready for review.
 - The finalisation of the Business Continuity Plan has been impacted by delays in Critical Function Plan development and then the subsequent drafting of the Plan. Other urgent priorities within the Governance and Performance Department has impacted follow-up activities.
- ✓ **Resource to manage building & swimming pool compliance inspections**
 - A number of the private bushfire shelters inspected where installed without Development Approval and these have become active enforcement matters.



Performance Indicators



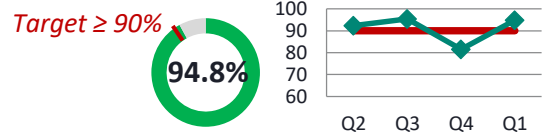
Decisions (Council resolutions) considered in open Ordinary and Special Council meetings during the period



Council considered one confidential item during the quarter.



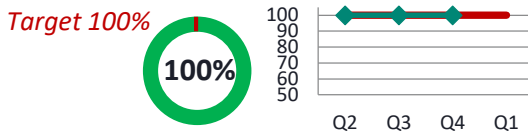
Council member attendance at ordinary and special meetings for the period



There were three ordinary and two special meetings in the quarter with one leave of absence, one apology and one absence.



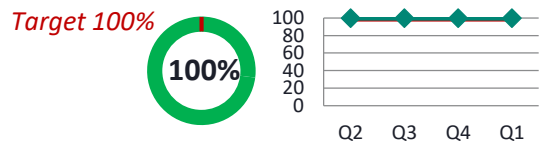
Freedom of Information (FOI) External reviews upholding Council's decisions



No Freedom of information external reviews received or completed during the quarter.



Freedom of Information (FOI) requests received, in progress and completed within the legislated timeframe



One FOI request received and managed within legislative timeframes.
One FOI request still active.



Number of lost time injuries

Annual Target **0** Actual **0**



Employee Turnover

Annual Target **7-15%** Actual **3.72%**

The assessment against the target figure will only be realised at the end of financial year. Across the year a rolling update is provided.



Progress on Strategic Initiatives from the Annual Business Plan

Project ID	Strategic Initiatives	Status
O1001	Resource to manage ongoing Skytrust (WHS system) implementation	✓
O1002	Update of Business Continuity Plan and implementation	✗
O2001	New council website and e-services	✓
O2002	Annual Council website license subscription	✓
O4001	Local Government Election Support	✓
O4002	Council Member Induction Training	✓
O5004	Maintenance of LG performance benchmarking program (Councils in Focus)	—
O5005	Resource to manage building & swimming pool compliance inspections	✓
O6002	Cyber & Systems Security - Program Management	✓
O6005	Records Management software	✓
O6007	Community perception survey	—
O6008	Information Systems - ERP Systems (Payroll, HR, Finance)	✓

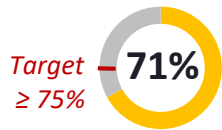
4. Customer service standards

5.1 General Customer Standards

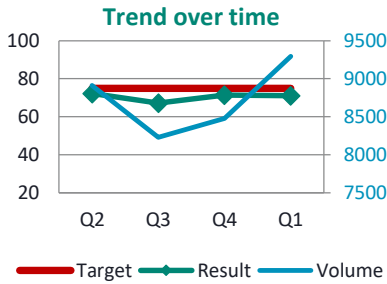
Answering Incoming Phone Calls

Volume of calls = 9,294

Contact centre calls answered within 30 sec



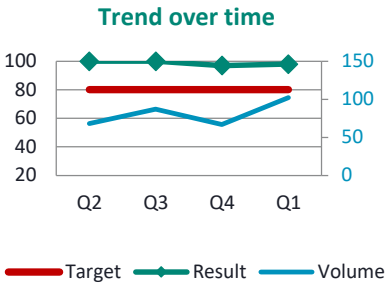
Although target not met, 75.5% of calls were answered within 45 seconds



Updating Customer Details

Volume of updates = 102

Details updated within 5 days

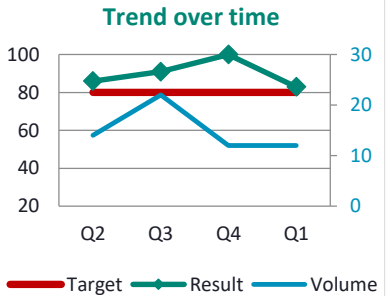


5.2 Service Specific Standards – Time Based Indicators

New Event Applications

Volume of applications = 12

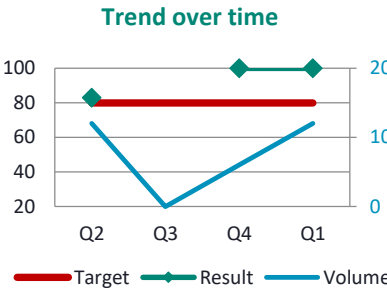
Acknowledgement of receipt within 5 days



Illegal Burning Complaints

Volume of complaints = 11

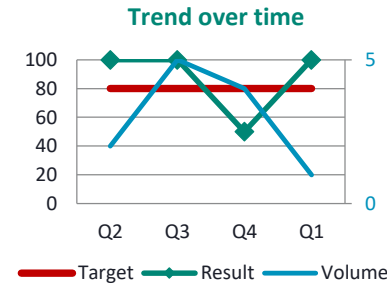
Investigated within 24 hours



Health Complaints

Volume of complaints = 1

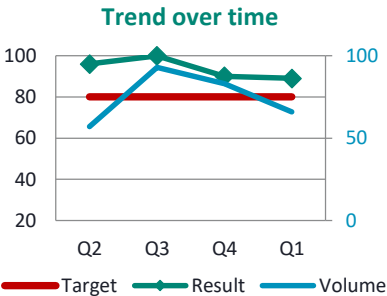
Investigated within 24 hours



Illegally Dumped Rubbish

Volume of reports = 66

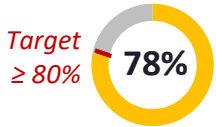
Rubbish removed within 3 days



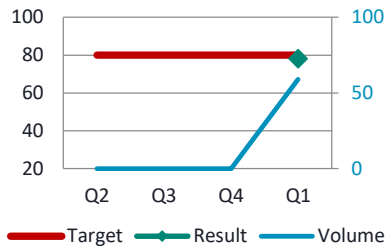
Library Services

Volume of requests = 59

Response to requests to purchase materials within 10 days



Trend over time



Responses to requests are not accurately able to be determined, however of 59 requests were made and 49 materials were purchased during the period.

Dog Attacks

Volume of attack reports = 14

Response within 24 hours



Trend over time



Wasps

Volume of reports = 1

Investigate and action within 7 days



Trend over time



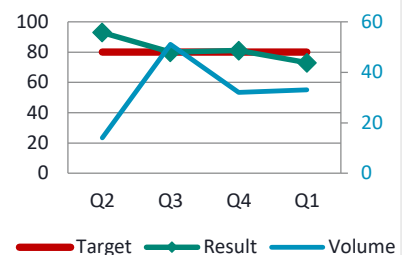
Development Applications

Volume of applications = 33

Approval of fast track development applications within 28 days



Trend over time



Nine of the 33 fast tracked developments required further information from the applicant which delayed consent

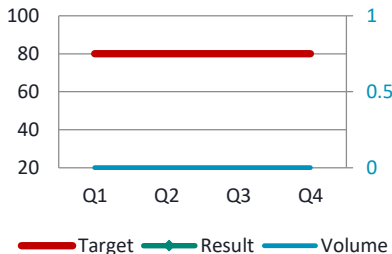
Missed Bins

Volume of requests = 0

Missed bins collected within 2 days



Trend over time



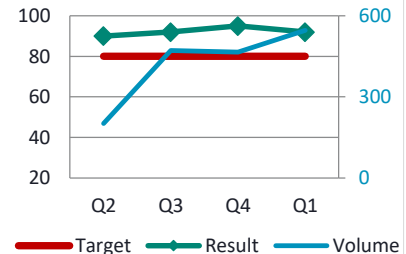
Request for Bin Repair or Replacement

Volume of requests = 546

Requests actioned within 7 days



Trend over time



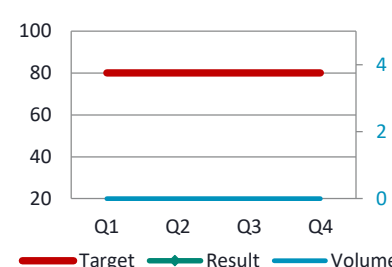
Footpath Repairs - Hazardous

Volume of repairs = 0

Responded and made safe within 24 hours



Trend over time



Road Repairs - Hazardous

Volume of repairs = 0

Responded and made safe within 24 hours



Trend over time

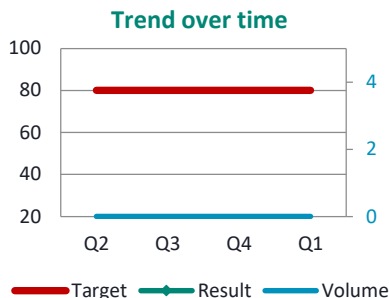


Stormwater Repairs - Hazardous

Volume of reports = 0

Responded and made safe within 24 hours

Target $\geq 80\%$
No Incidents

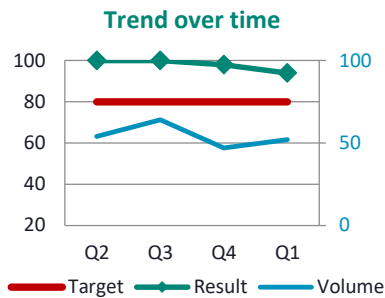


Trees - Hazardous

Volume of reports = 52

Responded and made safe within 24 hours

Target $\geq 80\%$
94%



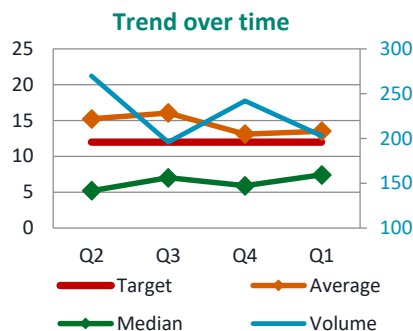
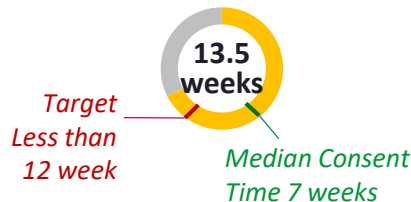
5.3 Service Specific Standards – Other Indicators

\geq Greater than or equal to

Development Applications

Volume of planning consents = 242

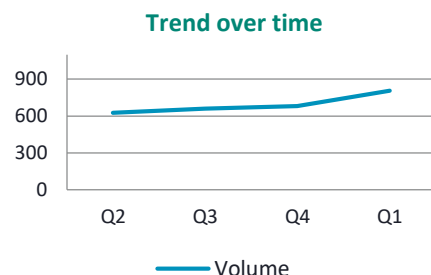
Average consent time from date of receipt



Average for Plan SA is 10.8 weeks with only 2 applications in the old system which is impacting the average

Low Risk Infrastructure Requests – Number of New Requests

Volume of new requests = 807



Low Risk Infrastructure Requests – Average Time to Resolve

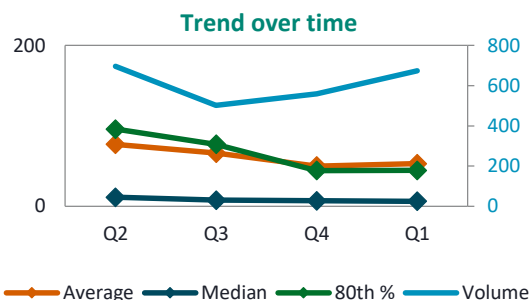
Volume of Requests = 674

Resolution time of requests

Average = 53.1 days

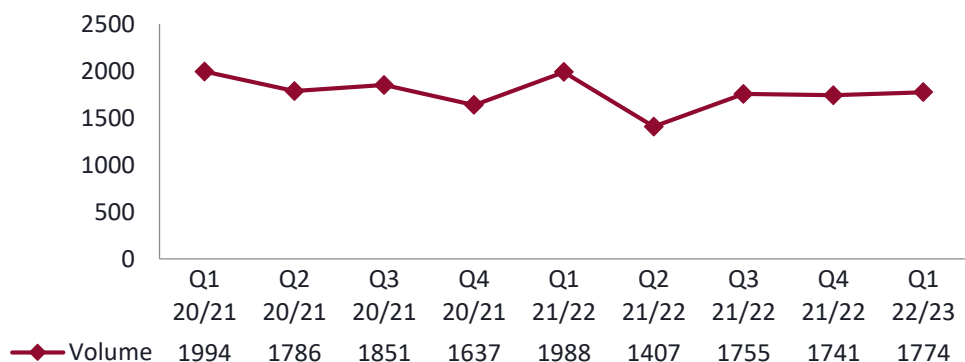
Median = 6.2 days

80th Percentile = 44.5 days



Overall Volume of Requests

Trend in volume of requests/customer cases for which there is an adopted service standard, excluding the volume of phone calls



5. Capital Works Program

Quarter 1 of 2022-23 FY represents the commencement of the 2022-23 Capital Works Program, with approximately \$2M of infrastructure delivered, and an additional \$2.2M ordered during this period.

The primary focus of this quarter has been on finalising projects that were in progress at the end of the previous financial year, undertaking early works utilising existing panel contracts, and commencing the design phase for projects to be delivered as part of this financial year's program.

Highlights

- Road shoulder renewals were undertaken on Pottery Rd, Deviations Rd, and Yanagin Rd, to facilitate future reseal,
- Heavy patch work was undertaken on Woolcock Rd, Hender Rd, lower Hermitage Rd and Sprigg Rd, resulting in localized pavement renewal,
- Footpath, kerbing and stormwater were upgraded in Mabel St, Stirling.

What's Next

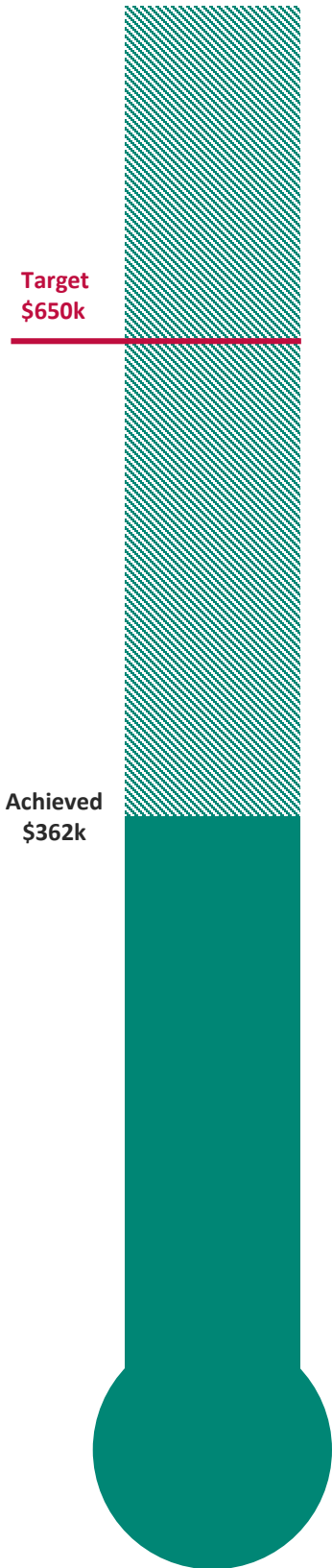
- Road safety improvements will occur along Woodshill Rd as part of the Black Spot program,
- Council's significant road reseal program will commence,
- Detailed design will be finalized for a school crossing in Woodside, including community consultation.

