



ORDINARY COUNCIL MEETING

NOTICE OF MEETING

To: Mayor Jan-Claire Wisdom

| |
|-----------------------------|
| Councillor Kirrilee Boyd |
| Councillor Adrian Cheater |
| Councillor Nathan Daniell |
| Councillor Pauline Gill |
| Councillor Chris Grant |
| Councillor Malcolm Herrmann |
| Councillor Lucy Huxter |
| Councillor Leith Mudge |
| Councillor Mark Osterstock |
| Councillor Kirsty Parkin |
| Councillor Louise Pascale |
| Councillor Melanie Selwood |

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 14 March 2023
6.30pm
63 Mt Barker Road Stirling

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

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

A handwritten signature in blue ink, appearing to read 'David Waters', with a long, flowing horizontal stroke extending to the right.

David Waters
Chief Executive Officer



ORDINARY COUNCIL MEETING

AGENDA FOR MEETING
Tuesday 14 March 2023
6.30pm
63 Mt Barker Road Stirling

ORDER OF BUSINESS

1. COMMENCEMENT

2. OPENING STATEMENT

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

3. APOLOGIES/LEAVE OF ABSENCE

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

4. MINUTES OF PREVIOUS MEETINGS

Council Meeting – 28 February 2028
That the minutes of the ordinary meeting held on 28 February 2028 as supplied, be confirmed as an accurate record of the proceedings of that meeting.

5. DECLARATION OF CONFLICT OF INTEREST BY MEMBERS OF COUNCIL

6. MAYOR'S OPENING REMARKS

7. QUESTIONS ADJOURNED/LYING ON THE TABLE

- 7.1. Questions Adjourned
Nil

- 7.2. Questions Lying on the Table
Nil

8. PETITIONS / DEPUTATIONS / PUBLIC FORUM

- 8.1. Petitions
8.2. Deputations
8.2.1. Douglas Gillott – Road Closures
8.2.2. Oliver Ciaravolo – Tree Safety & Bins
8.3. Public Forum

9. PRESENTATIONS (by exception)

Nil

10. QUESTIONS ON NOTICE

Nil

11. MOTIONS ON NOTICE

Nil

12. ADMINISTRATION REPORTS – DECISION ITEMS

12.1. CWMS Asset Management Plan

1. *That the report be received and noted.*
2. *That Council note the community feedback on the Draft Asset Management Plan Community Wastewater Management System Community Engagement Outcome Report as attached in Appendix 1.*
3. *That the Council adopt the Asset Management Plan Community Wastewater Management as attached in Appendix 2.*

12.2. Heritage Agreements

1. *That the report be received and noted.*
2. *That the Chief Executive Officer further investigate and where feasible and eligible, be authorised to enter:*
 - a. *Bridgewater Recreation Reserve, Cave Reserve, Bridle Path & Walking trails at Cave Ave, Ayr Street, Anzac Ridge Road, Bridgewater*
 - b. *RAA Tower Reserve at 21 Hillcrest Avenue Crafers West*
 - c. *Heron Reserve at 21 Onkaparinga Rd, Bridgewater*
 - d. *Charleston Waste Facility (Mt Charles) at Harrison Road, Charleston*
 - e. *The Deanery, Old Mount Barker Rd, Bridgewater*
 - f. *Grasby Reserve at Pye Road, Balhannah*
 - g. *Halliday Reserve at Wright Rd, Stirling*
 - h. *Rudall Reserve at 7-9 Rudall Ave, Crafers*
 - i. *Smith Rd/Stone Quarry Reserve at South Para Rd, Kersbrook*
 - j. *Hampton Reserve at Hampton Rd, Mylor*
 - k. *Cooper's Reserve at Silver Lake Rd, Mylor*
 - l. *Gurr Rd Reserve parcel at Gurr Rd North, Bradbury*

- m. Heathfield/Longwood Reserve, Corner of Heathfield & Longwood Rd, Heathfield*
- n. Aldgate Tennis Courts at 180 Mt Barker Rd, Aldgate*
- o. Chapman Water Reserve at Chapman Road, Inglewood*
- p. Aldgate Valley Wildlife Corridor, aka "Bandicoot Lane" Stock Road to Stevens Rd, Mylor*
- q. Silver Rd Reserve at 34 Silver Rd Bridgewater*
- r. Pitt Road Reserve at Pitt Rd, Paracombe*
- s. Head Rd Reserve at Head Road North, Houghton*
- t. Fernwood Reserve at Fernwood Way, Upper Sturt*
- u. Pound reserve, Marble Hill and Pound Rd, Ashton*
- v. Mt Bold Cutting, Mount Bold Road Cut, Dorset Vale*
- w. Stirling cemetery, Strathalbyn Rd, Aldgate*
- x. Aldgate Valley Reserve 96 Aldgate Valley Rd, Aldgate*
- y. Windmill Reserve, 151 Norton Summit Rd, Woodforde*
being of significant or high potential biodiversity value, into Heritage Agreements.
- 3. That the Heritage Agreement applications seek to apply to those portions of the abovementioned reserves which are of significant or high potential biodiversity value, while retaining any existing dog access and established recreational use arrangements in place for each of those reserves.*

12.3. Nomination to Dog & Cat Management Board

- 1. That the report be received and noted.*
- 2. To determine that the method of selecting the nominee(s) to the LGA for the Dog & Cat Management Board be by an indicative vote to determine the preferred person utilising the process set out in this Agenda report.*
- 3. To adjourn the Council meeting for the purposes of seeking nominations for and, if necessary, conducting an indicative vote to determine the preferred person for the nomination and for the meeting to resume once the results of the indicative vote have been declared.*
- 4. To endorse the nomination(s) of _____ and _____ for the Dog & Cat Management Board and authorise the Chief Executive Officer to lodge the completed nomination form(s) to the Local Government Association by COB Friday 31 March 2023*

12.4. Confidential Items Review

Refer to Agenda

12.5. Advisory Groups

- 1. That the report be received and noted.*
- 2. To suspend the operation of Council Advisory Groups until it has determined a position on its broader governance structures following the Strategic Plan development.*
- 3. That the Mayor writes to the Independent Members of Council's Advisory Groups to advise them of Council's decision, thank them for their service and to encourage them to remain engaged with Council.*

- 12.6. Status Report – Council Resolutions Update

Refer to Agenda

13. ADMINISTRATION REPORTS – INFORMATION ITEMS

Nil

14. QUESTIONS WITHOUT NOTICE

15. MOTIONS WITHOUT NOTICE

16. REPORTS

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

17. REPORTS OF COMMITTEES

- 17.1. Council Assessment Panel – 8 March 2023
That the minutes of the CAP meeting held on 8 March 2023 as supplied, be received and noted.
- 17.2. Audit Committee
Nil
- 17.2.1. Audit Committee Recommendations to Council
1. *That the report be received and noted*
 2. *To adopt the revised Strategic Internal Audit Plan v1.9a as contained in Appendix 1.*
 3. *To note the status of the Risk Management Plan at Appendix 3.*
- 17.3. CEO Performance Review Panel
Nil
- 17.4. Boundary Change Committee
Nil

18. CONFIDENTIAL ITEMS

Nil

19. NEXT MEETING

Tuesday 28 March 2023, 6.30pm, 63 Mt Barker Road, Stirling

20. CLOSE MEETING

Council Meeting & Workshops 2023

| DATE | TYPE | LOCATION | MINUTE TAKER |
|---------------------------------------|--------------------------|----------|--------------|
| MARCH 2023 | | | |
| Tues 21 March | Professional Development | Stirling | N/A |
| Tues 28 March | Council | Stirling | Pam Williams |
| APRIL 2023 | | | |
| Mon 3 April | Workshop | Woodside | N/A |
| Tues 11 April | Council | Stirling | Pam Williams |
| Wed 12 April | CAP | Stirling | Karen Savage |
| Mon 17 April | Audit | Stirling | TBA |
| Tues 18 April | Professional Development | Stirling | N/A |
| Wed 26 April *moved from ANZAC Day | Council | Stirling | Pam Williams |
| MAY 2023 | | | |
| Mon 1 May | Workshop | Woodside | N/A |
| Tues 9 May | Council | Stirling | Pam Williams |
| Wed 10 May | CAP | Stirling | Karen Savage |
| Mon 15 May | Audit | Stirling | TBA |
| Tues 16 May | Professional Development | Stirling | N/A |
| Tues 23 May | 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

Date: _____

Meeting Name (please tick one)

Ordinary Council ☐

Audit Committee ☐

Special Council ☐

Boundary Change Committee ☐

CEO Performance Review Panel ☐

Other: _____ ☐

Item No

Item Name:

(Only one conflict of interest entry per form)

I, Mayor / Cr _____ have identified a conflict of interest as:

GENERAL ☐

MATERIAL ☐

GENERAL

In considering a General Conflict of Interest (COI), an impartial, fair-minded person might consider that the Council Member's private interests might result in the Member acting in a manner that is contrary to their public duty.

MATERIAL

In considering a Material Conflict of Interest (COI), a member of a council has a material conflict of interest in a matter to be discussed at a meeting of the council if a class of persons as defined in s75(1)(a-l) in the Act would gain a benefit, or suffer a loss, (whether directly or indirectly and whether of a personal or pecuniary nature) depending on the outcome of the consideration of the matter at the meeting.

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)

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

- ☐ I intend to **stay** in the meeting (please complete details below)
- ☐ I intend to **stay** in the meeting as exempt under s75A (please complete details below)
- ☐ I intend to **leave** the meeting (*mandatory if you intend to declare a Material conflict of interest*)

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

(This section must be completed and ensure sufficient detail is recorded of the specific circumstances of your interest.)

Office use only: Council Member voted FOR / AGAINST the motion.

8. DEPUTATIONS

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

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

8.3 PUBLIC FORUM

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

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

Item 4 Minutes of Council

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 28 FEBRUARY 2023
63 MT BARKER ROAD STIRLING**

In Attendance

Presiding Member: Mayor Jan-Claire Wisdom

Members:

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|-----------------------------|
| Councillor Kirrilee Boyd |
| Councillor Adrian Cheater |
| Councillor Nathan Daniell |
| Councillor Pauline Gill |
| Councillor Chris Grant |
| Councillor Malcolm Herrmann |
| Councillor Leith Mudge |
| Councillor Mark Osterstock |
| Councillor Kirsty Parkin |
| Councillor Louise Pascale |
| Councillor Melanie Selwood |

In Attendance:

| | |
|-------------------|--|
| David Waters | Chief Executive Officer |
| Terry Crackett | Director Corporate Services |
| Peter Bice | Director Infrastructure & Operations |
| Natalie Armstrong | Director Development & Regulatory Services |
| Rebecca Shepherd | Director Community Capacity |
| Lachlan Miller | Executive Manager Governance & Performance |
| Melissa Bright | Manager Economic Development & Growth |
| Ashley Curtis | Manager Civil Services |
| Mike Carey | Manager Financial Services |
| Steven Watson | Governance & Risk Coordinator |
| Pam Williams | Minute Secretary |

1. COMMENCEMENT

The meeting commenced at 6.31pm.

2. OPENING STATEMENT

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

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 28 FEBRUARY 2023
63 MT BARKER ROAD STIRLING**

3. Apology

Cr Lucy Huxter

3.1 Leave of Absence

Nil

3.2 Absent

Nil

4. MINUTES OF PREVIOUS MEETINGS

4.1 Council Meeting – 14 February 2023

Moved Cr Malcolm Herrmann
S/- Cr Chris Grant

39/23

That the minutes of the Ordinary Council meeting held on 14 February 2023 as supplied,
be confirmed as an accurate record of the proceedings of that meeting.

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| Carried Unanimously |
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5. DECLARATION OF CONFLICT OF INTEREST BY MEMBERS OF COUNCIL

Nil

6. PRESIDING MEMBER'S OPENING REMARKS

Nil

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

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 28 FEBRUARY 2023
63 MT BARKER ROAD STIRLING**

8.2 Deputations

Nil

8.2.1 David Turner – becoming CFS friendly

8.3 Public Forum

Simon Jones re coach parking in Stirling

9. PRESENTATIONS

Nil

10. QUESTIONS ON NOTICE

Nil

11. MOTIONS ON NOTICE

11.1 Violence Against Women

Moved Cr Louise Pascale

S/- Cr Pauline Gill

40/23

I move that Council:

1. Notes the *National Plan to End Violence Against Women and Children 2022-2032 (Appendix 1)*;
2. Recognises that violence against women and children is one of the most widespread violations of human rights in our community;
3. Is committed, where possible, to helping its community end violence against women and children in the Adelaide Hills Council region;
4. Requests that the CEO implement the Our Watch's Prevention Toolkit for Local Government by 31 October 2023 so that they may be able to inform Council on how best to assist in helping its community end violence against women and children within our region.

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| Carried Unanimously |
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**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 28 FEBRUARY 2023
63 MT BARKER ROAD STIRLING**

11.2 Hanson Construction Materials Ltd - White Rock Quarry

Moved Cr Mark Osterstock

S/- Cr Chris Grant

41/23

- 1. That the Chief Executive Officer, on behalf of Council, writes to the Chief Executive Officer of the Department for Energy and Mining (Dr Paul Heithersay), requesting:**
 - a. Details on the current status of Hanson Construction Materials Ltd (Hanson) White Rock Quarry (expansion) revised Mine Operations Plan (MOP) that was originally submitted on or about 23 December 2020.**
 - b. Details and outcomes of any and all compliance order(s) that have been issued to Hanson since the subject MOP was submitted on or about 23 December 2020.**
 - c. Details and outcomes of any and all compliance actions that the Environment Protection Authority has undertaken in respect to Hanson since the subject MOP was submitted on or about 23 December 2020.**
 - d. Confirmation that the ultimate decision maker as to whether Hanson's MOP obtains approval is the Minister for Energy and Mining (the Honourable Tom Koutsantonis MP).**
- 2. That once a response is received from the Chief Executive Officer of the Department for Energy and Mining, that response will be tabled at the next scheduled Ordinary meeting of Council.**

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| Carried Unanimously |
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**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 28 FEBRUARY 2023
63 MT BARKER ROAD STIRLING**

12. OFFICER REPORTS – DECISION ITEMS

12.1 Budget Review 2

Moved Cr Malcolm Herrmann
S/- Cr Melanie Selwood

42/23

Council resolves:

- 1. That the report be received and noted.**
- 2. To adopt the proposed budget adjustments presented in the 2022-23 Budget Review 2 which result in:**
 - a. No change to the Operating Surplus of \$830k for the 2022-23 financial year.**
 - b. A reduction of \$8m in capital expenditure for the 2022-23 financial year to reflect estimated carry forwards relating to project delivery resulting in a revised capital expenditure budget for 2022-23 of \$19.369m.**
 - c. Council's Net Borrowing Result for the 2022-23 financial year being reduced by \$8m to \$342k.**
 - d. Proposed financial sustainability indicators within Council's agreed targets of the following:**
 - i. Operating Surplus Ratio 1.6% (Target 1% to 5%)**
 - ii. Net Financial Liabilities Ratio 47% (Target 25% to 75%)**
 - iii. Asset Renewal Funding Ratio 104% (Target 95% to 105%)**

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| Carried Unanimously |
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ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 28 FEBRUARY 2023
63 MT BARKER ROAD STIRLING

12.2 Draft 2023-24 Long Term Financial Plan for Consultation

Moved Cr Melanie Selwood

S/- Cr Mark Osterstock

43/23

Council resolves:

1. That the report be received and noted.
2. To adopt the Draft Long Term Financial Plan, as contained in Appendix 1 for community consultation in accordance with Section 122 of the *Local Government Act 1999* noting the adherence to adopted financial sustainability ratios relating to Operating Surplus Ratio, Net Financial Liabilities Ratio and Asset Renewal Funding Ratio.
3. That the CEO be authorised to:
 - a. Make any formatting, nomenclature or other minor changes to the Plan prior to being released for public consultation, and
 - b. Determine the consultation timings, media and processes while ensuring consistency and compliance with the provisions of applicable legislation and Council's *Public Consultation Policy*.

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| Carried |
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12.3 Economic Development Plan Mid Term Review

Moved Cr Leith Mudge

S/- Cr Mark Osterstock

44/23

Council resolves:

1. That the report be received and noted.
2. That no changes be made to the existing *Economic Development Plan 2020-24*.

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| Carried Unanimously |
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**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 28 FEBRUARY 2023
63 MT BARKER ROAD STIRLING**

12.4 Parking and Road Safety Wattle Tree Road Bridgewater

Moved Cr Kirsty Parkin

S/- Cr Leith Mudge

45/23

Council resolves:

- 1. That the report be received and noted**
- 2. To implement the recommended signage addition and vegetation management outlined in the report**
- 3. In addition to the recommended signage, to investigate and implement advisory speed signage in the vicinity of the crest, or other appropriate traffic control mechanisms aimed at reducing vehicle speeds**
- 4. That Council ensure the road siding of section 2 is maintained through the regular application of appropriate fill**
- 5. That parking, access and safety considerations on Wattle Tree Road be monitored again once current residential development on the street is complete.**

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| Carried Unanimously |
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12.5 Coach Parking in Stirling

Moved Cr Nathan Daniell

S/- Cr Kirsty Parkin

46/23

Council resolves that:

- 1. The report be received and noted**
- 2. The merit of coach parking in Stirling be further explored by the administration and the development of costings be considered**
- 3. The Stirling Business Association and Adelaide Hills Tourism be consulted as part of this process**
- 4. A report be brought back to Council by December 2023.**

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| Carried |
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**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 28 FEBRUARY 2023
63 MT BARKER ROAD STIRLING**

12.6 Status Report – Council Resolutions Update

Moved Cr Nathan Daniell
S/- Cr Leith Mudge

47/23

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 |
|--------------|------------------|---------|--|------------------------------------|
| 20/12/2022 | Ordinary Council | 291/22 | Mt Barker Adelaide Hills Transport Study | Nil |
| 20/12/2022 | Ordinary Council | 296/22 | GAROC Membership | Material - Mayor Jan-Claire Wisdom |
| 24/01/2023 | Ordinary Council | 10/23 | Nomination for Premier's Climate change Council - appointment | General - Cr Melanie Selwood |
| 24/01/2023 | Ordinary Council | 20/23 | 18.1.1 Appointment of Audit & Risk Committee Independent Members to the Adelaide Hills Region Waste Management Authority | Nil |
| 14/02/2023 | Ordinary Council | 28/23 | Business Case GRFMA Contribution | Nil |
| 14/02/2023 | Ordinary Council | 32/23 | Supplementary Election GAROC | General - Mayor Jan-Claire Wisdom |

Carried Unanimously

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 28 FEBRUARY 2023
63 MT BARKER ROAD STIRLING**

13. OFFICER REPORTS - INFORMATION ITEMS

Nil

14. QUESTIONS WITHOUT NOTICE

Cr Melanie Selwood

- ESCOSA review of Council Long Term Financial Plans

Leave of the meeting was granted to have the following responses included in the Minutes.

Cr Malcolm Herrmann

- Amy Gillett Bikeway

DIT has completed the 30% design of the full length of Stage 4 and updated the costs estimate. Council officers are working with DIT to determine the extent of works that can be delivered with \$2.6m in funding as a staged approach to the delivery. Council needs to submit by the 10 March 23 an updated project scope that the pledge of \$2.6m will deliver. The assessment of the staged approach will be undertaken with a requirement for a final agreement to be in place by 28 April 2023 to secure the funding.

- Blackspot Warren/Martin Hill and Lucky Hit Roads

Council has submitted a variation request for additional funds to allow for the approved design and tendered works to be completed. There is a variation for time on the project to 30 December 2023.

- Stormwater drainage on Junction Road Balhannah and Onkaparinga Valley Road Oakbank near the Childcare Centre

Detailed design is currently underway for the Stormwater drainage on Junction Road Balhannah and Onkaparinga Valley Road Oakbank (near the Childcare Centre). Council is targeting construction completion by end of June – however a number of variables at play. Re Junction Road Project, DIT has advised that detailed design is scheduled to be completed by end June 2023 with construction to begin in the 2023-24 Financial Year.

8.47pm Cr Louise Pascale left the Chamber

15. MOTIONS WITHOUT NOTICE

Nil

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 28 FEBRUARY 2023
63 MT BARKER ROAD STIRLING**

16. REPORTS

16.1 Council Member Function or Activity on the Business of Council

Mayor Jan-Claire Wisdom

- 26 January, Australia Day event, Woodside & Australia Day event and citizenship ceremony, Stirling
- 27 January, meeting with Mayor of Mitcham, Belair
- 30 January, meeting with resident, Ashton
- 31 January, CEO Selection Panel meeting, Stirling
- 8 February, video for Bushfire Resilience Day, Lobethal
- 13 February, meeting with DIT re AHC priorities/transport study, Stirling
- 14 February, meeting with Josh Teague MP re local issues, Stirling
- 16 -17 February, Mayors Forum at LGA, Adelaide
- 21 February, presentation of Civic award to resident, Stirling
- 27 February, meeting with Jack Batty, MP for Bragg, re AHC priorities

Cr Malcolm Herrmann

- 3 February, Mount Torrens Memorial Park
- 24 February, AGM Centennial Hall, Lobethal
- 27 February, Mid Torrens Catchment Group, Cudlee Creek

8.48pm Cr Louise Pascale returned to the Chamber

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

Mayor Jan-Claire Wisdom

- 23 – 24 February, Southern and Hills (SHLGA) Strategy workshop & Board meeting, Kingscote, Kangaroo Island

Cr Malcolm Herrmann

- 16 February, GRFMA, Kersbrook

**ADELAIDE HILLS COUNCIL
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TUESDAY 28 FEBRUARY 2023
63 MT BARKER ROAD STIRLING**

16.3 CEO Report

David Waters, CEO, provided Council with a verbal update, including:

- GRFMA capital works projects
- ESCOSA financial sustainability of Councils

17. REPORTS OF COMMITTEES

17.1 Council Assessment Panel

Nil

17.2 Audit Committee – 20 February 2023

Moved Cr Melanie Selwood
S/- Cr Malcolm Herrmann

48/23

That the minutes of the Audit Committee meeting held on 20 February 2023 as distributed, be received and noted.

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| Carried Unanimously |
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17.2.1 Special Audit Committee

Moved Cr Malcolm Herrmann
S/- Cr Melanie Selwood

49/23

That the minutes of the Special Audit Committee meeting held on 20 February 2023 as distributed, be received and noted.

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| Carried Unanimously |
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17.3 CEO Performance Review Panel

Nil

17.4 Boundary Change Committee

Nil

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 28 FEBRUARY 2023
63 MT BARKER ROAD STIRLING**

18. CONFIDENTIAL ITEMS

Nil

19. NEXT ORDINARY MEETING

The next ordinary meeting of the Adelaide Hills Council will be held on Tuesday 14 March 2023 from 6.30pm at 63 Mt Barker Road, Stirling.

20. CLOSE MEETING

The meeting closed at 8.59pm.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 14 March 2023
AGENDA BUSINESS ITEM**

Item: 12.1

Responsible Officer: David Collins
Manager Strategic Assets
Infrastructure & Operations

Subject: CWMS Asset Management Plan

For: Decision

SUMMARY

The community consultation for the *Draft Asset Management Plan Community Wastewater Management System* (AMP CWMS) occurred between 15 November – 6 December 2022.

As the Community Wastewater Management System (CWMS) is a highly regulated Council asset and an essential service to many customers, the engagement approach was focused more towards providing information to AMP CWMS stakeholders in regards to Council's long term operational, maintenance and renewal of existing CWMS assets. Noting that any additional development and extension of CWMS infrastructure in the future would not be catered for in the current plan.

The feedback received from interested stakeholders was positive with all participants supportive of the plan and current and future management of CWMS infrastructure. The community consultation has not resulted in changes to the AMP CWMS.

However, given the time between the draft being endorsed for consultation and the final plan changes in the SA Water fees and increased electricity costs have been updated in the AMP CWMS. In addition, a review of system capacity at Woodside has resulted in a delay to the upgrade of part of the gravity network.

The AMP CWMS is now presented to Council for adoption.

RECOMMENDATION

Council resolves:

1. That the report be received and noted.
 2. That Council note the community feedback on the *Draft Asset Management Plan Community Wastewater Management System Community Engagement Outcome Report* as attached in Appendix 1.
 3. That the Council adopt *the Asset Management Plan Community Wastewater Management* as attached in Appendix 2.
-

1. BACKGROUND

The Local Government Act 1999 s122 (1a)(b) requires Councils to develop and adopt infrastructure Asset Management plans for a period of at least 10 years. In addition, the *Water Industry Act 2012 S21 Regulations* requires water industry entities such as Council to prepare and maintain a Safety, Reliability, Maintenance Technical Management Plan (SRMTMP). This document must outline how council will operate and maintain its CWMS infrastructure to ensure it meets safety, maintenance, and technical obligations, including current and future renewal of essential wastewater infrastructure.

The Draft AMP CWMS was developed to ensure compliance with the above regulatory bodies as well as to ensure that the allocated CWMS budget is sufficient to continue to provide the existing levels of service at the current levels for the 10 year planning period.

The infrastructure assets covered by the AM Plan include all treatment facilities, lagoons, pump stations, gravity and pumping mains, tanks and control panels. The infrastructure assets included in this plan have a total replacement value of \$21,046,000

The Audit Committee considered the draft AMP CWMS at its meeting of 15 August 2022 and recommended the following to Council.

8. OFFICER REPORTS – DECISION ITEMS

8.1. Draft Asset Management Plan CWMS 2023 – 2032

Moved Cr Malcolm Herrmann
S/- Cr Leith Mudge

AC40/22

The Audit Committee resolves:

1. That the report be received and noted.
2. To recommend for Council's consideration, the draft *Asset Management Plan – Community Wastewater Management System 2023 – 2032* be released for public consultation.

| |
|---------------------|
| Carried Unanimously |
|---------------------|

The Council considered the draft Asset Management Plan at its 23 August 2022 meeting and resolved the following.

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

Moved Cr Leith Mudge
S/- Cr Malcolm Herrmann

213/22

Council resolves:

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

| |
|----------------------------|
| Carried unanimously |
|----------------------------|

Following the caretaker period in 2022 the draft AMP CWMS underwent community consultation. This report provides the outcome of that consultation and subsequently the AMP CWMS is being presented for adoption.

2. ANALYSIS

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

Strategic Plan 2020-24 – A brighter future

| | |
|---------------|--|
| Goal 1 | A Functional Built Environment |
| Objective B4 | Sustainable management of our built assets ensures a safe, functional, and well serviced community. |
| Priority B4.3 | Ensure Council owned or managed assets, including staff accommodation are functional and adaptive to meet service requirements. |
| Goal 3 | A prosperous Economy |
| Objective E2 | Provide local infrastructure to drive growth and productivity |
| Priority E2.4 | Manage and maintain Council assets to maximise their utilisation and benefit to the community |
| Goal 5 | A Progressive Organisation |
| Objective O3 | Our organisation is financially sustainable for both current and future generations |
| Priority O3.2 | Ensure that renewal of assets and the associated maintenance is based on current asset management plans which consider reviewed service levels and whole of life costing |
| Priority O3.4 | Assess the range and level of services undertaken to ensure they fulfil Council's legislative and strategic intent |

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

➤ **Legal Implications**

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

Local Government Act 1999

Part 1 – Strategic Management Plans

Section 122,

(1a) *A council must, in conjunction with the plans required under subsection (1), develop and adopt—*

(b) *an infrastructure and asset management plan, relating to the management and development of infrastructure and major assets by the council for a period of at least 10 years*

Water Industry Regulations 2012

Section 21 - Safety, Reliability and Maintenance Technical Management Plan

(a) *The safe design, installation, commissioning, operation, maintenance and decommissioning of water/sewerage infrastructure owned or operated by the water industry entity*

CWMS infrastructure is considered to be a major asset and therefore the Plan would form part of suite of Strategic Management Plans.

➤ **Risk Management Implications**

The consultation as part of the adoption of the AMP CWMS and linking into the Long Term Financial Plan will assist in the mitigation of :

Insufficient long term funding allocations that may lead to future reduction of services and/or lack of financial sustainability

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

➤ **Financial and Resource Implications**

The asset management planning process directly informs the LTFP of Council and therefore must be considered in each review. This report does not directly make changes to the financial or resources implications of Council as it is a draft for consultation.

However, should the current draft AMP CWMS be adopted the proposed AMP does include additional operational/maintenance expenditure over and above the current LTFP allocation.

The AMP CWMS identifies a shortfall between the planned budget (that in the adopted LTFP 2022/23) and that which is forecast in the AMP CWMS.

The overall shortfall on average per year is estimated to be \$ 108,000. This is across the Acquisition, Operations, Maintenance and Renewal phases of the asset lifecycle. Noting that most of this increase (\$ 80,600) is in the operating costs of the asset. It should be noted that these additional operational costs have already been included in the draft LTFP 2023/24 base that was endorsed by Council on 28 February 2023 to go to community consultation.

This increase is due to several factors, including:

The draft AMP CWMS displays the direct operational costs, and this draft AMP CWMS does include the change to the operation and maintenance of the pump station network (12 stations). From July 1, the pump stations are being managed as part of our new contract for the treatment plants and associated pump station infrastructure. Our current contractor, Trility, were successful in this new tender. The draft AMP reflects the new tender rates. This has increased the direct operational costs by \$ 30,000 per annum.

Also given the time between the draft AMP CWMS we have had other costs pressures that have now been included into this version of the plan.

Council uses the SA Water treatment facilities at Bird in Hand, Hahndorf and Heathfield to disposed of effluent. This requires an annual fee. This fee has increase by \$ 24,000 per annum.

It is also noted that the price of electricity is anticipated to increase by around 50%. The plan has made an additional allowance of \$20,000 per annum for electricity costs.

The draft AMP also better identifies the growth, even though quite modest, but then ensures that the necessary increase in operations and maintenance over the 10 years of the plan.

The acquisition (new construction) phase of the plan has also made an increase in the current costs for infrastructure. This has increased lifecycle costs by about \$ 20,000 per annum.

Income

The CWMS operates as a Water Entity under the *Water industry Act 2012*. As part of this operation, Council is able to recover the full costs of delivering the service. These fees are set in line with the Essential Services Commissioner of SA (ESCOSA) requirement to be in line with the National Water Initiative Pricing Principles (NWIPP)

The overall costs of maintaining and operating the CWMS assets, including the direct costs identified in this AMP CMWS as well as the indirect allocations, such as a % of rates, engineering, accounts, form the lower bound for full recovery.

In addition, Council as part of the full cost recover is able to allow for a return on Capital. This is subject to a number of factors and a yearly calculation is undertaken. This calculation is in line with the Capital Asset Pricing Method (CAPM) and is a return against our Regulated Asset Base (RAB). This RAB is the current fair value of the CWMS assets (less any donated assets or grant funded components).

The CAPM variables are shown in the table below.

| Input | Amount | Source |
|---------------------------------|----------|---|
| Cost of debt | 3.17% | AHC 2021 Financial Statements |
| Expected inflation | 2.75% | Reserve Bank - Statement on Monetary Policy Feb 2022 |
| Value of equity | \$415.6M | AHC 2021 Financial Statements |
| Value of debt | \$10.6M | AHC 2021 Financial Statements |
| Value of the AHC | \$426.2M | AHC 2021 Financial Statements |
| Nominal risk-free rate | 2.39 % | Australian Government Bond 10 Year Yield, 11/3/2022 Bloomberg |
| Beta represents systematic risk | 0.50 | Assessed value |
| Expected market risk premium | 6.00% | Generally accepted Market Risk Premium |

Combining this maintenance, operation and return on Capital costs sets an upper bound limit that is the full costs recovery of the service. This upper bound limit is subsequently recovered from the customers of this system at that time through the annual customer fee for both occupied properties and vacant land.

The current market situation and the changes in these variables may have an impact on future CWMS fee setting to a greater extent than the changes in the draft AMP CWMS operations and maintenance.

The operation of the CWMS provides substantial benefit to the financial position of Council. The table below identified the additional surplus that is generated by the CWMS business.

| Year | Income | Direct Expenditure (incl Depreciation) | Surplus/ (Deficit) to Council's budget |
|--------------------|--------------|--|--|
| 2016/17 | \$ 1,351,813 | \$ 892,158 | \$ 459, 655 |
| 2017/18 | \$ 1,503,184 | \$ 971,643 | \$ 531,541 |
| 2018/19 | \$ 1,670,253 | \$ 1,044,344 | \$ 625,909 |
| 2019/20 | \$ 1,816,755 | \$ 1,009,802 | \$ 806,953 |
| 2020/21 | \$ 1,853,590 | \$ 1,181,873 | \$ 671,717 |
| 2021/22 | \$ 1,678,300 | \$, 1,045,763 | \$ 632, 537 |
| 2022/23 (proposed) | \$ 1,720,100 | \$ 1,067,270 | \$ 652, 830 |

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

The service is a monopoly service and as such the communities that access the wastewater service do not have an alternate service provision and hence a critical service for these areas.

The existing level of service for customers will be provided should the AMP CWMS be adopted.

➤ **Sustainability Implications**

Council proposes to continue to reuse treated wastewater from both its treatment facilities at Kersbrook and Birdwood to water community oval assets and to provide water for the agricultural sector at Birdwood.

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

Consultation on the development of this report was as follows:

| | |
|----------------------------|--|
| <i>Council Committees:</i> | Audit Committee Meeting August 2022 |
| <i>Council Workshops:</i> | Not Applicable |
| <i>Advisory Groups:</i> | Not Applicable |
| <i>External Agencies:</i> | AMP CWMS was provided to SA Water and Trility Pty Ltd (Council's contracted operator of the treatment systems and pump stations) |
| <i>Community</i> | Public Consultation from 15 November to December 2022 |

➤ **Additional Analysis**

The community consultation for the Draft Asset Management Plan Community Wastewater System (AMP CWMS) occurred between 15 November – 6 December 2022. The key findings from the consultation are:

- A total of 12 Participants provided feedback on the AMP CWMS
- All Participants were supportive of the AMP CWMS and no changes were highlighted for the plan and no concerns were raised regarding the plan at this time.
- 80% (n=8) of Participants who provided their feedback online via the quick poll had reviewed the AMP CWMS and were happy with it.
- 20% (n=2) of Participants who provided their feedback online via the quick poll had a quick look at the AMP CWMS and said they trusted Council had a sufficient plan in place.
- There were no Participants who stated that they had not looked at the plan nor were unhappy with it.
- The only concern raised via the online feedback form was the need to inform Council Elected Members and Community that additions and additional maintenance are not catered for in the Plan and Council Elected Members should be informed of that.

Response: This is a correct understanding of the plan presented as the draft AMP is considered against the adopted Long Term Financial Plan at that point in time. In adopting the AMP CWMS this additional cost will be included in the 2023/24 Long Term Financial Plan.

3. OPTIONS

Council has the following options:

- I. Adopt the Asset Management Plan as presented in **Appendix 2** – the plan has undergone community consultation and no feedback that has objected to the proposed plan. The plan has been updated with current expenditure that reflect the current lifecycle costs over the 10 year life of the plan. (Recommended)
- II. Not adopt the Asset Management Plan and return for community consultation with the updated operating and capital expenditure values. No changes to the plan resulted from the community consultation with the feedback being position that council had a plan in place for this service. The changes reflect the current required operational costs and inflation impacts since the original plan was developed. Undertaking another round of consultation is not expected to add additional value to the proposed plan (Not Recommended)
- III. Not adopt the Asset Management Plan – the community wastewater system is an essential piece of infrastructure for a number of communities of Council. Having an approved asset management plan in place will provide confidence to the community and users of that service that is appropriately funded so that its ongoing operation and serving of the community is not at risk (Not Recommended)

Should the Council identify the need for substantial amendments to the revised Plan, it is recommended that they be referred to staff for review to allow for analysis of the implications of the amendments, prior to the matter being brought back to the Council for further consideration.

4. APPENDICES

- (1) Community Engagement Outcomes Report
- (2) Asset Management Plan Community Wastewater Management System 2023 - 2032

Appendix 1

Community Engagement Outcomes Report

2022

Adelaide Hills Council

engage.sa.gov.au

Draft Asset Management Plan Community Wastewater Management Systems



Community Engagement Outcomes Report

December 2022

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1 INTRODUCTION

This report presents the qualitative and quantitative feedback from the engagement with the community conducted from 15 November – 6 December 2022 regarding the draft Asset Management Plan – Community Wastewater Management Systems.

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

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

There were a total of 12 Participants providing feedback in this consultation 10 via quick poll feedback, 1 via online feedback form and 1 telephone call. However, 91 participants were aware of the consultation and 43 of those were well informed as 30 downloaded information from the online project site and 25 visited multiple project pages.

2 KEY FINDINGS

The key findings from the consultation are:

- A total of 12 Participants provided feedback on the Draft Asset Management Plan – Community Wastewater Management Systems.
- All Participants were supportive of the Asset Management Plan Community Wastewater Management Systems and no changes were highlighted for the plan and no concerns were raised in regard to the plan at this time.
- 80% (n=8) of Participants who provided their feedback online via the quick poll had reviewed the Asset Management Plan Community Wastewater Management Systems and were happy with it.
- 20% (n=2) of Participants who provided their feedback online via the quick poll had a quick look at the Asset Management Plan Community Wastewater Management Systems and said they trusted Council had a sufficient plan in place.
- There were no Participants who stated that they had not looked at the plan nor were unhappy with it.
- The only concern raised via the online feedback form was the need to inform Council Elected Members and Community that additions and additional maintenance are not catered for in the Plan and Council Elected Members should be informed of that.

3 SUMMARY OF ENGAGEMENT

3.1 BACKGROUND

The engagement was undertaken to assess the community's feedback, review of and level of support for the asset management plan Community Wastewater Management Systems and the way in which Council plans to manage them over the next ten years.

3.2 COMMUNITY ENGAGEMENT STRATEGY

A community engagement strategy was developed and consultation was undertaken with the Community over 22 days from 15 November to 6 December 2022.

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

3.3 ENGAGEMENT APPROACH

Council's engagement approach aimed to inform the community about how Council planned to manage the Community Wastewater Management Systems in the AHC area over the next 10 years and obtain feedback as to whether the community had reviewed the asset management plan and opportunity to share their sentiment of it. The community had the opportunity to provide any specific comments of feedback if they chose.

Council provided a quick poll with 4 choices for Participants to select from and a more detailed feedback form which contained 4 questions, including both closed and open style questions. Questions were designed to capture whether Participants were informed of the asset management plan and determine an idea of acknowledgement and support for the Asset Management Plan as well as capture any specific queries.

Anyone could participate in the survey which was made available online and in hardcopy format at Council Libraries and service centres at Gumeracha, Stirling and Woodside.

A copy of the survey questions is included in Appendix 1

3.4 DISTRIBUTION AND PROMOTION

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

- Advertisement in the Courier, Hills Herald and Grapevine from Wednesday 16 November 2022
- Posters and information packs available at Council's Service Centres and Libraries
- Notices posted on Council's website, via social media, Hills Voice e-newsletter Nov edition
- Posters on Community noticeboards in relevant suburbs / townships where available

- Email to EHQ registrants living in relevant suburbs / townships and those interested in Council planning (536)
- Email notices to key community groups and businesses in the relevant suburbs / townships (110)
- CWMS Customers who have provided an email address (755)

Promotional statistics are presented below:

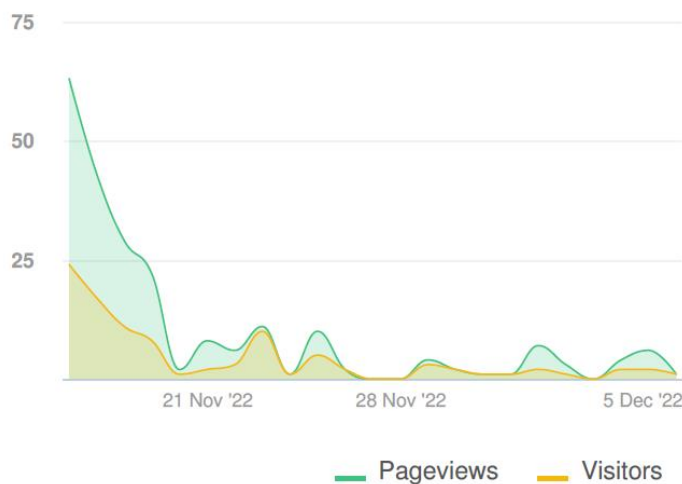
| | |
|--|--|
| <p>15 November 2022</p> <p>EHQ email to registrants living in Birdwood, Charleston, Kersbrook, Mount Torrens, Stirling, Verdun and Woodside – “Opportunity to review and share your thoughts on the Draft Asset Management Plan - Community Wastewater Management Systems”</p> <p>717 newsletters sent</p> <p>459 Newsletters opened</p> <p>20 click throughs</p> | <p>15 November 2022</p> <p>Campaign Monitor email to CWMS Customers – “Opportunity to provide feedback on Council’s Draft Asset Management Plan - Community Wastewater Management Systems”</p> <p>668 emails sent</p> <p>376 Newsletters opened</p> <p>31 click throughs</p> |
| <p>15 November 2022</p> <p>Campaign Monitor email to community groups and businesses in Birdwood, Charleston, Kersbrook, Mount Torrens, Stirling, Verdun and Woodside – “Opportunity to provide feedback on Council’s Draft Asset Management Plan - Community Wastewater Management Systems”</p> <p>9 sent</p> <p>6 Newsletters opened</p> <p>0 click throughs</p> | <p>18 November 2022</p> <p>Facebook Post</p> <p>Insights Unavailable</p> <p>3 - Likes</p> <p>0 - Comments</p> <p>1 - Shares</p> |
| <p>18 November 2022</p> <p>Twitter</p> <p>70 - Impressions</p> <p>4 - Engagements</p> <p>1 - Likes</p> <p>1 - Retweet</p> <p>0 - Comments</p> | <p>22 November 2022</p> <p>Facebook</p> <p>1,784 - Post Impressions</p> <p>1,684 - Post Reach</p> <p>331 - Post Engagement</p> <p>3 - Likes</p> <p>0 - Comments</p> <p>6 – Shares</p> |
| <p>22 November 2022</p> <p>Twitter</p> <p>63 - Impressions</p> <p>5 - Engagements</p> <p>0 - Likes</p> <p>0 - Retweet</p> <p>0 – Comments</p> | |

4 PARTICIPANTS

This section provides details about participation during the engagement period.

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

Visitors Summary



Highlights

| | | |
|-------------------|----------------------|----------------|
| TOTAL VISITS | MAX VISITORS PER DAY | |
| 107 | 24 | |
| NEW REGISTRATIONS | | |
| 0 | | |
| ENGAGED VISITORS | INFORMED VISITORS | AWARE VISITORS |
| 11 | 43 | 91 |

4.1 PARTICIPATION RATE

The following table displays the level of engaged participation.

PARTICIPANT SUMMARY

| | | | | | | |
|---|-----------------------------|------------|------------|---|------------------------------|------------|
| ENGAGED | 11 ENGAGED PARTICIPANTS | | | | (%) | |
| | | Registered | Unverified | Anonymous | | |
| INFORMED | Contributed on Forums | 0 | 0 | 0 | Draft Asset Management PL... | 11 (12.1%) |
| | Participated in Surveys | 0 | 0 | 1 | | |
| | Contributed to Newsfeeds | 0 | 0 | 0 | | |
| | Participated in Quick Polls | 0 | 0 | 10 | | |
| AWARE | Posted on Guestbooks | 0 | 0 | 0 | | |
| | Contributed to Stories | 0 | 0 | 0 | | |
| | Asked Questions | 0 | 0 | 0 | | |
| | Placed Pins on Places | 0 | 0 | 0 | | |
| | Contributed to Ideas | 0 | 0 | 0 | | |
| * A single engaged participant can perform multiple actions | | | | * Calculated as a percentage of total visits to the Project | | |

| | | | | | | |
|--|---------------------------------|--------------|--|---|------------------------------|------------|
| ENGAGED | 43 INFORMED PARTICIPANTS | | | | (%) | |
| | | Participants | | | | |
| INFORMED | Viewed a video | 0 | | | Draft Asset Management PL... | 43 (47.3%) |
| | Viewed a photo | 0 | | | | |
| | Downloaded a document | 30 | | | | |
| | Visited the Key Dates page | 0 | | | | |
| AWARE | Visited an FAQ list Page | 4 | | | | |
| | Visited Instagram Page | 0 | | | | |
| | Visited Multiple Project Pages | 25 | | | | |
| | Contributed to a tool (engaged) | 11 | | | | |
| * A single informed participant can perform multiple actions | | | | * Calculated as a percentage of total visits to the Project | | |

| | | | | | | |
|--|---------------------------|--------------|--|--|------------------------------|----|
| ENGAGED | 91 AWARE PARTICIPANTS | | | | (%) | |
| | | Participants | | | | |
| INFORMED | Visited at least one Page | 91 | | | Draft Asset Management PL... | 91 |
| | | | | | | |
| AWARE | | | | | | |
| * Aware user could have also performed an Informed or Engaged Action | | | | * Total list of unique visitors to the project | | |

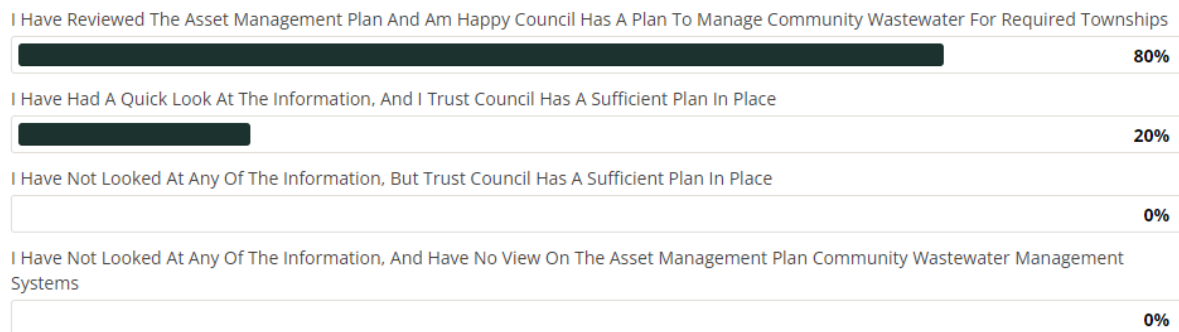
5 SURVEY FEEDBACK

There were a total of 12 Participants providing feedback in this consultation. Ten via quick poll feedback, one via online feedback form and one email. A summary of all feedback is outlined below.

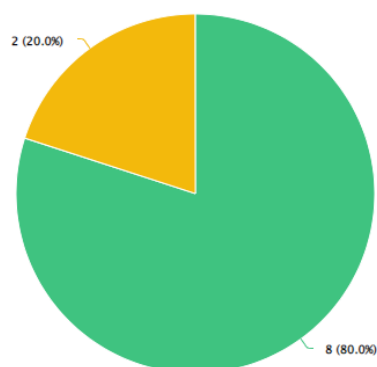
5.1 QUICK POLL:

Participants could select from four statements in the quick poll as presented below. As presented below 80% (n=8) of Participants had reviewed the Asset Management Plan and were happy with it and 20% (n=2) had a quick look and said they trusted Council had a sufficient plan in place. There were no Participants who stated that they had not looked at the plan.

Asset Management Plan Community Wastewater Management Systems



Total Votes : 10



Question options (Click items to hide)

- I have reviewed the Asset Management Plan and am happy Council has a plan to manage Community Wastewater for required townships
- I have had a quick look at the information, and I trust Council has a sufficient plan in place

5.2 ONLINE FEEDBACK FORM

There was one Participant from Birdwood who provided feedback via the online feedback form as provided below:

Q4 | Please provide any specific feedback or comments about the CWMS Asset Management Plan here:

Anonymous

12/06/2022 04:14 PM

Have read CWMS Asset Management Plan and am supportive of the plan. Note Council does not have enough dollars to manage additional operational and maintenance(1.6.5). In adopting the plan Council needs to be aware of this into the future , and therefore any additions or additional maintenance , will need to be funded on top of the plan. This I feel needs to be explained to users in the network.

5.3 EMAIL

One Participant provided response via a telephone call as provided below:



Fri 18/11/2022 9:45 AM

David Collins

RE: The AMP CWMS Consultation is off to a good start

To  Vanessa Geerts;  Kim Pearson

Cc  Sarah Hill;  Jennifer Blake

Hi Vanessa,

I had a call from a resident at Birdwood that had read the whole plan! He did say he had plenty of time on his hands and is interested in these systems. Positive about the way we manage the system and appreciates the service.

Regards

David Collins
Manager Strategic Assets
Infrastructure and Operations
Adelaide Hills Council

6 CONCLUSION

Although there was a small Participation rate in this consultation it is important to note that 91 participants were aware of the consultation and 43 of those were well informed as 30 downloaded information from the online project site and 25 visited multiple project pages.

All Participants were supportive of the Asset Management Plan Community Wastewater Management Systems and no changes were highlighted for the plan and no concerns were raised in regard to the plan at this time.

There were no Participants who stated that they had not looked at the plan nor were unhappy with it.

The only concern raised via the online feedback form which would be important for Council to relay to Elected Members was the need to inform Council Elected Members and Community that additions and additional maintenance are not catered for in the Plan and Council Elected Members and the Community should be informed of that.

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

APPENDIX A – Information Provided and Feedback Form



Adelaide Hills Council operates Community Wastewater Management Systems (CWMS), which support wastewater management for approximately 1,850 customers in the townships of Birdwood, Charleston, Kersbrook, Mount Torrens, Stirling (Golf Links Road area only), Verdun and Woodside.

A CWMS is:

- designed to collect, treat, re-use and/or dispose of primary treated effluent originating from septic tanks on individual properties.
- the collection system comprised of a network of pipes and pumping stations, which transport the effluent from the septic tanks to the treatment site.
- a highly technical and regulated system and Council has complied on an ongoing basis with an array of standards to be able to provide this continuous service to its communities who then pay for the service.

What's in the Draft Asset Management Plan CWMS?

The Draft Asset Management Plan CWMS provides information about CWMS supporting the townships as mentioned above. The Plan also provides details on actions required to provide an agreed level of service in the most cost-effective manner while outlining associated risks. The plan defines:

- the services to be provided
- how the services are provided, and
- what funds are required to provide these services over the 10 year planning period.

The Plan will link to Council's Long-Term Financial Plan, which typically considers a 10-year planning period.

We have identified there is no need for an increase in service over the next 10-year period and customers reliant on the CWMS can expect to receive the same service as they are now. The Asset Management Plan CWMS will ensure Council continues to meet these requirements for the next 10-years, in the most cost-effective manner.

Please note that this consultation does not capture individually owned septic systems on private properties and for those who may need to report an issue with a septic system on a private property, please feel welcome to report it via our customer service number 8408 0400 or report an issue online <https://www.ahc.sa.gov.au/council/contact-us>

Further information is available at engage.ahc.sa.gov.au

You can share your thoughts and feedback:

- Preferably using the online quick poll and/or feedback form at engage.ahc.sa.gov.au
- Sending an email to engage@ahc.sa.gov.au
- Writing a letter to Community Engagement Coordinator PO Box 44, Woodside SA 5244
- Completing the attached hardcopy feedback form and return to any Council Service Centre or Library at Stirling, Gumeracha or Woodside or via any of the ways mentioned above.

If you would prefer to discuss your CWMS service and the draft Asset Management Plan CWMS please feel free to arrange a time for our project team to be in touch with you by emailing David Collins dacollins@ahc.sa.gov.au

Consultation closes 4pm, Tuesday 6 December 2022.

Adelaide Hills Council
Communications, Engagement and Events Team

Feedback Form

Draft Asset Management Plan

Community Wastewater Management Systems

Please provide your details below:

Name _____

Suburb _____

Email Address _____

Quick Poll (please select one option below):

- ☐ I have reviewed the Asset Management Plan and am happy Council has a plan to manage Community Wastewater for required townships
- ☐ I have had a quick look at the information, and I trust Council has a sufficient plan in place
- ☐ I have not looked at any of the information, but trust Council has a sufficient plan in place
- ☐ I have not looked at any of the information, and have no view on the Asset Management Plan Community Wastewater Management Systems

More detailed feedback (please select one option below):

1. Which suburb(s) / township(s) reliant upon a CWMS do you live in and/or own property in? (Required)

- ☐ Birdwood
- ☐ Charleston
- ☐ Kersbrook
- ☐ Mount Torrens
- ☐ Stirling (Golf Links Road area)
- ☐ Verdun
- ☐ Woodside
- ☐ None of the above
- ☐ Not sure
- ☐ Other (please specify) _____

2. Please provide any specific feedback or comments about the draft Asset Management Plan CWMS below and over the page:

3. If you would like to be kept in the loop with the outcomes of this consultation please provide your email address below.

