



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:

Wednesday 26 April 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.

David Waters
Chief Executive Officer



ORDINARY COUNCIL MEETING

AGENDA FOR MEETING
Wednesday 26 April 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
 - Mayor Jan-Claire Wisdom 14 August to 26 September, approved by Council 11 April 2023
- 3.3. Absent

4. MINUTES OF PREVIOUS MEETINGS

Council Meeting – 11 April 2023

That the minutes of the ordinary meeting held on 11 April 2023 as supplied, be confirmed as an accurate record of the proceedings of that meeting.

5. DECLARATION OF CONFLICT OF INTEREST BY MEMBERS OF COUNCIL

6. MAYOR'S OPENING REMARKS

7. QUESTIONS ADJOURNED/LYING ON THE TABLE

- 7.1. Questions Adjourned
Nil
- 7.2. Questions Lying on the Table
Nil

8. PETITIONS / DEPUTATIONS / PUBLIC FORUM

- 8.1. Petitions
Nil
- 8.2. Deputations
Nil
- 8.3. Public Forum

9. PRESENTATIONS (by exception)

Nil

10. QUESTIONS ON NOTICE

- 10.1. Coronation of King Charles III (Cr Malcolm Herrmann)

11. MOTIONS ON NOTICE

- 11.1. Western Border Suburbs of Council (Cr Louise Pascale)
 - 1. *That the Adelaide Hills Council undertake a safety audit with footpath study for Heather Ave connecting Kintyre Road and Morialta Road, Woodforde, with the outcome informing future capital works budget proposals.*
 - 2. *That the Adelaide Hills Council audit the suburb signage for Woodforde, Rostrevor and Teringie and the CEO report to Council costs and logistics for increasing signage along the western border of Adelaide Hills Council.*
 - 3. *That Adelaide Hills Council invite Managing Director Damon Nagel from Kite Property to present to Council the planning and design of Hamilton Hill at a Councillors Workshop held at the Norton Summit Community Centre prior to the Regional Planning briefing Workshop.*
 - 4. *That the Chief Executive Officer form an internal working group to explore opportunities to establish and support connections between the residents of the newly developed part (Hamilton Hill) and established part of Woodforde by July 2023 and report back to Council in a workshop on the outcome.*

12. ADMINISTRATION REPORTS – DECISION ITEMS

12.1. Long Term Financial Plan for Adoption

1. *That the report be received and noted.*
2. *To adopt the 2023-24 Long Term Financial Plan, as contained in Appendix 1 to this report, in accordance with Section 122 of the Local Government Act 1999.*
3. *That the CEO be authorised to make any formatting, nomenclature or other minor changes to the Plan prior to being published.*

12.2. PLEC and Main Street Projects

1. *The report be received and noted.*
2. *Strategic Prioritisation criteria for Main Street upgrades and activation to support placemaking outcomes be workshopped with Council Members to guide implementation priorities moving forward.*
3. *Council staff submit an application for undergrounding of power lines for Lobethal Stage 3 for construction following 2024-25, as well as requesting Woodside and Mount Torrens Stages to be considered for future rounds.*
4. *The refurbishment of the southern side of Aldgate Main Street and the roundabout at the intersection of Mount Barker Road and Strathalbyn Road, be undertaken in 2023-24 in a style consistent with paving and landscaping on the northern side, with funding obtained from Local Roads and Community Infrastructure Program Phase 4 supplemented by operational budgets where appropriate.*

12.3. Development of a Behavioural Support Policy

1. *That the report be received and noted.*
2. *To determine not to develop a Behavioural Support Policy at this point in time.*
3. *To request the Chief Executive Officer to prepare a report on the operation of the Behavioural Management Framework, specifically as it relates to the Adelaide Hills Council, for its April 2024 meeting.*
4. *That the Chief Executive Officer (or another person delegated by them) may make public comment and/or statements to the media on behalf of the Council relating to the policy of Council, its position on particular issues, and operational matters.*

12.4. Status Report – Council Resolutions Update
Refer to Agenda

13. ADMINISTRATION REPORTS – INFORMATION ITEMS

13.1. Service Review Biannual Report – Civil Services
Council resolves that the report be received and noted

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 – 12 April 2023
That the minutes of the CAP meeting held on 12 April 2023 as supplied, be received and noted.
- 17.2. Audit Committee - 17 April 2023
That the minutes of the Audit Committee meeting held on 17 April 2023 as supplied, be received and noted
 - 17.2.1. Audit Committee Recommendations to Council (from 17 April meeting)
 - 1. *That the report be received and noted.*
 - 2. *In relation to Appendix 1 of this report:*
 - a. *To approve the 2022-23 External Audit Plan by BDO Audit Pty Ltd.*
 - b. *To note the 2022-23 Financial Statement Audit – Engagement Letter and the 2022-23 Internal Financial Control Audit – Engagement.*
 - 3. *In relation to Appendix 2 of this report, to receive and note the Q3 2022-23 Quarterly Council Performance Report.*
- 17.3. CEO Performance Review Panel
Nil
- 17.4. Boundary Change Committee
Nil

18. CONFIDENTIAL ITEMS

- 18.1. Amy Gillett Bikeway Stage 4 Agreement

19. NEXT MEETING

Tuesday 9 May 2023, 6.30pm, 63 Mt Barker Road, Stirling

20. CLOSE MEETING

Council Meeting & Workshops 2023

DATE	TYPE	LOCATION	MINUTE TAKER
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
JUNE 2023			
Mon 5 June	Workshop	Woodside	N/A
Tues 13 June	Council	Stirling	Pam Williams
Wed 14 June	CAP	Stirling	Karen Savage
Mon 19 June	Special Audit	Stirling	TBA
Tues 20 June	Professional Development	Stirling	N/A
Tues 27 June	Council	Stirling	Pam Williams
JULY 2023			
Mon 3 July	Workshop	Woodside	N/A
Tues 11 July	Council	Stirling	Pam Williams
Wed 12 July	CAP	Stirling	Karen Savage
Tues 18 July	Professional Development	Stirling	N/A
Tues 25 July	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 11 APRIL 2023
63 MT BARKER ROAD STIRLING**

In Attendance

Presiding Member: Mayor Jan-Claire Wisdom

Members:

Councillor Kirrilee Boyd
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

In Attendance:

David Waters	Chief Executive Officer
Karen Cummings	A/Director Corporate Services
Peter Bice	Director Infrastructure & Operations
Natalie Armstrong	Director Development & Regulatory Services
Rebecca Shepherd	A/Director Community Capacity
Lachlan Miller	Executive Manager Governance & Performance/ Minute Secretary
Tom Portas	Systems Analyst Information Systems
Mike O'Donnell	ICT Support Officer

1. COMMENCEMENT

The meeting commenced at 6.31pm.

2. OPENING STATEMENT

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

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 11 APRIL 2023
63 MT BARKER ROAD STIRLING**

3. Apology

Cr Adrian Cheater

3.1 Leave of Absence

Cr Kirrilee Boyd from 14 April – 25 April 2023, approved at Council on 28 March 2023.

Moved Cr Nathan Daniell

S/- Cr Malcolm Herrmann

73/23

- 1 That a Leave of Absence from all duties of office be granted to Mayor Jan-Claire Wisdom from 14 August to 24 September**
- 2 That any committee or panel membership currently held by Mayor Jan-Claire Wisdom be undertaken by the Deputy during the leave of absence.**

Carried Unanimously

3.2 Absent

Nil

4. MINUTES OF PREVIOUS MEETINGS

4.1 Council Meeting – 28 March 2023

Moved Cr Lucy Huxter

S/- Cr Malcolm Herrmann

74/23

That the minutes of the Ordinary Council meeting held on 28 March 2023 as supplied, be confirmed as an accurate record of the proceedings of that meeting.

Carried Unanimously

5. DECLARATION OF CONFLICT OF INTEREST BY MEMBERS OF COUNCIL

Nil

6. PRESIDING MEMBER'S OPENING REMARKS

Confidential workshop to follow Council meeting.

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 11 APRIL 2023
63 MT BARKER ROAD STIRLING**

7. QUESTIONS ADJOURNED/LYING ON THE TABLE

7.1 Questions Adjourned

Nil

7.2 Questions Lying on the Table

Nil

8. PETITIONS/DEPUTATIONS/PUBLIC FORUM

8.1 Petitions

8.1.1 Sealed footpath Tolmer Road to Gale Street Woodside

Moved Cr Chris Grant
S/- Cr Malcolm Herrmann

75/23

Council resolves:

1. That the petition signed by 84 signatories requesting the sealing of the Tolmer Road Woodside footpath be received and noted.
2. That the CEO advises the principal signatory:
 - a. The Council's noting of the petition
 - b. That the requested works will be considered for inclusion in the Draft 2023-24 Annual Business Plan and Budget and
 - c. Any other resolutions relating to the matter

Carried Unanimously

8.2 Deputations

Nil

8.3 Public Forum

Vanessa Swan, Mt George – Uluru Statement from the Heart

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 11 APRIL 2023
63 MT BARKER ROAD STIRLING**

9. PRESENTATIONS

Nil

10. QUESTIONS ON NOTICE

Nil

11. MOTIONS ON NOTICE

11.1 Bike Lockers for Personal Use

Moved Cr Melanie Selwood
S/- Cr Leith Mudge

76/23

Council resolves that:

1. the CEO prepare a report for Council's consideration examining installation of bike lockers or cages for public use including:
 - a. key locations on council land where bike lockers or bike cages could strategically be placed, taking into consideration public transport stops and cycleways, including but not limited to;
 - i. Verdun Junction
 - ii. Woodside Main Street
 - iii. Balhannah Main Street
 - iv. Kayannie Corner (intersection of Woodside Road and Onkaparinga Valley Road)
 - v. Aldgate Bus Depot and/or Main Street
 - vi. Bridgewater Oval
 - vii. Steamroller Park, Stirling
 - viii. Uraidla Main Street
 - b. the initial installation cost and ongoing maintenance costs of bike lockers and cages
 - c. any other implications for Council resources
2. The report be presented to Council no later than September 2023.

Carried Unanimously

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 11 APRIL 2023
63 MT BARKER ROAD STIRLING**

11.2 Uluru Statement from the Heart and Voice Referendum

Moved Cr Leith Mudge
S/- Cr Kirrilee Boyd

That Council:

1. Accepts the invitation of the Uluru Statement from the Heart and supports a First Nations Voice to Parliament enshrined in the Australian Constitution.
2. Welcomes the passage of the *First Nations Voice Bill 2023* through State Parliament and assent by Her Excellency the Governor of South Australia.
3. Resolves to submit an Item of Business for the Greater Adelaide Region of Council's consideration for the Local Government Association to support the positions set out in points 1-2 of this motion.
4. That the Mayor writes to the Federal Member for Mayo, the State Premier and State Opposition Leader and Co-Leaders of the Greens in State Parliament informing them of this resolution.

Lost

Cr Leith Mudge requested a Division

The Mayor set aside her previous ruling and called for Members to stand to demonstrate their vote.

For (3) – Councillors Kirrilee Boyd, Leith Mudge, Melanie Selwood

Against (8) – Councillors Malcolm Herrmann, Pauline Gill, Chris Grant, Kirsty Parkin, Lucy Huxter, Louise Pascale, Nathan Daniell, Mark Osterstock

Lost

Cr Leith Mudge left the Chamber at 7.33pm.

Leave of the meeting was granted to consider a Motion Without Notice.

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 11 APRIL 2023
63 MT BARKER ROAD STIRLING**

**Moved Cr Mark Osterstock
S/- Cr Lucy Huxter**

77/23

That Council:

- 1. Acknowledges the Uluru Statement from the Heart and acknowledges that the Statement seeks to have, amongst other things, a First Nations Voice to Parliament enshrined in the Australian Constitution.**
- 2. Notes the passage of the First Nations Voice Bill 2023 through State Parliament and assent by Her Excellency the Governor of SA.**
- 3. Is supportive of the upcoming Federal referendum, proposing a law; “to alter the Australian Constitution to recognise the First Peoples of Australia by establishing an Aboriginal and Torres Strait Islander Voice”.**
- 4. Acknowledges and accepts that such a decision to approve this proposed law to alter the Australian Constitution is a matter for the Australian people.**
- 5. Resolves to submit an item of business for the Greater Adelaide Region of Council’s consideration for the Local Government Association to support the positions set out in points 1 – 4 of this resolution.**
- 6. Requests that the Mayor write to the Federal Member for Mayo, Rebekha Sharkie MP, the Hon. Peter Malinauskas MP, Premier of South Australia, the Hon. David Speirs MP, Leader of the State Opposition, and the Co-Parliamentary Leaders of The Greens SA, informing them of this resolution.**

Carried

ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 11 APRIL 2023
63 MT BARKER ROAD STIRLING

11.3 Illegal Native Vegetation Clearance

Cr Leith Mudge returned to the Chamber at 7.42pm.

Moved Cr Nathan Daniell

S/- Cr Kirsty Parkin

78/23

That Council:

- 1. Condemns the unapproved and excessive clearance of remnant native vegetation at 104 Mount Lofty Road, Crafers.**
- 2. Reaffirms its unwavering commitment to protecting and restoring the Adelaide Hills natural environment.**
- 3. Requests the Mayor write to the Minister for Climate, Environment and Water, Hon Dr Susan Close MP to request:**
 - a. The *Native Vegetation Act 1991* be amended to increase penalties associated with the illegal clearance of native vegetation;**
 - b. The budget allocated to the *Native Vegetation Council* be increased to enable appropriate resources to be allocated to compliance and enforcement**
- 4. Requests the CEO review legislative options available to strengthen Council's compliance and enforcement efforts in preventing and addressing illegal clearance of native vegetation. That as part of this review:**
 - a. A workshop be conducted with elected members.**
 - b. A report be provided to Council by 30 June 2023 including options that would improve Council's ability to ensure prevention, compliance, and enforcement, associated with the illegal clearance of native vegetation.**
- 5. Requests the CEO investigate any scope for the inclusion of additional Council owned properties to be assessed for suitability to be encumbered by a Heritage Agreement for the additional protection of native vegetation on that land. That as part of this investigation:**
 - a. A workshop be conducted with elected members (at the same time as 4(a) above).**

Carried Unanimously

ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 11 APRIL 2023
63 MT BARKER ROAD STIRLING

12. OFFICER REPORTS – DECISION ITEMS

12.1 Records & Information Management Policy & Procedure

Moved Cr Pauline Gill
S/- Cr Chris Grant

79/23

Council resolves:

1. That the report be received and noted.
2. With an effective date of 26 April 2023, to revoke the 22 September 2020 '*Records Information Management Policy*' (Appendix 1) and to adopt the new '*Records Information Management Policy*' as contained in Appendix 2.
3. With an effective date of 26 April 2023, to revoke the 22 September 2020 '*Records & Information Management for Council Members Procedure*' (Appendix 3) and to adopt the updated '*Records Information Management for Council Members Procedure*' as contained in Appendix 4.
4. That the Chief Executive Officer, or delegate, be authorised to make any formatting, nomenclature or other minor changes to the policy and the procedure prior to the date of effect.

Carried Unanimously

12.2 Status Report – Council Resolutions Update

Moved Cr Chris Grant
S/- Cr Kirrilee Boyd

80/23

Council resolves:

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

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 11 APRIL 2023
63 MT BARKER ROAD STIRLING**

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI
24/01/2023	Ordinary Council	21/23	18.1.1 Appointment of Audit & Risk Committee Independent Members to the Adelaide Hills Region Waste Management Authority	Nil
14/02/2023	Ordinary Council	25/23	MON - Glenside Road Crafers Land Division & Other Matters	Nil
28/02/2023	Ordinary Council	43/23	Draft 2023-24 LTFP for consultation	Nil
14/03/2023	Ordinary Council	55/23	Confidential Items Review	General - Cr Malcolm Herrmann
14/03/2023	Ordinary Council	58/23	Audit Committee Recommendations to Council	Nil
28/03/2023	Ordinary Council	61/23	Petition - Australia Day Civic Awards	Nil
28/03/2023	Ordinary Council	63/23	Petition - Fire Water Tank Upper Hermitage	Nil
28/03/2023	Ordinary Council	68/23	Attendance at LGA OGM	Nil
28/03/2023	Ordinary Council	69/23	Attendance at LGA OGM - Council Delegate	Nil

Carried Unanimously

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 11 APRIL 2023
63 MT BARKER ROAD STIRLING**

13. OFFICER REPORTS - INFORMATION ITEMS

13.1 Policy Register Review

Moved Cr Mark Osterstock
S/- Cr Pauline Gill

81/23

Council resolves that the report be received and noted.

Carried Unanimously

14. QUESTIONS WITHOUT NOTICE

Cr Louise Pascale – map of locality signs

Cr Louise Pascale – timing of handover and costing of Hamilton Hill

15. MOTIONS WITHOUT NOTICE

Nil

16. REPORTS

16.1 Council Member Function or Activity on the Business of Council

Cr Melanie Selwood

- 5 April, Woodside Commerce Association Meeting

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

Nil

16.3 CEO Report

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

- Confidential workshop regarding Amy Gillett Bikeway – to follow Council meeting
- Gumeracha Library Upgrade – delayed due to procurement difficulties

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 11 APRIL 2023
63 MT BARKER ROAD STIRLING**

17. REPORTS OF COMMITTEES

17.1 Council Assessment Panel

Nil

17.2 Audit Committee

Nil

17.3 CEO Performance Review Panel

17.3.1 CEO Performance Review Panel - 23 March 2023

Moved Cr Chris Grant

S/- Cr Mark Osterstock

82/23

That the minutes of the CEO Performance Review Panel meeting held on 23 March 2023 as distributed, be received and noted.

Carried Unanimously

17.3.2 CEO Performance Review Panel – Recommendations to Council 23 March 2023

Moved Cr Chris Grant

S/- Cr Lucy Huxter

83/23

Council resolves:

1. That the report be received and noted.
2. To not conduct the 2023 Annual CEO Performance Review and Remuneration Review due to the timing of the substantive CEO recruitment process.
3. To note that the CEO Performance Review Panel has resolved to adopt the Expanded Quarterly Performance Review & Development Process (EQPRDP).

Carried Unanimously

17.4 Boundary Change Committee

Nil

ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 11 APRIL 2023
63 MT BARKER ROAD STIRLING

18. CONFIDENTIAL ITEMS

18.1 Audit Committee Independent Member Appointment – Exclusion of the Public

Moved Cr Malcolm Herrmann

S/- Cr Chris Grant

84/23

Pursuant to section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public, except:

- Acting Chief Executive Officer, David Waters
- Acting Director Community Capacity, Rebecca Shepherd
- A/Director Corporate Services, Karen Cummings
- Director Development & Regulatory Services, Natalie Armstrong
- Director Infrastructure & Operations, Peter Bice
- Executive Manager Governance & Performance/ Minute Secretary, Lachlan Miller
- ICT Support Officer, Mike O'Donnell
- Systems Analyst Information Systems, Tom Portas

be excluded from attendance at the meeting for Agenda Item 18.1: (Audit Committee Independent Member Appointment) in confidence.

The Council is satisfied that it is necessary that the public, with the exception of Council staff in attendance as specified above, be excluded to enable Council to consider the report at the meeting on the following grounds:

Section 90(3)(a) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this Agenda Item is information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead), because it would disclose the personal details of candidates who have expressed an interest to be on the Audit Committee.

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

Carried Unanimously

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 11 APRIL 2023
63 MT BARKER ROAD STIRLING**

RELEASED 13 APRIL 2023

18.1.1 Audit Committee Independent Member Appointment – Confidential Item

Moved Cr Malcolm Herrmann
S/- Cr Melanie Selwood

85/23

Council resolves:

Decision 1:

- 1. That the report be received and noted**
- 2. To amend clause 5.7 on the AHC Audit Committee Terms of Reference to include:

Appointments to the Committee shall be for a period of up to four (4) years.**

Carried Unanimously

Moved Cr Melanie Selwood
S/- Cr Malcolm Herrmann

86/23

Decision 2:

- 1. To appoint Pamela Lee to the position of Audit Committee Independent Member for a term to commence from 01 May 2023 until 30 April 2027 (inclusive).**
- 2. To appoint David Moffatt and Sarah Beesley to the positions of Audit Committee Independent Member for a term to commence from 01 December 2023 until 30 November 2027 (inclusive).**

Carried Unanimously

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 11 APRIL 2023
63 MT BARKER ROAD STIRLING**

18.1.2 Audit Committee Independent Member Appointment – Duration of Confidentiality

Moved Cr Chris Grant

S/- Cr Lucy Huxter

87/23

Subject to the CEO, or his delegate, disclosing information or any document (in whole or in part) for the purpose of implementing Council's decision(s) in this matter in the performance of the duties and responsibilities of office, Council, having considered Agenda Item 18.1 in confidence under sections 90(2) and 90(3)(a) of the *Local Government Act 1999*, resolves that an order be made under the provisions of sections 91(7) and (9) of the *Local Government Act 1999* to retain the Items in confidence as detailed in the Duration of Confidentiality Table below:

Item	Duration of Confidentiality NB: Item to be reviewed every 12 months if not released
Report	Until the appointment has been confirmed, but not longer than 30 April 2023.
Related Attachments	Until the appointment has been confirmed, but not longer than 30 April 2023.
Minutes	Until the appointment has been confirmed, but not longer than 30 April 2023.
Other (presentation, documents, or similar)	NIL

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

Carried Unanimously

19. NEXT ORDINARY MEETING

The next ordinary meeting of the Adelaide Hills Council will be held on Wednesday 26 April 2023 (note change of date) from 6.30pm at 63 Mt Barker Road, Stirling.

20. CLOSE MEETING

The meeting closed at 8.19pm.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Wednesday 26 April 2023
AGENDA BUSINESS ITEM**

Item: 10.1 Question on Notice

Originating from: Cr Malcolm Herrmann

Subject: Coronation King Charles III

1. QUESTION

Can the Acting CEO identify ways in which the Council can celebrate the coronation of King Charles III on 6 May 2023?

2. BACKGROUND

I have been approached by residents seeking information as to what actions the council might take to commemorate the Coronation. It may be difficult to find a precedent as it is 70 years since the last coronation of the late Queen Elizabeth II.

I doubt whether there are any council members present or staff who can remember that event.

3. OFFICER'S RESPONSE – David Waters, Acting Chief Executive Officer

Staff have undertaken cursory research into what other Councils may be doing to mark the coronation. To date, no clear themes, patterns or ideas are emerging. It is likely to be a low-key event in Australia with no formal role played by Councils or Australian governments. Indeed, the formal aspects were more around the ascension and proclamations which occurred upon the death of Queen Elizabeth II.

The Administration has recently obtained an official portrait of the King to be displayed at formal ceremonial occasions such as citizenship ceremonies. It is proposed that this portrait be displayed at the Council Meeting on 9 May 2023 (just days following the coronation) and suggested that Council move an appropriate motion to recognise the coronation of the sovereign.

Any community groups proposing to hold events to mark the occasion will be supported in the usual manner by Council.

While none of the current Council Members or staff were with the Council at the last coronation (70 years ago) it is understood that many local governments at the time held ceremonies and undertook special commemoration initiatives at the time of the 'coronation tour' which occurred in early 1954, some 9 months after the coronation, when the Royal Couple spent 58 days in Australia.

It has been widely suggested, although not confirmed, that His Majesty will tour Australia some time in 2024. Should the itinerary of any such tour include the Adelaide Hills, Council may at that time wish to consider an appropriate opportunity to mark the occasion.

4. APPENDIX

Nil

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 26 April 2023
AGENDA BUSINESS ITEM**

Item: 11.1 Motion on Notice

Originating from: Cr Louise Pascale

Subject: Western Border Suburbs of Council

1. MOTION

I move that:

- 1. That the Adelaide Hills Council undertake a safety audit with footpath study for Heather Ave connecting Kintyre Road and Morialta Road, Woodforde, with the outcome informing future capital works budget proposals.**
- 2. That the Adelaide Hills Council audit the suburb signage for Woodforde, Rostrevor and Teringie and the CEO report to Council costs and logistics for increasing signage along the western border of Adelaide Hills Council.**
- 3. That Adelaide Hills Council invite Managing Director Damon Nagel from Kite Property to present to Council the planning and design of Hamilton Hill at a Councillors Workshop held at the Norton Summit Community Centre prior to the Regional Planning briefing Workshop.**
- 4. That the Chief Executive Officer form an internal working group to explore opportunities to establish and support connections between the residents of the newly developed part (Hamilton Hill) and established part of Woodforde by July 2023 and report back to Council in a workshop on the outcome.**

2. BACKGROUND

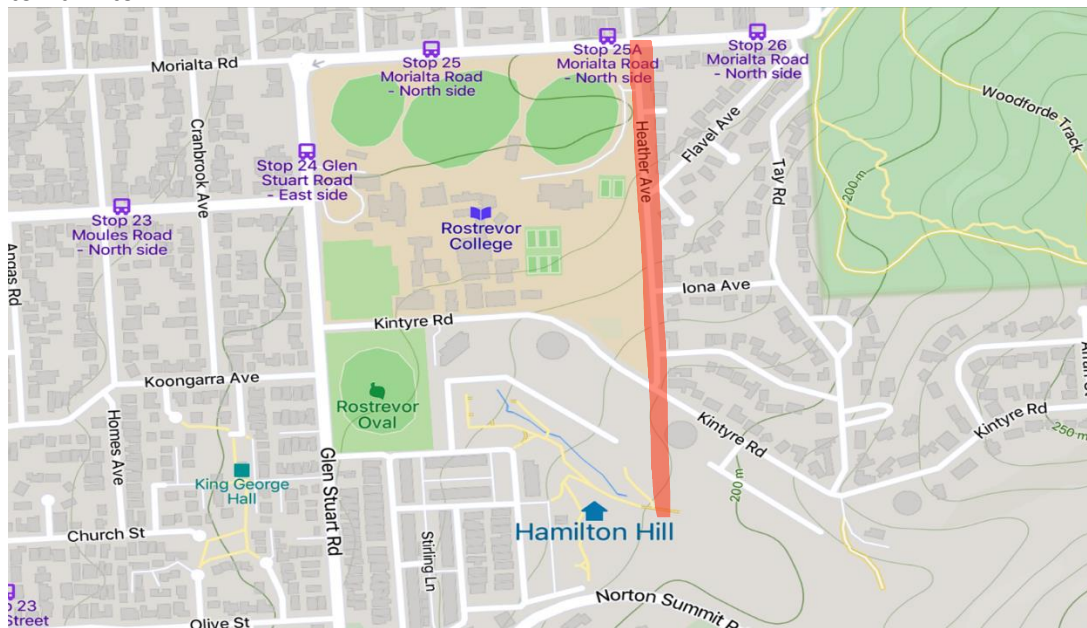
Motion 1 Background

The estate of Hamilton Hill is bringing an additional 440 homes and two apartment complexes in to the Adelaide Hills suburb of Woodforde. It is happening on land that was once a Youth Detention Centre which required limited traffic and public transport. While turning this land in to residential homes was great for development, the State Government has done little to address the traffic and congestion issues it brings. This is coupled with a new Morialta High School being built down the road which will eventually see 1200 student enrolments by 2028. By next year a quarter of those will be at the Moules Road school.

The Member for Morialta, Hon John Gardner MP, is asking the Department of Transport and Infrastructure to undertake a traffic management plan for the area. I have written to the Hon Gardner and ask that he includes public transport in that request so our new residents of Hamilton Hill have

better access. In the meantime we as a Council can act for the residents in Woodforde by looking at their access points to public transport.

Current public transport options in this pocket of the Adelaide Hills is low considering its population density. Residents of Woodforde are accommodated by two bus stops on Morialta Road and one on Glen Stuart Road outside the entrance of Rostrevor College. New residents of Hamilton Hill who are situated deep in the centre of the development do not have easy access to these bus stops and we can assist them by investigating a safe walkway from Kintyre Road, down Heather Avenue connecting to them to the Morialta Road bus stops. From Kintyre Road there are laneways connecting pedestrians in to Hamilton Hill.



Heather Ave has a steep incline and currently no footpath. While gravel may be the best solution, from the images below you will see there is nothing to date. A report needs to be prepared to assess the best way to accommodate pedestrians to these bus stops that is safe and manageable.

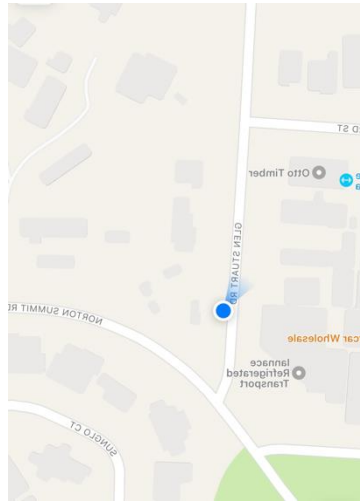


Heather Ave walkway

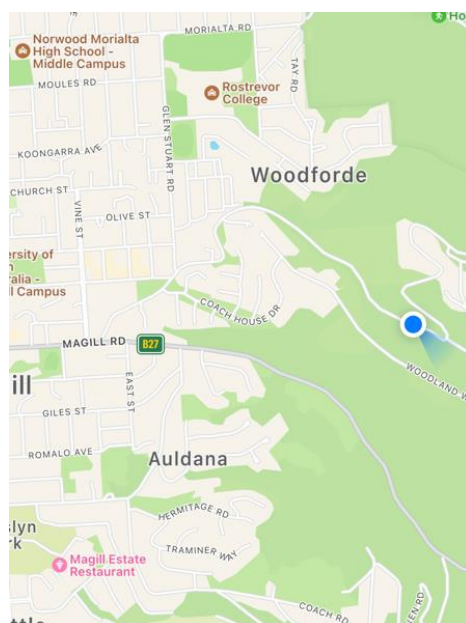
Motion 2 Background

Our community gives us a sense of place, belonging and knowing. When looking at how we enhance a community, we can start by looking at place. The Adelaide Hills Community has a strong history and reputation for creating a sense of community across its vast and diverse area. We are a unique Council in that we have communities that are rural, peri-urban and suburban. While pockets of our community can easily come together because of proximity, shared resources and infrastructure, there are other parts of our Council that need extra attention and work to create that sense of community.

Signage is an important way to let people know visually on a daily basis what Council - and community - they are a part of. It creates a sense of connection and belonging to the environment around them. It also tells those visiting our area what part of Adelaide they are in, who is maintaining this environment and caring for this community. On the western border of the Adelaide Hills Council our signage is minimal at best. Woodforde and Teringie have one sign for each of their suburbs. The Woodforde sign sits at the top of a busy intersection where if you blink you will miss it. While Teringie has one buried on Norton Summit Road near no houses in the area.



Woodforde Suburb Signage & Location (blue dot)



Teringie Suburb Signage & Location (blue dot)

Meanwhile Rostrevor (ex-Morialta) has none at all but an outdated Welcome to Adelaide Hills sign on Stradbroke Rd as you approach Morialta Conservation Park.



Outdated Welcome Sign on Stradbroke Road

As we drive in to townships and communities across the Council district we see large signs proudly boasting the area name and alerting visitors to being in the Adelaide Hills Council. This creates a sense of pride that the suburbs on the western border deserve too.

One specific area we should pay special attention to is the new housing development called Hamilton Hill. As you will see from the image below there is plenty of signage to say this is Hamilton Hill however this is not the suburb, its suburb is Woodforde. But how would anyone passing by – or even a resident – know this.



Hamilton Hill signage on Glen Stuart Road

On the retaining walls at the Buchanan Drive entrance we have the opportunity to proudly brand this estate as part of the Adelaide Hills Council and incorporate Woodforde Suburb signage. It is an important way this community, and those who travel through it, understand that Hamilton Hill is not the suburb but it is in fact Woodforde. This opportunity should be included in this report.



Retaining walls with Hamilton Hill signage at the entrance of Buchanan Drive.

Motion 3 Background

On 24th January this year I arranged to meet Managing Director of Kite Property Damon Nagel at Hamilton Hill. Kite Property are the developers of the estate we are inheriting. I wanted to get an understanding of the thinking and rationale for development decisions they made. These were questions I had asked of Council staff but was unable to get answers to. This ‘talk and walk’ with Mr Nagel was invaluable in helping me understand the thinking behind the design of the estate, the environmental focus and even history of the area. This has since informed my thinking about this community and how we service them as they come in to the Adelaide Hills Council.

After that meeting I informally suggested to staff at the Council we should invite Mr Nagel to a workshop so that he may also share this information and answer any Councillor questions. That was in late January. I have also since asked that Councillors receive a briefing on Hamilton Hill as a whole. At time of writing there is no presentation from Mr Nagel or briefing on Hamilton Hill in our workshops schedule.

In May we are having a workshop scheduled as “Regional Planning Issues Briefing (AHC and the 30 Year Plan for greater Adelaide)”. The newly developed Hamilton Hill is a part of Greater Adelaide and the Adelaide Hills Council. It looks like nothing you have had in your Council before and yet this Council has still not been briefed about it. Without a briefing from the developer and understanding of Hamilton Hill this Council risks a huge disservice to its rate payers in the suburb of Woodforde.

We talk often of retaining the look and feel of the Adelaide Hills Council when it comes to Planning, yet you are inheriting homes and a development which does not come close to what you imagine that to be. It is imperative Councillors understand this medium to high density development when fulfilling their roles in contributing to the State’s Greater Adelaide and Regional Planning.

Motion 4 Background

The western border of Adelaide Hills Council is going through exponential growth and we still do not know exactly when all of Hamilton Hill will be handed over to Adelaide Hills Council. Yet that does not prevent us from starting work on how we bring this community of new residents in to the established community of Woodforde.

My final motion deals with the complex issue of bringing an established community together with a new community. I say this is complex because the established residents of Woodforde did not ask for the Hamilton Hill development, they were not consulted on it and some are not happy with it.

As a Council it is our responsibility to bring these two groups together and stop this idea of Hamilton Hill being a suburb on its own. Our new residents of Woodforde are a part of a place that began as a Village in 1850. Since then we have grown to a beautiful suburb in the foothills which prides itself on architecture homes dating back to the 1960s.

We have an opportunity to create a new history for Woodforde that brings the old and new together. By creating an internal staff working group (Council) we can focus on strategies to connect this community, activate the space and report back to Council on how we are engaging this community.

This internal working group will also be creating a template for how we as a Council can bring communities together in the face of planning developments such as Hamilton Hill. Because this will happen again.

3. OFFICER'S RESPONSE – Peter Bice , Director Infrastructure and Operations

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal	A Functional Built Environment
Objective B1	Our district is easily accessible for community, our businesses and visitors
Priority B1.5	Provide accessibility for the full range of users by ensuring Council's road, footpath and trails network is adequately maintained and service levels for all users are developed and considered
Objective B2	Preserve and enhance the unique character of the Hills for current and future generations
Priority B2.1	Continue to embrace and support community led public place revitalisation across our district

➤ Legal Implications

Not Applicable

➤ Risk Management Implications

The provision of a report examining the need for footpath and signage upgrades will assist in mitigating the risk of:

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

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

➤ **Financial and Resource Implications**

Staff time to undertake the actions outlined in the first three elements of the motion is likely estimated to be around 20 hours, however will likely be achieved without additional cost. Financial and resource implications from any actions arising from these investigations will be captured in report back to Council.

The element relating to Activation of a Working Group will require significantly more input and effort and involves a range of key staff from across the organisation. At present, the Council does not have resourcing dedicated to the engagement of communities in this way, nor to specifically support place making or community development in targeted locations. Rather, Council's community development initiatives generally happen through centre-based approaches, i.e. programs run from or out of community centres, in addition to a small number of roles providing high level advice and support across key subject areas. However, in the draft Annual Business Plan and Budget, it is proposed that an allocation be made to support communities looking to undertake initiatives such as place making within their areas. This would assist the task being proposed in this Motion. Should additional funding not be available, staff time would need to be reassigned from other priorities to focus on this initiative.

It is important to note that the main resourcing impact is likely to occur in relation to directly pursuing, and/or supporting the community to pursue, opportunities arising from the work of the working group.

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

Community safety, pride and engagement may benefit from the undertaking of actions detailed in the Motion.

➤ **Sustainability Implications**

Not Applicable

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

Cr Pascale consulted with Community Members and Kite Property in preparing this Motion on Notice.

Staff Consultation on the development of this report was as follows:

Council Committees: Not Applicable

Council Workshops: Not Applicable

Advisory Groups: Not Applicable

External Agencies: Not Applicable

Community: Not Applicable

4. ANALYSIS

Motion Part 1 – Safety Audit

Council staff can undertake an assessment of the safety needs and potential warrant for a footpath along Heather Avenue for the purpose of providing better access to public transport as well as better access to Morialta Conservation Park for communities in Woodforde.

At present, the verge on one side (school side) of the road contains rubble and soil and could best be described as a track. On the opposite (residential side) there are sections of private garden and lawn which extend to the kerb. There are a number of trees along the verge (both sides) and power line infrastructure. The implications of those would also be addressed in the assessment.

It is envisaged that any meaningful upgrade to pedestrian access along Heather Avenue would involve the installation of a hard footpath (bitumen, concrete or pavers), ensuring access to all users including those requiring assistance with mobility.

It should be noted that a Traffic Management Plan was completed in 2017, which was jointly funded between Adelaide Hills Council, City of Campbelltown, the Department for Infrastructure and Transport. This can be distributed to Council Members.

Motion Part 2 – Locality signage

An audit can be undertaken of the signage within Woodforde, Rostrevor and Teringie area with a report back to Council outlining opportunities for increasing and/or improving signage to help support a 'sense of place'.

Motion Part 3 – Presentation by developer

Council staff have already approached Kite projects and received confirmation that they are happy to meet with Council Members. This had been suggested as either occurring at a Council Workshop or onsite coinciding with a site tour of the Hamilton Hill Development.

Should the Council resolve as per the proposed motion, staff will use best endeavours to have Managing Director Damon Nagel from Kite Property, or another appropriate representative, to present to Council at the Norton Summit Community Centre prior to the Regional Planning briefing Workshop.

Motion Part 4 – Woodforde Internal Working Group

The establishment of an internal working group to explore opportunities for the new and established parts of Woodforde is supported. Staff from departments across the Council have considered the servicing needs of the newly developed part of Woodforde since its development commenced, however, should Council resolve as per the proposed motion, relevant staff will be brought together and tasked specifically with looking at opportunities for establishing better community connections both within the newly developed area and between the newly developed area and the broader (already established) parts of the suburb.

It is envisaged that the group would look at a range of opportunities through a community development lens, and this would involve engagement with members of the target communities to develop ideas and ascertain community interest where applicable. The work of the group may identify opportunities for events, site activation, community-led working groups, further infrastructure needs, volunteering to help maintain open space precincts, community garden, etc. Roles likely to be included in this work include Community Engagement Coordinator, Community Cultural Development Officer, Senior Strategic and Policy Planner and Events Coordinator. It will be necessary to interface with other functional areas, including Infrastructure and Operations and Development Services as particular ideas are generated and explored.

At present, the Council does not have resourcing dedicated to the engagement of communities in this way, nor to specifically support place making or community development in targeted locations. However, in the draft Annual Business Plan and Budget, it is proposed that an allocation be made to support communities looking to undertake initiatives such as place making within their areas. This would assist the task being proposed in this Motion. Should additional funding not be available, staff time would be reassigned from other priorities to focus on this initiative.

5. APPENDIX

Nil

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Wednesday 26 April 2023
AGENDA BUSINESS ITEM**

Item: 12.1

Responsible Officer: Mike Carey
Manager, Financial Services
Corporate Services

Subject: 2023-24 Long Term Financial Plan for Adoption

For: Decision

SUMMARY

Council's proposed *2023-24 Long Term Financial Plan* (the "LTFP") has been developed in alignment with the two other strategic management plans required under Section 122 of the *Local Government Act 1999* (the "Act") being the *Strategic Plan 2020-24 – A brighter future* and the *Infrastructure and Asset Management Plans*. The LTFP is structured to demonstrate the proposed financial performance and position of the Council over a 10 year period. The assumptions and projections contained therein provide a financially sustainable position to support the achievement of Council's *Strategic Plan* and *Asset Management Plans*.