Financial Performance by Asset Category (preliminary numbers)

Asset Category	YTD Actuals \$'000s	YTD Budget \$'000s	YTD Var fav / (unfav) \$'000s	Revised Budget \$'000s
Bridges	38	45	7	164
Buildings	266	538	273	8,899
Cemeteries	37	41	4	150
CWMS	0	34	34	550
Footpaths	3	72	69	968
Guardrails	-	10	10	112
Kerbing	-	8	8	88
Local Roads & Community Infrastructure Program	1	88	88	887
Other - Ret Walls, Str Furniture & Bus Stops	20	38	18	590
Roads	601	651	50	7,821
Sport & Recreation	74	123	49	1,952
Stormwater	4	14	10	313
Fleet	1,142	1,124	(18)	3,279
ICT	58	54	(4)	851
Plant & Equipment	16	10	(6)	164
	2,260	2,850	590	26,788

6. Savings Strategies

Savings Achieved (\$)



Savings Strategies

	PLANNED	ACHIEVED
Strategy 1: Remove CPI on Contract & Other Costs	\$231,000	\$231,000
<i>Reduce the automatic budget increases on costs where the savings increase can be handled within the existing budgets</i>		
Update: This initiative has been achieved by budget adjustments to remove the CPI factor as part of the 2022-23 budget build.		
Strategy 2: Electronic Rate Notices	\$4,500	\$1,595
<i>Transition to greater use of electronic issue of rate notices to reduce printing and mail cost</i>		
Update: 2,466 rate payers registered for electronic notices. Rates Team continues to encourage sign up on phone.		
Strategy 3: Change Payment Options	\$40,000	\$1,221
<i>Transition from higher cost payment options to lower cost options for our customer payments</i>		
Update: Savings made in payment portal merchant upgrade and change in banking to reduce transactional fees. Technical issues identified between the key payment channels and Open Office may impact the ability to implement a viable and economical solution relating to Credit Card Surcharging.		
Strategy 4: Insourcing of tree management	\$25,000	\$6,250
<i>Reduce expenses on outsourced work by finding ways to complete using existing internal resources.</i>		
Update: This is a saving that was realized by removing the budget allocation from the area and will be realized across the financial year. Savings listed equates to 25%.		
Strategy 5: Vacancy Management	\$150,000	\$93,000
<i>Retain the current vacancy management strategy to ensure positions are only filled when necessary and unused budget is returned</i>		
Update: Savings identified by Directors for their Quarter 1 vacancies.		
Strategy 6: Leave management	\$100,000	TBD
<i>Reducing operating costs by focusing on reducing the unused annual and long service leave balances.</i>		
Update: People leaders are actively managing staff leave amounts to reduce balances. The associated savings are difficult to quantify until end of year.		
Strategy 7: Other Savings	\$100,000	\$29,600
<i>All other savings strategies that the Executive are considering as a means of removing upward pressure on rates</i>		
Update: A number of savings have been achieved related to the areas of Review of the Hut Budget \$15,000, Information Services \$11,500, Civil Services \$2,000, and Strategic Assets \$1,100		
TOTALS	\$650,500	\$362,666

7. Financial Performance

Overall Funding Statement as at 30 September 2022

Note: These figures are preliminary only. The fully reconciled figures will be presented to Council as part of the Budget Review report.

	YTD Actual	YTD Budget	YTD Variance	Revised Budget
	\$'000	\$'000	\$'000	\$'000
Total Operating Income	46,372	46,088	284	52,914
Total Operating Expenditure	10,329	10,725	395	52,238
Funding surplus before Capital	36,043	35,363	680	676
Capital Expenditure	2,260	2,850	590	26,788
Capital Income	2,732	2,626	106	8,677
Net expenditure - Capital projects	(473)	224	697	18,111
Net Lending / (Borrowing) Result for Year	36,516	35,139	1,377	(6,934)

Adelaide Hills Council Operating Summary By Directorate as at September 2022				
	YTD Actuals \$'000s	YTD Budget \$'000s	YTD Var fav / (unfav) \$'000s	Revised Budget \$'000s
Income				
Community Capacity	817	806	11	2,581
Corporate Services*	42,677	42,478	199	44,309
Development & Regulatory Services	676	631	45	1,317
Infrastructure & Operations	2,202	2,172	29	4,707
Income Total	46,372	46,088	284	52,914
Expenditure				
Community Capacity	1,835	2,029	194	8,624
Corporate Services	3,391	3,505	114	10,929
Development & Regulatory Services	992	997	5	3,939
Infrastructure & Operations	4,111	4,194	84	28,747
Expenditure Total	10,329	10,725	395	52,238
Operating Surplus (Deficit)	36,043	35,363	680	676

*Council's income shown under Corporate Services includes the full amount of rates which is accounted for when generated in July. This results in a higher Operating Surplus early in the year with a reduction in Council's Surplus to align to the Revised Budget as expenditure is incurred over the year.



Adelaide Hills
COUNCIL

MORE INFORMATION



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Stirling SA 5152



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mail@ahc.sa.gov.au

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 25 October 2022**

Item: 13.2

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

Subject: Withdrawal of *Code of Conduct for Council Members Complaint*

For: Information

SUMMARY

At the 9 August 2022 Special Council meeting, Mayor Wisdom advised the Council that a *Code of Conduct for Council Members* complaint had been received and was being managed in accordance with the *Code of Conduct Complaint Handling Procedure* and the applicable provisions of the *Caretaker Policy*.

The purpose of this report is to advise Council that the above complaint has been withdrawn and there will be no further action in relation to the matter.

RECOMMENDATION

Council resolves that the report be received and noted.

1. BACKGROUND

At the 9 August 2022 Special Council meeting, Mayor Wisdom advised the Council that a Code of Conduct for Council Members complaint had been received and was being managed in accordance with the *Code of Conduct Complaint Handling Procedure* (the 'Procedure') and the applicable provisions of the *Caretaker Policy* as follows:

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.

On 5 October 2022, the Complainant advised the Acting Chief Executive Officer that the complaint was withdrawn.

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal 5 A Progressive Organisation

Objective O5 We are accountable, informed, and make decisions in the best interests of the whole community

Priority O5.2 Make evidence-based decisions and prudently assess the risks and opportunities to our community before taking action.

The *Council Member Conduct Policy* contains the mandatory *Code of Conduct for Council Members*, AHC-developed *Behavioural Standards* and the *Code of Conduct Complaint Handling Procedures*. The Procedures set out the process to be followed in relation to complaints being made under the *Council Member Conduct Policy*.

The *Caretaker Policy* sets out specific provisions that must be put into effect when the Council enters the ‘election’ of ‘caretaker’ period leading up to a periodic election. Relevant to this report, Clause 13.2 of the *Caretaker Policy* provides that the Chief Executive Officer, upon receiving a complaint against a Council Member, who is also a candidate for re-election about conduct relating to the Council’s *Council Member Conduct Policy*, will assume the responsibilities allocated to the Mayor in the *Code of Conduct Complaint Handling Procedure* under the *Council Member Conduct Policy*.

➤ Legal Implications

Section 63 of the *Local Government Act 1999* (the ‘Act’) provides that the Governor may prescribe a code of conduct to be observed by council members. The current code was prescribed on 29 August 2013. More details on the code can be found in the *Council Member Conduct Policy* (www.ahc.sa.gov.au). The code requires councils to develop a procedure for the handling of alleged breaches of Part 2 – Behavioural Code.

Section 91A of the *Local Government (Elections) Act 1999* requires councils to prepare a caretaker policy to govern the conduct of the council and its staff during the election period for a general election.

➤ Risk Management Implications

Maintaining an effective council member conduct framework will assist in mitigating the risk of:

Poor Council Member conduct resulting in a breach of obligations and loss of community confidence.

Inherent Risk	Residual Risk	Target Risk
Medium	Medium	Low

The current conduct framework is robust and consists of a number of controls.

➤ **Financial and Resource Implications**

There were no financial implications associated with this code of conduct complaint.

There were resource implications associated with the processing of the complaint up until the notification of complaint withdrawal.

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

The community has a high expectation that Council Members will conduct themselves appropriately and in accordance with their legal obligations.

➤ **Sustainability Implications**

Not applicable

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

Consultation on the development of this report was as follows:

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

➤ **Additional Analysis**

Clause 4.17 of the Procedure provides that:

4.17. Where a complaint is dismissed or withdrawn during the complaint handling process, a report will be provided to a public meeting of Council stating the status (i.e. dismissed/withdrawn) but not the details of the allegations.

This report satisfies the requirement of clause 4.17 above. As such, there will be no further action in relation to the matter.

3. OPTIONS

Council is limited to receiving and noting the report

4. APPENDIX

Nil

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 25 October 2022
AGENDA BUSINESS ITEM**

Item: 13.1

Responsible Officer: Rebecca Shepherd
Manager Community Development
Community Capacity

Subject: Disability Access and Inclusion Plan – Annual Progress Report
2021-2022

For: Information

SUMMARY

Council's updated Disability Access and Inclusion Plan 2020-24 (DAIP) was adopted by Council in January 2020. The DAIP specifies actions Council will take over the period 2020 to 2024 to ensure people living with disability can access Council's programs and services, built environs, events, facilities, meetings, information and communications, and employment and volunteering opportunities.

The *SA Disability Inclusion Act 2018* (the Act) requires that each State authority, on or before 31 October each year, report to the Department of Human Services (DHS) on their progress in supporting State Disability Inclusion Plan (Inclusive SA) actions and implementing their own DAIPs during the preceding financial year.

The purpose of this report is to provide Council with the information submitted to DHS on 9 September 2022 via DHS' online survey (**Appendix 1**).

RECOMMENDATION

Council resolves that the report be received and noted.

1. BACKGROUND

The provisional DAIP was developed over September and October 2020 through staff and community consultation (Phase 1), in accordance with the Act. At Council's meeting on Tuesday 27 October 2020, Council resolved to endorse the provisional DAIP for publication on Council's website and further community consultation (Phase 2).

12.2 Disability Access and Inclusion Plan

Moved Cr Mark Osterstock
S/- Cr Kirrilee Boyd

228/20

Council resolves:

1. That the report be received and noted.
2. To endorse the provisional *Adelaide Hills Council Disability Access and Inclusion Plan (DAIP) 2020-2024: A brighter future for all*, as contained in *Appendix 1*, for publication on Council's website and further community consultation.
3. To delegate to the Chief Executive Officer to determine the timings, media and processes around further community consultation while ensuring consistency and compliance with the provisions of applicable legislation and Council's Public Consultation Policy.
4. That an amended edition of the DAIP incorporating further community and stakeholder feedback on the provisional DAIP (received during further community consultation) be referred back to the Council for consideration and adoption at the Council Meeting scheduled for 27 January 2021.

Carried Unanimously

At Council's meeting on 27 January 2021, an updated DAIP incorporating further community feedback was considered. Council resolved to revoke the provisional DAIP and adopt the amended DAIP.

12.1 Amended Access & Inclusion Plan 2020 - 2024

Moved Cr Pauline Gill
S/- Cr Kirsty Parkin

4/21

Council resolves:

1. That the report be received and noted.
2. To revoke the *Provisional Disability Access and Inclusion Plan (DAIP) 2020-24* which was adopted on 27 October 2020 and to adopt the amended *Access and Inclusion Plan 2020-24*, as contained in *Appendix 1*.
3. That the Chief Executive Officer be authorised during the currency of the *Access and Inclusion Plan 2020-24* (the DAIP) to make any formatting, nomenclature or other minor changes :
 - a. To ensure that the Plan is consistent with an Act of the State or the Commonwealth, or
 - b. To ensure that the Plan remains consistent with the *State Disability Inclusion Plan*, or
 - c. To correct an error or omission.

Carried Unanimously

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal	A functional Built Environment
Objective B1	Our district is easily accessible for community, our businesses and visitors
Priority B1.5	Provide accessibility for the full range of users by ensuring Council's road, footpath and trails network is adequately maintained and service levels for all users are developed and considered

Several DAIP activities undertaken during the 2021-22 financial year aimed to improve the accessibility of the built environment.

Goal 2	Community Wellbeing
Objective C1	A community for everyone – that is inclusive, welcoming and accessible
Priority C1.3	Make the district more accessible and welcoming for all with a focus on youth participation, positive ageing, disability inclusion and multiculturalism
Priority C1.4	Seek opportunities to improve transport options for those who need it most

During the 2021-22 financial year, progress was made against DAIP actions designed to create a more accessible and welcoming district for residents and visitors who live with disability.

Goal 2	Community Wellbeing
Objective C2	A connected, engaged and supported community
Priority C2.4	Increase participation from the broadest range of our community and engage with them to shape policies, places and decisions that affect them

Key DAIP initiatives undertaken during the 2021-22 financial year aimed to support the participation of residents with disability in Council decision-making, engagement and consultation.

Goal 5	A progressive Organisation
Objective O1	We have the right people with the right knowledge and skills in the right jobs and they are supported and developed
Priority O1.2	Continue to develop a positive culture through supporting an equitable, diverse and continuously improving work environment

During 2021-22, several DAIP actions have been progressed which aim to raise disability awareness across our organisation.

Theme 4 of the Plan ("Learning and employment") includes further actions focused on supporting an inclusive and accessible workplace for Council staff, Council Members and volunteers.

The DAIP itself constitutes a functional strategy with Council's Strategic Planning Framework.

➤ **Legal Implications**

Council's DAIP 202-24 was developed in accordance with legislated requirements as specified in the *SA Disability Inclusion Act 2018* (the Act) and its associated regulations: the *Disability Inclusion Regulations 2019* and the *Disability Inclusion (Transitional Arrangements) Regulations 2018*.

Section 17(1) of the Act requires each State authority (including local councils), on or before 31 October each year, to report to the Chief Executive of the Department of Human Services (DHS) on the operation of its DAIP during the preceding financial year, including a summary of the extent to which the State authority has implemented its DAIP.

➤ **Risk Management Implications**

The submission of a DAIP Progress Report to the Chief Executive of DHS by 31 October 2021 assists in mitigating the risk of:

Non-compliance with legislated obligations under the Act leading to potential enforcement actions.

Inherent Risk	Residual Risk	Target Risk
Extreme (4A)	Low (1D)	Low (1D)

The Administration has taken responsibility for preparing and submitting the annual progress report for the 2021-22 financial year (**Appendix 1**) as an existing control. The report was submitted to DHS on 9 September 2022 via the DHS online survey, as per the information request and instructions detailed in the letter from DHS Acting Chief Executive to Council's CEO (dated 8 July 2022).

➤ **Financial and Resource Implications**

There is no specific budget for Council's contribution to periodic progress reporting on the DAIP however administrative costs are provided for in the Accessibility Planning – Staffing budget. The resourcing associated with the development, oversight and implementation of Council's DAIP actions and initiatives for the reporting period, which are reported in **Appendix 1** and highlighted in this report, were incorporated into the responsible department's budget.

There are no further resource implications of the DAIP Progress Report.

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

Not applicable.

➤ **Sustainability Implications**

Not applicable.

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

Consultation on the development of this report was as follows:

Council Committees: Not Applicable

Council Workshops: Not Applicable

Advisory Groups: Not Applicable

External Agencies: DHS Inclusive SA Community of Practice
Local Government Access and Inclusion Network (LGAIN)

Community: Not Applicable

➤ **Additional Analysis**

Under the Act, all State authorities are required to report annually on the progress of the State Disability Inclusion Plan (Inclusive SA) and their agency DAIPs.

Council's CEO received a request from DHS Acting Chief Executive on 8 July 2022 requesting Council provide DHS with an annual progress report via their online survey. This information was requested to enable DHS to prepare an annual report to the Minister for Human Services, as required by the Act.

Appendix 1 contains a copy of the progress report that Council's Community and Social Planning Officer prepared and submitted to DHS on 9 September 2022 via their online survey. The survey submission includes details about Council's key achievements during the 2021-22 financial year in relation to Inclusive SA 2019-2023 and Council's DAIP 2020-2024.

As reported to DHS, at the end of the 2021-22 financial year, the summary of overall progress in implementing actions in Council's DAIP 2020-24 was as follows:

Total number of DAIP actions	39
Number of actions completed	15
Number of actions in progress	17
Number of actions not commenced	7

All 7 actions not commenced (as at 30 June 2022) are scheduled for implementation over the 2022-23 and 2023-24 financial years.