Thank you for taking the time to provide your feedback ☺

Appendix 2

*Asset Management Plan Community Wastewater
Management System 2023 – 2032*

ASSET MANAGEMENT PLAN

Community Wastewater Management System
(CWMS) 2023 - 2032



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|-------------------------|-----------------------------------|
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1.0 EXECUTIVE SUMMARY

1.1 The Purpose of the Plan

This Infrastructure Asset Management Plan (AM Plan) details information about Community Wastewater Management System (CWMS) infrastructure assets with actions required to provide an agreed level of service in the most cost-effective manner while outlining associated risks. The plan defines the services to be provided, how the services are provided and what funds are required to provide the required services over the 10 year planning period. The AM Plan will link to a Long-Term Financial Plan which typically considers a 10 year planning period.

1.2 Asset Description

This plan covers the infrastructure assets that provide wastewater services to 7 township areas and 1850 customers.

Council operates a Community Wastewater Management System (CWMS) and associated infrastructure in Stirling, Verdun, Woodside, Charleston, Kersbrook, Birdwood and Mount Torrens. The Woodside, Charleston, Verdun and Stirling effluent is transferred to SA Water's network where SA Water provides the wastewater treatment and disposal path under a bulk discharge agreement with Council. SA Water treats Councils wastewater at the Bird in Hand, Hahndorf or Heathfield Wastewater Treatment Plant. Wastewater from Councils Birdwood, Mt Torrens and Kersbrook CWMS is treated at the Council owned wastewater treatment facilities at Birdwood and Kersbrook, which also provide recycled water supply to third party users as the primary disposal path for treated water.

All of Council's CWMS are septic tank effluent disposal schemes with septic tanks installed at each premises prior to the CWMS connection point, the septic tanks provide primary treatment and containment of solid matter prior to effluent discharge into the network. The septic tanks are installed and maintained by the private property owner. Commercial premises generating trade waste may also require further pre-treatment devices to ensure the protection of infrastructure, public and environmental health and the wastewater treatment process.

The Community Wastewater Management Scheme (CWMS) network comprises:

The Stirling CWMS consists of the following major components:

- 1.79 km of 100 mm diameter uPVC gravity drains
- 1.98 km of 50mm diameter uPVC rising mains
- 2 effluent pump stations
- 54 connections

The Verdun CWMS consists of the following major components:

- 2.2 km of 100 mm diameter uPVC gravity drains
- 2.21 km of 80mm diameter uPVC rising mains
- 2 effluent pump stations
- 45 connections

The Woodside CWMS consists of the following major components:

16.01 km of 100 mm diameter and 150 mm uPVC gravity drains

2.21 km of 80mm diameter uPVC rising mains

3 effluent pump stations

915 connections

The Charleston CWMS consists of the following major components:

3.6 km of 100 mm diameter uPVC gravity drains

2.35 km of 80 mm diameter uPVC rising mains

1 effluent pump stations (includes the lift pump station)

141 connections

The Kersbrook CWMS collection network consists of the following major components:

4.07 km of 100 mm and 150 mm diameter uPVC gravity drains

1.8 km of 100 mm diameter uPVC rising mains

1 effluent pump stations

171 connections

Kersbrook Waste Water Treatment Facility (WWTF)

The Kersbrook WWTF consists of the following major components

1 facultative lagoon (capacity 5184 m)

4 storage/evaporative lagoons/ Recycled water storage tanks and irrigation pump shed

Associated pipework and valve infrastructure.

The Mt Torrens CWMS consists of the following major components:

4.11 km of 100 mm and 150 mm diameter uPVC gravity drains

5.21 km of 75 mm diameter uPVC rising mains

2 effluent pump stations

263 connections

The Birdwood CWMS collection network consists of the following major components:

1.69 km of 100 mm and 150 mm diameter uPVC gravity drains

3.06 km of 75 mm diameter uPVC rising mains

1 effluent pump station

402 connections

The Birdwood Wastewater Treatment Facility (WWTF)

The Birdwood WWTF consist of the following components

Sequencing Batch Reactor (SBR) (includes balance and sludge tanks)

Three storage/evaporation lagoons lined with HDP liner

Tertiary Filtration and disinfection plant

Separate Pump station for recycled water

Recycled water infrastructure and associated pumps and pipework

| Asset Groups | Replacement. |
|-----------------------------------|---------------|
| CWMS Filtration | \$ 314,510 |
| CWMS Gravity Network | \$ 10,881,523 |
| CWMS Irrigation Pump Station | \$ 281,889 |
| CWMS Irrigation System | \$ 224,211 |
| CWMS Network Pump Station | \$ 2,442,536 |
| CWMS Pressure Network | \$ 1,817,014 |
| CWMS Pump Station - Dam Overflow | \$ 19,266 |
| CWMS SBR - WWTP | \$ 683,220 |
| CWMS Treatment Lagoon-Evaporation | \$ 4,150,047 |
| CWMS Treatment Lagoon-Oxidation | \$ 202,722 |

The above infrastructure assets have replacement value estimated at \$21,046,000 (June 2022)

1.3 Levels of Service

The allocation in the planned budget is sufficient to continue providing existing services at current levels for the 10 year planning period.

The main service consequences of the Planned Budget are:

- No increase in existing service levels to be provided.

The current planned budget is considered sufficient to continue to provide the level of service that minimises disruption of services and meets our technical and regulatory obligations.

1.4 Future Demand

The factors influencing future demand and the impacts they have on service delivery are created by:

- Level of development within existing catchments (a low level of demand is anticipated given the current planning requirements within the townships that have a CWMS service)
- Any change in land use that may place higher demands on the system
- Regulatory change

These demands will be approached using a combination of managing existing assets, upgrading existing assets and providing new assets to meet demand. Demand management practices may also include a combination of non-asset solutions, insuring against risks and managing failures.

- Update Council's water balance and system capacity models and review capacities
- Liaison with SA Water as the receiver of wastewater for Stirling, Verdun, Woodside, and Charleston
- Continue to liaise with the regulatory bodies regarding asset requirements to meet our obligations.

1.5 Lifecycle Management Plan

1.5.1 What does it Cost?

The forecast lifecycle costs necessary to provide the services covered by this AM Plan includes operation, maintenance, renewal, acquisition, and disposal of assets. Although the AM Plan may be prepared for a range of time periods, it typically informs a Long-Term Financial Planning period of 10 years. Therefore, a summary output from the AM Plan is the forecast of 10 year total outlays, which for the CWMS is estimated as is estimated as \$12,209,400 or \$1,220,940 on average per year

1.6 Financial Summary

1.6.1 What we will do

- 1.6.2 Estimated available funding for the 10 year period is \$11,128,000 or \$1,112,800 on average per year as per the Long-Term Financial plan or Planned Budget. This is 91.14% of the cost to sustain the current level of service at the lowest lifecycle cost.
- 1.6.3 The infrastructure reality is that only what is funded in the long-term financial plan can be provided. The Informed decision making depends on the AM Plan emphasising the consequences of Planned Budgets on the service levels provided and risks.
- 1.6.4 The anticipated Planned Budget for CWMS Asset Group leaves a shortfall of \$ 108,140 on average per year of the forecast lifecycle costs required to provide services in the AM Plan compared with the Planned Budget currently included in the Long-Term Financial Plan. This is shown in the figure below.

Forecast Lifecycle Costs and Planned Budgets

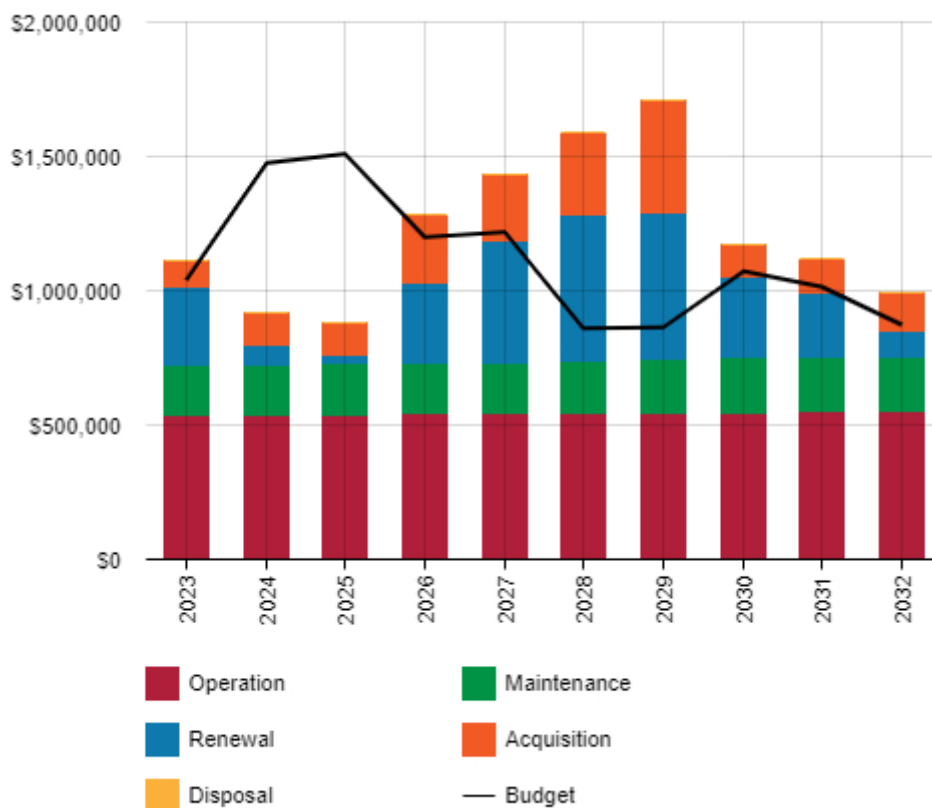


Figure Values are in current (2022) dollars.

We plan to provide services for the following:

- Operation, maintenance, renewal and acquisition of all CWMS assets to meet service levels set by Adelaide Hills Council in annual budgets. This includes pump out of septic tanks at 5 year intervals, management of treatment facilities at Birdwood and Kersbrook and associated pump stations via a maintenance contract, blockages and main repairs via a service agreement with Civil Services as an internal supplier. All regulatory fees and licences, utility costs, direct and indirect salaries to service customers, manage contracts, billing and accounts.
- Replacement/ Upgrade of key gravity mains in Woodside and Birdwood, replacement of within the 10 year planning period.

- Renewal of identify control cabinets/ panels/ pumps/ telemetry/ values and other assets that have been identified for anticipated replacement over the 10 year planning period.

1.6.5 What we cannot do

We currently adopt a full cost recovery model currently for both operational and capital expenditure. Therefore, we currently are able to fund all the known maintenance and renewal from within this cost recovery.

Based on the current level of funding we will not be able to sufficiently manage the additional operational and maintenance costs that is driven by the current contracts and provision of demand even though modest.

1.6.6 Managing the Risks

There are risks associated with providing the service and being able to complete all identified activities and projects. We have identified our major risks and consider that our present budget levels are sufficient to continue to manage risks in the medium term.

The main risk consequences are:

- Power outages
- Stormwater infiltration
- Lack of irrigation pathway for recycled waste water

We will endeavour to manage these risks within available funding by:

- Investment in back up power generator for large CWMS pump stations and portable generators
- Investment in surge tanks and emergency pump out contractor on standby
- Third party irrigator agreements are current

1.7 Asset Management Planning Practices

Key assumptions made in this AM Plan are:

- Similar low level of growth demand will continue
- Gravity mains are in good condition given likely construction dates.
- Regulatory requirements do not change substantially

Assets requiring renewal are identified from either the asset register or an alternative method.

- The timing of capital renewals based on the asset register is applied by adding the useful life to the year of acquisition or year of last renewal,
- Alternatively, an estimate of renewal lifecycle costs is projected from condition modelling systems and may be supplemented with, or based on, operational and expert knowledge.

The Alternate Method was used to forecast the renewal lifecycle costs for this AM Plan.

This AM Plan is based on a reliable level of confidence information especially for all of our above ground assets. There is substantial operational knowledge from the Civil Services operational staff and long-time contractor associated with the treatment facilities at Birdwood and Kersbrook.

1.8 Monitoring and Improvement Program

The next steps resulting from this AM Plan to improve asset management practices are:

- Contractor Management of Pump Stations
- Yearly audit with contractor for treatment facilities to identify preventative maintenance and early intervention replacements that benefit whole of life costs
- Continue to monitor maintenance costs and identify anomalies and investigate interventions.
- Updated condition rating of active above ground visible assets

2.0 Introduction

2.1 Background

This AM Plan communicates the requirements for the sustainable delivery of services through management of assets, compliance with regulatory requirements, and required funding to provide the appropriate levels of service over the planning period.

The AM Plan is to be read with other planning documents. This should include the Asset Management Policy along with other key planning documents:

- Strategic Plan 2020 - 2024
- LTFP 2022_23
- CWMS Service Charter

Asset Management is at a core level of maturity in the Organisation and on-going continuous improvement is required to ultimately maximise the life cycle costs associated with the delivery of services with the CWMS infrastructure assets.

The infrastructure assets covered by this AM Plan include all treatment facilities, lagoons, pump stations, gravity and pumping mains, tanks and control panels. For a detailed summary of the assets covered in this AM Plan refer to Table in Section 5.

These assets are used to provide waste water services from township properties in Kersbrook, Birdwood, Mt Torrens, Charleston, Woodside, Verdun and Golf Links Road in Stirling.

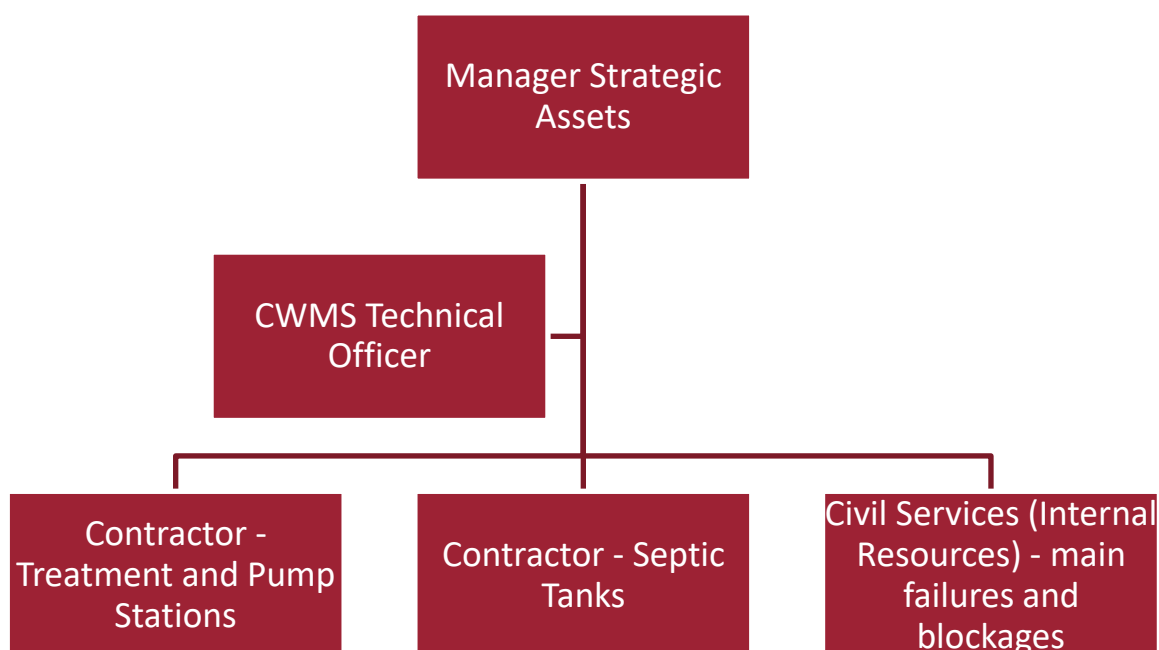
The infrastructure assets included in this plan have a total replacement value of \$21,046,000. (June 2022)

Key stakeholders in the preparation and implementation of this AM Plan are shown in Table 2.1.

Table 2.1: Key Stakeholders in the AM Plan

| Key Stakeholder | Role in Asset Management Plan |
|--|---|
| Elected Members of Council | <ul style="list-style-type: none"> Represent needs of community/shareholders, Allocate resources to meet planning objectives in providing services while managing risks, Ensure service sustainable. |
| CEO and Executive Team | Ensure that sufficient resources are available to meet the regulatory and customer expectations. |
| CWMS Customers | Direct feedback on asset performance. |
| Office of Technical Regulator | Regulatory Partner |
| Essential Services Commissioner of South Australia | Regulatory Partner |

Our organisational structure for service delivery from infrastructure assets is detailed below,



2.2 Goals and Objectives of Asset Ownership

Our goal for managing infrastructure assets is to meet the defined level of service (as amended from time to time) in the most cost effective manner for present and future consumers. The key elements of infrastructure asset management are:

- Providing a defined level of service and monitoring performance,
- Managing the impact of growth through demand management and infrastructure investment,

- Taking a lifecycle approach to developing cost-effective management strategies for the long-term that meet the defined level of service,
- Identifying, assessing and appropriately controlling risks, and
- Linking to a Long-Term Financial Plan which identifies required, affordable forecast costs and how it will be allocated.

Key elements of the planning framework are

- Levels of service – specifies the services and levels of service to be provided,
- Risk Management,
- Future demand – how this will impact on future service delivery and how this is to be met,
- Lifecycle management – how to manage its existing and future assets to provide defined levels of service,
- Financial summary – what funds are required to provide the defined services,
- Asset management practices – how we manage provision of the services,
- Monitoring – how the plan will be monitored to ensure objectives are met,
- Asset management improvement plan – how we increase asset management maturity.

Other references to the benefits, fundamentals principles and objectives of asset management are:

- International Infrastructure Management Manual 2015 ¹
- ISO 55000²

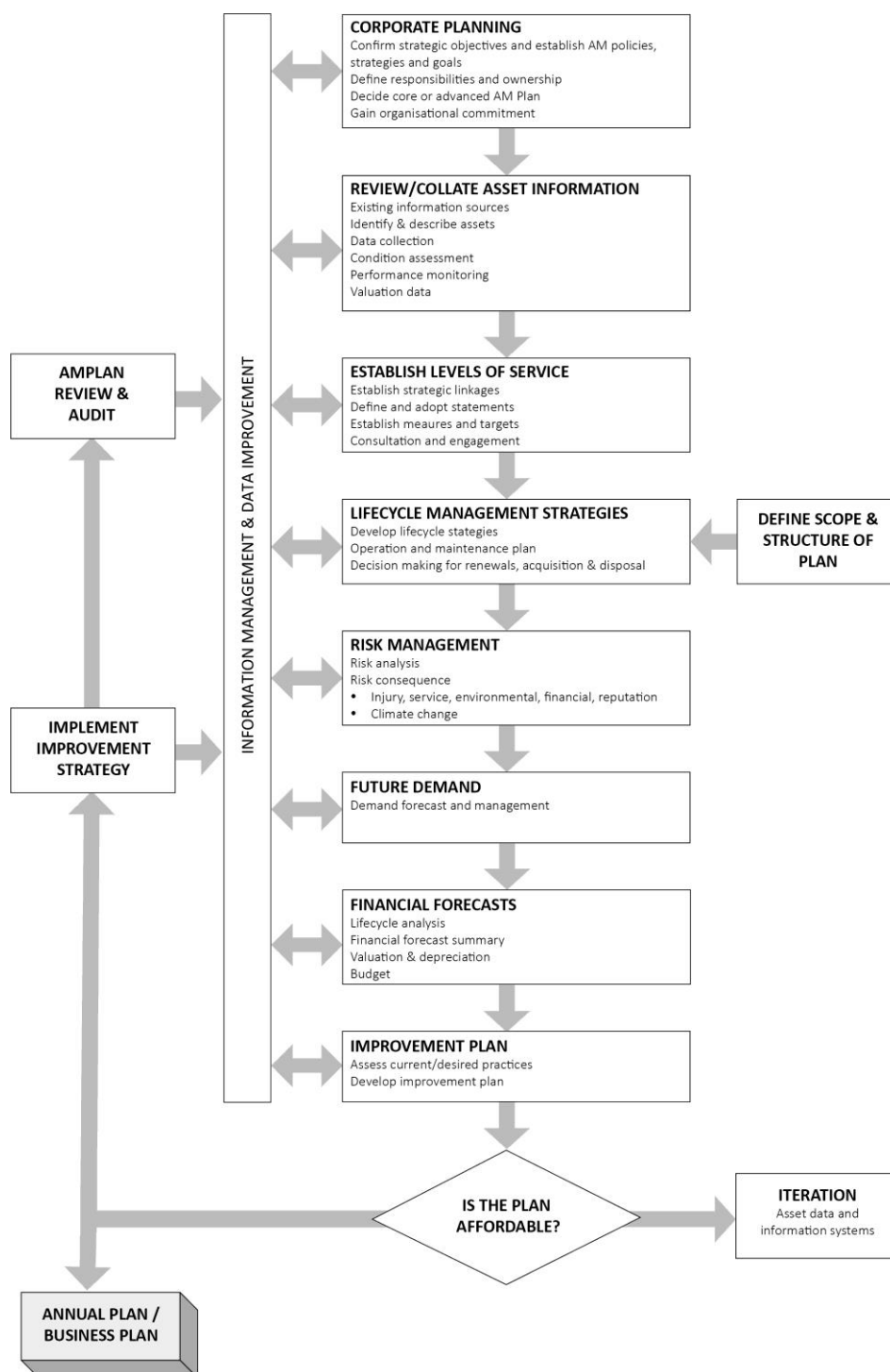
¹ Based on IPWEA 2015 IIMM, Sec 2.1.3, p 2 | 13

² ISO 55000 Overview, principles and terminology

A road map for preparing an AM Plan is shown below.

Road Map for preparing an Asset Management Plan

Source: IPWEA, 2006, IIMM, Fig 1.5.1, p 1.11



3.0 LEVELS OF SERVICE

3.1 Customer Research and Expectations

This AM Plan is prepared to facilitate consultation prior to adoption of levels of service by the Elected Members of Council. Future revisions of the AM Plan will incorporate customer consultation on service levels and costs of providing the service. This will assist the Adelaide Hills Council and stakeholders in matching the level of service required, service risks and consequences with the customer's ability and willingness to pay for the service.

3.2 Strategic and Corporate Goals

Strategic goals have been set by the Strategic Plan 2020 - 2024. The relevant goals and objectives and how these are addressed in this AM Plan are summarised in Table 3.2.

Table 3.2: Goals and how these are addressed in this Plan

| Goal | Objective | How Goal and Objectives are addressed in the AM Plan |
|--------------------------------|---|--|
| A functional BUILT ENVIRONMENT | Sustainable management of our built assets ensures a safe, functional and well serviced community | Provision of energy efficient and safe systems of effluent management |
| A prosperous ECONOMY | Provide local infrastructure to drive growth and productivity | Renewal and upgrade CWMS assets to account for increased demand and growth |
| A progressive ORGANISATION | Our organisation is financially sustainable for both current and future generations | Ensure renewal of assets and associated maintenance is based on current asset management plans which consider reviewed service level and whole of life costing |

3.3 Legislative Requirements

There are many legislative requirements relating to the management of assets. Legislative requirements that impact the delivery of the Community Waste Water service are outlined in Table 3.3.

Table 3.3: Legislative Requirements

| Legislation | Requirement |
|---|-------------------------------|
| Water Industry Act 2012 | Water Industry Entity Licence |
| SA Public Health Act 2011 Regulations (Waste water) 2013 | Legislative |
| Environment Protection Act 1993 | Legislative Licence |
| Community Waste water Management Code 2013 | Prescribed Code |
| Guidelines, Design Criteria and Standards for Community Waste water Management System Code (LGA) | Code of Practice/Guideline |
| SA Recycled Water Guidelines | Guideline |
| AS/NZS Plumbing and Drainage Code | Prescribed Code |
| Work Health & Safety Act 2012 and Regulations 2012 | Legislative |
| Water Retail Code | Code of Practice |

3.4 Customer Values

Service levels are defined in three ways, customer values, customer levels of service and technical levels of service

Customer Values indicate:

- what aspects of the service is important to the customer,
- whether they see value in what is currently provided and
- the likely trend over time based on the current budget provision

Table 3.4: Customer Values

| Service Objective: | | | |
|---|--|---|--|
| Customer Values | Customer Satisfaction Measure | Current Feedback | Expected Trend Based on Planned Budget |
| CWMS enables the safe collection and disposal of domestic wastewater in accordance with Regulatory and Industry Standards | Customer requests, complaints and feedback | Minimal complaints, requests and feedback | No anticipated change |

3.5 Customer Levels of Service

The community generally expect the Council will have the necessary infrastructure and operation and maintenance practices in place to manage Councils Community Wastewater Management System.

Levels of service relate to outcomes the customer receives in terms of quality, quantity, responsiveness and performance as provided by the asset. These are developed in line with Council's strategic and corporate goals and legislative requirements

Customer Levels of Service are considered in terms of:

Quality How good is the service what is the condition or quality of the service?

Function Is it suitable for its intended purposeDoes it meet users need??

Capacity/Use Is the service over or under used?

Responsiveness How responsive are Council to customer requests?

Safety Does the service achieve appropriate levels of public and environmental safety?

In Table 3.5 under each of the service measures types (Condition, Function, Capacity/Use Responsiveness, safety) there is a summary of the performance measure being used, the current performance, and the expected performance based on the current budget allocation.

These are measures of fact related to the service delivery outcome (e.g. number of occasions when service is not available or proportion of replacement value by condition %'s) to provide a balance in comparison to the customer perception that may be more subjective.

Table 3.5: Customer Level of Service Measures

| Type of Measure | Level of Service | Performance Measure | Current Performance | Expected Trend Based on Planned Budget |
|------------------|--|--|--|---|
| Condition | Provide efficient and suitable wastewater collection and disposal system | No. of requests relating to CWMS maintenance | Very few customer requests and acceptable compliance with all regulatory agencies | Continue to operate a well maintained service to existing and future customers |
| | Confidence levels | High | High | High |
| Function | The CWMS meets the needs of existing residents | Customer complaints | Low number of customer complaints received regarding CWMS | Expected to continue |
| | Confidence levels | High | High | High |
| Capacity | Provide appropriate capacity levels to meet customers present and future needs | New land and sub divisions are able to connect into existing infrastructure with minimal upgrade to capacity required. | Most land divisions are well tolerated and larger sub divisions may need additional pumps to support the increase in flows. Future capacity is considered when sewer main upgrades are planned | Existing capacity should be well tolerated as population within existing serviced townships not expected to increase significantly. |
| Response | Response time to customer requests and time taken to complete requests | Respond to requests in line with AHC Customer Service Framework | Most requests are responded to within 24 hours | Expected to continue |
| | Confidence levels | High | High | High |
| Safety | Provide CWMS service that is low risk to the public and environment | Ensure all safety and legislative requirements are met and complied with | Low number of overflow events relating to CWMS network and all recycled waste water irrigation is compliant with the regulatory agencies | Expected to continue |
| | Confidence levels | High | High | High |

3.6 Technical Levels of Service

Technical Levels of Service – Technical Levels of Service support the Customer Levels of Service and are operational or technical measures of performance. These technical levels of service relate to the activities and allocation of resources to best achieve the desired customer outcomes and demonstrate effective performance.

Technical service measures are linked to the activities and annual budgets covering:

- **Acquisition** – the activities to provide a higher level of service e.g. upgrading the size of a gravity main or pump station to take additional waste water inflows
- **Operation** – the regular activities to provide services such as monitoring waste water treatment, energy usage and utility costs, contract management, licencing fees, SA Water treatment fees.
- **Maintenance** – the activities necessary to retain an asset as near as practicable to an appropriate service condition. Maintenance activities enable an asset to provide service for its planned life (e.g regular pump and valve servicing, pumping out of septic tanks, repairing failed main sections)
- **Renewal** – the activities that return the service capability of an asset up to that which it had originally provided (e.g. replacement of pumps and air valves)

Service and asset managers plan, implement and control technical service levels to influence the service outcomes.³

Table 3.6 shows the activities expected to be provided under the current 10 year Planned Budget allocation, and the Forecast activity requirements being recommended in this AM Plan.

Table 3.6: Technical Levels of Service

| Lifecycle Activity | Purpose of Activity | Activity Measure | Current Performance* | Recommended Performance ** |
|------------------------------------|--|--|---|---|
| TECHNICAL LEVELS OF SERVICE | | | | |
| Acquisition | Ensure continuity of service to customer and upgrade infrastructure to meet future needs | Limited number of service interruptions and ability to service new connections | Some townships service is vulnerable during storm events and increase in township infill has put pressure on capacity of gravity main | CWMS system should operate with minimal service interruptions due to power outages and sewerage mains should have adequate capacity for future township needs |
| | Targeted capital works to address capacity or other critical infrastructure | Increased back-up pump capacity | Only Woodside Pump Station has back-up power and pumping | Increase back-up capacity of pump station network. |
| | | Budget | \$ 1,665,000 | \$ 1,940,000 |
| Operation | Provide a cost effective and efficient community waste water management | Monitor energy usage and number of pump failures and interruption's to service | Installation of solar panels at the Birdwood WWTP and current monitoring of energy usage. | The Operation activities we would like to do as per the Lifecycle Forecast |

³ IPWEA, 2015, IIMM, p 2|28.

| Lifecycle Activity | Purpose of Activity | Activity Measure | Current Performance* | Recommended Performance ** |
|--------------------|--|--|--|--|
| | system to the community in line with regulatory responsibilities | | Minimal interruption's to CWMS service. | |
| | Cleaning of septic tanks to protect Councils infrastructure and reduce blockages | Septic tanks are cleaned out once every 5 years | All septic tanks are pumped out once every 5 years | Development of trade waste management plan to manage trade waste flows that can damage critical CWMS infrastructure |
| | Regular inspections of pumps and other WWTP infrastructure | Inspect and test control panels and operation of pumps | Weekly inspection of treatment plant and pump station undertaken. | This weekly inspection to continue. |
| | Treatment of waste water | Ensure treatment process are operational and chemicals are undertaken to meet water quality requirements | Water quality requirements met, | Installation of additional monitoring of treatment train to enhance intervention to have greater assurance of water quality |
| | Undertake testing of waste water in lagoon for disposal via recycled network | Undertake on-site sampling | On-site testing undertaken on weekly basis at treatment plants. | This testing to continue. |
| | | Budget | \$ 4,650,000 | \$ 5,438,800 |
| Maintenance | Regular inspections of pumps and other WWTP infrastructure | Targeted maintenance including monthly inspections and cleaning of WWTP infrastructure and weekly visual inspections of CWMS Pump Stations | Quarterly servicing of CWMS pumps located at each pump station. Monthly visual inspections and cleaning of WWTP infrastructure. | Pumps stations and WWTP operate efficiently and effectively with minimal interruptions |
| | Undertake routine minor maintenance of treatment plant and pump station infrastructure | To ensure that identified minor maintenance is undertaken as identified and | Contractor to undertake reactive and routine maintenance of assets up to \$ 1000 per item. Report to council monthly on minor maintenance activities | Contractor to continue to reactively and proactively undertaken minor maintenance activities on a weekly basis as identified. Report to Council monthly with invoices for payment. |

| Lifecycle Activity | Purpose of Activity | Activity Measure | Current Performance* | Recommended Performance ** |
|--------------------|---|--|---|---|
| | Undertake reactive or identified major maintenance | To ensure that critical infrastructure continues to provide services. | Contractor to organise works for major maintenance activities (<\$ 1,000) after Confirmation with Council officers. | Continue to undertake |
| | Regular ground clearing and weed management | Weeds and grass cleared on a regular basis | WWTP are regularly maintained however pump stations are not included in regular weed maintenance | Include CWMS pump stations in weed management program |
| | | | | |
| | | Budget | \$ 1,850,000 | \$ 1,947,600 |
| Safety | Sampling of waste water from lagoons to meet Regulatory and safety requirements | Sampling occurs on monthly basis | Current sampling meets regulatory requirements | Expected to continue to meet these requirements |
| | Planned renewal if WHS risk is evident | Identified during routine inspections | Renewal occurs as and when required | Expected to continue |
| Renewal | Renewal of existing assets at an optimum time in their lifecycle | Monitor the performance and condition of CWMS infrastructure and maintain a 10 year capital works program that is renewed annually | Council as a 10 year capital works program based on useful life and performance | As and where required from visual inspections and capacity requirements |
| | Targeted capital works to address capacity or other critical infrastructure | Planned capital works | Capital works program | As and where required from visual and performance inspections |
| | | Budget | \$2,963,300 | \$2,883,000 |

Note: * Current activities related to Planned Budget.

** Expected performance related to forecast lifecycle costs.

It is important to monitor the service levels regularly as circumstances can and do change. Current performance is based on existing resource provision and work efficiencies. It is acknowledged changing circumstances such as technology and customer priorities will change over time.

4.0 FUTURE DEMAND

4.1 Demand Drivers

Drivers affecting demand include things such as population change, regulations, changes in demographics, climate change, technical changes, consumer expectations and economic factors.

4.2 Demand Forecasts

The present position and projections for demand drivers that may impact future service delivery and use of assets have been identified and documented.

4.3 Demand Impact and Demand Management Plan

The impact of demand drivers that may affect future service delivery and use of assets are shown in Table 4.3.

Demand for new services will be managed through a combination of managing existing assets, upgrading of existing assets and providing new assets to meet demand and demand management. Demand management practices can include non-asset solutions, insuring against risks and managing failures.

Opportunities identified to date for demand management are shown in Table 4.3. Further opportunities will be developed in future revisions of this AM Plan.

The township areas that are covered by the CWMS assets and services are within the Adelaide Watershed Policy zone. Therefore the opportunity for new development and additional demand on the system is limited. The majority of demand will come from in-fill development within existing township limits.

Council has identified key gravity mains for upgrades within Birdwood and Woodside that will deal with the previous year's growth and ensure that capacity remains for the expected future in-fill.

Table 4.3: Demand Management Plan

| Demand driver | Current position | Projection | Impact on services | Demand Management Plan |
|-----------------------|--|-------------------------------------|---|--|
| Township In-fill | Known area of allowed development | Not expected to change | Nil | Investment in capacity upgrades of known constraints |
| SA Water requirements | Disposal path of effluent to SA Water treatment facilities | Greater quality control by SA Water | Costs could increase as waste may require additional treatment if trade waste not managed | Trade Waste Policy |

4.4 Asset Programs to meet Demand

The new assets required to meet demand may be acquired, donated or constructed. Additional assets are discussed in Section 5.4. Acquiring new assets will commit the CWMS 2023 - 2032 to ongoing operations, maintenance and renewal costs for the period that the service provided from the assets is required. These future costs are identified and considered in developing forecasts of future operations, maintenance and renewal costs for inclusion in the long-term financial plan (Refer to Section 5).

4.5 Climate Change Adaptation

The impacts of climate change and local and international events may have a significant impact on the assets we manage and the services they provide. For example, the Covid pandemic has disrupted supply chains and the ability to get critical material of infrastructure. In the context of the Asset Management Planning process climate change and the pandemic can be considered as both a future demand and a risk.

How climate change impacts on assets will vary depending on the location and the type of services provided, as will the way in which we respond and manage those impacts.⁴

The recent pandemic may also bring some challenges to asset management. The inability to source critical infrastructure due to supply chain delays and material shortages may make the CWMS system more vulnerable in the future.

As a minimum we consider how to manage our existing assets given potential climate change and pandemic impacts in our region.

Risk and opportunities identified to date are shown in Table 4.5.1

Table 4.5.1 Managing the Impact of Climate Change on Assets and Services

| Climate Change Description | Projected Change | Potential Impact on Assets and Services | Management |
|----------------------------|--|---|---|
| Heat | Increased temperature and heat in region | Potential deterioration of HPDE liners in lagoons.] | Increased monitoring of impact and investigate treatments to sustain design expected life |
| Rain | Higher intensity storms | Capacity of system breached more often | Capacity upgrades proposed for known constraints – monitor flow meters |

Additionally, the way in which we construct new assets should recognise that there is opportunity to build in resilience to climate change impacts. Building resilience can have the following benefits:

- Assets will withstand the impacts of climate change;
- Services can be sustained; and
- Assets that can endure may potentially lower the lifecycle cost and reduce their carbon footprint

Table 4.5.2 summarises some asset climate change resilience opportunities.

Table 4.5.2 Building Asset Resilience to Climate Change

| New Asset Description | Climate Change impact These assets? | Build Resilience in New Works |
|--------------------------------|--|---|
| Gravity Mains | Greater flow in system | Ensure capacity upgrades consider higher peak flows. |
| Back-up power supply | Greater power failure due to extreme heat/storms | Ensure vulnerable pump stations have access to diesel back-up generator |
| Solar panels installed at WWTP | Power failures | Less reliance on power and increases energy efficiency |

The impact of climate change on assets is a new and complex discussion and further opportunities will be developed in future revisions of this AM Plan.

⁴ IPWEA Practice Note 12.1 Climate Change Impacts on the Useful Life of Infrastructure

5.0 LIFECYCLE MANAGEMENT PLAN

The lifecycle management plan details how the CWMS 2023 - 2032 plans to manage and operate the assets at the agreed levels of service (Refer to Section 3) while managing life cycle costs.

5.1 Background Data

5.1.1 Physical parameters

The assets covered by this AM Plan are shown in Table 5.1.1.

The asset are in the townships of Kersbrook, Birdwood, Mt Torrens, Charleston, Woodside, Verdun and Golf Links Road, Stirling. Pipe and pumps distribute wastewater from Kersbrook, Birdwood and Mt Torrens to Council's treatment facilities at Kersbrook and Birdwood (wastewater from Mt Torrens is pumped to the Birdwood treatment facility)

The remaining townships or areas of Charleston, Woodside, Verdun and Stirling are transferred to the SA Water network for treatment at their facilities. These includes Bird in Hand (Woodside and Charleston), Hahndorf (Verdun) and Heathfield (Stirling) SA Water treatment facilities.

Table 5.1.1: Assets covered by this Plan

| Asset Category | Dimension (number of unless m demoting length) | Replacement Value |
|--------------------------------|--|-------------------|
| CWMS Access Chamber | 55.00 | \$ 247,836.54 |
| CWMS Access Platform | 1.00 | \$ 3,175.79 |
| CWMS Aerator | 1.00 | \$ 52,929.95 |
| CWMS Air Vent | 4.00 | \$ 99,236.39 |
| CWMS Bore Pump | 1.00 | \$ 8,574.65 |
| CWMS Bore Structure | 1.00 | \$ 12,703.19 |
| CWMS Control Cabinet | 3.00 | \$ 107,394.86 |
| CWMS Control Panel | 20.00 | \$ 527,854.23 |
| CWMS Disinfectant Sample Point | 2.00 | \$ 5,293.00 |
| CWMS Dosing Pump | 4.00 | \$ 15,349.66 |
| CWMS Dosing Tank | 2.00 | \$ 1,693.76 |
| CWMS Filtration | 5.00 | \$ 209,904.61 |
| CWMS Flushing Point | 864.00 | \$ 573,469.54 |
| CWMS Gantry | 1.00 | \$ 8,468.79 |
| CWMS Instrumentation Sensor | 19.00 | \$ 84,889.09 |

| | | |
|--------------------------------|-------------|-----------------|
| CWMS Irrigation Pump Station | 2.00 | \$ - |
| CWMS Irrigation System | 1.00 | \$ 147,251.12 |
| CWMS Lagoon Liner | 8.00 | \$ 1,462,158.10 |
| CWMS Lagoon Structure | 8.00 | \$ 556,674.86 |
| CWMS Pipe | 84,678.52 m | \$ 8,174,063.17 |
| CWMS Pipework & Fittings | 20.00 | \$ 263,273.59 |
| CWMS Pump | 47.00 | \$ 332,196.23 |
| CWMS Pump Stn - Dam Overflow | 2.00 | \$ 6,605.66 |
| CWMS Recycled Water Auto Valve | 1.00 | \$ 9,633.25 |
| CWMS Remote Monitoring | 16.00 | \$ 83,566.47 |
| CWMS Safety Shower | 3.00 | \$ 6,351.60 |
| CWMS Tank | 16.00 | \$ 451,280.72 |
| CWMS UV Disinfection System | 1.00 | \$ 68,808.93 |
| CWMS Valve | 37.00 | \$ 123,935.65 |
| CWMS Well Chamber | 13.00 | \$ 260,817.39 |
| CWMS-LL Access Chamber | 44.00 | \$ 139,734.76 |
| CWMS-LL Bore Structure | 1.00 | \$ 8,468.79 |
| CWMS-LL Dam Overflow | 2.00 | \$ 9,485.04 |
| CWMS-LL Lagoon Structure | 8.00 | \$ 2,226,699.45 |
| CWMS-LL Pipe | 47,512.13 m | \$ 3,937,744.43 |
| CWMS-LL Tank | 8.00 | \$ 250,676.30 |
| CWMS-LL Well Chamber | 13.00 | \$ 169,418.21 |

All figure values are shown in current day dollars.

Much of the initial CWMS System were built in the late 1970s and 1980s. Therefore the pipe network at its oldest is generally 40 to 50 years of age. As the townships have developed additional network has been added

as the townships expanded. The initial treatment facilities were simple lagoon systems. In the past 15 years investment into the treatment and disposal path of the treated waste water has been undertaken. This has included recycled water treatment and infrastructure and also enhanced treatment at the Birdwood site with the inclusion of a Sequencing Batch Reactor for primary treatment.

The more active asset components such as pumps and valves and similar have shorter service lives and are replaced on a more regular basis.

5.1.2 Asset capacity and performance

Assets are generally provided to meet design standards where these are available. However, there is insufficient resources to address all known deficiencies. Locations where deficiencies in service performance are known are detailed in Table 5.1.2.

Table 5.1.2: Known Service Performance Deficiencies

| Location | Service Deficiency |
|---|---|
| Woodside Gravity Main (Jacaranda Drive to Pump Station 1) | Existing pipe nearing technical capacity requirements and monitoring on growth required to ensure upgrades timed in line with actual growth |
| Birdwood Gravity Main (Lange Crescent to Church Street Pumps Station) | Existing pipe nearing technical capacity requirements and monitoring on growth required to ensure upgrades timed in line with actual growth |
| Spring Street Pump Station | High level of infiltration and excessive pumping and greater risk of asset failure |

The above service deficiencies were identified from internal operational knowledge.

5.1.3 Asset condition

Condition is currently monitored via a variety of on-site observations. This includes;

- weekly inspections of the pump stations by the contracted operator,
- detailed monthly testing of pumps and switchboards
- 6 monthly servicing of pumps if required
- Weekly visual and monthly cleaning inspections by operations and maintenance contractor at the Birdwood and Kersbrook treatment facilities.
- 5 yearly external independent condition audit as part of a revaluation of the asset base.

Condition is measured using a 1 – 5 grading system⁵ as detailed in Table 5.1.3. It is important that a consistent approach is used in reporting asset performance enabling effective decision support. A finer grading system may be used at a more specific level, however, for reporting in the AM plan results are translated to a 1 – 5 grading scale for ease of communication.

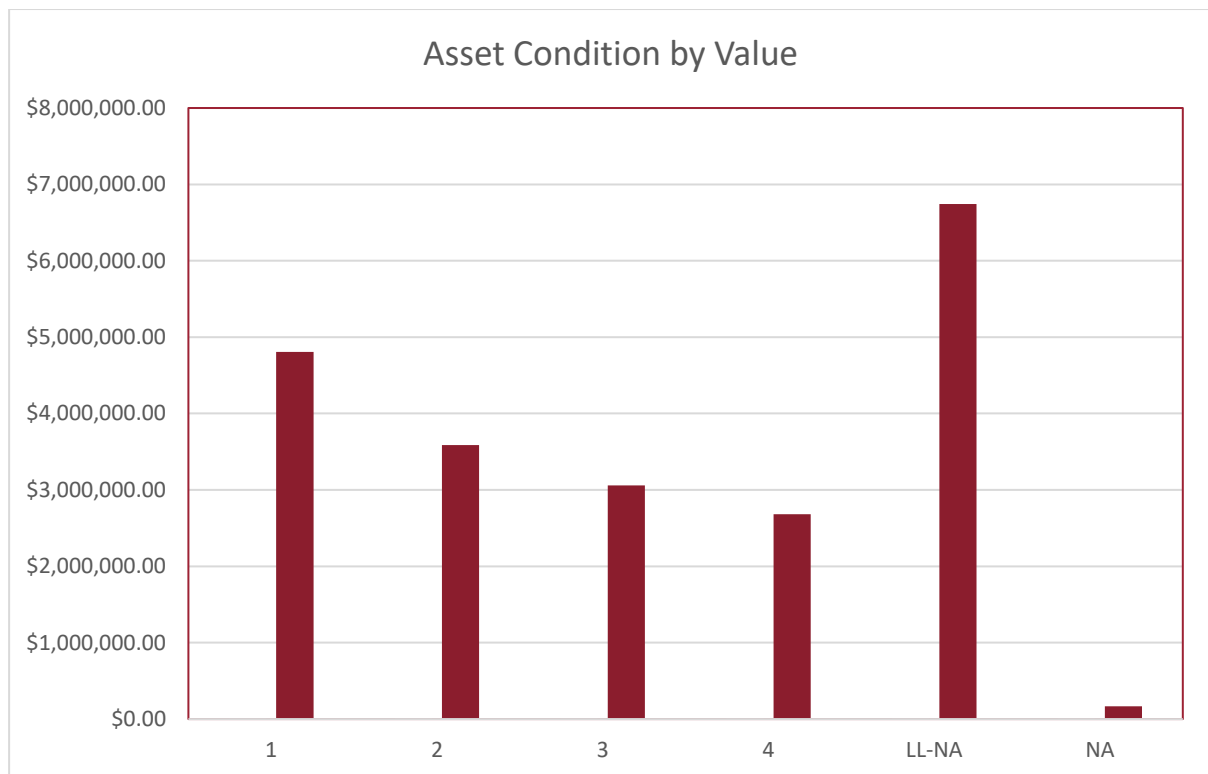
Table 5.1.3: Condition Grading System

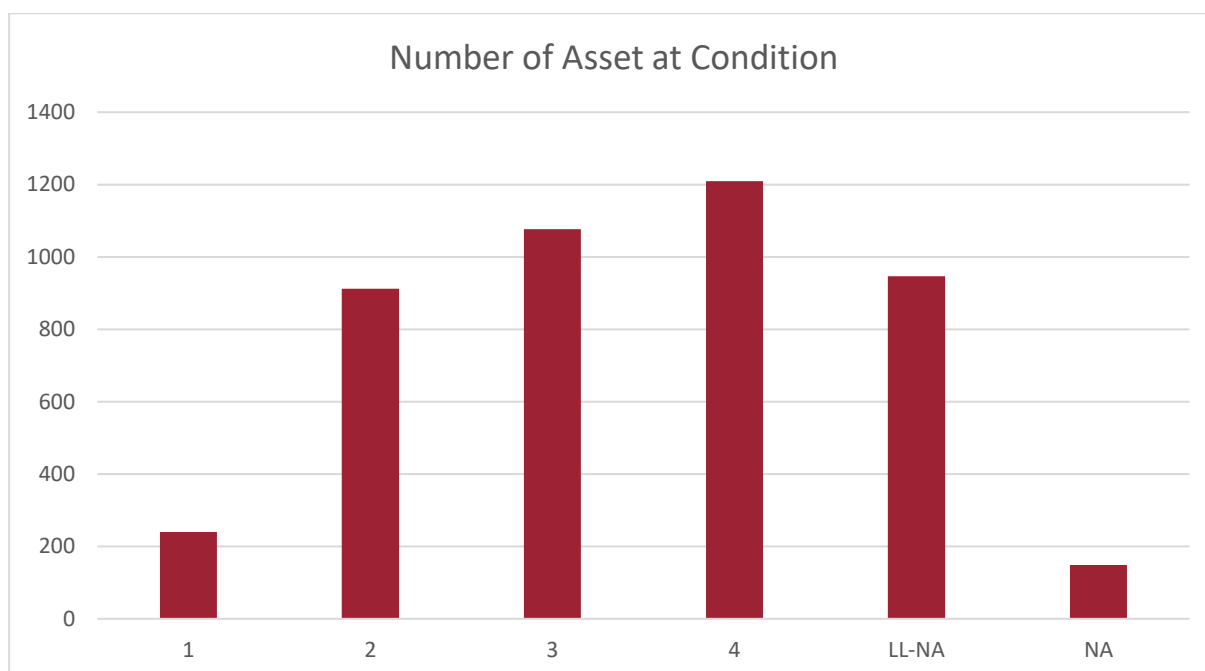
⁵ IPWEA, 2015, IIMM, Sec 2.5.4, p 2|80.

| Condition Grading | Description of Condition |
|-------------------|--|
| 1 | Very Good: free of defects, only planned and/or routine maintenance required |
| 2 | Good: minor defects, increasing maintenance required plus planned maintenance |
| 3 | Fair: defects requiring regular and/or significant maintenance to reinstate service |
| 4 | Poor: significant defects, higher order cost intervention likely |
| 5 | Very Poor: physically unsound and/or beyond rehabilitation, immediate action required |

The condition profile of our assets is shown in Figure 5.1.3.

Figure 5.1.3: Asset Condition Profile





The LL-NA column relates to Long Life assets such as the earthworks for the lagoons and as such with very long-life allocated these have not been given a subsequent condition. With these long-life components there is an associated short/ life component associate with these assets. In the example of the lagoon the liners are the shorter life assets that will be renewed several times over the life of the long-life asset component.

Whilst there is a significant number of assets showing as condition 4 (1207) in the asset register, the majority of these assets are gravity pipes, flushing points and connections (1167). The overall value of these assets at condition 4 is about \$ 2.6m. Given many of these assets are in ground asset, the condition rating has been based on the estimated age on construction and not the physical inspection.

Many of these assets are long life assets, for example, the gravity main for instance at a condition 4 could have up to 20 years of remaining life.

All figure values are shown in current day (2022) dollars.

5.2 Routine Operations and Maintenance Plan

Operations include regular activities to provide services such as public health, safety and amenity. Examples of typical operational activities include asset inspections, water sampling and pipe cleaning.

Routine mmaintenance includes all actions necessary for retaining an asset as near as practicable to an appropriate service condition including regular ongoing day-to-day work necessary to keep assets operating. Examples of typical maintenance activities include pipe repairs, pump servicing and septic sludge removal.

Planned maintenance is repair work that is identified and managed through a maintenance management plan. This type of maintenance is usually scheduled and ongoing. Reactive maintenance is unplanned repair work that is not scheduled and usually undertaken as a priority as it may affect the service deliver to customers.

Specific higher value component maintenance is usually included planned for and undertaken as part of the capital works program. Examples of this include new CWMS control cabinets and replacement of effluent lagoon liners.

The trend in operations and maintenance budgets are shown in Table 5.2.1.

Table 5.2.1: Maintenance Budget Trends (Actual Real \$\$ in Year)

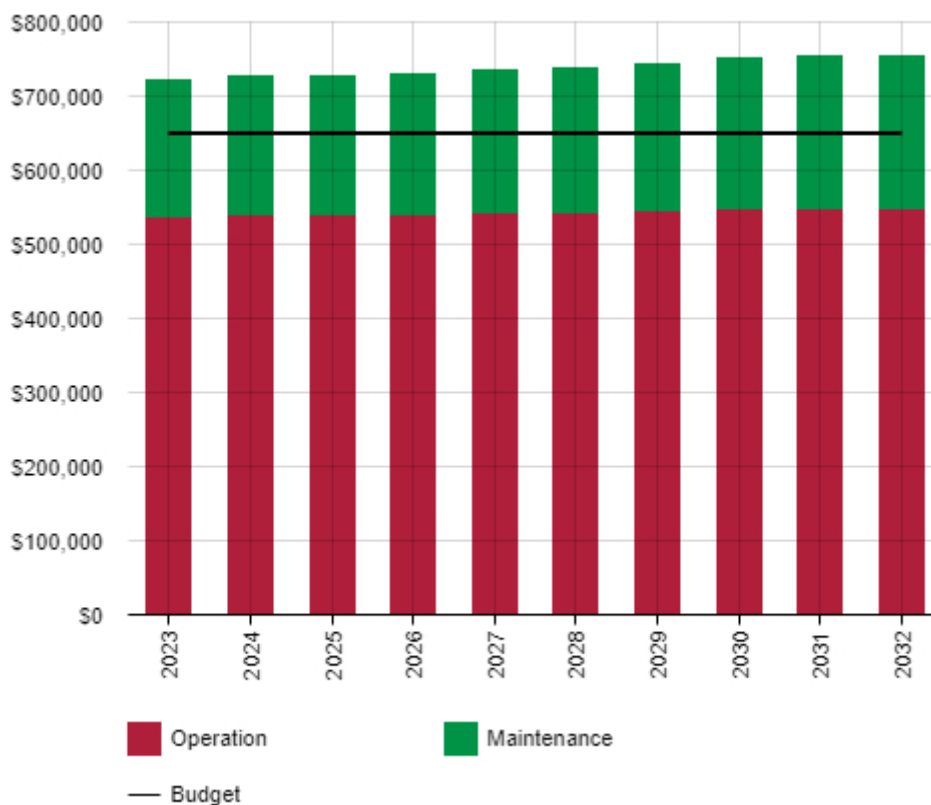
| Year | Maintenance Budget \$ |
|---------|-----------------------|
| 2018/19 | \$ 1,043,514 |
| 2019/20 | \$ 1,009,311 |
| 2020/21 | \$ 1,121,313 |
| 2021/22 | \$ 1,032,637 |
| 2022/23 | \$ 1,067,000 |

Maintenance budget levels are considered to be adequate to meet projected service levels, which may be less than or equal to current service levels. Where maintenance budget allocations are such that they will result in a lesser level of service, the service consequences and service risks have been identified and are highlighted in this AM Plan and service risks considered in the Infrastructure Risk Management Plan.