The draft 2023-24 LTFP was endorsed for community consultation at the Council Meeting on 28 February 2023. The consultation subsequently took place between 8 and 31 March 2023. The feedback was discussed at the Council workshop on 1 April 2023 and was considered as part of finalising the LTFP (**Appendix 1**).

It is considered that based on the feedback received from the community consultation, that there are no matters raised that would indicate a need to change from the draft 2023-24 LTFP endorsed for consultation.

This report now tables the 2023-24 LTFP for adoption by Council.

RECOMMENDATION

Council resolves:

1. That the report be received and noted.
 2. To adopt the 2023-24 Long Term Financial Plan, as contained in Appendix 1 to this report, in accordance with *Section 122 of the Local Government Act 1999*.
 3. That the CEO be authorised to make any formatting, nomenclature or other minor changes to the Plan prior to being published.
-

1. BACKGROUND

The LTFP is a fundamental instrument of accountability and provides projections for Council's planned activities over a ten year timeframe.

The Act requires Council to prepare a LTFP as part of its strategic management plans, and to update it on the same basis.

The key objective of Council's LTFP is to achieve and demonstrate financial sustainability in the medium to long term, while still achieving Council's objectives as specified in its *Strategic Plan* and other strategies and plans. At the same time, the LTFP ensures that there is an understanding of the impact of decisions made today on future financial sustainability. This means ensuring the cost effective delivery of works and services, and the appropriate maintenance and renewal of public assets in a financially sustainable manner based on Council's adopted *Asset Management Plans*.

The purpose of this Plan is not to provide specific detail about individual works or services but provide a decision making tool that allows various assumptions and sensitivity analysis to be carried out that will indicate the ability of Council to deliver cost effective services to our community in the future in a financially sustainable manner.

A council's LTFP must contain a summary of the proposed operating and capital investment activities in the Uniform Presentation of Finance format for a period of at least ten years. It should include estimates of the key ratios, operating surplus, net financial liabilities and asset sustainability. This illustrates the expected long term financial performance of the Council, and hence whether financial sustainability is being achieved.

Each year, the LTFP is updated after the audited financial statements for the previous year have been adopted to adjust the plan's starting point, together with the latest adopted budget including budget amendments undertaken as part of formal Budget Reviews. The detailed review includes consideration of alignment with Council's *Strategic Plan* and any new/updated functional and other strategies endorsed by Council since the previous LTFP has been adopted.

The LTFP is then prepared using a number of updated assumptions, with regard to projected rate income, projected fees, charges and grants and also includes assumptions about future operational and capital expenditure costs. As part of considering future operational requirements, Council needs to consider whether there is any changes to services and whether the existing service levels from continuing services will be maintained.

In recent years Council has increased its services and related service levels in many areas including:

- Tree management and horticultural program
- Playground/park furniture/cemeteries resourcing
- Sport and recreation planning
- Community and recreation facilities
- Trails strategy planning and delivery
- Responding to the impact of China Sword and other waste management costs
- Establishing the arts and cultural hub Fabrik at Lobethal
- Economic Development resources to support the business community
- Disability and community wellbeing support

- Community wastewater management systems (CWMS) oversight and operational support
- Emergency management
- Other support area resourcing including procurement, governance, information and communications technology and event management

This has resulted in increased annual costs in excess of \$3 million which have largely been balanced by significant savings initiatives to minimise any impact on rates.

The draft 2023-24 LTFP was presented to the Audit Committee at its meeting on 20 February 2023 and subsequently endorsed by Council on 28 February 2023 to be consulted on as part of a formal community consultation process in line with Council's *Public Consultation Policy* as follows:

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*.

Carried

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal 5 A Progressive Organisation

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

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

- | | |
|---------------|---|
| Objective O5 | We are accountable, informed, and make decisions in the best interests of the whole community |
| Priority O5.1 | Enhance governance structures and systems to prudently adapt to changing circumstances and meet our legislative obligations |

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

One key aspect of Council's legislative responsibilities is to develop and adopt a long-term financial plan for a period of at least 10 years to ensure Council continues to be financially sustainable.

➤ **Legal Implications**

The LTFP is prepared as a part of the Strategic Management Plans as required under Section 122 of the *Local Government Act 1999* (the "Act"). In particular:

- 1a (a) A council must, in conjunction with the plans required under subsection (1), develop and adopt a long-term financial plan for a period of at least 10 years;
- (1b) The financial projections in a long-term financial plan adopted by a council must be consistent with those in the infrastructure and asset management plan adopted by the council.
- 4 - A council may review its strategic management plans under this section at any time but must—
 - (a) undertake a review of—
 - (i) its long-term financial plan; and
 - (ii) any other elements of its strategic management plans prescribed by the regulations for the purposes of this paragraph, on an annual basis; and
 - (b) in any event, undertake a comprehensive review of its strategic management plans within 2 years after each general election of the council.

Section 4 (a) of the Act was updated in January 2022 to now require the LTFP to be reviewed on an annual basis. Previously legislation required the LTFP to be updated as soon as practicable after adopting the council's annual business plan for a particular financial year.

- (4a) A council must, for the purposes of a review under subsection (4), take into account—
 - (a) in relation to a review under subsection (4)(a)(i)—a report from the chief executive officer on the sustainability of the council's long-term financial performance and position taking into account the provisions of the council's annual business plan and strategic management plans; and
 - (b) insofar as may be relevant—any other material prescribed by the regulations.
- 6 A council must adopt a process or processes to ensure that members of the public are given a reasonable opportunity to be involved in the development and review of its strategic management plans

The LTFP is also required to comply with Regulation 5 of the *Local Government (Financial Management) Regulations 2011*. In particular:

- 1 A long-term financial plan developed and adopted for the purposes of section 122(1a)(a) of the Act must include—
 - (a) a summary of proposed operating and capital investment activities presented in a manner consistent with the note in the Model Financial Statements entitled Uniform Presentation of Finances; and
 - (b) estimates and target ranges adopted by the council for each year of the long-term financial plan with respect to an operating surplus ratio, a net financial liabilities ratio and an asset renewal funding ratio presented in a manner consistent with the note in the Model Financial Statements entitled Financial Indicators.
- 2 A long-term financial plan must be accompanied by a statement which sets out—
 - (a) the purpose of the long-term financial plan; and
 - (b) the basis including key assumptions on which it has been prepared; and
 - (c) the key conclusions which may be drawn from the estimates, proposals and other information in the plan.

Regulation 5(2)(b) of the *Local Government (Financial Management) Regulations 2011* was updated in January 2022 to now require the key assumptions used to be clearly identified within the LTFP.

➤ **Risk Management Implications**

Preparing a LTFP as required by the Act and Regulations will assist in mitigating the risk of:

Inability to discharge role and functions of a local government entity leading to a breach of legislation and loss of stakeholder confidence.

Inherent Risk	Residual Risk	Target Risk
Extreme (5C)	Medium (4D)	Medium (3D)

Satisfactory internal financial controls provide the foundation for ensuring Council's ongoing financial sustainability. They ensure that financial resources are deployed in areas that align with Council's Strategic Management Plans, are affordable and supported within the Council's LTFP.

The LTFP has been developed based on the best information and assumptions available at the time. However, users of this information should be aware that there are risks associated with using estimated increases to Consumer Price Index (CPI), Local Government Price Index (LGPI), Average Weekly Earnings (AWE) and predictions in finance costs and interest rates.

In addition, the LTFP may be impacted by events such as new legislation, legal action or disasters that could materially affect the projected outcomes and results of the LTFP. Whilst Council has factored in the known impacts of prior events (including landfill remediation, bushfires and the COVID-19 pandemic), it is important to acknowledge that significant future events will necessitate ongoing review. The projected increase in the operating surplus ratio will assist in mitigating this risk.

As Council Members are aware, Campbelltown City Council (CCC) has lodged a proposal with the Local Government Boundaries Commission for the boundary between CCC and Adelaide

Hills Council to be realigned to the eastern and southern side of Woodforde and Rostrevor suburbs, effectively moving those suburbs into CCC's area. Given that boundary change process involves a number of assessments (and some development is still to occur) prior to the Commission determining whether to recommend a change, no adjustment has been made to Council's LTFP for any possible impact on rates revenue, servicing costs and capital expenditure.

In order to reduce risk the plan is reviewed and updated annually to incorporate the best available information. This includes the LTFP and its assumptions being reviewed by Council's Audit Committee.

➤ **Financial and Resource Implications**

The LTFP is the fundamental instrument of accountability addressing the financial and resource implications for Council's planned activities over a ten year timeframe to assess the financial sustainability of Council.

A council's long-term financial performance and position is sustainable where planned long-term service and infrastructure levels and standards are met without unplanned increases in rates or disruptive cuts to services.

The 2023-24 LTFP included at **Appendix 1** demonstrates that the Council is financially sustainable over the 10 year term of the LTFP, whilst achieving the objectives outlined in the *Strategic Plan*.

Financial sustainability has been demonstrated through adherence to the agreed target ranges in all of the following three key ratios:

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

In achieving these targets, there is a level of certainty provided to the community that financial sustainability of the council's long-term financial performance and position will be maintained.

Importantly, as the LTFP demonstrates sustainability over a ten year period, and the 2023-24 LTFP target budget is embedded within the LTFP, then the subsequent development of a 2023-24 budget that aligns with the LTFP targets that have been set will also demonstrate that a financially sustainable position is being achieved.

It should also be noted that at the time of undertaking the review of the LTFP that consideration of projects to be funded from the third round of the Local Roads and Community Infrastructure Program had not been finalised. Final outcomes from this Program will therefore be captured in the 2023-24 Annual Business Plan.

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

Public consultation on the Draft 2023-24 LTFP was undertaken from 8 March 2023 to 31 March 2023.

➤ **Sustainability Implications**

The key objective of Council's LTFP is financial sustainability in the medium to long term, while still achieving Council's corporate objectives as specified in its *Strategic Plan*, *Corporate Plan* and Functional Strategies.

Council has specific functional strategies that address environmental and economic sustainability goals, objectives and priorities. At the same time the LTFP ensures that there is an understanding of the impact of decisions made today on future sustainability.

This means ensuring the cost effective delivery of works and services, and the appropriate maintenance and renewal of our asset base in a financially sustainable manner.

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

Consultation on the development of this report was as follows:

Council Committees: The Audit Committee considered the Draft 2023-24 LTFP on 20 February 2023 and recommended to Council that the 2023-24 Draft LTFP be put to public consultation. This was in accordance with its role under its Terms of Reference in relation to the Council's strategic management plans and to seek a recommendation to Council in terms of undertaking the LTFP consultation process as part of adoption.

Council Workshops: Council Workshop Sessions covering the LTFP were held on 11 October 2022, 6 December 2022 as well as a full day workshop on 11 February 2023 to provide an overview of the process undertaken to develop the LTFP; better understand a number of emerging pressures and proposed new strategies and consider various options in relation to savings initiatives, revenue options, and other options to ensure Council can continue to achieve its financial sustainability targets.

In addition, a survey was distributed late January 2023 prior to the February 2023 workshop seeking Elected Member opinions on a number of questions relating to the development of the 2023-24 LTFP. Survey results and comments subsequently considered at the 11 February 2023 workshop.

A further workshop of Council was held on 1 April 2023 reporting back on the LTFP Consultation Results and highlighting that feedback received indicated that there was no need to change the LTFP and therefore key assumptions in the build of the 2023-24 Budget.

Advisory Groups: Not Applicable

External Agencies: Not Applicable

Community: In accordance with Section 122 of the Act consultation with the community was undertaken on the Draft LTFP following endorsement by Council on 28 February 2023. The consultation process subsequently took place between 8 March 2023 and 31 March 2023.

➤ **Additional Analysis**

Key Considerations

This is a particularly challenging year given the impacts that world events are having on the cost of delivering services with the 12-month increase in the Consumer Price Index (CPI) currently in excess of 8% for South Australia. Given that increases in the costs of delivering services in Local Government often exceed increases in the CPI, the focus of recent workshops has been to reduce expenditure to enable the impact on rates, which are Council's primary source of revenue, to be held at or below CPI increases in 2023-24.

Council workshop sessions covering the LTFP were held on 11 October 2022, 6 December 2022 as well as a full day workshop on 11 February 2023 to provide an overview of the process undertaken to develop the LTFP, to:

- better understand a number of emerging pressures and proposed new strategies, and
- consider various options in relation to savings initiatives, revenue options, and other options

to ensure Council can continue to achieve its financial sustainability targets.

New pressures identified include:

- revised electricity costs from new contract
- fuel costs currently significantly exceeding budget
- adverse interest rate movements as a result of a number of Reserve Bank cash rate increases
- waste cost increases that stem from fuel cost increases
- depreciation to be adjusted following 2022-23 asset revaluations (effective 1 July)
- escalating software licensing costs and
- Essential Services Commission of South Australia (ESCOSA) and Planning levies

It is noted that many of the cost pressures identified are impacting on the ongoing budget base of Council in addition to those with a more short term impact over one to two years.

After taking into account workshop feedback and consideration of financial sustainability of Council over the 10 year LTFP horizon, the 2023-24 LTFP key parameters and assumptions were updated to reflect:

- A currently proposed 2023-24 average rate increase of 6.9%, being 0.5% below estimated Local Government Price Index (LGPI) and 0.1% below forecast CPI
- The inclusion of \$600k in administrative savings (ongoing) – this is on top of \$650k captured in 2022-23.
- The inclusion of service changes that will achieve savings of \$230k in 2023-24 and be ongoing.
- That all categories of land use are differentiated so that each land use has its own rate in the dollar built into the *Rating Policy* moving forward thus no longer referencing the residential rate.
- That the differential rate for land uses Commercial, Industrial and Vacant land be adjusted to better reflect the relativity of those land uses to the overall rates raised given that Council's residential ratepayers pay a greater proportion of total rates compared to other councils.
- The inclusion of increases in certain fees and charges to achieve additional revenue of \$50k per annum.
- The inclusion of funding for a pilot of waste options/s in 2023-24.

In addition, the 2023-24 LTFP includes a projection that rate revenue will increase in line with increases in LGPI from 2024-25 for the life of the plan, i.e. no additional increase to make up for a lower than LGPI increase in 2023-24. Further there were no changes to the financial sustainability targets from the previously adopted LTFP. It is noted of course that Council needs to make a decision annually on rate adjustments in light of its intentions for its budget and Business Plan each year.

As such, there will still be the opportunity to fine tune rating policy decisions as part of the 2023-24 Annual Business Plan and Budget development.

Consultation Outcomes:

The consultation process subsequently took place between 8 March 2023 and 31 March 2023 and involved the following:

- Dedicated Engagement Hub with multiple feedback tools and resources
- Advertising the availability of the LTFP in the Courier
- Publishing the Draft 2023-24 LTFP on Council's website
- Direct emails to key stakeholder and community lists including businesses, general engagement hub registrations, previous respondents to similar consultations and those identifying an interest in Council Policy, Budget and Management Plans registered by the Engagement Hub
- Additional promotion through Facebook, LinkedIn & Twitter
- Hardcopy feedback forms available at customer service centres and libraries.

This approach has been adopted for the last three years, driven by Council's Communications team.

A full copy of the Draft Long Term Financial Plan 2023-24 Community Consultation Summary Report April 2023 is available at **Appendix 2**.

Consultation statistics from the Consultation Summary Report are presented below:

EDM to targeted list 15 March 2023 132 emails delivered 63% open rate	Community Engagement Hub 138 page visits 99 aware visitors 2 engaged visitors 44 downloads of LTFP draft document
Linkedin Post – 27 March 3 likes 1 repost 3,581 followers	Facebook post – 24 March 4 likes 1 share 6,500 followers

Council received 3 submissions, 2 via the Engagement Hub and one email, summarised as follows:

- Submission 1 - Email referencing Crafers mini park - money could be used with greater effect elsewhere in Crafers
- Submission 2 - Its still a bit fat, more savings need to be found

- Submission 3 - 6.9% rate increase is significant and will impact residents, with the additional following comments:
 - For 2024-25 if CPI reduces consider a one off reduction of 1% in rates to allow for significant CPI this year
 - Finding \$1.38m in admin/ongoing savings doesn't leave much wriggle room - if initiatives are requested, residents / ratepayers /staff /Elected Members should identify what would/could be reduced to fund initiative
 - Ensure Council doesn't take on State/Federal Government roles – show support but not take on the cost of implementation
 - Clear communication to residents/ratepayers of what rate rise is planned, what its funding and the savings to achieve this rate
 - Clearer communication on which quarters CPI/LGPI is being used

Finalisation of 2023-24 LTFP for Adoption

A workshop of Council was held on 1 April 2023 reporting back on the LTFP Consultation Results. This highlighted that there are no matters raised from the submissions received that would indicate a need to make any changes to the 2023-24 Draft LTFP assumptions noting that Council will adjust some minor realignment of revenue and expenditure that did not impact on Council's Operating Results going forward.

Key Outcomes:

This LTFP demonstrates that the Council is financially sustainable over the 10 year term of the LTFP, whilst achieving the objectives outlined in the *Strategic Plan 2020-24 –A brighter future*.

This includes:

- Implementation and funding of the appropriate level of maintenance and renewal of the portfolio of infrastructure assets
- Meeting the ongoing expectations of service delivery to our community
- Managing the impact of cost shifting from other levels of government
- The appropriate use of debt as a means of funding new/upgraded capital expenditure
- Ensuring the financial sustainability of Council's operations.

Financial sustainability has been demonstrated through adherence to the agreed target ranges in all of the following three key ratios:

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

This key message has been summarised in the CEO Statement on Financial Sustainability included in the LTFP document.

In achieving these targets, there is a level of certainty provided to the community that financial sustainability of the council's long-term financial performance and position will be maintained.

Importantly, as the LTFP demonstrates sustainability over a ten year period, and the 2023-24 LTFP target budget is embedded within the LTFP, then the subsequent development of a 2023-24 budget that aligns with the LTFP targets that have been set will also demonstrate that a financially sustainable position is being achieved.

Next Review of LTFP

Council is required by Section 122(a) of the Act to adopt an updated LTFP annually. It is anticipated that the next version of the LTFP will be prepared for Audit Committee and Council consideration once the 2023-24 Budget is set and actual results for 2022-23 are known. Similarly to previous years, it is likely that the next LTFP will be presented to the Audit Committee and Council early in the 2024 calendar year and it will likely be informed by work done in developing a new Strategic Plan.

3. OPTIONS

Council has the following options:

1. To adopt the proposed 2023-24 Long Term Financial Plan without making any further amendments (Recommended).
2. To make additional comments or suggestions to Administration to consider prior to finalising the 2023-24 Long Term Financial Plan.

Should the Council identify the need for substantial amendments to the 2023-24 LTFP, 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) Proposed 2023-24 Long Term Financial Plan for Adoption
- (2) 2023-24 Long Term Financial Plan Community Engagement Outcomes Report April 2022

Appendix 1

*Proposed 2023-24 Long Term Financial Plan for
Adoption*

Adelaide Hills Council *Long Term Financial Plan* 2023-24



Long Term Financial Plan

April 2023

Why does Council prepare a Long Term Financial Plan (LTFP)?

The *Local Government Act 1999* requires Council to prepare a Long Term Financial Plan (LTFP) as part of its Strategic Management Plans. Council considers that its Long Term Financial Plan (LTFP) is a fundamental instrument of accountability and provides projections for Council's planned activities over a ten year timeframe.

It ensures that financial resources are deployed in areas that align with Council's Strategic Management Plans, are affordable and supported within the Council's LTFP.

The LTFP provides Council with a decision making tool that ensures there is an understanding of the impact of decisions made today on future sustainability. This means ensuring the cost effective delivery of works and services, and the appropriate maintenance and renewal of our asset base in a financially sustainable manner.

The LTFP contains estimated financials over a ten year period and includes estimates of the key ratios which are operating surplus, net financial liabilities and asset renewal funding ratios. This projection of estimates creates a model that illustrates the expected long term financial performance of the Council, and hence whether financial sustainability is being achieved.

The model is a complex and fluid document, continually reviewed, modified and refined as new information is discovered. This is usually at each quarterly Budget Review and during the construction and adoption of Council's Annual Budget.

The plan does not provide specific detail about individual works or services, as this level of detail is addressed in the Annual Business Plan and Budget.

The key objective of Council's LTFP is financial sustainability in the medium to long term, while still achieving Council's corporate objectives as specified in its Strategic Plan, Corporate Plans and Functional Strategies.

How does Council prepare the Plan?

The 10 year LTFP is prepared using a number of assumptions about projected rate income, projected fees, charges and grants and also includes assumptions about future operational and capital expenditure. As the plans are derived from an estimate of future performance, the actual results are likely to vary from the information contained in this LTFP.

Calculating a sustainable Long Term Financial Plan

The LTFP calculations are based on a complex model which is built on a very large range of variables applied to its performance in recent years. In order to use it to guide each year's budget setting process, the key variables have been divided into two groups:

- *Controllable variables* – items that Council and/or Council's Administration can control such as service levels, capital expenditure, rate increases and wage increases
- *Non-controllable variables* – items outside Council's control, such as interest rates, inflation and economic growth (eg. residential development, new businesses, etc) as well as government fees and charges/imposts such as the Solid Waste Levy.

For controllable variables, Council is able to change different variables up or down to see what effect they have on financial performance. The long-term effects of each decision can then be assessed.

For non-controllable variables, the plan uses reasonable long-term estimates which do not change (except to update them at the beginning of each budget cycle). In this way the impact of different choices about the variables in the model can be better assessed.

For example: Inflation which is measured by the Local Government Price Index (LGPI) for Councils has fluctuated substantially in recent years. Because inflation works differently on different elements of Council's income and expense it can easily distort the LTFP, especially in later years. If the distortion negatively impacted the LTFP, Council could assess which controllable variables could be adjusted to keep the plan sustainable.

Key considerations incorporated in the current LTFP review

As part of the development of the 2023-24 LTFP, a full day workshop of Council was held in February 2023 with the objective of reaching an agreed understanding of key parameters and assumptions to be captured within the 'draft' 2023-24 LTFP to enable a sustainable position to be presented to Council prior to community consultation.

This was a particularly challenging year given the impacts that world events are having on the cost of delivering services with the Consumer Price Index (CPI) currently in excess of 8% for South Australia. Given the costs of delivering services in Local Government often exceed CPI, the focus of the workshop was to reduce expenditure to enable the impact on rates, which are Council's primary source of revenue, to be held below CPI in 2023-24.

After taking into account workshop feedback, the draft 2023-24 LTFP key parameters and assumptions have been updated to reflect:

- an average residential rate increase for 2023-24 that is 0.5% below estimated LGPI to ensure that the increase is below forecast CPI
- The inclusion of \$600k in administrative savings (ongoing). This is in addition to the \$650k of ongoing savings captured in the last LTFP review
- The inclusion of service changes that will achieve savings of \$230k in 2023-24 and be ongoing
- That all categories of land use be differentiated for rating purposes, and that the differential rate for land uses Commercial, Industrial and Vacant be adjusted to better reflect the relativity of those land uses to the overall rates raised given that Council's residential ratepayers pay a greater proportion of total rates compared to other councils.
- The inclusion of increases in certain Fees and Charges to achieve additional revenue of \$50k per annum.
- The inclusion of funding for a pilot of waste options in 2023-24. Other key initiatives include the continued rollout of the Community and Recreation Facilities Framework, delivery of the Biodiversity Strategy outcomes and increased maintenance for Hamilton Hill, Dunsfield Estate and The Crest.

Once the above elements were factored in, revised LTFP modelling provides for an improved operating surplus over that previously projected and therefore Council has increased its flexibility to better absorb the financial impacts of events such as bushfires and pandemics without significantly impacting on the delivery of Council's Strategic Plan outcomes and the full range of services and activities.

Further it is proposed that the financial sustainability targets also remain unchanged from the previously adopted LTFP.

Local Government Price Index (LGPI)

The Consumer Price Index (CPI) is calculated using the mix of goods and services typically consumed by households, however the mix of goods and services purchased by Local Councils is quite different. Council's major expenditure purchases include waste disposal and processing, solid waste levy, arboriculture services, maintenance for infrastructure including bitumen and other materials, insurance, energy, diesel and water as well as employment costs

Because Council's expenses are so different from households, the Australian Bureau of Statistics were commissioned to develop a Local Government Price Index (LGPI) over 10 years ago as an independent measure of price movements faced by Local Government in South Australia in respect of their purchases of goods and services. In more recent years the South Australian Centre for Economic Studies has taken over responsibility for preparing the LGPI.

Council has then used both the LGPI and CPI when considering the setting of rates as part of its Annual Business Planning and Budget process.

When Council bases rate increases only on CPI it can significantly impact Council's overall financial sustainability as it may not accurately reflect the actual cost increases that Council is facing over time.

Improving Council's Operating Surplus Ratio is important to Adelaide Hills Council given Council's desire to:

- increase Council's capacity to absorb such events as bushfires and COVID-19 and the associated expenditure impacts
- Increase capacity to fund additional services required by the community including tree management and the Community & Recreation Facilities Framework;
- keep the operating surplus at a level to fund a proportion of new/upgraded capital expenditure without requiring additional borrowings and also provide for the capacity to reduce debt

This position to improve the Operating Surplus has been further supported by previous years' community consultation on the LTFP.

Given the above it is recommended to increase the average residential rate increase for 2023-24 at 0.5% below estimated LGPI to ensure that the increase is below forecast CPI and then align rate increases in accordance with LGPI for subsequent years, i.e. no extraordinary increase above and beyond the base to make up for a lower increase in 2023-24.

Chief Executive Officer's Report on Financial Sustainability

What key conclusions may be drawn from the plan?

The LTFP demonstrates that the Council is financially sustainable over the 10 year term of the LTFP, whilst achieving the objectives outlined in the Strategic Plan. This includes:

- Implementation and funding of the appropriate level of maintenance and renewal of the portfolio of infrastructure assets
- Meeting the ongoing expectations of service delivery to our community
- Managing the impact of cost shifting from other levels of government
- Enabling the delivery of strategies identified within the Strategic Plan as well as other endorsed Functional Strategies
- The appropriate use of debt as a means of funding new capital expenditure
- Ensuring the financial sustainability of Council's operations.

Financial sustainability has been demonstrated through adherence to the agreed target ranges in all of the following three key ratios:

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

In achieving these targets, which are explained in more detail within this document, there is a level of certainty provided that financial sustainability will be maintained.

Ratios

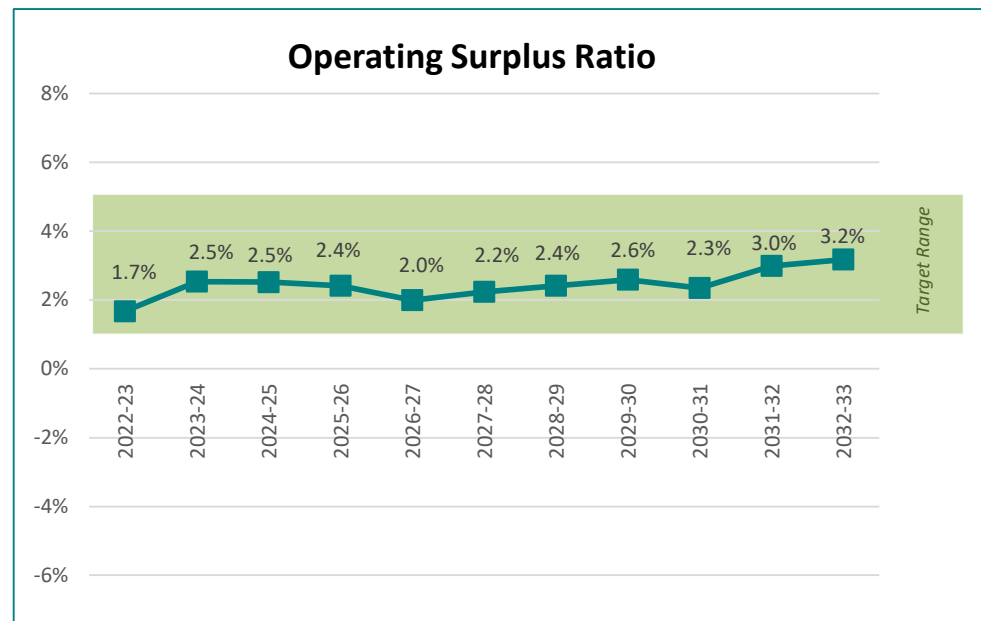
Operating Surplus Ratio

The operating surplus ratio indicates whether operating revenue is sufficient to meet all operating expenses and whether current ratepayers are paying for their consumption of resources.

The Operating Surplus ratio expresses the operating surplus as a percentage of total operating income. A negative ratio indicates the percentage that the operating expenses outweigh the operating income. A positive ratio indicates the percentage that the operating revenue exceeds the operating expenses.

Target Range: 1% - 5%
10 Year Result Range 2.0% - 3.2%

The ratio above indicates that the cost of services provided to ratepayers is being met from operating revenues with surplus's being used to fund an appropriate amount of new/upgraded infrastructure works in accordance with our LTFP projections.



Net Financial Liabilities Ratio

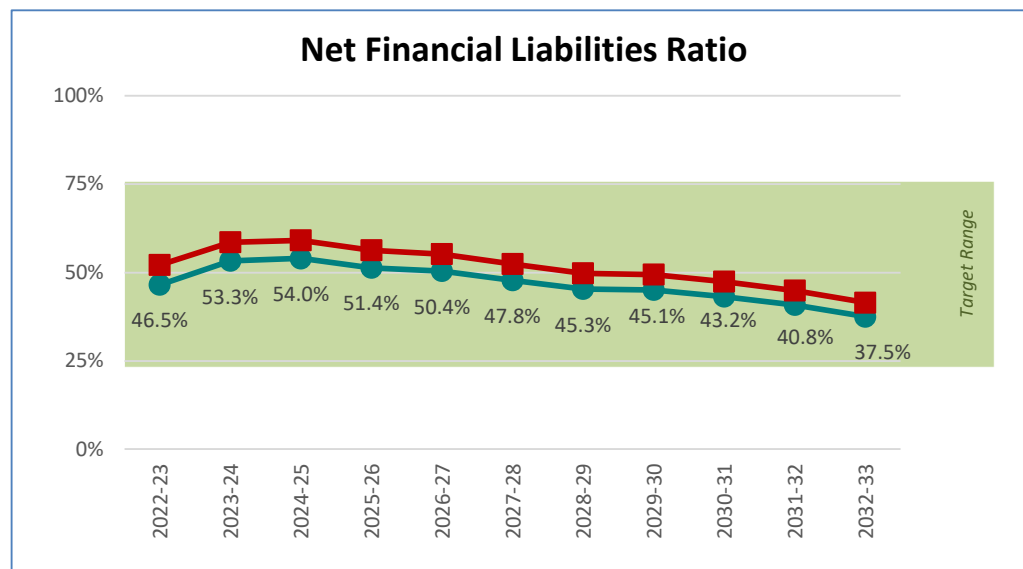
Net Financial Liabilities is an indicator of the Council's total indebtedness and includes all Council's obligations including provisions for employee entitlements and creditors.

This ratio indicates whether the net financial liabilities of the Council can be met by the Council's total operating revenue. Where the ratio is falling, it indicates that the Council's capacity to meet its financial obligations from operating revenues is strengthening. Where the ratio is increasing, it indicates that a greater amount of Council's operating revenues is required to service its financial obligations.

Council has considered the financial impact of significant events such as disasters including bushfire or storm as these type of events have occurred more regularly in recent years. As a result, Council has also assessed its Net Financial Liability ratio with an additional \$3m of borrowings represented by the top red line in the graph below. The resultant ratio shows that even with the additional \$3m, Council still maintains this ratio within a sustainable target range.

The \$3m represents the likely Council net contribution to a very significant disaster in the order of \$10m taking into account financial assistance from State and Federal Governments. This assumption is also based on Council's strong preference to borrow if such a major event did occur rather than requiring an increase in rates to fund any financial impact.

Target Range: 25% - 75%
10 Year Result Range 38% - 54%



Asset Renewal Funding Ratio

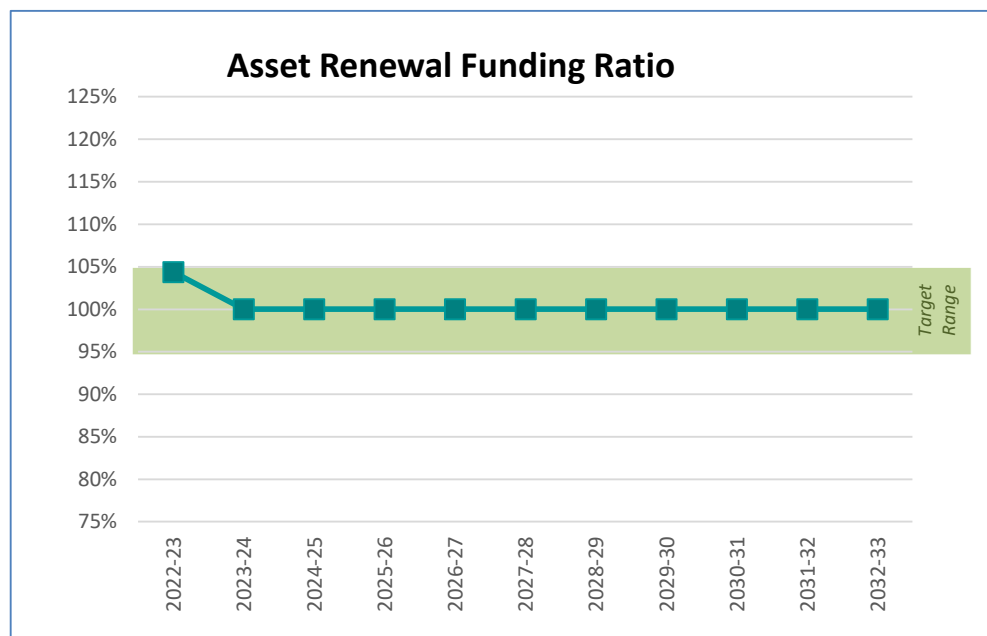
This ratio indicates whether a Council is renewing or replacing existing infrastructure assets at the same rate that its asset management plan requires.

The target for this ratio is to be between 95% and 105% in any given year, with 100% on average over five years. This would mean that Council is replacing 100% (or all) of the assets that require renewal. Carry forwards are not taken into account in this calculation given that this indicator needs to be compared to required renewal expenditure emanating from Asset Management Plans and not a reflection of capital delivery.

Target: 95 - 105%

10 Year Result Range 100%

The result achieved for this measure is the same throughout the 10 year horizon of the LTFP as the amount of future renewal expenditure is based on the required asset management expenditure.



Key sections explained

Uniform Presentation of Finances (including key assumptions and financial indicators)

In accordance with the requirements of *Local Government (Financial Management) Regulations 2011* this section of the LTFP presents the financial position of Council for the next 10 years in the mandated format consistent across the Local Government sector.

This section of the LTFP is broken into the following key elements:

- A summary of all operating income and expenditure to highlight the Operating Surplus/(Deficit)
- Net outlays on existing assets after providing for depreciation and proceeds from any replacement asset sales
- Net outlays on new and upgraded assets after providing for grants received and proceeds from any surplus asset sales
- Details of the financial transactions relating to Council's Net Lending/borrowing Position to highlight Council's approach to funding services & infrastructure
- Key indexation forecasts and interest rate projections for borrowings and investments

The resultant key financial ratios are derived from the above and demonstrate financial sustainability through the adherence to the agreed target ranges over the 10 year life of the LTFP. Detailed information is provided in relation to each ratio within this plan.

Statement of Comprehensive Income

This Statement provides a 10 year projection of the state of Council's annual operating result (ie. the surplus or deficit between its annual spending and revenue). It shows Council's operational income and expenditure using the projected 30 June 2022 Budget as the base year.

As this statement outlines the intended sources of total operating income (such as rates, grants and other fees and charges) for the period to which the LTFP relates, it provides details of council's funding approach to the funding of services and infrastructure of the council.

It can be seen that Council has a heavy reliance on rates and to a lesser extent grants with rates constituting over 85% of Operating Income. Other revenue sources include statutory fees (largely development and dog and cat registration) and user charges relating to cemeteries, community centre programs and Lobethal Woollen Mill Precinct rentals.

For expenditure, key items are employee costs and material, contracts & other expenses both constituting around 40% of operational expenditure.

This statement also shows the predicted increase from revaluations relating to Council's large investment in infrastructure & related assets.

Statement of Financial Position

This Statement provides a 10 year projection of Council's assets and liabilities using the projected 2022-23 Budget as the base year. The projections result from proposed capital expenditure emanating from the Asset Management Plans and adopted strategies, together with borrowings necessary to meet those capital requirements, and net funding generated by operations.

Council's borrowings are represented by a Cash Advance Drawdown (CAD) facility as well as credit foncier (principal and interest) loans split between short term and longer term loans. **Over the life of the LTFP, total borrowings peak at \$25m in 2026-27.**

Capital Investment by Asset Category

Council's Asset Management Plans are progressively reviewed to ensure future provisions for asset related expenditure are sufficient. Recent reviews have highlighted the need for additional renewal expenditure in some of the infrastructure categories which has been provided for within the current LTFP. This includes any changes from asset revaluations and subsequent inspection of asset conditions.

Key points of note include:

Total capital expenditure projected over the 10 year period totals \$156 million of which \$124 million has been allocated to the renewal of existing assets. Over \$ 60 million of this renewal investment is on road related infrastructure, including resurfacing over 200 km of seal roads, re-sheeting 170 km of our unsealed network, replacing about 1.5% of our road base and renewal bridge components.

As identified above, the remaining \$32 million relates to new assets, as well as capacity/upgraded assets derived from Council's current adopted Strategic Plan and endorsed Functional Strategies. This includes \$ 5.8 million for the completion of Fabrik activation and functional upgrades across our 200 plus building and related asset portfolio, \$ 3.2 million towards upgrades to Council playgrounds, \$ 4.7 million on Stormwater upgrades and \$ 0.5 million to transition towards more electric vehicles in the fleet. The Council will invest \$ 4.6 million on extending its footpath and trails networks.

Economic and Key Financial Indicators

The LTFP has been developed based on a number of assumptions using the best up to date information available at the time. Key economic indicators used include estimated increases to Consumer Price Index (CPI), Local Government Price Index (LGPI) and predictions in relation to short term and long term interest rates. These LTFP assumptions are detailed in this section.

Further, these LTFP assumptions are affected by various internal and external influences as listed below.

Internal (more controllable)

- Enterprise Development and Bargaining Agreements covering salary and wage increases
- Workforce planning
- Treasury Management Policy and decisions on borrowings
- Service Improvement Reviews
- Risk Management consideration
- Asset Sustainability & Service levels maintained during the period of the LTFP
- Increase/decrease in Services.

External (more non controllable)

- Local Government Price Index
- Consumer Price Index
- Interest rates
- Landscape and Community Wastewater Management System (CWMS) levy increases
- Utility increases including water and electricity and waste related costs including solid waste levy
- Insurance and governance related costs
- Federal and State Government Policy including cost shifting
- Broader economic environment

Risks Associated with the Long Term Financial Plan

The LTFP has been developed based on the best information and assumptions available at the time. However, users of this information should be aware that there are risks associated with using estimated increases to Consumer Price Index (CPI), Local Government Price Index (LGPI), Average Weekly Earnings (AWE) and predictions in finance costs and interest rates.

In addition, the LTFP may be impacted by events such as new legislation, legal disputes or disasters that could materially affect the projected outcomes and results of the LTFP. Whilst Council has factored in the known impacts of prior events (including recent bushfires, the COVID-19 pandemic and legal matters), it is important to acknowledge that significant future events will necessitate ongoing review. The projected increase in the operating surplus ratio will assist in mitigating this risk.