Several key achievements during the 2021-22 financial year were highlighted in the report submitted to DHS (**Appendix 1**), including:

DAIP Action	Achievement
1.1 - We will provide relevant employees and volunteers with training on the DHS event toolkit.	<p>On 1 March 2022, an internal training webinar – "Planning Accessible and Inclusive Events" – was delivered to all staff who lead or play a role in planning and running Council events – whether through our libraries, community centres, positive ageing, volunteering, youth, arts, multicultural, community engagement, sports club development, or property programs.</p> <p>The session focused on introducing staff to DHS' new Accessible and Inclusive Community Events Toolkit, which was produced to assist local councils in planning accessible and inclusive community events. The webinar covered barriers to participation and tips for planning an accessible and inclusive event. 18 staff members attended, including Council's Events Officer.</p>
1.4 - We will engage with external agencies, clubs and other relevant groups to identify strategies to increase the inclusion of children with disability in mainstream sports activities and clubs. (Supports Action 5 of Inclusive SA)	<p>On 28 March 2022, an online "Club Development Workshop - Disability Access and Inclusion Awareness" was delivered for leaders within our local sporting clubs wanting to become more accessible and inclusive of people with disability. For this workshop, we invited Inclusive Sport SA's CEO John Cranwell to lead the session. John facilitated discussion with club leaders about strategies to provide adaptive programs for children with disability to participate in regular coaching and games at their clubs. As a result of this workshop, we linked a leader from a local soccer club with One Culture Support Services, a not-for-profit, NDIS registered, disability service provider supporting people living with disabilities to participate in inclusive sporting programs. The local soccer club, One Culture and Adelaide Hills Council are now working together to plan a pilot summer program (Term 1 2023) of inclusive soccer sessions for children with and without disabilities.</p>
3.1 - We will update induction of employees, Elected Members and volunteers to include information about working with people with disability.	<p>During the 2021-22 financial year the LGA SA's new "Local Government Disability Awareness Toolkit" was used to develop a new mandatory induction module for all current and future employees, Elected Members and volunteers. This module provides information and short videos about working with people living with disability, and will be delivered via the online Skytrust platform. The module covers:</p> <ol style="list-style-type: none"> 1. The Social Model of Disability 1. Language

DAIP Action	Achievement
	<p>2. Communication</p> <p>Employees, Members and volunteers will be required to answer questions at the end of the module, which will come into operation from Oct-Nov 2022.</p>
<p>4.2 - We will explore community interest in establishing an AHC disability inclusion engagement group, to enable direct engagement with residents with disability and their families, carers and advocates on Council decision-making and specific barriers for priority groups (children with disability, women with disability, Aboriginal and Torres Strait Islander peoples with disability and people with disability from culturally and linguistically diverse backgrounds).</p>	<p>From Dec-2021 to June-2022, an Expression of Interest process was conducted to recruit residents with lived experience of disability to join our new team of Volunteer Access and Inclusion (A&I) Volunteers. The role of the team is to help shape and prioritise future actions related to Council's DAIP. As a result of the EOI process, 10 volunteers were appointed, comprising residents with disability, their family members and disability service providers, and are now registered and inducted as Council volunteers to this new role. When undertaking the EOI process we encouraged applications from people with disability from priority groups. As a result, the new group of volunteer A&I Advisors includes 2 women living with disability; 1 young person living with disability; 2 family members of women living with disability; and 2 family members of a child or young person with disability.</p>
<p>9.1 - We will monitor the development of DHS' toolkit for signage, wayfinding and multimedia devices. When released, we will promote and use this toolkit to support deaf, hard of hearing, blind, vision or hearing-impaired persons. (Supports Action 25 of Inclusive SA)</p>	<p>During the reporting period, usage of the DHS' Accessible Wayfinding and Signage Toolkit was commenced to inform wayfinding signage projects, most notably for the following projects:</p> <ul style="list-style-type: none"> • Upgrade of existing wayfinding signs at the Stirling Civic Precinct • New wayfinding strategy and signage design for the redeveloped FABRIK Arts + Heritage Hub in Lobethal.

All actions in Council's DAIP are progressing within the designated timeframes. An Action Status Report is contained in **Appendix 2**.

DHS will collate information from each State authority's 2021-22 survey submissions for the development of the Inclusive SA Annual Report 2021-2022, which will provide an update on the progress of Inclusive SA actions and SA agencies and local councils individual DAIPs during 2021-22. The Chief Executive of DHS is required under s17 of the Act to provide an annual report to the Minister, on or before 31 December in each year, in respect of the preceding financial year.

3. OPTIONS

Council has the following options:

- I. Receive and note the report (Recommended)
- II. Not receive and note the report (Not Recommended)
- III. Make other resolutions in relation to the matter as it sees fit

4. APPENDICES

- (1) 2021-22 progress survey submitted to DHS on 9 September 2022
- (2) DAIP Action Status Report – July 2022

Appendix 1

*2021-22 progress survey submitted to DHS on
9 September 2022*

Application ID	16429062
Created	25/08/2022 3:56 PM
Modified	09/09/2022 1:33 PM

Agency details

Authority name	Adelaide Hills Council
Authority type	Local council

Contact details

Name	Josh Spier
Position	Community and Social Planning Officer
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Themes

Theme 1 - Inclusive communities for all: social inclusion, rights, community and education and awareness (Priorities 1-3)

Have you delivered any awareness raising and/or education initiatives in relation to disability inclusion in your community?	Yes
Have you undertaken any awareness raising and/or education initiatives in relation to disability inclusion within your workforce?	Yes

Please provide details of initiatives, including any positive outcomes for people living with disability.

IN OUR COMMUNITY:

On 6 December 2021, to coincide with International Day of People with Disability 2021, we organised for Robbi Williams, CEO of Purple Orange (and Adelaide Hills Council resident) to be the Guest Speaker at the Stirling Business Association's Christmas Function. Robbi spoke to a large gathering of local business owners and leaders in attendance (spanning retail, hospitality, health and professional services) about the benefits of employing people living with a disability, and ways to create inclusive and accessible workplaces that support and value the contributions of people with disability. This initiative was delivered towards Action 2.1 in our DAIP: "We will celebrate and promote the International Day of People with Disability annually (3 December) and develop ways to recognise the contributions that people with disability make to our community" (in support of Priority 2 of Inclusive SA).

WITHIN OUR WORKFORCE:

On 1 March 2022, we delivered an internal training webinar - "Planning Accessible and Inclusive Events" - for all our staff who lead, play a role in planning and running Council events - whether through our libraries, community centres, positive ageing, volunteering, youth, arts, multicultural, community engagement, sports club development, or property programs. The session focused on introducing staff to DHS' new Accessible and Inclusive Community Events Toolkit, which was produced to assist local councils in planning accessible and inclusive community events. The broader aim of the webinar was to enable our residents and visitors who live with disability to participate more fully in our community events. During the webinar we covered the following components of the DHS Toolkit:

- What is an accessible and inclusive community event?
- Barriers to participation
- What is an 'intersectional approach' to events?
- Tips to communicating effectively
- Tips for planning an accessible and inclusive event

18 of our staff members attended this webinar, including our Events Officer. This initiative was delivered towards achieving Action 1.1.2 of our DAIP: "Provide relevant employees and

Attach photos, documents, news updates etc to support your update.	
Theme 2 - Leadership and collaboration: participation, decision making, engagement, consultation, leadership (Priorities 4-6)	
Do you have a dedicated group or committee for people with lived experience of disability to inform decision making in your organisation?	Yes
Other than a dedicated group or committee, have you consulted or engaged with people with lived experience of disability to inform decision making in your organisation?	Yes

<p>Please provide details of your consultation and engagement activities with people living with disability.</p>	<p>From December 2021 to June 2022, we conducted an Expression of Interest process to recruit residents with lived experience of disability to join our new team of Volunteer Access and Inclusion (A&I) Volunteers (see Attachment 2). The volunteer role of Access & Inclusion Advisor will involve:</p> <ol style="list-style-type: none"> 1. Being part of 2 forums per year (each year, 2022 to 2024). The forums will be focused on supporting the implementation of our DAIP 2021-2024 over the life of the Plan (the first half-day forum was held on 8/8/22). 2. Sharing feedback and ideas on Council's consultations 3. Contributing ideas for how we can improve the accessibility of Council's infrastructure, facilities, events, services, programs, communications and information for people with disability. <p>As a result of the EOI process, 10 applicants who met the Selection Criteria (comprising residents with disability, their family members and disability service providers) were appointed, and are now registered and inducted as Council volunteers to this new role.</p> <p>During the reporting period, we have also started building a relationship with the Department for Infrastructure & Transport's (DIT's) Disability Access & Inclusion Committee (DAIC). DIT's DAIC is a consultative committee with community representatives who live with disability. DAIC provides advice and recommendations to the Department on a range of access and inclusion matters. For example, our Social Planning Officer arranged to visit a DAIC meeting on 3/11/21, to present a concept design plan for a new (and frequently used) bus stop on one of our town main streets. DAIC members provided feedback which we used to inform the final design and delivery of this new bus stop. Please see pages 3-4 of Attachment 3 for more details.</p>
<p>Attach photos, documents, news updates etc to support your update.</p>	<p>Attachment 2_EOI volunteer Access and Inclusion Advisors.jpg, DOAttachment 3_-DAIC-_Committee_Meeting_-_Minutes_3_November__2021.pdf</p>
<p>Theme 3 - Accessible communities: built environment, universal design, health, wellness, access to services, transport, housing, belonging, community. (Priorities 7-9)</p>	

Have your internal policies, planning or procedures been changed to improve accessibility for people living with disability?	Yes
If yes, indicate any relevant areas where action has been taken to improve accessibility	Built environment and accessibility of public spaces, Transport, Information and communication including digital, Health, wellness and community connection, Access to support and/or services

Please share detail of changes to policies, planning or procedures to improve disability access and inclusion.

During the reporting period, we have updated several of our policies, plans and procedures to improve disability access and inclusion, including but not limited to the examples detailed below.

On 24 May 2022, Council adopted our updated Roadside Trading Policy, which guides our assessment of permit applications we receive from businesses, or other persons, to sell goods on public footpaths, urban areas and road verges within our Council area. The updated Policy adds new conditions that we now take into consideration when assessing permit applications, specifically to ensure that a proposed roadside trading activity (e.g. a mobile food vendor, display/sale of goods on a roadside) does not:

1. unduly interfere with "a parking area for people with disabilities"
 2. unduly effect "vehicles and pedestrian traffic, footpaths, driveways, access points to buildings and parking areas for people with disabilities".
- Please see Attachment 4.

During the reporting period, we undertook a review of our Public Transport Policy. The revised Policy (which was adopted by Council on 26/07/22) included an addition to Section 3.7, which expands the scope of our advocacy to address the need for "more accessible and connected transport services to key employment hubs in and around the Council area." This revision was made to support and align with Action 12.3 of our DAIP: "We will advocate to governments and transport providers for more accessible and connected transport services to key employment hubs in our district".

On 24 May 2022, Council adopted our new Libraries Strategy, which included the following actions:

* Action 1.1.4: "Undertake an audit to identify and address any physical or service barriers to participation in alignment with the Disability Access and Inclusion Plan"

* Action 1.1.5: "Undertake an internal audit to identify and address any barriers to wayfinding in our libraries".

Please see page 11 of Attachment 5.

On 24 August 2021, Council adopted the new Trails and Cycling Routes Management Policy, as an important step in the development and management of Council trails and cycling routes infrastructure. The Policy Position of

Attach photos, documents, news updates etc to support your update.	Attachment 4_FINAL_APPROVED_AHC_Roadside_Trading_Policy_-_Website_Version_-_220524.pdf, Attachment 5_COUNCIL-Libraries-Strategy-FINAL.pdf, Attachment 6_COUNCIL-POLICY-Trails-and-Cycling-Routes-Management-Policy-210907.pdf
Theme 4 - Learning and employment: employment, education, volunteering, learning, training, ability, flexibility (Priorities 10-12)	
Have you provided targeted employment, education and/or training programs for people living with disability?	No
Please provide details, including any positive outcomes for people with disability.	<p>During the reporting period, we have continued to build a more inclusive environment by partnering and consulting with organisations like the National Disability Recruitment Coordinator (NDRC) and Disability Employment Service (DES) Providers.</p> <p>We have also continued to offer alternative methods of lodging applications, accessibility or reasonable adjustments at any stage of the recruitment process.</p>
What percentage of your employed workforce identifies as living with disability?	N/A
Inclusive SA Priority Groups	
1. Have you implemented actions or made changes that specifically support people living with disability from the following priority groups?	Children/young people
2. Have priority groups been involved in decision making and/or co-design of activities to improve access and inclusion for people living with a disability?	Women, Children/young people

<p>3. Please provide details about how you have engaged with people living with disability from priority groups.</p>	<p>As part of the Expression of Interest process we conducted for our new team of Volunteer Access and Inclusion (A&I) Advisors (outlined above), we explicitly encouraged applications from members of the Inclusive SA Priority Groups, including young people with disability (aged under 25), women with disability, Aboriginal and Torres Strait Islander people with disability, and people with disability from culturally and linguistically diverse backgrounds.</p> <p>We also included the following selection criteria in the Position Description: Membership of a priority community (desirable):</p> <ul style="list-style-type: none"> o Children and young people with disability o Women with disability o Aboriginal and Torres Strait Islander people with disability o Culturally and linguistically diverse people with disability. <p>As a result, our new group of volunteer A&I Advisors includes:</p> <ul style="list-style-type: none"> o 2 people who identify as women living with disability o 1 person who identifies as a young person living with disability o 2 people who identify as family members of women living with disability o 2 people who identify as family members of children or young person living with disability. <p>We have started seeking the advice of the above new volunteers, to help us better understand the risks and needs that relate to Priority Groups living with disability, particularly women, children and young people living with disability, and to recommend specific actions we can develop to help address the needs and risks that are identified.</p>
Inclusive SA Actions	
Action 9 - Ensure induction of new State authority employees includes information about working with people living with disability.	
<p>1. For the reporting period 1 July 2021 – 30 June 2022, please provide a progress update</p>	<p>In progress</p>

<p>2. For this reporting period, please provide details about your progress against this action and any delays or barriers to implementation.</p>	<p>During the reporting period, we have been progressing Action 3.1.1 of our DAIP: "We will update induction of new Elected Members, employees and volunteers to include information about working with people with disability". We have utilised the LGA of SA's new "Local Government Disability Awareness Toolkit" to develop a new mandatory induction module for all new Council employees, Elected Members and volunteers. This module provides information and short videos about working with people living with disability, and will be delivered via our online Skytrust platform. The module covers:</p> <ol style="list-style-type: none"> 1. What is disability? (The Social Model of Disability) 2. Language 3. Communication <p>Staff will be required to answer questions at the end of the module. Once staff have successfully completed the module, their HR profile will be automatically updated with their training results.</p> <p>This new induction module is scheduled to come into operation by October 2022.</p>
<p>3. Please provide further details about related initiatives or activities that supports this action.</p>	<p>This new induction module will also be incorporated into our online volunteer inductions we provide for all new registered Council volunteers (delivered via our volunteer management platform Better Impact).</p> <p>We are also planning to include this new module in our inductions for new Elected Members following the upcoming election in November 2022.</p>
<p>Action 11 - State authorities to support young people living with disability to actively participate in decision-making.</p>	
<p>1. For the reporting period 1 July 2021 – 30 June 2022, please provide a progress update</p>	<p>In progress</p>

2. For this reporting period, please provide details about your progress against this action and any delays or barriers to implementation.

Action 4.1 in our DAIP is ensuring our new Community Engagement Framework and Toolkit encompass "strategies to enable young people with disability to participate in Council decision-making processes".

We are also currently planning the pending review of our Community Consultation Policy, which, in support of our DAIP Action 4.1 (and Inclusive SA Action 11), will include consideration of steps that we can follow to support the participation of young people living with disability in our public consultation projects.

While the timeframe for completion of our DAIP Action 4.1 is scheduled for 2023, during this reporting period, we have progressed this Action through internal stakeholder discussions (involving our Community Engagement Team) and consultation with the LGA of SA. So far, our internal discussions have focused around reviewing DHS' new Engagement and Consultation with People Living with Disability Toolkit, particularly in relation to the section "Children and young people" (pages 20-23). We have used this Toolkit to identify recommended methods and practices that we can consider integrating into our updated Community Consultation Policy and procedures.

It is important to note that we will not be ready to complete our DAIP Action 4.1 until the changes to the State's community engagement provisions (arising from the reforms to the Local Government Act 1999) have been proclaimed for commencement. We sought advice from the Governance team at LGA of SA in May 2022, and were informed that changes to the community engagement provisions are likely to commence with the new council term (post the November 2022 council elections). Our understanding is that the changes are likely to include resources published by the Office for LG, such as a Community Engagement Charter (CEC) and a Model Community Engagement Policy. It is important that the pending review and refresh of our Community Consultation - and development of our new Community Engagement Framework and Toolkit - carefully consider any Model Policy or CEC once published by the Minister of LG for all councils to apply (e.g. via transitional regulations).