Summary of forecast operations and maintenance costs

Forecast operations and maintenance costs are expected to vary in relation to the total value of the asset stock. If additional assets are acquired, the future operations and maintenance costs are forecast to increase. If assets are disposed of the forecast operation and maintenance costs are expected to decrease. Figure 5.2 shows the forecast operations and maintenance costs relative to the proposed operations and maintenance Planned Budget.

Figure 5.2: Operations and Maintenance Summary



All figure values are shown in current day dollars.

The operational costs are reasonable constant and a significant amount of these costs are associated with salaries and contractors. The current contracts for the treatment facilities, pump stations and septic tank pumping are long term contract with price increases in line with CPI. There are also licensing fees and the effluent disposal costs into the SA Water network that are assumed to generally align with CPI increases going forward.

Council in liaison with our contractor is considering and repairing and maintaining assets on a monthly basis. A review of historic maintenance expenditure shows a decrease in this expenditure. The current level of maintenance expenditure provided for in the current budgets are considered appropriate given the regular investment in asset renewals for high use items such as pumps.

The current operating budgets will not allow for the council to fully meet its operational costs associated with acquisition and growth. In addition, the budget do not allow for the operational costs of undertaking asset condition revaluation by external parties.

5.3 Renewal Plan

Renewal is major capital work which does not significantly alter the original service provided by the asset, but restores, rehabilitates, replaces or renews an existing asset to its original service potential. Work over and above restoring an asset to original service potential is considered to be an acquisition resulting in additional future operations and maintenance costs.

Assets requiring renewal are identified from one of two approaches in the Lifecycle Model.

- The first method uses Asset Register data to project the renewal costs (current replacement cost) and renewal timing (acquisition year plus updated useful life to determine the renewal year), or
- The second method uses an alternative approach to estimate the timing and cost of forecast renewal work (i.e. condition modelling system, staff judgement, average network renewals, or other). (Alternate Method)

The typical useful lives of assets used to develop projected asset renewal forecasts are shown in Table 5.3. Asset useful lives were last reviewed on 30 June 2022.⁶ (Initial useful life estimated in the 2017 report and were last reviewed in June 2022 as part of the annual internal process and found to be still appropriate)

Table 5.3: Useful Lives of Assets

| Asset (Sub)Category | Useful life |
|---------------------------|---------------|
| Gravity Pipes | 80 years |
| Pumping Mains | 80 years |
| Mono Pumps | 10 – 15 years |
| Submersible Pumps | 3 – 5 years |
| Control Panel/ Cabinet | 30 years |
| Flushing Points/ Manholes | 80 years |
| SBR Plant | 50 years |
| Lagoons (liner) | 30 years |

⁶ APV CWMS Revaluation 2017

The estimates for renewals in this AM Plan were based on the alternate method.

5.3.1 Renewal ranking

Asset renewal is typically undertaken to either:

- Ensure the reliability of the existing infrastructure to deliver the service it was constructed to facilitate (e.g. size of pump to meet peak demand), or
- To ensure the infrastructure is of sufficient quality to meet the service requirements (e.g.

It is possible to prioritise renewals by identifying assets or asset groups that:

- Have a high consequence of failure,
- Have high use and subsequent impact on users would be significant,
- Have higher than expected operational or maintenance costs, and
- Have potential to reduce life cycle costs by replacement with a modern equivalent asset that would provide the equivalent service.⁷

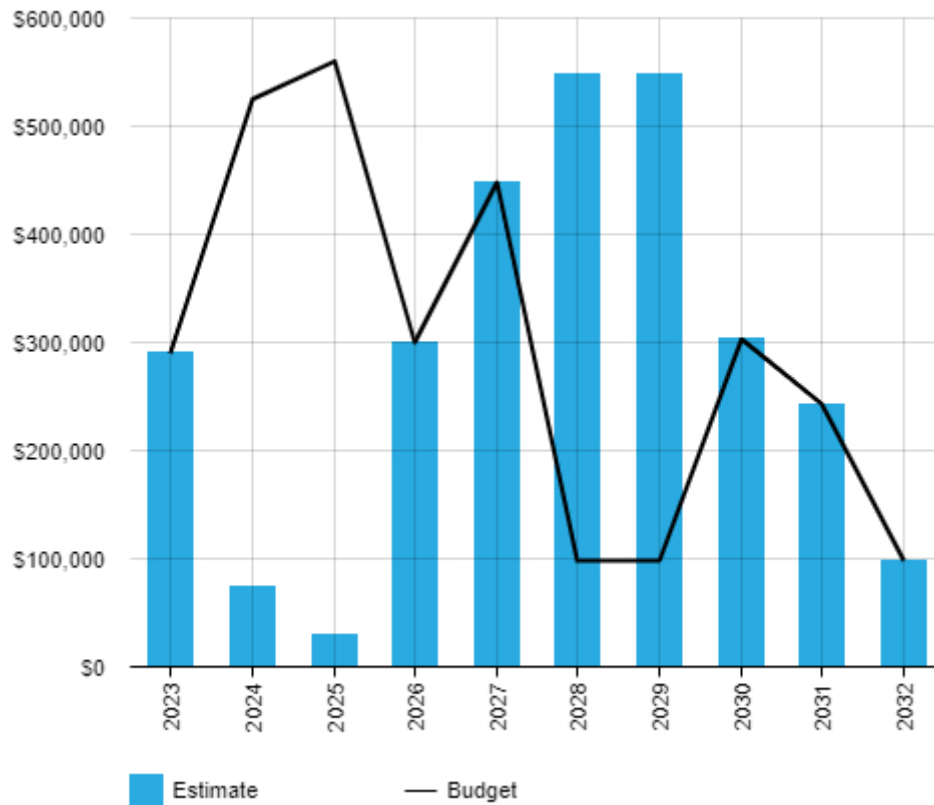
Council is continuing to monitor the asset maintenance costs and liaise with its contractors to ensure that operational performance is not being impeded by older failing infrastructure that has high maintenance costs. An example of this is a review of the age of submersible pumps when a failure occurs and a full replacement is undertaken where greater than 70% of the expected life of this pump has been exceeded. That is, many of our submersible pumps are relatively costs effective to undertake a full replacement as the costs associated with process to undertake maintenance of an existing pumps can be 30 – 40% of the costs of installing a new pumps outright.

5.4 Summary of future renewal costs

Forecast renewal costs are projected to increase over time if the asset stock increases. The forecast costs associated with renewals are shown relative to the proposed renewal budget in Figure 5.4.1. A detailed summary of the forecast renewal costs is shown in Appendix D.

Figure 5.4.1: Forecast Renewal Costs

⁷ Based on IPWEA, 2015, IIMM, Sec 3.4.5, p 3|97.



All figure values are shown in current day dollars.

The current proposed renewal costs have been adjusted to reflect a review into the system capacity at Woodside and the delay in the upgrade in capacity requirements.. Council undertakes ongoing discussion with its operators on the condition of the assets to validate and determine the remaining useful life of assets. This is based on their age and subsequently any performance or additional maintenance requirement identified.

5.5 Acquisition Plan

Acquisition reflects are new assets that did not previously exist or works which will upgrade or improve an existing asset beyond its existing capacity. They may result from growth, demand, social or environmental needs. Assets may also be donated to the Council as part of land development.

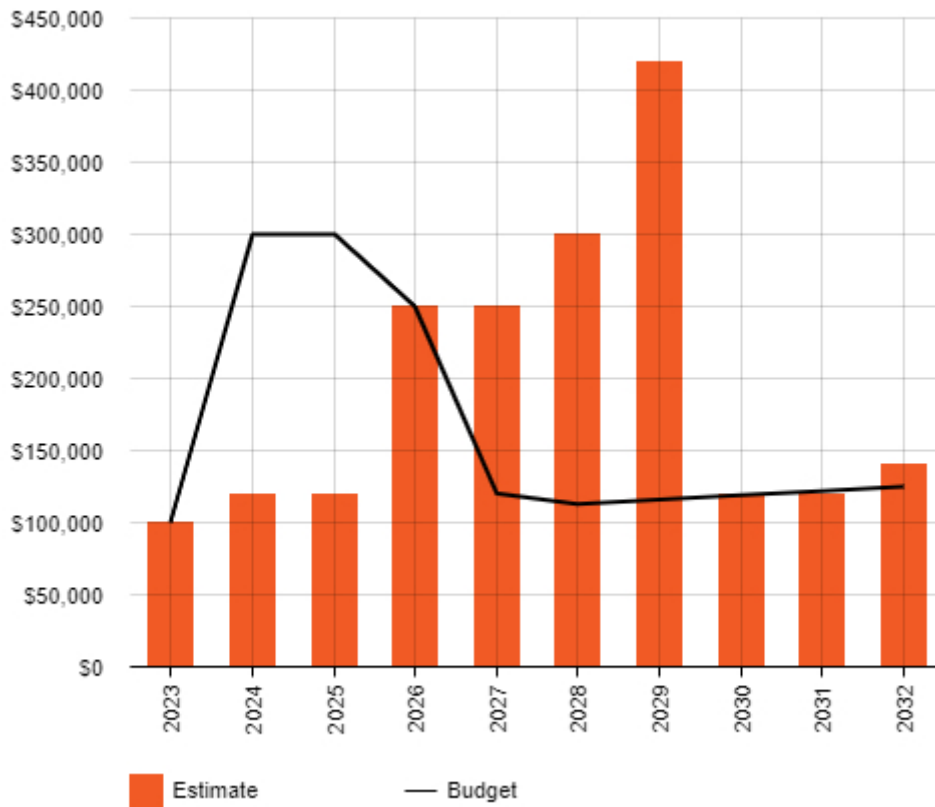
Council does not currently expect to expand its service delivery to its community. In 2022 Council considered the possibility of undertaking a CWMS expansion to the Townships of Summertown, Uraidla and Mylor. The Council determined not to progress with these systems at this time. Whilst a future Council may determine to revisit these potential township expansions no allowance has been made in this Asset Management Plan for acquisition of new assets.

Council has identified existing gravity mains in Woodside and Birdwood that will require capacity upgrades. This is due to their age and the additional in-fill and growth that has occurred in these townships since the original systems were installed.

Summary of future asset acquisition costs

Forecast acquisition asset costs are summarised / summarized in Figure 5.5.1 and shown relative to the proposed acquisition budget.

Figure 5.5.1: Acquisition (Constructed) Summary

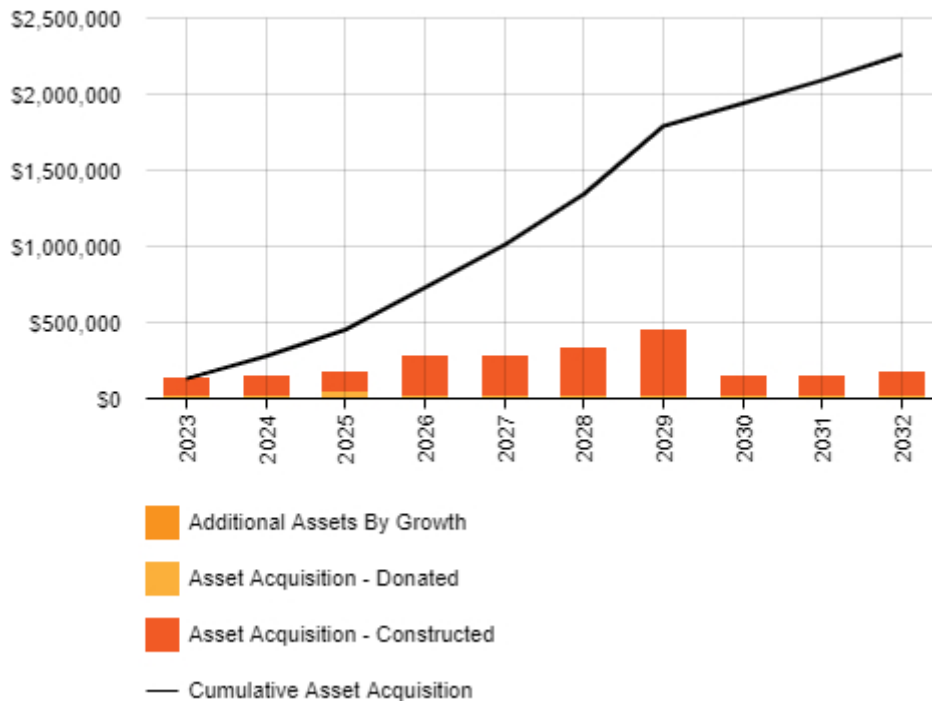


All figure values

are shown in current day dollars.

When Council commits to new assets, they must be prepared to fund future operations, maintenance and renewal costs. They must also account for future depreciation when reviewing long term sustainability. When reviewing the long-term impacts of asset acquisition, it is useful to consider the cumulative value of the acquired assets being taken on by the Entity. The cumulative value of all acquisition work, including assets that are constructed and contributed shown in Figure 5.5.2.

Figure 5.5.2: Acquisition Summary



All figure values are shown in current dollars.

Expenditure on new assets and services in the capital works program will be accommodated in the long-term financial plan, but only to the extent that there is available funding.

Whilst council has low growth in its available land there are still associated long term costs that result in these typically donated additional assets. The increase in operational costs may be somewhat dependent on where the growth occurs. That is, in Woodside and Charleston the additional land parcels will require additional SA Water fees for each allotment as part of the treatment process.

It should be noted that additional allotments do in some instances assist in the spreading of the cost base across additional customers, however the overall costs of delivering the services will cost more as more connections to the network occur.

Council has not included the potential growth from 2 major developments that may ultimately feed into the CWMS. These potential developments in Wick Winery Function Centre (Approved) and Stirling Golf Course redevelopment (Proposal). Should these developments eventuate then some changes to the acquisition summary and subsequent operations and maintenance changes would need to be updated in this plan.

5.6 Disposal Plan

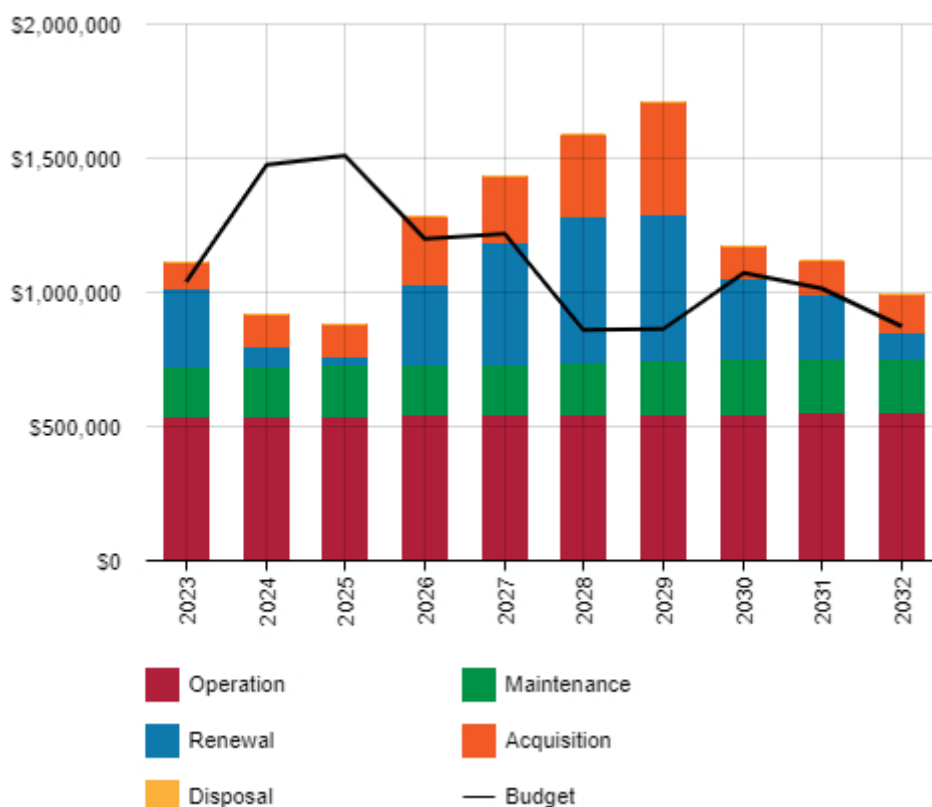
Council is currently reviewing the woodlot irrigation at the Birdwood Waste Water Treatment Plant (WWTP) in relation to the on-going requirement or all or part of this irrigation network. The irrigation system was initially installed to provide a disposal path for the treated waste water from Birdwood and Mount Torrens from the WWTP. Since the installation of the woodlot irrigation system, disposal paths to the Oval and to a private dam for irrigation purposes have been established. The irrigation system has not been utilized for several years. Significant renewal and maintenance costs may not be required if this system in full or part can be decommissioned. Whilst no allowance has been made in this version of the AMP for a decommissioning of this asset, investigations will be undertaken and any changes to this assets will be updated in future reviews of this document.

5.7 Summary of asset forecast costs

The financial projections from this asset plan are shown in Figure 5.7.1. These projections include forecast costs for acquisition, operation, maintenance, renewal, and disposal. These forecast costs are shown relative to the proposed budget.

The bars in the graphs represent the forecast costs needed to minimise the life cycle costs associated with the service provision. The proposed budget line indicates the estimate of available funding. The gap between the forecast work and the proposed budget is the basis of the discussion on achieving balance between costs, levels of service and risk to achieve the best value outcome.

Figure 5.7.1: Lifecycle Summary



All figure values are shown in current day dollars.

The available planned budget (currently adopted LTFP) is slightly less than what is considered necessary. The majority of the shortfall is associated with the operations and maintenance cycles, with additional direct costs for the operation and management of pumps stations being a component of the shortfall. The plan also includes additional funding for growth and acquisition associated operational and maintenance that was not previously modelled and subsequently considered in the planned budget. Given that the planned budget estimated a CPI of 2.5%, this updated draft AMP reflects the higher CPI and considers this in the actual required costs for the AMP.

6.0 RISK MANAGEMENT PLANNING

The purpose of infrastructure risk management is to document the findings and recommendations resulting from the periodic identification, assessment and treatment of risks associated with providing services from infrastructure, using the fundamentals of International Standard ISO 31000:2018 Risk management – Principles and guidelines.

Risk Management is defined in ISO 31000:2018 as: ‘coordinated activities to direct and control with regard to risk’⁸.

An assessment of risks⁹ associated with service delivery will identify risks that will result in loss or reduction in service, personal injury, environmental impacts, a ‘financial shock’, reputational impacts, or other consequences. The risk assessment process identifies credible risks, the likelihood of the risk event occurring, and the consequences should the event occur. The risk assessment should also include the development of a risk rating, evaluation of the risks and development of a risk treatment plan for those risks that are deemed to be non-acceptable.

6.1 Critical Assets

Critical assets are defined as those which have a high consequence of failure causing significant loss or reduction of service. Critical assets have been identified and along with their typical failure mode, and the impact on service delivery, are summarised in Table 6.1. Failure modes may include physical failure, collapse or essential service interruption.

Table 6.1 Critical Assets

| Critical Asset(s) | Failure Mode | Impact |
|---|--|--|
| SBR Plant | Tank failure | Effluent not treated to appropriate level before ponds |
| Treatment/ Storage Lagoons | Structural wall failure or lagoon lining | Effluent discharge to water courses |
| Pump Stations | Pump failure | Waste water discharge to water course/stormwater |
| Recycled Waste Water irrigation Systems | Contract failures with third parties | Waste water discharge to watercourse |

By identifying critical assets and failure modes an organisation can ensure that investigative activities, condition inspection programs, maintenance and capital expenditure plans are targeted at critical assets.

6.2 Risk Assessment

The risk management process used is shown in Figure 6.2 below.

It is an analysis and problem-solving technique designed to provide a logical process for the selection of treatment plans and management actions to protect the community against unacceptable risks.

The process is based on the fundamentals of International Standard ISO 31000:2018.

⁸ ISO 31000:2009, p 2

⁹ REPLACE with Reference to the Corporate or Infrastructure Risk Management Plan as the footnote

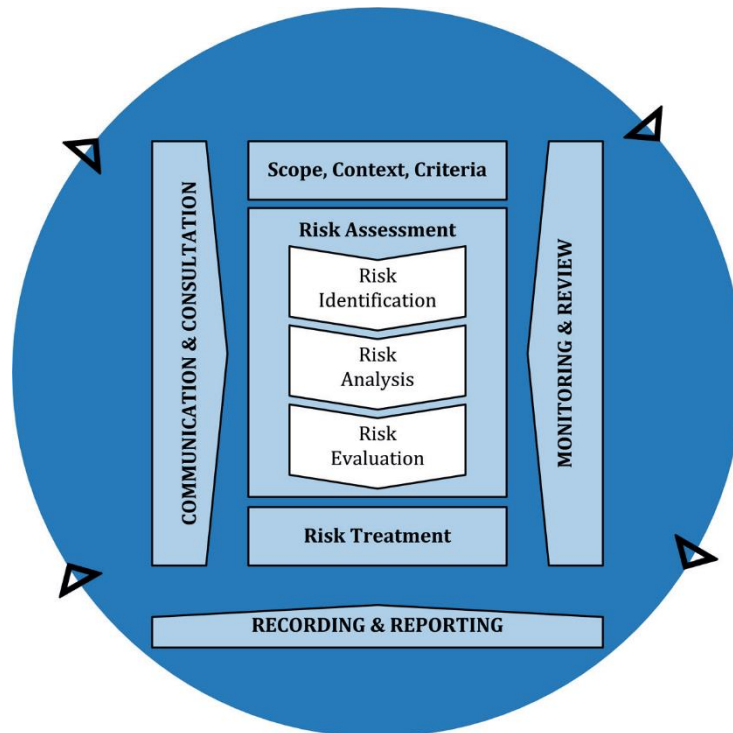


Fig 6.2 Risk Management Process – Abridged
Source: ISO 31000:2018, Figure 1, p9

The risk assessment process identifies credible risks, the likelihood of the risk event occurring, the consequences should the event occur, development of a risk rating, evaluation of the risk and development of a risk treatment plan for non-acceptable risks.

An assessment of risks¹⁰ associated with service delivery will identify risks that will result in loss or reduction in service, personal injury, environmental impacts, a ‘financial shock’, reputational impacts, or other consequences.

Critical risks are those assessed with ‘Extreme’ (requiring immediate corrective action) and ‘Major’ (requiring corrective action) risk ratings. The residual risk and treatment costs of implementing the selected treatment plan is shown in Table 6.2. It is essential that these critical risks and costs are reported to management and the elected members of the Adelaide Hills Council.

¹⁰ REPLACE with Reference to the Corporate or Infrastructure Risk Management Plan as the footnote

Table 6.2: Risks and Treatment Plans

| Service or Asset at Risk | What can Happen | Risk Rating | Risk Treatment Plan | Residual Risk * | Treatment Costs |
|---|---|-------------|---|-----------------|--|
| CWMS pump station overflow or effluent line blockage | Discharge into water course/environment | Major | Installed high level alarms, upgraded CWMS pump stations with surge tanks and overflow dam. On call staff to manage overflows should they occur | Moderate | Pump out contractor on standby during storm events. Blockages attended to asap |
| CWMS pump station – pump failure due to power outages | Discharge into water course | Major | Regular servicing of pumps and renewal program. Back up and portable diesel generators | Moderate | Continue to Invest in backup generators at vulnerable sites |
| Treatment Lagoon Overflow | Discharge into environment/water course | Major | Third party agreements to supply recycled effluent to irrigators | Moderate | Continue to engage with current third party irrigators |
| Treatment Lagoon/Pump station overflow due to inadequate capacity | Discharge to Environment | Major | Future demand considerations/ renewal of infrastructure | Moderate | Identify areas where future increase in capacity is likely |

Note * The residual risk is the risk remaining after the selected risk treatment plan is implemented.

7.0 FINANCIAL SUMMARY

This section contains the financial requirements resulting from the information presented in the previous sections of this AM Plan. The financial projections will be improved as the discussion on desired levels of service and asset performance matures.

7.1 Financial Sustainability and Projections

7.1.1 Sustainability of service delivery

There are two key indicators of sustainable service delivery that are considered in the AM Plan for this service area. The two indicators are the:

- asset renewal funding ratio (proposed renewal budget for the next 10 years / forecast renewal costs for next 10 years), and
- medium term forecast costs/proposed budget (over 10 years of the planning period).

Asset Renewal Funding Ratio

Asset Renewal Funding Ratio¹¹ 100.0%

The Asset Renewal Funding Ratio is an important indicator and illustrates that over the next 10 years we expect to have 100.0% of the funds required for the optimal renewal of assets.

The forecast renewal work along with the proposed renewal budget, and the cumulative shortfall, is illustrated in Appendix D.

Medium term – 10 year financial planning period

This AM Plan identifies the forecast operations, maintenance and renewal costs required to provide an agreed level of service to the community over a 10 year period. This provides input into 10 year financial and funding plans aimed at providing the required services in a sustainable manner.

This forecast work can be compared to the proposed budget over the first 10 years of the planning period to identify any funding shortfall.

The forecast operations, maintenance and renewal costs over the 10 year planning period is \$1,026,940 average per year.

The proposed (budget) operations, maintenance and renewal funding is \$946,300 on average per year giving a 10 year funding shortfall of \$80,640 per year. This indicates that 92.15% of the forecast costs needed to provide the services documented in this AM Plan are accommodated in the proposed budget. Note, these calculations exclude acquired assets.

- 7.1.2** Providing sustainable services from infrastructure requires the management of service levels, risks, forecast outlays and financing to achieve a financial indicator of approximately 1.0 for the first years of the AM Plan and ideally over the 10 year life of the Long-Term Financial Plan.

Forecast Costs (outlays) for the long-term financial plan

Table 7.1.3 shows the forecast costs (outlays) required for consideration in the 10 year long-term financial plan.

Providing services in a financially sustainable manner requires a balance between the forecast outlays required to deliver the agreed service levels with the planned budget allocations in the long-term financial plan.

Forecast costs are shown in 2022 dollar values.

Table 7.1.2: Forecast Costs (Outlays) for the Long-Term Financial Plan

¹¹ AIFMM, 2015, Version 1.0, Financial Sustainability Indicator 3, Sec 2.6, p 9.

| Year | Acquisition | Operation | Maintenance | Renewal | Disposal |
|------|-------------|-----------|-------------|---------|----------|
| 2023 | 100000 | 539000 | 185000 | 290000 | 0 |
| 2024 | 120000 | 539650 | 186300 | 75000 | 0 |
| 2025 | 120000 | 540400 | 187800 | 30000 | 0 |
| 2026 | 250000 | 541250 | 189500 | 300000 | 0 |
| 2027 | 250000 | 542650 | 192300 | 448000 | 0 |
| 2028 | 300000 | 544050 | 195100 | 548000 | 0 |
| 2029 | 420000 | 545700 | 198400 | 548000 | 0 |
| 2030 | 120000 | 547950 | 202900 | 303000 | 0 |
| 2031 | 120000 | 548700 | 204400 | 243000 | 0 |
| 2032 | 140000 | 549450 | 205900 | 98000 | 0 |

7.2 Funding Strategy

The proposed funding for assets is outlined in the Entity's budget and Long-Term financial plan.

The financial strategy of the entity determines how funding will be provided, whereas the AM Plan communicates how and when this will be spent, along with the service and risk consequences of various service alternatives.

The cost to deliver the service and undertake the renewals over the 10 year period is used as the lower bound limit to set a base price to charge customers. Council determines the final annual service fee following the annual review of the operations and maintenance and subsequent fair value of asset and the return on capital over and above the lower bound limit. The service is funded directly by the customer through the annual service fee.

Whilst the recommendation of this AMP is to increase the operations and maintenance expenditure to meet the service requirement, this does not necessarily directly change by the same magnitude to the customer. Any change to the base cost does reset the lower bound limit for recovery of costs. However, the customer price is set at the upper bound limit that also includes indirect costs/ overheads and a return on the cost of capital of the fair value of the asset base.

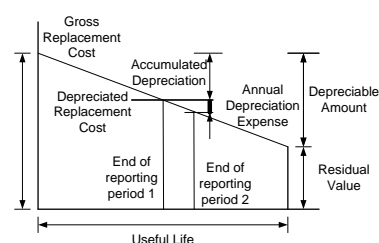
Council proposes to continue to fund its CWMS business on a full cost recovery model in line with the ESCOSA water pricing principles.

7.3 Valuation Forecasts

7.3.1 Asset valuations

The best available estimate of the value of assets included in this AM Plan are shown below. The assets are valued at Fair Value at replacement costs (2022) of existing service delivery;

| | |
|--|---------------|
| Replacement Cost (Current/Gross) | \$21,046,000 |
| Depreciable Amount | \$21,046,000 |
| Depreciated Replacement Cost ¹² | \$13,779,000 |
| Depreciation | \$410,200,000 |



7.3.2 Valuation forecast

Asset values are forecast to increase as additional assets are added from service.

¹² Also reported as Written Down Value, Carrying or Net Book Value.

Additional assets will generally add to the operations and maintenance needs in the longer term. Additional assets will also require additional costs due to future renewals. Any additional assets will also add to future depreciation forecasts.

7.4 Key Assumptions Made in Financial Forecasts

In compiling this AM Plan, it was necessary to make some assumptions. This section details the key assumptions made in the development of this AM plan and should provide readers with an understanding of the level of confidence in the data behind the financial forecasts.

Key assumptions made in this AM Plan are:

- Contract rates will increase by CPI over the term of the AMP
- No additional SA Water charges are included in the effluent disposal charge currently in place
- No changes to the regulatory environment that result in additional operational/ maintenance or capital
- Assumed that the passive (underground) assets are performing in a consistent and expected state based on the asset age.

7.5 Forecast Reliability and Confidence

The forecast costs, proposed budgets, and valuation projections in this AM Plan are based on the best available data. For effective asset and financial management, it is critical that the information is current and accurate. Data confidence is classified on a A - E level scale¹³ in accordance with Table 7.5.1.

Table 7.5.1: Data Confidence Grading System

| Confidence Grade | Description |
|------------------|--|
| A. Very High | Data based on sound records, procedures, investigations and analysis, documented properly and agreed as the best method of assessment. Dataset is complete and estimated to be accurate $\pm 2\%$ |
| B. High | Data based on sound records, procedures, investigations and analysis, documented properly but has minor shortcomings, for example some of the data is old, some documentation is missing and/or reliance is placed on unconfirmed reports or some extrapolation. Dataset is complete and estimated to be accurate $\pm 10\%$ |
| C. Medium | Data based on sound records, procedures, investigations and analysis which is incomplete or unsupported, or extrapolated from a limited sample for which grade A or B data are available. Dataset is substantially complete but up to 50% is extrapolated data and accuracy estimated $\pm 25\%$ |
| D. Low | Data is based on unconfirmed verbal reports and/or cursory inspections and analysis. Dataset may not be fully complete, and most data is estimated or extrapolated. Accuracy $\pm 40\%$ |
| E. Very Low | None or very little data held. |

The estimated confidence level for and reliability of data used in this AM Plan is shown in Table 7.5.2.

¹³ IPWEA, 2015, IIMM, Table 2.4.6, p 2|71.

Table 7.5.2: Data Confidence Assessment for Data used in AM Plan

| Data | Confidence Assessment | Comment |
|-----------------------|-----------------------|--|
| Demand drivers | High | |
| Growth projections | Very High | The townships that are services by the CWMS are in the watershed protection zone so there is well known limitations on growth to some in-fill. Council has determined not to expand the CWMS to other townships. |
| Acquisition forecast | High | CWMS system capacity well understood and modelled – currently deficiencies have been included in plan |
| Operation forecast | High | Long term contracts in place for defined services |
| Maintenance forecast | High | Regular inspections and routine and cyclic maintenance in place |
| Renewal forecast | | |
| - Asset values | Medium | 2017 valuation and subsequent indices increase annually. |
| - Asset useful lives | Medium | Survey of remaining useful life required to validate current useful life assumptions |
| - Condition modelling | Medium | Modelling a combination of asset register and operational input and validation. |
| Disposal forecast | High | |

The estimated confidence level for and reliability of data used in this AM Plan is considered to be High/ Medium Confidence Level.

8.0 PLAN IMPROVEMENT AND MONITORING

8.1 Status of Asset Management Practices

8.1.1 Accounting and financial data sources

This AM Plan utilises accounting and financial data. The source of the data is Finesse.

8.1.2 Asset management data sources

This AM Plan also utilises asset management data. The source of the data is Confirm Enterprise Asset Management System

8.2 Improvement Plan

It is important that an entity recognise areas of their AM Plan and planning process that require future improvements to ensure effective asset management and informed decision making. The improvement plan generated from this AM Plan is shown in Table 8.2.

Table 8.2: Improvement Plan

| Task | Task | Responsibility | Resources Required | Timeline |
|------|--|--------------------------|--|----------|
| 1 | Document asset maintenance plan for treatment and pump stations | CWMS Technical Officer | Existing internal and Council Contractor | 2022 |
| 2 | Revaluation of asset and condition audit of above ground active assets | Manager Strategic Assets | External Valuer | 2023 |
| 3 | CCTV inspection of select underground services to validate condition assumptions of gravity and pressure network | Manager Strategic Assets | External specialized inspection company | 2025 |
| 4 | Consider real time monitoring of effluent treatment via 'Trility software' | Manager Strategic Assets | Contractor Trility | 2022/23 |
| 5 | Consider CCTV at treatment plant to have live feed to assess and management of alarm notification. | Manager Strategic Assets | Contractor Trility | 2022/23 |
| 6 | Update compliance plan to align with feedback from ESCOSA annual reporting. | CWMS Technical Officer | Existing | 2022 |
| 7 | Review and update trade waste policy to ensure disposal compliance reduce impact on assets | CWMS Technical Officer | Existing | 2022/23 |
| 8 | CCTV inspection of select underground services to validate condition assumptions of gravity and pressure network | Manager Strategic Assets | External specialized inspection company | 2029 |
| 9 | | | | |
| 10 | | | | |

8.3 Monitoring and Review Procedures

This AM Plan will be reviewed during the annual budget planning process and revised to show any material changes in service levels, risks, forecast costs and proposed budgets as a result of budget decisions.

The AM Plan will be reviewed and updated annually to ensure it represents the current service level, asset values, forecast operations, maintenance, renewals, acquisition and asset disposal costs and planned budgets. These forecast costs and proposed budget are incorporated into the Long-Term Financial Plan or will be incorporated into the Long-Term Financial Plan once completed.

The AM Plan has a maximum life of 4 years and is due for complete revision and updating within 2 years of each Adelaide Hills Council election.

8.4 Performance Measures

The effectiveness of this AM Plan can be measured in the following ways:

- The degree to which the required forecast costs identified in this AM Plan are incorporated into the long-term financial plan,
- The degree to which the 1-5 year detailed works programs, budgets, business plans and corporate structures consider the 'global' works program trends provided by the AM Plan,
- The degree to which the existing and projected service levels and service consequences, risks and residual risks are incorporated into the Strategic Planning documents and associated plans,
- The Asset Renewal Funding Ratio achieving the Organisational target 90 – 110%.

9.0 REFERENCES

- IPWEA, 2006, 'International Infrastructure Management Manual', Institute of Public Works Engineering Australasia, Sydney, www.ipwea.org/IIMM
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- IPWEA, 2015, 2nd edn., 'Australian Infrastructure Financial Management Manual', Institute of Public Works Engineering Australasia, Sydney, www.ipwea.org/AIFMM.
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- IPWEA, 2018, Practice Note 12.1, 'Climate Change Impacts on the Useful Life of Assets', Institute of Public Works Engineering Australasia, Sydney
- IPWEA, 2012, Practice Note 6 Long-Term Financial Planning, Institute of Public Works Engineering Australasia, Sydney, <https://www.ipwea.org/publications/ipweabookshop/practicenotes/pn6>
- IPWEA, 2014, Practice Note 8 – Levels of Service & Community Engagement, Institute of Public Works Engineering Australasia, Sydney, <https://www.ipwea.org/publications/ipweabookshop/practicenotes/pn8>
- ISO, 2014, ISO 55000:2014, Overview, principles and terminology
- ISO, 2018, ISO 31000:2018, Risk management – Guidelines
- Strategic Plan 2020 – 2024,
- Annual Plan and Budget 2021_22.

10.0 APPENDICES

Appendix A Acquisition Forecast

A.1 – Acquisition Forecast Assumptions and Source

The acquisition relates to increase capacity of the old network that has since its initial construction has in sections reached capacity due to greater density of housing across the townships. The outer years reflect on-going investment to reduce the potential impact associated with power and pump failures and the risk of discharge to the environment.

A.2 – Acquisition Project Summary

The project titles included in the lifecycle forecast are included here.

| Year | Project | \$ Estimate |
|------|--|-------------|
| 2023 | Church Street Backup | 100000 |
| 2024 | Capacity Backup - Birdwood | 120000 |
| 2025 | Backup Power Charleston and Felix Street | 120000 |
| 2026 | Lange Crs to Church Street Pump Station | 250000 |
| 2027 | Stage 2 Birdwood gravity Main | 250000 |
| 2028 | Stage 1 jacaranda to Pump Station 1 | 300000 |
| 2029 | Stage 2 jacaranda to Pump Station 1 | 300000 |
| 2029 | Capacity and Backup | 120000 |
| 2030 | Capacity and Backup | 120000 |
| 2031 | Capacity and Backup | 120000 |
| 2032 | Capacity and Backup | 120000 |
| 2032 | Minor Dev | 20000 |

A.3 – Acquisition Forecast Summary

Table A3 - Acquisition Forecast Summary

| Year | Constructed | Donated | Growth |
|------|-------------|---------|--------|
| 2023 | 100000 | 30000 | 0 |
| 2024 | 120000 | 30000 | 0 |
| 2025 | 120000 | 50000 | 0 |
| 2026 | 250000 | 30000 | 0 |
| 2027 | 250000 | 30000 | 0 |
| 2028 | 300000 | 30000 | 0 |
| 2029 | 420000 | 30000 | 0 |
| 2030 | 120000 | 30000 | 0 |
| 2031 | 120000 | 30000 | 0 |
| 2032 | 140000 | 30000 | 0 |

Appendix B Operation Forecast

B.1 – Operation Forecast Assumptions and Source

There is an assumption that as the number of allotment increase additional operational costs will apply – this includes additional pump outs, costs to SA Water for treatment and similar direct costs associated with each new customer.

B.2 – Operation Forecast Summary

Table B2 - Operation Forecast Summary

| Year | Operation Forecast | Additional Operation Forecast | Total Operation Forecast |
|------|--------------------|-------------------------------|--------------------------|
| 2023 | 465000 | 650 | 539000 |
| 2024 | 465000 | 750 | 539650 |
| 2025 | 465000 | 850 | 540400 |
| 2026 | 465000 | 1400 | 541250 |
| 2027 | 465000 | 1400 | 542650 |
| 2028 | 465000 | 1650 | 544050 |
| 2029 | 465000 | 2250 | 545700 |
| 2030 | 465000 | 750 | 547950 |
| 2031 | 465000 | 750 | 548700 |
| 2032 | 465000 | 750 | 549450 |

Appendix C Maintenance Forecast

C.1 – Maintenance Forecast Assumptions and Source

As the amount of customers increase it is considered that some additional maintenance will be required as the active components of the system such as pumps are working more to deal with the additional inflow and treatment.

C.2 – Maintenance Forecast Summary

Table C2 - Maintenance Forecast Summary

| Year | Maintenance Forecast | Additional Maintenance Forecast | Total Maintenance Forecast |
|------|----------------------|---------------------------------|----------------------------|
| 2023 | 185000 | 1300 | 185000 |
| 2024 | 185000 | 1500 | 186300 |
| 2025 | 185000 | 1700 | 187800 |
| 2026 | 185000 | 2800 | 189500 |
| 2027 | 185000 | 2800 | 192300 |
| 2028 | 185000 | 3300 | 195100 |
| 2029 | 185000 | 4500 | 198400 |
| 2030 | 185000 | 1500 | 202900 |
| 2031 | 185000 | 1500 | 204400 |
| 2032 | 185000 | 1500 | 205900 |

Appendix D Renewal Forecast Summary

D.1 – Renewal Forecast Assumptions and Source

The renewal plan is a combination of the most recent condition valuation audit of 2017 that is the basis for the asset register and then the operational knowledge of the internal civil service team that have managed the pump stations and also advice on current condition of assets from the treatment facilities contractor.

D.2 – Renewal Project Summary

The project titles included in the lifecycle forecast are included here.

| Year | Project | \$ Estimate |
|------|--|-------------|
| 2023 | Control cabinets | 100000 |
| 2023 | Pump Renewals | 60000 |
| 2023 | Lagoon Fencing | 80000 |
| 2023 | Kersbrook Pond Rehabilitation | 50000 |
| 2024 | Pump Renewal | 40000 |
| 2024 | Control Cabinet (SCADA) | 35000 |
| 2025 | Pump Renewal | 30000 |
| 2026 | Includes Birdwood Stage 1 Gravity | 300000 |
| 2027 | Includes Stage 2 Gravity Main Birdwood | 448000 |
| 2028 | General Renewal including Pumps | 98000 |
| 2028 | Woodside Gravity Main Stage 1 | 450000 |
| 2029 | Woodside Gravity Main Stage 2 | 450000 |
| 2029 | General Renewal including Pumps | 98000 |
| 2030 | Includes liner primary pond Birdwood | 303000 |
| 2031 | includes secondary lagoon Birdwood | 243000 |
| 2032 | General Renewal including Pumps | 98000 |

D.3 – Renewal Forecast Summary

Table D3 - Renewal Forecast Summary

| Year | Renewal Forecast | Renewal Budget |
|------|------------------|----------------|
| 2023 | 290000 | 290000 |
| 2024 | 75000 | 525000 |
| 2025 | 30000 | 560000 |
| 2026 | 300000 | 300000 |
| 2027 | 448000 | 448000 |
| 2028 | 548000 | 98000 |
| 2029 | 548000 | 98000 |
| 2030 | 303000 | 303000 |
| 2031 | 243000 | 243000 |
| 2032 | 98000 | 98000 |
| | | |

Appendix E Disposal Summary

Table E3 – Disposal Activity Summary

| Year | Disposal Forecast | Disposal Budget |
|------|-------------------|-----------------|
| 2023 | 0 | 0 |
| 2024 | 0 | 0 |
| 2025 | 0 | 0 |
| 2026 | 0 | 0 |
| 2027 | 0 | 0 |
| 2028 | 0 | 0 |
| 2029 | 0 | 0 |
| 2030 | 0 | 0 |
| 2031 | 0 | 0 |
| 2032 | 0 | 0 |

Appendix F Budget Summary by Lifecycle Activity

Table F1 – Budget Summary by Lifecycle Activity

| Year | Acquisition | Operation | Maintenance | Renewal | Disposal | Total |
|------|-------------|-----------|-------------|---------|----------|---------|
| 2023 | 100000 | 465000 | 185000 | 290000 | 0 | 1040000 |
| 2024 | 300000 | 465000 | 185000 | 525000 | 0 | 1475000 |
| 2025 | 300000 | 465000 | 185000 | 560000 | 0 | 1510000 |
| 2026 | 250000 | 465000 | 185000 | 300000 | 0 | 1200000 |
| 2027 | 120000 | 465000 | 185000 | 448000 | 0 | 1218000 |
| 2028 | 113000 | 465000 | 185000 | 98000 | 0 | 861000 |
| 2029 | 116000 | 465000 | 185000 | 98000 | 0 | 864000 |
| 2030 | 119000 | 465000 | 185000 | 303000 | 0 | 1072000 |
| 2031 | 122000 | 465000 | 185000 | 243000 | 0 | 1015000 |
| 2032 | 125000 | 465000 | 185000 | 98000 | 0 | 873000 |

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 14 March 2023
AGENDA BUSINESS ITEM**

Item: 12.2

Responsible Officer: Chris Janssan
Manager Open Space
Infrastructure & Operations

Subject: Native Vegetation Heritage Agreements

For: Decision

SUMMARY

This report summarises the current status of the previous batch of 11 Native Vegetation Heritage Agreements (herein after referred to simply as Heritage Agreements) from the 28 August 2018 Council Resolution, and seeks Council's approval to investigate entering a further 25 AHC properties of biodiversity value into Heritage Agreements where feasible and eligible, to protect them and leverage external funding for their ongoing conservation. Placing these sites under Heritage Agreements enables Council to protect progress made on sites already being managed for conservation purposes, and assists in leveraging external State, Federal and Non-Government Organisation (NGO) funding to resource on ground works.

RECOMMENDATION

Council resolves:

1. That the report be received and noted.
2. That the Chief Executive Officer further investigate and where feasible and eligible, be authorised to enter:
 - a. Bridgewater Recreation Reserve, Cave Reserve, Bridle Path & Walking trails at Cave Ave, Ayr Street, Anzac Ridge Road, Bridgewater
 - b. RAA Tower Reserve at 21 Hillcrest Avenue Crafers West
 - c. Heron Reserve at 21 Onkaparinga Rd, Bridgewater
 - d. Charleston Waste Facility (Mt Charles) at Harrison Road, Charleston
 - e. The Deanery, Old Mount Barker Rd, Bridgewater
 - f. Grasby Reserve at Pye Road, Balhannah
 - g. Halliday Reserve at Wright Rd, Stirling
 - h. Rudall Reserve at 7-9 Rudall Ave, Crafers
 - i. Smith Rd/Stone Quarry Reserve at South Para Rd, Kersbrook
 - j. Hampton Reserve at Hampton Rd, Mylor
 - k. Cooper's Reserve at Silver Lake Rd, Mylor
 - l. Gurr Rd Reserve parcel at Gurr Rd North, Bradbury

- m. **Heathfield/Longwood Reserve, Corner of Heathfield & Longwood Rd, Heathfield**
- n. **Aldgate Tennis Courts at 180 Mt Barker Rd, Aldgate**
- o. **Chapman Water Reserve at Chapman Road, Inglewood**
- p. **Aldgate Valley Wildlife Corridor, aka “Bandicoot Lane” Stock Road to Stevens Rd, Mylor**
- q. **Silver Rd Reserve at 34 Silver Rd Bridgewater**
- r. **Pitt Road Reserve at Pitt Rd, Paracombe**
- s. **Head Rd Reserve at Head Road North, Houghton**
- t. **Fernwood Reserve at Fernwood Way, Upper Sturt**
- u. **Pound reserve, Marble Hill and Pound Rd, Ashton**
- v. **Mt Bold Cutting, Mount Bold Road Cut, Dorset Vale**
- w. **Stirling cemetery, Strathalbyn Rd, Aldgate**
- x. **Aldgate Valley Reserve 96 Aldgate Valley Rd, Aldgate**
- y. **Windmill Reserve, 151 Norton Summit Rd, Woodforde**

being of significant or high potential biodiversity value, into Heritage Agreements.

- 3. That the Heritage Agreement applications seek to apply to those portions of the abovementioned reserves which are of significant or high potential biodiversity value, while retaining any existing dog access and established recreational use arrangements in place for each of those reserves.**

1. BACKGROUND

During consultation for the AHC Biodiversity Strategy in 2013, stakeholders raised desire to have more security and protection for areas of high biodiversity value containing species of conservation significance. A key priority action in the Biodiversity Strategy was to: “Liaise with Department for Environment and Water (DEW) to identify areas of high conservation value for consideration of entering into Heritage Agreements”.

Accordingly, a Biodiversity Officer worked with the District Ecologist for DEW at the time to identify potential sites that would be ideal for entering into Heritage Agreements, with the intention to use the protection status to leverage State or Federal Grant Funding for further biodiversity works.

A list of suitable sites were presented to the Biodiversity Advisory Group for advice, and 11 high priority sites were shortlisted and presented to Council on Tuesday 28 August, 2018 where Council recommended to proceed with entering them into Heritage Agreement.

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 28 AUGUST 2018
63 MT BARKER ROAD STIRLING**

12.5 Proposal to enter 11 AHC Reserves into Heritage Agreements 2018

Moved Cr John Kemp
S/- Cr Lynton Vonow

200/18

1. That the report be received and noted.
2. That the Biodiversity Officer be authorised to enter:
 - a. Doris Coulls Reserve, 152 Old Mt Barker Road, Aldgate
 - b. Heathfield Waste Facility, 32 Scott Creed Road, Heathfield
 - c. Kiley Reserve, 15 Kiley Road, Aldgate
 - d. Shanks Reserve, 1 Shanks Road, Aldgate
 - e. Stock Reserve, Stock Road, Mylor
 - f. Leslie Creek Reserve, Leslie Creek Road, Mylor
 - g. Mi Mi Reserve, 125 Aldgate Valley Road, Mylor
 - h. Aldgate Valley 2 Reserve, 114 Aldgate Valley Road, Mylor
 - i. Kyle Road Nature Reserve, Kyle Road, Mylor
 - j. Carey Gully Water Reserve, Deviation Road, Carey Gully
 - k. Heathfield Stone Reserve, 215 Longwood Road, Heathfield

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.

| |
|----------------------------|
| Carried Unanimously |
|----------------------------|

All of these sites are currently either under Heritage Agreement, or conditionally approved with some administrative requirements, as reported monthly in the Council Action Tracker, and detailed in **Attachment 1 – Heritage Agreement Summary, 2023**.

This report also seeks permission to enter a further 25 sites into Heritage Agreements if found feasible and eligible after further investigation. These sites were identified in the same process described above and are detailed in **Attachment 2 – Heritage Agreement Proposals, 2023**. The applications would be phased over the next 5 years in order to be accommodated within existing resources.

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

| | |
|---------------|---|
| Goal 4 | A valued Natural Environment |
| Objective N1 | Conserve and enhance the regional natural landscape character and amenity values of our region |
| Priority N1.2 | Manage reserves and open space to support the community, whilst balancing biodiversity conservation, resource use and environmental impacts |
| Objective N2 | Recognise the benefits of ecosystem services and improve environmental resilience by reducing environmental impacts |
| Priority N2.1 | Monitor and manage areas of high biodiversity or habitat value on Council reserves and Native Vegetation Marker Scheme (NVMS) sites using best practice methodologies |

Biodiversity Strategy 2019 – 2024

| | |
|----------|--|
| Goal 1 | Protect and maintain areas of high biodiversity or habitat value |
| Strategy | External formal and permanent protection |
| Action | Seek Heritage Agreement status over high value Council Reserves |
| Strategy | Increase protected area network |
| Action | Investigate opportunities to increase protected areas within the council reserve network |

➤ Legal Implications

A Heritage Agreement is a conservation agreement established between a landholder and the Minister for Climate, Environment and Water under section 23(5) of the *Native Vegetation Act 1991*. Agreements are ongoing or perpetual and are binding on future landholders, so that even if the property is sold in the future, the conservation status of the land under agreement will continue. By entering into a Heritage Agreement, the land will be protected in perpetuity so that biodiversity works and value is secure forever. Native plants and animals in the specified area must be protected from the time the agreement is made.

It should be noted that Heritage Agreements, while entered onto the title of the land, only apply to the part of the land parcel(s) specified in the agreement. Thus, existing landscapes and land uses on those parcels but outside of the areas specifically designated as being under Heritage Agreements are not affected. In practice, this allows for areas of the sites to remain available to use for sport, recreation, dog access, etc.

➤ Risk Management Implications

Four key threatening processes for threatened species identified by the Australian Government are:

- Loss and degradation of native plant and animal habitat by invasion of escaped garden plants, including aquatic plants
- Land clearance
- Loss of climatic habitat caused by anthropogenic emissions of greenhouse gases (climate change)
- Dieback caused by the root-rot fungus (*Phytophthora cinnamomi*)

Entering the properties presented in this report into Heritage Agreements would leverage access to Federal, State and Non-government Organisation (NGO) funding to assist in mitigating the risk of:

Failure to meet the public expectation that Adelaide Hills Council strives to protect species of conservation significance by taking steps to address key threatening processes.

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

This is the continuation of an existing program to identify areas of high conservation value eligible for entering into Heritage Agreements to protect conservation values.