Council is aware that the Boundaries Commission has developed an Inquiry Plan to inquire into the Campbelltown City Council's (CCC) proposal for the boundary between CCC and Adelaide Hills Council to be realigned to the eastern and southern side of Woodforde and Rostrevor suburbs, effectively moving those suburbs into CCC's area. At the last advice received, the Commission was seeking a cost estimate for the Inquiry. Once the estimate is obtained it will be provided to CCC and the inquiry will only proceed if CCC provides a clear direction to do so, on consideration of the cost estimate, which they will be required to fund. Given the current status of the boundary change process, no adjustment has been made to Council's LTFP for any possible impact on rates revenue, servicing costs and capital expenditure.

In order to reduce risk the plan is reviewed and updated annually to incorporate the best available information. In addition, the LTFP and its assumptions are reviewed by Council's Audit Committee.

Adelaide Hills Council 10 Year Financial Plan for the Years ending 30 June 2033 UNIFORM PRESENTATION OF FINANCES - COUNCIL													Accumulation of 10 Yrs of LTFP
Scenario: 2023-24 Long Term Financial Plan for Adoption	Actuals 2021/22 \$'000	Current Year 2022/23 \$'000	2023/24 \$'000	2024/25 \$'000	2025/26 \$'000	2026/27 \$'000	2027/28 \$'000	2028/29 \$'000	2029/30 \$'000	2030/31 \$'000	2031/32 \$'000	2032/33 \$'000	
Operating Activities													
Income	52,457	53,336	56,597	58,561	60,594	62,515	64,500	66,550	68,668	70,855	73,114	75,448	657,402
less Expenses	(51,315)	(52,443)	(55,149)	(57,078)	(59,126)	(61,263)	(63,050)	(64,930)	(66,872)	(69,176)	(70,907)	(73,031)	(640,581)
Operating Surplus / (Deficit)	1,142	893	1,448	1,483	1,468	1,253	1,450	1,621	1,796	1,679	2,207	2,417	16,820
Capital Activities													
less (Net Outlays) on Existing Assets													
Capital Expenditure on Renewal and Replacement of Existing Assets	(12,337)	(10,740)	(12,516)	(11,359)	(10,836)	(11,583)	(11,064)	(11,876)	(14,438)	(13,141)	(13,699)	(13,062)	(123,574)
add back Depreciation, Amortisation and Impairment	9,820	10,446	11,096	11,553	12,005	12,372	12,751	13,142	13,541	13,951	14,359	14,779	129,550
add back Proceeds from Sale of Replaced Assets	756	636	899	669	834	665	783	880	1,477	1,137	1,279	920	9,543
(Net Outlays) on Existing Assets	(1,761)	341	(521)	864	2,003	1,454	2,470	2,146	580	1,947	1,939	2,637	15,520
less (Net Outlays) on New and Upgraded Assets													
Capital Expenditure on New and Upgraded Assets													
(including Investment Property & Real Estate Developments)	(4,839)	(8,629)	(7,083)	(4,267)	(2,410)	(2,525)	(2,616)	(2,515)	(2,545)	(2,653)	(2,729)	(2,843)	(32,186)
add back Amounts Received Specifically for New and Upgraded Assets	2,552	5,621	-	-	-	-	-	-	-	-	-	-	-
add back Proceeds from Sale of Surplus Assets													
(including Investment Property & and Real Estate Developments)	9	1,494	1,230	1,000	-	-	-	-	-	-	-	-	2,230
(Net Outlays) on New and Upgraded Assets	(2,278)	(1,514)	(5,853)	(3,267)	(2,410)	(2,525)	(2,616)	(2,515)	(2,545)	(2,653)	(2,729)	(2,843)	(29,956)
Net Lending / (Borrowing) for Financial Year	(2,897)	(279)	(4,926)	(921)	1,061	181	1,304	1,252	(169)	973	1,417	2,211	2,384
In a year the financing transactions identified below are associated with either applying surplus funds stemming from a net lending result or accommodating the funding requirement stemming from a net borrowing result.													
Financing Transactions													
New Borrowings	-	3,000	6,000	8,700	1,700	2,400	1,200	2,700	2,950	2,100	3,500	1,500	
Repayments of Borrowings	-	(271)	(561)	(6,061)	(1,802)	(2,024)	(1,975)	(1,822)	(2,126)	(2,465)	(2,754)	(3,167)	
Repayment of Lease Liabilities	(400)	(429)	(440)	(451)	(463)	(474)	(486)	(498)	(511)	(523)	(536)	(550)	
(Increase)/Decrease in Cash & Drawdown	1,428	1,986	454	(739)	(168)	46	87	(1,500)	(13)	49	(1,493)	139	
Increase/(Decrease) in Remediation Provision	(105)	(403)	(427)	(428)	(229)	(30)	(30)	(31)	(32)	(33)	(33)	(33)	
Non Cash Equity Movement	(67)	(100)	(100)	(100)	(100)	(100)	(100)	(100)	(100)	(100)	(100)	(100)	
(Increase)/Decrease in Working Capital	2,117	(2,989)	-	-	-	-	-	-	-	-	-	-	
Proceeds from Bonds & Aged Care Facilities deposits		670	-	-	-	-	-	-	-	-	-	-	
Repayment of Aged Care Facility Deposits	(76)	(1,184)	-	-	-	-	-	-	-	-	-	-	
How the Net Borrowing/(Lending) Result is accommodated/(applied)	2,897	279	4,926	921	(1,061)	(181)	(1,304)	(1,252)	169	(973)	(1,417)	(2,211)	
TOTAL NET FINANCIAL LIABILITIES	24,015	24,824	30,290	31,762	31,263	31,656	30,938	30,284	31,064	30,715	29,934	28,372	
TOTAL BORROWINGS	14,781	16,865	22,690	24,590	24,319	24,742	24,054	23,431	24,243	23,926	23,179	21,651	
INDEXATION FORECASTS													
General operating income and expenditure - CPI applied			7.00%	3.50%	3.00%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	
Employment Costs (includes superannuation guarantee increases)			8.17%	4.72%	4.02%	3.25%	3.25%	3.25%	3.25%	3.25%	3.25%	3.25%	
Depreciation increase			3.65%	3.00%	3.30%	2.80%	2.80%	2.80%	2.80%	2.80%	2.70%	2.70%	
Proposed rate increase (from 2024-25 Local Government Price Index)			6.90%	3.90%	3.40%	2.90%	2.90%	2.90%	2.90%	2.90%	2.90%	2.90%	
Rates growth from new development			0.90%	0.70%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	
Proposed CWMS increase			3.45%	1.95%	1.70%	2.90%	2.90%	2.90%	2.90%	2.90%	2.90%	2.90%	
CWMS Impact			(58)	(34)	(30)	-	-	-	-	-	-	-	
FAG and Other Grants increase			3.50%	3.00%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	
Grants Impact			(80)	(16)	(13)	-	-	-	-	-	-	-	
Carry Forward Adjustment		(8,000)	(5,000)	(3,000)	(3,000)	(3,000)	(3,000)	(3,000)	(3,000)	(3,000)	(3,000)	(3,000)	
TREASURY FORECASTS													
Estimated Loan rate			5.00%	5.00%	5.00%	5.00%	5.25%	5.25%	5.25%	5.50%	5.50%	5.50%	
Estimated Cash Advance Rate			4.12%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	
KEY FINANCIAL INDICATORS													Average 10 Years
Operating Surplus Ratio	2.2%	1.7%	2.6%	2.5%	2.4%	2.0%	2.2%	2.4%	2.6%	2.4%	3.0%	3.2%	2.5%
Net Financial Liabilities Ratio	46%	47%	54%	54%	52%	51%	48%	46%	45%	43%	41%	38%	47.1%
Net Financial Liabilities Ratio + \$3m	52%	52%	59%	59%	57%	55%	53%	50%	50%	48%	45%	42%	51.7%
Asset Renewal Funding Ratio	114%	106%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100.0%

Adelaide Hills Council												
10 Year Financial Plan for the Years ending 30 June 2033												
STATEMENT OF COMPREHENSIVE INCOME - COUNCIL												
Scenario: 2023-24 Long Term Financial Plan for Adoption												
	Actuals	Current Year	Projected Years									
	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Income												
Rates	41,504	44,339	48,330	50,624	52,680	54,436	56,252	58,128	60,068	62,073	64,146	66,288
Statutory Charges	1,430	1,398	1,502	1,555	1,601	1,641	1,682	1,724	1,768	1,812	1,857	1,903
User Charges	884	890	1,014	1,050	1,081	1,108	1,136	1,164	1,193	1,223	1,254	1,285
Grants, Subsidies and Contributions	7,667	6,204	5,155	4,721	4,604	4,689	4,776	4,865	4,956	5,050	5,146	5,244
Investment Income	59	5	5	6	6	6	6	6	7	7	7	7
Reimbursements	197	186	197	204	210	215	221	226	232	238	243	250
Other Income	583	214	292	302	312	319	327	336	344	353	361	370
Net gain - equity accounted Council businesses	133	100	100	100	100	100	100	100	100	100	100	100
Total Income	52,457	53,336	56,597	58,561	60,594	62,515	64,500	66,550	68,668	70,855	73,114	75,448
Expenses												
Employee Costs	19,608	21,083	23,004	23,921	24,710	25,507	26,480	27,335	28,217	29,128	30,068	31,039
Materials, Contracts & Other Expenses	21,515	20,316	20,467	20,734	21,485	22,462	22,894	23,566	24,214	25,162	25,567	26,269
Depreciation, Amortisation & Impairment	9,820	10,446	11,096	11,553	12,005	12,372	12,751	13,142	13,541	13,951	14,359	14,779
Finance Costs	306	599	582	870	925	922	924	887	900	935	913	945
Net loss - Equity Accounted Council Businesses	66	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	51,315	52,443	55,149	57,078	59,126	61,263	63,050	64,930	66,872	69,176	70,907	73,031
Operating Surplus / (Deficit)	1,142	893	1,448	1,483	1,468	1,253	1,450	1,621	1,796	1,679	2,207	2,417
Asset Disposal & Fair Value Adjustments	(1,693)	-	-	-	-	-	-	-	-	-	-	-
Amounts Received Specifically for New or Upgraded Assets	1,905	5,621	-	-	-	-	-	-	-	-	-	-
Physical Resources Received Free of Charge	4,072	-	-	-	-	-	-	-	-	-	-	-
Net Surplus / (Deficit)	5,426	6,514	1,448	1,483	1,468	1,253	1,450	1,621	1,796	1,679	2,207	2,417
Other Comprehensive Income												
Amounts which will not be reclassified subsequently to operating result												
Changes in Revaluation Surplus - I,PP&E	2,814	5,300	5,687	5,903	6,098	6,269	6,444	6,624	6,810	7,001	7,190	7,384
Share of Other Comprehensive Income - Equity Accounted Council Businesses	1	-	-	-	-	-	-	-	-	-	-	-
Other	6	-	-	-	-	-	-	-	-	-	-	-
Total Other Comprehensive Income	2,821	5,300	5,687	5,903	6,098	6,269	6,444	6,624	6,810	7,001	7,190	7,384
Total Comprehensive Income	8,247	11,814	7,135	7,386	7,566	7,521	7,894	8,245	8,606	8,680	9,397	9,801

Adelaide Hills Council 10 Year Financial Plan for the Years ending 30 June 2033 STATEMENT OF FINANCIAL POSITION Scenario: 2023-24 Long Term Financial Plan for Adoption												
	Actuals 2021/22 \$'000	Current Year 2022/23 \$'000	Projected Years									
			2023/24 \$'000	2024/25 \$'000	2025/26 \$'000	2026/27 \$'000	2027/28 \$'000	2028/29 \$'000	2029/30 \$'000	2030/31 \$'000	2031/32 \$'000	2032/33 \$'000
ASSETS												
Current Assets												
Cash & Cash Equivalents	3,215	584	515	515	515	515	515	515	515	515	515	515
Trade & Other Receivables	3,025	3,025	3,025	3,025	3,025	3,025	3,025	3,025	3,025	3,025	3,025	3,025
Inventories	32	32	32	32	32	32	32	32	32	32	32	32
Total Current Assets	6,272	3,641	3,572	3,572	3,572	3,572	3,572	3,572	3,572	3,572	3,572	3,572
Non-Current Assets												
Equity Accounted Investments in Council Businesses	2,416	2,516	2,616	2,716	2,816	2,916	3,016	3,116	3,216	3,316	3,416	3,516
Infrastructure, Property, Plant & Equipment	445,461	457,984	470,485	479,243	486,210	494,023	501,099	508,591	517,876	526,107	534,622	542,762
Total Non-Current Assets	447,877	460,500	473,101	481,959	489,026	496,939	504,115	511,707	521,092	529,423	538,038	546,278
TOTAL ASSETS	454,149	464,141	476,673	485,531	492,598	500,511	507,687	515,279	524,664	532,995	541,610	549,850
LIABILITIES												
Current Liabilities												
Cash Advance Debenture	9,206	8,561	8,946	8,208	8,039	8,086	8,173	6,673	6,660	6,709	5,215	5,354
Trade & Other Payables	9,651	6,148	6,148	6,148	6,148	6,148	6,148	6,148	6,148	6,148	6,148	6,148
Borrowings	375	1,001	6,513	2,264	2,498	2,461	2,320	2,636	2,989	3,291	3,717	3,447
Provisions	4,072	4,001	3,928	3,854	3,814	3,809	3,804	3,799	3,793	3,788	3,782	3,776
Total Current Liabilities	23,304	19,711	25,535	20,474	20,500	20,504	20,445	19,256	19,590	19,935	18,862	18,725
Non-Current Liabilities												
Borrowings	5,200	7,303	7,231	14,118	13,782	14,195	13,561	14,123	14,594	13,927	14,247	12,849
Provisions	1,751	1,419	1,065	711	521	497	472	446	420	393	365	338
Total Non-Current Liabilities	6,951	8,722	8,296	14,829	14,303	14,692	14,033	14,569	15,014	14,320	14,612	13,187
TOTAL LIABILITIES	30,255	28,433	33,830	35,302	34,803	35,196	34,478	33,824	34,604	34,255	33,474	31,912
NET ASSETS	423,894	435,708	442,843	450,229	457,794	465,316	473,209	481,454	490,060	498,740	508,137	517,937
EQUITY												
Accumulated Surplus	147,964	154,478	155,926	157,409	158,877	160,129	161,579	163,200	164,996	166,675	168,882	171,298
Asset Revaluation Reserves	275,831	281,131	286,818	292,721	298,819	305,087	311,531	318,156	324,966	331,966	339,156	346,540
Other Reserves	99	99	99	99	99	99	99	99	99	99	99	99
TOTAL EQUITY	423,894	435,708	442,843	450,229	457,794	465,316	473,209	481,454	490,060	498,740	508,137	517,937
TOTAL NET FINANCIAL LIABILITIES	24,015	24,824	30,290	31,762	31,263	31,656	30,938	30,284	31,064	30,715	29,934	28,372
TOTAL BORROWINGS	14,781	16,865	22,690	24,590	24,319	24,742	24,054	23,431	24,243	23,926	23,179	21,651

TOTAL BORROWINGS consist of:												
Fixed Loans												
Opening Balance	5,575	5,575	8,304	13,743	16,382	16,280	16,656	15,881	16,759	17,583	17,218	17,963
New Borrowings	-	3,000	6,000	8,700	1,700	2,400	1,200	2,700	2,950	2,100	3,500	1,500
Principal Repayments	-	(271)	(561)	(6,061)	(1,802)	(2,024)	(1,975)	(1,822)	(2,126)	(2,465)	(2,754)	(3,167)
Closing Balance Fixed Term Borrowing	5,575	8,304	13,743	16,382	16,280	16,656	15,881	16,759	17,583	17,218	17,963	16,297
CAD												
Opening Balance	5,200	9,206	8,561	8,946	8,208	8,039	8,086	8,173	6,673	6,660	6,709	5,215
Change in CAD from Working Capital	4,006	(645)	385	(739)	(168)	46	87	(1,500)	(13)	49	(1,493)	139
Closing Balance CAD	9,206	8,561	8,946	8,208	8,039	8,086	8,173	6,673	6,660	6,709	5,215	5,354
TOTAL BORROWINGS	14,781	16,865	22,690	24,590	24,319	24,742	24,054	23,431	24,243	23,926	23,179	21,651

Adelaide Hills Council		Projected Years									
10 Year Financial Plan for the Years ending 30 June 2033		2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
CAPITAL INVESTMENT BY ASSET CATEGORY		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Scenario: 2023-24 Long Term Financial Plan for Adoption											
RENEWAL CAPITAL WORKS											
Bridges		313	129	115	62	128	106	94	97	153	158
Buildings		550	337	318	546	788	812	955	492	380	540
Cemeteries		41	42	44	45	46	48	49	50	52	54
CWMS		598	657	362	557	126	129	412	340	141	223
Footpaths		424	426	428	311	308	304	299	294	288	297
Kerb & Water		68	70	73	75	77	79	82	84	87	89
Other (including Guardrails/Retaining Walls/Street furniture)		198	204	194	200	206	212	219	225	236	244
Road Pavement		1,618	1,146	1,610	1,882	1,380	1,422	1,464	1,508	1,659	1,708
Road Seal		1,993	2,219	1,956	2,519	2,440	2,513	2,588	2,666	2,718	2,800
Shoulders		285	293	302	311	320	330	340	350	361	371
Sport and Recreation		405	155	149	219	225	243	203	209	215	222
Playgrounds		149	154	158	163	168	173	178	183	189	194
Stormwater		114	117	121	124	128	132	136	140	144	149
Unsealed Roads		1,302	1,309	1,316	1,323	1,330	1,336	1,343	1,383	1,514	1,560
Heavy Plant		1,142	733	1,048	563	811	1,239	2,937	2,093	2,402	1,235
Light Fleet		702	720	738	756	776	796	815	835	857	878
Information, Communication & Technology		505	687	516	493	351	470	698	547	605	614
F&F including Library		62	64	66	68	70	72	74	76	78	81
Project Management Costs		1,049	1,234	1,330	1,377	1,399	1,472	1,564	1,579	1,633	1,660
Carry Forwards		1,000	667								
TOTAL RENEWAL CAPITAL WORKS:		11,517	11,361	10,841	11,594	11,075	11,887	14,450	13,153	13,713	13,076
NEW, CAPACITY / UPGRADE CAPITAL WORKS											
Bridges		-	-	-	-	-	-	-	-	-	-
Buildings		2,577	366	324	334	344	354	364	374	386	398
Cemeteries		40	41	42	43	44	-	-	-	-	-
CWMS		338	347	-	120	124	128	132	136	140	144
Footpaths		414	413	425	437	450	464	478	492	506	522
Kerb & Water		-	-	-	-	-	-	-	-	-	-
Other (including Guardrails/Retaining Walls/Street furniture)		160	151	147	153	157	161	165	169	173	177
Road Pavement		221	179	179	185	191	197	203	209	215	222
Road Seal		-	-	-	-	-	-	-	-	-	-
Shoulders		-	-	-	-	-	-	-	-	-	-
Sport & Rec		124	124	174	200	200	100	103	106	109	112
Playgrounds		267	273	280	288	297	306	315	324	334	344
Stormwater		300	522	544	444	457	471	485	500	515	530
Street Lighting		-	-	-	-	-	-	-	-	-	-
Unsealed Roads		-	-	-	-	-	-	-	-	-	-
Plant and Fleet		140	140	-	23	24	25	26	27	28	29
ICT		40	40	-	-	-	-	-	-	-	-
Minor Equipment including Library		-	-	-	-	-	-	-	-	-	-
Project Management Costs		463	339	296	300	331	312	276	319	325	360
Carry Forwards		2,000	1,333								
TOTAL NEW CAPACITY / UPGRADE CAPITAL WORKS:		7,083	4,268	2,411	2,527	2,619	2,518	2,547	2,656	2,731	2,838
TOTAL CAPITAL WORKS:		19,600	15,629	13,252	14,121	13,694	14,405	16,997	15,809	16,444	15,914
PROCEEDS FROM SALE OF REPLACED ASSETS											
Proceeds - Heavy Plant		467	219	366	179	277	355	931	572	692	312
Proceeds - Light Fleet		432	450	468	486	506	526	545	565	587	608
PROCEEDS FROM SALE OF REPLACED ASSETS:		899	669	834	665	783	880	1,477	1,137	1,279	920
AMOUNTS RECEIVED SPECIFICALLY FOR NEW/UPGRADED ASSETS											
Grants for New/Upgrade Assets		-	-	-	-	-	-	-	-	-	-
TOTAL AMOUNTS RECEIVED FOR NEW/UPGRADED ASSETS:		-	-	-	-	-	-	-	-	-	-
PROCEEDS FROM SALE OF SURPLUS ASSETS											
Proceeds - Old Woolen Mill Divestment		1,230	-	-	-	-	-	-	-	-	-
Proceeds - Other		-	1,000	-	-	-	-	-	-	-	-
TOTAL PROCEEDS FROM SALE OF SURPLUS ASSETS		1,230	1,000	-	-	-	-	-	-	-	-

Adelaide Hills Council		10 Year Financial Plan for the Years ending 30 June 2033									
ECONOMIC & KEY FINANCIAL INDICATORS		Projected Years									
Scenario: 2023-24 Long Term Financial Plan for Adoption		2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
GENERAL INDEXATION:											
CPI - Adelaide		7.00%	3.50%	3.00%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
LGPI - Operating		7.40%	3.90%	3.40%	2.90%	2.90%	2.90%	2.90%	2.90%	2.70%	2.70%
CPI - LGPI diff		0.40%	0.40%	0.40%	0.40%	0.40%	0.40%	0.40%	0.40%	0.20%	0.20%
LGPI - Capital		7.30%	3.80%	3.30%	2.80%	2.80%	2.80%	2.80%	2.80%	2.70%	2.70%
Index Applied to General Revenue		7.00%	3.50%	3.00%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Index Applied to Non-CPId Revenue		3.50%	3.00%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Index Applied to General Expenditure		7.00%	3.50%	3.00%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Index Applied to Depreciation & Capital		3.65%	3.00%	3.30%	2.80%	2.80%	2.80%	2.80%	2.80%	2.70%	2.70%
EMPLOYMENT COSTS:											
Aligned to CPI		7.00%	3.50%	3.00%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Enterprise Agreement		0.25%	0.25%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Leave Revaluation		0.05%	0.05%	0.05%	0.05%	0.05%	0.05%	0.05%	0.05%	0.05%	0.05%
Grade Step Increases		0.35%	0.40%	0.45%	0.70%	0.70%	0.70%	0.70%	0.70%	0.70%	0.70%
Index Applied to LTFP		7.65%	4.20%	3.50%	3.25%	3.25%	3.25%	3.25%	3.25%	3.25%	3.25%
Superannuation		11.00%	11.50%	12.00%	12.00%	12.00%	12.00%	12.00%	12.00%	12.00%	12.00%
Superannuation Increase in % Terms		4.76%	4.55%	4.35%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
RATES INCOME											
CPI - Adelaide		7.00%	3.50%	3.00%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Adjustment to CPI/LGPI Alignment		(0.10%)	0.40%	0.40%	0.40%	0.40%	0.40%	0.40%	0.40%	0.40%	0.40%
Average General Rate Increase		6.90%	3.90%	3.40%	2.90%	2.90%	2.90%	2.90%	2.90%	2.90%	2.90%
Growth		0.90%	0.70%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%
General Rates Revenue Increase		7.80%	4.60%	3.90%	3.40%	3.40%	3.40%	3.40%	3.40%	3.40%	3.40%
Index Applied to Hills & Fleurieu Landscape Levy		47.00%	3.50%	3.00%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Index Applied to CWMS Revenue		3.45%	1.95%	1.70%	2.90%	2.90%	2.90%	2.90%	2.90%	2.90%	2.90%
ELECTRICITY COSTS											
Anticipated price variation to CPI		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Anticipated change in consumption		0.00%	0.00%	(1.00%)	(1.00%)	(1.00%)	(1.00%)	(1.00%)	(1.00%)	(1.00%)	(1.00%)
Index Applied to LTFP (excl CPI) Electricity		0.00%	0.00%	(1.00%)	(1.00%)	(1.00%)	(1.00%)	(1.00%)	(1.00%)	(1.00%)	(1.00%)
Index Applied to LTFP (excl CPI) Streetlighting		0.00%	0.00%	(1.00%)	(1.00%)	(1.00%)	(1.00%)	(1.00%)	(1.00%)	(1.00%)	(1.00%)
WATER COSTS											
Anticipated price variation to CPI		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Anticipated change in consumption		0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%
Index Applied to LTFP (excl CPI)		0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%
INSURANCE COSTS											
Anticipated price variation to CPI		2.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Anticipated change in VOLUME		0.50%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Index Applied to LTFP (excl CPI)		2.50%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
WASTE COSTS											
Anticipated price variation to CPI		1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
Anticipated change in consumption		(1.00%)	(1.00%)	(1.00%)	(1.00%)	(1.00%)	(1.00%)	(1.00%)	(1.00%)	(1.00%)	(1.00%)
Index Applied to LTFP (excl CPI)		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
TREASURY COSTS											
Estimated Investment rate		3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%
Estimated Loan rate		5.00%	5.00%	5.00%	5.00%	5.25%	5.25%	5.25%	5.50%	5.50%	5.50%
Estimated Cash Advance Rate		4.12%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%
KEY FINANCIAL INDICATORS											
Operating Surplus Ratio		2.6%	2.5%	2.4%	2.0%	2.2%	2.4%	2.6%	2.4%	3.0%	3.2%
Net Financial Liabilities Ratio		53.5%	54.2%	51.6%	50.6%	48.0%	45.5%	45.2%	43.3%	40.9%	37.6%
Net Financial Liabilities Ratio + \$3m		58.8%	59.4%	56.5%	55.4%	52.6%	50.0%	49.6%	47.6%	45.0%	41.6%
Asset Renewal Funding Ratio		100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

Appendix 2

*2023-24 Long Term Financial Plan Community
Consultation Summary Report April 2023*

Draft Long Term Financial Plan 2023-24 Community Consultation Summary



April 2023

Snapshot of consultation

This report will be made available to those who participated in the consultation and will be available on Council's online Community Engagement Hub as well as included in a report to Council in April 2023.

We consulted on Council's Draft Long Term Financial Plan 2023-24 from 8 March to 31 March 2023 (24 days).

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

Consultation was undertaken in accordance with Section 122 of the *Local Government Act 1999* and Council's Public Consultation Policy.

Three respondents provided their views on the Long Term Financial Plan one by email and two by online submission form.

The consultation opportunity was promoted via:

- Advert in the Courier Newspaper on 8 March (approx. 25,000 readership)
- Social media posts: Facebook and LinkedIn
- Direct emails to key stakeholder (anyone who had previously responded or expressed an interest in Council rates, policies and management plans when they signed up to the Community Engagement Hub platform).
- Posters, information sheet and hardcopy feedback forms available at customer service centres and libraries.

Promotion statistics are presented below:

EDM to targeted list 15 March 2023 132 emails delivered 63% open rate	Community Engagement Hub 138 page visits 99 aware visitors 2 engaged visitors 44 downloads of LTFP draft document
LinkedIn Post – 27 March 3 likes 1 repost 3,581 followers	Facebook post – 24 March 4 likes 1 share 6,500 followers

FEEDBACK PROVIDED

Online feedback for response:

The two online respondents are ratepayers/ residents of AHC and said they had read the LTFP in detail. One respondent was from Longwood and the other from Mt Torrens.

Tell us what you particularly do or do not like about the Long Term Financial Plan?

- It's still a bit fat, more savings need to be found
- Short and Long term impact of high CPI/LGPI Dec 2022 - short term compounded as all expenses have/are increasing-understand Councils expenses have to increase as well , and note the significant savings staff are finding to keep rate rise down, however 6.9% rate increase is significant and will impact residents.
Long term as this high increase then gets added onto in future years, even when hopefully CPI decreases significantly.
LGPI -couldn't find on internet operating LGPI of 7.4%. Would like it communicated which quarters CPI/LGPI is being used

Given that our LTFP establishes the foundation for next year's budget, tell us about any opportunities or areas you think we should be focusing on?

- 2024/25 if CPI decreases significantly consider a one off reduction of 1% in CPI increase to allow for significant CPI this year
- Finding \$1.38m in admin/ongoing savings doesnt leave wiggle room- need to understand this and therefore If initiatives are requested Residents/ratepayers/staff/Elected members should identify what would/could be reduced to fund initiative.
- As finances are tight consideration if local government issue/initiative or is it State or Federal government , and Local government could show support but not take on the cost of implementation
- Clear communication to residents/ratepayers what rate rise is planned, what its funding and the savings to achieve this rate.
- As wages are a significant component of budget which CPI/LGPI are wage increases attached to? Marchs CPI may be lower/may not be, and therefore is this is what is used for wage increases it would impact on budget and LTFP.

Email feedback

- Whatever the Council intends to spend, let's have no more ridiculous expensive brain storms like the mini-park in Crafers.
- I once saw an elderly lady sitting in there with two young girls, (grandmother and granddaughters?), at the very beginning when the mini-park was first opened.
- Since then, and I drive past almost daily, I have hardly seen anyone, no one in fact, that has used that mini-park.
- Proving – that the money could have been used with much greater effect, elsewhere in Crafers!

APPENDIX 1. QUESTIONS ASKED

A survey was developed which contained eight questions. Anyone could participate in the survey which was made available online and in hard copy at our customer service centres and libraries.

Long Term Financial Plan 2023/24

Community Engagement Hub

Feedback Form - Long Term Financial Plan 2023 - 24

Take a look at the LTFP and let us know if you think anything is missing or should change.

Have you reviewed the [Draft Long Term Financial Plan 2023/24](#)?

(Choose any 1 options) (Required)

- ☐ Yes in detail
☐ Yes I have had a quick look
☐ No

Tell us what you particularly do or do not like about the Long Term Financial Plan?

Given that our LTFP establishes the foundation for next year's budget, tell us about any opportunities or areas you think we should be focusing on?

About you

These quick questions help us understand who we have reached through this consultation

In what capacity are you responding to this survey?

(Choose any 1 options) (Required)

- ☐ Ratepayer / Resident of AHC
☐ Business Owner in AHC
☐ Visitor to AHC
☐ Other (please specify)

What era were you born?

(Choose any one option) (Required)

- ☐ 1930
☐ 1940
☐ 1950
☐ 1960
☐ 1970
☐ 1980
☐ 1990
☐ 2000
☐ 2010

Long Term Financial Plan 2023/24

Community Engagement Hub

☐ 2020

Please provide your email address:

(Required)

Note: This is so we can keep you in the loop with the outcomes of this consultation

What township/suburb do live in?

(Required)

Tick which of the following upcoming consultations you would like to be informed about.

(Choose all that apply) (Required)

- ☐ Animal Management Plan
- ☐ Strategic Plan
- ☐ Annual Business Plan
- ☐ Play Spaces
- ☐ Development Code Amendment
- ☐ None

APPENDIX 2 ONLINE COMMUNITY ENGAGEMENT HUB

[Long Term Financial Plan 2023/24 | Community Engagement Hub \(ahc.sa.gov.au\)](http://ahc.sa.gov.au)

The screenshot shows the Adelaide Hills Council website header with the logo and navigation links. The main heading is "Financial Matters: 2023/24 Long Term Financial Plan". Below this, the page is titled "Long Term Financial Plan 2023/24". A thank you message states: "Thank you to everyone who provided feedback we really appreciate the time you took in answering our survey questions." The "Summary" section explains that the plan was developed in a challenging year due to world events and high inflation, with the goal of reducing expenditure to maintain service levels. It mentions that the plan is a financial model projected over 10 years. The "The opportunity" section states that the plan has been reviewed and updated for projections in Council's planned activities over a ten-year timeframe. A "Life Cycle" diagram shows three stages: "Open" (consultation is open), "Under Review" (contributions are closed and will be analysed), and "Final Report adopted by Council" (Council have adopted the plan). "Key Dates" are listed: "Consultation Opens" on 28 March 2023 and "Consultation Closes" on 31 March 2023.

SOCIAL MEDIA POSTS

The screenshot shows a Facebook post from Adelaide Hills Council, dated 27-March at 10:00. The post text reads: "We have a vision! 🌟 And we want to know what you think about our 2023 - 2024 Long Term Financial Plan. Feedback closes this Friday 31 March at 4pm. View the plan via the link which includes how to provide feedback 🙌 <http://ow.ly/h20Z50NpM9u>". Below the text is a photograph of a man and a young child standing on a rocky outcrop, looking out over a vast landscape of rolling hills under a clear sky. The post has 4 likes and 1 share.

**Adelaide Hills Council**
3,581 followers
2w • Edited •

We have a vision! 🌟 And we want to know what you think about our 2023 - 2024 Long Term Financial Plan.

Feedback closes 4pm next Friday 31 March.

View the plan via the link which includes how to provide feedback 📄
<http://ow.ly/5JJ50NpM4c>



3

1 repost

 Like

 Comment

 Repost

 Send

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Wednesday 26 April 2023
AGENDA BUSINESS ITEM**

Item:	12.2
Responsible Officer:	Peter Bice Director Infrastructure & Operations I&O Directorate
Subject:	Undergrounding Power lines and Main Street projects across Adelaide Hills Council
For:	Decision

SUMMARY

The purpose of this report is to report back to the Council on the outcome of work done in response to resolutions regarding main street power line undergrounding projects and other main street upgrades. In particular, the report presents the results of:

1. An investigation into potential power line undergrounding projects at Lobethal, Woodside and Mount Torrens.
2. An investigation into the feasibility of upgrading elements of the Aldgate main street and identification of other main street priority upgrades.

The outcome of the investigations is to recommend that the Council nominates the Aldgate main street works for Local Roads and Community Infrastructure Program funding and that Lobethal (stage 3) be considered the Council's first priority for future power line undergrounding.

RECOMMENDATION

Council resolves that:

1. The report be received and noted.
 2. Strategic Prioritisation criteria for Main Street upgrades and activation to support placemaking outcomes be workshopped with Council Members to guide implementation priorities moving forward.
 3. Council staff submit an application for undergrounding of power lines for Lobethal Stage 3 for construction following 2024-25, as well as requesting Woodside and Mount Torrens Stages to be considered for future rounds.
 4. The refurbishment of the southern side of Aldgate Main Street and the roundabout at the intersection of Mount Barker Road and Strathalbyn Road, be undertaken in 2023-24 in a style consistent with paving and landscaping on the northern side, with funding obtained from Local Roads and Community Infrastructure Program Phase 4 supplemented by operational budgets where appropriate.
-

1. BACKGROUND

Power Line Environment Committee (PLEC)

At its meeting held on 23 August 2024 Council considered a Motion on Notice from Cr Herrmann regarding undergrounding of power lines. Following consideration of the matter the Council resolved as follows:

11. MOTIONS ON NOTICE

11.1 Undergrounding of Power Lines Lobethal, Mt Torrens and Woodside

**Moved Cr Malcolm Herrmann
S/- Cr Andrew Stratford**

206/22

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

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

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

Carried Unanimously

In the last 10 – 15 years, Council has partnered with the State Government and SA Power Networks (and its predecessor organisations) to deliver the undergrounding of power lines at Woodside, Lobethal and Gumeracha. Previously, undergrounding has occurred in the main streets of Stirling, Crafers, Aldgate, Uraidla and Birdwood.

The subsidised undergrounding of power lines is a Power Line Environment Committee (PLEC) project. Both PLEC projects at Woodside and Lobethal were only partially completed and each has an outstanding Stage 3. For Lobethal, the third stage would extend to the southern end of the main street, including the frontage of Fabrik. At Woodside, the third stage would extend to the Council library and office complex. Gumeracha was planned in two stages and both were delivered in 2020-21 together with a streetscape upgrade.

Recently, a sub-group of the Mount Torrens and District Community Association was formed, aiming to underground power lines in their township in the long term.

PLEC projects are generally funded one-third by council and two-thirds by SA Power Networks. The Department for Infrastructure and Transport (DIT) can, in some circumstances, also contribute to the costs. To be successful with a PLEC application, proponent councils are required to tie in the undergrounding of power lines with a streetscape upgrade in some shape or format, e.g., repaving footpaths, planting trees or landscaping, etc. The cost of the streetscape upgrade is not included in the cost-share arrangement and therefore must be fully funded by the Council (or by funding sourced by the Council). PLEC projects are usually carried out and have a higher chance of being successful in predominantly business rather than residential areas or if they have other recognised benefits.

PLEC has indicated that they prefer to finish remaining stages of previous projects before commencing a new undergrounding project elsewhere. Given the current commitment by Adelaide Hills Council for Fabrik in Lobethal and the substantial complexities of undergrounding works in Woodside, consideration in this report favours an application for the next available slot with PLEC for Lobethal. This would need to be complemented by a streetscape upgrade for the extended area of the undergrounding of power lines precinct.

Regarding the process itself, a PLEC project can be initiated by a community group or Council. Following a Council decision to support a PLEC project in an identified township or part of a street, usually a Master Plan process is launched, including community forums to gauge the local residential and business community's views and aspirations for their township.

Aldgate Main Street Amenity Upgrade

At its meeting held on 24 January 2023 Council considered a Motion on Notice from Cr Osterstock regarding the upgrade of the Aldgate Main Street. Following consideration of the matter the Council resolved as follows:

11.1 Aldgate Main Street Amenity Upgrade – Stage 2

Moved Cr Mark Osterstock
S/- Cr Nathan Daniell

4/23

- 1. A report be prepared for Council's consideration on the feasibility (including costings) of:**
 - a. Refurbishing (high pressure cleaning, realignment, reseating and replacement where necessary) the paved footpath on the western side of Mount Barker Road, from Euston Road to Kingsland Road (landscaping, plantings, bin replacement, street furniture replacement, signage replacement), consistent with that of the recently completed Aldgate Main Street Amenity Upgrade – Stage 1.**
 - b. Maintenance (including yet not limited to, landscaping, plantings, signage replacement) of the Aldgate roundabout, consistent with that of the Stirling roundabout.**
 - c. Refurbishment (high pressure cleaning and sealing of the limestone supporting structures, including yet not limited to, replacement landscaping, plantings and signage) of the Aldgate Railway Bridge and its approaches.**
- 2. That the funding source for these works will be the Local Roads and Community Infrastructure Program (Phase 4), and where possible, and within existing budgetary parameters and commitments, the use of in-house staff for these proposed works, as opposed to external contractor/s.**
- 3. That the subject report be presented to Council for consideration in March 2023, or earlier, depending on the Local Roads and Community Infrastructure Program (Phase 4) requirements and guidelines.**
- 4. That the report also includes a strategic priority list of potential Main Street/Town Centre upgrades and the merits of implementing a Plan (including financial implications) to undertake upgrades aligned with the priority list.**

Carried

Works on the Eastern side of Mount Barker Road in Aldgate were carried out as a Local Roads and Community Infrastructure Program (Phase 2) project in 2021-22. The cost of undertaking upgrade works on the Western (shopfront) side in line with the Eastern side upgrade is detailed in the Analysis section to inform any decisions to proceed with the works.

At the time of writing the report, the Local Roads and Community Infrastructure Program Phase 4 guidelines were yet to be released. The Administration expects the guidelines, and therefore eligible projects, to be similar to previous phases. The bulk of the proposed Aldgate works are therefore expected to be eligible.

The Adelaide Hills Council allocation for this round will be \$781,000. Once the guidelines have been released, a report will be brought back to the Chamber with suggested projects detailed, however direction is sought in this report to confirm whether the Council wants to prioritise the Aldgate Main Street works under this program (if eligible).

Refurbishment of the Railway Bridge supporting abutments and surrounds has also been suggested and estimated costings have been provided in the analysis section, acknowledging that the railway bridge is the responsibility of the Australian Rail and Track Corporation (ARTC).