3. Please provide further details about related initiatives or activities that supports this action.	
Action 19 - Local council access and inclusion planning to consider consultation outcomes.	
1. For the reporting period 1 July 2021 – 30 June 2022, please provide a progress update	Ongoing
2. For this reporting period, please provide details about your progress against this action and any delays or barriers to implementation.	<p>During the reporting period, we progressed the following Actions in our DAIP (all 3 designed to support Action 19 of Inclusive SA):</p> <p>Action 7.1: "We will continue to incorporate Universal Design principles in our criteria for new Council building and public projects and planning for programs, public infrastructure, services and events" (ongoing)</p> <p>Action 7.2: "We will provide information and training for relevant employees and contractors in Universal Design principles" (completed 2021 and now ongoing)</p> <p>Action 7.3: "We will review the accessibility of Council-managed car parks, public toilets, service hubs and events. We will develop a more strategic approach to accessible car parking in our township centres, service hubs and visitor destinations" (2023-24)</p> <p>The highlight of our work in this area (for this reporting period) has been allocating budget to engage an ACAA Accredited Access Consultant to help us commence implementation of Action 7.3. Phase 1 has involved the review of accessible car parking at priority sites (including at Stirling Hospital, Aldgate Main Street, Gumeracha Main St, Norton Summit Community Centre, Lobethal Bushland Park, Fabrik Arts + Heritage centre, Torrens Valley Community Centre). Outcomes of this review (in progress) have already informed several accessibility upgrade projects, including at Stirling Hospital and Aldgate Main St, as well as project designs and guidelines for longer-term projects aimed at improving accessible car parking at other key service sites.</p>

<p>3. Please provide further details about related initiatives or activities that supports this action.</p>	<p>During this reporting period, we conducted an internal review of our Festivals and Events Policy and Toolkit, the latter of which we provide to support organisers of community events. The scope of this review was to identify ways to update the Policy and Toolkit so that they promote Universal Design principles, design philosophy, and offers helpful checklists, suggestions and resources that help event organisers to plan and deliver public events that are as accessible to as many people as possible, regardless of their age, ability, cultural background, or any other differentiating factors.</p> <p>Informed by DHS' new Accessible and Inclusive Community Events Toolkit, we are currently working on updating our Festivals and Events Toolkit, including adding a new checklist to help event organisers consider the full range of human diversity when planning an event. The updated Toolkit will be published following community consultation on our draft updated Festivals and Event Policy, scheduled for next year.</p>
<p>Action 26 - State authorities to consider including in their infrastructure maintenance and upgrade schedules the installation of signs on the front of public buildings indicating disability access (where this has been assessed by an accredited access consultant) and installation of multimedia devices in queues at service outlets to include people who are deaf, hard of hearing, vision-impaired or blind.</p>	
<p>1. For the reporting period 1 July 2021 – 30 June 2022, please provide a progress update</p>	<p>Not yet started</p>

2. For this reporting period, please provide details about your progress against this action and any delays or barriers to implementation.	<p>The below Actions in our DAIP, which were specifically designed to support Action 26 of Inclusive SA, are scheduled for implementation in 2023.</p> <p>Action 9.2: We will identify Council service hubs that may need installation or upgrade of disability access signage. We will include needed works when scheduling infrastructure maintenance and upgrades.</p> <p>Action 9.3: We will identify our key customer service outlets where installation of multi-media devices in queues may better include people who are deaf, hard of hearing, vision impaired, or blind. We will consider technological solutions for achieving more inclusive customer service in our Business Plans (from 2022-23).</p>
Action 36 - State authorities to facilitate meaningful volunteering opportunities for people living with disability.	
1. For the reporting period 1 July 2021 – 30 June 2022, please provide a progress update	Not yet started
2. For this reporting period, please provide details about your progress against this action and any delays or barriers to implementation.	<p>The below Action in our DAIP, which was specifically designed to support Action 36 of Inclusive SA, is scheduled for implementation in 2023.</p> <p>Action 11.2: We will provide targeted traineeships, volunteering opportunities and work experiences across Council for people with disability (including people with a mental health condition), in partnership with local training providers, disability employment specialist non-government organisations and Disability Employment Service (DES) providers.</p>
1. Provide a summary of the progress of your agency DAIP within the reporting period.	
Please upload a copy of your agency's 2021-2022 DAIP report	DAIP Action Status Report - 2021-22_as at 5.07.22 .pdf
Total number of DAIP actions	39
Number of actions completed	15
Number of actions in progress	17
Number of actions not yet started	7

<p>2. Please tell us what your authority is doing to bring greater exposure to your DAIP and Inclusive SA commitments?</p>	<p>During the reporting period, one of the key steps we have taken to better promote our DAIP, and our commitments to supporting Inclusive SA, is creating a new dedicated webpage on our website, providing detailed public information about our DAIP. Please visit: https://www.ahc.sa.gov.au/community/disability-access-and-inclusion/access-and-inclusion-plan</p> <p>We have also created another new webpage dedicated to raising community awareness about State, national and international standards, guidelines and protocols that are in place to ensure that people living with disability have the same rights as everybody else. This new webpage features information about, and links to, the State Disability Inclusion Plan 2019-2023 – Inclusive SA. Please visit: https://www.ahc.sa.gov.au/community/disability-access-and-inclusion/disability-rights#state-disability-inclusion-plan</p>
<h3>3. Achievements</h3>	
<h4>DAIP Actions</h4>	
<p>Action (please state the action)</p>	<p>DAIP 9.1: We will monitor the development of DHS' toolkit for signage, wayfinding and multimedia devices. When released, we will promote and use this toolkit to support deaf, hard of hearing, blind, vision or hearing-impaired persons. (Supports Action 25 of Inclusive SA)</p>

<p>Achievement (please describe what has been achieved)</p>	<p>During the reporting period, we have started using the DHS' Accessible Wayfinding and Signage Toolkit to inform our wayfinding signage projects, most notably:</p> <ul style="list-style-type: none"> • Upgrade of existing wayfinding signs at Stirling Civic Precinct • New wayfinding strategy and signage for our redeveloped FABRIK Arts + Heritage Hub (Lobethal). <p>By way of example, DHS' Toolkit recommends using the Wayfinding Standard (AS 1428.4.2:2018 "Design for access and mobility: Means to assist the orientation of people with vision impairment – Wayfinding signs"). This Wayfinding Standard specifies minimum requirements for tactile signs to enable adult pedestrians, particularly those who are blind or have low vision, to locate and enter buildings and/or sites in an independent manner. We purchased this Standard and incorporated its specifications and guidelines into the project briefs we provided to the signage designers, manufacturers and installers for both projects.</p> <p>As a result, we have achieved more inclusive and accessible wayfinding signage designs and decisions, in terms of:</p> <ul style="list-style-type: none"> - where to provide wayfinding signs (eg. at key site entry points) - placement (e.g. placing site entry sign on the left side of the footpath) - sign content (e.g. including building name and directional arrows etc) - installation (e.g. height for signs etc) and - design (e.g. lettering, font type, luminance contrast etc). <p>For the Stirling Civic Precinct project, to help us identify the best locations to install the upgraded signs at the Stirling Civic Precinct, we engaged an Orientation and Mobility Consultant from the Royal Society for the Blind (RSB) SA to conduct a site visit. As a result, we have planned sign placements in site locations we otherwise would not have, ensuring the upgraded signs are placed in positions where they will be more useful to regular users with a visual impairment.</p>
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Action (please state the action)	DAIP Action 1.4: We will engage with external agencies, clubs and other relevant groups to identify strategies to increase the inclusion of children with disability in mainstream sports activities and clubs. (Supports Action 5 of Inclusive SA)
Achievement (please describe what has been achieved)	<p>On 28 March 2022, we offered an online workshop ("Club Development Workshop - Disability Access and Inclusion Awareness") for leaders within our local sporting clubs wanting to become more accessible and inclusive of people with disability.</p> <p>We organised for Inclusive Sport SA's CEO John Cranwell to lead the session. John facilitated discussion with club leaders about strategies to provide adaptive programs for children with disability to participate in regular coaching and games at their clubs.</p> <p>As a result of this workshop, we linked one of the participants (a leader from one of our local soccer clubs) with One Culture Support Services, a not-for-profit, NDIS registered, disability service provider supporting people living with disabilities to participate in inclusive sporting programs. The local soccer club, Once Culture and Adelaide Hills Council are now working together to plan a summer program (2022/23) of inclusive soccer sessions for children living with disabilities.</p> <p>The program will seek to support children with and without disability to join together in a modified version of soccer, focused on fun and social connection. Coaches, parents and carers of children without disability, who are already involved in the club, will be supported with additional disability awareness and inclusive practices training.</p> <p>Nearby primary schools are being approached to invite their parents and guardians of children with disability to express their interest.</p>
Action (please state the action)	DAIP Action 4.3: We will actively seek participation in the AHC engagement group (as per Action 4.2) by young people living with disability in our district. (Supports Action 11 in Inclusive SA)

<p>Achievement (please describe what has been achieved)</p>	<p>As part of the Expression of Interest process we conducted for our new team of Volunteer Access and Inclusion (A&I) Advisors, we proactively encouraged applications from young people with disability in our district. We did this by promoting the opportunity to relevant networks, such as previous participants and applicants for our Youth Leadership Program.</p> <p>As a result, we received an expression of interest from Mabel (not her real name) to join our new volunteer team of A&I Advisors. Mabel is a previous applicant for our Youth Leadership Program.</p> <p>Mabel is 23 years old and lives in our Council area, and identifies as living with autism.</p> <p>Mabel has started advising us on how we can create 'autism-friendly' community consultations and decision-making processes, particularly for our young residents who live with autism.</p> <p>For example, Mabel shared with us that "spoken information" is sometimes a struggle for her (and many people on the autism spectrum) because spoken communication is instant and disappears quickly. PowerPoint slides are also a struggle, as they too disappear quickly. Mabel suggested that, at our consultation forums, we could "maybe have written information too".</p> <p>In response to Mabel's advice, for our first forum with our A&I Advisors, we provided a printed guidebook for all participants including Mabel. The forum guidebook provided written information (in sequence) about all matters to be discussed, with spaces for A&I Advisors to note and sketch their feedback and ideas. Advisors were then invited to submit their feedback after the forum within a timeframe of their choosing.</p> <p>Feedback received showed that the Advisors responded well to this strategy, which enabled Mabel to process and refer to the information over a longer period of time. We are now working to incorporate this inclusive strategy into our wider community engagement practices for meetings and forums.</p>
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<p>4. Please provide a summary on the implementation of your DAIP for the reporting period that can be used as part of the published Inclusive SA Annual Report 2021-22.</p>	<p>The Adelaide Hills Council has made progress against priority 2021-22 actions in its DAIP 2020-24. Key achievements include successful establishment of a new team of volunteer Access and Inclusion (A&I) Advisers. The new team comprises 10 people with lived experience of disability who reside or provide disability services in the Council area, including members from the Inclusive SA Priority Groups. The role of the team is to help shape and prioritise future actions related to Council's DAIP. Additional progress made during the period also included organisational uptake of DHS' new Accessible and Inclusive Toolkits to advance more inclusive procedures and practices across key areas, such as provisioning of accessible wayfinding and signage and accessible and inclusive events.</p>
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Appendix 2

DAIP Action Status Report – July 2022

Adelaide Hills Council Disability and Inclusion Plan (DAIP) 2020-24

Action Status Report – July 2022

Overall Action Status: work is underway on 25 actions

	As at Oct-2021	As at Dec-2021	As at Mar-2022	As at Jul-2022
Total Number of Actions	39	39	39	39
Number of Actions Completed	4	12	14	15
Number of Actions in Progress	20	17	18	17
Number of Actions not yet started	15	10	7	7

Theme 1: Inclusive communities for all

Terms and acronyms in **bold** are defined in the Glossary at the end of this document.

Priority 1: Involvement in the community

No.	Action	Status	Timeframe
1.1	<p>We will:</p> <p>Incorporate the DHS event toolkit into the planning of Council events</p> <p>Provide relevant employees and volunteers with training on the DHS event toolkit</p> <p>Promote the event toolkit and training opportunities to community groups who run community events.</p> <p><i>Supports Action 1 in the State Plan</i></p>	Completed	2022
1.2	<p>We will provide relevant information to DHS, or their representatives, during the design of the DHS app (or other medium) that displays services and facilities in our</p>	Not Started (awaiting DHS to release – currently	2022

No.	Action	Status	Timeframe
	district that are wheelchair and disability access friendly. When released, we will promote this app to our residents and visitors with disability, their families and carers. <i>Supports Action 2 in the State Plan</i>	under development)	
1.3	We will continue to use the State Government's Inclusive Play: Guidelines for accessible playspaces to guide our development of accessible and inclusive playgrounds and play spaces that provide sensory play experiences. <i>Supports Action 3 in the State Plan</i>	Completed and now business as usual	Ongoing
1.4	We will engage with external agencies, clubs and other relevant groups to identify strategies to increase the inclusion of children with disability in mainstream sports activities and clubs. <i>Supports Action 5 in the State Plan</i>	Complete	2021
1.5	We will continue to deliver library programs that are inclusive and adaptive for the needs of children living with disability. <i>Supports Action 5 in the State Plan</i>	On Track	Ongoing

Priority 2: Improving community understanding and awareness

No.	Action	Status	Timeframe
2.1	We will celebrate and promote the International Day of People with Disability annually (3 December), and develop ways to recognise the contributions that people with disability make to our community. <i>Supports Action 6 in the State Plan</i>	On Track	Annually (December)
2.2	We will publish stories to shape community understanding and attitudes towards people with disability (via our existing publications and promotional tools). <i>Supports Action 6 in the State Plan (and the emerging National Disability Strategy)</i>	On Track	2021-2024

No.	Action	Status	Timeframe
2.3	<p>We will undertake research to better understand and monitor changes in organisational and community attitudes about the rights and needs of people living with disability.</p> <p><i>Supports Action 7 in the State Plan</i></p>	On Track	2021

Priority 3: Promoting the rights of people living with disability

No.	Action	Status	Timeframe
3.1	<p>We will</p> <ul style="list-style-type: none"> • update induction of new AHC Members, employees and volunteers to include information about working with people with disability • provide training for our Council Members, employees, volunteers and partners (e.g. The Hut Community Centre) in disability awareness. This may be part of a broader and coordinated diversity learning program. <p><i>Supports Action 9 in the State Plan</i></p>	On Track	2022

Theme 2: Leadership and collaboration

Terms and acronyms in **bold** are defined in the Glossary at the end of this document.

Priority 4: Participation in decision-making

No.	Action	Status	Timeframe
4.1	<p>We will ensure our amended Public Consultation Policy encompasses strategies to enable young people with disability to participate in Council decision-making processes.</p> <p><i>Supports Action 11 in the State Plan</i></p>	Not Started	2023
4.2	<p>We will:</p> <ul style="list-style-type: none"> • seek advice about local disability issues and Council decisions from existing external disability advisory groups in 	Completed and now business as usual	Ongoing

No.	Action	Status	Timeframe
	<p>our region and State (such as the Adelaide Hills Disability Inclusion Reference Group (DIRG) and DHS' Disability Engagement Group.)</p> <p>explore community interest in establishing an AHC disability inclusion engagement group - to enable direct engagement with residents with disability and their families, carers and advocates on Council decision-making and specific barriers for priority groups (children with disability, women with disability, Aboriginal and Torres Strait Islander peoples with disability and people with disability from culturally and linguistically diverse backgrounds). We will develop specific actions to address the needs and risks that are identified, and update our Plan accordingly.</p> <p><i>Supports Action 15 in the State Plan and the Act - sections 9(2), (3), (4), & (5)</i></p>		
4.3	<p>We will actively seek participation in the AHC engagement group (see 4.2) by young people living with disability in our district.</p> <p><i>Supports Action 11 in the State Plan and Section 9 of the Disability Inclusion Act 2018 (SA)</i></p>	Completed	2021
4.4	<p>We will:</p> <p>utilise resources produced by the Electoral Commission SA and the Local Government Association of SA to make it easier for residents with disability to vote and stand as a candidate in Council</p>	Not Started	2022

No.	Action	Status	Timeframe
	<p>elections</p> <p>continue to identify and address barriers for residents with disability to meet with Council Members, attend Council meetings, and participate in our community consultations and engagement events.</p>		

Priority 5: Leadership and raising profile

No.	Action	Status	Timeframe
5.1	<p>We will encourage residents with disability to participate in our Advisory Groups and Committees when recruiting new members, and will offer accessibility support at any stage of the recruitment process.</p> <p><i>Supports Action 12 in the State Plan</i></p>	On Track	2021-2024
5.2	<p>We will encourage young people with disabilities to participate in the Adelaide Hills Council Youth Leadership Program (YLP), and provide accessibility supports where required.</p>	Completed	2021

Priority 6: Engagement and consultation

No.	Action	Status	Timeframe
6.1	<p>We will use the DHS engagement toolkit (when released) to consult and engage with people living with disability when developing policies and programs. We will provide employees training in the use of this toolkit where required.</p> <p><i>Supports Action 14 in the State Plan</i></p>	On Track	2022
6.2	<p>We will adopt co-design principles to engage our residents with disability, their families and carers, in the ongoing management, maintenance and replacement planning of public infrastructure (including roads, bridges, signage, footpaths, trails) through consultation processes.</p>	Completed and business as usual	2022

No.	Action	Status	Timeframe
6.3	We will ensure our amended Public Consultation Policy includes guidance for employees on best practice in consulting and engaging with people with disability.	Not Started	2023
6.4	We will continue to consider accessibility issues and the needs of all Council Members, employees and volunteers when purchasing, refitting or leasing new Council offices, depots, IT and communications systems-equipment, employee fleet vehicles and carparking.	On Track	Ongoing

Theme 3: Accessible communities

Terms and acronyms in **bold** are defined in the Glossary at the end of this document.