➤ **Financial and Resource Implications**

There is a minimal cost for preparing Heritage Agreement reports, which can be accommodated within existing budgets, but there is no cost for applying for a Heritage Agreement. Once an Agreement is in place there is an expectation that Council continues to invest in conservation activities on the site. As Council already commits an annual spend to these sites, there would be no further implications to existing operational budgets.

Council Biodiversity Officers have already been applying for Heritage Agreement Grants, and in 2021/22 secured \$10,000 for Woorabinda, \$10,000 for Mylor, \$4,635 for Kersbrook Conservation Reserve, \$3,000 for Bradwood Reserve and \$5,000 for Lenswood Centennial Park, totalling \$32,635 in Heritage Agreement Grants matching Council expenditure and doubling the amount of contracted works possible on these sites.

The gains made with this extra funding are reflected in the BushRAT monitoring program, where the vegetation condition and unit biodiversity scores have risen instead of slowly declining or 'holding steady' with Council resources alone. The investigations and applications would be phased over the next 5 year period so as to be accommodated within existing staff workloads and budgets.

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

As a Heritage Agreement may have some practical effect on the current land uses, there may be a need to consult with various key stakeholders affiliated with each of the parcels (volunteer groups, State Government or NGOs) following Council resolution to define the area placed under Agreement.

➤ **Sustainability Implications**

Council's biodiversity program maintains and monitors a number of sites of conservation value. Volunteer activity and presence at some of these sites identifies and protects species and habitats of conservation significance, as well as monitoring and management of declared weed species. Strengthening this program by entering the properties into Heritage Agreements will protect the investments made by Council and volunteers to date, and will help leverage further State, Federal and NGO funding to help mitigate key threatening processes.

Extra resourcing will improve the efficacy of the programs and increase the rate of improvement so that these sites may continue to provide ecosystem services and climate resilience that benefits greater Adelaide. Trees drop temperatures by up to 8°C, reducing air conditioner use and carbon emissions by an estimated 12-15% per annum, healthy soils and forests trap and sequester carbon, and healthy ecosystems provide services such as pollination, air and water filtration, ecotourism, and community wellbeing.

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

Consultation undertaken during for the *Biodiversity Strategy 2019 – 2024* indicated that more the Heritage Agreement program be continued and more sites of conservation value be added. Preliminary consultation with personnel from Property department and the Native Vegetation Council has been undergone, but will continue over the next 5 years.

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> | Native Vegetation Council, Bush For Life |
| <i>Community:</i> | During Biodiversity Strategy Consultation |

As has been noted elsewhere in this report, there may be more detailed and targeted stakeholder engagement in respect to specific sites should Council determine to proceed as recommended. The Administration considered that it was appropriate to seek a Council resolution at this point so as to ensure resources were not wasted in undertaking further work on this matter if Council was not of a mind to seek Heritage Agreements.

➤ **Additional Analysis**

A Heritage Agreement is a covenant on the title whereby an agreement is made between the landholder (Adelaide Hills Council) and the Minister for Sustainability, Environment and Conservation. The contract specifies that indigenous flora and fauna are protected on the land title following endorsement. The agreement is transferable and binding with subsequent landholders. The Heritage Agreement Scheme process is administered by Department for Environment and Water (DEW).

Implications of a Heritage Agreement:

- Provides perpetual protection to a Council asset for the purposes of conservation.
- Improves opportunity to support funding through relevant environmental grants.
- Consolidates ongoing access to technical advice through DEW.
- Requires the approval of the Minister for Climate, Environment and Water (The Minister) in relation to activity which would cause damage (clearance) or change (revegetation) to the native flora and fauna. Note: permits must be sought for native vegetation clearance in most circumstances on any land, even if not under Heritage Agreement.
- May restrict public access in specific areas, e.g. to prevent trampling of threatened species. Note: this is not envisaged for the majority of the proposed sites.
- The covenant remains on the land title when and if sold.

- The responsibility of maintaining the Heritage Agreement conditions and abide by the respective legislation rests with the land owner.
- Provides perpetual protection to species of conservation significance – that is threatened species under the *National Parks and Wildlife Act 1991*, and the *Environmental Protection and Biodiversity Conservation Act 1995*.

The process requires application then assessment through aerial photography review and biological/ecological site survey. On The Minister's approval the Heritage Agreement is completed in consultation with Council and a registered plan is prepared with the Heritage Agreement registered on the title.

Despite development and other key threatening processes and activities occurring around them, these sites have retained their biodiversity value, offering important, valuable habitat expansion and connectivity, often providing refugia or 'stepping stones' across the landscape to enable species persistence and movement across the region. Protection of the sites presented in this report protects declining and threatened species which are currently at risk.

Currently Council already has 19 Heritage Agreements with another 4 provisionally agreed but awaiting finalisation (see **Appendix 1 – Heritage Agreement Summary, 2023**).

These sites contain remnant significant vegetation set aside for conservation, amongst areas of passive recreation. This provides an opportunity for the public to enjoy informal activity (i.e. picnics, barbeques and walking) with exposure and appreciation of the surrounding natural areas. Visitor facilities will be maintained at sites already under Heritage Agreement (i.e. interpretive signage, walking trails).

A recent study, undertaken by the State Government in collaboration with the University of Adelaide used real visitor data and contemporary economic analyses to determine the economic value of South Australia's parks and reserves. The study reveals that the parks assessed provided economic benefits far more than the cost of maintaining and operating them. For every \$1 spent on management dollar a \$10 benefit is realised in the economy, through spending on accommodation, transport, tours, food and beverage purchases.

<https://data.environment.sa.gov.au/Content/Publications/Economic-value-of-SAs-Parks-Summary-Report.pdf>

3. OPTIONS

Council has the following options:

- I. That the report be received and the Chief Executive Officer, or delegate, be authorised to enter the 25 AHC properties of high biodiversity value or potential detailed in this report into Heritage Agreements if determined feasible after detailed investigation. (Recommended)
- II. That the report be received and the the Chief Executive officer, or delegate, be authorised to enter only some of the AHC properties of high biodiversity value detailed in this report into Heritage Agreements determined feasible after detailed investigation.
- III. That the report be received and the the Council does not seek to enter any of the detailed AHC properties of high biodiversity value into Heritage Agreements. (Not Recommended)

4. APPENDICES

- (1) Heritage Agreement Summary 2023
- (2) Heritage Agreement Proposals 2023

Appendix 1

Heritage Agreement Summary 2023

Heritage Agreements Summary 2023


| | Site Name | ID | Ass # | Address | Council Report | Approved | Heritage Report | Application lodged | HA | Area | Mgt Pln | Notes |
|----|--------------------------------|--|-------------------------|---------|----------------|----------|--------------------|--------------------|-----------------------|-------|---------|---|
| 1 | Lobethal Bushland Park | CT 1734/78 Volume J/107 CT5733/771 | 17866 17864 17865 | | ? 27/9/16 | ? Yes | ? Yes | ? 24/5/18 | HA 88 1986 2018 | 110 | | HERITAGE AGREEMENT Reason for HA – Pterostylis cucullata Expanded to include parcel other side of Reservoir road. |
| 2 | Camp Gooden | CT 5794/604 & 605 | 18790 | | ? | ? | ? | ? | HA 1232 31/8/01 | | 2014 | HERITAGE AGREEMENT Reason for listing – Osborne's eyebright |
| 3 | Mylor Parklands | CT6143/903 CR 5753/711 | 10986 10936 | | 27/9/16 | Yes | Yes | 27/11/18 | HA1624 9/10/19 | 24 | 2014 | HERITAGE AGREEMENT SITE MAP signed by Andrew Aitkin and sent back 9/4/2019 TRIM ref: OC18/17474 MoA signed and sent back 9/10/2019 |
| 4 | Bradwood Park | CT 5960/38 | 10111 | | ? | ? | ? | ? | HA 1266 28/2/02 | 4.9 | | HERITAGE AGREEMENT SITE |
| 5 | Lenswood Recreation Reserve | CT 5639/534 | | | ? | ? | ? | ? | HA 510 8/1/91 | 17.46 | | HERITAGE AGREEMENT Reason for HA – Pterostylis cucullata |
| 6 | Woorabinda Reserve | CT 5292/381 | 11403 | | 7/12/16 | Yes | Yes | 7/12/17 | HA 1595 | 34 | 2012 | HERITAGE AGREEMENT IC16/16517 Dog access permitted |
| 7 | Stirling Park | CT 5315/98 | 11443 | | 7/12/16 | Yes | Yes | 7/12/17 | HA 1595 | | 2012 | HERITAGE AGREEMENT IC16/16517 Dog access permitted |
| 8 | Madurta Reserve | CT 5902/219 | 12770 | | 7/12/16 | Yes | Yes | 7/12/17 | HA 1595 | | 2012 | HERITAGE AGREEMENT IC16/16517 Dog access permitted |
| 9 | Hender Reserve | CR 5753/715 | 9038 | | 7/12/16 | Yes | Yes | 2/2/18 | 1595 | | 2012 | HERITAGE AGREEMENT IC16/16517 Dog access permitted |
| 10 | Kersbrook Conservation Reserve | CR 6153/755 | | | 28/8/12 | Yes | No (not needed) | 6/3/18 | 1604 | 4.9 | | HERITAGE AGREEMENT OC12/1771 <i>Caladenia rigida</i> - recorded. |

| | Site Name | ID | Ass # | Address | Council Report | Approved | Heritage Report | Application lodged | HA | Area | Mgt Pln | Notes |
|----|---|-------------------------|--------------|----------------------------------|----------------|----------|-----------------|--------------------|---------|------|---------|--|
| 11 | Yanagin Reserve | CT5636/762 | 1262 | | 27/9/16 | Yes | Yes | 24/5/18 | 1593 | 9.9 | 2004 | HERITAGE AGREEMENT SITE |
| 12 | Red Hill Rd, Bradbury | CT 5772/77 | 10042 | | 27/9/16 | Yes | Yes | 24/5/18 | 1594 | 2.6 | N | HERITAGE AGREEMENT SITE |
| 13 | Doris Coulls Doris 1 160 Old Mt Barker Rd | CT5740/781 CT1912/64 | 8960 8961 | 152 Old Mount Barker Rd, Aldgate | 28/8/18 | Yes | Yes | 13/11/18 | 1610 | 1.69 | N | HERITAGE AGREEMENT SITE MAP signed and sent back 9/4/2019 TRIM ref: OC18/16631 |
| 14 | Heathfield Waste Facility | CT 5487/174 | 15440 | 32 Scott Creek Road, Heathfield | 28/8/18 | Yes | Yes | 13/11/18 | 1625 | 17.3 | 2020 | HERITAGE AGREEMENT SITE MAP signed and sent back 9/4/2019 TRIM ref: OC18/16631 MoA signed and sent back 9/10/2019 |
| 15 | Kiley | CT 2967/162 | 10578 | 16 Kiley Rd, Aldgate | 28/8/18 | Yes | Yes | 13/11/18 | 1611 | 0.54 | N | HERITAGE AGREEMENT SITE SBB Parcel MoA signed and sent back 9/4/2019 TRIM ref: OC18/16631 |
| 16 | Shanks Reserve | CT 5408/772 | 10349 | 1 Shanks Rd, Aldgate | 28/8/18 | Yes | Yes | 13/11/18 | 1615 | 0.43 | N | HERITAGE AGREEMENT SITE MAP signed and sent back 9/4/2019 TRIM ref: OC18/16631 HA Sign received |
| 17 | Kyle Road Nature Reserve, Reserve 3 | CT 5285/810 | 10547 | Kyle Rd, Mylor | 28/8/18 | Yes | Yes | 13/11/18 | 1613 | 0.39 | N | HERITAGE AGREEMENT SITE MAP signed and sent back 9/4/2019 TRIM ref: OC18/16631 HA Sign received |
| 18 | Reserve 28 Aldgate Valley Reserve 2 | CR 5430/572 | 10549 | 114 Aldgate Valley Rd, Mylor | 28/8/18 | Yes | Yes | 27/11/18 | HA 1616 | 1.29 | N | HERITAGE AGREEMENT SITE MAP signed and sent back 9/4/2019 TRIM ref: OC18/17474 HA Sign received |
| 19 | Reserve 24 (Leslie) | CR | 10481 | Leslie | 28/8/18 | Yes | Yes | 27/11/18 | HA 1614 | 1.5 | N | HERITAGE AGREEMENT SITE |

| | Site Name | ID | Ass # | Address | Council Report | Approved | Heritage Report | Application lodged | HA | Area | Mgt Pln | Notes |
|----|---------------------------------|--|-------|------------------------------|----------------|----------|-----------------|------------------------|---------|-------|---------|---|
| | Creek Rd) | 5753/724 | | Creek Rd, Mylor | | | | | | | | MAP signed and sent back 9/4/2019 TRIM ref: OC18/17474 HA Sign received |
| 20 | Heathfield Conservation Reserve | CR 5753/723 | 10317 | 215 Longwood Rd, Heathfield | 28/8/18 | Yes | BushRAT | 30/05/2022 R0001171524 | HA 1654 | 10.59 | | MoA signed - DEW HA FILE NO: 2022/1023. AHC have not yet received countersigned Agreement. Biodiversity Officer seeks updates from the HA Officer monthly. |
| 21 | Reserve 26 "Stock Rd 1" | R572 A ¹ and B ¹ . | 10533 | Stock Rd, Mylor | 28/8/18 | Yes | BushRAT | 18/03/2022 | TBC | 1.76 | | Conditionally approved. Application lodged to allocate CT as per HA Officer instructions. While previously Lands Titles Office would accept a GRO plan over lands without CT, this is no longer the case. Application for a CT has been lodged, but Office of Surveyor-General refuses to accept any payment other than cheque for CT application. AHC have organised a bank cheque to collect 2/3/23 and subsequently mailed in. Biodiversity Officer seeks updates from the HA Officer monthly. |
| 22 | Mi Mi Reserve | CR 5772/76 | 10318 | 125 Aldgate Valley Rd, Mylor | 28/8/18 | Yes | BushRAT (2018) | 9/5/2022 (R0001172542) | TBC | 1.53 | No | General Registry Office (GRO) plan lodged to excise encroachment from HA Area. Has been signed and submitted by AHC, awaiting final HA document from NVC. Recently advised we may need |

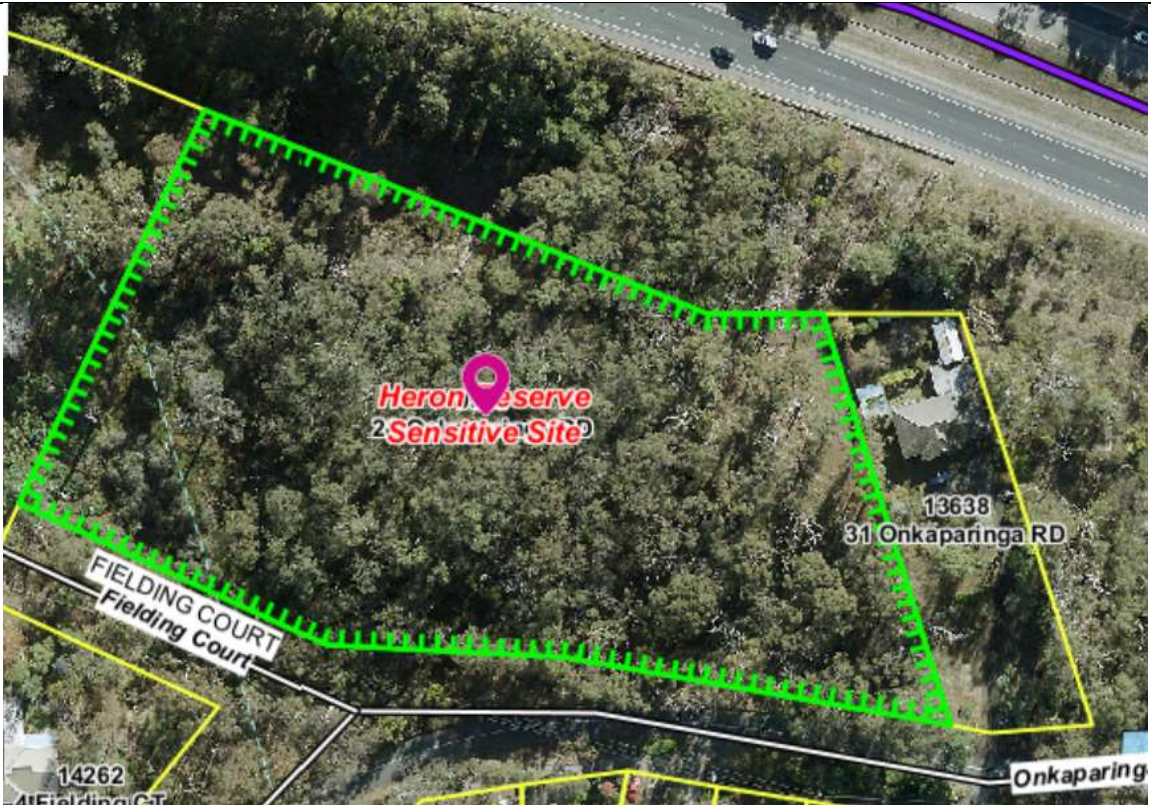

Appendix 2


Heritage Agreement Proposals 2023

| Name | Location | ha | CT/CR | Reason | BDO comments | Maps |
|---|---|------|--|---|---|---|
| <p>Bridgewater Recreation Reserve</p> <p>Cave Reserve</p> <p>Bridle Path & Walking trails</p> | Cave Ave, Ayr Street, Anzac Ridge road, Bridgewater | 8.68 | <p>CT:5505/498</p> <p>CR:5752/185</p> <p>CT:5519/632</p> | <p>Unit Biodiversity Score 37 - 75</p> <p>Vegetation Communities:</p> <ul style="list-style-type: none"> <i>Eucalyptus obliqua</i> (Messmate Stringybark) Woodland over a dense sclerophyll shrub understorey. <i>Eucalyptus obliqua</i> (Messmate Stringybark) Open Woodland. <i>Eucalyptus dalrympleana</i> ssp. <i>dalrympleana</i> (Candlebark), <i>Eucalyptus viminalis</i> ssp. <i>cygnetensis</i> (Rough-bark Manna Gum), <i>Eucalyptus viminalis</i> ssp. <i>viminalis</i> (Manna Gum), <i>Eucalyptus obliqua</i> (Messmate Stringybark) and weedy <i>Salix</i> sp. (Willow) Woodland. <i>Salix</i> sp. (Willow) Woodland. Swamps. <i>Eucalyptus obliqua</i> (Messmate Stringybark) Woodland <i>Eucalyptus obliqua</i> Woodland <i>Eucalyptus obliqua</i> <i>Eucalyptus viminalis</i> ssp. <i>viminalis</i> Open woodland <i>Eucalyptus baxteri</i>, <i>Eucalyptus fasciculosa</i> +/- <i>E. obliqua</i> Woodland <i>Eucalyptus obliqua</i>, <i>E. baxteri</i> Woodland <p>Flora of significance</p> <ul style="list-style-type: none"> <i>Eucalyptus viminalis</i> ssp. <i>Viminalis</i> <i>Leionema hillebrandii</i> <i>Thelymitra ixioides</i> <i>Acacia gunnii</i> <i>Eucalyptus dalrympleana</i> ssp. <i>dalrympleana</i> <i>Eucalyptus fasciculosa</i> <i>Thelymitra ixioides</i> <i>Stellaria palustris</i> var. <i>tenella</i> <i>Viminaria juncea</i> (planted) <p>Suitable habitat for:</p> <ul style="list-style-type: none"> <i>Isoodon obesulus</i> <i>Trichosurus vulpecula</i> <i>Antechinus flavipes</i> <i>Petroica multicolor</i> <i>Chrysococcyx lucidus</i> <i>Cormobates leucophaeus</i> <i>Pardalotus punctatus</i> <i>Strepera versicolor</i> | <p>Bush For Life sites in one section, spring fed bogs, AHC currently investing a lot on this site (\$15K weed removal – woodies and Salix) with many parties interested in collaborating.</p> <p>Grant project currently underway with Bridgewater Friends of Cox Creek “Riparian Restoration of Cox Creek, Bridgewater Recreation Reserve”</p> <p>Has trail through it, Pioneer Women’s trail and previously Heysen Trail, but too degraded now for latter – has been rerouted to main street. Council has applied for grants to upgrade, but unsuccessful so far.</p> <p>Property advises Bridle Path has some issues with boundaries with Ayr St parcel which will need resolving, so this investigation would be deferred to later in the 5 year period.</p> |  |

| | | | | | |
|-------------------|-------------------------------------|-----|------------|---|--|
| RAA Tower Reserve | 21 Hillcrest Avenue Crafers West | 1.7 | CR5753/709 | Unit Biodiversity Score 67-81 Veg communities: <ul style="list-style-type: none"> • <i>Eucalyptus obliqua</i> ± <i>Eucalyptus viminalis viminalis</i> low open forest • <i>Eucalyptus obliqua</i> forest • <i>Eucalyptus obliqua</i> ± <i>Eucalyptus viminalis viminalis</i>, <i>Eucalyptus dalrympleana</i> woodland Flora of significance: <ul style="list-style-type: none"> • <i>Eucalyptus dalrympleana</i> ssp. <i>dalrympleana</i> • <i>Eucalyptus viminalis</i> ssp. <i>viminalis</i> Suitable Habitat for: <ul style="list-style-type: none"> • <i>Zoothera lunulata</i> • <i>Calyptorhynchus funereus</i> • <i>Petroica multicolor campbelli</i> • <i>Trichosurus vulpecula</i> | Part of DEW’s burning on private lands program. Woodland Bird monitoring undertaken annually. |
|-------------------|-------------------------------------|-----|------------|---|--|

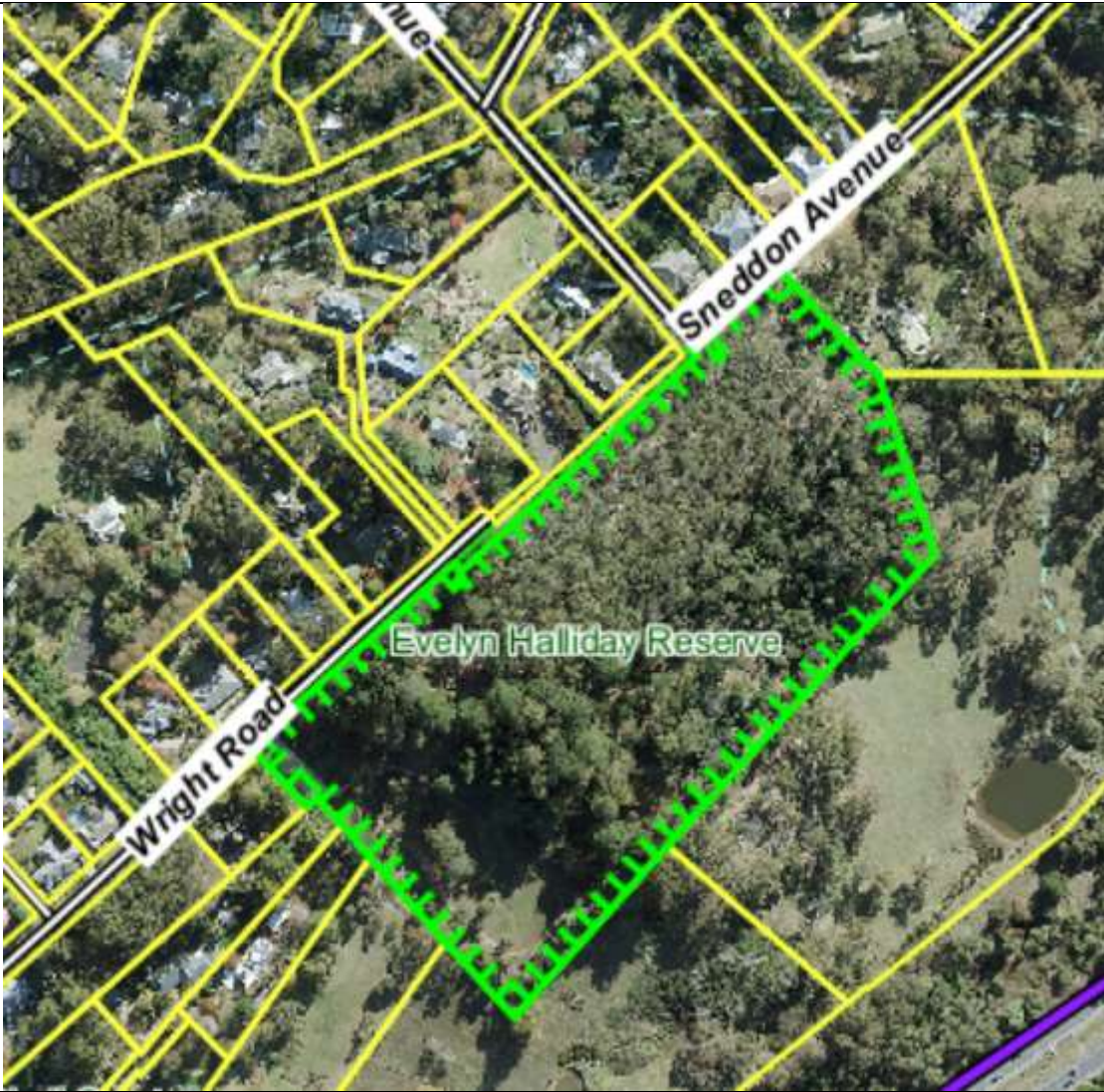



| | | | | | | |
|--|--------------------------------|-------|------------|---|---|---|
| Heron Reserve | 21 Onkaparinga Rd, Bridgewater | 1.21 | CR5753/739 | <p>Unit Biodiversity Score 25 – 95</p> <p>Veg communities:</p> <ul style="list-style-type: none"> • <i>E. obliqua</i> Woodland over shrubs, dense sedges, herbs and grasses • <i>Leptospermum continentale</i> Shrubland/<i>Austrostipa</i> sp. Grassland • <i>E. dalrympleana</i>, <i>E. cosmophylla</i> Tall Woodland over heathy shrubs, ferns and sedges • <i>Eucalyptus obliqua</i> woodland over introduced grass and herb understorey <p>Flora of significance:</p> <ul style="list-style-type: none"> • <i>Boronia nana</i> var. <i>hyssopifolia</i> • <i>Eucalyptus dalrympleana</i> ssp. <i>Dalrympleana</i> • <i>Gonocarpus micranthus</i> ssp. <i>Micranthus</i> • <i>Isodon obesulus</i> <p>Suitable Habitat for:</p> <ul style="list-style-type: none"> • <i>Trichosurus vulpecula</i> • <i>Antechinus flavipes</i> • <i>Calyptorhynchus funereus</i> <ul style="list-style-type: none"> • <i>Petroica multicolor</i> • <i>Chrysococcyx lucidus</i> • <i>Cormobates leucophaeus</i> • <i>Pardalotus punctatus</i> • <i>Strepera versicolor</i> | High value native vegetation including significant swamp community, long term partnership with Trees for Life |  |
| Charleston Waste Facility (Mt Charles) | Harrison Road, Charleston | 11.62 | CT5713/380 | <p>Unit Biodiversity Score 57 -73</p> <p>Veg communities:</p> <ul style="list-style-type: none"> • <i>Eucalyptus obliqua</i> Open Forest over open sclerophyll shrubs • <i>Eucalyptus obliqua</i> Open Forest over a sclerophyll shrub understorey • <i>Eucalyptus leucoxylon</i> ssp. <i>leucoxylon</i>, <i>Allocasuarina verticillata</i> +/- <i>E. obliqua</i> Woodland over a sclerophyll shrub and grasses <p>Flora of significance</p> <ul style="list-style-type: none"> • <i>Austrostipa gibbosa</i> <p>Suitable habitat for:</p> <ul style="list-style-type: none"> • <i>Calyptorhynchus funereus</i> • <i>Chalcites lucidus</i> • <i>Cormobates leucophaea</i> • <i>Pardalotus punctatus</i> • <i>Petroica boodang</i> • <i>Trichosurus vulpecula</i> | |  |


| | | | | | | |
|-------------|--------------------|-------------|------------|---|---|--|
| The Deanery | Kain Rd, hillcrest | 1.16 + 0.97 | CR5324/743 | <p>Unit Biodiversity Score 53.5 -87.5</p> <p>Vegetation Communities:</p> <ul style="list-style-type: none"> • <i>Eucalyptus obliqua</i> Woodland • <i>Eucalyptus viminalis</i> ssp. <i>Viminalis</i> Woodland <p>Species of conservation significance</p> <ul style="list-style-type: none"> • <i>Acacia gunnii</i> • <i>Rytidopserma tenuior</i> • <i>Eucalyptus viminalis</i> ssp. <i>Viminalis</i> • <i>Stellaria palustris</i> var. <i>tenella</i> <p>Suitable Habitat for:</p> <ul style="list-style-type: none"> • <i>Isoodon obesulus</i> • <i>Trichosurus vulpecula</i> • <i>Antechinus flavipes</i> • <i>Calyptorhynchus funereus</i> • <i>Petroica multicolor</i> • <i>Phaps elegans</i> • <i>Chrysococcyx lucidus</i> • <i>Pardalotus punctatus</i> • <i>Cormobates leucophaeus</i> • <i>Zoothera lunulata</i> • <i>Falcunculus frontatus</i> | <p>Bush For Life site. High value native vegetation, Heysen trail. BFL section in good condition.</p> |  |
|-------------|--------------------|-------------|------------|---|---|--|



| | | | | | |
|--------|---------------------|------|------------|--|--|
| Grasby | Pye Road, Balhannah | 5.93 | CT5185/534 | <p>Unit Biodiversity Score 64-70 (slipped back from 81)</p> <p>Vegetation communities:</p> <ul style="list-style-type: none"> • <i>Eucalyptus leucoxylon</i> ssp. <i>leucoxylon</i> and planted <i>Eucalyptus</i> spp. Woodland • <i>Eucalyptus dalrympleana</i> ssp. <i>dalrympleana</i> <i>Eucalyptus leucoxylon</i> ssp. <i>leucoxylon</i> tall woodland in a gully <p>Species of conservation significance</p> <ul style="list-style-type: none"> • <i>Eucalyptus dalrympleana</i> ssp. <i>dalrympleana</i> • <i>Hypolepis rugulosa</i> • <i>Pterostylis curta</i> <p>Suitable Habitat for:</p> <ul style="list-style-type: none"> • <i>Calyptorhynchus funereus</i> • <i>Chalcites lucidus</i> • <i>Falcunculus frontatus</i> • <i>Pardalotus punctatus</i> • <i>Petroica boodang</i> • <i>Trichosurus vulpecula</i> • <i>Zoothera lunulata</i> | <p>A recreation reserve with lots of non-local planted stuff. Candlebark Threatened Ecological Community, some high value native vegetation, volunteer activity, walking trails, revegetation.</p> |
|--------|---------------------|------|------------|--|--|



| | | | | | | |
|----------|---------------------|----------------------|------------|--|--|---|
| Halliday | Wright Rd, Stirling | 3.5-4 (good part) | CT5324/737 | <div>Unit Biodiversity Score 18-63</div> <div>Vegetation communities:</div> <ul style="list-style-type: none"><i>Eucalyptus obliqua</i> Woodland/ForestOpen grassland (alien species) + small spring with herbs and ferns <div>Suitable Habitat for:</div> <ul style="list-style-type: none"><i>Chrysococcyx lucidus</i><i>Strepera versicolor</i><i>Pardalotus punctatus</i><i>Cormobates leucophaeus</i> | <div>High value native vegetation, Bush for Life site, active volunteers, walking trails. Degraded open grassland part is now dog park.</div> <div>Property advises Halliday is in trust which may complicate/make reserve ineligible for HA – needs detailed investigation.</div> |  An aerial photograph of a suburban area with yellow property boundaries. A large area of dense green trees and vegetation is outlined with a thick green dashed line. This area is labeled 'Evelyn Halliday Reserve'. The reserve is bordered by 'Wright Road' to the west and 'Sneddon Avenue' to the north. A small pond is visible in the lower right corner of the reserve area. |
|----------|---------------------|----------------------|------------|--|--|---|


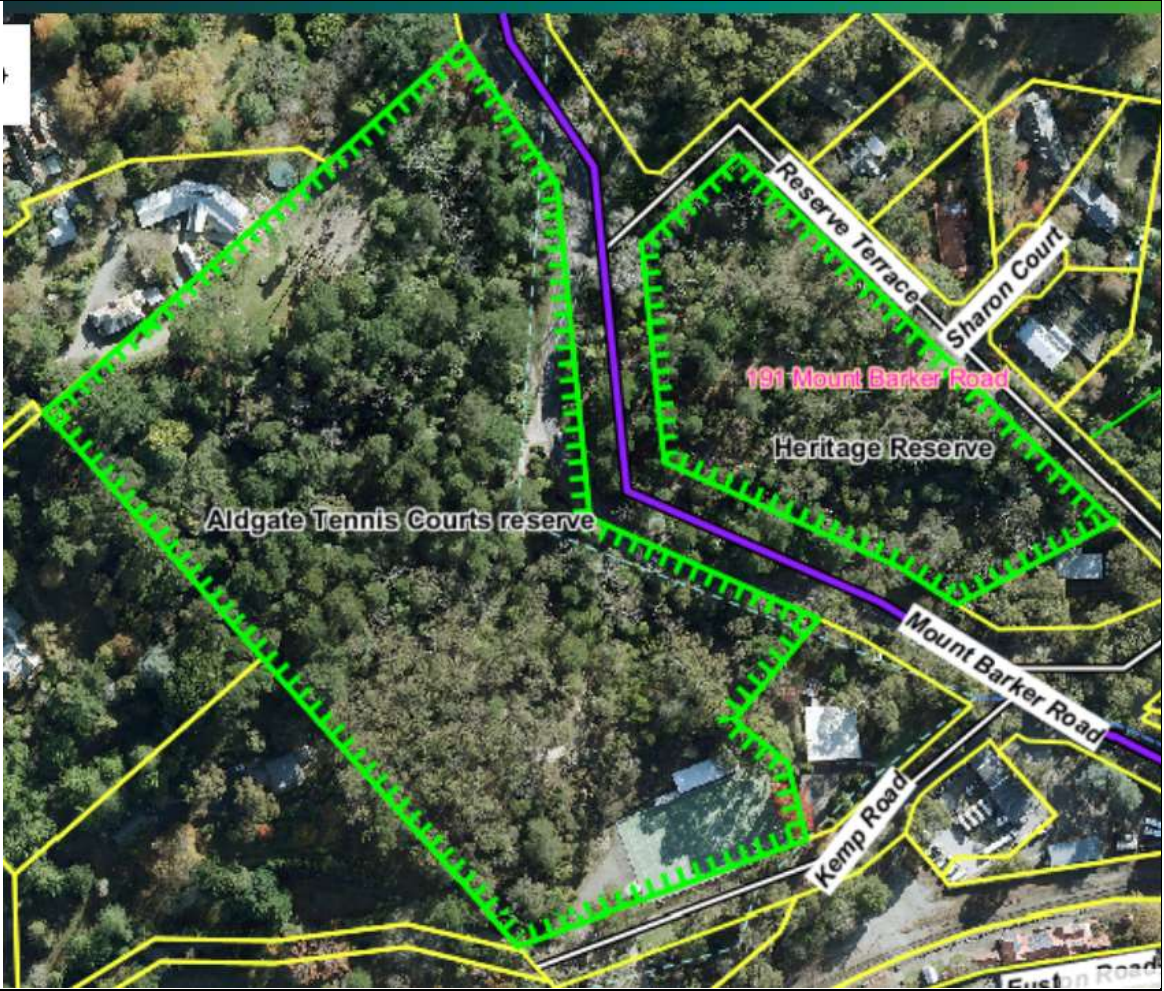
| | | | | | | | |
|----------------|----------------------------|------|------------|---|---|--|--|
| Rudall Reserve | 7-9 Rudall Ave, Crafers | 1.18 | CT5879/538 | <div>Unit Biodiversity Score 60.</div> <div>Vegetation communities:</div> <ul style="list-style-type: none"><i>E. obliqua</i> Tall Open Forest over Open sclerophyll Shrubs and tussocks <div>Flora of significance:</div> <ul style="list-style-type: none"><i>Eucalyptus dalrympleana</i> ssp. <i>dalrympleana</i> <div>Suitable Habitat for:</div> <ul style="list-style-type: none"><i>Trichosurus vulpecula</i><i>Calyptorhynchus funereus</i><i>Chrysococcyx lucidus</i><i>Cormobates leucophaeus</i><i>Falcunculus frontatus</i><i>Myiagra inquieta</i><i>Pardalotus punctatus</i><i>Petroica multicolor</i><i>Phaps elegans</i><i>Strepera versicolor</i><i>Zoothera lunulata</i> | Property advises encroachment from 16 Stacey St needs addressing. |  | |
|----------------|----------------------------|------|------------|---|---|--|--|

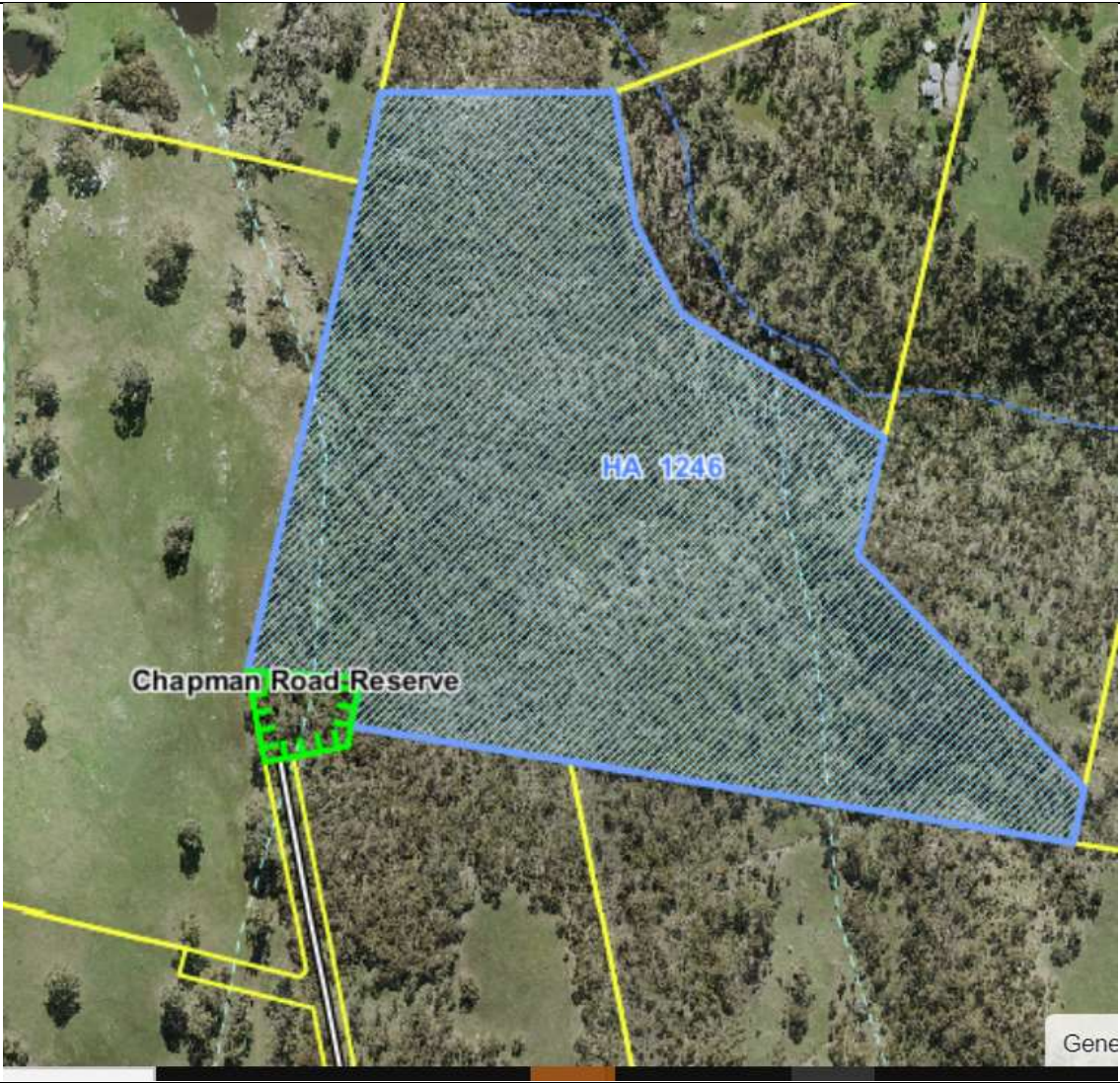
| | | | | | | |
|-----------------------|--------------------------|-----|------------|---|---|--|
| Smith Rd/Stone Quarry | South Para Rd, Kersbrook | 3.7 | CR5754/939 | <p>Unit Biodiversity Score 65-70.</p> <p>Vegetation community:</p> <ul style="list-style-type: none">• <i>Eucalyptus leucoxylon</i>, <i>Eucalyptus goniocalyx</i> ± <i>Eucalyptus camaldulensis</i> Woodland.• <i>Eucalyptus camaldulensis</i> ± <i>Eucalyptus leucoxylon</i>, <i>Eucalyptus goniocalyx</i> Woodland.• <i>Eucalyptus leucoxylon</i>, <i>Eucalyptus goniocalyx</i> ± <i>Eucalyptus fasciculosa</i> Woodland <p>Flora of significance:</p> <ul style="list-style-type: none">• <i>Eucalyptus fasciculosa</i> <p>Suitable Habitat for:</p> <ul style="list-style-type: none">• <i>Corcorax melanorhamphos</i>• <i>Falcunculus frontatus</i>• <i>Crested Shriketit</i>• <i>Petroica boodang</i>• <i>Trichosurus Vulpecula</i> | <p>High value vegetation, Bush for Life site, Council SEB area, NVMS 302, 303, possible TSA roadside site</p> |  |
|-----------------------|--------------------------|-----|------------|---|---|--|

| | | | | | | |
|------------------|-----------------------|------|---|---|---|--|
| Hampton | Hampton Rd, Mylor | 0.44 | CR5753/711 | <p>Unit Biodiversity scores 58-79</p> <p>Vegetation Community:</p> <ul style="list-style-type: none"> <i>Eucalyptus dalrympleana</i> ssp. <i>dalrympleana</i> Open Woodland <p>Flora of significance:</p> <ul style="list-style-type: none"> <i>Eucalyptus dalrympleana</i> ssp. <i>Dalrympleana</i> <p>Suitable habitat for:</p> <ul style="list-style-type: none"> <i>Cormobates leucophaea</i> <i>Pardalotus punctatus</i> | May be possible to expand existing Mylor HA to include this parcel? |  |
| Cooper's Reserve | Silver Lake Rd, Mylor | 3.27 | CR5753/712 (labelled incorrectly in SSA) | <p>Unit Biodiversity scores 56-62</p> <p>Veg communities:</p> <ul style="list-style-type: none"> <i>E. camaldulensis</i> var. <i>camaldulensis</i> ± <i>E.viminalis</i> ssp. <i>cygnetensis</i> Open Woodland with Exotic grassy Understorey <i>Salix</i> sp. ± <i>E. camaldulensis</i> var. <i>camaldulensis</i> with weedy shrub and tussock Understorey <p>Flora of significance:</p> <ul style="list-style-type: none"> <i>Eucalyptus dalrympleana</i> ssp. <i>dalrympleana</i> <p>Suitable habitat for:</p> <ul style="list-style-type: none"> <i>Trichosurus vulpecula</i> <i>Calyptorhynchus funereus</i> <i>Climacteris picumnus</i> <i>Falcunculus frontatus</i> <i>Melithreptus gularis</i> <i>Microeca fascinans</i> <i>Myiagra inquieta</i> <i>Petroica multicolor</i> <i>Zoothera lunulata</i> | |  |

| | | | | | |
|-----------|-------------------|------|-----------|--|---|
| Gurr Rd 1 | Gurr Rd, Bradbury | 1.02 | CR5772/75 | <div>Unit Biodiversity score 28-65</div> <div>Veg communities:</div> <ul style="list-style-type: none"><i>Eucalyptus obliqua</i> open woodland<i>Eucalyptus cosmophylla</i> open low woodland with emergent <i>E. obliqua</i>Pasture with emergent <i>Banksia marginata</i> <div>Suitable habitat for:</div> <ul style="list-style-type: none"><i>Calyptorhynchus funereus</i><i>Petroica multicolor campbelli</i><i>Trichosurus vulpecula</i> | <div>Low bio score, but connected to Scott Ck. Bush For Life site. Partially burnt during Cherry Gardens bushfire.</div> <div>Property advises encroachments from 31 Gurr Rd Scott Creek need addressing.</div> |
|-----------|-------------------|------|-----------|--|---|



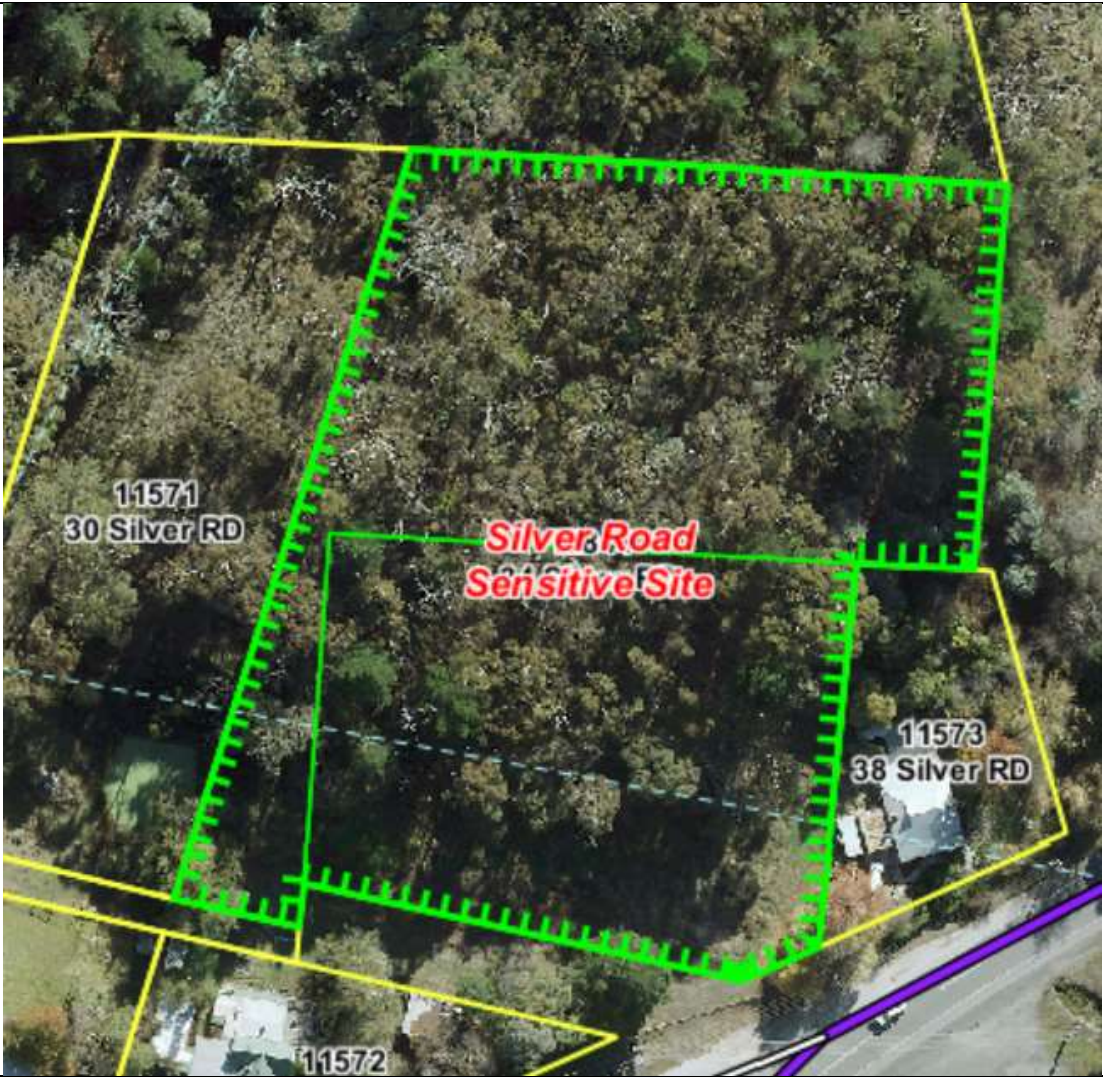
| | | | | | | |
|-----------------------|------------------------------------|------|------------|--|--|--|
| Heathfield/Longwood | Heathfield/Longwood Rd, Heathfield | 1.07 | CR5752/187 | <p>Unit Biodiversity score 25-70</p> <p>Veg community:</p> <ul style="list-style-type: none"> <i>Eucalyptus obliqua</i>, <i>Eucalyptus baxteri</i> woodland <p>Suitable habitat for:</p> <ul style="list-style-type: none"> <i>Zootera lunulata</i> <i>Calyptorhynchus funereus</i> <i>Petroica multicolor campbelli</i> <i>Trichosurus vulpecula</i> | <p>High value native vegetation, NVMS sites, Bush for Life site</p> <p>Need to exclude bushfire protection zones that area maintained.</p> <p>Property advises path within reserve will need to be detailed in HA Application</p> |  |
| Aldgate Tennis Courts | 180 Mt Barker Rd, Aldgate | 4.85 | CR5753/714 | <p>Unit Biodiversity score 47 – 54</p> <p>Veg community:</p> <ul style="list-style-type: none"> <i>Eucalyptus obliqua</i> Mid Woodland with Dense Sclerophyll Shrub Understorey <p>Flora of significance:</p> <ul style="list-style-type: none"> <i>Deyeuxia densa</i> <i>Eucalyptus fasciculosa</i> <p>Suitable habitat for:</p> <ul style="list-style-type: none"> <i>Calyptorhynchus funereus</i> <i>Petroica multicolor</i> <i>Trichosurus vulpecula</i> | <p>Includes a SEB that DIT negotiated with Council, but left after about 1 year. It's fenced but only received sporadic management. Reveg area not 4.85ha, that's reflecting the whole area around the courts and the informal BMX bike track to the NW.</p> <p>Property advises encroachments into reserve from adjacent property at 142 Mt Barker Rd will need to be considered.</p> |  |

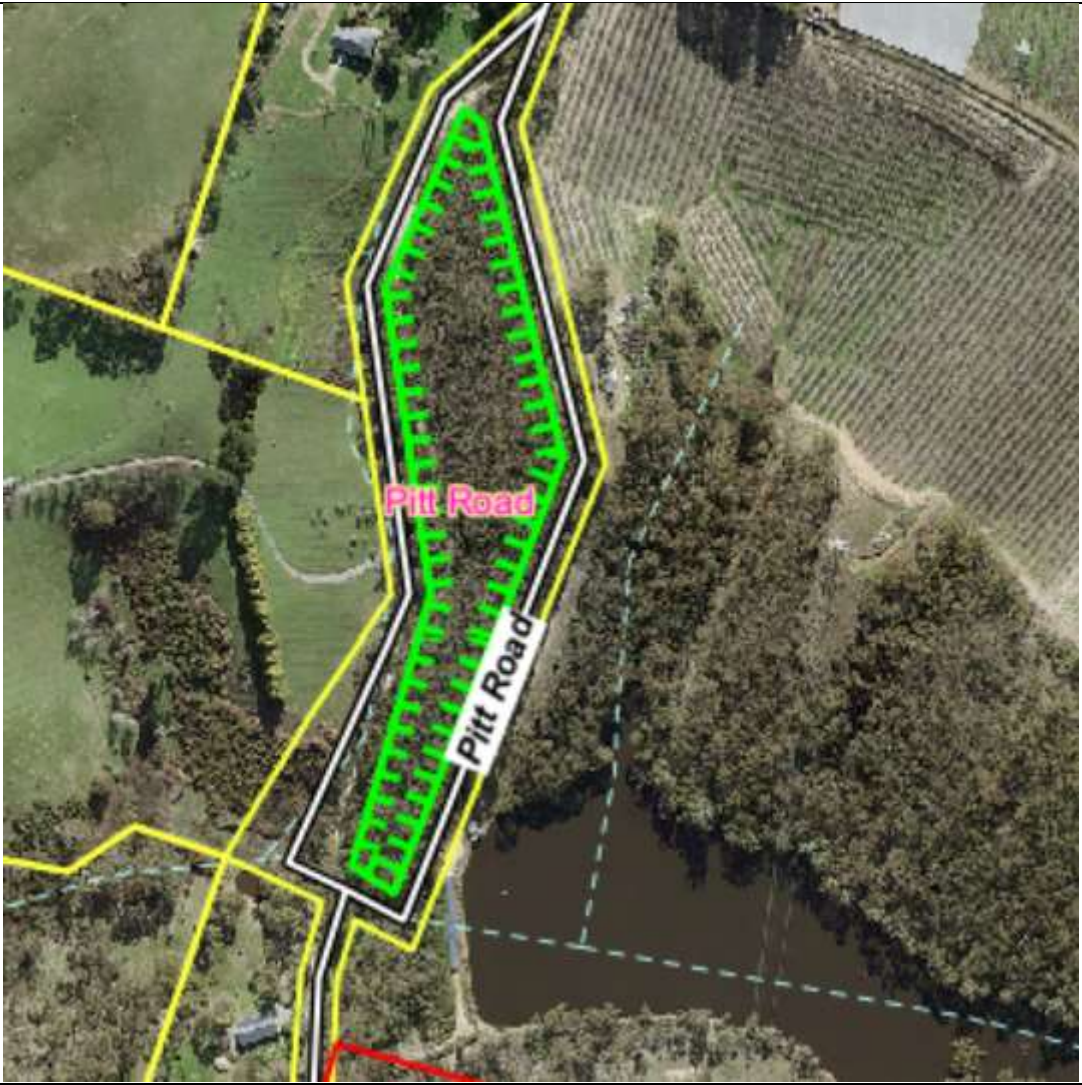
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| Chapman Water Reserve | Chapman Road, Inglewood | 0.4 BUT directly abuts much larger HA1246 | CT5753/751 | <div>Unit Biodiversity score 71 – 74</div> <div>Veg communities:</div> <ul style="list-style-type: none">• <i>Eucalyptus goniocalyx</i> +/- <i>E. camaldulensis</i> Woodland• <i>Eucalyptus goniocalyx</i> Woodland <div>Suitable habitat for:</div> <ul style="list-style-type: none">• <i>Melithreptus gularis gularis</i> V• <i>Falcunculus frontatus</i> R• <i>Microeca fascinans</i> R• <i>Trichosurus vulpecula</i> | Could include a section of unmade road reserve to make it 1ha |  |
|-----------------------|-------------------------|---|------------|---|---|--|