Strategic Priority of Main Street Upgrades

Main Street upgrades across Adelaide Hills Council have traditionally been born out of community-led activation, large scale asset renewal projects or undergrounding of power lines.

Council has been working over the years to refine the approach to this area, noting the Strategic Plan 2014-2018 which included key actions to prepare a District Masterplan and Precinct Plans. This led to the development of the Precinct Planning Framework and Guidelines document, which supported Council's approach and introduced placemaking as the lens by which precinct planning should be undertaken.

In the intervening years, at a strategic level there was a shift in focus from Council-led placemaking (via Precinct Planning) to a focus on supporting community-led placemaking, as articulated in Strategic Plan goal Built Environment B2.1.

Notwithstanding, placemaking continues to be supported by Council-led public-place revitalisation projects across the Council, for example there are a number of main street asset upgrades planned, however these are not necessarily linked in with other amenity upgrades to achieve broader activation and economic or community outcomes.

There are a number of considerations and lenses to be applied to determine a strategic priority list of Main Street upgrade projects. An approach is proposed to determining key criteria and considerations to implement a planned approach to upgrades which is detailed in this report, and would benefit from workshoping with Council Members, and consideration in the upcoming Strategic Plan development.

2. ANALYSIS

Strategic Plan 2020-24 – A brighter future

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

➤ Legal Implications

Adelaide Hills Council will be required to submit an application to PLEC for any newly identified PLEC scheme across the district.

Contracts with consultants and contractors as well as with SA Power Networks will need to be entered regarding Council's commitment to deliver any identified PLEC project and associated streetscape works.

➤ Risk Management Implications

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

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

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

➤ Financial and Resource Implications

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

In current 2023 dollars, undergrounding of power lines costs are approximately \$5,000-\$7,000 per linear metre; this includes network design, trenching, laying conduits and cabling,

installing switching cubicles and transformers, connecting all houses and businesses as well as removing existing stobie poles and cables.

It is to be noted that Council funding an undergrounding of power lines project has a substantial impact on Council's Operational Budget. The installed infrastructure will be property of SA Power Networks and therefore cannot be capitalised by Council. In other words, the cost is an operating expense which impacts the Council's operating result in the year of expenditure. A benefit however is that the Council does not need to maintain, depreciate or renew the power line infrastructure at its end of life. In addition to the undergrounding of the powerlines there is an expectation that Council would be undertaking associated public infrastructure street scape upgrades. The streetscape component can in some instances be capitalised, depending on the nature of the works.

Similarly, any main street, township, streetscape or precinct/place upgrades normally include new/upgrade of existing infrastructure and the replacement/renewal of existing assets.

The Aldgate works highlighted in the report are largely operational in nature, with many already scheduled within Councils works program. Those works not currently budgeted are proposed for inclusion in the upcoming LRCIP Phase 4 funding round.

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

A number of pieces of correspondence have been received from the community in relation to the proposed PLEC projects listed in this report, expressing support for the undergrounding of power lines at the subject locations. It is reasonable to suggest that at the time of the Woodside and Lobethal powerline undergrounding projects, there was a community expectation that the final stages would be completed in the not too distance future.

➤ **Sustainability Implications**

There are no sustainability implications in relation to the preparation of this report but there will be implications in relation to any proposed PLEC projects, Aldgate works and any Main Street upgrades. Consideration will be given to use recycled materials where suitable.

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

Council Committees: Not Applicable

Council Workshops: Annual Business Plan Workshop 1 April 2023

Advisory Groups: Not Applicable

External Agencies: Power Line Environment Committee

SA Power Networks

Australian Rail Track Corporation

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

➤ **Additional Analysis**

PLEC

Council has previously contributed to the undergrounding of power lines within townships, upon confirmation from PLEC that a proposed project or township has been prioritised. Successful PLEC projects can be seen across the district, with the most recent example being the Gumeracha Main Street project, where the undergrounding of power lines was a key necessity and component of the streetscape and amenity upgrades. It is worth noting that the Gumeracha Main Street Project was the largest regional PLEC project to be undertaken in many years.

Council still has several townships across our district that have above ground power lines. Currently, Council is in communication with the PLEC and SA Power Networks to gauge the feasibility of undergrounding power lines in Lobethal and Woodside, as both of these townships already have final stages of undergrounding works proposed. The scope of these discussions were expanded in response to the 23 August 2022 resolution, to also include the feasibility of underground power lines in Mount Torrens.

Therefore, these three locations for future PLEC projects have been further explored as follows.

Lobethal summary

Stage 3 in Lobethal comprises the area from Amberlight Café to Mill Road, covering the area in front of FABRIK and including the major intersection of Main Street, Lobethal Road and Woodside Road. For cable network reasons, some undergrounding works into Woodside Road towards Jeffrey Street would be required.

Woodside summary

The original Stage 3 in Woodside comprises the area from the Bank SA building, past the council library and towards the Amy Gillett Bikeway crossing at the Recreation Grounds. Undergrounding works would also be required into Tiers and Nairne Roads. It has also been suggested to extend the undergrounding from St Marks Drive to Jacaranda Drive at the northern end of the township.

Mount Torrens summary

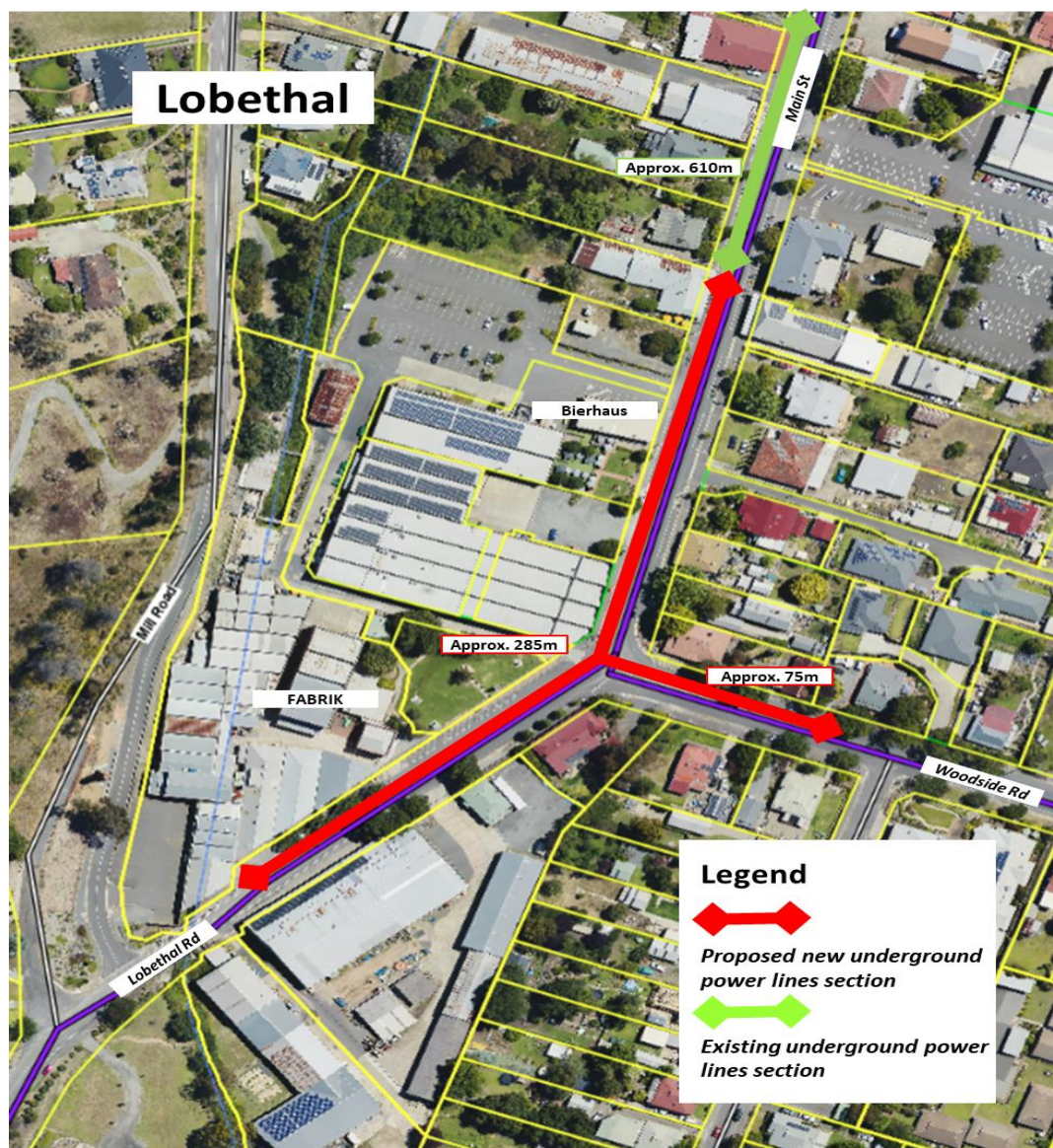
Mount Torrens is Adelaide Hills Council's only State Heritage Area township, being recognised as an outstanding example of a 19th century settlement in the Adelaide Hills. A newly formed sub-group of the Mount Torrens and District Community Association is investigating the merits/feasibility to undertake a PLEC project along Townsend Street between Mount View and Terlinga Roads with some undergrounding works and associated installations in the respective side streets.

Lobethal detailed scope

The outstanding Stage 3 for the PLEC project in Lobethal stretches from Amberlight Café to Building 22 of the former woollen mill precinct, currently leased to Signcraft SA, plus a certain distance into Woodside Road (to be determined by SA Power Networks).

The described extent stretches approx. 360m in total. The (operational) cost for Council would roughly be \$720,000 (1/3 of an average cost of \$6,000/m). Some extra funds might be required to allow for soil remediation and DIT specialised lighting columns to match the existing heritage style light poles. It is to be noted that there would also be a requirement of providing a streetscape upgrade for this precinct, which could be another (capital) cost for Council in the range of \$400,000 - \$750,000 (in 2023 dollars) depending on the identified scope and finished quality.

Undergrounding of power lines along FABRIK would complete the undergrounding in Lobethal and complement Council's current financial commitment to the development and launch of FABRIK. Stage 3 is also recognised by PLEC as 'incomplete' and PLEC have signalled they would welcome finishing this project.



Woodside

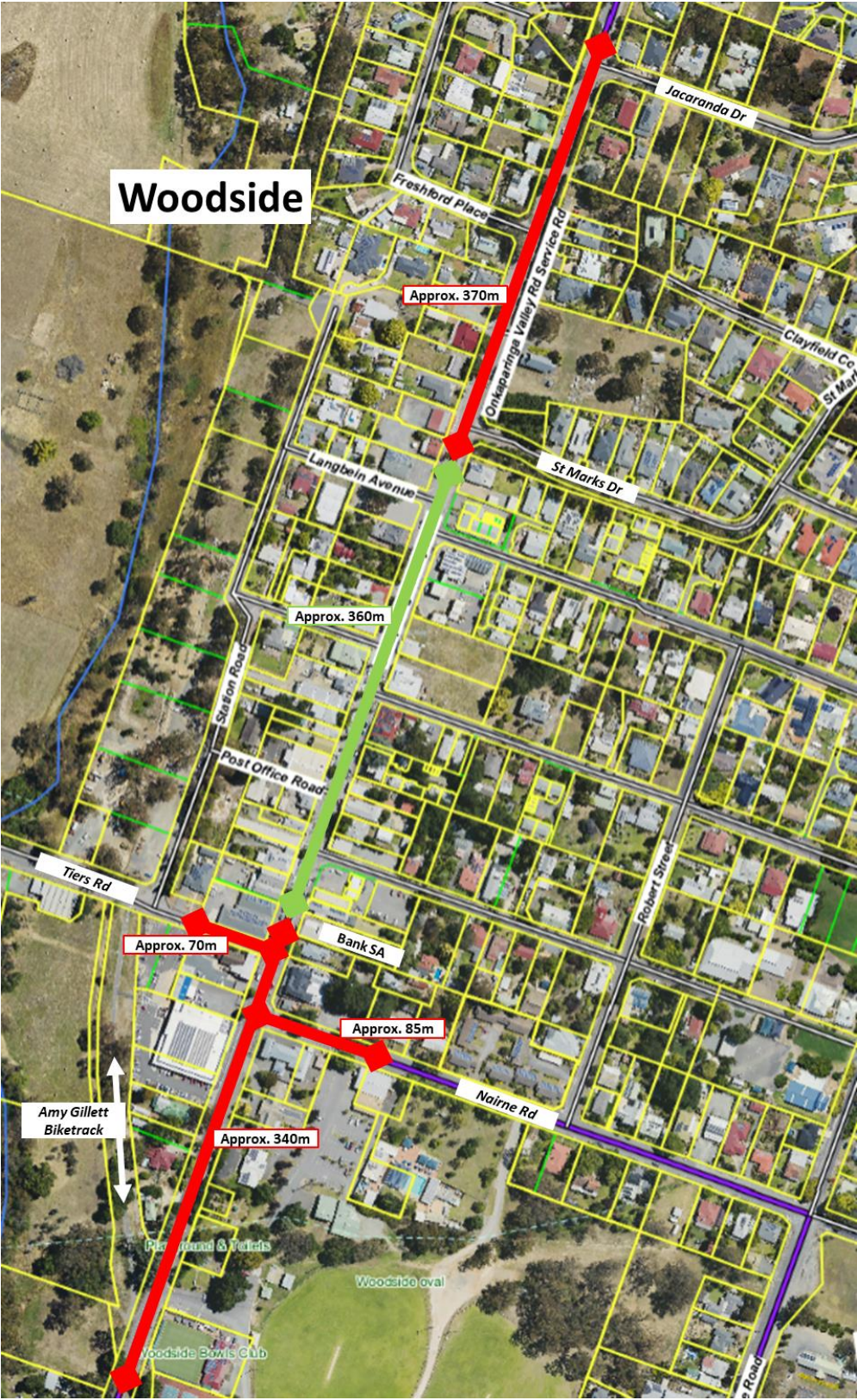
The outstanding, original Stage 3 for the PLEC project in Woodside stretches from Bank SA to the Amy Gillett Bikeway crossing of Onkaparinga Valley Road, plus certain distances into Tiers and Nairne Roads (to be determined by SA Power Network).

The described extent covers approximately 500m in total. The (operational) cost for Council would roughly be \$1,000,000 (1/3 of an average cost of \$6,000/m). Some extra funds might be required to allow for soil remediation and DIT specialised lighting columns to match the existing heritage style light poles. It is to be noted that there would also be a requirement of providing a streetscape upgrade for this precinct, which could be another (capital) cost for Council in the range of \$500,000 - \$1,000,000 depending on the identified scope and finished quality.

It is to be noted that Onkaparinga Valley Road carries a high number of vehicles per day and is a major thoroughfare in the district. It is envisaged that PLEC works could be required to be carried out as night works, increasing the overall cost. As per Lobethal, Woodside's Stage 3 is also recognised by PLEC as 'incomplete' and PLEC have signalled they would welcome finishing this project.

An additional section of Onkaparinga Valley Road was identified as a potential PLEC, covering the section between St Marks Drive and Jacaranda Drive. The rationale for undergrounding this section was predominantly road safety as there are stobie poles placed at each roads' intersection with Onkaparinga Valley Road. This stretch would cover approx. 370m, making it Council's share of \$740,000 plus any associated streetscape upgrade costs.

Regarding the section between St Marks and Jacaranda Drives, it is to be noted that there are no businesses present, only residential properties. There exists a parking lane along Onkaparinga Valley Road and it could be argued that the mentioned road safety issue due to the stobie poles at the intersections is negligible as drivers can safely move past the stobie poles to gain uninhibited sightlines.



Mount Torrens

The proposed new PLEC project for Mount Torrens would stretch along Townsend Street between Mount View and Terlinga Roads, plus certain distances into Oval/Mount View Roads, Prescott Street and Terlinga / Springhead / Onkaparinga Valley Roads (approx. 20-50m, to be determined by SA Power Network during design phase).

The described extent and general feasibility were discussed with SA Power Network and a total of approx. 850m was determined, including undergrounding in the side streets and placement of two high voltage switching cubicles and one padmount transformer. The (operational) cost for Council would be approximately \$1,700,000 (1/3 of an average cost of \$6,000/m). As per above there would be further costs for a streetscape upgrade along Townsend Street, which could be another (capital) cost for Council in the order of \$500,000 - \$900,000 depending on the identified scope and finished quality.

However, a site visit of council staff with SA Power Networks PLEC representatives revealed that the existing rock under the road as experienced in a previous council CWMS project in Mount Torrens would be a major risk and hindrance in the constructability and therefore viability of undergrounding power lines. Trench work into the existing very hard rock would cause significant vibration and high risk of damage to nearby properties and other infrastructure. The above cost estimate does not include any rock breaking methods which are expected to be very substantial in this township.

Whilst this represents significant cost and impacts to the current feasibility of a PLEC project at this time, over time perhaps the constraints will be reduced should there be significant improvement or enhanced drilling techniques to manage the sub surface challenges identified. In any case, given the current community activation and energy in Mount Torrens, Council Staff see great merit in seeking to partner to identify where alternative activation and refurbishment/upgrades may be considered. This may include inclusion of works as part of the upcoming LRCIP Phase 4 funding (similar to Aldgate inclusions).

Subsequently, staff also asked SAPN to explore whether Aerial Bundled Cabling (ABC) may be suitable within Mount Torrens to provide less restriction for Tree Planting heights. The response detailed that the High Voltage Conductors (near the top of pole) would have to remain as open wire as there is not a High Voltage ABC option, there are potential alternative options but will require a full redesign.

The Low Voltage (Conductors closest to the ground) the majority of the road crossings are already ABC. Depending on the size of the Low Voltage conductor which runs the length of the town on the Eastern Side it may be possible to convert to ABC, the following considerations will need to be met:

A review of the Low Voltage network to ensure that converting to ABC doesn't cause quality of supply issues and mechanical overloading of poles would be required. In many of the cases it is not a straight swap as poles need to be upgraded due to the additional wind loading, and electrically it is not always capable of meeting the load.

Of note, Council recently renewed the existing western footpath between the hotel and the fodder store. The township has been increased in recent years by developing Dunnfield Estate, adding nearly fifty new houses to the area. It is also to be noted that there are three businesses along Townsend Street, all on its Western side while the remaining properties are residential.



Other townships across AHC District

Potential other townships and localities which may qualify for a PLEC project could include:

- Balhannah
- Bridgewater
- Houghton
- Kersbrook
- Mylor
- Paracombe
- Upper Sturt
- Verdun

These townships or local community groups have not raised the issue of undergrounding of power lines in their main street/core area. However, to provide a comprehensive analysis of potential PLEC projects across the AHC district these locations and respective undergrounding project feasibility should be considered as part of this report.

- Balhannah
 - o Potential PLEC, reasonable number of shops with hotel and small shopping centre/supermarket as anchor, streetscape (footpath) recently upgraded, area to be considered between Junction Road and oval entry (however, very costly to get across bridge).
- Bridgewater
 - o Only realistic area would be between hotel and post office.
- Kersbrook
 - o Potential PLEC along Scott Street, between Kersbrook Road and Glover Street, small number of businesses, limited streetscape potential.
- Mylor
 - o Potential PLEC along Strathalbyn Road, between South Street and Stock Road, potential streetscape upgrade to enhance area.

The following townships have been minimal scope for streetscape upgrade, and given there is no clearly identified centre, would be unlikely candidates for PLEC consideration.

- Houghton
- Oakbank
- Paracombe
- Upper Sturt
- Verdun

PLEC Decision Process

Lobethal and Woodside each are listed as 'incomplete' with respective Stage 3 outstanding. PLEC have indicated that they wish to finish these outstanding stages before commencing a new project.

PLEC and SA Power Network have also indicated that their construction schedules are fully booked until 2024/25 as the first available slot for construction.

Given the above, Lobethal's Stage 3 could be considered most likely to be successful with PLEC, compared with Woodside's construction complexities and Mount Torrens's challenges with sub surface material. Other townships like Balhannah would need to commence community driven initiatives and master planning exercise with Mount Torrens could continue their journey towards upgrades of the Main Street, with potential for future undergrounding of power lines.

Aldgate Main Street Amenity Operational Upgrade

The proposed upgrade for Aldgate Main Street's amenities includes maintenance of the western side of Mount Barker Road from Euston Road to Kingsland Road (Shop frontage side). This will involve high-pressure cleaning, realignment, reseating, and replacement of the pavers where necessary, along with landscaping, plantings, street furniture replacement, and signage replacement. The street furniture will be consistent with the recently completed Aldgate Main Street Amenity Upgrade.

The individual assets along the section from Theodore Lane (Euston Road) to Kingsland Road have been audited, and the recommended actions include the replacement of existing bins with current standards (works completed as part of the Accelerated Bin Replacement Program – LRCIP Phase 3), sanding, varnishing/painting and replacing missing batons on existing benches, installing an additional bench to improve accessibility between Euston Road to Car Park Foodland, repainting and replanting planter boxes where required, and replacing signage not to standard and straightening or replacing poles.

There are also some identified trip hazards that require works, various lifting pavers and minimal trip hazards, and ponding and trip hazards that require relaying the existing pavers. Additionally, high pressure cleaning and washing of the existing pavers is recommended to restore the paving and improve the amenity and traction of the surface.

The Aldgate roundabout is planned for maintenance, including the renewal of signage (street blades and chevrons), repainting of the kerbing, and renewal of plantings with low-maintenance selections.

The Aldgate Railway Bridge and its approaches could benefit from refurbishment, which includes high-pressure cleaning and sealing of the limestone supporting structures, replacement landscaping, plantings, and signage. The bridge is an asset associated with the operation of the railway corridor and as such is under the responsibility of Australian Rail Track Corporation (the "ARTC"). Council officers are working with ARTC to understand responsibilities and requirements to undertake and cleaning of the bridge structure and surrounding area.

The total costs for the operational amenity upgrade are expected to be in the order of \$65,000.

A detailed breakdown of the preliminary costs for the overall operational upgrade for this area of Aldgate is provided in **Appendix 1**.

Strategic Priority of Main Street Upgrades

Mainstreet upgrades are not currently scheduled or planned in a strategic sense (other than PLEC projects) but are driven by Council's asset management renewal program and upgrades determined through collaboration with other agencies and community-led activation projects.

In an asset management sense, the current priorities align with the two unfinished PLEC projects, namely Lobethal and Woodside.

Lobethal – A number of footpath renewals will be scheduled after the completion of the Fabrik building to minimise damage from construction. Also, there will be upgrades which would occur in conjunction with the final PLEC stage.

Woodside - The section which is a priority for upgrade is located in front of the Bowling Club and is included in the proposed draft 2023-24 Annual Business Plan which will include footpath, kerb and drainage. This will provide access to the township from Amy Gillett Bikeway. Additionally, any significant renewals in the area which would be subjected to the completion of the final PLEC stage would be undertaken in conjunction with that project.

All other footpath renewals or upgrades are on the outer boundaries of townships and do not affect main streets, and thus no upgrades are planned currently.

In terms of community engagement and desire to reinvigorate and activate local areas, most recently community members in Mount Torrens and Birdwood have indicated a desire for main street renewal/upgrades. While the need for such upgrades may be reasonable, it's noted that Council has 55 other township and settlements (including urban areas) spread over a large geographic area all with varying needs. In this context determining an equitable strategic prioritisation list is challenging, particularly where the focus has been on embracing and supporting community-led public place revitalisation as the need arises.

Opportunity for a Renewed Approach

Council staff consider that the time may be right to revisit Council's *Precinct Planning Framework and Guidelines* document in order to explore whether a more contemporary approach to the prioritisation of main street upgrades and activation to support placemaking outcomes is warranted.

This could be achieved in partnership between Council and community to develop a new/updated strategy or framework.

The objective would be to guide a consistent approach and deliver equitable planning for the future of our towns, villages and urban areas. Emphasis would be placed on linking to the higher level objectives of the Council's Strategic Plan. The underlying themes could include:

1. Heritage, character and identity
2. Accessibility and movement
3. Open space and community facilities
4. Sustainability
5. Infrastructure
6. Social infrastructure
7. Economic development (including tourism)

A strategy or framework could be supported by a prioritisation list, and master planning, design guidelines and toolkits to support community activation projects could also be deployed.

In developing an approach, community engagement and partnership will be at the forefront, and feedback recently has highlighted that there needs to be a clear and consistent communication point between community groups and Council when trying to identify priorities for improving our places.

Following on from the Council Workshop on 1 April 2023, Council staff recommend further workshopping with Council Members to clarify prioritisation criteria and explore potential approaches to support these outcomes given its importance, impact on local communities and significant investment of financial and human resources. It is suggested that this work be undertaken as part of the upcoming Strategic Plan review.

3. OPTIONS

Council has the following options:

- I. Council staff to submit an application for undergrounding of power lines for Lobethal Stage 3. (Recommended)
This option is most likely to be successful as Lobethal Stage 3 has been identified by PLEC to be completed. Lobethal Stage 3 would also complement Council's significant FABRIK development, making it more attractive to PLEC for approval.
- II. Council staff to submit an application for undergrounding of power lines for Woodside Stage 3 for future consideration (Recommended)
- III. Council staff to submit an application for undergrounding of power lines in Mount Torrens for future consideration. (Recommended)
- IV. Aldgate Main Street refurbishment and maintenance to be undertaken within operational budgets where appropriate, and any additional funding required be included in Local Roads and Community Infrastructure Program Phase 4 project report (Recommended).
- V. Strategic Prioritisation criteria for Main Street upgrades and activation to support placemaking outcomes be formalised to guide implementation priorities moving forward with consideration given to a revised strategic framework to support and guide this approach (Recommended).
- VI. Council staff to submit an application for undergrounding of power lines for any other township. (Not Recommended)

4. APPENDIX

- (1) Aldgate Main Street – Operational Works Proposal

Appendix 1

Aldgate Main Street - Operational Works Proposal

Aldgate Main Street – Operational Works Proposal

Area of Operational Works Proposal

Area 1 - Euston Road to Roundabout – Southern Side of Mount Barker Road and Centre of Roundabout



Area 2 – Stirling Approach to Aldgate Main Street and Bridge Structure



Preliminary Costs

Main Street Aldgate – Preliminary Cost of Operational Maintenance Plan	
Description/Item	Cost Est\$
High Pressure Existing Pavers	
Main Street Section 520 m2	\$3,900
Yuki Protruberance – 160 m2	\$1,200
Raise existing Telstra Pits/ Service Pits	\$10,000
Maintenance (lift and reset pavers)	\$2,000
Street Furniture	
Refurb existing 4 Benches	\$1,500
Install 1 new bench	\$2,500
Repaint existing planter boxes	\$1,750
Install 2 new planter boxes	\$1,600
Signage	
Parking control & poles	\$1,500
Bridge Abutments and Approach Landscaping	
Bridge Abutments Cleaning (including ARTC assessment costs, traffic controllers, ARTC track controllers)	\$ 15,000
Landscaping Maintenance (approach)	\$ 5,000
Roundabout	
Undertake renewal of planting utilising exiting open space resources as part of general maintenance program (to be completed in 2022/23)	
Renew existing signage & install - 5 street blades & chevrons	\$1,400
Line marking existing kerb sections & traffic management	\$1,500
Total Operational Maintenance Upgrade Estimate	\$ 47,100

Asset Management and Operational Considerations

The pavers in and around the roundabout were installed at the time of the roundabout construction around 2011. The southern-side pavers of the Aldgate Main Street in front of the shop frontages were installed around 1995.

From an asset management standpoint the existing pavers installed in 1995 are in a medium to medium high condition based on our audit from 2021, the pavers have approx. 25-30 years of life remaining, and would not be justified for renewal based on the current asset condition. However, high pressure cleaning and washing the pavers would provide improved amenity at a much lower cost. Council currently does not have cyclic maintenance program to undertake washing and high-pressure cleaning of main street area and it is highly likely that no cleaning of these pavers has occurred since installation.

There are minimal trip hazards or defects along this section, but general maintenance of the planter boxes, seating replacement, and providing a consistent approach to the types of bins installed will improve the overall amenity for Aldgate Main Street.

It should be noted that stone bridge abutment is under care and control of the Australian Rial Track Corporation (ARTC), and Council will need to continue to liaise with ARTC on the responsibilities of this structure and any requirement if Council was to undertake the cleaning of the stonework.

Detail of Specific Works Proposed

- a. **Refurbishing [high pressure cleaning, realignment, reseating and replacement where necessary] the paved footpath on the western side of Mount Barker Road, from Euston Road to Kingsland Road [landscaping, plantings, bin replacement, street furniture replacement, signage replacement], consistent with that of the recently completed Aldgate Main Street Amenity Upgrade – Stage 1.**

Below is a breakdown of some of the individual assets along the Section from Theodore Lane (Euston Road) to Kingsland Road and recommended action.

- 1) Bins – Bins have been renewed/ renewed along the main street as part of the Accelerated Bin Renewal Program funding by LRCIP Phase 3.

- 2) Street Furniture

Benches – 4 Wooden Benches - All serviceable but require sanding and revarnishing. 1 requiring maintenance. The majority of the seating (3) is located at the roundabout end.

Recommendation 1: Sand, varnish/paint and replace missing batons on existing benches adjacent to the roundabout area.

Recommendation 2: Install 1 additional bench where permissible to improve accessibility between Euston Road to Car Park Foodland.

Recommendation 3: Replace the existing bench on the western side near the Bakery and Butcher with a seat of similar style to that of the eastern side upgrade in 2021/22.

- a. Planter Boxes – All of the same style – 13 planter boxes. Planter boxes are maintained and watered by local business community. If any new planter boxes are required these are supplied and installed by Council.

Recommendation 1: Repaint and replant where required (2-3 boxes plantings).

Recommendation 2: In consultation with the adjacent business, install planter boxes in front of Hardware and Painting Outlet to provide consistency if planter box style still available.

- b. Signage – Various parking control signs require renewal or pole realignment

Recommendation 3: Replace signage not to standard and straighten or replace poles.

3) Pavers (Euston Road to Foodland Car Park – Western Side in front of shop fronts.

Undertaking the cleaning of the existing paved surface will restore the paving, removing existing build-up of excess material and improve the amenity and traction of the surface.

The works will include the repair of any paver defects identified and working with the service authorities to minimise any minor trip hazards in and around their infrastructure.

- b. **Maintenance [including but not limited to, landscaping, plantings, signage replacement] of the Aldgate roundabout, consistent with that of the Stirling roundabout.**

Whilst technically the Roundabout is DIT owned and under their care and control, Council has over the years been upgrading roundabouts with their permission to improve local amenity (examples include Crafers, Verdun, Piccadilly, Stirling).

Maintenance of the Aldgate roundabout has been planned this current financial year, including some renewal of signage (Street Blades and Chevrons), and repainting of the kerbing. The central concrete surface of roundabouts and

protuberances are solid concrete, with etched paving and would not benefit from washing.

Renewal of the plantings are planned in the coming months, with selections of plantings to complement existing landscaping. Some years back there were some locations (such as the roundabout in Stirling) where colourful annuals were used, however these are no longer planted due to costs and maintenance requirements and traffic control requirements.

The planned maintenance aspects detailed here are captured within our existing operational budget, however if any further works which would require installation of drainage to allow for tree planting or more significant landscaping were to occur, these would be a capital cost in excess of \$100k.

c. Refurbishment [high pressure cleaning and sealing of the limestone supporting structures, including yet not limited to, replacement landscaping, plantings and signage] of the Aldgate Railway Bridge and its approaches.

This asset is under care and control and ownership of ARTC for the bridge structure and any final works need to be finalised with the asset owner (ARTC) before any works can commence.

In relation to the maintenance of landscaping on the embankments. A flail mower will need to be hired to undertake general maintenance and cutting of these steep verges. A picture of the required equipment is shown below.



**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Wednesday 26 April 2023
AGENDA BUSINESS ITEM**

Item: 12.3

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

Subject: Development of a Behavioural Support Policy

For: Decision

SUMMARY

The Local Government Reform process has been underway since 2018 with the key legislative changes contained within the *Statutes Amendment (Local Government Review) Act 2021*. Tranches of the provisions of this Act which amend the *Local Government Act 1999* (the “LG Act”) and others, have progressively come into effect.

On 17 November 2022, via the Government Gazette, significant components of the Member Integrity and Behaviour provisions commenced, to coincide with the new council term.

An important element, and the subject of this report is the ability for councils to adopt policies to support appropriate behaviour by Council Members in addition to the mandatory behavioural requirements set out in the LG Act. These policies are known as behavioural support policies.

To purpose of this report is for Council to consider whether it should adopt behavioural support policies.

RECOMMENDATION

Council resolves:

- 1. That the report be received and noted.**
 - 2. To determine not to develop a Behavioural Support Policy at this point in time.**
 - 3. To request the Chief Executive Officer to prepare a report on the operation of the Behavioural Management Framework, specifically as it relates to the Adelaide Hills Council, for its April 2024 meeting.**
 - 4. That the Chief Executive Officer (or another person delegated by them) may make public comment and/or statements to the media on behalf of the Council relating to the policy of Council, its position on particular issues, and operational matters.**
-

1. BACKGROUND

Pre-Behavioural Management Framework

Since the commencement of the LG Act there has been basic guidance for Council Members on the minimum standard of behaviour and conduct required in the form of s62 – *General Duties*. Councils had the discretion to set additional standards for themselves in the form of codes of conduct or behavioural standards. Adelaide Hills Council (AHC) like many of its contemporaries adopted and maintained a bespoke code of conduct.

On 1 September 2013, the then Minister for Planning published a *Code of Conduct for Council Members* (the “Code”) in accordance with the then provisions of the Act (s63) and the *Local Government (General) Regulations 1999*. The Code established a mandatory set of minimum behaviours for all Council Members across the local government sector.

AHC took the decision to set a higher standard of conduct for its Members and two pieces of work were adopted over the next two years:

- *AHC Behavioural Standards (Appendix 1)* – these were a bespoke set of additional and higher behavioural standards for the AHC Council Members that built on the mandatory Code. The *AHC Behavioural Standards* were incorporated into the *Council Member Conduct Policy* (the “Policy”) which also contained the mandatory Code and the Code of Conduct Complaint Handling Procedures. The Policy ceased at the 2022 Local Government Periodic Election when the section of the Act creating the Code of Conduct (s63) was repealed.
- *One Team – Communication Protocols for Council Members and the Administration (Appendix 2)* – work on establishing a suite of shared communication protocols actually started in early 2013 (i.e., prior to the mandatory Code).

The objectives of the protocols are:

- To improve the exchange of information between Council Members and the Administration
- To ensure a greater appreciation of the roles, responsibilities and needs of all parties to this plan
- To improve the governance, efficiency and impact of communication between the Administration and the elected Council
- To ensure Council Members and the Administration are kept informed about council operations.

As they were not adopted under any particular legislation and are entirely discretionary, the One Team Protocols are still current and should continue to be guiding the conduct of Council Members and the Administration in relation to their interactions.

Behavioural Management Framework

A fulsome report on Member Integrity and Behaviour was considered by Council at its meeting held on 29 November 2022, therefore only the elements relevant to the Behavioural Support Policy (the “BSP”) are reproduced in this report.

The Local Government Reform process has been underway since 2018 with the key legislative changes contained within the *Statutes Amendment (Local Government Review) Act 2021*. Tranches of the provisions of this Act which amend the LG Act and others, have progressively come into effect. On 17 November 2022, via the Government Gazette, significant components of the Member Integrity and Behaviour provisions commenced, to coincide with the new council term.

As one of the key reform areas, was the creation of the Behavioural Management Framework comprising:

- Behavioural Standards for Council Members (s75E) – which prescribe the minimum conduct standards for Council Members. The Minister has gazetted (17 November 2022) the Standards.
- Health and safety duties (s75G) - this new section places an obligation on council members to take reasonable care that their acts or omissions do not adversely affect the health and safety of other council members or council employees. A council member must also comply with any reasonable direction given by a responsible person for the purposes of ensuring their acts or omissions do not adversely affect the health and safety of other council members or council employees.
- Behavioural Management Policy (s262B) – relating to the management of behaviour and complaint handling processes. For the commencement of the Framework, the LGA template has been prescribed as the default Policy for all councils. AHC adopted the *Behavioural Management Policy* at the 22 November 2022 meeting.
- Behavioural Support Policy (s75F) – (optional) which may specify additional behavioural guidelines as considered appropriate by a council.
- Behavioural Standards Panel (s262F) – a panel for dealing with serious and/or repeated misbehaviour with the power to suspend Members.

2. ANALYSIS

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**

Chapter 5 – Members of Council, Part 4 – Member Integrity and behaviour and Chapter 13 – Review of local government acts, decisions and operations, Part A1 – Member behaviour of the LG Act contain the member integrity and behaviour provision amendments that are discussed in the report.

Specific to this report topic, s75F - Council behavioural support policies provides:

75F—Council behavioural support policies

- (1) A council may prepare and adopt policies designed to support appropriate behaviour by members of the council (*behavioural support policies*).
- (2) A behavioural support policy may—
 - (a) specify directions relating to behaviour that must be observed by members of the council; and
 - (b) set out guidelines relating to compliance by members with the behavioural standards and directions under paragraph (a); and
 - (c) include any other matter relating to behaviour of members considered appropriate by the council.
- (3) A behavioural support policy—
 - (a) must not be inconsistent with the behavioural standards; and
 - (b) must comply with any requirement specified by the behavioural standards.
- (4) A member of a council must comply with the council's behavioural support policies.
- (5) A council may from time to time alter a behavioural support policy, or substitute a new policy.
- (6) Before a council—
 - (a) adopts a behavioural support policy; or
 - (b) alters, or substitutes, a behavioural support policy,
 the council must undertake public consultation on the behavioural support policy, alteration or substituted policy (as the case may be).
- (7) A council must, within 6 months after the conclusion of each periodic election—
 - (a) in the case of a council that has 1 or more behavioural support policies in effect under this section—review the operation of the behavioural support policies and consider whether it should adopt additional behavioural support policies; or
 - (b) in any other case—consider whether it should adopt behavioural support policies.

➤ **Risk Management Implications**

Determining whether to adopt a BSP to further guide Member integrity and behaviour 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)

Development of a BSP would be a new mitigation but is unlikely to materially impact on the residual risk rating given the large number of other governance-related controls.

➤ **Financial and Resource Implications**

Costs associated with the development of a BSP could include legal advice and/or consultant costs depending on the specific process adopted, the quantum is unknown at this stage and there is no budget allocation for these costs. Regardless of the process, the council must undertake public consultation on the draft BSP prior to its adoption. This cost would be under \$1,000 and there is sufficient provision in the Governance budget.

The resource implications associated with the development of a BSP will be borne by the Governance & Performance Department. If this becomes a project, a reallocation of priorities will need to occur to accommodate the additional workload, which will negatively impact on the conduct of other projects and standard business items.

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

There is a high community expectation that Council Members conduct themselves in accordance with the principles and standards set out in legislation and that breaches of these provisions are appropriately dealt with.

➤ **Sustainability Implications**

Not Applicable

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

Consultation on the development of this report was as follows:

Council Committees: Not Applicable

Council Workshops: Council had a workshop on the Behavioural Management Framework (including the BSP) on 18 April 2023.

Advisory Groups: Not Applicable

External Agencies: Local Government Association
KellidyJones Lawyers

Community: Not Applicable

➤ **Additional Analysis**

Behavioural Management Framework

The new mandatory *Behavioural Standards for Council Members* (**Appendix 3**) are more fulsome than their predecessor in response to conduct matters that plagued the local government sector in the 2014-18 period. This allied with the other Member Integrity and Behaviour provisions contained within the Behaviour Management Framework, cover many of the matters that were addressed in the former *AHC Behavioural Standards*.

Council provided input to the consultation process for the development of the *Behavioural Standards for Council Members* and, in general, supported the proposed suite with only minor enhancements suggested.