Priority 7: Universal Design across South Australia

No.	Action	Status	Timeframe
7.1	We will continue to incorporate Universal Design principles in our criteria for new Council building and public projects and planning for programs, public infrastructure (including footpaths, trails and bus stops), services and events (including clear conditions about using Universal Design when we contract architecture, engineering and construction companies to deliver big projects for/with us). <i>Supports Action 19 in the State Plan</i>	On Track	Ongoing
7.2	We will provide information and training for relevant employees and contractors in Universal Design principles. <i>Supports Action 19 in the State Plan</i>	On Track	2021
7.3	We will review the accessibility of Council-managed car parks, public toilets, service hubs and events. We will develop a more strategic approach to accessible car parking in our township centres, service hubs and visitor destinations. <i>Supports Action 19 in the State Plan</i>	On Track	2023-2024
7.4	We will consider Livable Housing Australia design guidelines and Universal Design principles in decision-making around	On Track	2021-2024

No.	Action	Status	Timeframe
	residential development applications. <i>Supports Action 17 of the State Plan</i>		

Priority 8: Accessible and available information

No.	Action	Status	Timeframe
8.1	We will promote the State Government's new Inclusive SA website (when launched in June 2021) through our Website and existing publications and promotional tools. <i>Supports Action 20 in the State Plan</i>	Completed	2021
8.2	We will make our new Council website and e-services technology accessible and inclusive for all users. We will use the State Government's Online Accessibility Toolkit to inform the planning, building and procurement of our new Website, e-services and online environment technology. We will encourage and support Council employees, volunteers and external stakeholders and community groups to use the State Government's new Online Accessibility Toolkit. <i>Supports Action 21 and 22 in the State Plan</i>	Completed	Ongoing
8.3	We will provide Easy Read training for employees and volunteers who produce public documents, information and communications related to Council consultations and decision-making. <i>Supports Action 21 of the State Plan</i>	Completed	2022
8.4	Through our participation in the Regional Champions for Accessible Communications project , we will assess the need and resources required to provide information and communications about our services in different accessible formats. These may include easy read, Auslan, pictorial forms, large font, audible options, braille, closed captions and voice over.	Completed	2021

No.	Action	Status	Timeframe
	<i>Supports Action 21 of the State Plan</i>		

Priority 9: Access to services

No.	Action	Status	Timeframe
9.1	<p>We will monitor the development of DHS' toolkit for signage, wayfinding and multimedia devices.</p> <p>When released, we will promote and use this toolkit to support deaf, hard of hearing, blind, vision or hearing-impaired persons.</p> <p><i>Supports Action 25 in the State Plan</i></p>	Completed	2022
9.2	<p>We will identify Council service hubs that may need installation or upgrade of disability access signage. We will include needed works when scheduling infrastructure maintenance and upgrades.</p> <p><i>Supports Action 26 of the State Plan</i></p>	On Track	2022
9.3	<p>We will identify our key customer service outlets where installation of multi-media devices in queues may better include people who are deaf, hard of hearing, vision impaired, or blind. We will consider technological solutions for achieving more inclusive customer service in our Business Plans (from 2022-23).</p> <p><i>Supports Action 26 of the State Plan</i></p>	Not Started	2023
9.4	<p>We will review and update the application guidelines, priorities and criteria of our Grant Program to increase applications and support for accessible and inclusion projects and events.</p>	Completed	2021
9.5	<p>We will participate in the joint project: Regional Champions for Accessible Destinations project, which will involve an access audit of one destination site in our district and using the learnings to train relevant Council employees to achieve accessible destinations.</p> <p>We will encourage our external partners who manage visitor destinations to improve access and inclusion for residents</p>	Completed	2021

No.	Action	Status	Timeframe
	and visitors where required. <i>Supports Action 31 in the State Plan</i>		

Theme 4: Learning and employment

Terms and acronyms in **bold** are defined in the Glossary at the end of this document.

Priority 10: Better supports within educational and training settings

No.	Action	Status	Timeframe
10.1	We will explore opportunities to promote local support groups for parents and teachers who are preparing children with disabilities for life beyond school. <i>Supports Action 33 in the State Plan</i>	On Track	2022

Priority 11: Skill development through volunteering and support in navigating the pathway between learning and earning

No.	Action	Status	Timeframe
11.1	We will review and update recruitment, registration, induction and experiences of our Council volunteers in relation to accessibility and participation for volunteers with disability.	On Track	2022
11.2	We will provide targeted traineeships, volunteering opportunities and work experiences across Council for people with disability (including people with a mental health condition), in partnership with local training providers, disability employment specialist non- government organisations and Disability Employment Service (DES) providers.	Not Started	2023

Priority 12: Improved access to employment opportunities and better support within workplaces

No.	Action	Status	Timeframe
12.1	We will utilise information and resources in the new SA Public Sector Disability Employment Toolkit and advice from disability employment specialist non-government organisations to identify next steps in creating a workplace culture and environment that is welcoming, inclusive	Completed	2022

No.	Action	Status	Timeframe
	and accessible for people with disability. <i>Supports Action 37 of the State Plan</i>		
12.2	We will utilise information and case studies in the new SA Public Sector Disability Employment Toolkit and advice from disability employment specialist non-government organisations to encourage our local business and organisations to consider the benefits and requirements of employing people with disability. <i>Supports Action 37 of the State Plan</i>	Not Started	2022
12.3	We will advocate to governments and transport providers for more accessible and connected transport services to key employment hubs in our district.	On Track	Ongoing
12.4	We will develop appropriate measures for tracking the percentage of Council employees and volunteers who have requested workplace adjustments. <i>Supports Action 39 in the State Plan</i>	On Track	2021

Glossary

Accessible formats

Accessible format is the term used to describe alternative communication formats for people who have difficulties accessing information. Sometimes the term ‘alternative formats’ is used.

Adelaide Hills Disability Inclusion Reference Group (DIRG)

Established as an informal regional network in 2019, for the purpose of bringing together people with a passion for supporting the rights and wellbeing of people with disabilities in the Adelaide Hills region. Co-facilitated by Mission Australia NDIS Local Area Coordination Service for the Adelaide Hills region, Mount Barker District Council and Adelaide Hills Council.

AHC

The Adelaide Hills Council.

Auslan

Australian Sign Language (AUSLAN) is the sign language of people in the Australian Deaf community.

Built environment

Human-made structures, features and facilities viewed collectively as an environment in which people live and work.

Co-design

A range of activities and processes used in the design of services and products that involve people who use or are affected by that service or product.

Community Engagement Framework

A document that assists Adelaide Hills Council to work together with stakeholders and to share decision-making. Currently being updated.

DHS

The South Australian Department of Human Services.

DHS app

DHS are developing an app (or other medium) that will display community services and facilities that are wheelchair and disability access friendly (project in scoping phase, timeframe for rollout is yet to be confirmed).

DHS engagement toolkit

DHS are currently developing a toolkit that supports State authorities to consult and engage with people living with disability when developing policies and programs.

DHS event toolkit

DHS are currently developing a new event toolkit to promote accessible and inclusive practices for SA Government departments and local councils, scheduled for release in early 2021.

DHS toolkit for signage, wayfinding and multimedia devices

DHS are currently developing a toolkit for signage, wayfinding and multimedia devices for State authorities to support deaf, hard of hearing, blind, vision or hearing-impaired persons.

Easy Read

Easy Read, or Easy English, is a simplified form of plain English that is used for written information, often using pictures and short sentences. It is helpful for people with a cognitive or an intellectual disability or low English language literacy levels.

FABRIK

An arts and heritage hub based in the Onkaparinga Woollen Mill, Lobethal. *Fabrik* is an initiative of the Adelaide Hills Council.

Festivals and Events Organiser Toolkit

A one-stop-shop of considerations we publish and provide for those people tasked with developing or managing a festival or event in the Adelaide Hills Council district. The contents of this toolkit give important examples of good practice.

Inclusive Play – Guidelines for accessible playspaces

A set of guiding principles developed by DHS (launched December 2019) to guide local councils and other community groups in the development of accessible and inclusive playgrounds and play spaces.

Livable Housing Guidelines

Developed by industry and the community to provide assurance that a home is easier to access, navigate and live in, and more cost effective to adapt when life's circumstances change.

National Disability Strategy 2010-2020

The Strategy is a shared commitment by all governments to work together to improve the lives of Australians with disability by guiding governments and other organisations to build the wellbeing of people with disability and their carers.

Online Accessibility Toolkit

Launched in 2019, the South Australian Government's Online Accessibility Toolkit (accessibility.sa.gov.au) is a free publicly available online resource to improve website and online solutions for accessibility and inclusiveness.

Reasonable adjustment

A change we make to our administrative processes, working environment or procedures that supports an individual to meet the requirements of a position.

Regional Champions for Accessible Communications Project

Adelaide Hills Council is a member of the [Southern and Hills LGA](#) - a regional organisation of six Councils in the Fleurieu and Adelaide Hills region. The Local Government Association (LGA) has provided funding to the Southern and Hills LGA to undertake a Local Government Information, Linkages and Capacity Building (LGILC) project that will improve access and inclusion for people with disability. The *Regional Champions for Accessible Communications* project aims to build employee and volunteer capacity in effective communication with people with disability in customer service settings and through digital and print channels. The focus areas and activities will be chosen during a co-design process that includes people living with disability, council staff and volunteers. At the end of the project, each council will have 'communications access champions' who are trained and able to support each other in advancing accessible communications initiatives across a range of departments and program areas. They will have developed an accessible communications plan for the next steps in each council, with advice from the communications access consultants.

Regional Champions for Accessible Destinations Project

Adelaide Hills Council is a member of the [Southern and Hills LGA](#) - a regional organisation of six Councils in the Fleurieu and Adelaide Hills region. The Local Government Association (LGA) has provided funding to the Southern and Hills LGA to undertake a Local Government Information, Linkages and Capacity Building (LGILC) project that will improve access and inclusion for people with disability. The *Regional Champions for Accessible Destinations* project aims to increase staff knowledge and skill in planning, design and construction of important public places like main streets, town centres and foreshores using universal

design principles. The project will have a practical focus with site visits, access audits, design workshops and training for relevant built environment (urban planning, design, engineering and field services) staff. At the end of the project, each council will have its own 'place access champions' who can support each other in advancing universal design through public realm upgrades.

South Australian Disability Employment Toolkit

Provides information and resources to assist agencies in creating inclusive, accessible, safe and informed workplaces that value the contribution and experience of people with disability.

State authority

As defined in the [Disability Inclusion Act 2018 \(SA\)](#) to include a government department, an agency or instrumentality of the Crown, a local council constituted under the Local Government Act 1999 (SA) or any other person or body declared by regulations to be included.

State Disability Inclusion Plan 2019-2023: Inclusive SA (the State Plan)

The South Australian Government has prepared [Inclusive SA](#), the State's disability inclusion plan for 2019-2023. This Plan is the way the State Government is taking a lead on promoting the inclusion of South Australians with disability and providing them with support to live satisfying everyday lives.

Strategic Plan 2020-24: A Brighter Future

Adelaide Hills Council's Strategic Plan, which sets out the Council's key areas of focus for the period 2020-2024. It doesn't include everything we do, but it highlights the main areas under attention and where we will be directing our resources over the period.

Toolkit

A suite of information documents which may include guidelines, templates and procedures to assist in the completion of a task.

Universal Design

Universal Design involves creating facilities, built environments, products and services that can be used by people of all abilities, to the greatest extent possible, without adaptations.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 25 October 2022
AGENDA BUSINESS ITEM**

Item:	13.4
Responsible Officer:	Lachlan Miller Executive Manager Governance & Performance Office of the Chief Executive
Subject:	Finalisation of Woodforde/Rostrevor Boundary Change Inquiry Plan
For:	Information

SUMMARY

In August 2022, Adelaide Hills Council (the 'AHC') made a submission to the South Australian Local Government Boundaries Commission (the 'Commission') regarding the development of an Inquiry Plan in relation to the Campbelltown City Council's (the 'CCC') Stage 2 Boundary Change Proposal for the AHC suburbs of Woodforde and Rostrevor.

The purpose of this report is to advise the Council of correspondence received from the Boundaries Commission regarding the final Inquiry Plan and to advise the next steps in the boundary change process.

RECOMMENDATION

Council resolves that the report be received and noted.

1. BACKGROUND

The CCC boundary change proposal (the 'Proposal') regarding the suburbs of Woodforde and Rostrevor has been in progress since CCC lodged its Stage 1 Submission with the Commission on 22 January 2019.

On 30 July 2022, the AHC Mayor received email correspondence from the Commission's Chair advising that, amongst other matters, the Commission had '...determined that an inquiry into the Proposal may proceed in accordance with section 31 of the Act and *Guideline 4 – Investigations of General Proposals Initiated by Councils*'.

The Commission's correspondence contained an overview of the matters that should be inquired into (the 'Inquiry Plan'). The Commission invited AHC's comment on the Inquiry Plan and the appointment of investigators by 29 August 2022.

The draft Inquiry Plan Submission (the ‘Submission’) was considered by the newly-established Boundary Change Committee at its inaugural meeting on 25 August 2022 (details of that agenda can be obtained at www.ahc.sa.gov.au). In consideration of the report and draft Submission, the Committee resolved as follows:

7.1 Boundaries Commission Inquiry Submission

**Moved Cr John Kemp
S/- Cr Kirsty Parkin**

BCC1/22

The Boundary Change Committee resolves:

- 1. That the report be received and noted**
- 2. To approve the draft Inquiry Brief Submission, as contained in Appendix 4, for lodgement with the Commission in accordance with clause 4.3.1 of the Committee’s Terms of Reference and to delegate to the Chief Executive Officer to make any formatting, nomenclature, or other minor changes to the draft Submission prior to its lodgement.**
- 3. To note that the final Inquiry Brief Submission will be incorporated into correspondence from the Adelaide Hills Council Mayor to the Boundaries Commission Chair for the purposes of lodgement.**

Carried Unanimously

Given the tight response timeframe, the Committee utilised the provisions of clause 4.3.1 of the Committee’s Terms of Reference (the ‘TOR’) to enable the final Submission to be provided directly to the Commission by 29 August 2022.

As the Committee used the delegation to provide the Submission directly to the Boundaries Commission, clause 4.3.1 also requires that a report be provided to Council on the use of the delegation. Council received this report at its 20 September 2022 Special Council meeting, in consideration of the report Council resolved:

7.4 Use of Boundary Change Committee delegation

**Moved Cr John Kemp
S/- Cr Leith Mudge**

243/22

Council resolves:

- 1. That the report be received and noted.**
- 2. To note the Boundary Change Committee’s use of the delegation under clause 4.3.1 of the Committee’s Terms of Reference to lodge the Inquiry Plan Submission directly to the Boundaries Commission.**
- 3. To retrospectively endorse the Inquiry Plan Submission contained in Appendix 4.**

Carried Unanimously

On 18 October 2022, Mayor Wisdom received correspondence (**Appendix 1**) from the Chair of the Commission, thanking AHC for their submission and advising that it had been incorporated into the final Inquiry Plan (**Appendix 2**)

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal 5	A Progressive ORGANISATION
Objective O4	We actively represent our community
Priority O4.3	Advocate to, and exert influence with, our stakeholders on behalf of our community to promote the needs and ambitions of the region
Priority O4.4	Explore council boundary reform options that best serve the community.
Objective O5	We are accountable, informed, and make decisions in the best interests of the whole community
Priority O5.1	Enhance governance structures and systems to prudently adapt to changing circumstances and meet our legislative obligations

➤ Legal Implications

Council boundary reform provisions are contained within Chapter 3 - Constitution of councils, Part 2 – Reform proposals of the *Local Government Act 1999* (the ‘Act’). The current iteration of these provisions came into effect on 1 January 2019.