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|----------------------------------|---|------|--|--|--|
| Aldgate Valley Wildlife Corridor | "Bandicoot Lane" Stock Road to Stevens Rd | 4.35 | <p>Unmade road reserve</p> <p>adjoins CT:5285/810, CT5794/605, CR6143/903)</p> | <p>Unit Biodiversity Score 70-90</p> <p>Vegetation communities:</p> <ul style="list-style-type: none"> <i>Eucalyptus obliqua</i> +/- <i>Eucalyptus baxteri</i> woodland over sclerophyll shrubs of <i>Hakea carinata</i>, <i>Acacia verniciflua</i>, <i>Spyridium parvifolium</i> and ground layer sedges. <p>Species of conservation significance</p> <ul style="list-style-type: none"> <i>Rytidopserma tenuius</i> <i>Eucalyptus fasciculosa</i> <p>Suitable Habitat for:</p> <ul style="list-style-type: none"> <i>Antechinus flavipes</i> <i>Calyptorhynchus funereus</i> <i>Chalcites lucidus</i> <i>Cormobates leucophaea</i> <i>Pardalotus punctatus</i> <i>Petroica boodang</i> <i>Phaps elegans</i> <i>Trichosurus vulpecula</i> <i>Zoothera lunulata</i> <i>Isoodon obesulus obesulus</i> <i>Lewinia pectoralis</i> | <p>Aldgate Valley Landcare Group has received lots of round of funding past 10 years to increase habitat quality of the site, as has AHC in past 8 years.</p> <p>Would have to close road and apply for CT and add to community lands register.</p> <p>Property advises may be complications due to property access for some houses, so will need in depth assessment.</p> |
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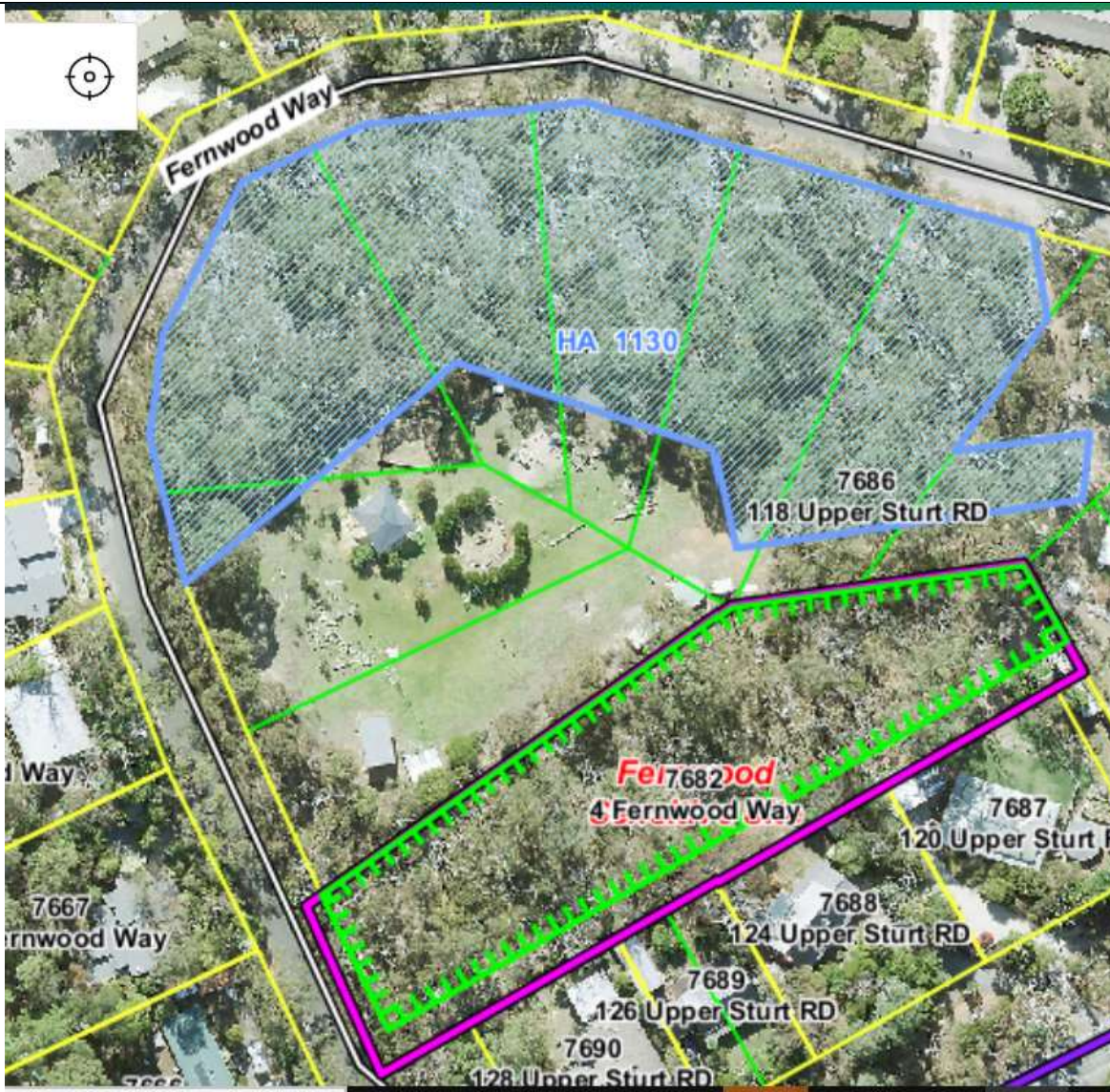
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| Silver Rd 2 (Reserve 41) | 34 Silver Rd Bridgewater | 1.17 | CR5753/716 | <div>Unit Biodiversity score 31-75</div> <div>Veg communities:</div> <ul style="list-style-type: none"><i>Eucalyptus leucoxylon</i> ssp. <i>leucoxylon</i>/ <i>E. fasciculosa</i> +/- <i>E. obliqua</i> Woodland over shrubs over grasses, tussocks and herbs.Rushland/sedgeland with introduced grasses and herbs <div>Flora of significance:</div> <ul style="list-style-type: none"><i>Eucalyptus fasciculosa</i> <div>Suitable habitat for:</div> <ul style="list-style-type: none"><i>Trichosurus vulpecula</i><i>Antechinus flavipes</i><i>Calyptorhynchus funereus</i><i>Petroica multicolor</i><i>Grey Currawong</i><i>Pardalotus punctatus</i><i>Falcunculus frontatus</i><i>Isodon obesulus</i> | Underrepresented vegetation community (SA Bluegum woodland) |
|--------------------------|--------------------------|------|------------|---|---|



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|---------|--------------------|------|------------|---|--------------------|--|
| Pitt Rd | Pitt Rd, Paracombe | 2.05 | CR5754/374 | <div>Unit Biodiversity Score 76</div> <div>Veg community:<ul style="list-style-type: none"><i>Eucalyptus goniacalyx</i> +/- <i>E. fasciculosa</i> Woodland</div> <div>Flora of significance:<ul style="list-style-type: none"><i>Eucalyptus fasciculosa</i><i>Spyridium spathulatum</i></div> <div>Suitable habitat for:<ul style="list-style-type: none"><i>Corcorax melanorhamphos</i><i>Myiagra inquieta</i><i>Petroica boodang boodang</i></div> | Bush For Life site |  |
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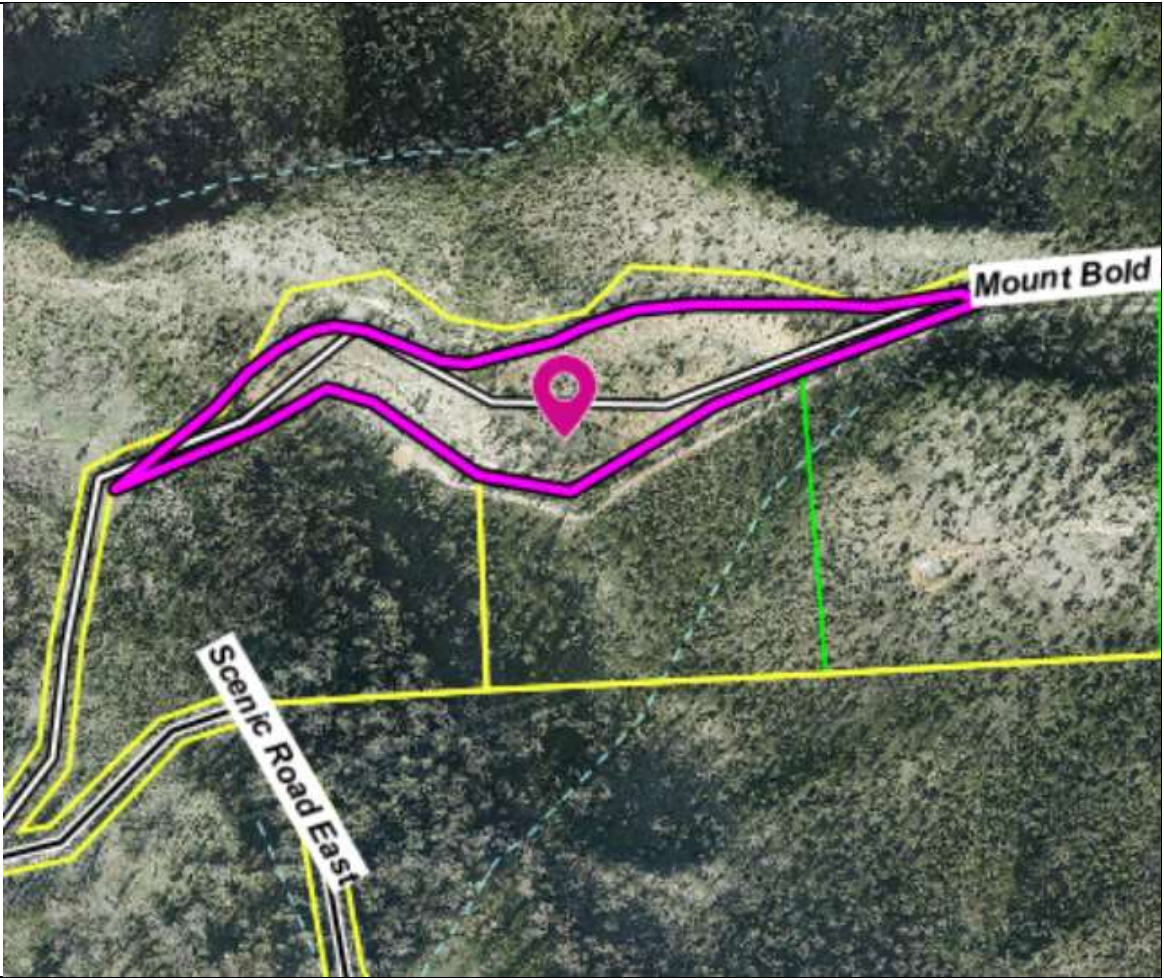
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| Head Rd | Head Road North HOUGHTON | 0.86 | CT5899/13 | Unit Biodiversity Score 74 Veg community: <ul style="list-style-type: none"> • <i>E. goniocalyx</i> ssp. <i>goniocalyx</i> Low Woodland over Dense sclerophyll understorey Suitable habitat for: <ul style="list-style-type: none"> • <i>Trichosurus vulpecula</i> • <i>Corcorax melanorhamphos</i> • <i>Cormbates leucophaeus</i> • <i>Chrysococcyx lucidus</i> • <i>Falcunculus frontatus</i> • <i>Pardalotus punctatus</i> • <i>Petroica multicolor</i> • <i>Strepera versicolor</i> | Bush For Life site. Probably too small. |  |
|---------|-----------------------------|------|-----------|---|--|--|

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|----------|---------------------------|---|------------|--|---|
| Fernwood | Fernwood Way, Upper Sturt | 0.41 But adjacent HA 1130, 0.89ha, increasing total area | CT2829/117 | Unit Biodiversity Score 82 Veg community: <ul style="list-style-type: none"> <i>E. obliqua</i> +/- <i>E. fasciculosa</i> Mid Open Woodland Flora of significance: <ul style="list-style-type: none"> <i>Austrodanthonia tenuior</i> <i>Eucalyptus fasciculosa</i> Suitable habitat for: <ul style="list-style-type: none"> <i>Trichosurus vulpecula</i> <i>Antechinus flavipes</i> <i>Calyptorhynchus funereus</i> <i>Petroica multicolor</i> <i>Chrysococcyx lucidus</i> <i>Pardalotus punctatus</i> <i>Strepera versicolor</i> <i>Cormobates leucophaeus</i> | Bush For Life site. Property advises several encroachment issues from adjacent properties will need to be addressed. |
|----------|---------------------------|---|------------|--|---|



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|---------------|--|------|-------------|---|---------------------|--|
| Pound reserve | Pound Reserve - Marble Hill Rd, Ashton | 3.45 | CR5753/734, | <p>Unit Biodiversity Score – 44 – 77</p> <p>Veg communities:</p> <ul style="list-style-type: none"> • E. obliqua open woodland over exotic grasses • E. obliqua open forest over open shrub and sedge/grass understorey <p>Suitable habitat for:</p> <ul style="list-style-type: none"> • <i>Trichosurus vulpecula</i> • <i>Calyptorhynchus funereus</i> • <i>Chrysococcyx lucidus</i> • <i>Cormobates leucophaeus</i> • <i>Pardalotus punctatus</i> • <i>Petroica multicolor</i> • <i>Phaps elegans</i> • <i>Strepera versicolor</i> • <i>Zoothera lunulata</i> | Bush For Life site. | |
|---------------|--|------|-------------|---|---------------------|--|

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|-----------------|----------------------------------|-----|---|--|--|
| Mt Bold Cutting | Mount Bold Road Cut, Dorset Vale | 2.3 | Road reserve adjacent: CT:5582/168 CT5833/363 | Unit Biodiversity Score – 76 – 88 Veg communities: <ul style="list-style-type: none"> <i>Eucalyptus obliqua</i>, <i>E. fasciculosa</i>, <i>E. cosmophylla</i> Woodland <i>Leptospermum myrsinoides</i>, <i>Hakea carinata</i> Shrubland with emergent <i>Acacia pycnantha</i>, <i>E. obliqua</i> Flora of significance: <ul style="list-style-type: none"> <i>Acacia verniciflua</i> <i>Caladenia</i> sp. <i>Eucalyptus fasciculosa</i> <i>Gleichenia microphylla</i> <i>Thelymitra aristata</i> <i>Thelymitra grandiflora</i> Suitable habitat for: <ul style="list-style-type: none"> <i>Corcorax melanorhamphos</i> <i>Falco peregrinus</i> <i>Melanodryas cucullata cucullata</i> <i>Microeca fascinans</i> <i>Neophema elegans</i> <i>Petroica boodang boodang</i> <i>Stagonopleura bella samueli</i> <i>Turnix varius</i> <i>Antechinus flavipes</i> <i>Trichosurus vulpecula</i> | Bush For Life site. Burnt in Cherry Gardens fire since last BushRAT. Property advises may be too complicated to undertake dues to complexities around site location, access, adjacent properties. |
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|-------------------|----------------------------|------------------------------------|------------|---|---|
| Stirling cemetery | Strathalbyn Rd, Aldgate | 7.16 (but veg area 3 – 4) | CT5137/585 | <p>Unit Biodiversity Score 72-88</p> <p>Vegetation communities:</p> <ul style="list-style-type: none"> • <i>Eucalyptus obliqua</i> and <i>E. baxteri</i> open forest • <i>Eucalyptus obliqua</i> open forest • <i>Eucalyptus obliqua</i> woodland over swamp <p>Species of conservation significance</p> <ul style="list-style-type: none"> • <i>Acacia gunnii</i> • <i>Pterostylis curta</i> • <i>Rytidopserma tenuius</i> • <i>Baumea gunnii</i> • <i>Eucalyptus dalrympleana</i> ssp. <i>dalrympleana</i> • <i>Pteridium esculentum</i> ssp. <i>Esculentum</i> • <i>Eucalyptus viminalis</i> ssp. <i>viminalis</i> <p>Suitable Habitat for:</p> <ul style="list-style-type: none"> • <i>Trichosurus vulpecula</i> • <i>Antechinus flavipes</i> • <i>Calyptorhynchus funereus</i> • <i>Chalcites lucidus</i> • <i>Cormobates leucophaea</i> • <i>Falcunculus frontatus</i> • <i>Isoodon obesulus obesulus</i> • <i>Pardalotus punctatus</i> • <i>Petroica boodang</i> • <i>Zoothra lunulata</i> | <p>A Native Vegetation Clearance Application is still to be submitted to the Native Vegetation Council to undertake clearance in a small section of the cemetery to reinstate a pre-existing driveway and create additional burial plots. It is not envisioned that a heritage agreement will be able to come into effect until after such time that the application has been assessed by the Native Vegetation Council (who also administers the Heritage Agreements) and any subsequent works undertaken.</p> <p>As such, this site will fall to the end of the 4-5 year application period to allow enough time for works to be undertaken.</p> <p>Part of the NCCSA woodland bird monitoring program.</p> |
|-------------------|----------------------------|------------------------------------|------------|---|---|



**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 14 March 2023
AGENDA BUSINESS ITEM**

Item: 12.3

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

Subject: Nomination to the Dog & Cat Management Board

For: Decision

SUMMARY

The Local Government Association (LGA) is seeking nominations to fill two of the LGA-nominated positions on the Dog and Cat Management Board for a term of up to three years.

The Dog and Cat Management Board (DCMB) is the public face for the management of companion dogs and cats in South Australia and provides policy leadership to councils.

Board Members receive a sitting fee for attendance at meetings.

Council is able to put forward up to two (2) nominations. Cr Mark Osterstock has indicated an interest in nominating for one of these vacancies and Director Development & Regulatory services, Natalie Armstrong, has also indicated an interest.

The purpose of this report is for Council to consider any nominations for the Board and, if so, to consider endorsing that candidate(s) to the LGA.

RECOMMENDATION

Council resolves:

1. That the report be received and noted.
 2. To determine that the method of selecting the nominee(s) to the LGA for the Dog & Cat Management Board be by an indicative vote to determine the preferred person utilising the process set out in this Agenda report.
 3. To adjourn the Council meeting for the purposes of seeking nominations for and, if necessary, conducting an indicative vote to determine the preferred person for the nomination and for the meeting to resume once the results of the indicative vote have been declared.
 4. To endorse the nomination(s) of _____ and _____ for the Dog & Cat Management Board and authorise the Chief Executive Officer to lodge the completed nomination form(s) to the Local Government Association by COB Friday 31 March 2023.
-

1. BACKGROUND

The Dog and Cat Management Board (DCMB) is the public face for the management of companion dogs and cats in South Australia and provides policy leadership to councils. The DCMB also plays a key role as an advocate and intermediary, working with vets, breeders and pedigree organisations, animal rescue and shelter organisations and assistance dog organisations to ensure South Australia's dog and cat laws meet the objects of the *Dog and Cat Management Act 1995* (the DCM Act).

Under section 12 of the DCM Act, the DCMB comprises 9 members, of whom:

- four are nominated by the LGA;
- four are nominated by the Minister; and
- one, to chair the Board, is jointly nominated by the LGA and the Minister.

The DCM Act requires that between them, the four members that are nominated by the LGA have the following attributes:

- practical knowledge of and experience in local government, including local government processes, community consultation and the law as it applies to local government;
- experience in the administration of legislation;
- experience in financial management; and
- experience in education and training.

Appointments to the DCMB are for a period of up to three (3) years.

The Minister for Environment and Water has written to the LGA requesting nominations for the Dog and Cat Management Board. In accordance with section 42 of the *Legislation Interpretation Act 2021* the LGA must submit a panel of 5 nominees to the Minister and the panel must include at least one man and one woman.

The Board vacancies were advised in the LGA News (February 2023) with nominations for councils to be received by 5pm Tuesday 31 March 2023.

Council is able to put forward up to two (2) nominations.

Cr Mark Osterstock has indicated an interest in nominating for one of these vacancies and Director Development & Regulatory Services, Natalie Armstrong, has also indicated an interest.

As per the LGA's standard nomination process, nominations must be resolved by the respective councils and these will be collated by the LGA for recommendation to the LGA Board which will resolve to nominate the preferred candidate(s).

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal 5 A Progressive Organisation

Objective O4 We actively represent our community

Priority O4.2 Attract and develop a diverse and capable elected body that represents, promotes and reflects the composition of the community

Priority O4.3 Advocate to, and exert influence with, our stakeholders on behalf of our community to promote the needs and ambitions of the region

➤ Legal Implications

The Dog & Cat Management Board has been established pursuant to the *Dog and Cat Management Act 1995* (the DCM Act).

There is no legal requirement for a member of the Adelaide Hills Council to become a member of the Dog & Cat Management Board.

Section 74 – General conflicts of interest of the Act set out the provisions regarding General Conflicts of Interest. In considering a General Conflict of Interest (COI), an impartial, fair-minded person might consider that the Council Member's private interests might result in the Member acting in a manner that is contrary to their public duty. For this matter, Council Members seeking to be appointed may have a General COI and should consider declaring the interest and acting in accordance with *s75B – Dealing with general conflicts of interest*.

Section 75 – Material conflicts of interest of the Act set out the provisions regarding Material Conflicts of Interest. In considering a Material Conflict of Interest (COI), a member of a council has a material conflict of interest in a matter to be discussed at a meeting of the council if a class of persons as defined in *s75(1)(a-l)* in the Act would gain a benefit, or suffer a loss, (whether directly or indirectly and whether of a personal or pecuniary nature) depending on the outcome of the consideration of the matter at the meeting. For this matter, Council Members seeking to be appointed may have a Material COI and should consider declaring the interest and acting in accordance with *s75C – Dealing with material conflicts of interest*.

Council's *Information or Briefing Sessions Policy* created under *s90A(1)* sets out the provisions for the conduct of an Information or Briefing Session such as the session recommended for the purposes of indicative voting. The above COI provisions do not apply to an Information or Briefing Session if it occurs.

➤ Risk Management Implications

As the Dog & Cat Management Board is entirely separate from Adelaide Hills Council, there is no direct risk in relation to the operations of the Council itself. Further any actions or omissions of a Board Member (even one nominated by Council) in the conduct of their Board duties will not attract any liability to Council. Nevertheless careful management by the incumbent of fiduciary and conflict of interest roles and obligations is required in both fora.

The nomination of appropriately qualified persons and the management of conflicts of interest are pertinent risk issues in relation to this matter and there are existing controls in place to assist in managing the risk of:

Poor governance practices occur which lead to a loss of stakeholder (i.e. customer and regulator) confidence and/or legislative breaches.

| Inherent Risk | Residual Risk | Target Risk |
|---------------|---------------|-------------|
| Extreme (5C) | Low (3E) | Low (3E) |

Council has many internal controls that contribute to managing the above risk and therefore the subject of this report does not in itself have an additional mitigating impact on the residual risk.

➤ **Financial and Resource Implications**

Sitting fees are paid by the Dog & Cat Management Board at the rate of \$206/meeting.

The *Council Member Allowance & Support Policy* does not provide for the reimbursement of any costs for attendance at bodies such as the Dog & Cat Management Board and therefore there are no financial implications regarding nomination.

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

The community can reasonably expect that Council may have representation on external bodies relating to local government.

➤ **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: Local Government Association

Community: Not Applicable

➤

➤ **Additional Analysis**

Indicative Voting Process for Determining Council Appointed Positions

Due to the implications of the Material Conflict of Interest provisions under s74 (see Legal Implications above), it is proposed that the Council adjourn the meeting for the purposes of seeking nominations for and, if necessary, conducting an indicative vote (Indicative Voting Process) to determine the preferred person for nomination to the LGA.

As the Indicative Voting Process involves discussion of a matter that is, or is intended to be, part of the agenda for a formal meeting of the Council or Council Committee, it is an Information or Briefing Session that should be open to the public for the purposes of s90A(3) and the *Information and Briefing Sessions Policy* (the Policy). As an Information or Briefing Session, the Chief Executive will conduct the meeting in accordance with the Policy.

The proposed Indicative Vote Process below is based on the Appointments to Positions Process contained in Clause 4.7 Council's *Code of Practice for Council Meeting Procedures* with modifications to suit the legislative requirements of the conflict of interest and Information or Briefing Session provisions.

The proposed Indicative Voting Process is:

- a) Chief Executive Officer calls for self-nominations for the position of Audit Committee Members or the Presiding Member, as appropriate.

Note that in relation to the Presiding Member role, the Independent Members of the Committee are also eligible to self-nominate.

- b) If the number of nominees is equal to or less than the number of positions, no election will be required. If the number of nominees is greater, an election will be necessary.
- c) The CEO (or another Council staff member) will be appointed as the Returning Officer and may enlist other Council staff to assist with the conduct of the vote and the count.
- d) The method of voting will be by secret ballot utilising the preferential counting system
- e) Each Council Member (including the Mayor) shall have one vote.

Note that while the Independent Members are eligible for the Presiding Member role, they will not have voting rights in this process.

- f) Ballot papers will be provided to each Council Member
- g) The nominee's names will be drawn to determine the order on the ballot paper.
- h) Each Member will write the nominee's names on the ballot paper in the order they are drawn.
- i) Each nominee will have two (2) minutes to speak to the Briefing Session in support of the candidacy. The speaking order will be as listed on the ballot paper.
- j) Members will cast their votes and the completed ballot papers will be collected by the Returning Officer and the count will be undertaken in a separate room with an observer [another Council Member (not being a nominee for the position being determined) or an Officer] present.
- k) In the event of a tie, the result will be decided by the Returning Officer drawing lots, the candidate first drawn being the candidate excluded.

- l) After all votes have been counted, the Returning Officer shall publicly announce the final votes cast for each candidate and formally declare the result of the election (i.e. the preferred person).
- m) The ballot papers will be shredded.

Proposed Chronology of Events

The mechanics are relatively complicated due to the legislative provisions regarding conflict of interest and Information or Briefing Session requirements, as such the following chronology is suggested:

- i. Council will consider the process that it will use to choose the preferred person(s). Council would give effect to this by dealing with Recommendation 2 (or a variant) at this time.
- ii. Having decided the method, Council will then have to adjourn the meeting to enable the process to be undertaken. Council would give effect to this by dealing with Recommendation 3 (or a variant) at this time.
- iii. Once the Indicative Voting Process has been completed the Council meeting will resume in accordance with the previous resolution.

Upon resumption the Council Member(s) who nominated for the Dog & Cat Management Board role would be advised to make declarations in accordance with s75B or C, as appropriate.

Council can then resolve for the preferred person to be nominated as the Board candidate.

3. OPTIONS

Council has the following options:

- 1. Endorse the nomination of a candidate(s) to the Dog & Cat Management Board. (recommended)
- 2. Determine not to nominate to the Dog & Cat Management Board. (not recommended)

4. APPENDIX

Nil

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 14 March 2023
AGENDA BUSINESS ITEM**

Item: 12.4

Responsible Officer: Steven Watson
Governance & Risk Coordinator
Office of the Chief Executive

Subject: Confidential Items Review – March 2023

For: Decision

SUMMARY

Section 91 of the *Local Government Act 1999* requires Council to review confidential orders at least once every year.

A review of the Register of Confidential Items has been undertaken and there are two (2) that require a new confidentiality order. Council must determine the period of confidentiality for these items.

NB: If the meeting wishes to discuss the status of any items in a manner that will result in the disclosure of information currently under an s91(7) confidentiality order, it should first consider making a s90 order to move into confidence.

RECOMMENDATION

DECISION 1

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

DECISION 2 – Resolution 87/22 – Property Lobethal Road, Lenswood

3. Pursuant to Section 91(7) of the *Local Government Act 1999*, Council orders that the following document(s) (or part) shall be kept confidential, being document(s) (or part) relating to a matter dealt with by the Council on a confidential basis under Sections 90(2) and 90(3)(a), (h), and (i) of the Act:
 - The Report of 26 April 2022, Item No. 11.1, Property Lobethal Road, Lenswood, 87/22 remain confidential until 14 March 2024 and that this order be reviewed every twelve (12) months.

On the grounds that the document(s) (or part) relates to 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 a

person; and information to be received, discussed or considered in relation to this Agenda Item is information the disclosure of which would waive privilege to legal advice received by the Council; and information to be received, discussed or considered in relation to this Agenda Item is information relating to actual litigation, or litigation that the council believes on reasonable grounds will take place, involving the council.

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.

DECISION 3 – Resolution 105/21 – Multi Year Road Rally Proposal

5. Pursuant to Section 91(7) of the *Local Government Act 1999*, Council orders that the following document(s) (or part) shall be kept confidential, being document(s) (or part) relating to a matter dealt with by the Council on a confidential basis under Sections 90(2) and 90(3)(d) of the Act:

- The Report of 25 May 2021, Item No. 18.1.1, Multi Year Road Rally Proposal, 105/21 remain confidential until 14 March 2024 and that this order be reviewed every twelve (12) months.

On the grounds that the document(s) (or part) relates to commercial information of a confidential nature (not being a trade secret) the disclosure of which— (i) could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and (ii) would, on balance, be contrary to the public interest.

6. 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.

DECISION 4 – Resolution 20/21 – CWMS Review

7. Pursuant to Section 91(7) of the *Local Government Act 1999*, Council orders that the following document(s) (or part) shall be kept confidential, being document(s) (or part) relating to a matter dealt with by the Council on a confidential basis under Sections 90(2) and 90(3)(d) of the Act:

- The Report of 27 January 2021, Item No. 18.2, CWMS Review, 20/21 remain confidential until 14 March 2024 and that this order be reviewed every twelve (12) months.

On the grounds that the document(s) (or part) relates to commercial information of a confidential nature (not being a trade secret) the disclosure of which— (i) could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and (ii) would, on balance, be contrary to the public interest.

8. 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.

DECISION 5 - Resolution No 183/18 – Retirement Village Review

9. Pursuant to Section 91(7) of the *Local Government Act 1999*, Council orders that the following document(s) (or part) shall be kept confidential, being document(s) (or part) relating to a matter dealt with by the Council on a confidential basis under Sections 90(2) and 90(3)(b) of the Act:

- Clause 8 and Appendix 2 of the Report of 01 August 2018, Item No. 7.2.1, Retirement Village Review, 183/18 remain confidential until 14 March 2024 and that this order be reviewed every twelve (12) months.

On the grounds that the document(s) (or part) relates to information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council and would, on balance, be contrary to the public interest.

10. 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.

DECISION 6 - Resolution No 85/14 – AHRWMA

11. 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:

- The Report of 22 April 2014, Item No. 18.2.1, AHRWMA, 85/14 remain confidential until the matter is determined and that this order be reviewed every twelve (12) months.

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

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

1. BACKGROUND

An Extract of the Confidential Items Register is contained on Council's website and is reviewed on a monthly basis. Items that have progressed to the specified point and are no longer of a confidential nature are released in accordance with the respective council resolution. Items that remain in confidence are displayed on the Register.

For administrative and Council efficiencies, items may be included in reviews even though they may not be due for such. Processing items in this way eliminates the need for additional reports to Council whilst maintaining the confidential status of items.

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 | Attract and develop a diverse and capable elected body that represents, promotes and reflects the composition of the community |
| Priority O4.3 | Advocate to, and exert influence with, our stakeholders on behalf of our community to promote the needs and ambitions of the region |
| Objective O5 | We are accountable, informed, and make decisions in the best interests of the whole community |
| Priority O5.1 | Enhance governance structures and systems to prudently adapt to changing circumstances and meet our legislative obligations |

The review of Council's *Confidential Items Register* is an important element of Council's commitment to open and transparent decision making which facilitates public accountability.

➤ **Legal Implications**

Section 91(7) of the *Local Government Act 1999* sets out the provisions regarding the making of orders to retain documents and discussions considered at Council and Council Committees in confidence.

Section 91(9) requires that these orders must specify the duration of the order or the circumstances in which the order will cease to apply or must be reviewed. Any order that operates for a period exceeding 12 months must be reviewed at least once in every year.

To enable management of any order made under Section (90) a Confidential Orders Register is maintained.

➤ **Risk Management Implications**

Reviewing confidentiality orders assists with mitigating the risks of:

Confidential information is released which prejudices Council's and/or third parties' interests.

| Inherent Risk | Residual Risk | Desired Risk |
|---------------|---------------|--------------|
| Extreme (5C) | Medium (3D) | Low (3E) |

Information scheduled for release under a confidentiality order is not duly released resulting in a breach of legislation and depriving the community of public information.

| Inherent Risk | Residual Risk | Desired Risk |
|---------------|---------------|--------------|
| Extreme (5C) | Medium (3D) | Low (3E) |

Note: there are a number of other controls that assist with managing these risks.

➤ **Financial and Resource Implications**

Not applicable

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

There is a high expectation that Council has appropriate corporate governance processes in place including effective management and regular review of the Confidential Items Register.

➤ **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**

The Register of Confidential Items has been reviewed and there are five (5) items that require the consideration of a new confidentiality order at this time. An extract of the register is attached (**Appendix 1**) which provides a summary of all existing confidential orders highlighting those orders that require new confidentiality provisions, as follows:

- ***Resolution 87/22 – Property Lobethal Road, Lenswood***

The Period of Confidentiality for this item concludes 26 April 2023.

It is recommended that a new confidentiality order be applied and that the item remain confidential until 14 March 2024 on the grounds that the document(s) (or part) relates to

- information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of a person; and
- information the disclosure of which would waive privilege to legal advice received by the Council; and
- information relating to actual litigation, or litigation that the council believes on reasonable grounds will take place, involving the council.

- ***Resolution No 105/21 – Multi Year Rally Proposal***

The Period of Confidentiality for this item concludes 24 May 2022.

It is recommended that a new confidentiality order be applied and that the item remain confidential until 31 December 2023 and that this order be reviewed every twelve (12) months.

Most of this item has been released except a small redaction in the report and the Appendices due to commercial in confidence information.

- **Resolution No 20/21 – CWMS Review**

The Period of Confidentiality for this item concludes 22 March 2023.

This matter was a joint initiative between the Rural City of Murray Bridge, the City of Onkarapinga and the Adelaide Hills Council. Whilst the Adelaide Hills Council has made the decision not to proceed further, the item contains joint information, which if disclosed, may impact our counterparts desired outcomes.

It is recommended that a new confidentiality order be applied and that the item remain confidential until the matter is finalised by the Rural City of Murray Bridge and the City of Onkarapinga and that this order be reviewed every twelve (12) months.

- **Resolution No 183/18 – Retirement Village Review**

The Period of Confidentiality for this item concludes 22 March 2023.

This item has been partially released, although the item is due for an annual review given Council's original resolution detailed '*Until settlement with the exception of Clause 8 and Appendix 2 which shall be retained in confidence until 31 July 2023*'.

While the settlement component has now occurred, it is recommended that a new confidentiality order be applied in relation to Clause 8 and Appendix 2 and that the item remain confidential until 14 March 2024 and that this order be reviewed every twelve (12) months.

- **Resolution No 85/14 – AHRWMA**

The Period of Confidentiality for this item concludes 22 March 2023.

It is recommended that a new confidentiality order be applied and that the item remain confidential until legal proceeding outcomes have concluded and that this order be reviewed every twelve (12) months.

3. OPTIONS

Council has the following options:

- I. To extend the period of confidentiality as per the recommendations. (Recommended)
- II. Determine an alternative period of confidentiality. (Not Recommended)
- III. Allow the confidentiality order to expire thus releasing the information. (Not Recommended)

NB: If the meeting wishes to discuss the status of any items in a manner that will result in the disclosure of information currently under an s91(7) confidentiality order, it should first consider making a s90 order to move into confidence.

4. APPENDIX

- (1) Extract of Confidential Items Register- March 2023

Appendix 1

Extract of Confidential Items Register

March 2023

CONFIDENTIAL ITEMS REGISTER
MARCH 2023

| Register No | Date of Meeting | Council/Committee | Agenda No | Resolution Number | Officer | Responsible People Leader | Report Title | LG Act S90 Provision | Release date (no longer than 12 mths) | Original Resolution regardingPeriod of Confidentiality | Revised Period of Confidentiality | Next Review Date (3 mths less than release date) | Notes for Update | Still in confidence | Modified | Modified By | Item Type | Path |
|-------------|-----------------|-------------------|-----------|-------------------|-------------------|---------------------------|---|----------------------|---------------------------------------|--|--|--|--|---------------------|------------------|-------------------|--|--|
| 413 | 14/02/2023 | Council | 9.1 | | Jennifer Blake | Rebecca Shepherd | 9.1South Australian Tourism Commission re Santos Tour Down Under | 90(3)(j) | 14/02/2024 | 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 Nil Minutes Nil Other (presentation, documents, or similar) 12 months – 14 Feb 2024 | | | | Yes | 15/02/2023 12:29 | Pam Williams | Item | governance/Lists/Confidential Items Register |
| 412 | 14/02/2023 | Council | 18.1 | 38/23 | Lachlan Miller | David Waters | 18.1Substantive CEO Recruitment – Remuneration & Independent Advice | 90(3)(b) | 30/06/2023 | retain the Items in confidence as detailed in the Duration of Confidentiality Table below: Item Duration of Confidentiality NB: Item to be reviewed every 12 months if not released Report Until the contract execution of the Substantive Chief Executive Officer Related Attachments Until the contract execution of the Substantive Chief Executive Officer Minutes Until the contract execution of the Substantive Chief Executive Officer Other (presentation, documents, or similar) Nil | | | Yes | 15/02/2023 12:27 | Pam Williams | Item | governance/Lists/Confidential Items Register | |
| 411 | 24/01/2023 | Council | 18.1 | 21/23 | Lachlan Miller | Lachlan Miller | Appointment of Audit & Risk Committee Independent Members to the Adelaide Hills Region Waste Management Authority | 90(3)(a) | 30/06/2023 | 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 2023 Related Attachments Nil Minutes 30 June 2023 Other (presentation, documents, or similar) Nil | | | Yes | 7/02/2023 8:46 | Pam Williams | Item | governance/Lists/Confidential Items Register | |
| 410 | 20/12/2022 | Council | 18.3 | | Lachlan Miller | David Waters | Appointment of External Auditor | 90(3)(d) | 20/12/2023 | Report 31 December 2024 Related Attachments 31 December 2024 Minutes Until Council has appointed an External Auditor for the 30 June 2023 financial year. Other (presentation, documents, or similar) NIL | | 1/09/2023 | Partial Release 20 Feb 2023 - Appendix 2 remains in confidence | Yes | 23/02/2023 11:11 | Steven Watson | Item | governance/Lists/Confidential Items Register |
| 408 | 20/12/2022 | Council | 18.1 | 303/22 | Karen Cummings | Terry Crackett | 18.1Surplus Government Land Notification | 90(3)(d) | 20/12/2023 | Report Until the land has been placed on the open market by the State Government or until the State Government authorises release of the information, whichever event occurs first. Related Attachments Until the land has been placed on the open market by the State Government or until the State Government authorises release of the information, whichever event occurs first. Minutes Until the land has been placed on the open market by the State Government or until the State Government authorises release of the information, whichever event occurs first. Other (presentation, documents, or similar) NIL | | 1/09/2023 | | Yes | 23/02/2023 13:30 | Steven Watson | Item | governance/Lists/Confidential Items Register |
| 407 | 12/12/2022 | Audit Committee | 10.3 | AC49/22 | Lachlan Miller | David Waters | External Audit Tender | 90(3)(d) | 12/12/2023 | Report 31 December 2024 Related Attachments 31 December 2024 Minutes Until Council has appointed an External Auditor for the 30 June 2023 financial year. Other (presentation, documents, or similar) Nil | | 1/09/2023 | Partial Release 20 Feb 2023 - Appendix 2 remains in confidence | Yes | 23/02/2023 11:13 | Steven Watson | Item | governance/Lists/Confidential Items Register |
| 404 | 23/08/2022 | Council | 18.5 | 236/22 | John McArthur | Peter Bice | Ministerial Exemption | 90(3)(i) | 23/08/2023 | 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 | | 1/05/2023 | | Yes | 23/02/2023 11:15 | Steven Watson | Item | governance/Lists/Confidential Items Register |
| 403 | 23/08/2022 | Council | 18.4 | 234/22 | John McArthur | Peter Bice | Revised East Waste 2022-23 Annual Plan & Budget | 90(3)(d) | 23/08/2023 | 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 | | 1/05/2023 | | Yes | 23/02/2023 11:14 | Steven Watson | Item | governance/Lists/Confidential Items Register |
| 402 | 23/08/2022 | Council | 18.3 | 229/22 | John McArthur | Peter Bice | East Waste Recycling Contract | 90(3)(d) | 23/08/2023 | 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 | | 1/05/2023 | | Yes | 23/02/2023 11:15 | Steven Watson | Item | governance/Lists/Confidential Items Register |
| 395 | 28/06/2022 | Council | 18.3 | 171/22 | John McArthur | Peter Bice | Ashton Landfil | 90(3)(i) | 28/06/2023 | 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 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 28 June 2024 Related Attachments 28 June 2024 Minutes 28 June 2024 Other NIL | | 1/03/2023 | | Yes | 30/09/2022 13:13 | Steven Watson | Item | governance/Lists/Confidential Items Register |
| 393 | 28/06/2022 | Council | 18.1 | 165/22 | Peter Bice | Peter Bice | Warren Road Birdwood Blackspot | 90(3)(d) | 28/06/2023 | 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 Local Government Act 1999, resolves that an order be made under the provisions of sections 91(7) and (9) of the Local Government Act 1999 to retain the Items in confidence as detailed in the Duration of Confidentiality Table below: Item Duration of Confidentiality NB: Item to be reviewed every 12 months if not released Report Until all resolutions are executed, but not longer than 28 June 2023 Related Attachments Until all resolutions are executed, but not longer than 28 June 2023 Minutes Until all resolutions are executed, but not longer than 28 June 2023 | | 1/03/2023 | | Yes | 30/09/2022 13:13 | Steven Watson | Item | governance/Lists/Confidential Items Register |
| 387 | 26/04/2022 | Council | 11.1.2 | 87/22 | Natalie Armstrong | Natalie Armstrong | Property Lobethal Road, Lenswood - Confidential | 90(3)(a) | 26/04/2023 | Report Two year term Related Attachments Two year term Minutes NIL Other (presentation, documents, or similar) NIL | | 26/01/2023 | Minute not confidential | Yes | 30/01/2023 12:32 | Natalie Armstrong | Item | governance/Lists/Confidential Items Register |
| 382 | 26/10/2021 | Council | 18.1 | 238/21 | David Collins | Peter Bice | Electricity Procurement Legal Matter | 90(3)(h) | 27/09/2023 | that the report, related attachments and the minutes of Council and the discussion and considerations of the subject matter be retained in confidence until the matter is determined, but not longer than 26 October 2022. | 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. | 27/06/2023 | Further considered to remain at the 27 Sept 2022 Council Meeting | Yes | 10/10/2022 7:36 | Steven Watson | Item | governance/Lists/Confidential Items Register |

CONFIDENTIAL ITEMS REGISTER
MARCH 2023

| | | | | | | | | | | | | | | | | | | |
|-----|------------|------------------|--------|--------|----------------|---------------|--------------------------------|--------------|------------|--|--|------------|--|-----|-----------------|---------------|------|--|
| 381 | 26/10/2021 | Council | 18.2 | 236/21 | John McArthur | Peter Bice | Ashton Landfill | 90(3)(i) | 27/09/2023 | that the report, related attachments and the minutes of Council and the discussion and considerations of the subject matter be retained in confidence until 26 October 2024. | 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. | 27/09/2023 | Further considered to remain at the 27 Sept 2022 Council Meeting | Yes | 10/10/2022 7:38 | Steven Watson | Item | governance/Lists/Confidential Items Register |
| 377 | 25/05/2021 | Ordinary Council | 18.1.1 | 105/21 | Jennifer Blake | David Waters | Multi-Year Road Rally Proposal | 90(3)(d) | 24/05/2023 | that the report and related attachments of Council and the discussion and considerations of the subject matter be retained in confidence until 31 December 2023. | | 24/02/2023 | PARTIAL RELEASE 08 OCTOBER 2021 Redaction and Appendices Remain Confidential | Yes | 26/05/2022 8:38 | Steven Watson | Item | governance/Lists/Confidential Items Register |
| 373 | 27/01/2021 | Council | 18.2 | 20/21 | David Collins | Peter Bice | CWMS Review | 90(3)(d) | 22/06/2023 | that the report, related attachments and the discussion and considerations of the subject matter be retained in confidence until 30 July 2021. The Report of 27 January 2021, Item No. 18.2, CWMS Review, 20/21 remain confidential until 30 July 2023 and that this order be reviewed every twelve (12) months. | Resolved - 22 March 2022 1. Pursuant to Section 91(7) of the Local Government Act 1999, Council orders that the following document(s) (or part) shall be kept confidential, being document(s) (or part) relating to a matter dealt with by the Council on a confidential basis under Sections 90(2) and 90(3)(d) of the Act: •The Report of 27 January 2021, Item No. 18.2, CWMS Review, 20/21 remain confidential until 30 July 2023 and that this order be reviewed every twelve (12) months. On the grounds that the document(s) (or part) relates to commercial information of a confidential nature (not being a trade secret) the disclosure of which— (i) could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and (ii) would, on balance, be contrary to the public interest. 2. Pursuant to section 91(9)(c) of the Local Government Act 1999, Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer. | 1/01/2023 | Last reviewed by Council 22 March 2022 | Yes | 4/04/2022 9:23 | Steven Watson | Item | governance/Lists/Confidential Items Register |
| 331 | 1/08/2018 | Special Council | 7.2.1 | 183/18 | Terry Crackett | Andrew Aitken | Retirement Village Review | 90(3)(b) | 22/03/2023 | This item has been partially released, given Council's original resolution detailed 'Until settlement with the exception of Clause 8 and Appendix 2 which shall be retained in confidence until 31 July 2023'. The Report of 01 August 2018, Item No. 7.1, Retirement Village Review, on the grounds that the document(s) (or part) relates to information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council and would, on balance, be contrary to the public interest. Pursuant to section 91(9)(c) of the Local Government Act 1999, Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer. Clause 8 and Appendix 2 of the Report of 01 August 2018, Item No. 7.2.1, Retirement Village Review, 183/18 remain confidential until 31 July 2023 and that this order be reviewed every twelve (12) months. | Resolved - 22 March 2022 1. Pursuant to Section 91(7) of the Local Government Act 1999, Council orders that the following document(s) (or part) shall be kept confidential, being document(s) (or part) relating to a matter dealt with by the Council on a confidential basis under Sections 90(2) and 90(3)(b) of the Act: •Clause 8 and Appendix 2 of the Report of 01 August 2018, Item No. 7.2.1, Retirement Village Review, 183/18 remain confidential until 31 July 2023 and that this order be reviewed every twelve (12) months. On the grounds that the document(s) (or part) relates to information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council and would, on balance, be contrary to the public interest. 2. Pursuant to section 91(9)(c) of the Local Government Act 1999, Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer. | 1/01/2023 | Last reviewed by Council 22 March 2022 | Yes | 4/04/2022 9:22 | Steven Watson | Item | governance/Lists/Confidential Items Register |
| 240 | 22/04/2014 | Council | 18.2.1 | 85/14 | John McArthur | Peter Bice | AHRWMA | 90(3)(b,d,i) | 22/03/2023 | That the Report of 22 April 2014, Item No. 18.2Adelaide Hills Regional Waste Management Authority on the grounds that the document(s) (or part): (i) could reasonably be expected to confer a commercial advantage on a person with whom the Council is conducting or proposing to conduct business, or to prejudice the commercial position of the Council; and (ii) would, on balance, be contrary to the public interest. Commercial information of a confidential nature (not being a trade secret) the disclosure of which: (i) could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and (ii) would, on balance, be contrary to the public interest. Specifically, the present matter relates to Council considering an offer from a competitor with regard to where to take its waste stream, and to consider the long term implications and options in relation to the Regional Waste Management Authority of which it is a member, and due to the fact that the competitor has initiated legal proceedings against the aforementioned Authority where Council disposes of its waste. This order shall operate until further order of the Council and will be reviewed at least annually in accordance with the Act. 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. | Resolved - 22 March 2022 1. Pursuant to Section 91(7) of the Local Government Act 1999, Council orders that the following document(s) (or part) shall be kept confidential, being document(s) (or part) relating to a matter dealt with by the Council on a confidential basis under Sections 90(2) and 90(3)(i) of the Act: The Report of 22 April 2014, Item No. 18.2.1, AHRWMA, 85/14 remain confidential until the matter is determined and that this order be reviewed every twelve months. 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. 2. Pursuant to section 91(9)(c) of the Local Government Act 1999, Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer. | 1/01/2023 | 220224 Advice from Leah Maxwell, The payments from the settlement finish in 2024, so at this stage it would be appropriate to reconsider in 2 years time. 230123 Item to remain in confidence as settlement payment still in progress. | Yes | 27/02/2023 9:44 | John McArthur | Item | governance/Lists/Confidential Items Register |

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 14 March 2023
AGENDA BUSINESS ITEM**

Item: 12.5

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

Subject: Advisory Groups

For: Decision

SUMMARY

Advisory Groups are created to provide the means by which the Administration can access technical and/or community advice to inform the development or implementation of Council strategies, policies and initiatives.

At each periodic election Council considers the appropriateness of its governance arrangements, specifically its committee and working group structures, for the forthcoming period.

The purpose of this report is to provide an overview of the Advisory Group review outcomes with a view to Council resolving its preference for Advisory Groups in this new term.

RECOMMENDATION

Council resolves:

- 1. That the report be received and noted.**
 - 2. To suspend the operation of Council Advisory Groups until it has determined a position on its broader governance structures following the Strategic Plan development.**
 - 3. That the Mayor writes to the Independent Members of Council's Advisory Groups to advise them of Council's decision, thank them for their service and to encourage them to remain engaged with Council.**
-

1. BACKGROUND

History

Historically each periodic election has been used as an opportunity for the Council of the day to consider its governance arrangements, such as s41 council committees, s43 regional subsidiaries, council meeting arrangements, workshops and professional development sessions, community forums, advisory and working groups.

Many of the governance elements listed above have been the subject of separate reports with this report dealing with Advisory Groups specifically.

Council has used Advisory Groups (in various forms) over many years to provide advice to staff and, ultimately, to the Council in relation to a variety of subject matters.

The last holistic review of the Advisory Group arrangements occurred in October 2018 and was finalised in December 2018 (following the 2018 Periodic Election) resulting in the cessation of five (5) Advisory Groups and the retention of the following Advisory Groups:

- Bushfire Advisory Group
- Biodiversity Advisory Group
- Cemetery Advisory Group
- Property Advisory Group
- Rural Land Management Advisory Group
- Sustainability Advisory Group

The 2018 review also incorporated the update of the Terms of Reference for each of the Groups and the adoption of the *Advisory Group Operation & Conduct Policy* (the “Operation and Conduct Policy”). These documents are all contained on Council’s website (www.ahc.sa.gov.au).

Advisory Groups – concept and function

The Operation and Conduct Policy describes the purpose of Advisory Groups is to provide the means by which the Administration can access technical and/or community advice to inform the development of Council strategies, policies and initiatives.