Notable additions to the *Behavioural Standards for Council Members* over the predecessor Code include:

- Clause 1.3 – Act in a manner that is consistent with the Council’s role as a representative, informed and responsible decision maker, in the interests of its community.
- Clause 2.2 – Take all reasonable steps to provide accurate information to the community and the Council.
- Clause 2.4 – Take all reasonable and appropriate steps to correct the public record in circumstances where the Member becomes aware that they have unintentionally misled the community or the Council.
- Clauses 3.2 and 4.1 – Not bully other Council Members/Council employees.
- Clauses 3.3 and 4.3 – Not sexually harass other Council Members/Council employees.

As such, the new *Behavioural Standards for Council Members* set a strong base and a higher level of conduct than their predecessor.

BSP Development

As highlighted in the Legal Implications section above, in accordance with s75F(7)(b), a council must within six (6) months after the conclusion of each periodic election, consider whether it should adopt behavioural support policies.

To be clear, it is only the decision as to whether to have such a policy(ies) that is required by this timeframe and not the actual adoption of the said policy. The decision is entirely at the Council’s discretion and can be revisited at any time [subject to the rescission provisions of the *Local Government (Procedures at Meetings) Regulations 2013*].

The key advantages of developing a BSP include:

- A bespoke set of standards that specifically suit the nuances of the council
- The opportunity to align behavioural expectations with those of the local community
- The ability to demonstrate leadership to the community and the sector.

The key disadvantages of developing a BSP include:

- Potential confusion from two separate sets of behavioural guidance
- The resources required to workshop and consult on the development and revisions to the BSP
- Different standards applying to different councils across the sector.

If the Council is minded to holding itself and its Members to a higher standard, the former *AHC Behavioural Standards* and the One Team Communication Protocols may be a suitable starting point for developing inclusions into a BSP. Nevertheless, careful consideration and diligence will be required to ensure that the resultant BSP is reasonable, practical, unambiguous, and reflective of community expectation of the appropriate conduct of elected officials representing their community. An indicative timeframe would be for a draft BSP ready for community consultation in late 2023 or early 2024. Detailed planning would be undertaken if Council resolves to proceed with a BSP.

It is self-evident that the higher the behavioural threshold, the greater the potential for breaches despite best endeavours. Such breaches would be managed through the processes contained in Council's *Behavioural Management Policy* (www.ahc.sa.gov.au) with the applicable reputational, financial and resource implications.

The Local Government Association (the "LGA") has developed some basic guidance to assist councils in BSP development however the very nature of a BSP is that each council will need to determine the specific and bespoke additional standards that they wish to apply to their council. It is understood that many councils are considering their options regarding developing a BSP this month given the 6-month timeframe.

Council's intentions in relation to a BSP will assist in clarifying the pathway for the Communication Protocols which are overdue for review but have been held over in anticipation of a BSP decision.

Public and Media Comment Provisions

As stated above, the Member Integrity and Behaviour provisions have addressed the majority of the matters that were contained within the former *AHC Behavioural Standards*. However, with the cessation of the *AHC Behavioural Standards* and should Council determine not to develop a BSP, the previous arrangements relating to public and media comments have lapsed without replacement.

Clauses 4.1 and 4.2 of the *AHC Behavioural Standards* provided the following delegations:

- 4.1 The Mayor or Chief Executive Officer (or another person delegated by them) may make statements to the media relating to the policy of Council or its position on particular issues.
- 4.2 Questions on Council business or those of a technical nature should be directed to the Chief Executive Officer or appropriate Director.

In the absence of these clauses, there is no specific delegation to the CEO (or subdelegate) to provide media or public comment on behalf of the Council. Such a delegation, used prudently and respecting the role of the Mayor as the principal spokesperson (under s59 of the Act), is a reasonable and practical measure to manage public affairs in an appropriate and timely manner.

The conventional delineation is that the Mayor of a council usually acts as spokesperson in relation to strategic plans and policy positions, Council decisions, community announcements, ceremonial matters and public advocacy, while the CEO (or appropriate subdelegate) acts as spokesperson in relation to operational and staff matters, regulatory matters and project/service delivery.

In practice, the CEO in turn subdelegates the ability to make public comments on behalf of the Council to key staff in relation to operational and technical matters relating to their area of responsibility. This is to ensure media queries in particular and operational public announcements, can be made in a timely manner and by a person the community would expect to have appropriate knowledge and expertise in relation to the matter and hand.

It is important to note that in either case, any person acting as a spokesperson for the Council must express a position consistent with any position taken by the Council on the matter at hand, i.e. they cannot present their own opinion as being the position of Council.

As such, should Council determine not to develop a BSP at this time, the following resolution is recommended in order to clarify the CEO's ability to speak on behalf of Council:

The Chief Executive Officer (or another person delegated by them) may make public comment and/or statements to the media relating to the policy of Council, its position on particular issues, and operational matters.

3. OPTIONS

Council has the following options:

- I. *Resolve not to develop a Behavioural Support Policy at this point in time (Recommended)*

The *Behavioural Standards for Council Members* are comprehensive, unambiguous and reflect the conduct aspirations of the sector and the Minister. As identified in this report, the Behavioural Management Framework is significantly more robust than the previous arrangements and that many of the prior deficiencies have been addressed. There is a strong argument therefore for Council to work with the suite over a period of time to determine whether it provides sufficient conduct guidance. When/if additional conduct guidance is required, Council can revisit the decision to develop a Behavioural Support Policy. Further it would be prudent to lock in a review point in twelve (12) months, at which time the operation of the Council's *Behaviour Management Policy* can also be assessed.

Creating delegations regarding public and media comment will facilitate appropriate and timely public affairs management.

- II. *Resolve to develop a Behavioural Support Policy in accordance with the timeframes outlined in the report or select alternative timeframes (Not Recommended).*

Council has previously shown an appetite to place additional conduct guidance upon its Members where it has perceived that the mandatory legislative requirements do not reflect community and Member expectations. This scenario does not appear to exist with the current arrangements. Nevertheless, there may well be benefit for Council to commence the development of a Behavioural Support Policy to robustly analyse the specific nuances of conduct guidance that could benefit the Council and its community. Without compelling deficiencies, the resource implications associated with Policy development do not appear to justify the investment at this point in time.

4. APPENDICES

- (1) *AHC Behavioural Standards (ceased)*
- (2) *One Team – Communication Protocols for Council Members and the Administration*
- (3) *Behavioural Standards for Council Members (current)*

Appendix 1

AHC Behavioural Standards (ceased)

ATTACHMENT B**ADELAIDE HILLS COUNCIL MEMBER BEHAVIOURAL STANDARDS****1. INTRODUCTION**

- 1.1 Adelaide Hills Council Members acknowledge their obligations to comply with the requirements of the prescribed Code of Conduct. Adelaide Hills Council Members consider that the Code of Conduct represents a set of minimum standards that all Members must comply with. Adelaide Hills Council Members wish to provide an additional agreed set of behavioural principles and standards to complement and confirm the requirements of the Code of Conduct, and have adopted these Standards for that purpose.
- 1.2 The behavioural standards outlined in this document apply to members of Adelaide Hills Council in addition to the standards prescribed in the Code of Conduct, the *Local Government Act 1999* and other relevant Acts and Regulations applicable to Members in the performance of their role, responsibilities, functions and duties.

2. Part 1: Higher Principles of Member Behaviour

- 2.1 In addition to the principles outlined in Part 1 of the Code of Conduct, the Members of Adelaide Hills Council have adopted the following additional higher principles of Member behaviour. While these principles do not constitute a standard of separate, enforceable conduct, they do represent the adopted values that Members of Adelaide Hills Council are expected to observe. The additional higher principles are to be read and applied in conjunction with those principles set out in the Code of Conduct.
- 2.2 These principles of expected and agreed behaviour of the Adelaide Hills Council Members are as follows:
- To act fairly and with integrity.
 - To lead by example in working with others to achieve agreed goals in the Adelaide Hills Council Strategic Plan.
 - To communicate clearly, constructively and directly with others in a regular and timely manner.
 - To act in a manner that is respectful, non-discriminatory, fair and that is not aggressive or intimidating.
 - To demonstrate respect for individuals, Council and other Members.
 - To encourage and listen attentively to the opinions and advice of the community, Council staff and other Members and to respond in a manner which best considers the interests of all stakeholders.
 - To be open, flexible and adaptable to change.
 - To demonstrate teamwork and collaboration with Council staff, other Members and the community.
 - To contribute and participate constructively, robustly and open-mindedly in Council debates and decision-making processes.

- To be committed to representing the Council in a manner which encourages long-term trust, respect and confidence in Council staff and other Members.
- To be accountable and responsible for their own behaviour and to be willing to acknowledge mistakes.

3. Part 2: Behavioural Code

- 3.1 In addition to the Behavioural Code requirements outlined in Part 2 of the Code of Conduct, the Members of Adelaide Hills Council have adopted these additional aspirational behavioural standards that Council expects will be observed by all Members.
- 3.2 For clarity purposes, the requirements of Part 2 of the Code of Conduct are listed alongside the applicable Adelaide Hills Council's Behavioural Standards below.

Behavioural Code in Code of Conduct for Council Members		Adelaide Hills Council Behavioural Standards	
Council members must:		Council members of Adelaide Hills Council will:	
General Behaviour			
2.1	Show commitment and discharge duties conscientiously.	AH1	Act in the long-term best interests of the overall Council area and the community, by balancing the interest of all stakeholders and taking an active interest in local community affairs as well as affairs across the whole Council district.
2.2	Act in a way that generates community trust and confidence in the Council.	AH2	Be objective in reaching Council decisions
2.3	Act in a reasonable, just, respectful and non-discriminatory way when dealing with people.	AH3	Accept the responsibility associated with Council decisions and the collective decision making process.
2.4	Show respect for others if making comments publicly.		
2.5	Ensure that personal comments to the media or other public comments, on Council decisions and other matters, clearly indicate that it is a private view, and not that of the Council.		
Responsibilities as a member of Council			
2.6	Comply with all Council policies, codes and resolutions.	AH4	Use information received in their capacity as Council members only for the purpose of Council business.

Behavioural Code in Code of Conduct for Council Members		Adelaide Hills Council Behavioural Standards	
Council members must:		Council members of Adelaide Hills Council will:	
2.7	Deal with information received in their capacity as Council members	AH5	Follow Council's guidelines for the making of public statements on behalf of Council, as outlined in these Behavioural Standards.
2.8	Endeavour to provide accurate information to the Council and to the public at all times.	AH6	Attend, participate in and aim to facilitate constructive Council, Committee meetings, workshops and advisory groups and apologise or obtain a leave of absence in advance for non-attendance.
		AH7	Act responsibly in the allocation of and proper and responsible use of Council resources and expenditure.
		AH8	Be open, approachable and fair in dealings with individuals and organisations and behave in a manner that facilitates constructive and collaborative communication between Council and the community.
		AH9	Be actively aware of any situation that may create tension between their public and private roles and work towards minimising any tension arising.
		AH10	Ensure that communication (written, verbal or otherwise) is not offensive or otherwise defamatory to any person.
Relationship with fellow Council members			
2.9	Endeavour to establish and maintain a respectful relationship with all Council members, regardless of differences or views and opinions	AH11	Use their best endeavours to establish working relationships with fellow Council Members that recognise and respect a diversity of opinion amongst members and actively seek to achieve the best possible outcomes for the community.
2.10	Not bully or harass other Council members	AH12	Promote behaviours with fellow Council Members that are conducive to establishing mature and constructive working relationships.
		AH13	Respect and encourage that all points of view be heard.

Behavioural Code in Code of Conduct for Council Members		Adelaide Hills Council Behavioural Standards	
Council members must:		Council members of Adelaide Hills Council will:	
Relationship with Council staff			
2.11	Not bully or harass Council staff.	AH14	Seek to achieve a team approach when dealing with Council staff in an environment of mutual respect, trust, and acceptance of the different roles of Council staff and Members in achieving the Council's objectives and policies.
2.12	Direct all requests for information from the Council administration to the Council's Chief Executive Officer or nominated delegate/s.	AH15	Promote mature and constructive working relationships with the Senior Leadership Team and other Council staff, based on mutual trust and respect.
2.13	Direct all requests for work or actions by Council staff to the Council's Chief Executive Officer or nominated delegate/s.	AH16	Respect the role of Council staff in providing professional opinion, guidance and expertise.
2.14	Refrain from directing or influencing Council staff with respect to the way in which these employees perform their duties.	AH17	Utilise appropriate channels established by the Chief Executive Officer under Section 61 of the <i>Local Government Act 1999</i> for the purposes of obtaining official Council documents or information that is not publicly available.

4. Media Releases, Public Comment & External Communication

- 4.1 The Mayor or Chief Executive Officer (or another person delegated by them) may make statements to the media relating to the policy of Council or its position on particular issues.
- 4.2 Questions on Council business or those of a technical nature should be directed to the Chief Executive Officer or appropriate Director.
- 4.3 In accordance with clause 2.5 of the Code of Conduct, if members of Council make personal statements to the media, they should indicate that the statement reflects their personal view and is not necessarily the policy or position of Council, unless an individual has been specifically authorised by Council to convey a particular position to the media.

5. Gifts and Benefits

- 5.1 Part 3 of the Code of Conduct contains specific guidance regarding Council Member obligations in relation to gifts and benefits. Further, clause 3.10 establishes the

requirement for gifts and benefits received above a specified value to be recorded in the Council Gifts and Benefits Register.

- 5.2 The Members of the Adelaide Hills Council believe that the principles of open and accountable government can most effectively be promoted in this respect by committing to register all gifts and benefits regardless of value.

6. Dress Code

- 6.1 Adelaide Hills Council Members will afford respect to their official role and the community they represent by maintaining a standard of dress equivalent to neat business attire when attending Council meetings.

7. Breaches of the Behavioural Standards

- 7.1 Clause 2.6 of the Code of Conduct provides that members of councils must comply with all council policies, codes and resolutions. A breach of the Behavioural Standards is therefore considered by Council to be a breach of Clause 2.6 of the Code of Conduct and will be dealt with accordingly.
- 7.2 Alleged breaches of both the Code of Conduct and the Behavioural Standards are managed through the Code of Conduct Complaint Handling Procedure at Attachment C.

Appendix 2

*One Team – Communication Protocols for Council
Members and the Administration*

ONE TEAM

Communication Protocols for Council Members and the Administration

A guide for the Council Members and the Administration of Adelaide Hills Council on agreed communication protocols when communicating with each other

Version	GOV-11
Adoption Authority	Strategic Planning & Development Policy Committee
Date of Adoption	11 August 2015
Effective From:	24 August 2015
Minute Reference for Adoption:	Item 12.2, 36
Next Review:	24 August 2018

Background

At various times throughout 2013, Council Members and senior staff of AHC workshopped various approaches to communicating and engaging with one another. These workshops included preferred ways or styles of communicating, using a range of example scenarios. Key points were captured at the workshop and used to shape this plan, which serves as a guide for the CEO, staff and Council Members to refer to – and be aware of – to achieve a consistent and constructive approach when communicating and engaging with each other.

Principles

Governance at AHC is heavily based on the principles of ***respect, reputation and risk***. In particular, the principle of ***respect*** applies to all parties in all moments of communication. The risk of ineffective or a lack of communication can adversely impact on the relationships that exist between Council Members and the Administration – and subsequently Council Members and community members. Further, respect between Council Members and the Administration may be compromised and the reputation of the Administration (in the eyes of the Council Members) and of the organisation (in the eyes of the community) may be adversely affected.

We also recognise that *trust = speed = performance*. In other words, the greater the trust between the Administration and the elected Council, the greater the performance of Council. Communication is a core element to developing that trust.

Objectives

1. To improve the exchange of information between Council Members and the Administration
2. To ensure a greater appreciation of the roles, responsibilities and needs of all parties to this plan
3. To improve the governance, efficiency and impact of communication between the Administration and the elected Council
4. To ensure Council Members and the Administration are kept informed about council operations

Links

These protocols are not only the result of an initial workshop in April 2013. There have been a number of workshops and professional development sessions where both Council Members and senior staff participated and interacted, the outcomes of which have strengthened the approaches outlined in this plan. This includes the development of an AHC Behavioural Standards document, the result of two professional development workshops in August and September 2013. These standards, as part of the Council Member Conduct Policy adopted in January 2014, now serve to complement the principles and behavioural standards outlined in the Code of Conduct for Council Members that was gazetted in August 2013.

All of the development sessions in the 2013 - 2015 period have contributed to the shaping of this document.

More specifically, the intent behind these protocols has links with a number of recent and planned initiatives within AHC, all designed to improve the accountability and constructive nature of our communication, including:

- The introduction of the Action List on Council agendas (tracking and reporting the progress of Council and SPDPC resolutions)
- The Council Member Professional Development Program – which includes senior staff in this development process
- The Leadership Development Program for staff
- The development of the Customer Service and Community Engagement frameworks and the Marketing and Communication Plan.

Key Intent 1: **Clarity of Information and Communication**

<i>Who</i>	<i>What</i>
Administration	<ul style="list-style-type: none"> a. Use plain English in reports / correspondence (active voice, present tense) b. Use consistent layout and formatting (i.e. templates) c. Use font type and size that is easy to read (consider using Verdana text or similar) d. Place recommendations up-front in Council / SPDPC reports e. Keep reports and information papers brief / succinct while providing sufficient information to enable good decision making f. Consider the implications of recommendations across the various areas of impact (legal, financial, environmental, community, etc)
Administration & Council Members	<ul style="list-style-type: none"> g. Keep the focus on constructive and respectful language and behaviour in our communication at all times h. Use appropriate (personal and respectful) salutations and sign-offs in all email correspondence. Avoid using bold or capitals. i. Provide the context in subject heading and initial part of the communication j. Advise of relevant outcomes from key seminars or meetings k. Respond to emails within 7 days of receipt

Key Intent 2: **No Surprises**

<i>Who</i>	<i>What</i>
Administration	<ul style="list-style-type: none"> a. Inform / advise Council Members prior to notices or possible articles / stories appearing in the press b. Make Council Members aware of issues (or potential issues), Ward specific or Council-wide, prior to them being made public
Council Members	<ul style="list-style-type: none"> c. Provide notice of media and public statements to staff in a timely manner, which may be immediately following the event d. Make staff aware of issues (or potential issues) prior to these issues being made public by anyone (eg at Council meetings or community forums) if the Council Member is aware of the issue e. Provide a 'heads-up' to relevant staff on matters that they intend to raise via MWN or QWN and when they know an issue will be raised during the public forum f. Make staff aware of issues as soon as possible after they are brought to the attention of Council Members by members of the community

Key Intent 3: **Timely and Targeted**

<i>Who</i>	<i>What</i>
Administration	<ul style="list-style-type: none"> a. Distribute all agendas at least 5 clear days prior to the meeting b. Provide regular and timely information reporting to Council Members and staff on legislative or regulation updates; progress on key projects / programs; and other items of interest c. Ensure clear communication exists (and is updated) on the EM Portal as to which Director / Manager is responsible for what service d. Invitations to key events are placed in each Council Member's calendar and forward imminent events via scanning and email, where possible e. Regularly review the EM Portal to ensure up-to-date (and ease of access to) information
Council Members	<ul style="list-style-type: none"> f. Submit any MON and QON 7 clear days prior to the meeting (as per the Meeting procedures) g. Encourage community members to make service complaints or requests directly to Council's Contact Centre or the website in the first instance h. Forward correspondence they receive from the community to staff to enable timely follow-up and for recording in the records management system (the Administration may not have received the same correspondence) i. Speak with staff prior to meeting with community members / groups on Council-related issues. j. Make an appointment time to meet with staff, should the meeting require more than a 5-10 minute discussion
Administration & Council Members	<ul style="list-style-type: none"> k. Assess prior to sending or responding to emails, precisely who needs to know (who needs to be copied in?) l. Agree staff contact point for each Directorate / Department, including email and phone contact m. Use 'reply all' in emails sparingly n. Communicate with each other in a reasonable, respectful and timely manner. For example, we will respond to written correspondence within 7 days of receipt and we will answer your call straight away in most instances but if we can't we will call you back within 1 day.

Key Intent 4: **Input and Updates**

<i>Who</i>	<i>What</i>
Administration	<ul style="list-style-type: none"> a. Where appropriate, Council Members are provided the opportunity to input (via email or a workshop and from a tabled report to Council/SPDPC) when a formal submission/comment is sought on a matter of importance to Council or where relevant to a local issue b. Workshop with Council Members the development of new or substantially changed policy or related policy positions prior to being formally presented for consideration c. Provide a schedule (nature and timing) of planned capital works and programmed maintenance works (including suburbs) on the EM portal and updated at least quarterly d. Provide the regularly updated meeting planner – including upcoming reports, workshop & PD items - on the EM Portal e. Field staff equipped to respond to queries from the community about the works being undertaken
Council Members	<ul style="list-style-type: none"> f. Advise staff if they believe a formal submission / comment from Council is required in response to a request for feedback (e.g. as a result of an LGA circular) g. Advise staff of suggested items for the meeting planner

Appendix 3

Behavioural Standards for Council Members (current)

Council Policy

Behavioural Standards for Council Members



LOCAL GOVERNMENT ACT 1999
SECTION 75E OF THE LOCAL GOVERNMENT ACT 1999
Behavioural Standards for Council Members

The Behavioural Standards for Council Members (Behavioural Standards) are established by the Minister for Local Government pursuant to section 75E of the *Local Government Act 1999* (the Act). These Behavioural Standards form part of the conduct management framework for council members under the Act.

Statement of Intent

Upon election, council members in South Australia undertake to faithfully and impartially fulfil the duties of office in the public interest, to the best of their judgment and abilities and in accordance with the Act. Council members are required to act with integrity, serve the overall public interest and provide community leadership and guidance.

The community expects council members to put personal differences aside, to focus on the work of the council and to engage with each other and council employees in a mature and professional manner.

Behavioural Standards

These Behavioural Standards set out minimum standards of behaviour that are expected of all council members in the performance of their official functions and duties. The Behavioural Standards are mandatory rules, with which council members must comply.

Adherence to the Behavioural Standards is essential to upholding the principles of good governance in councils.

Councils may adopt Behavioural Support Policies which, amongst other things, may include additional matters relating to behaviour that must be observed by council members. A breach of these Behavioural Standards or a council's Behavioural Support Policy:

- will be dealt with in accordance with the council's Behavioural Management Policy; and
- may be referred to the Behavioural Standards Panel in accordance with section 262Q of the Act.

Council members must comply with the provisions of these Behavioural Standards in carrying out their functions as public officials. It is the personal responsibility of Council members to ensure that they are familiar with, and comply with, these Standards at all times.

These Behavioural Standards are in addition to, and do not derogate from, other standards of conduct and behaviour that are expected of council members under the Act, or other legislative requirements. Conduct that constitutes, or is likely to constitute, a breach of the integrity provisions contained in the Act, maladministration, or which is criminal in nature, is dealt with through alternative mechanisms.

These Behavioural Standards are designed to ensure council members act in a manner consistent with community expectations and form the basis of behaviour management for council members.

Constructive and effective relationships between council members, council employees and the community are essential to building and maintaining community trust and successful governance in the local government sector.

Council members must:**1. General behaviour**

- 1.1 Show commitment and discharge duties conscientiously.
- 1.2 Act in a way that generates community trust and confidence in the Council.
- 1.3 Act in a manner that is consistent with the Council's role as a representative, informed and responsible decision maker, in the interests of its community.
- 1.4 Act in a reasonable, just, respectful and non-discriminatory way.
- 1.5 When making public comments, including comments to the media, on Council decisions and Council matters, show respect for others and clearly indicate their views are personal and are not those of the Council.

2. Responsibilities as a member of Council

- 2.1 Comply with all applicable Council policies, codes, procedures, guidelines and resolutions.
- 2.2 Take all reasonable steps to provide accurate information to the community and the Council.
- 2.3 Take all reasonable steps to ensure that the community and the Council are not knowingly misled.
- 2.4 Take all reasonable and appropriate steps to correct the public record in circumstances where the Member becomes aware that they have unintentionally misled the community or the Council.
- 2.5 Act in a manner consistent with their roles, as defined in section 59 of the Act.
- 2.6 In the case of the Principal Member of a Council, act in a manner consistent with their additional roles, as defined in section 58 of the Act.
- 2.7 Use the processes and resources of Council appropriately and in the public interest.

3. Relationship with fellow Council Members

- 3.1 Establish and maintain relationships of respect, trust, collaboration, and cooperation with all Council members.
- 3.2 Not bully other Council members.
- 3.3 Not sexually harass other Council members.

4. Relationship with Council employees

- 4.1 Establish and maintain relationships of respect, trust, collaboration, and cooperation with all Council employees.
- 4.2 Not bully Council employees.
- 4.3 Not sexually harass Council employees.

Definitions

For the purposes of these Behavioural Standards, a Council's Behavioural Support Policy (if adopted) and a Council's Behavioural Management Policy, the following definitions apply:

An elected member will be considered to **bully** other Council members or Council employees if:
the Council member either, as an individual Council member or as a member of a group:

- a) repeatedly behaves unreasonably towards another Council member, or employee; and
- b) the behaviour could reasonably be considered to be distressing, victimising, threatening or humiliating.

Note -

If this behaviour adversely affects the health and safety of another council member or council employee, it must be addressed under section 75G of the Act and may be referred to the Behavioural Standards Panel as 'serious misbehaviour' under sections 262E and 262Q of the Act.

An elected member will be considered to *sexually harass* other Council members or Council employees if:

the Council member either, as an individual Council member or as a member of a group:

- a) makes an unwelcome sexual advance, or an unwelcome request for sexual favours, to another Council member, or employee (the person harassed); or
- b) engages in other unwelcome conduct of a sexual nature in relation to the person harassed, in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated that the person harassed would be offended, humiliated, or intimidated.

Note -

If this behaviour adversely affects the health and safety of another council member or council employee, it must be addressed under section 75G of the Act and may be referred to the Behavioural Standards Panel as 'serious misbehaviour' under sections 262E and 262Q of the Act.

Conduct of a sexual nature includes making a statement of a sexual nature to a person, or in the presence of a person, whether the statement is made orally or in writing.

Council employees include volunteers, persons gaining work experience and contractors.

The following behaviour **does not** constitute a breach of these Standards:

- robust debate carried out in a **respectful** manner between Council Members; or
- A reasonable direction given by the Presiding Member at a council meeting, council committee meeting or other council-related meeting (such as a working group or an information or briefing session); or
- A reasonable direction carried out by the Council CEO/responsible person pursuant to section 75G of the Act in relation to the behaviour of a Council Member that poses a risk to the health or safety of a council employee.

Requirement applying to behavioural management policies of councils

Behavioural management policies of councils must provide for a Behavioural Standards Panel contact officer. Councils must appoint a person as the contact officer for matters referred to the Behavioural Standards Panel. The contact officer is responsible for the provision of information to and receipt of notice from the Behavioural Standards Panel.

Commencement

The Behavioural Standards come into operation on the day on which it is published in the Gazette.

Dated: 3 November 2022

HON GEOFF BROCK MP
Minister for Local Government

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Wednesday 26 April 2023
AGENDA BUSINESS ITEM**

Item: 12.4

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
14/02/2023	Ordinary Council	35/23	MWN Amy Gillett Bikeway completion Mt Torrens to Birdwood	Nil
28/02/2023	Ordinary Council	43/23	Draft 2023-24 LTFP for consultation	Nil
14/03/2023	Ordinary Council	56/23	Advisory Groups	Nil
14/03/2023	Ordinary Council	58/23	Audit Committee Recommendations to Council	Nil
28/03/2023	Ordinary Council	71/23	Congratulations - Lobethal Cricket Club	Nil
28/03/2023	Ordinary Council	62/23	Petition - Flooding Junction Road Balhannah	Nil
11/04/2023	Ordinary Council	75/23	Sealed footpath Tolmer Road to Gale Street Woodside	Nil
11/04/2023	Ordinary Council	83/23	CEOPRP - Recommendations to Council 23 March 2023	Nil
11/04/2023	Ordinary Council	85/23	Audit Committee Independent Member Appointment - Confidential	Nil
11/04/2023	Ordinary Council	87/23	Audit Committee Independent Member Appointment - Duration of Confidentiality	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 Cf Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)	Confidential
24/01/2017	Ordinary Council	7/17	Cromer Cemetery Revocation of Cor	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	FALSE
28/08/2018	Ordinary Council	200/18	Proposal to enter 11 AHC Reserves i	None declared 1. That the report be received and noted. 2. That the Biodiversity Officer be authorised to enter: Doris Coulls Reserve, 152 Old Mt Barker Road, AldgateHeathfield Waste Facility, 32 Scott Creed Road, HeathfieldKiley Reserve, 15 Kiley Road, AldgateShanks Reserve, 1 Shanks Road, AldgateStock Reserve, Stock Road, MylorLeslie Creek Reserve, Leslie Creek Road, MylorMi Mi Reserve, 125 Aldgate Valley Road, MylorAldgate Valley 2 Reserve, 114 Aldgate Valley Road, MylorKyle Road Nature Reserve, Kyle Road, MylorCarey Gully Water Reserve, Deviation Road, Carey GullyHeathfield Stone Reserve, 215 Longwood Road, HeathfieldMylor Parklands, Mylor all being of significant biodiversity value, into Heritage Agreements. 3. That the Heritage Agreements retain the existing dog access arrangements in place for each of those reserves.	Peter Bice	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: Kiley 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". Closed Road Title Certificate to issue a new Certificate of Title for closed roads A1 and B1 in Road Plan 572 has been signed by the Surveyor General and forwarded to Land Services SA. Process can be tracked on SAILIS with dealing number 13991916. 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.	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared Cf Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)	Confidential
11/09/2018	Special Council	229/18	Road Exchange McBeath Drive, Skye	None declared	Terry Crackett	In Progress	<p>Road exchange documentation has been executed and provided to Boral for lodgement with the Surveyor-General.</p> <p>Submission has been prepared and lodged with the Boundaries Commission jointly on behalf of the City of Burnside and Adelaide Hills Council. The Boundaries Commission has agreed to investigate the proposal and that process is underway. Further feedback has been provided to the Boundaries Commission to progress. Boral are negotiating a Land Management Agreement with the State Government which has delayed the completion of the land division and road exchange</p> <p>Awaiting advice that land division has been completed so that the boundary realignment can occur</p> <p>November 21 - Boral have received final DA and lodgement of land division plan with Land Services SA is expected shortly, once the land division is finalised, the boundary realignment April 22 - awaiting lodgement of land division plans by Boral</p> <p>August 2022 - Have had no update from Boral or lawyers, Karen to follow up.</p> <p>October 2022 - No update as yet</p> <p>Nov 22 - no update</p> <p>Dec 22 - no further update to report</p> <p>Jan 23 - no further update to report</p> <p>Feb 23 - Boral advised in late Jan that all docs have now been forwarded for land division lodgement to their Lawyers</p> <p>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</p> <p>Apr 23 - No update</p>	FALSE
11/09/2018	Special Council	232/18	Revocation of Community Land – Br	None declared	Terry Crackett	In Progress	<p>Initial consultation to identify possible locations for the establishment of a garden and memorial concluded on 28 January 2019 with only one submission received being a suggestion from the Retirement Village residents to investigate Carripook Park as their preferred option.</p> <p>Council, at the meeting of 27 August 2019, approved Carripook Park as the location to vary the trust to.</p> <p>The Attorney-General has provided in-principle support to the proposal so a design for the landscaped garden and bushfire memorial at Carripook Park will be prepared for submission to the Supreme Court.</p> <p>November 21 - consultation has been undertaken and draft affidavit has been prepared for lodgement with the Supreme Court</p> <p>Jan 22 - awaiting approval from the Attorney General prior to lodgement with the Supreme Court</p> <p>April 22 - documents nearing finalisation for lodgement with Supreme Court</p> <p>June 22 - all Supreme Court documents have been executed and progressed with the Attorney-General</p> <p>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.</p> <p>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.</p> <p>Nov 22 - Advice received from Ministers office that community land revocation would be reviewed mid November 2022.</p> <p>Dec 22 - waiting on final decision regarding community land revocation from Ministers office</p> <p>Jan 22 - waiting on final decision regarding community land revocation from Ministers office</p> <p>Feb 22 - waiting on final decision regarding community land revocation from Ministers office</p> <p>Mar 23 - still waiting on advice from Ministers office</p> <p>Apr 23 - Have now received advice that Minister approves the revocation. Report to be submitted to Council shortly finalising the revocation of the land.</p>	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)	Confidential
23/07/2019	Ordinary Council	188/19	LED Street Lighting Upgrade	None declared	That the report be received and noted.To approve an increase of \$365k in Council's 2019/20 capital budget to commence the transition of 900 P – category public streetlights to LED with the funding source to be recommended to Council at its next budget review.That Council engage SAPN to commence the changeover of P-Category lights to LED public lighting on Council roads and that authority is given to the CEO to finalise a contract with SAPN and sign that agreement.That 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	<p>Council footpath lighting quote being sought for changeover to LED in Birdwood Main Street.</p> <p>Council lights changed to LED at Aldgate, Uraidla and Summertown Main Street complete.</p> <p>The Public Lighting Working Group (including representatives from Local Government, DIT and SAPN) has established a sub-group to work with DIT on the transition of V Category lights on state maintained roads. Timing of any agreements between LG and DIT unknown.</p> <p>Council officers continue to be updated on sub-group progress and have nominated to join main street lighting working group.</p>	FALSE
28/01/2020	Ordinary Council	11/20	Revocation of Community Land - Bri	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	<p>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.</p> <p>November 21 - consultation has been undertaken, draft affidavit has been prepared for lodgement with the Supreme Court</p> <p>Jan 22 - awaiting approval from the Attorney General to lodge with the Supreme Court</p> <p>April 22 - documents nearing finalisation for lodgement with Supreme Court</p> <p>June 22 - all Supreme Court documents have been executed and progressed with the Attorney-General</p> <p>August 2022 - Supreme court document have been approved, Trust now removed from Retirement Village site and have been transferred to Caripook Park. Meeting with residents on 22 September to discuss status and will then finalise report to Minister to revoke community land classification.</p> <p>Oct 22 - Meeting held with residents re current status on 22/10/2022. Community Land revocation application finalised and sent to minister week ending 14/10/2022</p> <p>Nov 22 - advice received from Minister that community land revocation would be assessed around mid November 2022</p> <p>Dec 22 - awaiting final decision from Minister regarding community land revocation</p> <p>Jan 23 - awaiting final decision from Minister regarding community land revocation</p> <p>Feb 23 - awaiting final decision from Minister regarding community land revocation</p> <p>Mar 23 - awaiting final decision from Minister regarding community land revocation</p> <p>Apr 23 - Minister has now made its decision to approve the revocation. Report to come to Council shortly to finalise.</p>	FALSE
15/12/2020	Ordinary Council	300/20	Road Exchange Pomona Road Stirling	None declared	<p>1. That the report be received and noted.</p> <p>2. In accordance with sections 12 and 15 of the Roads Opening and Closing) Act 1991, enter into an Agreement for Exchange with the owner of the land of 21 Pomona Road Stirling and issue a Road Process Order to open as public road the area identified as "Road to be opened 1" on the Preliminary Plan No 20/0038 and in exchange to close a portion of Pomona Road as identified on the Preliminary Plan No 20/0038 as "Public Road A", subject to the owner of the land at 21 Pomona Road Stirling agreeing to pay all costs associated with the road exchange process including but not limited to all survey, valuation and reasonable legal costs</p> <p>3. The closed road be excluded as Community Land pursuant to the Local Government Act 1999.</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	<p>Final Plans and Road Process Order documents have been executed by all parties.</p> <p>Awaiting on processing with the Surveyor- General and the Lands Titles Office</p> <p>Apr 23 - No update</p>	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)	Confidential
27/01/2021	Ordinary Council	22/21	CWMS Review	None declared	that the report, related attachments and the discussion and considerations of the subject matter be retained in confidence until 30 July 2021.	Peter Bice	In Progress	Still to be retained in confidence	FALSE
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 (<i>Appendix 1</i>) be received and noted To apply to the Minister for Planning to revoke the Community Land classification of the following parcels of land:- <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 Schuberts Road, Lobethal 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> <p>Apr 23 - To be discussed in future Council workshop</p>	FALSE
27/07/2021	Ordinary Council	158/21	Revocation of Community Land Clas 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> <p>Apr 23 - Report to be submitted to Council shortly.</p>	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)	Confidential
24/08/2021	Ordinary Council	170/21	Road Exchange Aldi Development	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	Commenced in accordance with resolution Road Process Documents have been signed by Council. Currently awaiting process by the Surveyor-Generals and Lands Titles Office. Road plan has been examined, however this is awaiting the deposit of a prior amalgamation and easement plan with the Lands Titles Office. Oct 22 - No further update to report Nov 22 - No further updates Dec 22 - No further updates Jan 23 - No further updates 6 Feb 23 - No further updates Mar 23 - easement plan now signed and ready for lodgement Apr 23 - Awaiting further advice from Surveyor	FALSE
24/08/2021	Ordinary Council	178/21	Operational Workplace Review	None declared	1. That the report be received and noted 2. That Council take up commercial lease space in Stirling at 85 Mount Barker Road Stirling, and the associated costs for the leasehold premises detailed in <i>Appendix 1</i> be adjusted in the 2021-22 financial year at Budget Review 1 3. Further detailed scoping be undertaken on the proposed renewal and energy efficiency upgrades to the Stirling Office, Heathfield Depot, Gumeracha Depot and Woodside Offices (current Development and Building Team offices) and presented to Council for consideration where appropriate within the 2021-22 Budget Review 1 and the next review of the Long Term Financial Plan 4. Subject to endorsement of the detailed scoping identified in 3 above, the Development and Building Team be relocated from Woodside to Stirling 5. To include budget provision in the draft Annual Business Plan for the 2022-23 financial year to undertake a feasibility study on the medium to long term needs for community and operational sites and where greater efficiencies may be obtained through consolidation of sites.	Terry Crackett	In Progress	Commenced in accordance with resolution Fitout of Garrod Office and progression of preliminary work for Stirling transportable underway. Scoping of other components to be is nearing completion and will be presented back to Council for review. 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. 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. Nov 22 - Transportable renovations going to plan with completion estimated prior to Christmas. Discussion held with Ceo/exec team re scope/process moving forward Dec 22 - Transportable on track to be completed prior to Christmas. Scoping for planning and building team to be relocated to Stirling underway 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. Feb 23 - update report coming to council in March/April Mar 23 - update report to come to Council more likely April/May Apr 23 - Still under internal review - report possible to Council in June 23	FALSE
26/10/2021	Ordinary Council	220/21	Charleston Cemetery Compulsory Acquisition	None declared	1. That the report be received and noted. 2. To revoke the resolution of Council of 22 May 2001, B129. 3. To commence a process to compulsorily acquire, under the <i>Land Acquisition Act 1969</i> , the Charleston Cemetery being the land contained in Certificate of Title Volume 5066 Folio 740 located at 36 Newman Road Charleston from The Charleston Cemetery Trust Inc. To continue to manage the Charleston Cemetery on behalf of The Charleston Cemetery Trust Inc in the interim from the date of this resolution until the completion of the land acquisition process. To authorise the Mayor and Chief Executive Officer to undertake all necessary actions, including execution of documents, including under the common seal of Council, to give effect to this resolution.	Terry Crackett	In Progress	Commenced in accordance with the resolution. November 21 - letter seeking consent to undertake the compulsory acquisition has been sent to the Minister Jan 22 - Minister has advised they are considering their position and will advise further in due course March 22 - Minister advised that has been deferred until after the election April 22 - new Minister has confirmed receipt and will review in due course 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. Oct 22 - No update received from Minister Nov 22 - No update received from Minister Dec 22 - No update received from Minister Jan 23 - no update received from Minister. Feb 23 - no update received from Minister Mar 23 - Lawyer followed up and Minister has advised that they are still reviewing the request from Council Apr 23 - Have written to Minister (via Lawyer) seeking urgent decision on this matter due to delays	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared	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 Matte	None declared	As per confidential minute	Peter Bice	In Progress	Still to be retained in confidence	TRUE
14/12/2021	Ordinary Council	274/21	Woodside Recreation Ground Reuse Perceived - Cr Stratford		<ol style="list-style-type: none"> 1. The report be received and noted. 2. That a report be prepared for Council's information on the costs associated with bore water saving initiatives that could be implemented in respect to Council-owned recreational assets that are 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. Still waiting for report which is due shortly.	FALSE
22/03/2022	Ordinary Council	52/22	Response to MON Bore Use	Nil	<ol style="list-style-type: none"> 1. That the report be received and noted 2. To negotiate an agreement with the Summertown Village Water Company for access to the Council bore located on Anya Crescent Reserve at Summertown for a defined period, being not more than 3 years, on terms and conditions to be agreed whereby by the end of the agreement term, the Summertown Village Water Company has established an independent water supply for its shareholders and current use of the Council bore ceases 3. To negotiate an in principle agreement with the Summertown Community Centre Inc. for a land exchange at Tregarthen Reserve Summertown that would see the public infrastructure located on land owned by the Council and the sport and recreation infrastructure on land owned by the Summertown Community Centre Inc. with the Council being responsible for the provision of water to Tregarthen Reserve 4. To negotiate an agreement with the owner of 30 Stonehenge Avenue Stirling, for access to and use of the bore located on Council land at 28 Stonehenge Avenue Stirling, for a defined reasonable period of time, say 18 – 24 months, on terms and conditions to be agreed whereby by the end of the agreement, the landowner has established an independent water supply for its land and use of the Council bore ceases 5. To undertake further investigations in relation to the Mylor bore and tanks and to which properties it supplies water 6. The CEO further reports to Council on an annual basis of progress being made 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> <p>Apr 23- no update</p>	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared Cf Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)	Confidential
22/03/2022	Ordinary Council	53/22	Removal of Remoteness Sculpture, † Nil	<ol style="list-style-type: none"> 1. That the report be received and noted. 2. That the sculpture known as <i>The Remoteness</i>, be removed from the area in front of the Coventry Library, Stirling. 3. That best endeavours should be made to retain suitable elements of the sculpture for placement in the surrounding landscape in a manner appropriate to the setting, such as for informal seating. 4. That the Council works with the Stirling Business Association and stakeholders from the former Adelaide Hills International Sculpture Symposium Inc to identify and implement appropriate means of recognising the sculpture and ensuring its legacy is not lost to the precinct in which it is presently situated and the overall Hills Sculpture Trail. 	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>	FALSE
26/04/2022	Ordinary Council	86/22	MON Property Lobethal Road Lensw Nil	<ol style="list-style-type: none"> 1. Council notes the long history of compliance action taken by the Council under both the <i>Development Act 1993</i>, and the <i>Local Nuisance and Litter Control Act 2016</i>, in relation to: continuing unauthorised use of the land as a junkyard/scrap storage facility/builder's storage facility; the continuing unsightly condition of the land when viewed from the public realm; and ongoing nuisance caused by wandering livestock and animals which issues continue to bring about adverse impacts within the locality. The Council instructs the Chief Executive Officer to take such further action/s as he may be advised to take under (including but not limited to) the <i>Local Nuisance and Litter Control Act 2016</i>, and/or the <i>Planning, Development and Infrastructure Act 2016</i>, (which action/s may involve the commencement legal proceedings and/or the exercise of step-in rights) to address the above issues on an ongoing basis. 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 - Nil	<p>Item</p> <p>Duration of Confidentiality</p> <p>NB: Item to be reviewed every 12 months if not released</p> <p>Report Two year term</p> <p>Related Attachments Two year term</p> <p>Minutes Nil</p> <p>Other (presentation, documents, or similar) Nil</p>	Natalie Armstrong	In Progress		FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared Confidential	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 No	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 Apr 23 - Still awaiting advice re new septic system	FALSE
28/06/2022	Ordinary Council	157/22	Revocation of Community Land Classification	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 Apr 23 - Report to come shortly	FALSE
28/06/2022	Ordinary Council	166/22	Warren Road Birdwood Blackspot - (Nil		See Confidential Minute	Peter Bice	In Progress	In Progress	TRUE
28/06/2022	Ordinary Council	167/22	Warren Road Birdwood Blackspot - (Nil		Subject to the CEO, or his delegate, disclosing information or any document (in whole or in part) for the purpose of implementing Council's decision(s) in this matter in the performance of the duties and responsibilities of office, Council, having considered Agenda Item 18.1 in confidence under sections 90(2) and 90(3)(d) of the <i>Local Government Act 1999</i> , resolves that an order be made under the provisions of sections 91(7) and (9) of the <i>Local Government Act 1999</i> to retain the Items in confidence as detailed in the Duration of Confidentiality Table below: Item Duration of Confidentiality NB: Item to be reviewed every 12 months if not released Report Until all resolutions are executed, but not longer than 28 June 2023 Related 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	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