Clause 4.3.1 of the Committee TOR provides (in part):

- 4.3 Where information is required to be provided to the Boundaries Commission or an associated party in a timeframe that does not reasonably allow:
- 4.3.1 the Committee to make a recommendation to Council, the Committee has the delegation to approve the provision of the requested information directly to the requesting party. A report will be provided to the next meeting of Council on the exercise of this delegation; or

➤ Risk Management Implications

Utilising opportunities to ensure that the CCC proposal is rigorously and prudently investigated will assist in mitigating the risk of:

Realignment of Council boundaries (whether acquisition or relinquishment) leading to financial, resource allocation, social and representation changes

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

➤ **Financial and Resource Implications**

The resource implications associated with developing the Submission resulted in the deferral of planned works for the implementation of the Strategic Internal Audit Plan and the development of the Business Continuity Plan and impacted the timely provision of governance advice to Council Members.

There are no direct financial implications associated with the Commission's advice regarding the finalisation of the Inquiry Plan.

There were no direct financial implications associated with the lodgement of the Submission and no additional financial implications associated with the finalised Inquiry Plan.

To be clear and, as distinct from the above, the potential outcomes of the boundary reform proposal could have significant financial and resource implications.

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

It is anticipated that there is a high level of expectation from Council's customers (i.e. residents and ratepayers) that Council is fulsome and proactive in its interactions with the Commission regarding the Proposal.

To be clear and, as distinct from the above, the potential outcomes of the boundary reform proposal could have significant community implications.

➤ **Sustainability Implications**

There are no direct sustainability implications associated with the development and lodgement of the Submission.

To be clear and, as distinct from the above, the potential outcomes of the boundary reform proposal could have significant sustainability implications.

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

Consultation on the development of this report was as follows:

Council Committees: Not Applicable

Council Workshops: Council Members were advised at the 18 October 2022 workshop that the Commission's correspondence had been received.

Advisory Groups: Not Applicable

External Agencies: Commission

Community: Some members of the affected community, via the Morialta Residents Association, raised issues that have been incorporated into the Submission.

➤ **Additional Analysis**

The final Inquiry Plan has been reviewed against the contents of the AHC Submission and it appears that all feedback provided in relation to the contents of the Inquiry plan itself has been incorporated. AHC also provided feedback in relation to the Engagement Plan and consultant skill sets however these are matters that will be contemplated later in the process.

In his correspondence, the Commission Chair has advised that the next step is undertake a tender process to develop a cost estimate for the delivery of the Inquiry Plan by a suitably qualified consultancy.

The cost estimate will be provided to the CCC following the 2022 Local Government Election. In accordance with Section 32B of the Act, the Commission is able to recover reasonable costs associated with an Inquiry for the initiating council(s).

The Inquiry will only proceed if the CCC provides a clear direction to the Commission to do so including acceptance of the cost estimate.

3. OPTIONS

Council is limited to receiving and noting the report.

4. APPENDICES

- (1) South Australian Government Boundaries Commission – Campbelltown City Council Stage 2 Boundary Change General Proposal – dated 18 October 2022
- (2) South Australian Local Government Boundaries Commission Campbelltown City Council General Proposal – Outline of matters to be investigated

Appendix 1

*South Australian Government Boundaries Commission –
Campbelltown City Council Stage 2 Boundary
Change General Proposal
– dated 18 October 2022*

18 October 2022

Mayor Jan-Claire Wisdom
Adelaide Hills Council
PO Box 44
WOODSIDE SA 5244

By email: jcwisdom@ahc.sa.gov.au

Dear Mayor Wisdom

Campbelltown City Council Stage 2 Boundary Change General Proposal

Thank you for your correspondence received on 26 August 2022 providing feedback on the South Australian Local Government Boundaries Commission's (the Commission) draft Inquiry Plan for the Campbelltown City Council Stage 2 Boundary Change General Proposal.

As you are aware, the process by which the Commission deals with boundary change proposals under Chapter 3 Part 2 of the *Local Government Act 1999* (the Act) is set out in the relevant guidelines published by the Commission.

At its meeting on 7 October 2022, the Commission considered feedback received from both your council and Campbelltown City Council (the affected councils) on the draft Inquiry Plan. As a result, the Commission adopted the Inquiry Plan with amendments to address most of the matters identified by the affected councils.

The Commission noted your council's views that the draft Inquiry Plan did not outline how section 31(3)(b) (ii) and 31(3)(b) (iii) of the *Local Government Act 1999* (the Act) will be implemented. These provisions require consideration of the extent of support for the Proposal from the relevant communities and the affected councils. The Commission believes that these requirements will be appropriately addressed through the Inquiry Plan engagement arrangements and in turn all relevant views will be considered holistically in the Inquiry.

The affected councils will be consulted on the development of an engagement plan before its finalisation and implementation as part of the Inquiry.

The Commission appreciated the feedback from the affected councils enabling it to finalise the Inquiry Plan. The adopted Inquiry Plan is attached for your information.

In accordance with *Guideline 8 - Costs*, the Commission will provide Campbelltown City Council (CCC) with a cost estimate for the Inquiry based on the Inquiry Plan scope of works. A formal tender process will be undertaken seeking quote/s from suitably qualified consultancies. Section 32B of the Act provides for the Commission to recover reasonable costs of an inquiry in relation to a general proposal referred to the Commission by a council.

It is anticipated that the cost estimate will be provided to CCC for its consideration following the conclusion of the 2022 periodic local government elections. The Inquiry will only proceed if CCC provides a clear direction to do so, after considering the cost estimate.

If CCC decides to proceed based on the cost estimate, in accordance with section 31(2)(b) the Commission will consult with the affected councils on the appointment of an investigator/s.

I advise that, under the Commission's publication policy, the information about the Proposal has been made available at— www.dit.sa.gov.au/local-government/boundaries-commission.

If you have further questions, please contact the Commission on 7133 1311 or boundaries.commission@sa.gov.au.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Rob Donaldson', with a stylized flourish at the end.

Rob Donaldson

CHAIR

SOUTH AUSTRALIAN LOCAL GOVERNMENT BOUNDARIES COMMISSION

Attachment: Campbelltown City Council Boundary Change General Proposal Inquiry Plan

Appendix 2

*South Australian Local Government Boundaries
Commission Campbelltown City Council
General Proposal – Outline of matters to be
investigated*

South Australian Local Government Boundaries Commission
Campbelltown City Council General Proposal – Outline of matters to be investigated

The following five areas will form the basis of the inquiry:

1. Financial matters
2. Land use and planning matters
3. Council employee matters
4. Representation matters
5. Community and service matters

The Commission must also design and deliver an engagement plan in accordance with Guideline 9 as part of the inquiry. The engagement plan will take the five above mentioned areas into consideration to ensure that the affected councils and communities are provided with the opportunity to make their views known on all relevant matters.

The matters detailed below will be fully investigated in relation to the affected councils. The role and performance of similar (but not affected) councils may be included or referenced in the inquiry, so far as it informs the Commission's recommendations to the Minister for Local Government.

1. Financial Matters

Item number	Requirement	Reference in the Local Government Act/ Guideline	Matters that the investigation must cover
1	Financial implications	S 31(3)(b)(i)	<ul style="list-style-type: none"> • Potential impact on operating revenue for affected councils, analysing impact on: <ul style="list-style-type: none"> ○ general rates ○ service charges ○ other fees and charges ○ grants (particularly Financial Assistance Grants). ○ any other relevant operating revenue • Potential impact on operating expenses for all affected councils. • Future financial impacts (short and long-term) on all affected councils' operating budgets if a boundary change was implemented. • Analysis of estimated total revenue against estimated total expenditure for affected councils.

Item number	Requirement	Reference in the Local Government Act/ Guideline	Matters that the investigation must cover
2	Division of assets and liabilities: land and buildings, plant & equipment, cash, investments, interests in any 'business activities', debtors	Guideline 4	<ul style="list-style-type: none"> • Identification of all council owned assets and liabilities and those in the care, control and management of each affected council. • Identify impacts that the division/loss of these assets may have both financially and in service provision for the affected councils. • Identify any issues for the affected communities that would remain as a result of the division/loss of assets. • Identify any impacts of the transfer of these assets on affected councils, including operating budgets / asset management, Statement of Financial Position, and capital works programs in the context of each council's Long-term Financial Plan. • Identify any impacts of the transfer of these assets on affected councils and their communities with respect to servicing and managing assets during emergencies, e.g., flooding, fire, trees across roads, closing roads
3	Impact of any significant contracts (e.g., waste management)	Guideline 4	<ul style="list-style-type: none"> • Identify all significant contracts held by the affected councils, and any impacts of the proposal on them.
4	Assessment of any significant differences in rating policies of the councils involved, the impacts on ratepayers and how these are to be addressed in both the short and longer term.	Guideline 4	<ul style="list-style-type: none"> • Identify changes in rates that may apply to rateable properties within the affected areas based on the affected councils' current rating policy. • Identify any impact of rating changes on ratepayers, and any suitable measures to address impacts in the short to medium term if necessary.
5	Assessment of any significant differences in fees and charges of the councils	Guideline 4	<ul style="list-style-type: none"> • Identify all fees and charges currently in place for affected councils, and the impact on councils and ratepayers from any necessary changes to these.
6	Existing grant arrangements relevant to affected area (including both Financial Assistance Grants and specific grants)	General Refer 31 (3)(b)(i)	<ul style="list-style-type: none"> • Identify any existing grant agreements that would be affected by this proposal. • Identify any infrastructure or general projects that have received grant funding and are not yet completed and propose measures to transfer acquittal or reporting requirements if necessary.

Item number	Requirement	Reference in the Local Government Act/ Guideline	Matters that the investigation must cover
7	Impact on any property-based services (e.g., CWMS)	General Refer 31 (3)(b)(i)	<ul style="list-style-type: none"> Identify property-based services offered by affected councils, and the impact that a boundary change may have on the management of these services (including consideration of any applicable service charge or rate).
8	Assessment of any significant differences in service levels provided by the councils	Guideline 4	<ul style="list-style-type: none"> Assess the service levels provided by affected councils and identify any impact that a boundary change may have on the delivery of services to ratepayers and councils. Propose any measures to address differences in service provision across affected areas in the short to medium term.

2. Land use and planning matters

Item number	Matter	Reference in the Act/ Guideline	Matters that the investigation must cover
1	Potential conflicts that may arise from existing patterns of land use if the proposal was implemented	Guideline 4	<ul style="list-style-type: none"> Identify any significant conflicts in land use patterns, including any potential interface issues with future or existing growth areas. Identify any land management issues that may arise with a transfer of areas– e.g., open space, stormwater, significant easements. Review and identify any significant differences in planning policies between the affected councils Identify any variances in development controls that may impact on development/growth if a council boundary change was implemented. Identify current or previous planning studies and outcomes that are relevant to the affected councils/areas, including demographic, growth projections, infrastructure needs/demands. Identify any existing or potential environmental impacts that should be considered. Assess the capacity of the affected councils to manage significant future growth areas. Identify any existing infrastructure deeds that may be affected by a boundary change. Assess how the affected councils could facilitate effective and sustainable planning, development, and protection of the environment if a boundary change was implemented, having particular regard to the Adelaide Hills Face Zone management. Consider the impact of any existing land management agreements.

			<ul style="list-style-type: none"> • Identify the applicable CFS bushfire regions, other regional bodies or structures and the implications of the boundary change on these regions. • Review the By-laws of each council and the implications of the differing provisions to the affected residents. • Assess the disaster preparedness, response, and recovery arrangements of each council in terms of their ability to adequately respond to emergency events susceptible in the affected area. • Assess the biodiversity and environmental management requirements of the affected area and each councils' level of expertise.
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3. Council Employee Matters

Item number	Matter	Reference in the Act/ Guideline	Matters that the investigation must cover
1	The impact on the various rights and interests of any council employees affected by the general proposal	Guideline 4 Section 31(3) (b)(iv)	<ul style="list-style-type: none"> • Identify the rights and interests of council employees affected by the proposal. • Identify any significant difference in any workplace agreements or conditions such as an enterprise bargaining agreement. • Propose arrangements that may need to put in place in the short to medium term to manage any impact on employees.
2	Implications for council employees, including any proposed transfer of staff and conditions of employment	Guideline 4 Refer 31(3)(b)(v)	<ul style="list-style-type: none"> • Identify any workforce or human resourcing issues that may result from a boundary change, including any need for transfer of staff. • Assess conditions of employment in affected councils, identify any impact of a boundary change and propose any arrangements that may be necessary to manage this.

4. Representation Matters

Item number	Matter	Reference in the Act/ Guideline	Matters that the investigation must cover
1	Impact on internal structure and representation of councils, and how this will be dealt with in the short and longer term	Guideline 4	<ul style="list-style-type: none">• Identify the current representation for all areas impacted by the proposal• Recommend the future of representation of all areas that may be affected by a boundary change, with particular attention to any impact on ward quotas within affected councils• Consider any previous structural changes or reviews relating to the affected councils, and whether these have any impact or relevance to potential change arising from this Proposal.• Consider the most recent representation review completed for each council.• Consider the current and proposed federal and state electorate boundaries impacted by the proposal.

5. Community and Services

Item number	Matter	Reference in the Act/ Guideline	Matters that the investigation must cover
1	Community of interest	S 26(vii) and related s 26 principles	<ul style="list-style-type: none">• Advise on community members' identification as members of a particular local and/or regional community• Identify any economic, recreational, social, regional, or other kind of communities of interest and how these communities of interest contribute to the community structures, values, expectations and aspirations that may be affected if a boundary change was implemented and what impact this might have• Assess whether a council boundary change would result in a significant division within an existing community
2	Ability of communities to access council services and relevant communication issues between councils and communities	Guideline 4	<ul style="list-style-type: none">• Assess how community members in affected areas access and use services and facilities provided by their own or nearby councils• Identify any impact on this access that may arise from a boundary change• Assess current activities and engagement between affected communities and councils, including participation in local decision making, and identify any impact that a boundary change may have on these relationships

			<ul style="list-style-type: none"> • Identify existing relationships between affected councils and social, recreational, and sporting groups, and the impact that a boundary change may have on this relationship or the operation of the group. • Determine if all affected councils would be in a position to offer its communities a reasonable range of services delivered on an efficient, flexible, equitable and responsive basis if a boundary change was implemented • Resident accessibility to federal and state government funded support services (often provided through councils, e.g., HomeAssist).
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Engagement requirements

The Commission must undertake engagement into the inquiry to meet both the requirements of the *Local Government Act 1999* (the Act) and Guideline 9.

Legislative and Guideline requirements

Section 31(3)(b) of the Act requires the Commission to consider—

- The extent of support for the general proposal within the affected community
- The extent of support for the general proposal of any council affected by the general proposal

Section 27(3)(b) of the Act requires that the Commission's guidelines must specify requirements relating to consultation that must be undertaken for the purposes of inquiries, including consultation with the community, councils affected by the proposal and entities that represent the interest of council employees affected by the proposal.

Accordingly, the Commission's Guideline 9 outlines the Commission's approach to consultation and engagement. This requires the Commission to design an Engagement Plan aligning with the engagement principles in the Guideline, and that is tailored to the engagement necessary to each Proposal.

Requirements for the inquiry

To meet the Commission's requirements, it is proposed that an investigator will be appointed to—

1. Design an Engagement Plan for the Commission's approval in relation to the Campbelltown City Council's proposal. This Engagement Plan must be in accordance with Section 31(3) of the Act and Guideline 9. This will be designed in consultation with affected councils and based on the four Engagement Principles.
2. Deliver the approved Engagement Plan and provide a report to the Commission, in accordance with s 31(4)(b) of the Act.

Item 17 Minutes of Committees

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
MINUTES OF MEETING
MONDAY 17 OCTOBER 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:

David Waters	Chief Executive Officer
Terry Crackett	Director Corporate Services
Lachlan Miller	Executive Manager Governance & Performance
Mike Carey	Manager Financial Services
David Collins	Manager Strategic Assets
Kira-marie Laverty	Corporate Planning & Performance Coordinator
Steven Watson	Governance and Risk Coordinator Minute Taker

Guests in Attendance:

Tim Muhlhausler	Galpins
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1. COMMENCEMENT

The meeting commenced at 6.30pm.

1.1. Acknowledgement of Country

Council acknowledges that we meet on the traditional lands and waters of the Peramangk and Kaurna people. We pay our respects to Elders past, present and emerging as the Custodians of this ancient and beautiful land. Together we will care for this country for the generations to come.

2. APOLOGIES/LEAVE OF ABSENCE

2.1. Apology

Nil

Presiding Member _____

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
MINUTES OF MEETING
MONDAY 17 OCTOBER 2022
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2.2. Leave of Absence

Nil

2.3. Absent

Nil

3. MINUTES OF PREVIOUS MEETINGS

3.1. Audit Committee Meeting – 15 August 2022

Moved Natalie Johnston
S/- Cr Leith Mudge

AC39/22

That the minutes of the Audit Committee meeting held on 15 August 2022 as supplied,
be confirmed as an accurate record of the proceedings of that meeting.