The Groups are not required under legislation but elements of legislation apply to them (see Legal Implications below). They were initially conceived and continue to be operated as a forum by which Group Members (both Council Members and Independent Community Members/Organisations) can provide input into policy development and limited operational matters in the Group’s subject area. The Groups meet quarterly and have informal meeting procedure. Groups are not meant to commission their own work and do not make decisions but the Group Executive Officer (Chair) uses the information obtained during the meetings to prepare reports to Council.

Independent Members

With the exception of the Property Advisory Group, which is Council Member membership only, all other Groups have both Council Members and Independent Members/Organisations as members.

The current terms of Independent Members/Organisations expire on 30 April 2023.

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

| | |
|---------------|---|
| Goal 5 | A Progressive Organisation |
| Objective O4 | We actively represent our community |
| Priority O4.2 | Attract and develop a diverse and capable elected body that represents, promotes, and reflects the composition of the community |
| Priority O4.3 | Advocate to, and exert influence with, our stakeholders on behalf of our community to promote the needs and ambitions of the region |
| Objective O5 | We are accountable, informed, and make decisions in the best interests of the whole community |
| Priority O5.1 | Enhance governance structures and systems to prudently adapt to changing circumstances and meet our legislative obligations |

While Advisory Groups are a discretionary creation of Council and do not make decisions for or on behalf of Council, it is important that the governance arrangements relating to these Advisory Groups are clearly documented and understood.

The Council's *Advisory Group Operation and Conduct Policy*, as the title suggests, sets out provisions of the operations of the Groups (roles and functions, membership, meeting arrangements, quorums, presiding member, etc) and the conduct required of Group members. The Policy sits alongside the Terms of Reference for each of the Advisory Groups.

Due to the nature of Advisory Group meetings and the Council Member membership of these Groups, Council's *Information and Briefing Sessions Policy* and the *Code of Practice for Access to Council, Council Committee and Information & Briefing Session Meetings & Documents* applies to these meetings.

➤ Legal Implications

Advisory Groups do not have a legal foundation under the *Local Government Act 1999* (the "Act"), as opposed to Section 41 Council Committees or Section 43 Regional Subsidiaries. However due to their composition and the matters discussed, under the provisions of the Act, in most cases, they are considered to be information or briefing sessions.

Section 90(A) of the Act sets out the provisions that apply to Information or Briefing Sessions ("Information Sessions"). In summary:

- these are sessions that are called by the Council or the CEO (or delegate) to which more than one (1) member of the council or a council committee is invited to attend for the purposes of providing information or briefing to attendees.
- a matter must not be dealt with at an Information Session in such a way as to obtain (or effectively obtain) a decision on a matter outside a formal meeting of the council or a council committee.
- an Information Session must be open to the public if a matter to be discussed is a matter that will be (or is intended to be) on the agenda of a formal meeting of the council or council committee.
- A matter can be considered in confidence at an Information Session through the use of applicable provisions of s90(3).

➤ **Risk Management Implications**

Providing effective and legislatively compliant arrangements for the Council to obtain information to further the achievement of its strategic objectives will assist in mitigating the risk of:

Poor governance practices occur which lead to a loss of stakeholder (i.e. customer and regulator) confidence and/or legislative breaches.

| Inherent Risk | Residual Risk | Target Risk |
|---------------|---------------|-------------|
| Extreme (5C) | Low (3E) | Low (3E) |

Note that there are many other controls that assist in mitigating this risk.

➤ **Financial and Resource Implications**

The financial costs associated with Advisory Groups are minimal and consist of light meals and refreshments for Group Members in recognition of the timing and duration of those meetings.

The resource implications associated with Advisory Groups consist of the time of one to three senior staff preparing, conducting and following up after each meeting. Conservatively these would average out to be 10-12 hours per meeting. The opportunity cost of these resources is being able to progress other priorities within the Annual Business Plan.

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

While there is no direct tangible implication, it is reasonable to assume that the community could expect Council to have mechanisms to provide advice and consideration of matters to assist the Council to discharge its responsibilities and achieve its strategic intent.

➤ **Sustainability Implications**

Not directly applicable and notwithstanding that a number of the Advisory Groups consider matters relating to sustainability.

➤ **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 participated in a workshop on 6 February 2023 covering the role and nature of Advisory Groups, Council's information flows, perceptions, and a Strengths, Weaknesses, Opportunities, Threats (SWOT) analysis.

Advisory Groups: Council Members on Advisory Groups and the Executive Officers contributed to the SWOT analysis presented at the 6 February 2023 workshop.

External Agencies: Not Applicable

Community: Not Applicable

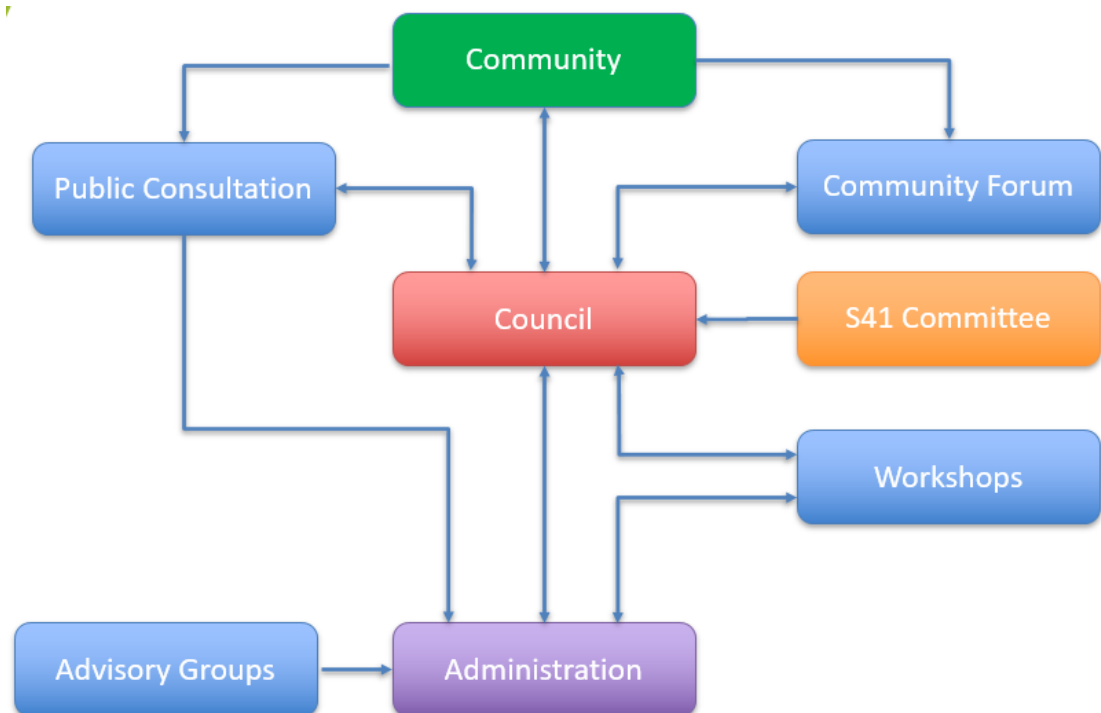
➤ **Additional Analysis**

Strategy and Policy Development

As described above, Advisory Groups have been a tool to obtain information that can inform Administration reports to Council, particularly in the areas of policy and strategy development.

It is important to note that these Groups are only one of many sources/structures of information used for policy and strategy development. Other key ones include professionally qualified staff, industry groups, council workshops, council committees, community forums, literature review, public consultation, working groups, surveys, consultants, etc.

Council's information flows in relation to policy/strategy development are represented in the following diagram (not all of the above information sources are displayed).



Strategic Plan

One of the key projects for the Council in 2023-24 is the development/review of the Strategic Plan. This provides the opportunity for the Council, in consultation with the community, to establish the medium-term (4-year+) future of the Council. This is a very significant project which will have considerable engagement activities to properly inform the Strategic Plan development.

It is highly likely that the resulting Plan will set new policy direction for Council which will need appropriate governance arrangements put in place to realise that strategic intent. These are matters that will need to be considered in the development process and post-Plan adoption.

Relevant to this report, Advisory Groups (or a derivative) may be part of those future governance arrangements.

Advisory Group SWOT Analysis

As advised above, Council Members participated in a workshop on 6 February 2023 regarding Advisory Groups. As part of this session the results of a Strengths, Weaknesses, Opportunities, Threats (SWOT) analysis were presented based on feedback received from the Council Members on Advisory Group and the Executive Officers and other staff associated with those Groups.

The SWOT slides from the workshop presentation are at Appendix 1.

Conclusion

Advisory Groups have previously and can continue to play an important role in the development of policy and strategy at Council. The SWOT analysis identified a range of issues that should be considered and addressed to improve the operation of the Groups to optimise their contribution to Council and achieve value-for-money for the resources invested.

Given the Strategic Plan exercise commencing in 2023, and with the recent periodic election, it is a natural point to pause and consider whether it is appropriate to continue with the Advisory Groups in their current form.

The Administration proposes that Council determines to suspend the Advisory Groups until Council has substantially developed the new Strategic Plan and has an informed appreciation of the governance arrangement needs to give effect to its new strategic intent. Suspension of the Advisory Groups would require a resolution of Council.

Given the impending expiry of Independent Member/Organisation, it is recommended that Council also resolve for the Mayor to write to all current Group Members and thank them for their service and contribution and advise that Council will be considering its governance arrangements (and the role of Advisory Groups might fulfil in those), following the development of the Strategic Plan.

If however, Council resolves to continue with Advisory Groups, a separate report will be required for Council to (if appropriate) refine the TORs for the Groups, to address the issues raised in the SWOT analysis, and to commence an Independent Member recruitment process given the impending expiration of the current terms.

3. OPTIONS

Council has the following options:

- I. Suspend Advisory Groups until the adoption of the Strategic Plan and for the Mayor to write to all current Advisory Group Members and thank them for their service (Recommended)
- II. Continue with the Advisory groups in their current form. A separate report will be required to commence the Independent Member recruitment process and update TORs and associated arrangements (Not Recommended)

4. APPENDIX

- (1) Advisory Group SWOT Analysis – 6 February 2023

Appendix 1

Advisory Group SWOT Analysis – 6 February 2023

Advisory Group SWOT Analysis Results – 6 February 2023



Advisory Group SWOT Analysis

To provide the means by which the Administration can access technical and/or community advice to inform the development of Council strategies, policies and initiatives

Strengths

1. Brings in viewpoints from CMs, staff and community members
2. Can be useful to educate Group Members and expel misconceptions
3. Knowledge of the district/issues (that is not known by the Administration) is shared
4. Enables matters of Council Member interest/perspective to be considered
5. Allows the exploration of potential community impacts/responses



Advisory Group SWOT Analysis

To provide the means by which the Administration can access technical and/or community advice to inform the development of Council strategies, policies and initiatives

Weaknesses

1. Meet too infrequently
2. Attendance by Group members can be poor leading to cancellations
3. Some Group members have conflicts of interest
4. Can be dominated by one or two Group members
5. Discussion can get 'off-track' as Group members discuss their pet issues
6. Advice from AG does not come direct to the Chamber
7. Difficulty attracting/retaining quality community members
8. Group members generally have an interest but not expertise
9. More effective alternate sources for Administration obtaining required information/expertise
10. Difficulty is 'scraping' together discussion items for a meeting



Advisory Group SWOT Analysis

To provide the means by which the Administration can access technical and/or community advice to inform the development of Council strategies, policies and initiatives

Opportunities

1. Meet more frequently (at least quarterly)
2. Expand memberships to include more community members and partner organisations (broader pool of ideas)
3. Remove CMs from AGs (as they have input in workshops)
4. Provide more detailed summaries (minutes) of meetings to inform Council and public
5. Abolish AGs and:
 - a) establish project-specific, limited-term working groups
 - b) convene community forums on topics of public interest ([i.e.](#) sustainability, bushfire prevention, etc.)
 - c) establish a suite of s41 committees with/out delegations
 - d) reference groups on areas of interest



Advisory Group SWOT Analysis

To provide the means by which the Administration can access technical and/or community advice to inform the development of Council strategies, policies and initiatives

Threats

1. Without access to advice/expertise, the quality of Council's policies/strategies will not be optimised.
2. Resources required to operate AGs or their replacement result in less time to develop the strategies/policies and initiatives and/or increased staffing establishment
3. Larger meetings are more difficult to manage which might detract from the information the Administration receives from the meeting

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 14 March 2023
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 |
|--------------|------------------|---------|--|-------------------------|
| 26/04/2022 | Ordinary Council | 93/22 | Options for Randell's Workmen's Cottages Gumeracha | Nil |
| 20/12/2022 | Ordinary Council | 309/22 | Appointment of External Auditor | Nil |
| 20/12/2022 | Ordinary Council | 310/22 | Appointment of External Auditor - Duration of Confidentiality | Nil |
| 14/02/2023 | Ordinary Council | 27/23 | Uniting Church request to transfer ownership of Woodside & Inverbrackie Cemeteries | Nil |
| 14/02/2023 | Ordinary Council | 31/23 | Audit Committee Independent Member Recruitment | Nil |
| 28/02/2023 | Ordinary Council | 42/23 | Budget Review 2 | Nil |
| 28/02/2023 | Ordinary Council | 44/23 | Economic Development Plan Mid Term Review | 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 CGI | Action Required (Council Resolution) | Responsible Director | Status | Status (for Council reporting) | Confidential |
|--------------|------------------|---------|---|-------------------------|---|----------------------|-------------|--|--------------|
| 24/01/2017 | Ordinary Council | 7/17 | Cromer Cemetery Revocation of Community Land | None declared | a report be prepared and submitted to the Minister for Local Government seeking approval for the revocation of the community land classification of a portion of the land contained in Certificate of Title Volume 5880 Folio 219 identified in red on the plan attached as Appendix 1. | Terry Crackett | In Progress | DEWNR have requested that the revocation be put on hold whilst they investigate the requirements to alter the trust affecting the land and undertake an assessment of the native vegetation on the land, this is likely to take some months. DEW advised on 4/12/18 that there are some impediments to the progression of the proposed boundary realignment due to the mining operations on the adjacent land, which are being negotiated with the Dept for Mining. Advice is that these negotiations could take considerable time (2yrs). In the interim, consideration will be given to the granting of a right of way to ensure that the cemetery has legal access. DEW staff member dealing with this matter has left DEW so there may be an extended delay whilst it is reallocated and assessed. DEW awaiting finalisation of negotiations with Dept for Mining March 21 - Council staff have requested an update from DEW as to the status of this matter October 21 - Council staff continue to engage with DEW to seek a progression of the matter November 21 - no further update from DEW 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 30/06/2022) 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. Nov 22 - lising with Plan SA who have now received the land division for assessment Dec 22 - Council's comments on the crown land division now with Plan SA for a final decision Jan 23 - Crown Lands advised early Jan that they are finalising paperwork submission to Minister Feb 23 - no update Mar 23 - Awaiting update advice from Crown Lands SA | FALSE |
| 28/08/2018 | Ordinary Council | 200/18 | Proposal to enter 11 AHC Reserves into Heritage Agreements 2018 | None declared | <ol style="list-style-type: none"> 1. That the report be received and noted. 2. That the Biodiversity Officer be authorised to enter:Doris Coulls Reserve, 152 Old Mt Barker Road, AldgateHeathfield Waste Facility, 32 Scott Creed Road, HeathfieldKitley Reserve, 15 Kitley Road, AldgateShanks Reserve, 1 Shanks Road, AldgateStock Reserve, Stock Road, MylorLeslie Creek Reserve, Leslie Creek Road, MylorMi Mi Reserve, 125 Aldgate Valley Road, MylorAldgate Valley 2 Reserve, 114 Aldgate Valley Road, MylorKylie Road Nature Reserve, Kyle Road, MylorCarey Gully Water Reserve, Deviation Road, Carey GullyHeathfield Stone Reserve, 215 Longwood Road, HeathfieldMylor Parklands, Mylor all being of significant biodiversity value, into Heritage Agreements. 3. That the Heritage Agreements retain the existing dog access arrangements in place for each of those reserves. | Peter Blice | In Progress | The Heritage Applications were phased over the years in order to be accommodated within available resourcing. All applications have been lodged by June 30 2022 as per 2018 Council resolution. Heritage Agreements have been registered over: Kitley Reserve, Shanks Reserve, Kyle Road Nature Reserve, Leslie Creek Reserve, Aldgate Valley 2 Reserve Doris Coulls Reserve, Mylor Parklands, Heathfield Waste Facility, Heathfield Conservation Reserve Conditionally approved: 1. Reserve 26 - "Stock Rd 1". Needs to be allocated CT to progress. Paperwork signed by CE and Mayor and lodged. Delays due to CT Application fee being payable by cheque only. AHC organising bank cheque. 2. Carey Gully. Rededication from recreation to conservation purposes required. Paperwork to amend a dedication submitted to Crown Lands. Awaiting outcome. NOTES: Heathfield Stone Reserve was 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 CEO, 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. | FALSE |
| 11/09/2018 | Special Council | 229/18 | Road Exchange McBeath Drive, Skye Horsnell Gully | None declared | <p>In accordance with sections 12 and 15 of the Roads (Opening and Closing) Act 1991, as regards the land within the Adelaide Hills Council area, enter into an Agreement for Exchange with Boral Resources (SA) Ltd and issue a Road Process Order to open as road portions of Section 906 Hundred of Adelaide numbered "1", "2" and "3" on Preliminary Plan No. 17/0066 (Appendix 1) and in exchange to close portions of McBeath Drive marked "A", "B", "C" and "D" on Preliminary Plan No. 17/0066, subject to the following:Boral Resources (SA) Ltd agreeing to pay all costs associated with the road exchange process including but not limited to all survey, valuation and reasonable legal costs; Boral Resources (SA) Ltd agreeing to pay all costs associated with a Council boundary adjustment between Adelaide Hills Council and the City of Burnside to rectify the resulting Council boundary anomaly from the road exchange process</p> <p>The closed road is excluded as Community Land pursuant to the Local Government Act 1999.</p> <p>Council approves the sale of the differential between the total area of closed road and the total area of opened road of approximately 1,242m2 to Boral Resources (SA) Ltd for the amount of \$6,210 as determined by an independent valuation.</p> <p>Subject to the successful completion of the road exchange process, Council undertakes a process in conjunction with the City of Burnside to realign the local government boundary along the new location of McBeath Drive to the south side of pieces 42, 52 and 62 of the proposed residential allotments in accordance with the provisions of the Local Government (Boundary Adjustment) Amendment Act 2017 (to commence on 1 January 2019) and/or Part 2 of Chapter 3 of the Local Government Act 1999.</p> <p>The Mayor and Chief Executive Officer be authorised to sign all documents necessary, including affixation of the common seal, to give effect to this resolution.</p> | Terry Crackett | In Progress | 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 Nov 22 - no update Dec 22 - no further update to report Jan 23 - no further update to report Feb 23 - Boral advised in late Jan that all docs have now been forwarded for land division lodgement to their Lawyers Mar 23 - Boral has made progress with the land division with deposit of plan now imminent. Burnside has requested an extension of time from the boundaries commission for resolution of the boundary issues as the matter is nearing finalisation | FALSE |

| Meeting Date | Meeting | Res No. | Item Name | Previously Declared COI | Action Required (Council Resolution) | Responsible Director | Status | Status (for Council reporting) | Confidential |
|--------------|------------------|---------|---|-------------------------|--|----------------------|-------------|--|--------------|
| 11/09/2018 | Special Council | 232/18 | Revocation of Community Land – Bridgewater Retirement Village | None declared | To commence a process to revoke the Community Land classification of the land located on the corner of Mt Barker Road and Second Avenue Bridgewater known as 511 Mt Barker Road Bridgewater contained in Certificate of Title Volume 5488 Folio 788 (Land) on which a portion of the Bridgewater Retirement Village is located byPreparing 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 Carriook Park, Candlebark Reserve and Vincent Playground Reserve, that may be suitable for the development of a landscaped garden for the benefit of the community and for the construction of a memorial to the Ash Wednesday Bushfires of 1983 as contemplated by the charitable trust over the Land and invite community suggestions and feedback in relation to any appropriate land parcels. To approve a budget allocation in the amount of \$10,000 for legal expenses for the preparation of an Application to the Supreme Court to vary the charitable trust. That a further report be presented to Council for consideration after community consultation and further investigations have been completed | Terry Crackett | In Progress | Initial consultation to identify possible locations for the establishment of a garden and memorial concluded on 28 January 2019 with only one submission received being a suggestion from the Retirement Village residents to investigate Carriook Park as their preferred option. Council, at the meeting of 27 August 2019, approved Carriook 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 Carriook 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. Nov 22 - Advice received from Ministers office that community land revocation would be reviewed mid November 2022. Dec 22 - waiting on final decision regarding community land revocation from Ministers office Jan 22 - waiting on final decision regarding community land revocation from Ministers office Feb 22 - waiting on final decision regarding community land revocation from Ministers office Mar 23 - still waiting on advice from Ministers office | FALSE |
| 23/07/2019 | Ordinary Council | 188/19 | LED Street Lighting Upgrade | None declared | That the report be received and notedTo approve an increase of \$365k in Council's 2019/20 capital budget to commence the transition of 900 P - category public streetlights to LED with the funding source to be recommended to Council at its next budget review. That Council engage SAPN to commence the changeover of P-Category lights to LED public lighting on Council roads and that authority is given to the CEO to finalise a contract with SAPN and sign that agreement.That Council enter into a PLC tariff agreement for public lighting with SAPN until 30 June 2020 and subsequently move to the tariff set by the Australian Energy Regulator from July 2020.That Council continues to liaise with SAPN and DPTI on the changeover of Council public lighting on roads under the care and control of the State Government.That a further report be provided to Council on the outcome of the continued discussions with SAPN and DPTI. | Peter Bice | In Progress | Council footpath lighting quote being sought for changeover to LED in Birdwood Main Street. Council lights changed to LED at Algalte, Uraldia and Sumertown Main Street complete. The Public Lighting Working Group (including representatives from Local Government, DIT and SAPN) has established a sub-group to work with DIT on the transition of V Category lights on state maintained roads. Timing of any agreements between LG and DIT unknown. Council officers continue to be updated on sub-group progress and have nominated to join main street lighting working group. | FALSE |
| 28/01/2020 | Ordinary Council | 11/20 | Revocation of Community Land - Bridgewater Retirement Village | None declared | That the report be received and notedSubject to the Supreme Court issuing an order granting approval for a trust variation scheme, a report be prepared and submitted to the Minister for Planning seeking approval to revoke the community land classification of Allotment 220 in Filed Plan No. 8131 known as 511 Mount Barker Road Bridgewater.The Mayor and CEO be authorised to sign all necessary documentation to give effect to this resolution. | Terry Crackett | In Progress | Application to the Minister for Planning will be made once the trust variation scheme has been approved by the Supreme Court. The Attorney-General has provided in-principle support for the proposal. A detailed landscape design has been prepared, community consultation on the design is underway and submission for the Supreme Court is being prepared. November 21 - consultation has been undertaken, draft affidavit has been prepared for lodgement with the Supreme Court 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 Carriook 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 Nov 22 - advice received from Minister that community land revocation would be assessed around mid November 2022 Dec 22 - awaiting final decision from Minister regarding community land revocation Jan 23 - awaiting final decision from Minister regarding community land revocation Feb 23 - awaiting final decision from Minister regarding community land revocation Mar 23 - awaiting final decision from Minister regaeading community land revocation | FALSE |
| 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 documents necessary, including affixation of the common seal, to give effect to this resolution | Terry Crackett | In Progress | Final Plans and Road Process Order documents have been executed by all parties. Awaiting on processing with the Surveyor- General and the Lands Titles Office | FALSE |
| 27/01/2021 | Ordinary Council | 22/21 | CWMS Review | None declared | that the report, related attachments and the discussion and considerations of the subject matter be retained in confidence until 30 July 2021. | Peter Bice | In Progress | | FALSE |

| Meeting Date | Meeting | Res No. | Item Name | Previously Declared COI | Action Required (Council Resolution) | Responsible Director | Status | Status (for Council reporting) | Confidential |
|--------------|------------------|---------|--|----------------------------|--|----------------------|-------------|---|--------------|
| 23/03/2021 | Ordinary Council | 52/21 | Crown Land Revocation | None declared | <ol style="list-style-type: none"> That the report be received and noted That the consultation report (Appendix 1) be received and noted To apply to the Minister for Planning to revoke the Community Land classification of the following parcels of lands: <ol style="list-style-type: none"> CR 5752/186, Lot 32 Fullgrave Road, Crafrers CR 5753/725, Section 1609 Illert Road, Mylor CR 5753/729, Section 1657 Scott Creek Road, Scott Creek CR 5753/741, Sections 53 and 54 Sandy Waterhole Road, Woodside CR 5753/742, Section 547 Schubert Road, Labial CR 5753/744, Section 553 Pedare Park Road, Woodside CR 5753/745, Section 556 Tiers Road, Woodside CR 5753/746, Section 565 Old Carey Gully Road, Stirling CR 5753/754, Section 511 North East Road, Inglewood CR 5753/758, Section 262 Reserve Road, Forreston CR 5763/631, Section 1591 Silver Road, Bridgewater CR 5763/634, Section 71 Magarey Road, Mount Torrens CR 5763/635, Section 72 Magarey Road, Mount Torrens CR 5763/636, Section 84 Forreston Road, Forreston CR 6142/329, Lot 501 Greenhill Road, Balhannah CR 5926/487, Lot 20 Bell Springs Road Charleston (for rededication to the Department of Environment & Water) CR 5753/718, Section 1544 Reserve Terrace Aldgate (for rededication to Meals on Wheels) CR 5753/753, Section 495 off Kersbrook Road Kersbrook (for rededication to Forestry SA) That a further report be presented to Council once a response from the Minister for Planning is received. | Terry Crackett | In Progress | <p>Being progressed in accordance with resolution.</p> <p>November 21 - awaiting feedback from the Minister for Planning on final application for revocation</p> <p>Jan 22 - final application has been lodged with the Minister for Planning</p> <p>June 22 - awaiting response from new Minister</p> <p>September 2022 - still awaiting response from Minister</p> <p>Oct 22 - Still awaiting response from Minister</p> <p>Nov 22 - Still awaiting response from Minister</p> <p>Dec 22 - received response from Minister that matter has been referred to DEW for land to be resumed from the Crown to alleviate the need for Community Land revocation. Report to be made to Council in January 2023 providing an update on the Ministers correspondence and next steps</p> <p>Jan 23 - report to Jan Council meeting regarding next steps.</p> <p>Feb 23 - matter now referred to crown lands SA - workshop to now be held with Council before Council meeting by end of June 2023</p> <p>Mar 23 - have asked crown lands SA to put matter on hold pending Council workshop schedule for May</p> | FALSE |
| 27/07/2021 | Ordinary Council | 158/21 | Revocation of Community Land Classification - Closed Roads R2142AA & R1573AB | Perceived - Cr Linda Green | <ol style="list-style-type: none"> That the report be received and noted To commence a revocation of community land process for the land described as "AA" in Road Plan No. 2142 ("Closed Road"), off Lenger Road, Mount Torrens including consultation in accordance with Council's Public Consultation Policy and the <i>Local Government Act 1999</i> with the intention of selling the Closed Road to the adjoining owners. To commence a revocation of community land process for the land described as "A" and "B" in Road Plan No. 1573 ("Closed Road") adjacent to 105 Nicholls Road, Norton Summit including consultation in accordance with Council's Public Consultation Policy and the <i>Local Government Act 1999</i> with the intention of selling the Closed Road to the adjoining owners. That a further report be presented to Council at the completion of the consultation. | Terry Crackett | In Progress | <p>Commenced in accordance with the resolution</p> <p>Public Consultation has completed. NO formal responses received - follow up report is prepared and to be presented at June 2022 Council meeting</p> <p>Follow up report presented to Council 26 July 2022.</p> <p>Council have written to the Minister for approval of Community Land Revocation status. Anticipated response due mid September 2022.</p> <p>Oct 22 - No response received from Minister</p> <p>Nov 22 - Response from Minister still to come</p> <p>Dec 22 - Response from Minister still to come</p> <p>Jan 23 - Response from Minister received 10/1/2023 - in favour of Revocation. Next steps are to prepare next report to Council to progress with the sale of the Closed Road Land (March 2023 Meeting).</p> <p>Mar 23 - Roads Officer position now vacant, will look to report to Council on this asap likely April.</p> | FALSE |
| 24/08/2021 | Ordinary Council | 170/21 | Road Exchange Aldi Development Pomona Road Stirling | None declared | That the report be received and noted in accordance with sections 12 and 15 of the <i>Roads (Opening and Closing) Act 1991</i> , enter into an Agreement for Exchange with the owner of the land of 3-5 Pomona Road Stirling and issue a Road Process Order to open as public road the area identified as "Road to be opened 1" on the Preliminary Plan No 21/0011 and in exchange to close a portion of Pomona Road as identified on the Preliminary Plan No 21/0011 as "Public Road A", subject to the owner of the land at 3-5 Pomona Road Stirling and Council agreeing to share all costs associated with the road exchange process including but not limited to all survey, valuation and reasonable legal costs. The closed road be excluded as Community Land pursuant to the <i>Local Government Act 1999</i> . The Mayor and Chief Executive Officer be authorised to sign all documents necessary, including affixation of the common seal, to give effect to this resolution. | Terry Crackett | In Progress | <p>Commenced in accordance with resolution</p> <p>Road Process Documents have been signed by Council. Currently awaiting process by the Surveyor-General 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> <p>Nov 22 - No further updates</p> <p>Dec 22 - No further updates</p> <p>Jan 23 - No further updates</p> <p>6 Feb 23 - No further updates</p> <p>Mar 23 - easement plan now signed and ready for lodgement</p> | FALSE |
| 24/08/2021 | Ordinary Council | 178/21 | Operational Workplace Review | None declared | <ol style="list-style-type: none"> That the report be received and noted That Council take up commercial lease space in Stirling at 85 Mount Barker Road Stirling, and the associated costs for the leasehold premises detailed in Appendix 1 be adjusted in the 2021-22 financial year at Budget Review 1 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 Subject to endorsement of the detailed scoping identified in 3 above, the Development and Building Team be relocated from Woodside to Stirling To include budget provision in the draft Annual Business Plan for the 2022-23 financial year to undertake a feasibility study on the medium to long term needs for community and operational sites and where greater efficiencies may be obtained through consolidation of sites. | Terry Crackett | In Progress | <p>Commenced in accordance with resolution</p> <p>Fitout of Garrod Office and progression of preliminary work for Stirling transportable underway. Scoping of other components to be in nearing completion and will be presented back to Council for review.</p> <p>Sept 22 - refit of transportable building at Stirling underway to allow for Ranges and EHO's to move in. 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> <p>Nov 22 - Transportable renovations going to plan with completion estimated prior to Christmas. Discussion held with Ceo/exec team re scope/process moving forward</p> <p>Dec 22 - Transportable on track to be completed prior to Christmas. Scoping for planning and building team to be relocated to Stirling underway</p> <p>Jan 23 - discussions underway regarding options for woodside staff to be relocated to Stirling together with costings for changes to West Wing (Council chamber). Report to be submitted to Council prior to any changes being made.</p> <p>Feb 23 - update report coming to council in March/April</p> <p>Mar 23 - update report to come to Council more likely April/May</p> | FALSE |
| 26/10/2021 | Ordinary Council | 220/21 | Charleston Cemetery Compulsory Acquisition | None declared | <ol style="list-style-type: none"> That the report be received and noted. To revoke the resolution of Council of 22 May 2001, 8129. 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 | 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> <p>Nov 22 - No update received from Minister</p> <p>Dec 22 - No update received from Minister</p> <p>Jan 23 - no update received from Minister.</p> <p>Feb 23 - no update received from Minister</p> <p>Mar 23 - Lawyer followed up and Minister has advised that they are still reviewing the request from Council</p> | FALSE |

| Meeting Date | Meeting | Res No. | Item Name | Previously Declared CGI | Action Required (Council Resolution) | Responsible Director | Status | Status (for Council reporting) | Confidential |
|--------------|------------------|---------|---|--------------------------|---|----------------------|-------------|---|--------------|
| 26/10/2021 | Ordinary Council | 235/21 | Ashton Landfill - Confidential Item | None declared | As per Confidential minute | Peter Bice | In Progress | Matter continues to be progressed. Further updates will be provided when a material change occurs. | TRUE |
| 26/10/2021 | Ordinary Council | 238/21 | Electricity Procurement Legal Matter - Confidential Item | None declared | As per confidential minute | Peter Bice | In Progress | | TRUE |
| 14/12/2021 | Ordinary Council | 274/21 | Woodside Recreation Ground Reuse further information | Perceived - Cr Stratford | <ol style="list-style-type: none"> The report be received and noted. That a report be prepared for Council's information on the costs associated with bore water saving initiatives that could be implemented in respect to Council-owned recreational assets that are currently irrigated by bore water. | Peter Bice | In Progress | An audit of the site was undertaken on Wednesday 4th January 2023, along with other key areas. Report was delayed, due mid March 2023. | FALSE |
| 22/03/2022 | Ordinary Council | 52/22 | Response to MON Bore Use | Nil | <ol style="list-style-type: none"> That the report be received and noted 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 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 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 To undertake further investigations in relation to the Mylor bore and tanks and to which properties it supplies water The CEO further reports to Council on an annual basis of progress being made on points 2-5. | Terry Crackett | In Progress | <p>Commenced in accordance with resolution.</p> <p>Sept 22 - commenced as per resolution</p> <p>Oct 22 - commenced as per resolution</p> <p>Nov 22 - commenced as per resolution</p> <p>Dec 22 - commenced as per resolution with an update report to be submitted to Council in early 2023</p> <p>Jan 23 - update to be reported to Council in March 2023</p> <p>Fen 23 - report still on track for March 2023 meeting</p> <p>Mar 23 - report to now be considered by Council for meeting later this year around September</p> | FALSE |
| 22/03/2022 | Ordinary Council | 53/22 | Removal of Remoteness Sculpture, Stirling | Nil | <ol style="list-style-type: none"> That the report be received and noted. That the sculpture known as <i>The Remoteness</i> , be removed from the area in front of the Coventry Library, Stirling. 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. 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. | Terry Crackett | In Progress | <p>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.</p> <p>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.</p> <p>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.</p> <p>The engineer has met with the artist who proposed the potential fix and we are in discussions with him regarding options.</p> <p>12/12 David Waters has spoken to the engineer who is sending some additional information regarding risk management.</p> <p>19/1 Information has been recieved from the engineer which indicates there may be some merit in the solution proposed by the artist but ther are still some complexities regarding that solution. The case has now been referred to property services to review and finalise.</p> <p>Feb 23 - property reviewing all documentation and undertaking a risk assessment on current proposal</p> <p>Mar 23 - property collating all information received prior for submission to Council's insurers.</p> | FALSE |
| 26/04/2022 | Ordinary Council | 86/22 | MON Property Lobethal Road Lenswood | Nil | <ol style="list-style-type: none"> 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/builders storage facility;the continuing unsightly condition of the land when viewed from the public realm; andongoing nuisance caused by wandering livestock and animals which issues continue to bring about adverse impacts within the locality. The Council instructs the Chief Executive Officer to take such further action/s as he may be advised to take under (including but not limited to) the <i>Local Nuisance and Litter Control Act 2016</i> , and/or the <i>Planning, Development and Infrastructure Act 2016</i> , (which action/s may involve the commencement legal proceedings and/or the exercise of step-in rights) to address the above issues on an ongoing basis. Wherever possible, such action should seek to recover the Council's costs associated with the relevant action/s. | Natalie Armstrong | In Progress | Continued monitoring is being undertaken by Council staff and action if appropriate. | FALSE |
| 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 releasedReportTwo year termRelated AttachmentsTwo year termMinutesNilOther (presentation, documents, or similar)NIL</p> | Natalie Armstrong | In Progress | | FALSE |
| 26/04/2022 | Ordinary Council | 93/22 | Options for Randell's Workmen's Cottages Gumeracha | Nil | <ol style="list-style-type: none"> That the report be received and noted. 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. 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. That the results of the scoping and costing exercise be considered as part of the 2023/24 budget preparation process. | Terry Crackett | Completed | <p>Commenced in accordance with resolution.</p> <p>Sept 22 -Team Leader property projects is currently seeking costings for the works as per the resolution.</p> <p>Oct - Waiting on costings</p> <p>Nov 22 - collating costings with report to be submitted to Council with options at the February 2023 meeting.</p> <p>Dec 22 - report being prepared for February 2023 Council meeting</p> <p>Jan 23 - report being prepared gfor February 2023 Council meeting</p> <p>Fen 23 - report to be considered by Council at 14 Feb 2023 meeting</p> <p>Mar 23 - report Considered by Council at its 14 Feb 2023 Council meeting. Can now be removed from Action list</p> | FALSE |

| Meeting Date | Meeting | Res No. | Item Name | Previously Declared COI | Action Required (Council Resolution) | Responsible Director | Status | Status (for Council reporting) | Confidential |
|--------------|------------------|---------|---|----------------------------|---|----------------------|-------------|--|--------------|
| 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 system and part of the CFS shed. | Terry Crackett | In Progress | Workshop scheduled for 9 August 2022. Workshop held on 16 August 2022. Investigations ongoing during September/October 2022 Nov 22 - internal investigations ongoing with report planned for Council meeting in early 2023. Dec 22 - on site meeting held to discuss possible options for new septic tank including land requirement Jan 23 - property team is seeking quotes for upgrade of septic system, Feb 23 - have given engineer go ahead for quote and design of new septic system Mar 23 - awaiting advice from engineer re scope and design of new septic system | FALSE |
| 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 of Title Volume 6261 Folio 497 located at Norton Summit (Appendix 1) | Terry Crackett | 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 Nov 22 - Awaiting response from Minister Dec 22 - Awaiting response from Minister Jan 23 - Response from Minister received 10/1/2023 - in favour of Revocation. Next steps are to prepare next report to Council to progress with the sale of the Closed Road Land (March 2023 Meeting). Mar 23 - Report more likely to come in April due to staff vacancy | FALSE |
| 28/06/2022 | Ordinary Council | 166/22 | Warren Road Birdwood Blackspot - Confidential Item | Nil | See Confidential Minute | Peter Bice | In Progress | In Progress | TRUE |
| 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 releasedReportUntil all resolutions are executed, but not longer than 28 June 2023Related AttachmentsUntil all resolutions are executed, but not longer than 28 June 2023MinutesUntil all resolutions are executed, but not longer than 28 June 2023 | Peter Bice | In Progress | In Progress | FALSE |
| 28/06/2022 | Ordinary Council | 172/22 | Ashton Landfill - Confidential | Nil | See Confidential Minute | Peter Bice | In Progress | Matter continues to be progressed. Further updates will be provided when a material change occurs. | TRUE |
| 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 NB: Item to be reviewed every 12 months if not releasedReport28 June 2024Related Attachments28 June 2024Minutes28 June 2024OtherNil | Peter Bice | In Progress | Matter continues to be progressed. | FALSE |
| 28/06/2022 | Ordinary Council | 175/22 | Fabrik Tender & Contract - Confidential Item | Nil | See Confidential Item | Terry Crackett | In Progress | Oct 2022 - Building 21 Contract has now been finalised. Contracts for remainder of buildings in process of being finalised. Nov 22 - remaining contracts in process of being finalised. Dec 22 - External works contract in process of being finalised which will be the last of the four contracts to be executed. Jan 23 - External works contract to be signed early 2023 Feb 23 - awaiting signing of external works contract Mar 23 - awaiting signing of external works contract | TRUE |
| 26/07/2022 | Ordinary Council | 182/22 | Policy Review - Festivals and Events | Nil | That the report be received and noted. To undertake public consultation on the Draft July 2022 <i>Festivals and Events Policy</i> and the CEO prepares a report for Council. | Rebecca Shepherd | In Progress | We have commenced phase 1 of consultation on the Festival & Events Policy with a general invitation to our community and event attendees to provide feedback on events they run or attend. We will then run a workshop session with Council in the second half of the year to provide details regarding the variety of ways we currently support events and seek input into how we should be supporting them in the future. That feedback will then inform the development of our new policy to come to Council in 2023. https://engage.ahc.sa.gov.au/festivals-and-events-in-the-adelaide-hills | FALSE |
| 23/08/2022 | Ordinary Council | 206/22 | MON Undergrounding of Power Lines Lobethal, Mt Torrens & Woodside | Nil | 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; andTownsend Street, Mount Torrens and, after consultation with the Power Lines Environment Committee, provides a report to Council by 28 February 2023. | Peter Bice | In Progress | Report date postponed to 28 March meeting to allow for additional information about main street priorities generally. | FALSE |
| 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 releasedReport23 August 2024Related Attachments23 August 2024Minutes23 August 2024Other23 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 | In Progress | Confidential material remains sensitive and could reasonably be expected to prejudice the commercial position of the person who supplied the information. | FALSE |

| Meeting Date | Meeting | Res No. | Item Name | Previously Declared COI | Action Required (Council Resolution) | Responsible Director | Status | Status (for Council reporting) | Confidential |
|--------------|------------------|---------|---|-------------------------|--|----------------------|-------------|--|--------------|
| 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 releasedReportNil Related Attachments Appendix 1 Appendix 2 23 August 2024 NilMinutesNilOtherNil 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 | In Progress | Confidential material remains sensitive and could reasonably be expected to prejudice the commercial position of the business who supplied the information. | FALSE |
| 23/08/2022 | Ordinary Council | 236/22 | Ministerial Exemption – Confidential Item | Nil | Refer to Confidential Minute | Peter Bice | In Progress | | TRUE |
| 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 releasedReport23 August 2024Related Attachments23 August 2024Minutes23 August 2024Other23 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 | In Progress | | FALSE |
| 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 | In Progress | Report will be provided to 28 February Council meeting. | FALSE |
| 25/10/2022 | Ordinary Council | 273/22 | MON Parking & Road Safety Wattle Tree Road Bridgewater | Nil | I move that a report be presented back to Council by January 2023 covering the following:The current safety of Wattle Tree Road for motorists, and what could be done to improve safety in the long term. Possible solutions for on-street parking in Wattle Tree Road. | Peter Bice | In Progress | Report has been completed and will be provided to Council at 28 February meeting. | FALSE |
| 29/11/2022 | Ordinary Council | 295/22 | Time and Place of Meetings | Nil | 1. The report be received and noted. 2. Commencing 2022 until 28 February 2024, Ordinary Council Meetings will be held at 63 Mt Barker Road, Stirling and are scheduled to commence at 6.30pm on the second and fourth Tuesday of the month, except for:December 2022 (Tuesday 20 December 2022)January 2023 (Tuesday 24 January 2023)December 2023 (Tuesday 19 December 2023)January 2024 (Tuesday 23 January 2024) 3. The Chief Executive Officer be authorised to adjust the Ordinary Council Meeting schedule, including time and place of the meeting, where matters necessitate a change such as a meeting date occurring on a public holiday, catastrophic fire danger day or other valid reason. 4. Commencing 2022 until 28 February 2024, times and venues for Special Council Meetings, requested in accordance with the legislative provisions, are to be determined by the Chief Executive Officer. 5. Commencing 2022 until 28 February 2024, Information or Briefing Sessions are scheduled as follows: a. Workshops scheduled ordinarily at 6.30pm on the first Monday of each month, held at 36 Nairne Road, Woodside, except for January. b. Professional Development Sessions scheduled ordinarily at 6.30pm on the third Tuesday of each month, held at 63 Mt Barker Road, Stirling, except for December and January. 6. The Chief Executive Officer be authorised to schedule additional Information or Briefing sessions where workload dictates, or adjust the Information or Briefing Sessions schedule, including time and place of the sessions, where matters necessitate a change such as an Information or Briefing session date occurring on a public holiday, catastrophic fire danger day or other valid reason. 7. The Chief Executive Officer is authorised to adjust any Policy which is impacted by the setting of the Time and Place of Meetings. 8. The Chief Executive Officer will evaluate, in consultation with Council, and present a report on the success, or otherwise, on the aforementioned (Time and Place of Meetings), to be presented to Council for consideration by no later than the first meeting in February 2024. | David Waters | In Progress | All meetings as per the schedule have been booked. No policy changed required. This item will remain open until the evaluation has been completed. | FALSE |
| 20/12/2022 | Ordinary Council | 295/22 | Cemetery Operating Policy | Nil | 1. That the report be received and noted. 2. With an effective date of 3 January 2023, to revoke the 24 August 2021 <i>Cemetery Operating Policy</i> and to adopt the 20 December 2022 <i>Cemetery Operating Policy</i> as per Appendix 1. 3. That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the 20 December 2022 <i>Cemetery Operating Policy</i> as per Appendix 1 prior to the date of effect. | Terry Crackett | In Progress | Final changes being made to Cemeteries Operating Policy prior to publishing. | FALSE |
| 20/12/2022 | Ordinary Council | 303/22 | Surplus Government Land Notification | Nil | See Confidential Minute | Terry Crackett | In Progress | | FALSE |
| 20/12/2022 | Ordinary Council | 304/22 | Surplus Government Land Notification | 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 releasedReportUntil the land has been placed on the open market by the State Government or until the State Government authorises release of the information, whichever event occurs first.Related Attachments Until the land has been placed on the open market by the State Government or until the State Government authorises release of the information, whichever event occurs first.Minutes Until the land has been placed on the open market by the State Government or until the State Government authorises release of the information, whichever event occurs first.Other (presentation, documents, or similar)Nil | Terry Crackett | In Progress | | FALSE |
| 20/12/2022 | Ordinary Council | 309/22 | Appointment of External Auditor | Nil | See Confidential Minute | David Waters | Completed | Contract with BDO Pty Ltd has been executed by both parties. | FALSE |
| 20/12/2022 | Ordinary Council | 310/22 | Appointment of External Auditor - Duration of Confidentiality | Nil | 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 releasedReport31 December 2024Related Attachments31 December 2024MinutesUntil Council has appointed an External Auditor for the 30 June 2023 financial year.Other (presentation, documents, or similar)Nil | David Waters | Completed | Contract with BDO Pty Ltd has been executed by both parties. Confidential Items will be managed in Register. | FALSE |

| Meeting Date | Meeting | Res No. | Item Name | Previously Declared COI | Action Required (Council Resolution) | Responsible Director | Status | Status (for Council reporting) | Confidential |
|--------------|------------------|---------|---|------------------------------|--|----------------------|-------------|---|--------------|
| 24/01/2023 | Ordinary Council | 3/23 | Questions adjourned - Options to reduce traffic congestion and improve child safety adjacent to Bridges Nil | | <ol style="list-style-type: none"> That the report be received and noted. That following the completion of the Child Care development, and in liaison with the Department for Education, Council Staff undertake a Traffic Monitoring Study of the local road network in the vicinity of Bridgewater Primary School including Lesaye Avenue, Morella Grove, Trenouth Street and Shannon Road. That a report be brought back to Council within 6 months of the opening of the Childcare Centre. | Peter Bice | In Progress | | FALSE |
| 24/01/2023 | Ordinary Council | 5/23 | MON First Nations use of Surplus Land | Material - Cr Adrian Cheater | <p>That the CEO investigates the feasibility, including yet not limited to the implications for Council, of providing preference to traditional custodians and other Aboriginal and Torres Strait Islander stakeholders who live, work or have a strong connection to the Adelaide Hills, to purchase, lease or use vacant land, at no cost to Council, that is:</p> <ol style="list-style-type: none"> owned by Council; or crown land under the care and control of Council, that is surplus to Council's needs. <ol style="list-style-type: none"> The Adelaide Hills Reconciliation Working Group (AHRWG), traditional custodians and other Aboriginal and Torres Strait Islander stakeholders who live, work or have a strong connection to the Adelaide Hills be consulted as part of this investigation. The outcomes of the investigation be discussed at a workshop and a report including recommended changes to relevant policy be presented to Council for consideration not later than 30 June 2023. | Terry Crackett | In Progress | Feb 23 - not yet commenced Mar 23 - Workshop scheduled for May 2023 with Council report scheduled for June 2023 | FALSE |
| 24/01/2023 | Ordinary Council | 7/23 | First Nations and Australia Day | Nil | <p>That Council</p> <ol style="list-style-type: none"> Reaffirms its commitment to being an inclusive council that respects First Nations culture and values Acknowledges the 26th of January is a day of mourning for many First Nations people Requests the Chief Executive Officer prepare a report for Council's consideration on the proposal to move citizenship ceremonies, award ceremonies and related events to a date other than 26 January from 2024 onwards. | Rebecca Shepherd | In Progress | Initial discussions regarding stakeholder engagement have occurred. A consultation plan has been developed and appointments are being made with stakeholders. Meetings have been held with the Reconciliation Working Group and two stakeholder groups. | FALSE |
| 24/01/2023 | Ordinary Council | 14/23 | 37 Yanagin Road Greenhill Revocation of Community Land Classification and Land Swap with Yanagin R Nil | | <ol style="list-style-type: none"> That the report be received and noted. That Council commences a revocation of community land process for the land identified in Appendix 2 including consultation in accordance with Council's Public Consultation Policy and the Local Government Act 1999 with the intention of undertaking a land swap with the owners of 37 Yanagin Road, Greenhill, together with varying the existing Heritage Agreement over Yanagin Reserve. That a report be brought back to Council following completion of the Community Consultation process. | Terry Crackett | In Progress | Feb 23 - materials for public consultation in process of being prepared Mar 23 - public consultation process now underway | FALSE |
| 24/01/2023 | Ordinary Council | 21/23 | 18.1.1Appointment of Audit & Risk Committee Independent Members to the Adelaide Hills Region Was Nil | | <p>retain the items in confidence as detailed in the Duration of Confidentiality Table below:</p> <p>Item</p> <p>Duration of Confidentiality</p> <p>NB: Item to be reviewed every 12 months if not releasedReport30 June 2023Related AttachmentsNilMinutes30 June 2023Other (presentation, documents, or similar)Nil</p> | David Waters | In Progress | Awaiting confidentiality status update from AHRWMA. | TRUE |
| 14/02/2023 | Ordinary Council | 25/23 | MON - Glenside Road Crafters Land Division & Other Matters | Nil | <p>the Chief Executive Officer prepares a report for Council's consideration, by 28 March 2023, detailing the requirements required to initiate a Code Amendment for the Adelaide Hills Subzone to strengthen planning policy in relation to the Desired Outcomes and Performance Outcomes for land division to better respond to the median allotment requirements, including, yet not limited to, the investigations already undertaken and the process to be followed for a Code Amendment. (This report will also outline a proposed community engagement plan / strategy) Council notes, and is supportive of, the decision made by the Adelaide Hills Council Assessment Manager to refuse to grant development approval, application 121018221) for land division of 1 into 2 allotments at Crafters which was lodged on 8 July 2021, and subsequently refused on 7 October 2021.</p> <ol style="list-style-type: none"> Council notes that this application proposed to create two allotments of 4392m² and 1114m², and: <ol style="list-style-type: none"> that the larger allotment was a battle axe shape and contains a building used for accommodation associated with the existing dwelling on the land, and that the smaller allotment was closer to Glenside Road and contains the existing dwelling. Council notes, and is in full agreement with the grounds for refusal, those grounds in summary being: <ol style="list-style-type: none"> that the land division was not sympathetic or consistent with the established allotment pattern and the character of development within the locality, that from a quantitative perspective the smaller proposed allotment failed to meet the median allotment size of 3,155m² within a radius of 200m (measured from the centre of the current allotment), that the smaller allotment was considered inconsistent with the density and dimensions expressed in the Zone. Council notes that under the former Development Plan, there was a detailed desired character statement, the minimum allotment was the greater of the median allotment size or 2000m² and that land division creating smaller allotments was non-complying development. Council reiterates its support (and expectancy) for this desired character statement to be honoured and maintained under the Planning and Design Code. Council is extremely concerned that the weight of previous planning policy has been seriously weakened under the (new) Planning and Design Code. Council, on behalf of the Adelaide Hills community which it is elected to represent, is opposed to the subject application, and in adopting this position, has clear and unequivocal support for the Council Administration to strongly pursue a Code Amendment to provide greater support for the policy position within the Adelaide Hills Subzone and the Rural Neighbourhood Zone, as detailed in the Planning and Design Code (formerly called the Country Living Zone in the Council Development Plan), that land divisions will not result in the creation of new allotments of a size that would be smaller than 2000m² or the size determined by the median allotment calculation (whichever is the greater). | Natalie Armstrong | In Progress | | FALSE |
| 14/02/2023 | Ordinary Council | 26/23 | Preserving Randell's Workers Cottages 1 Beavis Ct Gumeracha | Nil | <ol style="list-style-type: none"> That the report be received and noted. That the amount of \$26,500 be considered as part of the 2023/24 budget preparation process to prevent further deterioration of Randell's Cottages at 1 Beavis Court, Gumeracha. That Council explores another submission to the State Government in an attempt to excise this parcel of land from the Environmental Food Production Zone. | Natalie Armstrong | In Progress | | FALSE |
| 14/02/2023 | Ordinary Council | 27/23 | Uniting Church request to transfer ownership of Woodside & Inverbrackie Cemeteries | Nil | <p>That the report be received and noted.</p> <p>That the CEO write to Uniting Church Synod in South Australia advising that the Adelaide Hills Council respectfully declines their proposed offer to transfer ownership of the Woodside and Inverbrackie Uniting Church Cemeteries to Council.</p> | Terry Crackett | Completed | Uniting Church have been advised of Councils decision. | FALSE |
| 14/02/2023 | Ordinary Council | 29/23 | Policy Review Meeting Procedures | Nil | <p>That the report be received and noted. That in relation to the Code of Practice for Council Meeting Procedures: This Code of Practice be brought to the Elected Body in a Workshop so the newly Elected Body has the opportunity to fully explore and understand both the Code in its current form and the implications of the proposed changes.</p> | David Waters | In Progress | Planning for workshop is underway with launch of discussion board on Member's Portal. | FALSE |
| 14/02/2023 | Ordinary Council | 30/23 | Policy Review Access to Council, Committee, Information or Briefing Sessions | Nil | <ol style="list-style-type: none"> That the report be received and noted. That in relation to the Code of Practice for Access to Council and Council Committee and Information or Briefing Session Meetings & Documents: This Code of Practice be brought to the Elected Body in a Workshop so the newly Elected Body has the opportunity to fully explore and understand both the Code in its current form and the implications of the proposed changes. | David Waters | In Progress | Planning for workshop is underway with launch of discussion board on Member's Portal. | FALSE |