Meeting Date	Meeting	Res No.	Item Name	Previously Declared Cf Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)	Confidential
28/06/2022	Ordinary Council	173/22	Ashton Landfill - Duration of Confide 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 - Confiden 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 Apr 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 Linx 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 26 April 2023 meeting to allow for additional information about main street priorities generally.	FALSE
23/08/2022	Ordinary Council	230/22	East Waste Recycling Contract – Dur 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 Cf	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	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	237/22	Ministerial Exemption - Duration of	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
20/12/2022	Ordinary Council	303/22	Surplus Government Land Notificati	Nil	See Confidential Minute	Terry Crackett	In Progress		FALSE
20/12/2022	Ordinary Council	304/22	Surplus Government Land Notificati	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
24/01/2023	Ordinary Council	3/23	Questions adjourned - Options to re	Nil	1. That the report be received and noted. 2. 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 Lezayre Avenue, Morella Grove, Trenouth Street and Shannon Road. 3. That a report be brought back to Council within 6 months of the opening of the Childcare Centre.	Peter Bice	In Progress	Report to be brought back to Council within 6 months of the opening of the Childcare Centre. Staff will progress at the appropriate time once child care centre has been in operation for six months.	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared	Cf Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)	Confidential
24/01/2023	Ordinary Council	5/23	MON First Nations use of Surplus La	Material - Cr Adrian Cheater	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: a. owned by Council; or b. crown land under the care and control of Council, that is surplus to Council's needs. 1. 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. 2. 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 Apr 23 - workshop now sheduled for early June 2023 with Council report in late June 2023	FALSE
24/01/2023	Ordinary Council	7/23	First Nations and Australia Day	Nil	That Council 1. Reaffirms its commitment to being an inclusive council that respects First Nations culture and values 2. Acknowledges the 26th of January is a day of mourning for many First Nations people 3. Requests the Chief Executive Officer prepares 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. 4/4 All stakeholder meeting have been undertaken and results are to be workshoped with Council members. 17/4 Workshop with Council members is currently scheduled for 5 / 6 / 23 and report tentatively scheduled to go to Council on 13/6 /23 pending the workshop progress.	FALSE
24/01/2023	Ordinary Council	14/23	37 Yanagin Road Greenhill Revocatic Nil		1. That the report be received and noted. 2. 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 <i>Local Government Act 1999</i> 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. 3. 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 Apr 23 - public consultation now closed and submissions in process of review	FALSE
24/01/2023	Ordinary Council	4/23	MON Aldgate Main Street Amenity I	General - Cr Mark Osterstock General - Cr Kirilee Boyd	1. A report be prepared for Council's consideration on the feasibility (including costings) of: Refurbishing (high pressure cleaning, realignment, reseating and replacement where necessary) the paved footpath on the western side of Mount Barker Road, from Euston Road to Kingsland Road (landscaping, plantings, bin replacement, street furniture replacement, signage replacement), consistent with that of the recently completed Aldgate Main Street Amenity Upgrade – Stage 1. 2. Maintenance (including yet not limited to, landscaping, plantings, signage replacement) of the Aldgate roundabout, consistent with that of the Stirling roundabout. Refurbishment (high pressure cleaning and sealing of the limestone supporting structures, including yet not limited to, replacement landscaping, plantings and signage) of the Aldgate Railway Bridge and its approaches. 2. That the funding source for these works will be the Local Roads and Community Infrastructure Program (Phase 4), and where possible, and within existing budgetary parameters and commitments, the use of in-house staff for these proposed works, as opposed to external contractor/s. 3. That the subject report be presented to Council for consideration in March 2023, or earlier, depending on the Local Roads and Community Infrastructure Program (Phase 4) requirements and guidelines. 4. That the report also includes a strategic priority list of potential Main Street/Town Centre upgrades and the merits of implementing a Plan (including financial implications) to undertake upgrades aligned with the priority list.	Peter Bice	In Progress	Report coupled with PLEC Projects also, to be presented to April 26 Council Meeting.	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared Cf	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)	Confidential
14/02/2023	Ordinary Council	26/23	Preserving Randell's Workers Cottag	Nil	<ol style="list-style-type: none"> 1. That the report be received and noted. 2. That the amount of \$20,000 be considered as part of the 2023/24 budget preparation process to prevent further deterioration of Randell's Cottages at 1 Beavis Court, Gumeracha. 3. 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	Funds have been allocated in the draft 23/24FY budget for this project. The State Government reviews the EFPA every 4 years, with the last review being undertaken in 2022. The next review will be due in 2026. A request for review will not be considered until the next review in 2026.	FALSE
14/02/2023	Ordinary Council	29/23	Policy Review Meeting Procedures	Nil	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.	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, Cor	Nil	<ol style="list-style-type: none"> 1. That the report be received and noted. 2. That in relation to the Code of Practice for Access to Council and Council Committee and Information or Briefing Session Meetings & Documents: 3. 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
14/02/2023	Ordinary Council	35/23	MWN 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	Completed	Deputation Requested. A meeting with the Minister was subsequently held on 31 March 2023. At that meeting, the Minister confirmed that the Amy Gillett Bikeway was still considered an "important project" and that it was being considered in the mix of other priorities for State Government funding. There was further discussion at the meeting about how to potentially bring the cost of the project down while also looking to combine funding from multiple sources.	FALSE
14/02/2023	Ordinary Council	37/23	Substantive CEO Recruitment Remu	Nil	See Confidential Minute	David Waters	In Progress	Recruitment process is underway.	FALSE
14/02/2023	Ordinary Council	38/23	Substantive CEO Recruitment Remu	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 released</p> <p>ReportUntil 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</p>	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	The A/CEO has communicated the Council's resolution to the Council's workforce. A work plan is being developed to commence adoption and formal implementation of the toolkit.	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared Cf	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)	Confidential
28/02/2023	Ordinary Council	41/23	MON Hanson Construction Material	Nil	<ol style="list-style-type: none"> 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: 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	Letter has been sent and receipt acknowledged. No response has been received to date.	FALSE
28/02/2023	Ordinary Council	43/23	Draft 2023-24 LTFP for consultation	Nil	<ol style="list-style-type: none"> 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	Completed	Draft 2023-24 LTFP finalised for consultation and consultation commenced on 8 March 2023	FALSE
28/02/2023	Ordinary Council	45/23	Parking and Road Safety Wattle Trex	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	In Progress	Referred back to consultant for advice regarding additional crest signage requested.	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.	Rebecca Shepherd	Not Started		FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared Cf	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)	Confidential
14/03/2023	Ordinary Council	52/23	Heritage Agreements	Nil	That the report be received and noted. That the Chief Executive Officer further investigate and where feasible and eligible, be authorised to enter: Bridgewater Recreation Reserve, Cave Reserve, Bridle Path & Walking trails at Cave Ave, Ayr Street, Anzac Ridge Road, BridgewaterRAA Tower Reserve at 21 Hillcrest Avenue Crafrers WestHeron Reserve at 21 Onkaparinga Rd, BridgewaterCharleston Waste Facility (Mt Charles) at Harrison Road, CharlestonThe Deanery, Old Mount Barker Rd, BridgewaterGrasby Reserve at Pye Road, BalhannahHaliday Reserve at Wright Rd, StirlingRudall Reserve at 7-9 Rudall Ave, CrafrersSmith Rd/Stone Quarry Reserve at South Para Rd, KersbrookHampton Reserve at Hampton Rd, MylorCooper's Reserve at Silver Lake Rd, MylorGurr Rd Reserve parcel at Gurr Rd North, BradburyHeathfield/Longwood Reserve, Corner of Heathfield & Longwood Rd, HeathfieldAldgate Tennis Courts at 180 Mt Barker Rd, AldgateChapman Water Reserve at Chapman Road, InglewoodAldgate Valley Wildlife Corridor, aka "Bandicoot Lane" Stock Road to Stevens Rd, MylorSilver Rd Reserve at 34 Silver Rd BridgewaterPitt Road Reserve at Pitt Rd, ParacombeHead Rd Reserve at Head Road North, HoughtonFernwood Reserve at Fernwood Way, Upper SturtPound reserve, Marble Hill and Pound Rd, AshtonMt Bold Cutting, Mount Bold Road Cut, Dorset ValeStirling Cemetery, Strathalbyn Rd, AldgateAldgate Valley Reserve, 96 Aldgate Valley Rd, AldgateWindmill Reserve, 151 Norton Summit Rd, Woodfordebeing of significant or high potential biodiversity value, into Heritage Agreements. 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.	Peter Bice	In Progress	Initial feedback from Native Vegetation Council's Heritage Agreement Officer received and included in summary developed for internal consultation with key Council staff. Workshop scheduled in May to determine which sites may be appropriate to be the first ones to enter into HA.	FALSE
14/03/2023	Ordinary Council	56/23	Advisory Groups	Nil	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. 4. That the CEO conducts a Council Member workshop, and reports back to Council by December 2023, on alternatives to Council Advisory Groups, which will include, but is not limited to, the feasibility of establishing Section 41 Committees.	David Waters	Completed	Letters have been provided to Advisory Group members. Item will remain on the Action Tracker until the report to Council in December 2023 as per Resolution 3.	FALSE
14/03/2023	Ordinary Council	58/23	Audit Committee Recommendations to Council	Nil	That the report be received and notedTo adopt the revised <i>Strategic Internal Audit Plan v1.9a</i> as contained in Appendix 1.To note the status of the Risk Management Plan at Appendix 3.	David Waters	Completed	Strategic Internal Audit Plan has been updated as per resolution.	FALSE
28/03/2023	Ordinary Council	62/23	Petition - Flooding Junction Road Ba	Nil	1. The petition signed by 15 signatories requesting Council to upgrade drainage infrastructure on Junction Road Balhannah be received and noted. 2. The CEO write to the CEO of the Department for Infrastructure and Transport asking him to prioritise committed works at this location. 3. The CEO advise the principal signatory of the Council's noting of the petition and of any resolutions relating to the matter. 4. The CEO liaise with the principal signatory to discuss concerns raised in the correspondence, including avenues for addressing the complaint utilising the Council's complaint handling policies and procedures and/or the internal review of decisions mechanism as applicable.	David Waters	In Progress	230330 Emailed Council resolution to head petitioner; CEO & Peter Bice to undertake further actions.	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)	Confidential
28/03/2023	Ordinary Council	64/23	Fire Water Tank Upper Hermitage	General - Cr Pauline Gill General - Cr Malcolm Herrmann General - Cr Adrian Cheater	1. the report be received and noted. 2. Council acknowledges the fundraising efforts by Ms Jan Verrall and Ms Denise Elland. 3. in view of advice by letter dated 21 February 2023 received from the CFS Regional Commander Region 2, summarised as follows:the whole of the land is needed for CFS volunteers to exercise and train;the tank would not be used or maintained by the CFS, andthe Upper Hermitage site is a dangerous location to place a community water tank for use during a time of fire; Council respectfully declines the offer for the donation and placement of a fire water tank at the corner of Range Road North and Warner Road Upper Hermitage. 4. That Council staff continue to work with the CFS across the Regions to support firefighting, fire prevention and fire educational efforts. 5. That the CEO or his delegate formalises the use of the land described as allotment 5 in Filed Plan 218343 and contained in Certificate of Title 5854 Folio 841, commonly known as the Upper Hermitage tennis courts and CFS land, to the SA Country Fire Service (CFS) for its purposes.	Terry Crackett	In Progress	Apr 23 - resolutions to be progressed shortly	FALSE
28/03/2023	Ordinary Council	66/23	MON - Community Event Electrical C	Material - Cr Malcolm Herrmann Material - Cr Adrian Cheater	1. That in relation to Anzac Day 2023, NAIDOC Week and National Reconciliation Week 2023, Council subsidises the cost of obtaining licenced electricians to review and certify electrical installations in respect to community groups holding dawn services and other commemorative events on Council land (including roads) to a limit of \$150 per event. 2. That as part of the current review of the Council's Festivals and Events Policy, consideration be given to the feasibility (including costings) of: Financial subsidies for the attainment of a Certificate of Compliance (CoC) for community groups conducting activities on council lands and utilising council electrical outlets.That subsidies only apply for community events held on prominent national or local commemoration days including, but not limited to, ANZAC Day, NAIDOC Week and Remembrance Day, noting that the Council's position on events normally held on Australia Day (26 January) is currently under review. 3. The report be made available for Council's consideration by 22 August 2023.	Rebecca Shepherd	In Progress	The Events Officer is currently working with impacted community groups to progress arrangements for Anzac day including CoCs.	FALSE
28/03/2023	Ordinary Council	67/23	Adelaide Hills Subzone Code Amend	General - Cr Nathan Daniell General - Cr Leith Mudge	That the report be received and noted. That the CEO progress preliminary investigations including pre-engagement with affected residents and landowners, to inform Council's position on whether a formal Code Amendment process for the Adelaide Hills Subzone will be initiated, with the CEO to table a report for Council's consideration on the matter by 23 May 2023. To instruct the CEO to inform the State Planning Commission and the Minister of Planning of Council's intention to progress preliminary investigations in preparation for a Code Amendment process for the Adelaide Hills Subzone, including the rationale.	Natalie Armstrong	In Progress	Pre-engagement plan has been prepared with targeted consultation with affected residents to occur late April.	FALSE
28/03/2023	Ordinary Council	71/23	Congratulations - Lobethal Cricket Club	Nil	Congratulates the Lobethal Cricket Club A Grade team for winning the premiership flag this past weekend, beating the undefeated Langhorne Creek Tigers on their home turf, and Congratulates the Lobethal Cricket Club U14 and B Grade teams who also won premiership flags the weekend prior.	Terry Crackett	Completed	Letter from Mayor sent 20/4/23.	FALSE
28/03/2023	Ordinary Council	62/23	Petition - Flooding Junction Road Balhannah	Nil	2. The CEO write to the CEO of the Dept for Infrastructure & Transport asking them to prioritise committed works at this location	Peter Bice	Completed	Chief Executive Officer of DIT and The Hon Minister Koutsantonis both received the request to prioritise the works in writing and via personal deputation from Mayor Wisdom and AHC CEO.	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared Cf	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)	Confidential
11/04/2023	Ordinary Council	75/23	Sealed footpath Tolmer Road to Gale Street Woodside	Nil	<ol style="list-style-type: none"> 1. That the petition signed by 84 signatories requesting the sealing of the Tolmer Road Woodside footpath be received and noted. 2. That the CEO advises the principal signatory: <ol style="list-style-type: none"> a. The Council's noting of the petition b. That the requested works will be considered for inclusion in the Draft 2023-24 Annual business Plan and Budget and c. Any other resolutions relating to the matter 	David Waters	Completed	Letter sent to Head petitioner. Requested works included in Draft ABP.	FALSE
11/04/2023	Ordinary Council	76/23	Bike Lockers for Personal Use	Nil	<p>the CEO prepare a report for Council's consideration examining installation of bike lockers or cages for public use including: key locations on council land where bike lockers or bike cages could strategically be placed, taking into consideration public transport stops and cycleways, including but not limited to; Verdun Junction Woodside Main Street Balhannah Main Street Kayannie Corner (intersection of Woodside Road and Onkaparinga Valley Road) Aldgate Bus Depot and/or Main Street Bridgewater Oval Steamroller Park, Stirling Uraidla Main Street the initial installation cost and ongoing maintenance costs of bike lockers and cages any other implications for Council resources The report be presented to Council no later than September 2023.</p>	Peter Bice	In Progress	Information gathering and preliminary investigation commenced.	FALSE
11/04/2023	Ordinary Council	77/23	Uluru Statement from the Heart and Nil		<ol style="list-style-type: none"> 1. Acknowledges the Uluru Statement from the Heart and acknowledges that the Statement seeks to have, amongst other things, a First Nations Voice to Parliament enshrined in the Australian Constitution. 2. Notes the passage of the First Nations Voice Bill 2023 through State Parliament and assent by Her Excellency the Governor of SA. 3. Is supportive of the upcoming Federal referendum, proposing a law; "to alter the Australian Constitution to recognise the First Peoples of Australia by establishing an Aboriginal and Torres Strait Islander Voice". 4. Acknowledges and accepts that such a decision to approve this proposed law to alter the Australian Constitution is a matter for the Australian people. 5. Resolves to submit an item of business for the Greater Adelaide Region of Council's consideration for the Local Government Association to support the positions set out in points 1 – 4 of this resolution. 6. Requests that the Mayor write to the Federal Member for Mayo, Rebekha Sharkie MP, the Hon. Peter Malinauskas MP, Premier of South Australia, the Hon. David Speirs MP, Leader of the State Opposition, and the Co-Parliamentary Leaders of The Greens SA, informing them of this resolution. 	David Waters	In Progress	Letters to MPs sent 20/4/23 Lachlan Miller drafting GAROC item of business	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared Cf	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)	Confidential
11/04/2023	Ordinary Council	78/23	Illegal Native Vegetation Clearance	Nil	<ol style="list-style-type: none"> 1. Condemns the unapproved and excessive clearance of remnant native vegetation at 104 Mount Lofty Road, Crafers. 2. Reaffirms its unwavering commitment to protecting and restoring the Adelaide Hills natural environment. 3. Requests the Mayor write to the Minister for Climate, Environment and Water, Hon Dr Susan Close MP to request: <ol style="list-style-type: none"> a. The <i>Native Vegetation Act 1991</i> be amended to increase penalties associated with the illegal clearance of native vegetation; b. The budget allocated to the <i>Native Vegetation Council</i> be increased to enable appropriate resources to be allocated to compliance and enforcement 4. Requests the CEO review legislative options available to strengthen Council's compliance and enforcement efforts in preventing and addressing illegal clearance of native vegetation. That as part of this review: <ol style="list-style-type: none"> a. A workshop be conducted with elected members. b. A report be provided to Council by 30 June 2023 including options that would improve Council's ability to ensure prevention, compliance, and enforcement, associated with the illegal clearance of native vegetation. 5. Requests the CEO investigate any scope for the inclusion of additional Council owned properties to be assessed for suitability to be encumbered by a Heritage Agreement for the additional protection of native vegetation on that land. That as part of this investigation: <ol style="list-style-type: none"> a. A workshop be conducted with elected members (at the same time as 4(a) above). 	Natalie Armstrong	In Progress		FALSE
11/04/2023	Ordinary Council	79/23	Records & Information management	Nil	<ol style="list-style-type: none"> 1. That the report be received and noted. 2. With an effective date of 26 April 2023, to revoke the 22 September 2020 'Records Information Management Policy' (Appendix 1) and to adopt the new 'Records Information Management Policy' as contained in App 2. 3. With an effective date of 26 April 2023, to revoke the 22 September 2020 'Records & Information Management for Council Members Procedure' (Appendix 3) and to adopt the updated 'Records Information Management for Council Members Procedure' as contained in Appendix 4. 4. That the Chief Executive Officer, or delegate, be authorised to make any formatting, nomenclature or other minor changes to the policy and the procedure prior to the date of effect. 	Terry Crackett	Not Started		FALSE
11/04/2023	Ordinary Council	83/23	CEOPRP - Recommendations to Council 23 March 2023	Nil	<ol style="list-style-type: none"> 1. That the report be received and noted. 2. To not conduct the 2023 Annual CEO Performance Review and Remuneration Review due to the timing of the substantive CEO recruitment process. 3. To note that the CEO Performance Review Panel has resolved to adopt the Expanded Quarterly Performance Review & Development Process (EQPRDP). 	David Waters	Completed	Council considered the recommendations at its 11 April 2023 meeting.	FALSE
11/04/2023	Ordinary Council	85/23	Audit Committee Independent Member Appointment - Confidential	Nil	Refer to Confidential Minute	David Waters	Completed	All applicants have been advised of the outcome and the confidentiality order has ceased.	FALSE
11/04/2023	Ordinary Council	87/23	Audit Committee Independent Member Appointment - Duration of Confidentiality	Nil	<p>to retain the Items in confidence as detailed in the Duration of Confidentiality Table below:</p> <p>Item Duration of Confidentiality NB: Item to be reviewed every 12 months if not released</p> <p>Report Until the appointment has been confirmed, but not longer than 30 April 2023.</p> <p>Related Attachments Until the appointment has been confirmed, but not longer than 30 April 2023.</p> <p>Minutes Until the appointment has been confirmed, but not longer than 30 April 2023.</p> <p>Other (presentation, documents, or similar) NIL</p>	David Waters	Completed	All applicants have been advised of the outcome and the confidentiality order has ceased.	FALSE

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Wednesday 26 April 2023
AGENDA BUSINESS ITEM**

Item: 13.1

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

Subject: Service Review Biannual Report – Civil Services

For: Information

SUMMARY

Council has resolved to implement a *Service Review Framework* (the “Framework”) as part of the *Annual Business Plan 2021-22*. The Framework was adopted by Council at the 26 October 2021 meeting and provides Council with principles and guidelines for conducting an external Service Review to evaluate the adequacy, effectiveness and efficiency of the reviewed services.

The *Service Review Brief – Civil Services* was presented at the 25 January 2022 Council Meeting, and the consultant (Epic Projects & Consulting) was appointed and field work commenced in March 2022.

The final report, management response and associated recommendations were provided to Council at the 26 July 2022 meeting and to the Audit Committee at the 15 August 2022 meeting. As part of the management response, the Director Infrastructure and Operations in conjunction with other key staff provided a proposed action and implementation plan in response to the recommendations.

The purpose of this report is to present the progress of implementation and action plan contained in the *Service Review Biannual Report – Civil Services* (**Appendix 1**).

RECOMMENDATION

Council resolves that the report be received and noted

1. BACKGROUND

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

The *Service Review Brief – Civil Services* was presented at the 25 January 2022 Council Meeting.

12.7 Service Review Brief – Civil Services

Moved Cr Leith Mudge
S/- Cr Malcolm Herrmann

12/22

Council resolves:

1. That the report be received and noted
2. To adopt the draft *Service Review Brief – Civil Services* as contained in *Appendix 1*
3. That the Chief Executive Officer be authorised to make minor changes to the draft *Service Review Brief – Civil Services* arising from the Council's consideration of the matter.

Carried unanimously

Following the Request for Quote procurement process being undertaken in February 2022, the consultant (Epic Project and Consulting) was appointed, with field work commencing in March 2022.

The objective of the service review of the Civil Services Maintenance Function, was to facilitate efficiency, effectiveness, and appropriateness in service provision through the analysis of factors such as:

- Service clarity, replicability and quality
- Customer (internal or external) priorities, aspirations and experience
- Alignment to the Council's strategic intent
- Statutory obligations
- Process efficiency and saving opportunities
- Service delivery effectiveness and performance assessment

Review and analysis was undertaken over April and May 2022, with the findings and recommendations captured in the *Service Review 2021-22 – Civil Service Maintenance Function Report*. In response to this, the Director Infrastructure and Operations in conjunction with other key staff prepared a Management Response and a draft Action Plan. These recommendations and actions are contained within the *Service Review Biannual Report – Civil Services (Appendix 1)*.

The final report, recommendations, management response and action plan were presented at the 26 July 2022 Ordinary Council Meeting where it was resolved:

12.5 Service Review - Civil Services Maintenance

Moved Cr Linda Green
S/- Cr Leith Mudge

186/22

Council resolves:

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

Carried unanimously

The final report was also provided to Audit Committee at its 15 August 2022 meeting where it was resolved:

8.9. Service Review Report – Civil Services

Moved Peter Brass
S/- Natalie Johnston

AC48/22

The Audit Committee resolves:

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

Carried Unanimously

As per the above resolutions, a biannual report has been drafted (**Appendix 1**) to present to Council.

The *Service Review Biannual Report – Civil Services* (**Appendix 1**) was presented at the 17 April 2023 Audit Committee Meeting where it was received and noted.

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

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

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

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

➤ Legal Implications

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

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

➤ **Risk Management Implications**

Lack of effective strategic planning and resource allocation processes

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

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

➤ **Financial and Resource Implications**

The Service Review was a funded initiative in the *Annual Business Plan 2021-22*. The funding of \$26,000 related directly to the cost of appointing an external consultant.

The Corporate Planning & Performance Coordinator coordinated the procurement, conduct and reporting of the Service Review.

There are further resource implications associated with the implementation of the Report recommendations as contained in the action plan in **Appendix 1**. Any financial implications arising from the Report recommendations will be raised as budget review items or future consideration items, as required.

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

Implementation of the Service Review Report recommendations assists to facilitate improvements to the customer satisfaction of the Civil Services Maintenance activities.

➤ **Sustainability Implications**

Implementation of the Service Review Report recommendations assists to facilitate improvements to the effectiveness and efficiency of the Civil Services Maintenance activities.

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

Consultation on the development of this report was as follows:

Council Committees: The Service Review Framework was considered at the Audit Committee meeting on 18 October 2021 where it was resolved to recommend adoption of the Framework to Council. The *Service Review Biannual Report – Civil Services (Appendix 1)* was presented at the 17 April 2023 Audit Committee meeting.

Council Workshops: The Service Review Framework was discussed in the 26 March 2021 Annual Business Plan and Budget workshop. Following the adoption of the Framework, a further workshop was held on 16 November 2021 to discuss the criteria for determining the function schedule for Service Reviews over the next 3 years.

Advisory Groups: Not applicable

External Agencies: Not applicable

Community: Not applicable

The final report, management response and associated recommendations were provided to Council at the 26 July 2022 meeting and to the Audit Committee at the 15 August 2022 meeting.

➤ **Additional Analysis**

Over the past 6 months, discussions and initial planning has commenced in many areas, however some actions have not been able to progress as planned due to departure of key members in the civil services team and the resulting resourcing/operational pressures. The current focus is on recruitment which will allow staff to further progress this implementation plan once a fully functioning team is in place.

Details of the specific action plan and progress against each item is contained within the *Service Review Biannual Report – Civil Services (Appendix 1)*.

3. OPTIONS

As this is an information report, Council is limited to receiving and noting the report.

4. APPENDIX

(1) *Service Review Biannual Report – Civil Services*

Appendix 1

Service Review Biannual Report – Civil Services

Service Review 2021-22 – Progress Report

Civil Services Maintenance Function

A Service Review of the Civil Services Maintenance function was undertaken over March to June 2022 by Epic Projects & Consulting.

The Final Report and associated recommendations were provided to Council at the 26 July 2022 meeting and to the Audit Committee at the 15 August 2022 meeting. The following report provides the progress of activities detailed in the Action Plan which was produced by the Director Infrastructure and Operations in conjunction with other key staff in response to the recommendations.

Executive Summary

Over the past 6 months, discussions and initial planning has commenced in many areas, however some actions have not been able to progress as planned due to departure of key members in the civil services team and the resulting resourcing/operational pressures. Our current focus is on recruitment which will allow us to further progress this implementation plan once we have a fully functioning team in place.

Service Review Recommendations

The key recommendations from the Civil Services Maintenance Function Service Review are listed below, along with a proposed priority for addressing the findings:

No	Recommendation	H	M	L
1	Develop prioritised program maintenance plans	-	X	-
2	Develop an expanded operational service standard suite for maintenance activities	X	-	-
3	Roll out of CONFIRM system to Civil Service Maintenance	X	-	-
4	Develop and promote cross functional teams working more closely together	X	-	-
5	Improved Budgeting and Measuring Costs	-	-	X
6	Improved Process for Section planning	-	X	-
7	Reward and Recognition	-	X	-
8	Continuous Improvement	-	-	X
9	Customer Communication	-	X	-
Total		3	4	2

Action Plan

Action	22-23	23-24	24-25
Prioritise the order in which specific Asset Class specific maintenance plans are to be developed.	x	-	-
Develop and implement the Asset Class specific maintenance plans.		x	x
Prioritise the order in which specific Asset Class service standards are to be developed to subsequently inform asset maintenance plans.	x	-	-
Develop and adopt the Asset Class specific service standards.		x	x
Expedite the transitioning to use of Confirm in the field through engaging with Strategic Assets and Information Services.	x	x	x
Establish Civil Services specific Confirm Working Group including all relevant stakeholders.	x	x	x
Some interim methods may be investigated to aid in forecasting more accurately the cost per service delivery type.	-	x	-
Following adoption of Service Standards, development of Maintenance Plans, and implementation of confirm, improve use of data for more refined cost forecasting.			x
Develop Annual Plans (Name to be determined) beginning with 2022-23. (First to be completed by end Q2 2022)	x	-	-
Work with Organisational Development to ensure alignment with broader AHC approach to Reward and Recognition.	-	x	-
Work with Communications and Engagement to determine what operational activities or achievements are of broader public interest and can be promoted.	-	x	-
Ensure teams designate specific time on a regular basis, to encourage identification and subsequent progression of work to formally improve work practices. (Particular regard to identification of savings, as well as improved efficiency and customer service).	x	x	x
The Infrastructure and Operations Directorate will work closely with Customer Service to determine any potential for further automated messaging to be put in place (not just Civil Services) and continue to explore ways to improve overall communication with customers).	x	-	-
Greater utilisation of Depot Administration resource to provide job specific information to customers.	-	x	-
Total	-	-	-

Progress Update

The following tables show the action plan developed to address the recommendations in the table above, with the ID's linking back to those assigned in the "Audit Risk Register". Note: where an action addresses multiple recommendations they have been grouped together in the table below.

ID	Action	Planned Date	Recommendation		Progress Update	Status
			No	Rating		
1.1 & 2.1	Prioritise the order in which specific Asset Class specific maintenance plans are to be developed.	30/06/2023	1	Medium	Due to current resourcing in the civil services team, and the departure of a key member of the service review implementation team, this item has been unable to progress. The focus within the department is now on recruitment, with a view to reprogramming actions once a new coordinator civil operations has been recruited.	Not Commenced
			2	High		
1.2	Develop and implement the Asset Class specific maintenance plans.	30/06/2025	1	Medium	Due to current resourcing in the civil services team, and the departure of a key member of the service review implementation team, this item has been unable to progress. The focus within the department is now on recruitment, with a view to reprogramming actions once a new coordinator civil operations has been recruited.	Not Commenced
2.2	Develop and adopt the Asset Class specific service standards.	30/06/2024	2	High	Due to current resourcing in the civil services team, and the departure of a key member of the service review implementation team, this item has been unable to progress. The focus within the department is now on recruitment, with a view to reprogramming actions once a new coordinator civil operations has been recruited.	Not Commenced
3.1	Expedite the transitioning to use of Confirm in the field through engaging	30/06/2023	3	High	Discussions have commenced with the Strategic Assets team, including developing	In Progress

ID	Action	Planned Date	Recommendation		Progress Update	Status
			No	Rating		
	with Strategic Assets and Information Services.				automated responses to customers for cases currently managed through field devices such as illegal dumping and dead animals.	
4.1	Establish Civil Services specific Confirm Working Group utilising the newly developed Project Management Framework (which will include all relevant stakeholders)	30/06/2023	4	High	Preliminary discussions with Civil, IT and Assets have occurred.	In Progress
5.1	Some interim methods may be investigated to aid in forecasting more accurately the cost per service delivery type.	30/06/2024	5	Low	This action is pending the adoption of asset specific service standards.	Not Commenced
5.2	Following adoption of Service Standards, development of Maintenance Plans, and implementation of confirm, improve use of data for more refined cost forecasting.	30/06/2025	5	Low	This action is pending the adoption of individual asset class service standards.	Not Commenced
6.1	Develop Annual Plans (Name to be determined) beginning with 2022-23. (First to be completed by end Q2 2022).	30/06/2023	6	Medium	Due to current resourcing in the civil services team, and the departure of a key member of the service review implementation team, this item has been unable to progress. The focus within the department is now on recruitment, with a view to reprogramming actions once a new coordinator civil operations has been recruited.	Not Commenced
7.1	Work with Organisational Development to ensure alignment with broader AHC approach to Reward and Recognition.	30/06/2024	7	Medium	This action is planned to commence in the 2023/24 financial year.	Not Commenced
7.2	Work with Communications and Engagement to determine what	30/06/2024	7	Medium	this action is planned to commence in the 2023/24 financial year.	Not Commenced

ID	Action	Planned Date	Recommendation		Progress Update	Status
			No	Rating		
	operational activities or achievements are of broader public interest and can be promoted.					
8.1	Ensure both office and field based teams designate specific time on a regular basis, to encourage identification and subsequent progression of work to formally improve work practices. (Particular with regards to identification of savings, as well as improved efficiency and customer service).	30/06/2023	8	Low	Due to current resourcing in the civil services team, and the departure of a key member of the service review implementation team, this item has been unable to progress. The focus within the department is now on recruitment, with a view to reprogramming actions once a new coordinator civil operations has been recruited.	Not Commenced
9.1	The Infrastructure and Operations Directorate will work closely with Customer Service to determine any potential for further automated messaging to be put in place (not just Civil Services) and continue to explore ways to improve overall communication with customers	30/06/2023	9	Medium	Due to current resourcing in the civil services team, and the departure of a key member of the service review implementation team, this item has been unable to progress. The focus within the department is now on recruitment, with a view to reprogramming actions once a new coordinator civil operations has been recruited.	Not Commenced
9.2	Greater utilisation of Depot Administration resource to provide job specific information to customers.	30/06/2024	9	Medium	Depot admin is regularly providing direct liaison, advice and response to customers around common issues.	In Progress

Item 17 Minutes of Committees

**ADELAIDE HILLS COUNCIL
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING
WEDNESDAY 12 APRIL 2023
63 MOUNT BARKER ROAD, STIRLING
AND
ZOOM VIRTUAL MEETING ROOM**

[Please Note: These minutes are unconfirmed until 10 May 2023]

In Attendance

Presiding Member

Geoff Parsons

Members

Ross Bateup

Paul Mickan

Myles Somers

Leith Mudge

In Attendance

Deryn Atkinson

James Booker

Marie Molinaro

Mike O'Donnell

Karen Savage

Assessment Manager
Team Leader Statutory Planning
Statutory Planner
ICT Support Officer
Minute Secretary

1. Commencement

The meeting commenced at 6.30pm

2. Opening Statement

"Council acknowledges that we meet on the traditional lands and waters of the Peramangk and Kaurna people. We pay our respects to Elders past, present and emerging as the Custodians of this ancient and beautiful land. Together we will care for this country for the generations to come".

3. Apologies/Leave of Absence

3.1 Apologies

Nil

3.2 Leave of Absence

Nil

**ADELAIDE HILLS COUNCIL
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING
WEDNESDAY 12 APRIL 2023
63 MOUNT BARKER ROAD, STIRLING
AND
ZOOM VIRTUAL MEETING ROOM**

[Please Note: These minutes are unconfirmed until 10 May 2023]

4. Previous Minutes

4.1 Meeting held 8 March 2023

The minutes were adopted by consensus of all members (4)

That the minutes of the meeting held on 8 March 2023 be confirmed as an accurate record of the proceedings of that meeting.