Carried Unanimously

4. PRESIDING MEMBER'S OPENING REMARKS

The Presiding Member advised that the Council Member appointment to Audit Committee will occur on 29 November 2022 after the 2022 Council elections.

5. DELEGATION OF AUTHORITY

In accordance with the Audit Committee Terms of Reference, the Committee has no delegated decision-making powers.

6. DECLARATION OF CONFLICT OF INTEREST BY MEMBERS OF AUDIT COMMITTEE

Nil

7. PRESENTATIONS, ACTION REPORT & WORKPLAN

7.1. Risk Presentation

Nil

Presiding Member _____

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
MINUTES OF MEETING
MONDAY 17 OCTOBER 2022
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7.2. Action Report and Work Plan Update

**Moved Peter Brass
S/- David Moffatt**

AC40/22

1. That the report be received and noted as amended.
2. That the status of the Action Report and Work Plan be noted.

Carried Unanimously

8. OFFICER REPORTS – DECISION ITEMS

8.1. 2021-22 General Purpose Financial Statements

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

**Moved Peter Brass
S/- David Moffatt**

AC41/22

The Audit Committee resolves:

1. That the report be received and noted
2. That in accordance with Section 126(4)(a) of the *Local Government (Financial Management) Regulations 1999*, the Audit Committee advises Council that it has reviewed:
 - a. the General Purpose Financial Statements of the Council for the financial year ended 30 June 2022 as contained in Appendix 1, and
 - b. the External Auditor Galpins' Audit Clearance Report as contained in Appendix 2,

and is satisfied that the 2021-22 financial statements present fairly the state of affairs of the Council.
3. To recommend that the Adelaide Hills Council 2021-22 General Purpose Financial Statements, contained in Appendix 1, may be certified by the Acting Chief Executive Officer and the Mayor.
4. To note the confirmation of Galpins Auditor Independence Statement provided at Appendix 3.

Presiding Member _____

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
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5. To recommend that the Certification of Auditor Independence statement contained in Appendix 4 may be certified by the Acting Chief Executive Officer and the Presiding Member of the Audit Committee in accordance with the requirements of Regulation 22(3) of the Local Government (Financial Management) Regulations 2011.
6. The Audit Committee acknowledges and thanks Galpins, in particular Tim Muhlhausler and Juliano Fretias for providing audit services for the past five years.

Carried Unanimously

8.2. 2021-22 End of Year Financial Report

Moved Peter Brass
S/- Cr Leith Mudge

AC42/22

The Audit Committee resolves:

1. That the report be received and noted
2. To recommend to Council that the Audited 2021-22 Financial Results compared to Budget contained within this report have been appropriately considered.

Carried Unanimously

8.3. Audit Committee Self-Assessment 2022

Moved Cr Leith Mudge
S/- Natalie Johnston

AC43/22

The Audit Committee resolves that the report be received and noted.

Carried

Presiding Member _____

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
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8.4. Quarterly Council Performance Report – Q1 2022-23

Moved David Moffatt

S/- Peter Brass

AC44/22

The Audit Committee resolves the Quarterly Council Performance Report – Q1 2022-23 be received and noted.

Carried Unanimously

8.5. Audit Committee Presiding Member's Report 2022

Moved Cr Malcolm Herrmann

S/- Natalie Johnston

AC45/22

The Audit Committee resolves that the report be received and noted.

Carried Unanimously

8.5.1. Audit Committee Presiding Member's Report 2022

INTRODUCTION

As outlined in Clause 8.1.2 of the Terms of Reference for the Audit Committee, the Presiding Member will attend a meeting of the Council at least once per annum to present a report on the activities of the Committee. This report provides an overview of the Adelaide Hills Council's Audit Committee operations for the 2022 calendar year leading up to the November 2022 Local Government election. It is anticipated that there will be a meeting in December 2022 with the newly appointed Audit Committee, although this report is for the period up to and including October 2022.

This report includes:

- A summary of the work the Committee performed during the year aligned to the Committee's Terms of Reference;
- Details of meetings, including the number of meetings held during the period, and the number of meetings attended by each member; and

The report is intended to invite comment from the Council on all of the above.

Presiding Member _____

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
MINUTES OF MEETING
MONDAY 17 OCTOBER 2022
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SUMMARY OF WORK PERFORMED AGAINST THE TERMS OF REFERENCE

For 2022, as in previous years, the Audit Committee had established a robust framework for the provision of information to meet the objectives established within the Terms of Reference. As a consequence some 37 reports were considered by the Committee for consideration over five meetings (including this one), and where appropriate, recommendations subsequently provided to Council.

The following sections of this report provide a brief summary of the work undertaken by the specific function of the Committee as set out in the Terms of Reference.

Financial Reporting and Prudential Requirements

Strategic Management Planning

In relation to Council's suite of Strategic Management Plans (SMP), the Committee reviewed the assumptions underpinning the *Long Term Financial Plan* (LTFP) at its February meeting prior to recommending its approval for public consultation to Council.

Throughout the year, the Committee received regular reports on the progress of the asset management system implementation and considered the draft Community Wastewater Management Scheme (CWMS) Asset Management Plan for recommendation to Council at its August meeting.

Annual Business Planning

In April, the Committee reviewed the draft *2022-23 Annual Business Plan and Budget* (ABP) in terms of its alignment with the strategic management plans and the adequacy of the plans in the context of maintaining financial sustainability. The Committee recommended the draft ABP to Council for approval for public consultation. The Committee subsequently considered the revised ABP at its May meeting and reaffirmed its consistency with the Strategic Management Plans and maintenance of financial sustainability.

Budget Reviews

The Audit Committee reviewed the 2021-22 second (BR2) and third (BR3) budget reviews and the End of Year Financial Report 2021-22. The Committee reviewed the 2022-23 first (BR1) budget review prior to these reports going to Council.

Financial Statements and Annual Reports

At the October 2022 meeting, the Committee had an in depth discussion around the draft Annual Financial Statements that had been presented. The Committee was satisfied that the Statements present fairly the state of affairs of Council in accordance with the *Local Government Act 1999*, the *Local Government (Financial Management) Regulations 2011* and Australian Accounting Standards

Due to the November 2022 Local Government election, the Committee was not able to receive and consider the draft 2021-22 Annual Report.

Presiding Member _____

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
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Quarterly Performance Reporting

Commencing in the 2019-20 financial year, the Committee receives quarterly performance reports on the achievement of strategic plan objectives and priorities, key projects, customer and other performance targets, capital works program implementation and financial performance.

These reports continued in the 2022 calendar year with the Quarter 2, 3 and 4 2021-22 reports and the Quarter 1 2022-23 report being considered at each of its quarterly meetings.

Internal Controls and Risk Management Systems

Internal Controls

From the start of the 2015-16 financial year, Adelaide Hills Council has had additional obligations regarding the development and maintenance of a system of internal financial controls, consistent with the requirements of the *Local Government (Financial Management) Regulations 2011*. This has required Council's external auditors to provide an opinion on internal financial controls in accordance with s129(3)(b) of the Act.

Monitoring against the key risks and controls has been generated from a system called 'Control Track'. This system tracks the recognised 'core' controls and the agreed treatment plans by responsible officers. These have been provided to the Audit Committee on a bi-annual basis.

At its May meeting, the Audit Committee received report on the IT Entity Controls Review undertaken as part of the Financial Statements Audit process. The Committee will continue to maintain an active interest in the mitigations arising from this audit.

Risk Management

Throughout the year, the Audit Committee has reviewed quarterly updates on the organisation's strategic risks and mitigation actions. The strategic risks are managed in the SkyTrust risk management platform. The Committee has received briefings on the development of the SkyTrust product in relation to its corporate risk management capabilities and will continue to monitor these.

Steady progress was noted in the implementation of mitigations with a number of new mitigations identified throughout the period as the risk and control environments have evolved.

In February, the Committee received a report on the Transferable Risk Profile of the Adelaide Hills Council. The report identified opportunities for minor enhancement in the insurance placement program which were implemented in the 2022-23 placement.

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
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At its August meeting, the Committee received a report on the placement of Council's insurance portfolio and the enhanced elements of Council placement and claims management arrangements in conjunction with the insurers. The Committee noted that the insurance market has been hardening over the last 12 months (particularly as a result of the increasing frequency of extreme weather events) and this is resulting on super-normal contribution increases.

Debtors

Biannual reporting of debtors continued to the Committee which demonstrated the ongoing improvement in the management of historic rate debtors as a result of the development and application of a *Debt Recovery Policy*.

Cyber Security

In May 2022 the Committee was provided with a presentation on the progress of the Cyber Security Framework and limited information can be provided at this time due to the matter remaining in confidence.

Policy Reviews

The Committee plays an important role in reviewing all financial and internal control related policies and making recommendations as appropriate to Council. During 2022, the Committee reviewed the following:

- *Internal Audit Policy*
- *Prudential Management Policy*
- *Risk Management Policy*
- *Procurement Policy*
- *Disposal of Assets Policy*

Internal Audit

The Committee received quarterly reports on the implementation of the Strategic Internal Audit Plan 2018-19 – 2022-23. Progress against the Plan has been behind schedule due to competing resource priorities including boundary reform and legislative reform implementation. The Committee has noted a number of projects have been scoped and prepared for procurement for delivery in late 2022/early 2023.

At its August meeting, the Committee received an audit report on the AHC's Recruitment and Retention arrangements. The audit identified and documented a number of elements of good practice, it identified five (5) findings for recommendations for control improvements and three (3) other improvement opportunities. The auditors concluded that the control environment for Recruitment and Retention is marginal as assessed utilising the Council's *Corporate Risk Management Guide*.

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
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At the same meeting, the Committee reviewed the Economic Development Plan Implementation audit report. The audit identified and documented a number of elements of good practice, it identified three (3) findings for recommendations for control improvements and five (5) other improvement opportunities. The auditors concluded that the control environment for Economic Development Plan Implementation is marginal as assessed utilising the Council's Corporate Risk Management Guide.

All agreed actions from internal and external audits are captured within the Committee's Audit Actions Implementation Register and reported to the Committee on a bi-annual basis to ensure that appropriate actions are being undertaken.

External Audit

At its February meeting, the Committee considered the External Auditor's *Engagement Letter and Audit Plan* for the Annual Financial Statement and Internal Financial Control audits. The Committee considered the matter of auditor independence.

At the May meeting, the Committee considered the results of the Interim Audit and advised that the work to date was indicating unqualified audit reports. A number of recommendations were made by Galpins regarding potential improvements to the suite of internal financial controls and management responses and agreed actions adopted.

The Audit Committee met with Galpins in the absence of management at the October meeting. The auditors advised that the financial management and reporting of council activities was of a very good standard.

Other Matters

At its February 2022 meeting, the Committee received a report on the incoming legislative changes which will impact on the Audit Committee's functions. The Committee noted the enhanced external audit rotation, internal audit provision and Audit Committee scope changes that will be implemented by June 2023.

The Committee considered a report on the incoming 'Rates Oversight Scheme' which will be overseen by the Essential Services Commission of South Australia (ESCOSA). The Committee noted that Adelaide Hills Council will be in the first round of councils that will be reviewed with the resultant assessment report being provided to Council in early 2023.

In March 2022, the Service Review Framework was operationalised with the conduct of the Civil Service Maintenance Function service review. The review found a high-achieving, positive culture and opportunities to enhance the levels of automation to plan and manage workload effectiveness and efficiency. Recommendations from the Service Review that are adopted in the Action Plan will be monitored in Council's Audit Action Register and will be reported on a biannual basis to Audit Committee and Council.

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
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The Committee also assessed the External Auditor's independence and objectivity taking into account relevant professional and regulatory requirements and the extent of Council's relationship with the auditor, including the provision of any non-audit services. The Committee is satisfied that for the 2021-22 financial year, there were no relationships between the External Auditor and the Council that compromise audit independence, and this was also confirmed in writing by the external auditor.

In their audit of the Council's Annual Financial Statements, the External Auditors (Galpins) have issued an unqualified audit opinion in the *2021-22 Audit Completion Report* providing the following statement:

In our opinion, the accompanying financial report presents fairly, in all material aspects, the financial position of the Council as at 30 June 2022, and its financial performance and its cash flow for the year then ended in accordance with the Australia Accounting Standards, Local Government Act 1999 and Local Government (Financial Management) Regulations 2011.

In auditing the internal financial controls, Council's External Auditors have issued an unqualified audit opinion in the *2021-22 Audit Completion Report* providing the following statement:

In our opinion, Adelaide Hills Council has complied, in all material respects, with Section 125 of the Local Government Act 1999 in relation to internal controls established by the Council in relation to the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities so as to provide reasonable assurance that the financial transactions of the Council have been conducted properly and in accordance with law for the period 1 July 2021 to 30 June 2022.

COMMITTEE SELF-ASSESSMENT

At its October meeting, the Committee considered the results of its annual Self-Assessment process. The feedback received is that the Committee is performing in relation to its rule and functions under the Committee's Terms of Reference.

DETAILS OF MEETINGS

During 2022, a total of five (5) Audit Committee meetings were held being:

- 14 February 2022
- 20 April 2022
- 23 May 2022
- 15 August 2022
- 17 October 2022
- NB: November / December 2022 - Local Government Election. Meeting(s) to be determined by incoming Council/Audit Committee.

The above meeting cycle is consistent with the requirements of the Committee's Terms of Reference which requires at least four meetings per year to be held.

Presiding Member _____

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
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The Audit Committee member attendance at meetings during the year was as follows:

Name	Attendance	Comments
Cr Malcolm Herrmann	5/5	Presiding Member
Peter Brass	5/5	Independent Member
David Moffatt	4/5	Independent Member
Natalie Johnston	5/5	Independent Member
Cr Leith Mudge	4/5	Committee Member

Committee Membership is renewed in a staggered manner to provide continuity of knowledge. Current Membership terms are as follows:

Role	Name	From	To
Presiding Member	Cr Malcolm Herrmann	27 November 2021	November 2022
Independent Member	Peter Brass	14 December 2021	30 November 2023
Independent Member	David Moffatt	14 December 2021	30 November 2023
Independent Member	Natalie Johnston	01 December 2020	30 April 2023
Committee Member	Cr Leith Mudge	27 November 2021	November 2022

Presiding Member _____

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
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FUTURE WORK PROGRAM PROPOSAL

The incoming Council/Committee will determine its Work Plan for 2022/2023, once Council Membership is appointed. The Work Plan will ensure that the Committee continues to undertake its principal functions as set out in the *Local Government Act 1999*.

The *Statutes Amendment (Local Government Review) Act 2021* (the “Amendment Act”) was assented to by the Governor on 17 June 2021. There are a number of provisions in the Amendment Act relating to audit committees which will result in changes to nomenclature, functions, membership, internal and external audit arrangements. The majority of these new provisions are not due to commence until 30 November 2023 however the AHC Audit Committee is well-placed as many of these good governance arrangements have been in effect for a number of years.

CONCLUSION

The body of work undertaken by the Committee is continuing to develop over time and the Committee is striving to ensure that its work is useful in the context of contributing to Adelaide Hills Council strategic objectives.

Finally, I would like to thank the other members of the Committee for their ongoing efforts in ensuring that the work undertaken is done so at both a highly professional and robust level. I would also like to thank those staff involved in preparing the reports and responding to questions at meetings, as their involvement has significantly aided in the review and decisions of the Committee.

Cr Malcolm Herrmann

Presiding Member, Adelaide Hills Council Audit Committee
17 October 2022

9. QUESTIONS WITHOUT NOTICE

Nil

10. CONFIDENTIAL ITEMS

Nil

11. NEXT MEETING

The next ordinary meeting of the Audit Committee will be at a time and date to be advised at 63 Mt Barker Road, Stirling.

12. CLOSE MEETING

The meeting closed at 8.40pm.