| Meeting Date | Meeting | Res No. | Item Name | Previously Declared COI | Action Required (Council Resolution) | Responsible Director | Status | Status (for Council reporting) | Confidential |
|--------------|------------------|---------|---|-------------------------|---|----------------------|-------------|--|--------------|
| 14/02/2023 | Ordinary Council | 31/23 | Audit Committee Independent Member Recruitment | Nil | That the report be received and noted To amend clause 5.7 on the AHC Audit Committee Terms of Reference to include: A maximum term of eight (8) years applies for Independent Members, along with a minimum two (2) year hiatus prior to being eligible for reappointment. 3. To undertake a recruitment process for the selection of three Independent Ordinary Members for the Audit Committee, as follows:For one Independent Member for a term commencing 1 May 2023 and concluding 30 April 2025 (inclusive); andFor two Independent Members for a term commencing 1 December 2023 and concluding 30 November 2025 (inclusive). 4. To appoint Cr Malcolm Herrmann, Cr Melanie Selwood and the CEO (or delegate) as members of the Audit Committee Independent Member Selection Panel. | David Waters | Completed | Policy has been updated to the website and the EOI process has commenced and is expected to conclude at 11 or 25 April Ordinary Council Meeting. | FALSE |
| 14/02/2023 | Ordinary Council | 35/23 | MWV Amy Gillett Bikeway completion Mt Torrens to Birdwood | Nil | That the Mayor requests a deputation to the Minister for Infrastructure & Transport, the Hon Tom Koutsantonis MP, to progress the completion of the Amy Gillett Bikeway from Mt Torrens to Birdwood. | David Waters | Not Started | | FALSE |
| 14/02/2023 | Ordinary Council | 37/23 | Substantive CEO Recruitment Remuneration & Independent Advice | Nil | See Confidential Minute | David Waters | In Progress | Recruitment process is underway. | FALSE |
| 14/02/2023 | Ordinary Council | 38/23 | Substantive CEO Recruitment Remuneration & Independent Advice Duration of Confidentiality | Nil | 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 the contract execution of the Substantive Chief Executive OfficerRelated AttachmentsUntil the contract execution of the Substantive Chief Executive OfficerMinutesUntil the contract execution of the Substantive Chief Executive OfficerOther (presentation, documents, or similar)Nil | David Waters | In Progress | Recruitment process is underway. | FALSE |
| 28/02/2023 | Ordinary Council | 40/23 | MON Violence Against Women | Nil | Notes the <i>National Plan to End Violence Against Women and Children 2022-2032 (Appendix 1)</i> ;Recognises that violence against women and children is one of the most widespread violations of human rights in our community;is committed, where possible, to helping its community end violence against women and children in the Adelaide Hills Council region;Requests that the CEO implement the Our Watch's Prevention Toolkit for Local Government by 31 October 2023 so that they may be able to inform Council on how best to assist in helping its community end violence against women and children within our region. | Rebecca Shepherd | In Progress | A work plan is being developed to commence implementation. | FALSE |
| 28/02/2023 | Ordinary Council | 41/23 | MON Hanson Construction Materials Ltd - White Rock Quarry | Nil | 1. That the Chief Executive Officer, on behalf of Council, writes to the Chief Executive Officer of the Department for Energy and Mining (Dr Paul Hethersey), requesting: Details on the current status of Hanson Construction Materials Ltd (Hanson) White Rock Quarry (expansion) revised Mine Operations Plan (MOP) that was originally submitted on or about 23 December 2020.Details and outcomes of any and all compliance order(s) that have been issued to Hanson since the subject MOP was submitted on or about 23 December 2020.Details and outcomes of any and all compliance actions that the Environment Protection Authority has undertaken in respect to Hanson since the subject MOP was submitted on or about 23 December 2020.Confirmation that the ultimate decision maker as to whether Hanson's MOP obtains approval is the Minister for Energy and Mining (the Honourable Tom Koutsantonis MP). 2. That once a response is received from the Chief Executive Officer of the Department for Energy and Mining, that response will be tabled at the next scheduled Ordinary meeting of Council. | Natalie Armstrong | In Progress | | FALSE |
| 28/02/2023 | Ordinary Council | 42/23 | Budget Review 2 | Nil | 1. That the report be received and noted. 2. To adopt the proposed budget adjustments presented in the 2022-23 Budget Review 2 which result in: No change to the Operating Surplus of \$830k for the 2022-23 financial year.A reduction of \$8m in capital expenditure for the 2022-23 financial year to reflect estimated carry forwards relating to project delivery resulting in a revised capital expenditure budget for 2022-23 of \$19.369m.Council's Net Borrowing Result for the 2022-23 financial year being reduced by \$8m to \$342k.Proposed financial sustainability indicators within Council's agreed targets of the following: Operating Surplus Ratio 1.6% (Target 1% to 5%)Net Financial Liabilities Ratio 47% (Target 25% to 75%)Asset Renewal Funding Ratio 104% (Target 95% to 105%) | Terry Crackett | Completed | All budget review amendments processed into Finance System to enable subsequent budget reporting. | FALSE |
| 28/02/2023 | Ordinary Council | 43/23 | Draft 2023-24 LTFF for consultation | Nil | 1. That the report be received and noted. 2. To adopt the Draft Long Term Financial Plan, as contained in Appendix 1 for community consultation in accordance with Section 122 of the <i>Local Government Act 1999</i> noting the adherence to adopted financial sustainability ratios relating to Operating Surplus Ratio, Net Financial Liabilities Ratio and Asset Renewal Funding Ratio. 3. That the CEO be authorised to:Make any formatting, nomenclature or other minor changes to the Plan prior to being released for public consultation, andDetermine the consultation timings, media and processes while ensuring consistency and compliance with the provisions of applicable legislation and Council's <i>Public Consultation Policy</i> . | Terry Crackett | Not Started | | FALSE |
| 28/02/2023 | Ordinary Council | 44/23 | Economic Development Plan Mid Term Review | Nil | That the report be received and noted. That no changes be made to the existing <i>Economic Development Plan 2020-24</i> . | Rebecca Shepherd | Completed | Presented to and endorsed by Council | FALSE |
| 28/02/2023 | Ordinary Council | 45/23 | Parking and Road Safety Wattle Tree Road Bridgewater | Nil | That the report be received and notedTo implement the recommended signage addition and vegetation management outlined in the reportin addition to the recommended signage, to investigate and implement advisory speed signage in the vicinity of the crest, or other appropriate traffic control mechanisms aimed at reducing vehicle speeds That Council ensure the road siding of section 2 is maintained through the regular application of appropriate fillThat parking, access and safety considerations on Wattle Tree Road be monitored again once current residential development on the street is complete. | Peter Bice | Not Started | | FALSE |
| 28/02/2023 | Ordinary Council | 46/23 | Coach Parking in Stirling | Nil | The report be received and notedThe merit of coach parking in Stirling be further explored by the administration and the development of costings be consideredThe Stirling Business Association and Adelaide Hills Tourism be consulted as part of this processA report be brought back to Council by December 2023. | Peter Bice | Not Started | | FALSE |

Item 17 Minutes of Committees

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 14 March 2023
AGENDA BUSINESS ITEM**

| | |
|-----------------------------|--|
| Item: | 17.2.1 |
| Responsible Officer: | Lachlan Miller Executive Manager Governance & Performance Office of the Chief Executive |
| Subject: | Audit Committee Recommendations to Council – 20 February 2023 |
| For: | Decision |

SUMMARY

The Audit Committee held its first meeting of the calendar year on 20 February 2023.

The Committee made recommendations to Council in relation to a number of decision items. The Budget Review 2 and Long Term Financial Plan were discrete items in the 28 February 2023 Council agenda and the balance of items recommended to Council are provided in this report.

Each item is briefly summarised in this report and the full Audit Committee Report is included as an appendix.

RECOMMENDATION

Council resolves:

- 1. That the report be received and noted**
 - 2. To adopt the revised *Strategic Internal Audit Plan v1.9a* as contained in Appendix 1.**
 - 3. To note the status of the Risk Management Plan at Appendix 3.**
-

1. BACKGROUND

The Audit Committee's role is to assist Council to accomplish its objectives by monitoring and providing advice on the adequacy and effectiveness of the systems and processes regarding financial management and reporting, internal control and risk management, internal audit and governance functions.

The Committee considers matters within the above specialist functions and, where appropriate, makes recommendations to Council on matters which are outside of its delegation to approve.

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 O5.1 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

Appendices 1 and 2 relate to the Council's *Internal Audit Policy* and *Risk Management Policy* respectively.

➤ Legal Implications

As per the individual items in the appendices.

➤ Risk Management Implications

Receiving specialist advice and recommendations from the Audit Committee will assist in mitigating the risk of:

Poor governance practices occur which lead to a loss of stakeholder (i.e. customer and regulator) confidence and/or legislative breaches.

| Inherent Risk | Residual Risk | Target Risk |
|---------------|---------------|-------------|
| Extreme (5C) | Low (3E) | Low (3E) |

Note that there are many other controls that assist in mitigating this risk.

➤ Financial and Resource Implications

As per the individual items in the appendices.

➤ Customer Service and Community/Cultural Implications

As per the individual items in the appendices.

➤ Sustainability Implications

As per the individual items in the appendices.

➤ Engagement/Consultation conducted in the development of the report

As per the individual items in the appendices.

➤ **Additional Analysis**

Internal Audit Quarterly Update – Appendix 1

The Audit Committee noted the status of the internal audit projects nominated on the 2018/19 – 22/23 Strategic Internal Audit Plan (SIAP). Further the Committee were advised progress against the SIAP has been slowed in recent months due to significant resource demands associated with the Local Government Election and Council Member Induction processes, the Acting and Substantive CEO Recruitment processes, additional council meeting and councillor support, leave within the Governance & Performance Team, and also broader auditee vacancies and resource constraints.

The Committee were advised that as the current SIAP is reaching its conclusion, work will commence on the development of the next iteration of the SIAP. This will be informed by the results of strategic and corporate risk assessments, the results of internal & external audits and service reviews, resources available to implement the SIAP and trends within the LG sector.

In consideration of the report, the Committee's recommendation is:

8.3. Internal Audit Quarterly Update

**Moved Cr Melanie Selwood
S/- Natalie Johnston**

AC5/23

The Audit Committee resolves:

- 1. That the report be received and noted.**
- 2. To recommend to Council to adopt the revised Strategic Internal Audit Plan v1.12a as contained in Appendix 1.**

| |
|----------------------------|
| Carried Unanimously |
|----------------------------|

Risk Management Plan Update – Appendix 2

The Risk Management Plan update is a standing report at all Audit Committee meetings and it provided the Committee with the current status of the strategic risk profile of Council, the control effectiveness ratings and the status of mitigation activities planned to further manage the residual risk profile.

While the Risk Management Plan Update is not a recommendation from the Audit Committee to Council, it is provided to Council after each Committee meeting for the Council's information.

The Committee's resolution in relation to the matter was:

8.2. Risk Management Update

**Moved Peter Brass
S/- Natalie Johnston**

AC4/23

The Audit Committee resolves that the report be received and noted.

| |
|----------------------------|
| Carried Unanimously |
|----------------------------|

3. OPTIONS

Council has the following options:

- I. To consider the individual recommendations from the Audit Committee and decide accordingly (Recommended)
- II. To determine alternative or no course of action in relation to each of the recommendations. (Not Recommended)

4. APPENDICES

- (1) Internal Audit Quarterly Update – February 2023
- (2) Risk Management Plan Update – February 2023

Appendix 1

Internal Audit Quarterly Update – February 2023

**ADELAIDE HILLS COUNCIL
AUDIT COMMITTEE MEETING
Monday 20 February 2023
AGENDA BUSINESS ITEM**

Item: 8.3

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

Subject: Internal Audit Quarterly Report

For: Decision

SUMMARY

This report provides the Audit Committee with an update on progress of internal audits nominated in the 2018/19-22/23 Strategic Internal Audit Plan (the SIAP).

Progress on other audits has been delayed due to resourcing constraints within the Governance & Performance Department due to leave accrual management, the council elections, CEO recruitment processes and other competing priorities.

RECOMMENDATION

The Audit Committee resolves:

- 1. That the report be received and noted.**
 - 2. To recommend to Council to adopt the revised Strategic Internal Audit Plan v1.12a as contained in Appendix 1.**
-

1. BACKGROUND

The Audit Committee last received a quarterly report at its 15 August 2022 meeting. The report advised that steady progress was occurring in relation to the rollout of the Strategic Internal Audit Plan (SIAP) and two completed internal audit reports (Recruitment & Retention and Economic Development Plan Implementation) were received and noted by the Committee.

The actions for the two above audit reports have been entered into the Audit Action Register and there is a separate report in this meeting's agenda on the implementation status of all audit actions.

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 O5.1 Enhance governance structures and systems to prudently adapt to changing circumstances and meet our legislative obligations

➤ Legal Implications

Section 125 of the *Local Government Act 1999* (the Act) requires councils to ensure that appropriate policies, practices and procedures of internal controls are implemented and maintained in order to assist the council to carry out its activities in an efficient and orderly manner to achieve its objectives, to ensure adherence to management policies, to safeguard Council's assets, and to secure (as far as possible) the accuracy and reliability of Council records.

The Internal Audit program is an important tool to provide an objective appraisal of the adequacy on internal controls in managing our risk and supporting the achievement of council objectives.

➤ Risk Management Implications

The implementation of the internal audit program will assist in mitigating the risk of:

Internal control failures occur which leads to greater uncertainty in the achievement of objectives and/or negative outcomes.

| Inherent Risk | Residual Risk | Target Risk |
|---------------|---------------|-------------|
| High (4C) | Low (2E) | Low (2E) |

The controls tested are part of the internal control framework contributing to the current Residual Risk rating. The recommendations arising from audits and the management actions to be undertaken are mitigations which will contribute to reducing the risk rating to the Target Risk level.

➤ Financial and Resource Implications

The Internal Audit budget for the 2022-23 financial year should be sufficient for the audits that are likely to be conducted in the financial year.

The proposed audits are planned to be outsourced under the oversight of the Executive Manager Governance and Performance. Given the range of demands on this role, and the specialised nature of a number of the audits, it is not possible to undertake audits internally and while not necessary, it does promote the objectivity of the audit process.

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

There is a high expectation that Council has appropriate corporate governance processes in place including an effective internal control environment.

➤ **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: Nil

Council Workshops: Not Applicable

Advisory Groups: Not Applicable

External Agencies: Not Applicable

Community: Not Applicable

➤ **Additional Analysis**

SIAP Implementation Status

Progress against the SIAP has been slowed in recent months due to significant resource demands associated with the Local Government Election and Council Member Induction processes, the Acting and Substantive CEO Recruitment processes, additional council meeting and councillor support, leave within the Governance & Performance Team, and also broader auditee vacancies and resource constraints.

A request for quotation (RFP) is out to market for the audit of Budgetary Management. The project briefs for the next audits, being Capital Works Programming and Delivery and Treasury Management are under development.

Given the senior vacancies in the People and Culture Department, it is proposed that the review of training and development is deferred until the development of the next iteration of the Strategic Internal Audit Plan.

Similarly in view of the Incident and Operation Plan testing exercise undertaken in February 2023 and the ongoing development of the Emergency Management Framework, it is proposed to defer this audit for consideration in the development of the next iteration of the Strategic Internal Audit Plan.

Development of the next SIAP

As the current SIAP is reaching its conclusion, work will commence on the development of the next iteration of the SIAP. This will be informed by the results of strategic and corporate risk assessments, the results of internal & external audits and service reviews, resources available to implement the SIAP and trends within the LG sector.

It is anticipated that a draft will be provided to the August 2023 Audit Committee meeting.

3. OPTIONS

The Committee has the following options:

- I. To receive and note this report (Recommended).
- II. To recommend to Council to adopt the revised SIAP v1.12a as contained in Appendix 1 (Recommended); or
- III. To identify an alternative course of action.

4. APPENDIX

- (1) *Strategic Internal Audit Plan 2018/19 – 22/23 v1.12a*

Appendix 1

Strategic Internal Audit Plan 2018/19 – 22/23 v1.12a

Strategic Internal Audit Plan 2018/19 - 22/23

| Audit Engagement | Scope | Strategic/Corporate Risk Linkage | Insurance Mapping (coverage in BPI) | Year 1 2018/19 | Year 2 2019/20 | Year 3 2020/21 | Year 4 2021/22 | Year 5 2022/23 |
|--|---|--|---|-------------------|-------------------|-------------------|-------------------|--|
| Recruitment & Retention Practices | Focusing on the role analysis, authorisation, recruitment process, remuneration determination, reward and recognition processes. | SR9a - Failure to manage, improve and develop the human resources available to the Council. | No | | | | Completed | |
| Budgetary Management | Focussing on financial planning, control and reporting. Relationship of budget with LTFP, legislative and regulatory compliance. | SR9c - Failure to manage, improve and develop the financial resources available to the Council. | Yes 2. Strategic Financial Planning, 2.2 Budgets | | | | | Q3 (RFQ issued) |
| Payroll Function | Focussing on the payroll operation, including a review of the processes, systems, activities, controls and risks. The extent to the audit engagement will consider aspects from commencement of employment to termination of individuals, including payment of wages, leave, changes to position security, administration and payroll reporting. Including PIR from 2014 audit. | SR9c - Failure to manage, improve and develop the financial resources available to the Council. | Yes 4 Liabilities, 4.4 Employee Provisions 6. Expenses, 6.2 Payroll | | | Completed | | |
| Use of Purchase Cards | Focussing on the systems, processes and documentation for the issuing, custody, use, transaction approval and oversight of Purchase Cards | SR9c - Failure to manage, improve and develop the financial resources available to the Council. | Yes 6 Expenses, 6.1 Purchasing & Procurement 6 Expenses, 6.4 Credit Cards 7 External Services, 7.1 Contracting | Completed | | | | |
| Capital Works Programming & Delivery | Focussing on the planning, scheduling, approval, monitoring, and reporting processes and practices regarding the Capital Works Program. The procurement and contract management processes will be out of scope due to other scheduled audits on these subjects. | SR2 - Failure to deliver projects, programs and services in accordance with plans (time, budget, quality). SR6 - Failure to provide appropriate infrastructure for the community. SR4 - Failure to take measures to protect the community from natural and other hazards | Yes 3 Assets, 3.7 Fixed Assets 3 Assets 3.8 Project Costing | | | | | Q4 - scoping |
| Treasury Management | Focusing on the processes, practices and policies regarding Treasury Management including compliance with legislative obligations. | SR9c - Failure to manage, improve and develop the financial resources available to the Council. | Yes 3 Assets, 3.2 Banking 3 Assets, 3.3 Investments 4 Liabilities, 4.3 Borrowings | | | | | Q3/4 - scoping |
| Cyber Security | Focusing on the cyber security risks to the Council, undertake an assessment of the adequacy of the control framework including an assessment against the maturity levels of the Australian Cyber Security Centre's Essential Eight Model. | SR9b - Failure to manage, improve and develop the information resources available to the Council. | No | | | Completed | | |
| Emergency Management | Focussing on Emergency Management Plans, identification of risks associated with various types of disasters and the controls and processes to mitigate those risks, status of preparedness in the event of an emergency, recovery process and association with the Community and other Emergency Services. | SR4 - Failure to take measures to protect the community from natural and other hazards | No | | | | | Deferred due to EM testing exercise (Feb 23) |
| Economic Development Strategy Implementation | Focusing on the strategy development and revisions processes, determination of actions and initiatives, funding of strategy implementation and evaluation of outcomes against strategy objectives. | SR7 - Failure to promote the Council area and provide an attractive climate and locations for the development of business, commerce, industry and tourism. | No | | | | Completed | |
| Training & Development Practices | Focusing of the identification of training and development (T&D) needs, sourcing of T&D options, scheduling and support of activities, assessment of transfer into workplace and evaluation of T&D initiatives. This will include development activities such as coaching & mentoring. | SR9a - Failure to manage, improve and develop the human resources available to the Council. | No | | | | | Deferred due to OD resourcing shortages |
| Contract Management | Focussing on the post-procurement processes, activities, controls, risk, compliance through stages of the function, including induction, payment approval, monitoring, superintending, reporting, contractual close and evaluation. The procurement processes will be out of scope due to another scheduled audit on this subject. | SR2 - Failure to deliver projects, programs and services in accordance with plans (time, budget, quality). SR11 - Failure to exercise, perform and discharge the powers, functions and duties under legislation, contracts, leases and policies. | Yes 7 External Services, 7.1 Contracting | | | | | Q4 |
| Number of Audits | | | | | | | 4 | 5 |

Version Control

| Date Adopted | Version Comments | No. |
|--------------|---|-------|
| 30/04/2018 | Initial plan considered by Audit Committee | 1.0a |
| 22/05/2018 | Adopted by Council | 1.0 |
| 26/02/2019 | Amended plan adopted by Council (Purchase Card audit added) | 1.1 |
| 17/12/2019 | Amended plan adopted by Council (Plan extended for a year, projects rescheduled) | 1.2 |
| 25/02/2020 | Amended plan adopted by Council (Changes to the timing and scope of the cyber security audit) | 1.3 |
| 25/07/2020 | Amended plan adopted by Council (Changes in timing for Recruitment & Retention, Budgetary Mgt, Treasury Mgt, Emergency Mgt & BCP) | 1.4 |
| 22/09/2020 | Amended plan adopted by Council (Changes to the timing of audits) | 1.5 |
| 15/12/2020 | Amended plan adopted by Council (completion of cyber, changes to other timings) | 1.6 |
| 10/02/2021 | Amended plan (changes to timings for 20/21 projects) | 1.7 |
| 22/06/2021 | Amended plan adopted by Council (Changes in timing for Recruitment & Retention, Budgetary Mgt) | 1.8 |
| 22/02/2022 | Amended plan adopted by Council (Removal of internal financial control orientated audits) | 1.9 |
| 17/05/2022 | Status update for Audit Committee regarding 2022-23 projects | 1.1 |
| 10/08/2022 | Status update for Audit Committee regarding 2022-23 projects | 1.11a |

Appendix 2

Risk Management Plan Update – February 2023

**ADELAIDE HILLS COUNCIL
AUDIT COMMITTEE MEETING
Monday 20 February 2023
AGENDA BUSINESS ITEM**

Item: 8.2

Responsible Officer: Steven Watson
Governance and Risk Coordinator
Office of the Chief Executive

Subject: Risk Management Plan Update

For: Decision

SUMMARY

This report provides the Audit Committee with an update on Risk Management activities including the current status of the Strategic Risk Profile and Management Plan.

In relation to the Strategic Risk assessments, there has been the following change since the February 2022 assessment.

- Inherent Risk: Nil (0) Change
- Residual Risk: Medium residual risk is steady at 83%
Low residual risk is steady at 8%
- Target Risk: Medium target risk is steady at 75%
Low target risk is steady at 25%
- New Mitigation(s): One (1) new mitigations
- Completed: Steady at 61% (78) with one (1) completed action
- In Progress: Increase from 32% (31) to 36% (36)
- Not Commenced: Decrease from 7% (7) to 3% (3)

In relation to the Corporate Risk Framework, the SkyTrust Software Council uses for managing its WHS and other obligations has had its Corporate Risk Module populated with information from the previously used Strategic Risk Register spreadsheets. A copy of the *SkyTrust Strategic Risk Register* is at **Appendix 1**.

RECOMMENDATION

The Audit Committee resolves that the report be received and noted.

1. BACKGROUND

Council's Strategic Risk Profile monitoring and reporting process has been in place since 2014 based on the, then, current Risk Management Policy and the Risk Management Framework.

The allocation of risk owners has been reviewed over time due to changes in the portfolio allocation within the Administration. The current allocations have been in place since January 2020 with the exception of SR9a (human resources) which has been transferred to the Director Corporate Services following the November 2022 resignation of the Executive Manager Organisational Development.

Reports on the Strategic Risk Profile have been provided to the Audit Committee and subsequently Council on a quarterly basis since February 2016.

At its 13 May 2019 meeting, the Committee reviewed the Risk Management Policy and noted that only minor nomenclature changes were required, prior to recommending it for Council's consideration.

Council adopted the revised Policy at its 28 May 2019 meeting.

Risk Management Framework

Additionally an extract of the Strategic Risk Register is usually provided to the Committee and Council. At its 13 May 2019 meeting the Committee requested that the full Register be provided for the Committee's review. The SkyTrust Software Council uses for managing its WHS and other obligations has had its Corporate Risk Module populated with information from the previously used Strategic Risk Register spreadsheets. A copy of the SkyTrust Strategic Risk Register is at **Appendix 1**.

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 | Attract and develop a diverse and capable elected body that represents, promotes and reflects the composition of the community |
| Priority O4.3 | Advocate to, and exert influence with, our stakeholders on behalf of our community to promote the needs and ambitions of the region |
| Objective O5 | We are accountable, informed, and make decisions in the best interests of the whole community |
| Priority O5.1 | Enhance governance structures and systems to prudently adapt to changing circumstances and meet our legislative obligations |
| Priority O5.2 | Make evidence-based decisions and prudently assess the risks and opportunities to our community before taking action. |

A number of actions contained in the *2022-23 Annual Business Plan* have been added as mitigations against the applicable strategic risk

➤ **Legal Implications**

A number of sections of the *Local Government Act 1999* require councils to identify and manage the risks associated with its functions and activities. Further, s125 requires council to have appropriate internal controls.

Similarly the *Work Health & Safety Act 2012* is structured around the protection of workers and others against harm to their health, safety and welfare through the elimination or minimisation of risk arising from work or specified substances or plant.

➤ **Risk Management Implications**

Improvements in the implementation of the risk management framework will assist in mitigating the risk of:

A lack of effective risk management occurs which leads to greater uncertainty in the achievement of objectives and/or negative outcomes.

| Inherent Risk | Residual Risk | Target Risk |
|---------------|---------------|-------------|
| Extreme (5C) | Medium (4D) | Medium (4D) |

Note that there are many other controls that assist in mitigating this risk.

➤ **Financial and Resource Implications**

While there are no direct financial or resource implications from this report, a number of Strategic Risk Profile and Management Plan treatments are impacted by funding limitations or have been accommodated in the *2022-23 Annual Business Plan and Budget*.

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

There is a high expectation that Council has appropriate corporate governance processes in place including an effective corporate risk management system.

➤ **Sustainability Implications**

There are no direct sustainability implications arising from this report.

➤ **Engagement/Consultation with Committee, Regional Subsidiary, Advisory Group and Community**

Council Committees: Not Applicable

Council Workshops: Not Applicable

Advisory Groups: Not Applicable

External Agencies: Not Applicable

Community: Not Applicable

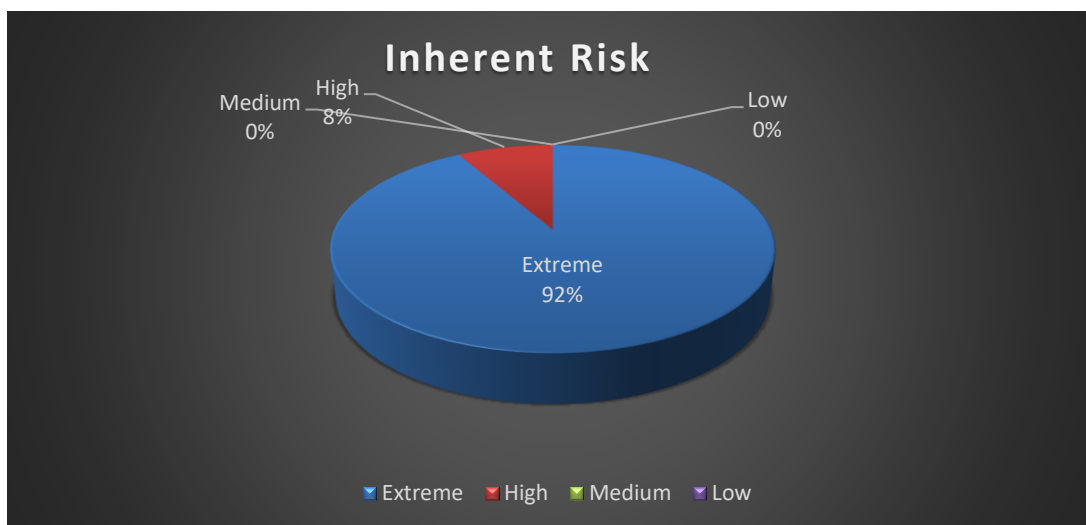
➤ **Additional Analysis**

Strategic Risk Profile

The Strategic Risks are regularly reviewed by the risk owners responding to triggers in the risk environment, changes in causation or impact, changes in the control environment and on the completion of mitigation actions (which then form part of the control environment) which collectively can impact the likelihood and/or consequence of the risk.

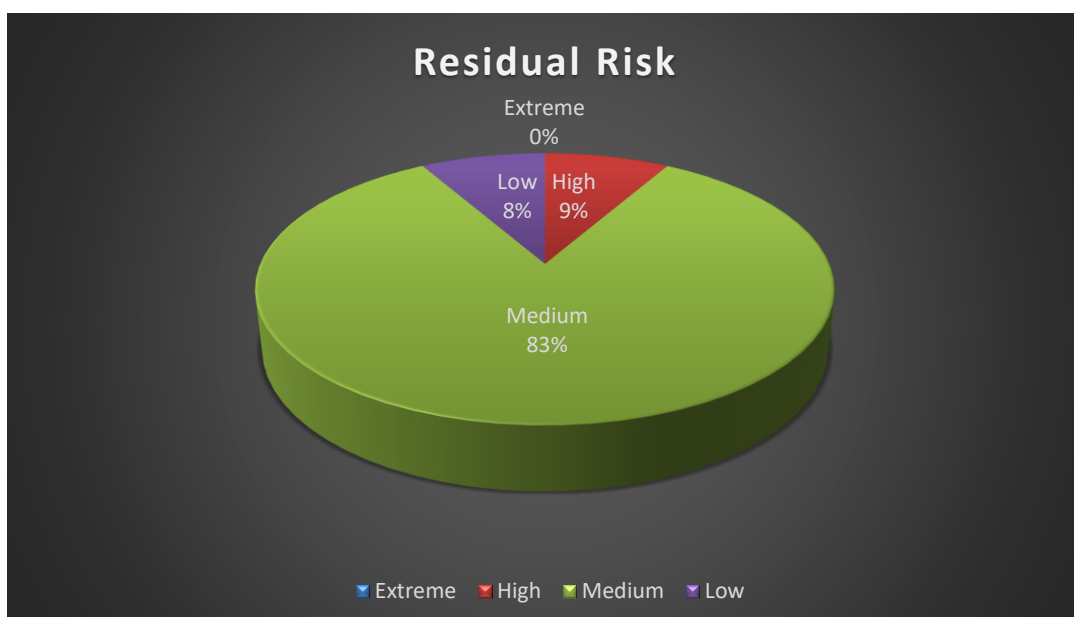
The Strategic Risks were recently reassessed, and the following diagrams depict the Inherent, Residual and Target ratings.

There has been no change to the Inherent risk ratings from the August 2022 assessment.



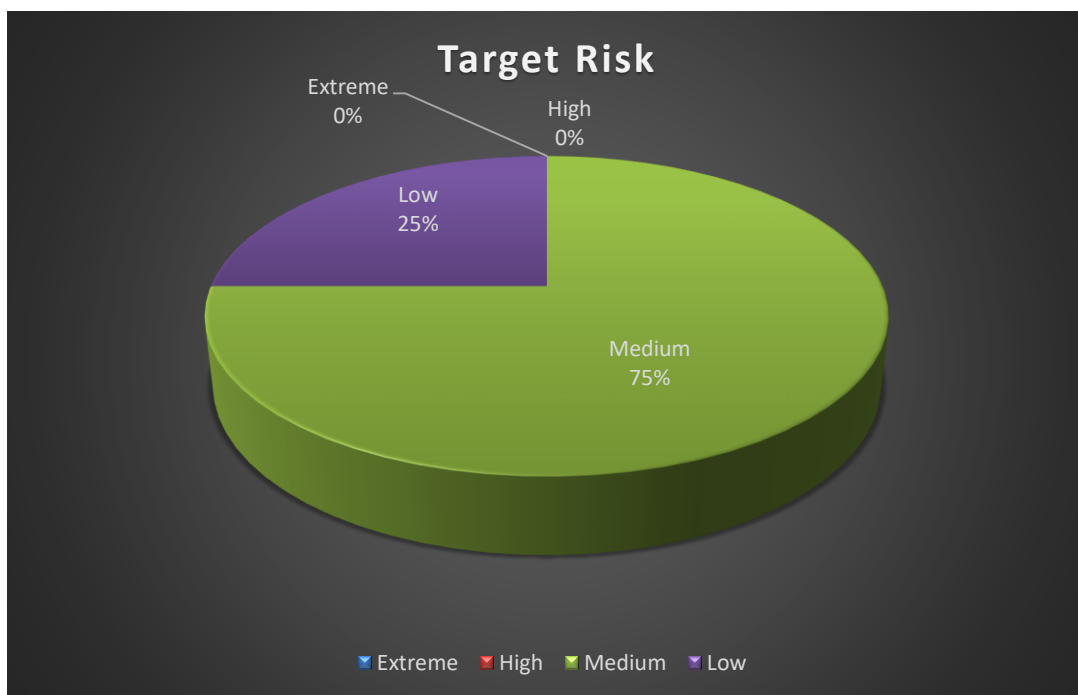
Officers regularly review their risks and mitigations, and the Residual Risk rating identifies the following changes since the May 2022 assessment:

- Medium residual risk is steady at 83%
- Low residual risk is steady at 8%



Officers regularly review their risks and mitigations, and the Target Risk rating identifies the following changes since the May 2022 assessment:

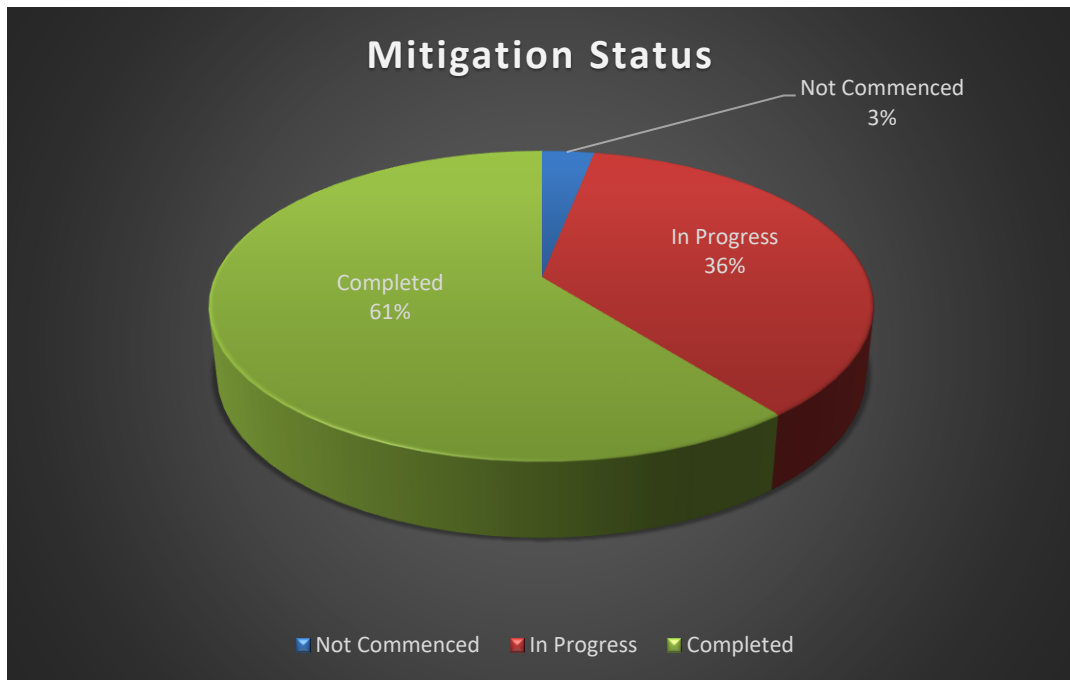
- Medium target risk is steady at 75%
- Low target risk is steady at 25%



The implementation of Mitigation Actions has been progressing steadily with increased new mitigations from risk owners undertaking their latest assessments in line with the 2022-23 Annual Business Plan adoption. The current status is as follows:

| Status | February 2022 | May 2022 | August 2022 | February 2023 |
|--|-------------------------|-------------------------|-------------------------|------------------------|
| Completed | 62% (73 actions) | 64% (76 actions) | 61% (78 actions) | 61% (78 actions) |
| In Progress | 26% (25 actions) | 25% (24 actions) | 32% (31 actions) | 36% (36 actions) |
| Not Commenced | 12% (12 actions) | 11% (10 actions) | 7% (7 actions) | 3% (3 actions) |
| New Initiatives (in above totals) | Nil (0) New Mitigations | Nil (0) New Mitigations | Six (6) New Mitigations | One (1) New Mitigation |

This is shown diagrammatically below:



Risk Management Framework

As identified through an action in the Strategic Risk Register, the Administration has continued to work on the Risk Management Framework. This process was held up somewhat until a suitable software solution could be sourced and trialled. This trial is occurring and whilst the Administration is in early learning, it is envisaged further development including the reporting elements will provide positive benefits, operating efficiencies and deliver a sound and robust risk management framework.

3. OPTIONS

The Audit Committee has the following options:

- I. To note the update on the Strategic Risk Profile as presented (recommended).
- II. To determine not to note either or both updates and/or identify additional actions to be undertaken (not recommended).

4. APPENDIX

- (1) Strategic Risk Register – February 2023

Appendix 1

Strategic Risk Register – February 2023

Strategic Risk Register
February 2023

Risks From: 01/01/2021 To: 11/02/2023
Department: All
Team: All
Location/Project: All
Risk Assessment Type: Corporate
Risk Type: Strategic
Risk Category: All

| Risk ID | Risk Title | Date Added | Description | Responsible Person | Team | Location/Project | Possible Risk Events | Possible Consequences | Initial Risk Score | Initial Risk Comments | Residual Risk Score | Residual Risk Comments | Other Requirements/Comments | Date Last Modified | Risk Control Type | Control Details | Reviewer | Next Review Date | Last Review Date | Review Notes | Control Effectiveness | | |
|------------------------|------------|------------|---|--------------------|--|------------------|--|-----------------------|--|---|-----------------------------|---|-----------------------------|--|--|-----------------|------------|---|--|--|-----------------------|--|--|
| Adelaide Hills Council | 170965 | | Strategic Risk - Governance, Legal & Compliance | 26/02/2021 | Failure to exercise, perform and discharge the powers, functions and duties under legislation, contracts, leases and policies (PR) | Lachlan Miller | Governance and Performance Team, Executive Leadership Team | Other | Cause: - Lack of awareness of legislative/contractual/lease/policy requirements - Lack of standardised lease terms and conditions - Failure to effectively undertake the functions of a council - Poor procurement and contract management practices - Ineffective compliance management systems - Staff do not possess the appropriate ACE - Legislative changes, not being fully understood - Poor confidential term management processes (CR 15 & 20) - Ineffective implementation of Council resolutions (CR37) | Impact: - Legislative/lease/policy of contractual obligations are not discharged leading to breaches of legislation and/or contractual arrangements - Failure to effectively undertake the functions of a council - Contractual penalties and liabilities - Ineffective compliance management systems - Insufficient systems that lead to loss of resources - Scrutiny and sanctions by integrity agencies - Resolutions not implemented in a timely manner, opportunities missed, legislative obligations unmet | 22 (Severe) (CR2) 66.00% | Council has obligations under many different legislative, policy and contractual instruments | 9 (Medium) (CR2) 36.00% | Notwithstanding many controls in place, few are systematised and most are administrative controls which rely on the diligence/knowledge of the Council Officer. | The ELT has made the decision not to resource a compliance function and therefore doesn't have either a compliance function or a compliance officer role. All functional areas are responsible for their legislative/policy/contractual obligation compliance. | 30/01/2023 | | Legal considerations considered in agenda report templates, updates from LGA, legal providers and professional associations. Professional and experienced management team. Register of leases and licences. Legislative delegations register regularly reviewed, risk specific training & development. Policy registers, policies on web, MIS & WCS audits, contract registers, lease registers, internal audit program, external audit program Governance Legal Compliance Audit. Employment of Procurement Coordinator. Procurement Framework implemented. Experienced property team. Action List, Minutes, Council Resolution Update report. | Lachlan Miller | 26/07/2023 | 27/01/2023 | | PARTIALLY EFFECTIVE (Designed Partially Adequately, Operating Partially Effectively) |
| Adelaide Hills Council | 170963 | | Strategic Risk - Representation & Decision Making | 26/02/2021 | Failure to act as a representative, informed and responsible decision maker in the interests of the community (PR) | Lachlan Miller | Governance and Performance Team, Executive Leadership Team | Other | Cause: - Poor governance practices (CR2) - Poor risk management practices (CR21) - Poor representation arrangements (CR62) - Poor representation of the community by Council Members (CR62) - Lack of effective strategic planning and resource allocation processes (CR63) - Unimpeachable implementation of Council resolutions (CR37) - Lack of effective financial sustainability processes (SR6) - Ineffective performance management and reporting processes (CR64) - Poor working relationship between Council and Administration (CR65) - Failure to engage in sector wide reform initiatives (CR61) | Impact: - Decisions are not representative of community sentiment or made in the community's interest - Decisions are poorly or incorrectly informed leading to a high risk profile, errors, loss, waste, omissions, breaches of legislation. - Breaches of legislation, unenforceable decisions/resolutions, creation of liabilities/ additional risk to Council, stakeholder and/or regulator dissatisfaction and/or sanction. | 22 (Severe) (CR2) 66.00% | The main area of impact is community, social and reputational as it is largely based on public perception of conduct compared to individual (and therefore differing) expectations although actual breaches of legislation will contribute to this inherent rating. | 9 (Medium) (CR2) 36.00% | There are many controls in place to partially mitigate this risk some are systematic how ever many are administrative controls and therefore reliant on the diligence of individual Council Members/Officers to implement. | CR2 (Poor representation arrangements which leads to decisions that are not made in the best interests of the community) - Provisions of Chap 3 of the LG Act regarding composition of councils and wards, mandated representation review, voluntary representation review, 2017 FMR completed, Strategic Boundary Review report | Lachlan Miller | 26/07/2023 | 27/01/2023 | | PARTIALLY EFFECTIVE (Designed Partially Adequately, Operating Partially Effectively) | | | |
| Adelaide Hills Council | 170963 | | Strategic Risk - Representation & Decision Making | 26/02/2021 | Failure to act as a representative, informed and responsible decision maker in the interests of the community (PR) | Lachlan Miller | Governance and Performance Team, Executive Leadership Team | Other | Cause: - Poor governance practices (CR2) - Poor risk management practices (CR21) - Poor representation arrangements (CR62) - Poor representation of the community by Council Members (CR62) - Lack of effective strategic planning and resource allocation processes (CR63) - Unimpeachable implementation of Council resolutions (CR37) - Lack of effective financial sustainability processes (SR6) - Ineffective performance management and reporting processes (CR64) - Poor working relationship between Council and Administration (CR65) - Failure to engage in sector wide reform initiatives (CR61) | Impact: - Decisions are not representative of community sentiment or made in the community's interest - Decisions are poorly or incorrectly informed leading to a high risk profile, errors, loss, waste, omissions, breaches of legislation. - Breaches of legislation, unenforceable decisions/resolutions, creation of liabilities/ additional risk to Council, stakeholder and/or regulator dissatisfaction and/or sanction. | 22 (Severe) (CR2) 66.00% | The main area of impact is community, social and reputational as it is largely based on public perception of conduct compared to individual (and therefore differing) expectations although actual breaches of legislation will contribute to this inherent rating. | 9 (Medium) (CR2) 36.00% | There are many controls in place to partially mitigate this risk some are systematic how ever many are administrative controls and therefore reliant on the diligence of individual Council Members/Officers to implement. | CR21 (A lack of effective risk management occurs which leads to greater uncertainty in the achievement of objectives and/or negative outcomes) - Revised CRM Policy adopted, CRMF adopted, training provided to senior staff, RM considerations included in agenda report templates. General awareness of risk management principles and considerations, Strategic Risk Profiling and management of assessments in ShyTrust, MIS Risk Reviews and advisory. | Lachlan Miller | 26/07/2023 | 27/01/2023 | | PARTIALLY EFFECTIVE (Designed Partially Adequately, Operating Partially Effectively) | | | |
| Adelaide Hills Council | 170963 | | Strategic Risk - Representation & Decision Making | 26/02/2021 | Failure to act as a representative, informed and responsible decision maker in the interests of the community (PR) | Lachlan Miller | Governance and Performance Team, Executive Leadership Team | Other | Cause: - Poor governance practices (CR2) - Poor risk management practices (CR21) - Poor representation arrangements (CR62) - Poor representation of the community by Council Members (CR62) - Lack of effective strategic planning and resource allocation processes (CR63) - Unimpeachable implementation of Council resolutions (CR37) - Lack of effective financial sustainability processes (SR6) - Ineffective performance management and reporting processes (CR64) - Poor working relationship between Council and Administration (CR65) - Failure to engage in sector wide reform initiatives (CR61) | Impact: - Decisions are not representative of community sentiment or made in the community's interest - Decisions are poorly or incorrectly informed leading to a high risk profile, errors, loss, waste, omissions, breaches of legislation. - Breaches of legislation, unenforceable decisions/resolutions, creation of liabilities/ additional risk to Council, stakeholder and/or regulator dissatisfaction and/or sanction. | 22 (Severe) (CR2) 66.00% | The main area of impact is community, social and reputational as it is largely based on public perception of conduct compared to individual (and therefore differing) expectations although actual breaches of legislation will contribute to this inherent rating. | 9 (Medium) (CR2) 36.00% | There are many controls in place to partially mitigate this risk some are systematic how ever many are administrative controls and therefore reliant on the diligence of individual Council Members/Officers to implement. | CR22 (Poor governance practices occur which lead to a loss of stakeholder (i.e. customer and regulator) confidence and/or legislative breaches) - Revised CRM Policy adopted, CRMF adopted, training provided to senior staff, RM considerations included in agenda report templates. General awareness of risk management principles and considerations, Strategic Risk Profiling and management of assessments in ShyTrust, MIS Risk Reviews and advisory. | Lachlan Miller | 26/07/2024 | 27/01/2023 | | PARTIALLY EFFECTIVE (Designed Partially Adequately, Operating Partially Effectively) | | | |
| Adelaide Hills Council | 170963 | | Strategic Risk - Representation & Decision Making | 26/02/2021 | Failure to act as a representative, informed and responsible decision maker in the interests of the community (PR) | Lachlan Miller | Governance and Performance Team, Executive Leadership Team | Other | Cause: - Poor governance practices (CR2) - Poor risk management practices (CR21) - Poor representation arrangements (CR62) - Poor representation of the community by Council Members (CR62) - Lack of effective strategic planning and resource allocation processes (CR63) - Unimpeachable implementation of Council resolutions (CR37) - Lack of effective financial sustainability processes (SR6) - Ineffective performance management and reporting processes (CR64) - Poor working relationship between Council and Administration (CR65) - Failure to engage in sector wide reform initiatives (CR61) | Impact: - Decisions are not representative of community sentiment or made in the community's interest - Decisions are poorly or incorrectly informed leading to a high risk profile, errors, loss, waste, omissions, breaches of legislation. - Breaches of legislation, unenforceable decisions/resolutions, creation of liabilities/ additional risk to Council, stakeholder and/or regulator dissatisfaction and/or sanction. | 22 (Severe) (CR2) 66.00% | The main area of impact is community, social and reputational as it is largely based on public perception of conduct compared to individual (and therefore differing) expectations although actual breaches of legislation will contribute to this inherent rating. | 9 (Medium) (CR2) 36.00% | There are many controls in place to partially mitigate this risk some are systematic how ever many are administrative controls and therefore reliant on the diligence of individual Council Members/Officers to implement. | CR61 (Failure to engage in sector wide reform initiatives leading to the Adelaide Hills community not being adequately represented) - Monitoring LGA circulars and other invitations to make submissions (GLG, ECOSIA, ECSA), consideration @ ELT and Council level, Membership on LG-related bodies. | Lachlan Miller | 26/07/2024 | 27/01/2023 | | PARTIALLY EFFECTIVE (Designed Partially Adequately, Operating Partially Effectively) | | | |
| Adelaide Hills Council | 170963 | | Strategic Risk - Representation & Decision Making | 26/02/2021 | Failure to act as a representative, informed and responsible decision maker in the interests of the community (PR) | Lachlan Miller | Governance and Performance Team, Executive Leadership Team | Other | Cause: - Poor governance practices (CR2) - Poor risk management practices (CR21) - Poor representation arrangements (CR62) - Poor representation of the community by Council Members (CR62) - Lack of effective strategic planning and resource allocation processes (CR63) - Unimpeachable implementation of Council resolutions (CR37) - Lack of effective financial sustainability processes (SR6) - Ineffective performance management and reporting processes (CR64) - Poor working relationship between Council and Administration (CR65) - Failure to engage in sector wide reform initiatives (CR61) | Impact: - Decisions are not representative of community sentiment or made in the community's interest - Decisions are poorly or incorrectly informed leading to a high risk profile, errors, loss, waste, omissions, breaches of legislation. - Breaches of legislation, unenforceable decisions/resolutions, creation of liabilities/ additional risk to Council, stakeholder and/or regulator dissatisfaction and/or sanction. | 22 (Severe) (CR2) 66.00% | The main area of impact is community, social and reputational as it is largely based on public perception of conduct compared to individual (and therefore differing) expectations although actual breaches of legislation will contribute to this inherent rating. | 9 (Medium) (CR2) 36.00% | There are many controls in place to partially mitigate this risk some are systematic how ever many are administrative controls and therefore reliant on the diligence of individual Council Members/Officers to implement. | CR62 (Poor representation of the community by Council Members leading to formal decisions that do not appropriately take account the community needs) - Provisions of LG Act and behavioural standards, RM training on role, contact details on website, issue of email addresses and inputs, CRD provisions, informed and researched Council reports, public consultation policy and practice. | Lachlan Miller | 26/07/2023 | 27/01/2023 | | PARTIALLY EFFECTIVE (Designed Partially Adequately, Operating Partially Effectively) | | | |
| Adelaide Hills Council | 170963 | | Strategic Risk - Representation & Decision Making | 26/02/2021 | Failure to act as a representative, informed and responsible decision maker in the interests of the community (PR) | Lachlan Miller | Governance and Performance Team, Executive Leadership Team | Other | Cause: - Poor governance practices (CR2) - Poor risk management practices (CR21) - Poor representation arrangements (CR62) - Poor representation of the community by Council Members (CR62) - Lack of effective strategic planning and resource allocation processes (CR63) - Unimpeachable implementation of Council resolutions (CR37) - Lack of effective financial sustainability processes (SR6) - Ineffective performance management and reporting processes (CR64) - Poor working relationship between Council and Administration (CR65) - Failure to engage in sector wide reform initiatives (CR61) | Impact: - Decisions are not representative of community sentiment or made in the community's interest - Decisions are poorly or incorrectly informed leading to a high risk profile, errors, loss, waste, omissions, breaches of legislation. - Breaches of legislation, unenforceable decisions/resolutions, creation of liabilities/ additional risk to Council, stakeholder and/or regulator dissatisfaction and/or sanction. | 22 (Severe) (CR2) 66.00% | The main area of impact is community, social and reputational as it is largely based on public perception of conduct compared to individual (and therefore differing) expectations although actual breaches of legislation will contribute to this inherent rating. | 9 (Medium) (CR2) 36.00% | There are many controls in place to partially mitigate this risk some are systematic how ever many are administrative controls and therefore reliant on the diligence of individual Council Members/Officers to implement. | CR63 (Lack of effective strategic planning and resource allocation processes) - Suite of strategic management plans, strategic, business and project planning and budgeting processes, trained and experienced staff, Corporate Planning & Performance Reporting Framework, CR64 Council role, Service Review Framework adopted. Council reports contain financial and resource implications. | Lachlan Miller | 26/07/2024 | 27/01/2023 | Added control regarding Council report financial and resource implications | EFFECTIVE (Designed Partially Adequately, Operating Partially Effectively) | | | |
| Adelaide Hills Council | 170963 | | Strategic Risk - Representation & Decision Making | 26/02/2021 | Failure to act as a representative, informed and responsible decision maker in the interests of the community (PR) | Lachlan Miller | Governance and Performance Team, Executive Leadership Team | Other | Cause: - Poor governance practices (CR2) - Poor risk management practices (CR21) - Poor representation arrangements (CR62) - Poor representation of the community by Council Members (CR62) - Lack of effective strategic planning and resource allocation processes (CR63) - Unimpeachable implementation of Council resolutions (CR37) - Lack of effective financial sustainability processes (SR6) - Ineffective performance management and reporting processes (CR64) - Poor working relationship between Council and Administration (CR65) - Failure to engage in sector wide reform initiatives (CR61) | Impact: - Decisions are not representative of community sentiment or made in the community's interest - Decisions are poorly or incorrectly informed leading to a high risk profile, errors, loss, waste, omissions, breaches of legislation. - Breaches of legislation, unenforceable decisions/resolutions, creation of liabilities/ additional risk to Council, stakeholder and/or regulator dissatisfaction and/or sanction. | 22 (Severe) (CR2) 66.00% | The main area of impact is community, social and reputational as it is largely based on public perception of conduct compared to individual (and therefore differing) expectations although actual breaches of legislation will contribute to this inherent rating. | 9 (Medium) (CR2) 36.00% | There are many controls in place to partially mitigate this risk some are systematic how ever many are administrative controls and therefore reliant on the diligence of individual Council Members/Officers to implement. | CR64 (Ineffective performance management and reporting processes leading to poor performance and/or loss of stakeholder confidence) - Budget review processes, provisions of LG Act regarding budget reviews and annual reporting, trained and experienced staff, CR65 Corporate Planning & Performance Reporting Framework, Quarterly Council Performance Report, 4th process, Management contract review process, enhanced major project reporting. | Lachlan Miller | 26/07/2024 | 27/01/2023 | | EFFECTIVE (Designed Partially Adequately, Operating Partially Effectively) | | | |
| Adelaide Hills Council | 170963 | | Strategic Risk - Representation & Decision Making | 26/02/2021 | Failure to act as a representative, informed and responsible decision maker in the interests of the community (PR) | Lachlan Miller | Governance and Performance Team, Executive Leadership Team | Other | Cause: - Poor governance practices (CR2) - Poor risk management practices (CR21) - Poor representation arrangements (CR62) - Poor representation of the community by Council Members (CR62) - Lack of effective strategic planning and resource allocation processes (CR63) - Unimpeachable implementation of Council resolutions (CR37) - Lack of effective financial sustainability processes (SR6) - Ineffective performance management and reporting processes (CR64) - Poor working relationship between Council and Administration (CR65) - Failure to engage in sector wide reform initiatives (CR61) | Impact: - Decisions are not representative of community sentiment or made in the community's interest - Decisions are poorly or incorrectly informed leading to a high risk profile, errors, loss, waste, omissions, breaches of legislation. - Breaches of legislation, unenforceable decisions/resolutions, creation of liabilities/ additional risk to Council, stakeholder and/or regulator dissatisfaction and/or sanction. | 22 (Severe) (CR2) 66.00% | The main area of impact is community, social and reputational as it is largely based on public perception of conduct compared to individual (and therefore differing) expectations although actual breaches of legislation will contribute to this inherent rating. | 9 (Medium) (CR2) 36.00% | There are many controls in place to partially mitigate this risk some are systematic how ever many are administrative controls and therefore reliant on the diligence of individual Council Members/Officers to implement. | CR65 (Poor working relationship between Council and the Administration leading to ineffective and inefficient performance by Council) - CM and Administration training in the respective roles, team building and relationship development, performance reporting, One Team Communication Protocols, designated administration contact listing, CEO 1-1, strengthened provisions in dSB | Lachlan Miller | 26/07/2024 | 27/01/2023 | | PARTIALLY EFFECTIVE (Designed Partially Adequately, Operating Partially Effectively) | | | |
| Adelaide Hills Council | 170963 | | Strategic Risk - Representation & Decision Making | 26/02/2021 | Failure to act as a representative, informed and responsible decision maker in the interests of the community (PR) | Lachlan Miller | Governance and Performance Team, Executive Leadership Team | Other | Cause: - Poor governance practices (CR2) - Poor risk management practices (CR21) - Poor representation arrangements (CR62) - Poor representation of the community by Council Members (CR62) - Lack of effective strategic planning and resource allocation processes (CR63) - Unimpeachable implementation of Council resolutions (CR37) - Lack of effective financial sustainability processes (SR6) - Ineffective performance management and reporting processes (CR64) - Poor working relationship between Council and Administration (CR65) - Failure to engage in sector wide reform initiatives (CR61) | Impact: - Decisions are not representative of community sentiment or made in the community's interest - Decisions are poorly or incorrectly informed leading to a high risk profile, errors, loss, waste, omissions, breaches of legislation. - Breaches of legislation, unenforceable decisions/resolutions, creation of liabilities/ additional risk to Council, stakeholder and/or regulator dissatisfaction and/or sanction. | 22 (Severe) (CR2) 66.00% | The main area of impact is community, social and reputational as it is largely based on public perception of conduct compared to individual (and therefore differing) expectations although actual breaches of legislation will contribute to this inherent rating. | 9 (Medium) (CR2) 36.00% | There are many controls in place to partially mitigate this risk some are systematic how ever many are administrative controls and therefore reliant on the diligence of individual Council Members/Officers to implement. | CR67 (Actions arising from Council resolutions not be completed in a timely manner leading to a loss of stakeholder confidence) - Action List, Minutes, Council Resolution Update report, Council Member queries | Lachlan Miller | 26/07/2024 | 27/01/2023 | | EFFECTIVE (Designed Partially Adequately, Operating Partially Effectively) | | | |