5. Presiding Member's Report

Nil

6. Declaration of Interest by Members of Panel

Nil

7. Matters Lying on the Table/Matters Deferred

7.1 Matters Lying on the Table

Nil

7.2 Matters Deferred

Nil

8. Development Assessment Applications – Planning, Development and Infrastructure Act

8.1 Development Application 22028767 by Damian Stam and Linda Stam for change of use to include tourist accommodation comprising one self-contained unit at 35 Jacobs Lane, Mylor

8.1.1 Representations

Name of Representor	Address of Representor	Nominated Speaker
Kevin Brogan	10 Jacobs Lane, Mylor	Kevin Brogan

The representor, Kevin Brogan, addressed the Panel, and answered questions from the Panel.

**ADELAIDE HILLS COUNCIL
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING
WEDNESDAY 12 APRIL 2023
63 MOUNT BARKER ROAD, STIRLING
AND
ZOOM VIRTUAL MEETING ROOM**

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The applicant, Damian Stam, addressed the Panel, and answered questions from the Panel.

8.1.2 Decision of Panel

The following was adopted by consensus of all members (5)

The Council Assessment Panel resolved that:

- 1) Pursuant to Section 107(2)(c) of the Planning, Development and Infrastructure Act 2016, and having undertaken an assessment of the application against the Planning and Design Code, the application is NOT seriously at variance with the provisions of the Planning and Design Code; and**
- 2) Development Application Number 22028767 by Damian Stam and Linda Stam for change of use to include tourist accommodation comprising one self-contained unit at 35 Jacobs Lane, Mylor is granted Planning Consent subject to the following conditions:**

RESERVED MATTER

The following matter is reserved pursuant to Section 102(3) of the Planning, Development and Infrastructure Act 2016 to be addressed prior to Development Approval being granted to the reasonable satisfaction of the Assessment Manager:

- 1) A detailed landscaping plan shall be prepared by a suitably qualified professional and submitted with further details regarding plant species and plant locations including additional screening north of the tourist accommodation access.**

Plant species detailed in the landscaping plan shall be selected from the Council's *Native Habitat Landscaping and Gardening Guide* or *Native Habitat Gardening Guide for Low Flammability Gardens*. The guides can be downloaded from Council's website: [Native Gardens at Home • Adelaide Hills Council \(ahc.sa.gov.au\)](http://ahc.sa.gov.au)

NOTE: Further conditions may be imposed on the Planning Consent in respect of the above matter.

**ADELAIDE HILLS COUNCIL
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING
WEDNESDAY 12 APRIL 2023
63 MOUNT BARKER ROAD, STIRLING
AND
ZOOM VIRTUAL MEETING ROOM**

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CONDITIONS

Planning Consent

- 1) The development granted shall be undertaken and completed in accordance with the stamped plans and documentation, except where varied by conditions below.
- 2) The person(s) having the benefit of this consent shall refrain from permitting the use of the tourist accommodation building for provision of long-term accommodation or as a separate dwelling. The tourist accommodation unit shall be used and operated on a short-term rental arrangement with a maximum of a one (1) month stay per occupancy.

A logbook shall be kept of all occupancies for each calendar year and made available for inspection by the Council upon request.

- 3) External colours and materials shall be as follows:
 ROOF: Colorbond 'Monument' or similar
 WALLS: Weathertex cladding in Colorbond 'Monument' colour or similar
- 4) All external light shall be directed away from residential development and shielded if necessary to prevent light spill causing nuisance to the occupiers of adjacent residential properties.
- 5) The vehicle access point and cross over shall be constructed in accordance with Adelaide Hills Council standard engineering detail SD24 – piped entrance prior to occupation/use of the development. The newly constructed access must not alter road stormwater flow or path.

Conditions imposed by Environment Protection Authority under Section 122 of the Act

- 6) Prior to occupation, the on-site wastewater system must be installed in accordance with the "*Aerobic with Surface Sprays for Proposed Accommodation Area Report 2032 35 Jacobs Lane Mylor*", prepared by Archer Environmental, dated 2 August 2022, and include:
 - a. The installation of an Ozzi Kleen RP10 system.
 - b. The construction of an 80m² irrigation area which is:

**ADELAIDE HILLS COUNCIL
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING
WEDNESDAY 12 APRIL 2023
63 MOUNT BARKER ROAD, STIRLING
AND
ZOOM VIRTUAL MEETING ROOM**

[Please Note: These minutes are unconfirmed until 10 May 2023]

- i. located more than 50m from the nearest watercourse, dam or bore; and
- ii. more than 1.2m from the seasonal groundwater table; and
- iii. on a slope less than 20%; and
- iv. not in the 10% annual exceedance probability flood zone.

- c. Vegetating the irrigation area with a woodlot.
- d. Bunding to direct surface runoff away from the irrigation area and creating a bund downhill to prevent any runoff (from over-irrigation) moving off site.

Conditions imposed by the South Australian Country Fire Service under Section 122 of the Act

- 7) The 'Planning and Design Code' Hazards (Bushfire – High Risk) Overlay (Performance Outcome 3.2) details the mandatory requirements for extensions to buildings, outbuildings and other ancillary structures are sited and constructed using materials to minimise the threat of fire spread to residential and tourist accommodation (including boarding houses, hostels, dormitory style accommodation, student accommodation and workers' accommodation) in the event of bushfire.

Outbuildings and other ancillary structures shall be sited no closer than 6m from the habitable building, unless built to relevant building standards for associated structures in Bushfire Prone Areas.

- 8) Access to Habitable Building
The 'Planning and Design Code' Hazards (Bushfire – High Risk) Overlay (Performance Outcome 6.2) details the mandatory requirements for 'Private' roads and driveways to facilitate safe and effective use, operation and evacuation for firefighting and emergency personnel and evacuation of residents, occupants and visitors where required. These requirements apply when the furthest point of the building is more than 60m from the nearest public road.

A clear and unobstructed vehicle or pedestrian pathway shall be provided; no greater than 60 metres in length between the most distant part of the habitable building and the nearest part of the formed public access way.

**ADELAIDE HILLS COUNCIL
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING
WEDNESDAY 12 APRIL 2023
63 MOUNT BARKER ROAD, STIRLING
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ZOOM VIRTUAL MEETING ROOM**

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- 9) **Water Supply & Access (to dedicated water supply)**
Ministerial Building Standard MBS008 “Designated bushfire prone areas - additional requirements” 2020, as published under the *Planning, Development and Infrastructure Act 2016*, provides the technical details of the dedicated water supply for bushfire fighting for the bushfire zone. The dedicated bushfire fighting water supply shall also incorporate the installation of a pumping system, pipe-work and fire-fighting hose(s) in accordance with MBS008.

Please note that where the water supply is an above-ground water tank, the tank (including any support structure) should be constructed of non-combustible material, such as concrete or metal.

The 'Planning and Design Code' Hazards (Bushfire – High Risk) Overlay (Performance Outcome 4.3) details the mandatory requirements for the site to provide a dedicated hardstand area in a location that allows fire fighting vehicles to safely access the dedicated water supply.

SA CFS has no objection to the proposed location for the dedicated water supply as detailed on drawing named SERVICES PLAN dated at last revision 07/02/2023, providing the outlet is positioned to comply with the following conditions:

- The water supply outlet shall be easily accessible and clearly identifiable from the access way and is no greater than 60m path of travel to the furthestmost point of the building, to enable fire services to reach all parts of the building with no more than two lengths of hose from the hardstand area.
- The dedicated water supply and its location should be identified with suitable signage (i.e. blue sign with white lettering “FIRE WATER”).
- Access to the dedicated water supply shall be of all-weather construction, with a minimum formed road surface width of 3 metres.
- Provision shall be made adjacent the water supply for a nominally level hardstand area (capable of supporting fire-fighting vehicles with a gross vehicle mass (GVM) of 21 tonnes) that is a distance equal to or less than 6 metres from the water supply outlet.
- SA CFS appliance’s inlet is rear mounted; therefore the outlet/water storage shall be positioned so that the SA CFS appliance can easily connect to it rear facing.
- A gravity fed water supply outlet may be remotely located from the above ground tank to provide adequate access.

**ADELAIDE HILLS COUNCIL
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING
WEDNESDAY 12 APRIL 2023
63 MOUNT BARKER ROAD, STIRLING
AND
ZOOM VIRTUAL MEETING ROOM**

[Please Note: These minutes are unconfirmed until 10 May 2023]

- All non-metal water supply pipes for bushfire fighting purposes (other than flexible connections and hoses for fire-fighting) shall be buried below ground to a minimum depth of 300mm with no non-metal parts above ground level.
- All water supply pipes for draughting purposes shall be capable of withstanding the required pressure for draughting.
- The minimum water supply required may be combined with domestic use, providing the outlet for domestic use is located above the dedicated fire water supply (in order for it to remain as a dedicated supply).
- Where access to the habitable building is not required due to proximity to the public road, but the hardstand adjacent the outlet is located more than 6m within the boundary of the allotment, the access to the outlet shall:
 - be connected to a formed, all-weather public road; and
 - have a gradient of not more than 16 degrees (1-in-3.5) at any point; and
 - provide overhead clearance of not less than 4.0m horizontally and vertically between the driveway surface and overhanging branches or other obstructions, including building and/or structures; and
 - shall not include guest car parking space/s within the minimum dimensions.
- The all-weather access to the hardstand shall allow fire-fighting vehicles to safely enter and exit the allotment in a forward direction by incorporating either:
 - A loop road around the building, OR
 - A turning area with a minimum radius of 12.5 metres, OR
 - A 'T' or 'Y' shaped turning area with a minimum formed length of 11 metres (for each 'leg') and minimum internal radii of 9.5 metres OR
 - A 'U' shaped 'drive-through' option.

10) Maintain an Asset Protection Zone (APZ) - Vegetation Management

The 'Planning and Design Code' Hazards (Bushfire – High Risk) Overlay (Performance Outcome 4.2) details the mandatory requirements to establish and maintain an asset protection zone. As such, landscaping shall include bushfire protection features that will prevent or inhibit the spread of bushfires and minimise the risk to life and/or damage to buildings and property and maintain a fuel reduced zone for safe movement of occupants and fire fighters.

SA CFS has no objection to the location and extent of the asset protection zone as detailed on drawing named PLANTING ZONES dated at last revision 01/02/2023, providing it complies with the following conditions:

**ADELAIDE HILLS COUNCIL
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING
WEDNESDAY 12 APRIL 2023
63 MOUNT BARKER ROAD, STIRLING
AND
ZOOM VIRTUAL MEETING ROOM**

[Please Note: These minutes are unconfirmed until 10 May 2023]

- Vegetation management shall be established and maintained within 20 metres of the habitable building (or to the property boundaries – whichever comes first) as follows:
 1. The number of trees and understorey plants existing and to be established within the APZ shall be reduced and maintained such that when considered overall a maximum coverage of 30% is attained, and so that the leaf area of shrubs is not continuous. Careful selection of the vegetation will permit the 'clumping' of shrubs where desirable, for diversity, and privacy and yet achieve the 'overall maximum coverage of 30%'.
 2. Reduction of vegetation shall be in accordance with SA Native Vegetation Act 1991 and SA Native Vegetation Regulations 2017.
 3. Trees and shrubs shall not be planted closer to the building(s) than the distance equivalent to their mature height.
 4. Trees and shrubs must not overhang the roofline of the building, touch walls, windows or other elements of the building.
 5. Shrubs must not be planted under trees and must be separated by at least 1.5 times their mature height from the trees' lowest branches.
 6. Grasses within the zone shall be reduced to a maximum height of 10cm during the Fire Danger Season.
 7. No understorey vegetation shall be established within 2 metres of the habitable building (understorey is defined as plants and bushes up to 2 metres in height).
 8. Flammable objects such as plants, mulches and fences must not be located adjacent to vulnerable parts of the building such as windows, decks and eaves.
 9. The APZ shall be maintained to be free of accumulated dead vegetation.

ADVISORY NOTES

Planning Consent

- 1) No work can commence on this development unless a Development Approval has been obtained. If one or more consents have been granted on this Decision Notification Form, you must not start any site works or building work or change of use of the land until you have received notification that Development Approval has been granted.

**ADELAIDE HILLS COUNCIL
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING
WEDNESDAY 12 APRIL 2023
63 MOUNT BARKER ROAD, STIRLING
AND
ZOOM VIRTUAL MEETING ROOM**

[Please Note: These minutes are unconfirmed until 10 May 2023]

- 2) Appeal rights – General rights of review and appeal exist in relation to any assessment, request, direction or act of a relevant authority in relation to the determination of this application, including conditions.
- 3) This Planning Consent is valid for a period of twenty-four (24) months commencing from the date of the decision, subject to the below or subject to an extension having been granted by the relevant authority. If applicable, Building Consent must be obtained prior to expiration of the Planning Consent.
- 4) Where an approved development has been substantially commenced within 2 years from the operative date of approval, the approval will then lapse 3 years from the operative date of the approval (unless the development has been substantially or fully completed within those 3 years, in which case the approval will not lapse).
- 5) Separate Development approval is required for any signs or advertisements associated with the development herein approved.
- 6) The operators shall follow the advice of SA Health regarding the Safe Drinking Water Act (2011) requirements for potable water supply to the tourist accommodation units. An exemption may be required from SA Health to provide water via the existing water storage tank.

Advisory Notes imposed by Environment Protection Authority under Section 122 of the Act

- 7) The applicant is reminded of its general environmental duty, as required by section 25 of the *Environment Protection Act 1993*, to take all reasonable and practicable measures to ensure that activities on the site and associated with the site (including during construction) do not pollute the environment in a way which causes or may cause environmental harm.
- 8) The applicant is advised that, during construction, appropriate measures should be put in place to ensure that no soil transport occurs during rain events. This could include using silt fences on the downhill side of the exposed area to capture any soil runoff, and appropriately managing any soil stockpiles kept on site with silt fencing, or through temporary coverage with matting or hydroseeding. Further guidance may be sought from the EPA's *Stormwater pollution prevention code of practice for the building and construction industry* found at: https://www.epa.sa.gov.au/files/47790_bccop1.pdf

**ADELAIDE HILLS COUNCIL
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING
WEDNESDAY 12 APRIL 2023
63 MOUNT BARKER ROAD, STIRLING
AND
ZOOM VIRTUAL MEETING ROOM**

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More information about the Environment Protection Authority and the Environment Protection Act and policies can be found at: www.epa.sa.gov.au.

Advisory notes imposed by the South Australian Country Fire Service Under Section 122 of the Act

BUILDING CONSIDERATIONS

- 9) Ministerial Building Standard MBS 008, Designated bushfire prone areas – additional requirements, July 2020, as published under the *Planning, Development and Infrastructure Act 2016*, applies to this site.

Please refer to the NCC, relevant standards and state provisions for construction requirements and performance provisions.

A site Bushfire Attack Level (BAL) assessment was conducted in accordance with the NCC and Australian Standard™3959 (AS3959) “Construction of Buildings in Bushfire Prone Areas”.

Category of BAL 19.

- | | |
|-----|--|
| 9. | Development Assessment Applications – Development Act
Nil |
| 10. | Development Assessment Applications – Review of Decisions of Assessment Manager
Nil |
| 11. | ERD Court Appeals
The Assessment Manager provided the Panel with a verbal update on current ERD Court Appeals. |
| 12. | Policy Issues for Advice to Council
Nil |

**ADELAIDE HILLS COUNCIL
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING
WEDNESDAY 12 APRIL 2023
63 MOUNT BARKER ROAD, STIRLING
AND
ZOOM VIRTUAL MEETING ROOM**

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13. Other Business

- 13.1 The Assessment Manager foreshadowed the need for a Special meeting in May, and a placeholder for Wednesday 24 May 2023 was agreed by the Panel.

14. Order for Exclusion of the Public from the Meeting to debate Confidential Matters
Nil

15. Confidential Item
Nil

16. Next Meeting
The next ordinary Council Assessment Panel meeting will be held on Wednesday 10 May 2023.

17. Close meeting
The meeting closed at 7.19pm.

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
MINUTES OF MEETING
MONDAY 17 APRIL 2023
63 MT BARKER ROAD STIRLING**

In Attendance

Members:

Cr Malcolm Herrmann	Presiding Member
Peter Brass	Independent Member
David Moffatt	Independent Member
Natalie Johnston	Independent Member
Cr Melanie Selwood	Council Member

In Attendance:

David Waters	Chief Executive Officer
Lachlan Miller	Executive Manager Governance & Performance
Karen Cummings	Acting Director Corporate Services
Mike Carey	Manager Financial Services
Kira-marie Laverty	Corporate Planning & Performance Coordinator

Guests in Attendance:

Linh Dao (via ZOOM)	BDO Audit Pty Ltd
Mitchell Bremner	BDO Audit Pty Ltd

1. COMMENCEMENT

The meeting commenced at 6.30pm.

1.1. Acknowledgement of Country

Council acknowledges that we meet on the traditional lands and waters of the Peramangk and Kaurna people. We pay our respects to Elders past, present and emerging as the Custodians of this ancient and beautiful land. Together we will care for this country for the generations to come.

2. APOLOGIES/LEAVE OF ABSENCE

2.1. Apology

Nil

2.2. Leave of Absence

Nil

Presiding Member _____ 15 May 2023

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
MINUTES OF MEETING
MONDAY 17 APRIL 2023
63 MT BARKER ROAD STIRLING**

2.3. Absent

Nil

3. MINUTES OF PREVIOUS MEETINGS

3.1. Audit Committee Meeting – 20 February 2023

Moved Peter Brass

S/- David Moffatt

AC11/22

That the minutes of the Audit Committee meeting held on 20 February 2023 as supplied, be confirmed as an accurate record of the proceedings of that meeting.

Carried Unanimously

3.2. Special Audit Committee Meeting – 20 February 2023

Moved Cr Melanie Selwood

S/- Natalie Johnston

AC12/22

That the minutes of the Special Audit Committee meeting held on 20 February 2023 as supplied, be confirmed as an accurate record of the proceedings of that meeting.

Carried Unanimously

4. PRESIDING MEMBER'S OPENING REMARKS

- Recommendations from February Audit Committee meeting approved by Council – revised Strategic Internal Audit Plan and Long Term Financial Plan for Public Consultation.
- Council appointed Audit Committee Independent Members – Pamela Lee (commencing 1 May 2023), David Moffatt (continuing in next term from 1 December 2023), and Sarah Beesley (commencing 1 December 2023). All Members have been appointed for 4 year terms.
- Cr Malcolm Herrmann acknowledged that this is the final meeting for Independent Member Natalie Johnston and on behalf of the Audit Committee, thanked her for her diligent and valuable service.

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
MINUTES OF MEETING
MONDAY 17 APRIL 2023
63 MT BARKER ROAD STIRLING**

5. DELEGATION OF AUTHORITY

In accordance with the Audit Committee Terms of Reference, the Committee has no delegated decision-making powers. The Recommendations in Items 8.1 and 8.4 are to be submitted to Council for consideration.

6. DECLARATION OF CONFLICT OF INTEREST BY MEMBERS OF AUDIT COMMITTEE

Nil

7. PRESENTATIONS, ACTION REPORT & WORKPLAN

7.1. Risk Presentation

Nil

7.2. Action Report and Work Plan Update

Moved Natalie Johnston

S/- Cr Melanie Selwood

AC13/22

1. That the report be received and noted.
2. That the status of the Action Report and Work Plan be noted.
3. To approve the proposed changes to the *Audit Committee Work Plan 2023* as contained in Appendix 2.

Carried Unanimously

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
MINUTES OF MEETING
MONDAY 17 APRIL 2023
63 MT BARKER ROAD STIRLING**

8. OFFICER REPORTS – DECISION ITEMS

8.1. 2022-23 External Audit Plan

Moved Peter Brass
S/- Natalie Johnston

AC14/22

The Audit Committee resolves:

1. That the report be received and noted.
2. To recommend to Council the approval of the *2022-23 External Audit Plan* by BDO Audit Pty Ltd as contained in Appendix 1.
3. To note the *2022-23 Financial Statement Audit – Engagement Letter* as contained in Appendix 2 and the *2022-23 Internal Financial Control Audit – Engagement Letter* as contained in Appendix 3.

Carried Unanimously

8.2. Q3 2022-23 Performance Report

Moved Natalie Johnston
S/- Peter Brass

AC15/22

The Audit Committee resolves the Quarterly Council Performance Report – Q3 2022-23 be received and noted.

Carried Unanimously

8.3. Service Review Biannual Report – Civil Services

Moved David Moffatt
S/- Peter Brass

AC16/22

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

Carried Unanimously

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
MINUTES OF MEETING
MONDAY 17 APRIL 2023
63 MT BARKER ROAD STIRLING**

8.4. Draft Annual Business Plan for Consultation

Moved Peter Brass
S/- Natalie Johnston

AC17/22

The Audit Committee resolves:

1. That the report be received and that the Committee notes that the budget contained within the draft *Annual Business Plan 2023-24* (Appendix 1) meets the following financial sustainability targets as set by Council:
 - a. Adjusted Operating surplus ratio of 2.6% (target of 1% to 5%)
 - b. Net financial liabilities ratio of 53% (target of 25% to 75%)
 - c. Asset sustainability ratio of 100% (target of 95% to 105%)
2. To advise Council that the Committee has reviewed the draft Annual Business Plan 2023-24 (ABP), as contained in Appendix 1, in terms of the assumptions underpinning the Plan, its consistency with the Strategic Management Plans and the adequacy of the plans in the context of maintaining financial sustainability.
3. That, on the basis of the Committee's review, to recommend the draft ABP to Council for community consultation.

Carried Unanimously

9. QUESTIONS WITHOUT NOTICE

Nil

10. CONFIDENTIAL ITEMS

Nil

11. NEXT MEETING

The next ordinary meeting of the Audit Committee will be held on Monday 15 May 2023 from 6.00pm at 63 Mt Barker Road, Stirling.

12. CLOSE MEETING

The meeting closed at 7.52pm.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Wednesday 26 April 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 – 17 April 2023

For: Decision

SUMMARY

The Audit Committee recently met on 17 April 2023.

The Committee made recommendations to Council in relation to a number of decision items. The *Service Review Biannual Report* and the *Draft Annual Business Plan 2023-24 for community consultation* will be separate items in the 26 April and 9 May 2023 Council agendas respectively 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. In relation to Appendix 1 of this report:
 - a. To approve the *2022-23 External Audit Plan* by BDO Audit Pty Ltd.
 - b. To note the *2022-23 Financial Statement Audit – Engagement Letter* and the *2022-23 Internal Financial Control Audit – Engagement*.
 3. In relation to Appendix 2 of this report, to receive and note the Q3 2022-23 Quarterly Council Performance Report.
-

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

➤ 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**

2022-23 External Audit Plan

One of the Audit Committee's specific functions is to recommend the external auditor's terms of engagement including any engagement letter issued at the commencement of each audit and the scope of the audit.

The Committee considered a report at its 17 April 2023 meeting regarding the 2022-23 External Audit Plan (see **Appendix 1**). The report contained the plan and engagement letters for the annual financial statement audit and the internal financial control audits for 2022-23 to be conducted by Council's contracted external auditors, BDO Audit Pty Ltd.

The BDO Engagement Partner and Manager attended to meeting to present the Plan and to answer queries of the Committee Members.

Following consideration of the item, the Committee resolved as follows:

8.1. 2022-23 External Audit Plan

Moved Peter Brass
S/- Natalie Johnston

AC14/22

The Audit Committee resolves:

- 1. That the report be received and noted.**
- 2. To recommend to Council the approval of the 2022-23 External Audit Plan by BDO Audit Pty Ltd as contained in Appendix 1.**
- 3. To note the 2022-23 Financial Statement Audit – Engagement Letter as contained in Appendix 2 and the 2022-23 Internal Financial Control Audit – Engagement Letter as contained in Appendix 3.**

Carried Unanimously

Q3 2022-23 Quarterly Council Performance Report

Where timing allows, the Audit Committee receives the Quarterly Council performance Reports. In this case, the Committee considered the Quarter 3 report at its 17 April 2023 meeting.

While the Committee does not have a specific role in relation to making recommendations to Council regarding the Quarterly Performance Reports, the Committee considered the report and resolved as follows:

8.2. Q3 2022-23 Performance Report

Moved Natalie Johnston
S/- Peter Brass

AC15/22

The Audit Committee resolves the Quarterly Council Performance Report – Q3 2022-23 be received and noted.

Carried Unanimously

3. OPTIONS

Council has the following options:

- I. To resolve as recommended in relation to each item (Recommended)
- II. To determine an alternative course of action in relation to each item (Not Recommended)

4. APPENDICES

- (1) *2022-23 External Audit Plan*
- (2) *Q3 2022-23 Quarterly Council Performance Report*

Appendix 1

2022-23 External Audit Plan

**ADELAIDE HILLS COUNCIL
AUDIT COMMITTEE MEETING
Monday 17 April 2023
AGENDA BUSINESS ITEM**

Item:	8.1
Responsible Officer:	Lachlan Miller Executive Manager Governance & Performance Office of the Chief Executive
Subject:	2023-23 External Audit Plan
For:	Decision

SUMMARY

At its 20 December 2022 meeting, Council (upon the Audit Committee's recommendation) resolved to appoint BDO Audit Pty Ltd ("BDO") under a Professional Services Agreement for a three-year period to undertake the annual financial statement audit and internal financial control audit each year.

With the financial year approaching completion, BDO have prepared a *2022-23 External Audit Plan (Appendix 1)* for the 2022-23 Annual Financial Statements Audit and Internal Financial Control Audit.

Under the Audit Committee's Terms of Reference, two of the key roles in relation to External Audit relate to recommending the approval of the auditor's terms of engagement and reviewing and making recommendations regarding the proposed external audit plan.

Linh Dao (Engagement Partner) and Mitchell Bremner (Engagement Manager) of BDO will be attending the meeting (the former via Zoom) to provide any further information or clarifications.

The purpose of this report is to provide the *2022-23 External Audit Plan* for the Committee's review and, if satisfied, to seek the Committee's recommendation to Council for approval.

RECOMMENDATION

The Audit Committee resolves:

- 1. That the report be received and noted.**
 - 2. To recommend to Council the approval of the *2022-23 External Audit Plan* by BDO Audit Pty Ltd as contained in Appendix 1.**
 - 3. To note the *2022-23 Financial Statement Audit – Engagement Letter* as contained in Appendix 2 and the *2022-23 Internal Financial Control Audit – Engagement Letter* as contained in Appendix 3.**
-

1. BACKGROUND

The Audit Committee's Terms of Reference (**Appendix 4**) set out a number of specific functions, one of which relates to External Audit and contains key roles for the Committee, relevant to the conduct of the 2022-23 Annual Financial Statement Audit and Internal Financial Control Audit, as follows:

1. Recommending the approval of the external auditor's terms of engagement, including any engagement letter issued at the commencement of each audit and the scope of the audit (clause 3.5.2.2)
2. Assessing the external auditor's independence and objectivity taking into account relevant professional and regulatory requirements and the extent of Council's relationship with the auditor, including the provision of any non-audit services (clause 3.5.2.3)
3. Satisfying itself that there are no relationships (such as family, employment, investment, financial or business) between the external auditor and the Council (other than in the ordinary course of business) (clause 3.5.2.4)
4. Review and make recommendations on the annual audit plan, and in particular its consistency with the scope of the external audit engagement (clause 3.5.4).

Roles 1 & 4 occur in the framing of the external audit plan and engagement letter and is traditionally considered by the Audit Committee at the February meeting. Roles 2 & 3 occur when considering the Audit Completion Report at the October meeting.

At its 20 December 2022 meeting, Council (upon the Audit Committee's recommendation) resolved to appoint BDO under a Professional Services Agreement for a three-year period. IN recent months BDO have liaised with Council staff to finalise the engagement and develop the 2022-23 Audit Plan (**Appendix 2**).

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal 5	A Progressive Organisation
Objective 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.

External audit is a key accountability function to the community regarding the financial governance of the organisation.

➤ **Legal Implications**

Chapter 8 – Administrative and financial accountability, Part 3 – Accounts, financial statements and audit, Division 4 – Audit of the *Local Government Act 1999* and Part 6 - Audit of the *Local Government (Financial Management) Regulations 2011* set out the requirements regarding the appointment of the external auditor and the conduct of the audit.

➤ **Risk Management Implications**

The appointment of the external auditor consistent with the requirements of legislation assists 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**

Council makes a budget allocation each year for the expenses associated with the conduct of the external audit.

The external audit function is managed by the Governance & Performance Department although the Financial Services Department is most significantly impacted throughout the external audit process.

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

There is a high expectation that Council's accounts are audited by appropriately qualified and independent external auditors.

➤ **Sustainability Implications**

Not directly 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>Workshops:</i>	Not Applicable
<i>Advisory Groups:</i>	Not Applicable
<i>External Agencies:</i>	BDO
<i>Community:</i>	Not Applicable

➤ **Additional Analysis**

Notwithstanding that the terms and condition of the contractual arrangement are contained in the Professional Services Agreement, BDO have provided a *2022-23 Financial Statement Audit – Engagement Letter (Appendix 2)* and a *2022-23 Internal Financial Control Audit – Engagement Letter (Appendix 3)*.

In preparation for the 2022-23 External Audit, BDO have prepared a *2022-23 External Audit Plan (Appendix 1)* for the Audit Committee’s review and, if satisfied, recommendation to the Council for approval.

The Administration has reviewed the Plan and is agreeable with the scope, methodology and timeframes set out in the Plan.

Linh Dao (Engagement Partner) and Mitchell Bremner (Engagement Manager) of BDO will be attending the meeting (the former via Zoom) to provide any further information or clarifications.

Should the Audit Committee determine to recommend to Council to approve both documents, a report will be prepared for the Council’s 26 April 2022 meeting.

3. OPTIONS

The Committee has the following options:

- I. To recommend to Council the scope of work and timing of the 2022-23 External Audit Plan by BDO Audit Pty Ltd as contained in **Appendix 1**. (Recommended)
- II. To seek amendments to the scope of work and timing of the 2022-23 External Audit Plan by BDO Audit Pty Ltd as contained in **Appendix 1**. Seeking amendment may impact on the timeliness and/or cost of External Audit service provision (Not Recommended)

4. APPENDICES

- (1) *2022-23 External Audit Plan*
- (2) *2022-23 Financial Statement Audit – Engagement Letter – 6 April 2023*
- (3) *2022-23 Internal Financial Control Audit – Engagement Letter – 6 April 2023*
- (4) *Audit Committee – Terms of Reference – 14 February 2023*

Appendix 1

2022-23 External Audit Plan

An overhead view of three people sitting on a red tufted sofa around a white curved table. A man in a blue and white checkered shirt is using a laptop. A man in a purple t-shirt is writing in a large grey folder. A woman in a floral dress is writing in a spiral notebook. A coffee cup is on the table.

ADELAIDE HILLS COUNCIL

Annual audit plan

30 June 2023

CONTENTS

Your BDO team.....4

Audit objectives and approach.....5

Materiality8

Enhancing the client experience.....9

Risk assessment and areas of audit focus..... 10

Internal Control Assessment 12

Timeline..... 14

Fees 16

Appendix 1 New developments 17

Appendix 2 Climate risks and financial reporting.. 18

Appendix 3 Other communications..... 19



Dear Audit Committee Members

Thank you for the opportunity to present our annual audit plan ('plan') for Adelaide Hills Council ('Council') for the year ending 30 June 2023.

Our plan has been developed with input from Council's management and continues to be based on our understanding of Adelaide Hills Council's business and operating environment.

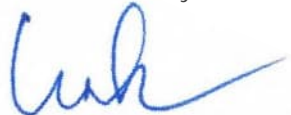
We acknowledge that throughout the year there may be business developments, circumstances may change and additional matters may arise. Our plan will be responsive to your needs and will maximise audit effectiveness so we can deliver the high-quality audit you expect.

This plan is intended solely for management and the Audit Committee and is not intended to be and should not be used by anyone other than these specified parties.

We welcome the opportunity to discuss our plan with you at the Audit Committee meeting on 17 April 2023.

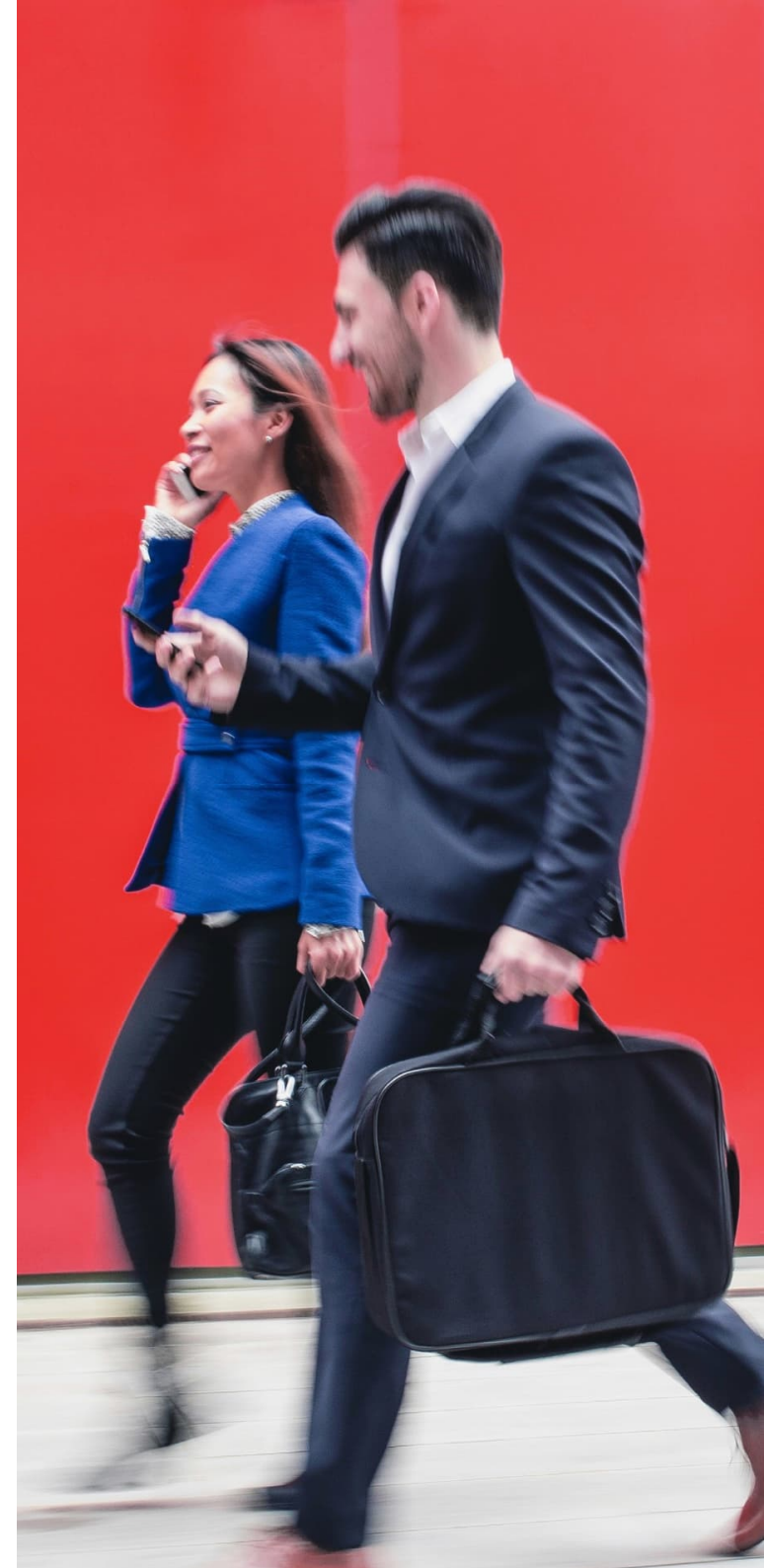
Please feel free to contact me on +61 8 7324 6147 if you have any questions or would like to discuss the content of this plan further.

Yours faithfully



Linh Dao
Lead audit partner

Adelaide, 6 April 2023



YOUR BDO TEAM

Your engagement team provides a combination of experience and fresh ideas. This helps to ensure that we build on previous experience and make the audit process as smooth as possible.

YOUR BDO TEAM

Our audit of Adelaide Hills Council will be led by Linh Dao as Engagement Partner. Linh will oversee the co-ordination of the audit and will have primary responsibility for working with Terry Crackett and his team.

Supporting Linh will be Andrew Tickle as EQ Partner, and Mitchell Bremner as audit manager.

Mitchell is responsible for the day-to-day direction of the audit work and is the key point of contact for Mike Cary. The day-to-day audit team will be led by Mitchell Bremner.

Andrew will perform an objective engagement quality control review of the audit engagement.

SPECIALISTS

When auditing complex areas, we are often required to engage specialists who have qualifications and expertise not possessed by the core audit team. Supporting the engagement team will our IT Specialist, who will review the IT environment and any relevant IT general controls as part of the audit.



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AUDIT OBJECTIVES AND APPROACH

AUDIT OBJECTIVES

The objective of the audit is to enable us to express an opinion as to whether

- ▶ The financial report is prepared, in all material respects, in accordance with Australian Accounting Standards, the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011*, and
- ▶ Controls exercised by Council in relation to the receipt, expenditure and investment of money, acquisition and disposal of property and the incurring of liabilities are sufficient to provide reasonable assurance that the financial transactions of the Council have been conducted properly and in accordance with law based on criteria established in the Better Practice Model - Financial Internal Control for South Australia Councils issued by the Local Government Association of South Australia

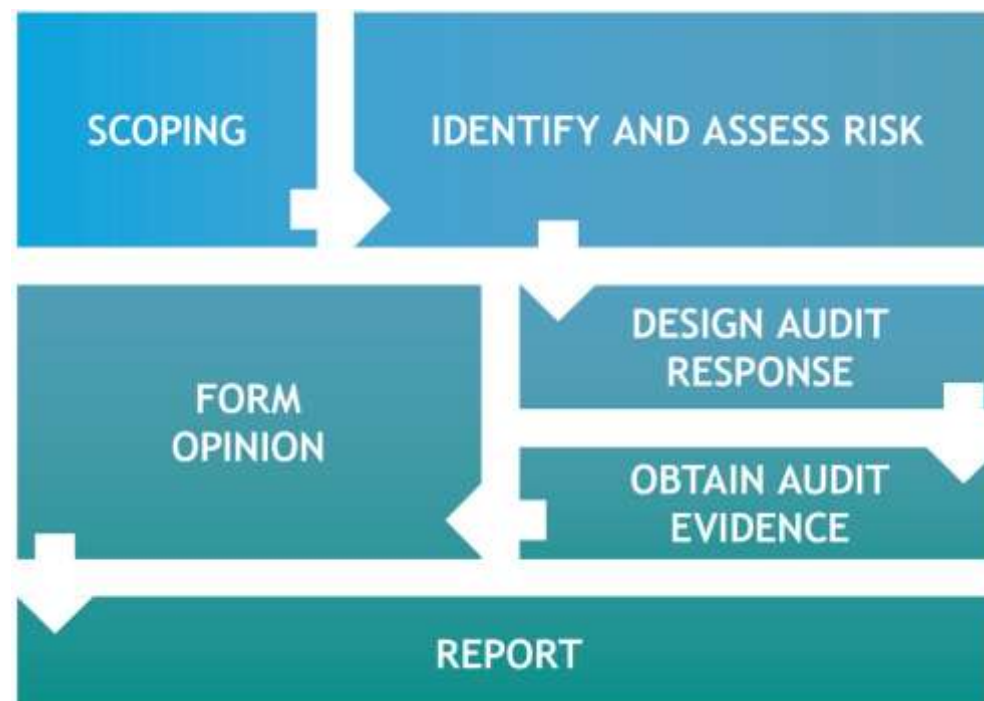
OUR APPROACH

Our audit is performed in accordance with the BDO Audit Approach which consists of six phases and is documented using our global audit tool, APT.

The approach is centred around:

- ▶ Obtaining an understanding of the business being audited from an internal and external point of view
- ▶ Assessing the risk of material misstatements and the controls in place to address and prevent these risks
- ▶ Choosing appropriate procedures to obtain evidence, including the use of data analytics where appropriate
- ▶ Ensuring rigorous quality control over audit performance
- ▶ Providing constructive ideas for improving internal controls and business systems.