Presiding Member _____

REPORT TO THE ADELAIDE HILLS COUNCIL ON THE OPERATIONS OF THE AUDIT COMMITTEE DURING 2022

INTRODUCTION

As outlined in Clause 8.1.2 of the Terms of Reference for the Audit Committee, the Presiding Member will attend a meeting of the Council at least once per annum to present a report on the activities of the Committee. This report provides an overview of the Adelaide Hills Council's Audit Committee operations for the 2022 calendar year leading up to the November 2022 Local Government election. It is anticipated that there will be a meeting in December 2022 with the newly appointed Audit Committee, although this report is for the period up to and including October 2022

This report includes:

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- Details of meetings, including the number of meetings held during the period, and the number of meetings attended by each member; and

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SUMMARY OF WORK PERFORMED AGAINST THE TERMS OF REFERENCE

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From the start of the 2015-16 financial year, Adelaide Hills Council has had additional obligations regarding the development and maintenance of a system of internal financial controls, consistent with the requirements of the *Local Government (Financial Management) Regulations 2011*. This has required Council's external auditors to provide an opinion on internal financial controls in accordance with s129(3)(b) of the Act.

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At the May meeting, the Committee considered the results of the Interim Audit and advised that the work to date was indicating unqualified audit reports. A number of recommendations were made by Galpins regarding potential improvements to the suite of internal financial controls and management responses and agreed actions adopted.

The Audit Committee met with Galpins in the absence of management at the October meeting. The auditors advised that the financial management and reporting of council activities was of a very good standard.

The conclusion of the 2021-22 Financial Statement Audit marks the end of the term for Galpins as Council's external auditor. The provisions of the *Local Government Act 1999* require that the external auditor must not hold office for a period exceeding five years. Council has enjoyed a professional and productive relationship with Galpins over the period.

The procurement process for the next term of external auditors will commence in October with a view to the Audit Committee making a recommendation to Council for appointment in December 2022.

Other Matters

At its February 2022 meeting, the Committee received a report on the incoming legislative changes which will impact on the Audit Committee's functions. The Committee noted the enhanced external audit rotation, internal audit provision and Audit Committee scope changes that will be implemented by June 2023.

The Committee considered a report on the incoming 'Rates Oversight Scheme' which will be overseen by the Essential Services Commission of South Australia (ESCOSA). The Committee noted that Adelaide Hills Council will be in the first round of councils that will be reviewed with the resultant assessment report being provided to Council in early 2023.

In March 2022, the Service Review Framework was operationalised with the conduct of the Civil Service Maintenance Function service review. The review found a high-achieving, positive culture and opportunities to enhance the levels of automation to plan and manage workload effectiveness and efficiency. Recommendations from the Service Review that are adopted in the Action Plan will be monitored in Council's Audit Action Register and will be reported on a biannual basis to Audit Committee and Council.

The Committee also assessed the External Auditor's independence and objectivity taking into account relevant professional and regulatory requirements and the extent of Council's relationship with the auditor, including the provision of any non-audit services. The Committee is satisfied that for the 2021-22 financial year, there were no relationships between the External Auditor and the Council that compromise audit independence, and this was also confirmed in writing by the external auditor.

In their audit of the Council's Annual Financial Statements, the External Auditors (Galpins) have issued an unqualified audit opinion in the *2021-22 Audit Completion Report* providing the following statement:

In our opinion, the accompanying financial report presents fairly, in all material aspects, the financial position of the Council as at 30 June 2022, and its financial performance and its cash flow for the year then ended in accordance with the Australia Accounting Standards, Local Government Act 1999 and Local Government (Financial Management) Regulations 2011.

In auditing the internal financial controls, Council's External Auditors have issued an unqualified audit opinion in the 2021-22 Audit Completion Report providing the following statement:

In our opinion, Adelaide Hills Council has complied, in all material respects, with Section 125 of the Local Government Act 1999 in relation to internal controls established by the Council in relation to the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities so as to provide reasonable assurance that the financial transactions of the Council have been conducted properly and in accordance with law for the period 1 July 2021 to 30 June 2022.

COMMITTEE SELF-ASSESSMENT

At its October meeting, the Committee considered the results of its annual Self-Assessment process. The feedback received is that the Committee is performing in relation to its rule and functions under the Committee's Terms of Reference.

DETAILS OF MEETINGS

During 2022, a total of five (5) Audit Committee meetings were held being:

- 14 February 2022
- 20 April 2022
- 23 May 2022
- 15 August 2022
- 17 October 2022
- NB: November / December 2022 - Local Government Election. Meeting(s) to be determined by incoming Council/Audit Committee.

The above meeting cycle is consistent with the requirements of the Committee's Terms of Reference which requires at least four meetings per year to be held.

The Audit Committee member attendance at meetings during the year was as follows:

Name	Attendance	Comments
Cr Malcolm Herrmann	5/5	Presiding Member
Peter Brass	5/5	Independent Member
David Moffatt	4/5	Independent Member
Natalie Johnston	5/5	Independent Member
Cr Leith Mudge	4/5	Committee Member

Committee Membership is renewed in a staggered manner to provide continuity of knowledge. Current Membership terms are as follows:

Role	Name	From	To
Presiding Member	Cr Malcolm Herrmann	27 November 2021	November 2022
Independent Member	Peter Brass	14 December 2021	30 November 2023
Independent Member	David Moffatt	14 December 2021	30 November 2023
Independent Member	Natalie Johnston	01 December 2020	30 April 2023
Committee Member	Cr Leith Mudge	27 November 2021	November 2022

FUTURE WORK PROGRAM PROPOSAL

The incoming Council/Committee will determine its Work Plan for 2022/2023, once Council Membership is appointed. The Work Plan will ensure that the Committee continues to undertake its principal functions as set out in the *Local Government Act 1999*.

The *Statutes Amendment (Local Government Review) Act 2021* (the "Amendment Act") was assented to by the Governor on 17 June 2021. There are a number of provisions in the Amendment Act relating to audit committees which will result in changes to nomenclature, functions, membership, internal and external audit arrangements. The majority of these new provisions are not due to commence until 30 November 2023 however the AHC Audit Committee is well-placed as many of these good governance arrangements have been in effect for a number of years.

CONCLUSION

The body of work undertaken by the Committee is continuing to develop over time and the Committee is striving to ensure that its work is useful in the context of contributing to Adelaide Hills Council strategic objectives.

Finally, I would like to thank the other members of the Committee for their ongoing efforts in ensuring that the work undertaken is done so at both a highly professional and robust level. I would also like to thank those staff involved in preparing the reports and responding to questions at meetings, as their involvement has significantly aided in the review and decisions of the Committee.

Cr Malcolm Herrmann

Presiding Member

Adelaide Hills Council Audit Committee

25 October 2022

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
THURSDAY 13 OCTOBER 2022
63 MT BARKER ROAD STIRLING**

In Attendance

Presiding Member: Cr Mark Osterstock

Members:

Ms Janet Miller	Independent Member
Cr Chris Grant	Committee Member

In Attendance:

David Waters	Chief Executive Officer
Steven Watson	A/Executive Manager Governance & Performance Minute Taker

1. COMMENCEMENT

The meeting commenced at 6.05pm

1.1. Acknowledgement of Country

Council acknowledges that we meet on the traditional lands and waters of the Peramangk and Kaurna people. We pay our respects to Elders past, present and emerging as the Custodians of this ancient and beautiful land. Together we will care for this country for the generations to come.

2. APOLOGIES/LEAVE OF ABSENCE

2.1 Apology

Mayor Jan-Claire Wisdom
Deputy Mayor Cr Nathan Daniell

2.2 Leave of Absence

Leave of the meeting was granted for the following Leave of Absence:

Mayor Jan-Claire 30 September to 23 October 2022, approved at Council on 27 September 2022.

2.3 Absent

Nil

Presiding Member _____ ...

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
THURSDAY 13 OCTOBER 2022
63 MT BARKER ROAD STIRLING**

3. MINUTES OF PREVIOUS MEETINGS

3.1 CEO Performance Review Panel Meeting – 4 August 2022

**Moved Cr Chris Grant
S/- Janet Miller**

PRP19/22

That the minutes of the CEO Performance Review Panel meeting held on 4 August 2022 as distributed, be confirmed as an accurate record of the proceedings of that meeting.

Carried

4. PRESIDING MEMBER'S OPENING COMMENTS

- The Presiding Member advised the CEOPRP of the resignation of the Executive Manager Organisational Development (EMOD). The Presiding Member thanked the EMOD for her service and support to the CEOPRP.
- The Presiding Member advised the Committee that this meeting will be the last meeting of the CEOPRP before the Local Government Election 2022 and thanked all CEOPRP Members for their assistance and support. The Presiding Member also thanked staff supporting the CEOPRP for their assistance.
- The Presiding Member congratulated Janet Miller upon her appointment for another 12 months as Independent Member of the CEOPRP.

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

Presiding Member _____ ...

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
THURSDAY 13 OCTOBER 2022
63 MT BARKER ROAD STIRLING**

7. OFFICER REPORTS – DECISION ITEMS

7.1 CEO Performance Targets 2022-23

Moved Cr Chris Grant
S/- Janet Miller

PRP20/22

The CEO Performance Review Panel resolves that the report be received and noted.

Carried

8. MOTIONS WITHOUT NOTICE

Nil

9. QUESTIONS WITHOUT NOTICE

Nil

10. CONFIDENTIAL ITEMS

Nil

11. NEXT MEETING

The next ordinary meeting of the CEO Performance Review Panel will be held at a time to be confirmed at 63 Mt Barker Road Stirling.

12. CLOSE MEETING

The meeting closed at 6.36pm.

Presiding Member _____ ...

REPORT TO THE ADELAIDE HILLS COUNCIL ON THE OPERATIONS OF THE CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW PANEL DURING 2022

INTRODUCTION

As outlined in Clause 8.1.2 of the Terms of Reference for the CEO Performance Review Panel (the 'Panel'), the Presiding Member will attend a meeting of the Council at least once per annum to present a report on the activities of the Panel. This report provides an overview of the Panel's operations for the 2022 calendar year leading up to the November 2022 Local Government Election. It is anticipated that there will be a meeting in December 2022 with the newly appointed Panel, although this report is for the period up to and including October 2022.

This report includes:

- A summary of the work the Panel performed during the year aligned to the Panel's Terms of Reference; and
- Details of meetings, including the number of meetings held during the period, and the number of meetings attended by each member.

The report is intended to invite comment from the Council on all of the above.

SUMMARY OF WORK PERFORMED AGAINST THE TERMS OF REFERENCE

For 2022, as in previous years, the Panel has undertaken its activities over the course of five (5) formal Panel meetings and a number of informal gatherings (workshops) to fulfil its role of providing advice to Council on matters relating to the performance and development of the CEO.

The following sections of this report provide a brief summary of the work undertaken by the specific function of the Panel as set out in the Terms of Reference.

Determining the Performance Targets for the forthcoming 12 month performance period

The Employment Agreement between the Council and the CEO provides for an annual performance review process which will include a review of any key performance indicators set by the Council.

To this end, one of the roles of the Panel is, in conjunction with the CEO, to determine a series of Performance Targets for the forthcoming financial year for recommendation to the Council for adoption.

This process commenced at the Panel's 12 May 2022 meeting when the CEO proposed a series of Performance Targets for 2022-23 aligned to key projects in the (then) draft *2022-23 Annual Business Plan and Budget*. The Panel worked through each of the proposed Performance Targets to determine what success would look like and timelines. The Panel resolved to remove one of the proposed Targets and identified an alternative Target and made a recommendation to Council for the revised suite of proposed Targets to be adopted.

Council considered the Panel's resolution at its 26 July 2022 meeting and adopted the proposed Targets as recommended.

Monitoring the progress on the CEO's agreed Performance Targets for the current 12 month performance period

At each of its five meetings held in 2022, the Panel received a progress report on the implementation of the respective Performance Targets applicable to that financial year.

These reports detailed the progress against the Performance Targets, identified any barriers or risks to target completion and forecast the next actions to be undertaken. Through this process the Panel was able to ensure that steady progress was been made and issues escalated to Council as required.

For the 2021-22 Performance Targets, the Panel considered the final status at its 21 July 2021 and make its recommendation to Council for consideration. Council considered the Panel's recommendation at its 26 July 2022 meeting and resolved that all targets were complete.

Reviewing the CEO's performance over the preceding 12 month performance period, in particular the performance against the agreed Performance Targets and position description requirements

As identified above, the CEO has a performance review annually coinciding with the anniversary of his Employment Agreement of 30 June.

Since 2017, Council, on the Panel's recommendation, has conducted the performance review utilising internal and external processes in annual rotation.

The 2022 performance review process commenced at the Panel's 17 February 2022 meeting at which the Panel considered a report setting out the activities, meetings and dates associated with the options of an external or an internal process. The Panel made a recommendation to the Council's 23 March 2022 meeting which resolved to undertake the 2022 review using an external process.

The external process involved surveys of Council Members and Executive Leadership Team Officers regarding the CEO's performance against the key responsibilities in the position description along with the opportunity for areas of further development to be identified. The survey feedback and the final results against each of the performance targets comprised the performance review report.

The Panel received the draft performance review report at its 4 August 2022 meeting. Following consideration of the report, the Panel resolved to recommend to Council that the CEO's performance be rated as 'meets expectations'. Council considered the Panel's recommendations at its 23 August 2022 meeting and also resolved that the CEO 'meets expectations' in relation to the 2022 performance review.

Identifying development opportunities for the CEO

As part of the performance review process described above, opportunities for further professional development were identified in the draft performance report and discussed by the CEO and the Panel.

The CEO subsequently discussed these development opportunities with relevant respondents.

Reviewing the remuneration and conditions of employment of the CEO

The CEO's Employment Agreement provides for an annual review of the Total Employment Cost (TEC) Package. The review is to take into account the agreed performance indicators (targets), the CEO's position description, movements in the Consumer Price Index (Adelaide), remuneration of council CEOs in South Australia, and any other factors council considers relevant.

As part of the performance review process described in previous sections, the Panel also commissioned a consultant to undertake a remuneration review of the TEC Package.

The Panel considered the report of the remuneration consultant at its 4 August 2022 meeting. In weighing up the results of the performance review and the consultant's report, the Panel made a recommendation to Council to increase the CEO's Package from 1 July 2022 by 2.5% in recognition of the CEO's performance.

Council considered the Panel's recommendation at its 23 August 2022 meeting and resolved accordingly for a 2.5% increase.

DETAILS OF MEETINGS

During 2022, a total of five (5) Panel meetings were held being:

- 17 February 2022
- 5 May 2022
- 21 July 2022
- 4 August 2022
- 13 October 2022

The Panel member attendance at meetings during the year was as follows:

Name	Attendance	Comments
Cr Mark Osterstock	4/5	Presiding Member
Janet Miller	5/5	Independent Member
Mayor Jan-Claire Wisdom	4/5	
Cr Nathan Daniell	4/5	
Cr Chris Grant	4/5	

At its 27 September 2022 meeting, Council resolved to extend the appointment term of Independent Member, Janet Miller, by one year until 20 November 2023.

RESIGNATION OF CEO ANDREW AITKEN

In late July 2022, the, then, CEO Andrew Aitken advised the Principal Member, Mayor Jan-Claire Wisdom, that he would be resigning on an agreed date of 30 September 2022. Andrew had been the CEO of Council for over 10 years and provided outstanding service to the Council and community during that period.

Due to the upcoming Local Government Election in November 2022 and that the Council was in its 'caretaker' period (which prohibits the appointment of a substantive CEO), Council resolved to commence a recruitment process for an Acting CEO for a period until after the Local Government Election.

Council appointed a Selection Panel, an internal recruitment process was undertaken, and on 20 September 2022, Council appointed Mr David Waters as the Acting CEO until the commencement of the successful candidate in the (substantive) CEO recruitment process (post-election). Mr Waters is the substantive occupant of the Director Community Capacity role within Council.

As the Acting CEO, Mr Waters has assumed responsibility for the 2022-23 CEO Performance Targets and made his first status report at the Panel's 13 October 2022 meeting.

CONCLUSION

I have enjoyed my role as Presiding Member of the Panel and sincerely appreciate the confidence and support that my Council colleagues have placed in me in order to fulfil this important position on their behalf. With the upcoming election, the October 2022 meeting was the last Panel meeting of this term of Council.

Importantly, I would like to thank the other members of the Panel for their ongoing support and efforts in fulfilling the Panel's role and function in providing considered and prudent advice and assistance to the Council in relation to CEO employment matters.

I would also like to thank those staff (in particular, Megan Sutherland, Pam Williams, Steven Watson, and Lachlan Miller) involved in preparing the reports and responding to questions at meetings, as their involvement has significantly aided the Panel's deliberations and decision making processes.

Finally, I would like to thank and recognise our former CEO, Andrew Aitken, for his exceptional performance and leadership in the ten years through to 2022 and welcome the Acting CEO, David Waters to the role and look forward to the positive and constructive manner in which he will work with the Panel and Council.

Cr Mark Osterstock

Presiding Member

Adelaide Hills Council CEO Performance Review Panel

25 October 2022