Strategic Risk Register
February 2023

Risks From: 01/01/2021 To: 31/03/2023
Department: All
Team: All
Location/Project: All
Risk Assessment Type: Corporate
Risk Type: Strategic
Risk Category: All

| Department | Risk ID | Risk Title | Date Added | Description | Responsible Person | Team | Location/Project | Possible Risk Events | Possible Consequences | Initial Risk Score | Initial Risk Comments | Residual Risk Score | Residual Risk Comments | Other Requirements/Comments | Date Last Modified | Risk Control Type | Control Details | Reviewer | Next Review Date | Last Review Date | Review Notes | Control Effectiveness |
|---------------------|---------|---|------------|--|--------------------|--|------------------|--|---|--------------------------|---|-------------------------|---|--|--------------------|-------------------|--|-------------------|------------------|------------------|---|--|
| Abide Hills Council | 170941 | Strategic Risk - Financial | 26/02/2021 | Failure to manage, improve and develop the financial resources available to Council. (F) | Terry Crackett | Directors Office - Corporate Services, Executive Leadership Team | Other | Poor internal control environment Poor procurement planning and processes. Ineffective insurance arrangements. Poor financial management processes (Treasury, AP, AR) Poor contract management Poor People Management Ineffective Asset Planning Lack of Business Planning Poor Strategic Planning Lack of Business Case development (including Prudential Reviews) | Potential for qualified accounts as an audit outcome; inappropriate segregation of duties; increased potential for fraud; negative impact on Council Brand & Reputation; lack of consistency in process use; inability to measure process effectiveness and outcomes; increased risk of litigation; inappropriate assets with short medium and long term financial impacts; potential inability to pay; negative impact on ability to service the community; poor customer relations; poor supplier relationships; potential impact on income from rates, fees and charges; increased risk of litigation leading to financial instability. | 24 (Extreme) (25) 46.00% | | 9 (Medium) (30) 36.00% | | A cross functional review of this risk was undertaken in July 2021. This review resulted in a reassessment of all controls and actions required. Whilst the actions have now been individually created, separate controls are required to be captured. | 30/01/2023 | | Long term Financial Plan in place and regularly reviewed; Annual Business Plan developed and aligned each year to the Long Term Financial Plan; Internal audit and annual review of internal controls; System security and configuration; Reduction procedures; Recruitment and selection processes; Financial delegations; Informed level of insurance cover through LGAMLS, rating policy, process and timeframe; Asset management register and program; Executive Manager Governance and Risk employed; Procurement Co-Ordinator role employed; Qualified employees that are trained in policies; Conflict of interest declaration regularly reviewed (Directors/CEO); WHS procedures in place purchasing, consultation and risk assessment; Fraud and Corruption Policy; Whistleblowers Policy; Insurance reviewed annually and all areas of insurance are reviewed and recalculated for following year; Wage Declaration which affects the insurance calculation annually; Insurance claims process; Quality accredited insurance company LG Risk Services; Insurer processes claims; professional internal advice; Financial management system; Updated Procurement Policy and Procedures Adopted by Council in 2019 (delegation and authority included); Code of Conduct for Employees and Council Members; Discipline processes; | Terry Crackett | 30/11/2022 | 14/05/2022 | A cross functional review of this risk was undertaken in July 2021. This review resulted in a reassessment of all controls and actions required. Whilst the actions have now been individually created, separate controls are however still required to be entered. | EFFECTIVE (Designed Adequately, Operating Effectively) |
| Abide Hills Council | 170939 | Strategic Risk - Information Services | 26/02/2021 | Failure to manage, improve and develop the information resources available to the Council. (F) | Terry Crackett | Directors Office - Corporate Services, Executive Leadership Team | Other | Cause: - Business systems do not effectively support organisational needs - Poor information management practice (capture, use, storage, retrieval). | inefficiency; increased risk of errors (from manual systems); negative impact on council brand & reputation; decreased staff morale; potential for increased turnover of staff; lack of consistency; increased cost in undertaking work; systems cannot be upgraded due to inadequate hardware layer; inability to test updates before being implemented; lack of information sharing; working in information silos; failure to capture corporate knowledge effectively; misinformation that leads to negative or undesired outcomes; residents being misinformed or misled; potential legal or financial implications. | 22 (Extreme) (44) 52.00% | | 13 (Medium) (40) 52.00% | | | 30/01/2023 | | IMS (Information Security Management System) - LG Cyber Security Framework | James Sinden | 09/1/2024 | 9/01/2023 | The level of effectiveness of this control will be determined by the ongoing resourcing that is applied to implement the Cyber Security Framework Cyber Security Audit Completed and endorsed by Audit Committee Implementation plan developed for establishing a Cyber Security Plan and aligned to LG Cyber Security Framework Implement Cyber Security Controls (Enacted) Undertake penetration testing of corporate systems | Major reduction in risk |
| Abide Hills Council | 170939 | Strategic Risk - Information Services | 26/02/2021 | Failure to manage, improve and develop the information resources available to the Council. (F) | Terry Crackett | Directors Office - Corporate Services, Executive Leadership Team | Other | Cause: - Business systems do not effectively support organisational needs - Poor information management practice (capture, use, storage, retrieval). | inefficiency; increased risk of errors (from manual systems); negative impact on council brand & reputation; decreased staff morale; potential for increased turnover of staff; lack of consistency; increased cost in undertaking work; systems cannot be upgraded due to inadequate hardware layer; inability to test updates before being implemented; lack of information sharing; working in information silos; failure to capture corporate knowledge effectively; misinformation that leads to negative or undesired outcomes; residents being misinformed or misled; potential legal or financial implications. | 22 (Extreme) (44) 52.00% | | 13 (Medium) (40) 52.00% | | | 30/01/2023 | | ICT Business Continuity Systems established | James Sinden | 09/1/2024 | 9/01/2023 | Data Centre established at 4 diverse geographic locations and immediate switchover capability Hierarchical back up regime Cloud First Strategy in place at 40% transition of systems System & Application MAO (Maximum Acceptable Change) set to organisational requirements Undertake system outage testing | EFFECTIVE (Designed Adequately, Operating Effectively) |
| Abide Hills Council | 170939 | Strategic Risk - Information Services | 26/02/2021 | Failure to manage, improve and develop the information resources available to the Council. (F) | Terry Crackett | Directors Office - Corporate Services, Executive Leadership Team | Other | Cause: - Business systems do not effectively support organisational needs - Poor information management practice (capture, use, storage, retrieval). | inefficiency; increased risk of errors (from manual systems); negative impact on council brand & reputation; decreased staff morale; potential for increased turnover of staff; lack of consistency; increased cost in undertaking work; systems cannot be upgraded due to inadequate hardware layer; inability to test updates before being implemented; lack of information sharing; working in information silos; failure to capture corporate knowledge effectively; misinformation that leads to negative or undesired outcomes; residents being misinformed or misled; potential legal or financial implications. | 22 (Extreme) (44) 52.00% | | 13 (Medium) (40) 52.00% | | | 30/01/2023 | | Information Services Team resourced in accordance with required structure (including 5 & FTE) | James Sinden | 09/1/2024 | 9/01/2023 | Induction processes at 40% embedding driven through OD Systems security at 40% access protocols Work From Home access regime | EFFECTIVE (Designed Adequately, Operating Effectively) |
| Abide Hills Council | 170939 | Strategic Risk - Information Services | 26/02/2021 | Failure to manage, improve and develop the information resources available to the Council. (F) | Terry Crackett | Directors Office - Corporate Services, Executive Leadership Team | Other | Cause: - Business systems do not effectively support organisational needs - Poor information management practice (capture, use, storage, retrieval). | inefficiency; increased risk of errors (from manual systems); negative impact on council brand & reputation; decreased staff morale; potential for increased turnover of staff; lack of consistency; increased cost in undertaking work; systems cannot be upgraded due to inadequate hardware layer; inability to test updates before being implemented; lack of information sharing; working in information silos; failure to capture corporate knowledge effectively; misinformation that leads to negative or undesired outcomes; residents being misinformed or misled; potential legal or financial implications. | 22 (Extreme) (44) 52.00% | | 13 (Medium) (40) 52.00% | | | 30/01/2023 | | Information Services Strategic Plan Developed (2022) | James Sinden | 09/1/2024 | 9/01/2023 | A review of the Information Services Strategic Plan has commenced (Jan 22) with ISMG. Draft Information Services Strategic Plan created Consultation with ISMG and Executive completed Digital Transformation Plan (tactical plan) developed | Major reduction in risk |
| Abide Hills Council | 170934 | Strategic Risk - People & Culture Inc WHS | 26/02/2021 | Failure to manage, improve and develop the human resources available to the Council. (F) | Terry Crackett | Organisational Development Team, Executive Leadership Team | Other | Poor IR practices Ineffective attraction and retention initiatives Lack of workforce planning and development Deficient equity and diversity programs Poor leadership Failure to ensure appropriate WH&mp;5 for employees and volunteers Volunteers not trained or inducted effectively | Increased financial cost; potential litigation; decrease in morale; poor work performance; inability to deliver services; negative impact on council brand and reputation; lacking or ineffective policy/procedures; inability to meet the demand for volunteering opportunities; inability to offer attractive positions; council could fail to meet the legislative requirements if training avoided; not having available staff/volunteers to undertake work at required times; heightened number of complaints around EEO; ineffective management of human resources; loss ability to innovate through poor leadership; increased injured and notifiable incidents; potential death; litigation threatening the viability of the organisation; unable to attract employees and volunteers; lack of handover and transfer of valuable knowledge; challenges about fair and equitable process; higher turnover costs and negative affect on work culture; increase absenteeism. | 24 (Extreme) (46) 46.00% | There is a huge array of risks associated with the management of people within the organisation. Several large pieces of legislation have requirements to be met to manage these risks. | 12 (Medium) (30) 46.00% | There are significant controls in place to manage these risks, with responsibilities to provide procedures and process in key departments that are then utilised by people across the organisation, including People Leaders, employees and 'workers' from a WHS perspective. | | 30/01/2023 | | Volunteer Framework established and implemented Volunteer Policy Developed | Rebecca Shepherd | 30/11/2022 | 5/08/2022 | Volunteer Policy and additional procedures implemented and working effectively with improved practices. Volunteer Policy to be reviewed in 2022. | EFFECTIVE (Designed Adequately, Operating Effectively) |
| Abide Hills Council | 170934 | Strategic Risk - People & Culture Inc WHS | 26/02/2021 | Failure to manage, improve and develop the human resources available to the Council. (F) | Terry Crackett | Organisational Development Team, Executive Leadership Team | Other | Poor IR practices Ineffective attraction and retention initiatives Lack of workforce planning and development Deficient equity and diversity programs Poor leadership Failure to ensure appropriate WH&mp;5 for employees and volunteers Volunteers not trained or inducted effectively | Increased financial cost; potential litigation; decrease in morale; poor work performance; inability to deliver services; negative impact on council brand and reputation; lacking or ineffective policy/procedures; inability to meet the demand for volunteering opportunities; inability to offer attractive positions; council could fail to meet the legislative requirements if training avoided; not having available staff/volunteers to undertake work at required times; heightened number of complaints around EEO; ineffective management of human resources; loss ability to innovate through poor leadership; increased injured and notifiable incidents; potential death; litigation threatening the viability of the organisation; unable to attract employees and volunteers; lack of handover and transfer of valuable knowledge; challenges about fair and equitable process; higher turnover costs and negative affect on work culture; increase absenteeism. | 24 (Extreme) (46) 46.00% | There is a huge array of risks associated with the management of people within the organisation. Several large pieces of legislation have requirements to be met to manage these risks. | 12 (Medium) (30) 46.00% | There are significant controls in place to manage these risks, with responsibilities to provide procedures and process in key departments that are then utilised by people across the organisation, including People Leaders, employees and 'workers' from a WHS perspective. | | 30/01/2023 | | Leadership Framework established and development opportunities undertaken | Maegan Sutherland | 1/12/2022 | 5/08/2022 | Further work to be undertaken in leadership development as we reestablish our quarterly program after being unable to meet regularly due to COVID. With many people back at work, Strategic Leadership Team meetings have continued over the past years online, are now able to be conducted face-to-face. | PARTIALLY EFFECTIVE (Designed Adequately, Operating Partially Effectively) |
| Abide Hills Council | 170934 | Strategic Risk - People & Culture Inc WHS | 26/02/2021 | Failure to manage, improve and develop the human resources available to the Council. (F) | Terry Crackett | Organisational Development Team, Executive Leadership Team | Other | Poor IR practices Ineffective attraction and retention initiatives Lack of workforce planning and development Deficient equity and diversity programs Poor leadership Failure to ensure appropriate WH&mp;5 for employees and volunteers Volunteers not trained or inducted effectively | Increased financial cost; potential litigation; decrease in morale; poor work performance; inability to deliver services; negative impact on council brand and reputation; lacking or ineffective policy/procedures; inability to meet the demand for volunteering opportunities; inability to offer attractive positions; council could fail to meet the legislative requirements if training avoided; not having available staff/volunteers to undertake work at required times; heightened number of complaints around EEO; ineffective management of human resources; loss ability to innovate through poor leadership; increased injured and notifiable incidents; potential death; litigation threatening the viability of the organisation; unable to attract employees and volunteers; lack of handover and transfer of valuable knowledge; challenges about fair and equitable process; higher turnover costs and negative affect on work culture; increase absenteeism. | 24 (Extreme) (46) 46.00% | There is a huge array of risks associated with the management of people within the organisation. Several large pieces of legislation have requirements to be met to manage these risks. | 12 (Medium) (30) 46.00% | There are significant controls in place to manage these risks, with responsibilities to provide procedures and process in key departments that are then utilised by people across the organisation, including People Leaders, employees and 'workers' from a WHS perspective. | | 30/01/2023 | | OD Structure supported through trained and experienced staff | Maegan Sutherland | 1/12/2022 | 5/08/2022 | Changes within the OD structure and staff changes has made for a more challenging period. We continue to provide support across the organisation while undertaking significant systems change, working on projects and undertaking day to day work. Due to the people involved who are able to adapt, and willing to support different work across the department, we have been able to keep critical aspects working as normal, while other work has to be prioritised according to available resources. | INEFFECTIVE (Designed Inadequately, Operating Effectively) |
| Abide Hills Council | 170934 | Strategic Risk - People & Culture Inc WHS | 26/02/2021 | Failure to manage, improve and develop the human resources available to the Council. (F) | Terry Crackett | Organisational Development Team, Executive Leadership Team | Other | Poor IR practices Ineffective attraction and retention initiatives Lack of workforce planning and development Deficient equity and diversity programs Poor leadership Failure to ensure appropriate WH&mp;5 for employees and volunteers Volunteers not trained or inducted effectively | Increased financial cost; potential litigation; decrease in morale; poor work performance; inability to deliver services; negative impact on council brand and reputation; lacking or ineffective policy/procedures; inability to meet the demand for volunteering opportunities; inability to offer attractive positions; council could fail to meet the legislative requirements if training avoided; not having available staff/volunteers to undertake work at required times; heightened number of complaints around EEO; ineffective management of human resources; loss ability to innovate through poor leadership; increased injured and notifiable incidents; potential death; litigation threatening the viability of the organisation; unable to attract employees and volunteers; lack of handover and transfer of valuable knowledge; challenges about fair and equitable process; higher turnover costs and negative affect on work culture; increase absenteeism. | 24 (Extreme) (46) 46.00% | There is a huge array of risks associated with the management of people within the organisation. Several large pieces of legislation have requirements to be met to manage these risks. | 12 (Medium) (30) 46.00% | There are significant controls in place to manage these risks, with responsibilities to provide procedures and process in key departments that are then utilised by people across the organisation, including People Leaders, employees and 'workers' from a WHS perspective. | | 30/01/2023 | | Established Policies and Procedures Framework | Namih Milligan | 26/02/2023 | 5/08/2022 | The OD Policy and Procedure Framework was adopted by Executive on 14/7/2022. Work will continue on the review and development of policies and procedures against this Framework. | INEFFECTIVE (Designed Inadequately, Operating Effectively) |
| Abide Hills Council | 170934 | Strategic Risk - People & Culture Inc WHS | 26/02/2021 | Failure to manage, improve and develop the human resources available to the Council. (F) | Terry Crackett | Organisational Development Team, Executive Leadership Team | Other | Poor IR practices Ineffective attraction and retention initiatives Lack of workforce planning and development Deficient equity and diversity programs Poor leadership Failure to ensure appropriate WH&mp;5 for employees and volunteers Volunteers not trained or inducted effectively | Increased financial cost; potential litigation; decrease in morale; poor work performance; inability to deliver services; negative impact on council brand and reputation; lacking or ineffective policy/procedures; inability to meet the demand for volunteering opportunities; inability to offer attractive positions; council could fail to meet the legislative requirements if training avoided; not having available staff/volunteers to undertake work at required times; heightened number of complaints around EEO; ineffective management of human resources; loss ability to innovate through poor leadership; increased injured and notifiable incidents; potential death; litigation threatening the viability of the organisation; unable to attract employees and volunteers; lack of handover and transfer of valuable knowledge; challenges about fair and equitable process; higher turnover costs and negative affect on work culture; increase absenteeism. | 24 (Extreme) (46) 46.00% | There is a huge array of risks associated with the management of people within the organisation. Several large pieces of legislation have requirements to be met to manage these risks. | 12 (Medium) (30) 46.00% | There are significant controls in place to manage these risks, with responsibilities to provide procedures and process in key departments that are then utilised by people across the organisation, including People Leaders, employees and 'workers' from a WHS perspective. | | 30/01/2023 | | Established Position Descriptions for all roles: | Namih Milligan | 1/12/2022 | 5/08/2022 | Position descriptions are reviewed at the appointment of recruitment or classification assessments. There is provision for PD's to be reviewed annually with the staff member and People Leader as part of the 400 process. OD has undertaken a review of position descriptions with a view to begin updating PD's periodically, particularly those that have not been reviewed more recently. Note: all PD's across the organisation will not be reviewed by end of 2022 particularly due to the ongoing implementation of the HR system which is expected to continue into 2022 and takes significant resourcing. | EFFECTIVE (Designed Adequately, Operating Effectively) |

Strategic Risk Register
February 2023

Risks From: 01/01/2021 To: 11/02/2023
Department: All
Team: All
Location/Project: All
Risk Assessment Type: Corporate
Risk Type: Strategic
Risk Category: All

| Risk ID | Risk Title | Date Added | Description | Responsible Person | Team | Location/Project | Possible Risk Events | Possible Consequences | Initial Risk Score | Initial Risk Comments | Residual Risk Score | Residual Risk Comments | Other Requirements/Comments | Date Last Modified | Risk Control Type | Control Details | Reviewer | Next Review Date | Last Review Date | Review Notes | Control Effectiveness | |
|------------------------|------------|--|-------------|--|----------------|---|----------------------|---|---|-------------------------------|---|----------------------------|--|--------------------|-------------------|--|--|----------------------------|------------------|---|--|---|
| Adelaide Hills Council | 170934 | Strategic Risk - People & Culture inc WHS | 26/02/2021 | Failure to manage, improve and develop the human resources available to the Council. (F) | Terry Crackett | Organisational Development Team, Executive Leadership Team | Other | Poor IR practices Ineffective attraction and retention initiatives Lack of workforce planning and development Deficient equity and diversity programs Poor leadership Failure to ensure appropriate WHS/ampcamp5 for employees and volunteers Volunteers not trained or inducted effectively | Increased financial cost; potential litigation; decrease in morale; poor work performance; inability to deliver services; negative impact on council brand and reputation; lacking or ineffective policy/procedures; inability to meet the demand for volunteering opportunities; inability to offer attractive positions; Council could fail to meet the legislative requirements if training avoided; not having available staff/volunteers to undertake work at required times; heightened number of complaints around EEO; ineffective management of human resources; loss ability to innovate through poor leadership; increased injured and notifiable incidents; potential death; litigation threatening the viability of the organisation; unable to attract employees and volunteers; lack of handover and transfer of valuable knowledge; challenges about fair and equitable process; higher turnover costs and negative affect on work culture; increase absenteeism. | 24 (Extreme) (180) 66.00% | There is a huge array of risks associated with the management of people within the organisation. Several large pieces of legislation have requirements to be met to manage these risks. | 12 (Medium) (30) 40.00% | There are significant controls in place to manage these risks, with responsibilities to provide procedures and process in key departments that are then utilised by people across the organisation, including People Leaders, employees and workers from a WHS perspective. | | 30/01/2023 | | WHS Management System in place (Committees, Reporting, Skylout, Policy & Procedures) Regular audits by LGARSC5 | Lee Marrow | 30/07/2023 | 1/08/2022 | WHS policy, procedures, SOP's, risk assessments, inspections, hazard and incident reporting, audits, action processing and updating and use of Skylout are all ongoing processes that continue to be used and reviewed. | EFFECTIVEA (Designed Adequately, Operating Effectively) |
| Adelaide Hills Council | 170934 | Strategic Risk - People & Culture inc WHS | 26/02/2021 | Failure to manage, improve and develop the human resources available to the Council. (F) | Terry Crackett | Organisational Development Team, Executive Leadership Team | Other | Poor IR practices Ineffective attraction and retention initiatives Lack of workforce planning and development Deficient equity and diversity programs Poor leadership Failure to ensure appropriate WHS/ampcamp5 for employees and volunteers Volunteers not trained or inducted effectively | Increased financial cost; potential litigation; decrease in morale; poor work performance; inability to deliver services; negative impact on council brand and reputation; lacking or ineffective policy/procedures; inability to meet the demand for volunteering opportunities; inability to offer attractive positions; Council could fail to meet the legislative requirements if training avoided; not having available staff/volunteers to undertake work at required times; heightened number of complaints around EEO; ineffective management of human resources; loss ability to innovate through poor leadership; increased injured and notifiable incidents; potential death; litigation threatening the viability of the organisation; unable to attract employees and volunteers; lack of handover and transfer of valuable knowledge; challenges about fair and equitable process; higher turnover costs and negative affect on work culture; increase absenteeism. | 24 (Extreme) (180) 66.00% | There is a huge array of risks associated with the management of people within the organisation. Several large pieces of legislation have requirements to be met to manage these risks. | 12 (Medium) (30) 40.00% | There are significant controls in place to manage these risks, with responsibilities to provide procedures and process in key departments that are then utilised by people across the organisation, including People Leaders, employees and workers from a WHS perspective. | | 30/01/2023 | | Enterprise Agreement Framework in place | Megan Sutherland | 1/12/2023 | 1/08/2022 | The Enterprise Development Agreements have been in place for many years. This provides Council the opportunity to work with employees in a consultative way, with their Union Organisations (as relevant), to discuss terms and conditions of employment, providing the framework, that sits over Awards, to manage our work and employees. Current Agreements are in place for Field and Office until 30 June 2025. | EFFECTIVEA (Designed Adequately, Operating Effectively) |
| Adelaide Hills Council | 170934 | Strategic Risk - People & Culture inc WHS | 26/02/2021 | Failure to manage, improve and develop the human resources available to the Council. (F) | Terry Crackett | Organisational Development Team, Executive Leadership Team | Other | Poor IR practices Ineffective attraction and retention initiatives Lack of workforce planning and development Deficient equity and diversity programs Poor leadership Failure to ensure appropriate WHS/ampcamp5 for employees and volunteers Volunteers not trained or inducted effectively | Increased financial cost; potential litigation; decrease in morale; poor work performance; inability to deliver services; negative impact on council brand and reputation; lacking or ineffective policy/procedures; inability to meet the demand for volunteering opportunities; inability to offer attractive positions; Council could fail to meet the legislative requirements if training avoided; not having available staff/volunteers to undertake work at required times; heightened number of complaints around EEO; ineffective management of human resources; loss ability to innovate through poor leadership; increased injured and notifiable incidents; potential death; litigation threatening the viability of the organisation; unable to attract employees and volunteers; lack of handover and transfer of valuable knowledge; challenges about fair and equitable process; higher turnover costs and negative affect on work culture; increase absenteeism. | 24 (Extreme) (180) 66.00% | There is a huge array of risks associated with the management of people within the organisation. Several large pieces of legislation have requirements to be met to manage these risks. | 12 (Medium) (30) 40.00% | There are significant controls in place to manage these risks, with responsibilities to provide procedures and process in key departments that are then utilised by people across the organisation, including People Leaders, employees and workers from a WHS perspective. | | 30/01/2023 | | Recruitment Policies and Procedures in place | Namih Milligan | 30/03/2023 | 1/08/2022 | Phase 2 of the HR System implementation will be commencing in August or September 2023 (still being finalised). With the Recruitment and Retention Audit recently being completed, a range of actions, including the update of the Recruitment and Selection Procedure and associated documents will now commence. | EFFECTIVEA (Designed Adequately, Operating Effectively) |
| Adelaide Hills Council | 170934 | Strategic Risk - People & Culture inc WHS | 26/02/2021 | Failure to manage, improve and develop the human resources available to the Council. (F) | Terry Crackett | Organisational Development Team, Executive Leadership Team | Other | Poor IR practices Ineffective attraction and retention initiatives Lack of workforce planning and development Deficient equity and diversity programs Poor leadership Failure to ensure appropriate WHS/ampcamp5 for employees and volunteers Volunteers not trained or inducted effectively | Increased financial cost; potential litigation; decrease in morale; poor work performance; inability to deliver services; negative impact on council brand and reputation; lacking or ineffective policy/procedures; inability to meet the demand for volunteering opportunities; inability to offer attractive positions; Council could fail to meet the legislative requirements if training avoided; not having available staff/volunteers to undertake work at required times; heightened number of complaints around EEO; ineffective management of human resources; loss ability to innovate through poor leadership; increased injured and notifiable incidents; potential death; litigation threatening the viability of the organisation; unable to attract employees and volunteers; lack of handover and transfer of valuable knowledge; challenges about fair and equitable process; higher turnover costs and negative affect on work culture; increase absenteeism. | 24 (Extreme) (180) 66.00% | There is a huge array of risks associated with the management of people within the organisation. Several large pieces of legislation have requirements to be met to manage these risks. | 12 (Medium) (30) 40.00% | There are significant controls in place to manage these risks, with responsibilities to provide procedures and process in key departments that are then utilised by people across the organisation, including People Leaders, employees and workers from a WHS perspective. | | 30/01/2023 | | 2022 Fair Treatment, Bullying & Grievance Policies and Procedures are established | Namih Milligan | 30/06/2024 | 1/08/2022 | These documents are established and up to date. Their next scheduled review is 30 June 2024 or as legislation or internal controls require. | EFFECTIVEA (Designed Adequately, Operating Effectively) |
| Adelaide Hills Council | 170933 | Strategic Risk - Community Land Management | 26/02/2021 | Failure to manage and develop public areas related to, or occupied by the Council (F) | Terry Crackett | Directors Office - Corporate Services, Executive Leadership Team | Other | Lack of strategic and operational processes to manage Council's property portfolio. Poor sports, recreation and open space management practices. Physical hazards to users Poor climate adaptation regimes Renewal works not undertaken as planned | Increased cost to maintain infrastructure Reduced confidence in Council by the community Increased risks to staff and community when utilising facilities Disadvantage to AHC community over that of other areas Negative impact on community wellbeing | 21 (Extreme) (140) 100.00% | | 15 (High) (30) 60.00% | | 30/01/2023 | | CLMP Established: Nat: Dec 2024 Building Asset Management Plan Established: Nat: June 22 Sustainable Funding for Asset Renewal and Mtx captured within LTPF / Chrs / Nat : Annual Strategic Plan includes Goals / Objectives / Priorities associated with Public Areas : Nat : 2024 Sport & Recreation Strategy : Review : June 22 Property Structures & Resourcing appropriate : Nat: Dec 22 Open Space & Recreation Structure & Resourcing appropriate : Chrs: Dec 22 Audit of trees undertaken of high risk trees areas : Damien: Oct 2023 Inspection regime in place for high risk assets (building, playground equipment): Customer Request System established and integrated with Asset Mgt System : David W: Dec 22 Commines Operating Policy & supporting info program : Kyle: Dec 21 Urban and Common for public areas established: Gen: June 2023 Trails Strategy adopted : Review : June 22 Strategic Bicycle Plan : Review : June 22 | Terry Crackett | 30/11/2022 | 1/08/2022 | A cross functional review of this risk was undertaken in July 2021. This review resulted in a reassessment of all controls and actions required. Whilst the actions have now been individually created, separate controls are still required to be added. | Moderate reduction in risk | |
| Adelaide Hills Council | 170851 | Strategic Risk - Growth & Prosperity | 26/02/2021 | Failure to promote the Council area and provide an attractive climate and location for the development of business, commerce, industry and tourism (F) | David Waters | Directors Office - Community Capacity, Executive Leadership Team, Economic Development Team | Other | Cause: - Inadequate provision for commercial development in the Development Code - Minimal or no understanding of, and support for, business and tourism representative groups/associations - Lack of business operating skills in people who wish to run a business - Lack of understanding of economic drivers - Inappropriate infrastructure in industrial precincts or nodes, placing barriers on development of industrial precincts - Lack of understanding of business demand - Poor business sustainability in the face of economic challenges | Impact: - Loss of local jobs - Loss of base local retail and service businesses - Devastation of local residential and commercial property - Rise in social problems and reduced quality of life - Reduced property values - Impact on Council's reputation as being across economic issues and supporting sustainable development | 17 (High) (180) 66.00% | Inherent risk assessment considered impacts to both the local economy and the Council's reputation (as per consequences outlined above). | 9 (Low) (20) 30.00% | Residual risk rating is based on the existing controls. It is noted that there are other risk events entirely outside of Council's control which affect economic prosperity in the district and these are not considered here. | | 30/01/2023 | | CLMP Established: Nat: Dec 2024 Building Asset Management Plan Established: Nat: June 22 Sustainable Funding for Asset Renewal and Mtx captured within LTPF / Chrs / Nat : Annual Strategic Plan includes Goals / Objectives / Priorities associated with Public Areas : Nat : 2024 Sport & Recreation Strategy : Review : June 22 Property Structures & Resourcing appropriate : Nat: Dec 22 Open Space & Recreation Structure & Resourcing appropriate : Chrs: Dec 22 Audit of trees undertaken of high risk trees areas : Damien: Oct 2023 Inspection regime in place for high risk assets (building, playground equipment): Customer Request System established and integrated with Asset Mgt System : David W: Dec 22 Commines Operating Policy & supporting info program : Kyle: Dec 21 Urban and Common for public areas established: Gen: June 2023 Trails Strategy adopted : Review : June 22 Strategic Bicycle Plan : Review : June 22 | David Waters | 1/01/2023 | 1/08/2022 | Comprehensive risk review undertaken August 2022 to update actions and controls. New risk event identified. Old completed actions deleted and new actions added. | Major reduction in risk |
| Adelaide Hills Council | 170817 | Strategic Risk - Environment | 26/02/2021 | Failure to manage, develop, protect, restore, enhance and conserve the environment in an ecologically sustainable manner and to improve amenity (F) | Peter Bice | Directors Office - Infrastructure and Operations, Executive Leadership Team | Other | Cause: - Lack of understanding of biodiversity - Inadequate planning controls - Lack of specific skill and knowledge of natural environment, insufficient budget - Lack of internal coordination in project delivery - Inadequate emergency response to environmental hazard - Lack of longterm planning and service delivery, difficulty of meeting varying community expectations - Ineffective natural resource management strategies and processes - Poor environmental management practices - Illegal dumping | Impact: - Damage to local environment - Financial : restoration of failure to act (then plus the works to restore) - Reputational damage - Impact on human health and wellbeing due to the loss of visual amenity and ability to interact with nature - Local amenity not maximised - Health and economic impacts due to climate change - Failure to meet stakeholder expectation | 22 (Extreme) (140) 66.00% | Council continues to work locally but also partner with key agencies to advocate for improved ecological sustainability. | 11 (Medium) (40) 50.00% | | 30/01/2023 | | 1 : Biodiversity Strategy 2 : Water Management Plan 3 : Biodiversity Advisory Group and Sustainability Advisory Group 4 : Trained & qualified staff 5 : Safe working procedures 6 : Blue Marker sites 7 : Safe working procedures 8 : Blue Marker sites 9 : Safe working procedures 10 : Customer request system for reporting to us 11 : Machinery hygiene 12 : Development Plan 13 : Strategic Plan Reviewed with Goal area for Natural Environment established (including priorities) | Peter Bice | 1/03/2021 | 12/11/2020 | | | |
| Adelaide Hills Council | 170816 | Strategic Risk - Emergency and Hazard Management | 26/02/2021 | Failure to take measures to protect the community from natural and other hazards (F) | Peter Bice | Directors Office - Infrastructure and Operations, Executive Leadership Team | Other | Cause: - Poor fire prevention initiatives - Poor flood protection initiatives - Ineffective emergency management regimes - Ineffective asset maintenance and replacement plans and programs - Lack of participation in regional emergency management arrangements - Noncompliance with legislation - Insufficient budget - Ineffective planning and preparations | Impact: - Significant property loss and damage - Loss of life, injury - Reputational damage - Exposure to liability and penalty - Loss of community amenity - Council services stretched and some services may not be fully operational - Loss or damage of public and private infrastructure - Environmental and biodiversity impacts | 24 (Extreme) (180) 66.00% | As improvements to Asset Management Plans occur through each review, the control effectiveness also continue to improve. | 12 (Medium) (40) 50.00% | Participation in regional fire management through the ZEMAC and the AMLBMAC and cooperation with other councils and agencies in EM Provision of assistance to control agencies and the community to respond to emergency incidents as they arise and work with local units to resolve localised issues relating to EM. Provision of assistance to the community and to relevant government and non-government agencies assist recovery from emergencies. Contribute to, support and participate in community education programs including the SES Flood Safe Program, Red Cross REDSPlan program and CFS Community Fire Safety Meetings. Ongoing equipment and maintenance of Council's infrastructure through implementation of Council's AMP and proactive and reactive maintenance programs including stormwater infrastructure (including Flood Plan Modelling), fire track maintenance and street sweeping program. Ongoing fuel reduction programs on high risk Council owned land including woody weed control, slashing and maintenance of asset protection zones. Ensure ongoing compliance with the F&ES Act 2005 including annual property inspection to ensure compliance with the F&ES Act 2005. | | 30/01/2023 | | 1 : Biodiversity Strategy 2 : Water Management Plan 3 : Biodiversity Advisory Group and Sustainability Advisory Group 4 : Trained & qualified staff 5 : Safe working procedures 6 : Blue Marker sites 7 : Safe working procedures 8 : Blue Marker sites 9 : Safe working procedures 10 : Customer request system for reporting to us 11 : Machinery hygiene 12 : Development Plan 13 : Strategic Plan Reviewed with Goal area for Natural Environment established (including priorities) | Peter Bice | 31/12/2023 | 3/01/2023 | There is always a risk of negative community perception of the level of risk agents in relation to some natural hazards given misinformation and emotion attached. | EFFECTIVEA (Designed Adequately, Operating Effectively) |
| Adelaide Hills Council | 170815 | Strategic Risk - Community Health & Wellbeing | 26/02/2021 | Failure to provide for the welfare, well-being and interests of the community (F) | David Waters | Executive Leadership Team | Other | Cause: - Ineffective public health programs (food, immunisation, waste water) - Ineffective community development programs - Failure to identify and respond to key community issues - Poor understanding of cultural and diversity issues in community - Lack of effective active and passive recreation participation strategies - Ineffective strategies to work with vulnerable members of the community - Unaffordable rates, fees and charges - Ineffective regulatory services activities (including management of dogs, noise, parking) - Poor community facilities - Inequity across the district in respect to support for community facilities | Impact: - Food poisoning, infectious conditions, etc. - Decreased wellbeing and an over-reliance on social support - Loss of faith in Council's ability to meet community needs - Inability for people from diverse backgrounds to live/participate in the community - Inability/difficulty for people of all socioeconomic backgrounds to live in the district - Cultural disconnect - Inequity in access to community facilities and participation in social/sporting pursuits | 24 (Extreme) (180) 66.00% | | 9 (Medium) (30) 30.00% | Qualified staff making informed and evidence based decisions. Regulatory responsibilities (environmental health) that incorporate inspection regimes, education and prosecution where necessary within a highly regulated environment. Established & early development of strategic plan, incorporating community engagement, ensure effort is made periodically to understand issues important to the community. Community engagement policy prescribing minimum consultation and engagement activities. Local engagement via Community Centres is occurring with cultural groups. Ad Hoc engagement on an as-needed basis. Development of the Recreation Action Plan (2015). Staff Cultural Awareness Training. Recreation and Open Space Planner position created in early 2016. New Sport & Recreation Strategy was developed and adopted in Oct 2016. Services currently being provided for vulnerable individuals including in-home support, centre based programs, events, support activities and advocacy. Codes of conduct in place in some programs/services. LTPF with sustainable and reasonable rates/growth profile. Annual review process for fees and charges incorporate review by Dec and Council Members to ensure control. Internal efficiency improvement program aims to keep costs down. Volunteer Management Policy and Strategy, well established and funded volunteer based programs. Little reliance on external funding. Safe Environment Policy (for working with vulnerable people) and a now registered on the DHS system for suitability for work screening and all existing staff in prescribed positions have now been checked. Commonwealth Home Support Program is subject to periodic audit by the funder (Commonwealth) to ensure service standards are being met and quality controls are in place. Libraries Strategy (adopted 2022) | David Waters | 10/11/2022 | 7/08/2022 | | Moderate reduction in risk | | | | |

Strategic Risk Register
February 2023

Risks From: 01/01/2023 To: 31/03/2023
Department: All
Team: All
Location/Project: All
Risk Assessment Type: Corporate
Risk Type: Strategic
Risk Category: All

| Department | Risk ID | Risk Title | Date Added | Description | Responsible Person | Team | Location/Project | Possible Risk Events | Possible Consequences | Initial Risk Score | Initial Risk Comments | Residual Risk Score | Residual Risk Comments | Other Requirements/Comments | Date Last Modified | Risk Control Type | Control Details | Reviewer | Next Review Date | Last Review Date | Review Notes | Control Effectiveness |
|------------------------|---------|--|------------|---|--------------------|--|------------------|--|---|--------------------|--|---------------------|--|--|--------------------|-------------------|---|------------|------------------|------------------|--|---|
| Adelaide Hills Council | 169143 | Strategic Risk - Service Delivery | 19/02/2021 | Failure to deliver projects, programs and services in accordance with plans (time, budget, quality) | Peter Bice | Director's Office - Infrastructure and Operations, Executive Leadership Team | Other | <p>Causes:</p> <ul style="list-style-type: none">Ineffective Budget bid process / ineffective cost estimates preparation; possible lack of understanding of budget and budget process;Unrealistic timeframes e.g. 12 months for design, consultation and delivery. Change in poorly defined scope; inadequate specifications and documentation and design;Lack of stakeholder engagement;Lack of effective constant project management methodologiesUnforeseen weather and climate conditions;Lack of appropriate plant and equipment;Poor contractor management;Lack of resources (lack of adequate skilled resources; loss of key staff);Change in government legislation or policy;Reduction in grant funding;Lack of scheduled maintenanceUnclear Service ranges and levels | <p>Impact:</p> <ul style="list-style-type: none">Cost of projects escalates; unbudgeted spending; impacts on delivery of the projectsDamage to Council reputationOutcomes of the project delivered fails to meet community's expectationsWeakened in infrastructure necessitating increased maintenance | 21 (Extreme) (40%) | | 9 (Medium) (30%) | <ul style="list-style-type: none">Monthly capital reports from Finance Reporting of The Quarter to CouncilRegular team meetings with project updatesQuarterly budget review process3 Year Capital ProgramProcurement policyProcess and qualified staff/teamsProject reporting processPanel contractorsLegislation and policyRPI monitoring and reportingFinancial ReportingLTP processes have been amended to ensure that all key Strategies and Plan (including the Strategic Plan and Asset Management Plans) are captured as part of the LTP review each year ahead of budget | Addition of the Project Management Framework has further Strengthened the controls. | 30/01/2023 | | <ul style="list-style-type: none">Monthly capital reports from FinanceReporting of The Quarter to CouncilRegular team meetings with project updatesQuarterly budget review process3 Year Capital ProgramProcurement policyProcess and qualified staff/teamsProject reporting processPanel contractorsLegislation and policyRPI monitoring and reportingFinancial ReportingLTP processes have been amended to ensure that all key Strategies and Plan (including the Strategic Plan and Asset Management Plans) are captured as part of the LTP review each year ahead of budget | Peter Bice | 1/09/2022 | 1/09/2021 | | |
| Adelaide Hills Council | 169129 | Strategic Risk - Assets & Infrastructure | 19/02/2021 | Failure to provide appropriate infrastructure for the community (F) | Peter Bice | Director's Office - Infrastructure and Operations, Executive Leadership Team | Other | <p>Causes:</p> <ul style="list-style-type: none">Aging infrastructure in need of renewal to remain fit for purpose and/or comply with legislationPoor asset management regimes (data, revals)Ineffective maintenance regimesLeaseholders conducting works outside of contractual/legislative obligations.Duplication or gaps in infrastructure provision to communities.Lack of understanding community needs and trends | <p>Impact:</p> <ul style="list-style-type: none">Increased cost to maintain infrastructureReduced confidence in Council by the communityIncreased risks to staff and community when visiting facilitiesDisadvantage to AHC community over that of other areasNegative impact on community wellbeing | 21 (Extreme) (40%) | 210219 - Transferred from AHC Strategic Risk Assessment Excel Spreadsheet | 11 (Medium) (40%) | <ul style="list-style-type: none">Long Term Financial Plan that captures the Strategic Plan and Asset Management PlansEndorsed annual budget for maintenance program (all asset categories)Annual Business Plan/Budget consultation undertakenCustomer survey undertakenAsset condition audits undertaken cyclicallyAsset management system updated to Confirm Enterprise Asset ManagementBuilding inspections (last done 2017)Building inspectors (last done 2017)Compliance audits for buildings as per legislationCustomer request system captures community concerns/issuesSport and Recreation StrategyBlue StrategyPrenatal Maintenance regimeStrategic Plan Reviewed with Goal area for Built Environment established (including priorities) | As Asset Management Planning continues to improve, the control of this risk will also improve. | 30/01/2023 | | <ul style="list-style-type: none">Current Asset Management Plans for key asset categoriesLong Term Financial Plan that captures the Strategic Plan and Asset Management PlansEndorsed annual budget for maintenance program (all asset categories)Annual Business Plan & Budget consultation undertakenCustomer Survey undertakenAsset condition audits undertaken cyclicallyAsset management system updated to Confirm Enterprise Asset ManagementBuilding Inspections (last done 2017)Compliance audits for buildings as per legislationCustomer request system captures community concerns/issuesSport and Recreation StrategyBlue StrategyPrenatal Maintenance regimeStrategic Plan Reviewed with Goal area for Built Environment established (including priorities) | Peter Bice | 1/09/2022 | 12/11/2020 | This is Business As Usual Activity, captured as appropriate in Asset Management Plans. | EFFECTIVEA (Designed Adequately, Operating Effectively) |
| Adelaide Hills Council | 150009 | Strategic Risk - Development | 15/09/2020 | Failure to plan at the local and regional level for the future development and future requirements of the area. (F) | Natalie Armstrong | Director's Office - Development and Regulatory Services, Executive Leadership Team | Other | <p>Causes:</p> <ul style="list-style-type: none">Poor understanding of development, infrastructure, population, transport, demographics and trendsIneffective liaison with state and federal planning and development agencies;Unresponsive Development Plan that inappropriately restricts development opportunitiesIneffective strategies to enhance and conserve character areas and iconic sites.Poor place making strategies.Deficient planning and building rules consent practices.Ineffective infrastructure planning processes.Lack of appropriately trained and experienced staff.Poor business planning and budgeting processes to allocate sufficient resources to functions | <p>Impact:</p> <ul style="list-style-type: none">Poor planningBumpup; development outcomes, ad hoc Bumpup; reactionary planning, unresponsive approaches to addressing community needs and trendsUncoordinated approaches to infrastructure provision; lack of partnership Bumpup; funding arrangements; lack of collaborative Bumpup; mutually beneficial outcomes for community, Council and State Govt.; duplication of services Bumpup; resourcesDisempowered community with poor and inefficient use of public space.Dysfunctional organisation with a poor reputation resulting in community dissatisfaction with level and type of service provision resulting in a Council regime changeNon compliant with legislative responsibilities resulting in considerable liability exposureInconsistent and misdirected operations and service provision | 21 (Extreme) (40%) | Lack of poor planning, adequately trained staff, poor research into planning issues facing the Council area from a planning and development point of view leading to poor development outcomes; unresponsive planning policy Bumpup; controls and lack of appropriate or required infrastructure | 11 (Low) (20%) | <ul style="list-style-type: none">Employment of appropriately trained and qualified staff; understanding thorough analysis of planning policyBumpup; development related matters facing Council; having adequate community engagement into these matters to ensure development policies are responsive to community needsBumpup; aspirations; having appropriate training Bumpup; delegation in place for effective and efficient decision making for development assessment functions; having an effective, trained and experienced Council Assessment Panel in place to determine delegations to the Assessment Manager/Staff and make decisions on complex development applications. | | 30/01/2023 | | <ul style="list-style-type: none">Development Policy Planning function in place to monitor, analyse and advise implementing and transitioning to the new Planning & Design CodeUp to date Policy in placePriority Related Code Amendment Policy and other development related policies in placeParticipation in relevant forums with State & Federal Govt and other stakeholder groups regarding any changes to development policyUndertake responsibilities outlined in the Collaborative Work Plan between SPC and Council regarding transitioning to the new Planning, Development & Infrastructure (PDI) Act 2016Transition and amend where required the Council's Development Plan to the Planning & Design Code over the next 3 years in accordance with the PDI ActPrecinct Planning Framework and expertise in placeSkilled and experienced planning, building, infrastructure, sport & recreation planning, community development and economic development teams in placeCommunity engagement and consultation methodologies in place to accord with the State's Community Engagement CharterRelevant development assessment staff and CAP members accredited in accordance with the State's Accreditation SchemeA&B processes identifying training and development needsDevelopment and PDI Act delegations and sub-delegationsCAP in place and functioningAdopted District Master Plan in placeRegional Climate Change Adaptation Plan - Resilient Hills and Coast | Mark Saher | 1/11/2021 | 9/08/2021 | It is noted that the SPC continues to make minor changes to the PDI Code. It is considered that this will continue to occur for the rest of 2021 | EFFECTIVEA (Designed Adequately, Operating Effectively) |