A summary of the other key aspects of the BDO Audit Approach is set out on subsequent pages.



OUR APPROACH CONTINUED

INTERNAL CONTROL

We obtain an understanding of the system of internal control relevant to the audit to assist us with our risk assessment procedures. Our understanding covers:

- ▶ The overall control environment
- ▶ The entity's risk assessment process
- ▶ The information system, including the related business processes, relevant to financial reporting, and communication
- ▶ Control activities relevant to the audit
- ▶ Activities the entity uses to monitor internal control relevant to financial reporting.

This understanding is also supported by our assessment of internal controls based on the criteria in the Better Practice Model - Financial Internal Control for South Australian Councils, to allow us to express an opinion on the matters set out in Section 129(b) of the *Local Government Act 1999*.

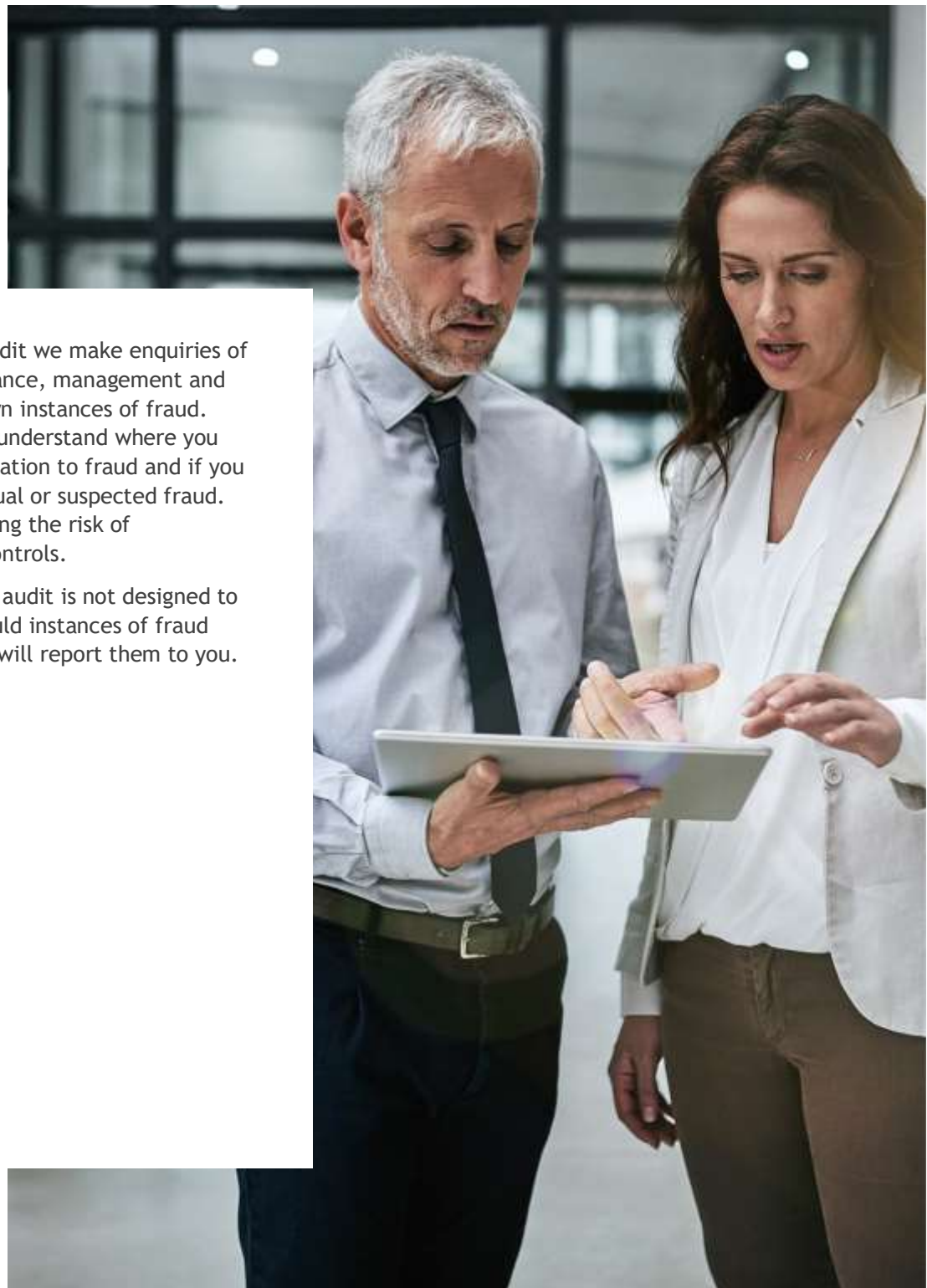
We communicate to the Audit & Risk Committee in writing any significant deficiencies that come to our attention during the audit on a timely basis.

In addition, we communicate with management the significant deficiencies being reported to those charged with governance and any other deficiencies identified that in our judgement are of sufficient importance to merit management's attention.

FRAUD

During the course of our audit we make enquiries of those charged with governance, management and others to identify any known instances of fraud. We also make enquiries to understand where you consider the risks are in relation to fraud and if you have any knowledge of actual or suspected fraud. This also includes considering the risk of management override of controls.

It should be noted that our audit is not designed to detect fraud however, should instances of fraud come to our attention, we will report them to you.



OUR APPROACH *CONTINUED*

AUDIT QUALITY AND PROFESSIONAL SCEPTICISM

To support and promote audit quality at BDO, we have implemented an Audit Quality Framework (AQF) that sets out the key drivers of audit quality, including the specific attributes that are important for audit quality to be maintained and enhanced. Refer to our [Transparency report](#) for further information.

The AQF recognises that professional scepticism is essential to obtain audit evidence which is sufficient and appropriate to reduce the likelihood of a material misstatement to an acceptable level.

The application of professional scepticism by all members of the engagement team is central to BDO's Audit Approach.

GOING CONCERN

As part of our audit we will review management's assessment of the ability of Adelaide Hills Council to continue as a going concern for the 12 months from the date of signing the financial report and therefore whether the going concern basis for the preparation of the financial report is appropriate.

LAWS AND REGULATIONS

We make enquiries in relation to any non-compliance with laws and regulations impacting the period under audit. If we become aware of any instances of non-compliance with laws and regulations which would materially impact on the financial position or performance of the entity, then we will report them to you on a timely basis to consider the impact on the financial report.



MATERIALITY

Materiality means, in the context of an audit, if financial information is omitted, misstated or not disclosed it has the potential to (adversely) affect the decisions of users of the financial report. Materiality is used by auditors in making judgements on the amount of work to be performed, which balances require work and for evaluating the effect of misstatements. Materiality is initially calculated at the planning stage and re-assessed prior to providing our opinion.

During the course of our audit we may identify misstatements and these will be reported to you at the conclusion of our work based on our assessment of materiality at that stage (this may have been updated from the materiality calculated at the planning stage). It should be noted that the auditing standards do not require us to communicate misstatements that are considered 'clearly trivial' and as such, if we identify such misstatements we will not communicate these to you.

We determine materiality by considering a range of both qualitative and quantitative factors when applying our professional judgement.

Our materiality for the 30 June 2023 audit is based on 1.8% of forecasted total expenditure. Our estimated materiality levels are set out in the table below:

MATERIALITY	\$920,000
CLEARLY TRIVIAL THRESHOLD	\$46,000



ENHANCING THE CLIENT EXPERIENCE

BDO'S CLIENT PORTAL

To enhance our communication and to reduce any potential expectation gaps, we will use the BDO Global Portal ('portal').

In addition to facilitating the secure exchange of information, the use of the portal assists with project management and provides a live view of progress to both BDO and Adelaide Hills Council.

We will consult with you about how you would like us to communicate during the engagement, and the frequency of our status updates. In addition, whether it is to provide ad-hoc support, brainstorm ideas, or discuss any aspect of our services, the portal can assist. The key features of the portal are illustrated below:



ONLINE CLIENT COLLABORATION

- ▶ Upload information and documentation in one secure place
- ▶ Track actions and milestones for BDO and client responsibilities.



A FLEXIBLE, SECURE PLATFORM WITH LOCAL CUSTOMISATION

- ▶ Security - permission and access can be set at a project level for different users such as your staff or our BDO teams
- ▶ You can receive a daily or weekly digest, summarising all activity that has occurred on the portal
- ▶ View document audit trails, reducing the risk of email misdirection.



DIGITISED PAPERWORK AND WORKFLOW

- ▶ Approve and sign documents all within the portal, allowing for better transparency and speedier project progress
- ▶ Set dates with calendar reminders for when BDO requires certain documentation or information to be uploaded or completed
- ▶ Assign tasks to specific users
- ▶ Portal supports multiple document types and views.



RISK ASSESSMENT AND AREAS OF AUDIT FOCUS

In line with our audit approach, and based on our understanding of Adelaide Hills Council, we will identify and assess the risks of material misstatement at both the engagement and assertion level.

Our audit procedures are focused on areas that are considered to represent risks of material misstatement to the financial report. We will identify the risk areas as part of our risk assessment procedures during the planning phase and will continue to be alert for risks during the course of the audit. We set out below our preliminary assessment of the key areas of focus, our perspective of the potential impact on the financial statements and our proposed approach. When we complete our planning the associated risks will be updated and categorised between those that are considered to be significant and other than significant.

AREAS OF FOCUS	OUR PERSPECTIVE	PLANNED RESPONSE
Revaluation of infrastructure, property, plant and equipment	Council's infrastructure, property, plant and equipment is carried at valuation. There is a risk that these balances are misstated as a result of the application and inappropriate valuation methodologies, or incorrect underlying assumptions.	We will evaluate the competence, capability and objectivity of the independent valuers, if any, obtain an understanding of their work and evaluate its appropriateness.
Accounting treatment of Capital Work In Progress (WIP)	There is a risk that the accounting treatment of items captured within Capital WIP may not be in accordance with Australian Accounting Standards.	We will obtain the Capital WIP schedule and review in detail a sample of projects outstanding at the end of the year to ensure they are likely to generate assets. We will also review a sample of assets transferred out of the Capital WIP to check that the categorisation and value allocated to the relevant fixed asset class is appropriate.
Management override of internal controls	Australian Auditing Standards require that we presume there is a risk that management has the ability to manipulate accounting records and override control that otherwise appear to be operating effectively.	<p>Our response will include a review of key internal controls at the Council to mitigate the risk of management override.</p> <p>We will test the appropriateness of journal entries and other adjustments made in the preparation of the financial report. We will also review accounting estimates for bias, and evaluate the business rationale (or lack of) of any significant transactions that are outside of the normal course of business or that otherwise appear to be unusual.</p>



RISK ASSESSMENT AND AREAS OF AUDIT FOCUS *CONTINUED*

AREAS OF FOCUS	OUR PERSPECTIVE	PLANNED RESPONSE
Cut-off of grant funding and accuracy of any amounts deferred at 30 June 2023	There is a risk of error in the calculation of grant income recognised and deferred at the end of the year by reference to grant agreements and Australian Accounting Standards.	We will obtain the schedule of grant income recognised and deferred at year-end. We will select a sample of grants and obtain the agreements to review in detail and test that they have been recognised in accordance with AASB 15 <i>Revenue from Contracts with Customers</i> and AASB 1058 <i>Income of Not-for-Profit Entities</i> .

INTERNAL CONTROL ASSESSMENT

We are required to provide an audit opinion on Council's internal controls in accordance with Section 129(1)(b) of the *Local Government Act 1999*. Our assessment of internal controls is based on the criteria in the Better Practice Model - Financial Control for South Australian Councils as issued by the Local Government Association of South Australia.

The Better Practice Model emphasises a risk based approach to internal financial controls. It states that a Council should design and implement internal financial controls activities and monitoring systems that prioritise extreme and high financial risk as identified by the Council's risk tolerance framework.

RISK ASSESSMENT

BDO has used the risk assessment matrix per the Better Practice Model to create a general expected risk assessment. The assessment is only focused on the business impact of the risks. Each risk is assigned risk category of low, moderate, high. The result of our initial assessment is as follows:

RISK CATEGORY	RISK LEVEL		
	HIGH	MODERATE	LOW
Strategic Financial Planning	-	-	12
Assets	2	3	22
Liabilities	-	1	13
Revenue	-	9	5
Expenses	-	11	8
External Services	-	0	2
Financial Governance	-	-	3

We expect to receive Council's risk assessment of internal controls as part of the planning process. Once received we will compare and understand any differences between the two assessments. Based on the results of this comparison, we will consider the impact on our audit approach.

CONTROL ASSESSMENT

Once the risk assessment is complete, we undertake a control assessment classifying each control as key or non-key. All controls associated with high risks are considered to be key controls. Controls with moderate risks are assessed and allocated key or non-key.

CONTROL TYPE	DESCRIPTION
Key Control	The absence of these controls operating may have a significant impact on mitigating the risks. All key controls are included within our audit testing.
Non-Key Control	The absence of these controls in place may not have a significant impact on mitigating the risks as the operation of a key control in the same area may provide sufficient mitigation. The level of testing of non-key controls is dependent on the risk assessment. See the next section for more details.

INTERNAL CONTROL ASSESSMENT *CONTINUED*

CONTROL TESTING

The risk and control assessments performed by BDO will then determine our level of testing of the controls in place to address the risks.

RISK LEVEL	LEVEL OF TESTING OF CONTROLS	REASON
High	All key controls are tested.	Control failure may result in a significant business impact, therefore an increased level of assurance is required in relation to the effectiveness of the controls supporting high risks.
Moderate	All identified key controls and a selection of non-key controls selected based on our professional judgement.	Control failure may result in a moderate business impact, therefore a normal level of assurance is required in relation to effectiveness of the controls supporting moderate risks.
Low	No testing of controls.	Control failure is unlikely to result in a significant business impact.

The number of controls to we plan to test for each risk category is as follows:

RISK CATEGORY	DESIGN & IMNPLEMATION TESTED	TEST OF CONTROLS PERFORMED
Strategic Financial Planning	41	-
Assets	74	6
Liabilities	26	2
Revenue	35	17
Expenses	36	26
External Services	9	-
Financial Governance	4	-
Total	225	51

Due to the number of controls involved we have not provided a detailed list of controls in this report. We can provide the detailed list of controls separately as required. The controls selected for testing represent our assessment of those required to be tested to provide reasonable assurance that the financial transactions of the Council have been conducted properly and in accordance with law based on criteria established in the Better Practice Model - Financial Internal Control for South Australia Councils issued by the Local Government Association of South Australia.



TIMELINE

AUDIT MILESTONES

We recognise that regular, timely communication with management and the Audit Committee is critical to maintaining an effective and transparent relationship. Our audit process operates throughout the year so that we can respond to issues as they arise and maintain close communication, with management and the Audit Committee, as the audit cycle progresses.

We have set out below the timing of significant milestones to include on-site visits, key meeting dates and reporting deadlines with respect to the completion of the audit.

MILESTONE	RESPONSIBILITY	DATE
Planning meeting with management	BDO & management	6 March 2023
Audit Committee meeting and submission of Annual audit plan	BDO & management	17 April 2023
Interim audit visit commences, including opening balance work, review of controls and transactional testing	BDO & management	The week commencing 15 May 2023
Submission of interim management letter (including update on internal control audit)	BDO & management	By 12 June 2023
Final audit visit commences	BDO & management	The week commencing 18 September 2023
Close out meeting with management	BDO & management	22 September 2023
Submission of draft audit completion report	BDO	By 9 October 2023
Financial statements presented to Audit Committee	BDO, management & Audit Committee	October 2023



TIMELINE CONTINUED

MILESTONE	RESPONSIBILITY	DATE
Chief Executive Officer and Principal Member of Council to approve and sign off Certification of Financial Statements, Certification of Auditors Independence and management representation letter	Council	October / November 2023
Issue Independent Auditor's Report and Certificate of Auditor Independence in relation to Independence	BDO	October / November 2023
Finalisation of various acquittal reports	BDO & management	TBC



FEES

FEES

The proposed fee for all services provided for the year ending 30 June 2023 is \$27,000. All amounts are exclusive of GST.

This fee compasses the audit of:

- ▶ Annual Financial Statements
- ▶ Internal Controls
- ▶ Roads to Recovery Chief Executive Officer's Financial Statement
- ▶ LGAWCS Actual Wages Declaration

Any additional acquittal audits will be charged at \$500 each if they are conducted at the time of the audit or \$1,000 each if undertaken outside of the audit fieldwork (all amounts GST exclusive).

ASSUMPTIONS

Our proposed fee is based on our understanding of your current operations and the required scope of the audit. If these alter, the proposed fee will need to be revised.

Staff travel to Council's office will be charged to you as disbursements when incurred, based on the cents per kilometre method determined annually by the Fair Work Ombudsman in relation to the Clerks-Private Sector Award 2010 (currently \$0.78 per kilometre for 2021/2022).

Our proposed fees do not include any advice or assistance that may be given in respect of accounting issues. Whilst brief ad hoc information provided in the course of our audit is generally included in our proposed fee, formal advice, assistance with complex issues or meetings to discuss these issues falls outside the scope of our proposed fee. Fees for assistance provided will be negotiated prior to services being performed.

ASSISTANCE REQUIRED

In order to keep our time and costs to a minimum, we appreciate your assistance with the following:

- ▶ Management providing all deliverables in line with the agreed timetable
- ▶ Assistance from your staff with supporting documentation and explanations during the audit process
- ▶ Disclosure by your staff of all information relevant to the engagement in a timely manner
- ▶ Prior to the commencement of our audit, we will provide you with an audit preparation package through BDO Portal.

APPENDIX 1 NEW DEVELOPMENTS

REVISED AUDITING STANDARD - ASA 315, IDENTIFYING AND ASSESSING THE RISKS OF MATERIAL MISSTATEMENT

Australian Auditing Standard 315 *identifying and Assessing the Risks of Material Misstatement (Revised)* (ASA 315) is effective for financial reporting periods beginning on or after December 15, 2021. It requires a more granular process of identification risks of material misstatement (RMM) in an entity, with a separate assessment of inherent risk and control risk for assertion level RMMs, to drive a more efficient and risk-responsive audit.

HOW HAS IT CHANGED?

- ▶ Requirement to perform a separate assessment of inherent risk and control risk for risks of material misstatement (RMMs) identified at the assertion level
- ▶ Spectrum of inherent risk, based on the likelihood and magnitude of an RMM
- ▶ Use of inherent risk factors (complexity, subjectivity, change, uncertainty or susceptibility to misstatement due to management bias or fraud) to drive risk identification.
- ▶ Identification of 'risks arising from the use of IT' based on integrity of information in the information system; risks arising from ineffective design or non-application of controls
- ▶ Understanding controls over processes that support the effective operation of the IT environment

HOW CAN YOU ASSIST US TO TRANSITION TO THIS REVISED STANDARD?



Document your policies and procedures surrounding business processes, from initiation and processing, through to recording and reporting, of transactions, account balances and disclosures



Review your procedures in advance so we can have robust discussions about where the risk areas arise and the controls you have in place.



Familiarise yourself with your IT environment and how your IT systems are being used to help us identify risks arising from use of IT.

APPENDIX 2 CLIMATE RISKS AND FINANCIAL REPORTING

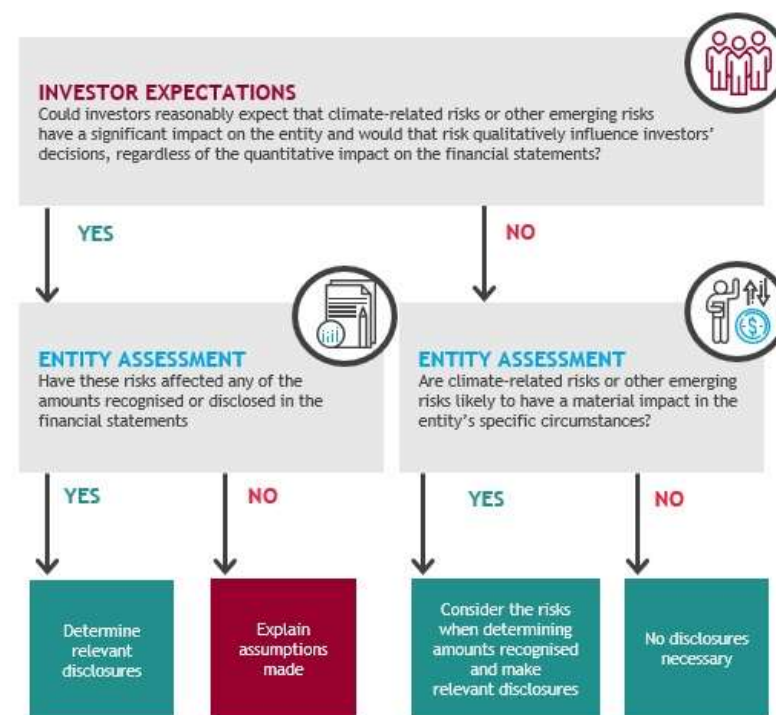
CONSIDERING THE IMPACT OF CLIMATE RISKS IN THE FINANCIAL REPORT

Interest among investors in understanding climate-related risk from companies' management has increased in recent years. Despite this, climate-related risks are currently predominantly discussed outside the financial statements, if at all.

As set out in [AASB/IASB Practice Statement 2 Making Materiality Judgements](#) (APS/PS 2), qualitative external factors such as the industry in which the entity operates and investor expectations may make such risks 'material' and warrant disclosures when preparing financial statements, regardless of their numerical impact. Given investor statements on the importance of climate-related risks to their decision making, the impact of the materiality definition and APS/PS 2 is that entities can no longer treat climate-related risks as merely a matter of corporate social responsibility and may need to consider them also in the context of their financial statements.

Entities preparing financial statements in accordance with Australian Accounting Standards should consider:

- ▶ Whether investors could reasonably expect that emerging risks, including climate-related risks, could affect the amounts and disclosures reported in the financial statements and have indicated the importance of such information to their decision making; and
- ▶ What disclosures about the impact of climate-related risks and other emerging risks on the assumptions made in preparing the financial statements are material to the financial statements in light of the guidance in APS/PS 2, as summarised in the following decision tree from AASB & AUASB



This [AASB & AUASB Joint Bulletin on Climate Change](#) provides guidance on climate-related risk disclosures, key takeaways and recommendations and contains a non-exhaustive list of examples of how climate-related risks could affect the financial statements, as well as the accounting standards that may need to be considered. If you require any assistance in this area, please contact your audit engagement partner initially.



APPENDIX 3 OTHER COMMUNICATIONS

ETHICS AND INDEPENDENCE

In conducting our audit, we are required to comply with the independence requirements of the *Local Government Act 1999*, the *Local Government (Financial Management) Regulation 2011* and Part 4A of APES 110 *Code of Ethics for Professional Accountants (including Independence Standards)*.

We obtain independence declarations from all staff engaged in the audit. We also have policies and procedures in place to identify any threats to our independence, and to appropriately deal with and if relevant mitigate those risks.

Should any independence matters arise, we will bring them to your immediate attention.

For the comfort of those charged with governance, we note that the following processes assist in maintaining our independence:

- ▶ Restrictions on BDO employees having financial interests in audit clients
- ▶ No other work is permitted to be undertaken by any BDO division or office without the express approval of the engagement director/partner
- ▶ Services including valuation and similar services are specifically prohibited to be provided by any other BDO office to you
- ▶ All services performed by any BDO division or office have been reported below.

BDO has not provided any other services during the year to Adelaide Hills Council.

COMMUNICATIONS WITH THOSE CHARGED WITH GOVERNANCE

To enhance our communication and to reduce any potential expectation gaps with clients, BDO has adopted a structured reporting system. We will communicate with the Audit Committee and management through various means. This includes but is not limited to:

- ▶ This audit plan
- ▶ Management letter after our interim visit
- ▶ The BDO Client Portal
- ▶ An audit completion report at the conclusion of the audit
- ▶ The audit report.



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We have prepared this report solely for the use of Adelaide Hills Council. As you know, this report forms part of a continuing dialogue between the company and us and, therefore, it is not intended to include every matter, whether large or small, that has come to our attention. For this reason we believe that it would be inappropriate for this report to be made available to third parties and, if such a third party were to obtain a copy of this report without prior consent, we would not accept any responsibility for any reliance they may place on it.

BDO Audit Pty Ltd ABN 33 134 022 870 is a member of a national association of independent entities which are all members of BDO Australia Ltd ABN 77 050 110 275, an Australian company limited by guarantee. BDO Audit Pty Ltd and BDO Australia Ltd are members of BDO International Ltd, a UK company limited by guarantee, and form part of the international BDO network of independent member firms. Liability limited by a scheme approved under Professional Standards Legislation.

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Appendix 2

*2022-23 Financial Statement Audit – Engagement
Letter – 6 April 2023*

Mr Lachlan Miller
Executive Manager Governance & Performance
Adelaide Hills Council
PO Box 44
WOODSIDE SA 5244

6 April 2023

Dear Mr Miller

TERMS OF ENGAGEMENT - AUDIT

The purpose of this letter is to set out the basis on which BDO Audit Pty Ltd (BDO) acts as auditors of Adelaide Hills Council (the Council) and the respective areas of responsibility of the Council's officers and of BDO.

Audit of the financial report

The objective and scope of the audit

You have requested that we audit the financial report of Adelaide Hills Council which comprises the statement of financial position as at 30 June 2023, the statement of profit or loss and other comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, and notes to the financial statements including a summary of significant accounting policies, and the certification of the financial statements.

We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter.

The objectives of our audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

The responsibilities of the auditor

We will conduct our audit in accordance with Australian Auditing Standards. Those standards require that we comply with ethical requirements. As part of an audit in accordance with Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies in internal control relevant to the audit of the financial report that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with Australian Auditing Standards.

The responsibilities of management and identification of the applicable financial reporting framework

Our audit will be conducted on the basis that the Council's officers acknowledge and understand that they have responsibility:

- a) For the preparation and fair presentation of the financial report in accordance with the *Local Government Act 1999* and *Local Government (Financial Management) Regulations 2011* made under that Act and Australian Accounting Standards
- b) For such internal control as the Council's officers determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error and
- c) To provide us with:
 - i. Access to all information of which the Council's officer and management are aware that is relevant to the preparation of the financial report whether obtained from within or outside of the general and subsidiary ledgers, such as records, documentation and other matters including access to information relevant to disclosures;
 - ii. Additional information that we may request from the Council's officers and management for the purpose of the audit; and
 - iii. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence;
- d) To inform us of any documents that you expect to issue that may comprise other information;
 - i. If the other information is provided prior to the auditor's report date; the financial report and any other information obtained prior to the date of the auditor's report will be consistent with one another, and the other information will not contain any material misstatements;
 - ii. If the other information is not provided prior to the auditor's report date; to provide and/or issue such other information that will enable us to complete our required procedures.

As part of our audit process, we will request from management and where appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

We look forward to full cooperation from your staff during our audit.

Other requirements

Council's officers will inform us of any material event occurring between the date of our report and the date of issue of the financial report, which may affect the financial report.

Expected form and content of the auditor's report

We have included an example audit report in Appendix 1 to this letter, which reflects the form and content of the auditor's report, in the circumstance where the auditor has concluded that an unmodified opinion is appropriate based on the audit evidence obtained, including the reporting on other information. The form and content of our report may vary from the example in light of our audit findings.

Fees

Our audit fees are detailed in the annual audit plan and consistent with the audit tender responses.

Our fees are based on our understanding of your current operations and the required scope of the engagement. If these alter, the proposed fee will need to be revised.

Our fees do not include any advice or assistance that may be given in respect of accounting issues. Whilst brief ad hoc advice provided in the course of our engagement is generally included in our proposed fee, formal advice, assistance with complex issues or meetings to discuss these issues which necessitate increased professional time will fall outside the scope of our proposed engagement fee. Fees for any assistance provided in this regard will be negotiated prior to the services being performed.

The fees assume that all engagement schedules and reports will be available upon commencement of the engagement and that the financial report will be prepared by your staff. If schedules and reports are not provided within the agreed timetable, additional costs may be incurred and charged to you.

Should these assumptions not remain valid, we will inform you prior to the occurrence of additional costs.

Other matters under the Local Government Act 1999

Independence

We confirm that, to the best of our knowledge and belief, we currently meet the independence requirements of the *Local Government Act 1999* in relation to the audit of the financial report. In conducting our audit of the financial report, should we become aware that we have contravened the independence requirements of the *Local Government Act 1999*, we shall notify you on a timely basis. As part of our audit process, we shall also provide you with a written independence declaration as required by the *Local Government Act 1999*.

Enquiries from oversight bodies

Council's officers shall notify BDO of any enquiries, such as financial reporting surveillance enquiries, from any oversight body that relate to the audit engagement as soon as practicable.

Presentation of the audited financial report on the internet

If you intend to electronically present the audited financial report and auditor's report on your web site or any other digital media, the security and controls over information on the relevant web site shall be addressed by the entity to maintain the integrity of the data presented. The examination of the controls over the electronic presentation of audited financial information on the entity's web site is beyond the scope of the audit of the financial report. Responsibility for the electronic presentation of the financial report on the entity's web site is that of the governing body of the entity.

Terms of trade

The terms of this engagement are per the Professional Services Agreement for External Audit Services, Contract Number 2022-23-40.

Yours faithfully

BDO Audit Pty Ltd

A handwritten signature in blue ink, appearing to read 'Linh Dao', with a long, sweeping horizontal stroke extending to the right.

Linh Dao
Director

Appendix 1

EXAMPLE INDEPENDENT AUDITOR'S REPORT TO THE PRINCIPAL MEMBER OF ADELAIDE HILLS COUNCIL

Report on the Audit of the Financial Report

Opinion

We have audited the financial report of Adelaide Hills Council (the Council), which comprises the statement of financial position as at 30 June 2023, the statement of profit or loss and other comprehensive income, the statement of changes in equity and the statement of cash flows for the year then ended, and notes to the financial report, including a summary of significant accounting policies and the certification of the financial statements.

In our opinion the accompanying financial report of Adelaide Hills Council presents fairly, in all material respects, the Council's financial position as at 30 June 2023, and its financial performance and its cash flows for the year ended on that date in accordance with Australian Accounting Standards, the *Local Government Act 1999*, and the *Local Government (Financial Management) Regulations 2011*.

Basis for opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the Council in accordance with the *Local Government Act 1999* and the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants (including Independence Standards)* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We confirm that the independence declaration required by the *Local Government Act 1999*, which has been given to the Council, would be in the same terms if given to the Council as at the time of this auditor's report.

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

Other information

Management is responsible for the other information. The other information obtained at the date of this auditor's report is information included in the X report, but does not include the financial report and our auditor's report thereon.

Our opinion on the financial report does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial report, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or our knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work we have performed on the other information obtained prior to the date of this auditor's report, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Responsibilities of the Council's Officers for the Financial Report

The Council's officers are responsible for the preparation and fair presentation of the financial that gives a true and fair view in accordance with Australian Accounting Standards, the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011* and for such internal control as the Council's officers determine is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Council's officers are responsible for assessing the Council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Council's officers either intend to liquidate the Council or to cease operations, or has no realistic alternative but to do so.

Auditor's responsibilities for the audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

A further description of our responsibilities for the audit of the financial report is located at the Auditing and Assurance Standards Board website (<http://www.auasb.gov.au/Home.aspx>) at: http://www.auasb.gov.au/auditors_responsibilities/ar4.pdf

This description forms part of our auditor's report.

BDO Audit Pty Ltd

Linh Dao
Director

Adelaide, XX Month 20XX

Appendix 3

*2022-23 Internal Financial Control Audit – Engagement
Letter – 6 April 2023*



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Australia

Mr Lachlan Miller
Executive Manager Governance & Performance
Adelaide Hills Council
PO Box 44
WOODSIDE SA 5244

6 April 2023

Dear Mr Miller

ASSURANCE ENGAGEMENTS ON CONTROLS

Design and Operating Effectiveness of Controls

You have requested that we undertake a reasonable assurance engagement on the design of controls established by Adelaide Hills Council in relation to financial transactions relating to the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities, and the operating effectiveness of these controls throughout the period 1 July 2022 to 30 June 2023 in accordance with the requirements of the *Local Government Act 1999*. The control objectives to be addressed are specified by legislation, which are that financial transactions relating to the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities are conducted properly and in accordance with law.

We are pleased to confirm our acceptance and our understanding of this reasonable assurance engagement by means of this letter. Our assurance engagement will be conducted with the objective of expressing an opinion on the suitability of the design of controls within Adelaide Hills Council's systems to achieve the stated control objectives, and the operating effectiveness of those controls throughout the period.

Responsibilities of the assurance practitioner

We will conduct our assurance engagement in accordance with Standard on Assurance Engagements ASAE 3150 *Assurance Engagements on Controls*. That standard requires that we comply with ethical requirements applicable to assurance engagements and plan and perform procedures to obtain reasonable assurance about whether, in all material respects, the controls are suitably designed to achieve the control objectives, and the controls operated effectively throughout the period. An assurance engagement involves performing procedures to obtain evidence about the design, description and operating effectiveness of controls.

The procedures selected depend on the assurance practitioner's professional judgement, including the assessment of the risks of material deficiencies in the design or deviations in the operating effectiveness of the controls.

Because of the inherent limitations of an assurance engagement, together with the inherent limitations of any system of controls there is an unavoidable risk that some deficiencies in the design or deviations in the operating effectiveness of controls may not be detected, even though the engagement is properly planned and performed in accordance with Standards on Assurance Engagements.

The responsibilities of management and identification of the applicable control framework

Our assurance engagement will be conducted on the basis that management acknowledges and understands that they have responsibility:

- a) That throughout the period, in all material respects, and based on suitable criteria:
 - i. The controls within Adelaide Hills Council's system were suitably designed to achieve the identified control objectives; and
 - ii. The controls operated effectively to achieve the control objectives;
- b) For the identification of suitable control objectives which are specified by law in relation to the system;
- c) For the identification of risks that threaten achievement of the control objectives identified;
- d) For design of the system, comprising controls which will mitigate those risks so that those risks will not prevent achievement of the identified control objectives and therefore that the control objectives will be achieved;
- e) For operation of the controls as designed throughout the period;
- f) To provide us with:
 - i. Access to all information of which those charged with governance and management are aware that is relevant to the description of the system and design and operation of the controls within that system;
 - ii. Additional information that we may request from those charged with governance and management for the purposes of this assurance engagement; and
 - iii. Unrestricted access to persons within the entity from whom we determine it necessary to obtain evidence.

As part of our engagement, we will request from management written confirmation concerning representations made to us in connection with the engagement.

Assurance Approach

We will examine and evaluate the controls established by Council in relation to financial transactions relating to the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities.

Due to the complex nature of internal control, our assurance procedures will not encompass all individual controls at Adelaide Hills Council, but will be restricted to an examination of those controls reported which achieve the control objectives specified by legislation.

Assurance Procedures

Our assurance procedures will include:

- a) Obtaining an understanding of the control environment of Adelaide Hills Council relevant to financial transactions relating to the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities;
- b) Evaluating the design of specific controls by:
 - i. Assessing the risks that threaten achievement of the control objectives; and
 - ii. Evaluating whether the controls described are capable of addressing those risks and achieving the related control objectives;
- c) Making enquiries, inspecting documents, conducting walk throughs and re-performance of controls to ascertain whether the degree of compliance with controls is sufficient to achieve their control objectives throughout the period.

Assurance Report

The format of the report will be in accordance with ASAE 3150 with respect to reasonable assurance engagements. An example of the proposed report is contained in the appendix to this letter.

Our opinion will be phrased in terms of the suitability of the design of controls to achieve the control objectives and the operating effectiveness of controls as designed.

Material Deficiencies in Design or Deviations in Operating Effectiveness of Controls

We will issue an assurance report without modification, to provide a reasonable assurance conclusion on the controls relevant to financial transactions relating to the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities where our procedures do not identify a material deficiency in the design of controls necessary to achieve the control objectives, or deviation in the operating effectiveness of controls as designed. For this purpose, a material deviation, misstatement or deficiency exists when:

- a) The controls as designed or the degree of compliance with them will not or may not achieve the control objectives in all material respects; and
- b) Knowledge of that deficiency or deviation would be material to users of the assurance report.

If our assurance engagement identifies that there are material deficiencies in the design or deviations in the operating effectiveness of controls during the period covered by the report, such deficiencies or deviations will be disclosed in our report even if they were corrected prior to the end of the reporting period. However, our report will indicate that such deviations were corrected if that is the case. If any material deficiencies or deviations disclosed in our report have been corrected subsequent to this period (or are in the process of being corrected), we will refer to this in our report.

Although the primary purpose of our assurance engagement will be to enable us to issue the above described report, we may also provide you with a letter containing recommendations for strengthening controls if such matters are observed during the process of the assurance engagement. Although issues raised may not represent deficiencies in design or deviations in operating effectiveness of the controls which are material to our conclusion, our recommendations will address areas where we believe controls could be improved.

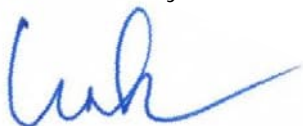
We look forward to full cooperation from your staff during our assurance engagement.

Terms of Trade

The terms of this engagement are per the Professional Services Agreement for External Audit Services, Contract Number 2022-23-40.

Yours faithfully

BDO Audit Pty Ltd



Linh Dao
Director

APPENDIX 1

DRAFT INDEPENDENT ASSURANCE REPORT ON THE INTERNAL CONTROLS OF ADELAIDE HILLS COUNCIL

Opinion

We have undertaken a reasonable assurance engagement on the design and the operating effectiveness of controls established by Adelaide Hills Council (the Council) in relation to financial transactions relating to the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities, throughout the period 1 July 2022 to 30 June 2023 relevant to ensuring such transactions have been conducted properly and in accordance with law.

In our opinion, in all material respects:

- (a) The controls established by Council in relation to financial transactions relating to the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities were suitably designed to ensure such transactions have been conducted properly and in accordance with law; and
- (b) The controls operated effectively as designed throughout the period from 1 July 2022 to 30 June 2023.

Basis for opinion

We conducted our engagement in accordance with Standard on Assurance Engagements ASAE 3150 *Assurance Engagements on Controls* issued by the Auditing and Assurance Standards Board.

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

The Council's responsibilities for the internal controls

The Council is responsible for:

- a) The receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities;
- b) Identifying the control objectives
- c) Identifying the risks that threaten achievement of the control objectives
- d) Designing controls to mitigate those risks, so that those risks will not prevent achievement of the identified control objectives; and
- e) Operating effectively the controls as designed throughout the period.

Our independence and quality control

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

Assurance practitioner's responsibilities

Our responsibility is to express an opinion, in all material respects, on the suitability of the design to achieve the control objectives and the operating effectiveness of controls established by Council in relation to financial transactions relating to the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities. ASAE 3150 requires that we plan and perform our procedures to obtain reasonable assurance about whether, in all material respects, the controls are suitably designed to achieve the control objectives and the controls operated effectively throughout the period.

An assurance engagement to report on the design and operating effectiveness of controls involves performing procedures to obtain evidence about the suitability of the design of controls to achieve the control objectives and the operating effectiveness of controls throughout the period. The procedures selected depend on our judgement, including the assessment of the risks that the controls are not suitably designed or the controls did not operate effectively. Our procedures included testing the operating effectiveness of those controls that we consider necessary to achieve the control objectives identified. An assurance engagement of this type also includes evaluating the suitability of the control objectives.

Limitations of controls

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

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

BDO Audit Pty Ltd

Linh Dao
Director

Adelaide, XX Month 20XX

Appendix 4

*Audit Committee – Terms of Reference – 14 February
2023*

ADELAIDE HILLS COUNCIL

Audit Committee



TERMS OF REFERENCE

Adopted 14 February 2023

1. ESTABLISHMENT

- 1.1 The Audit Committee (the Committee) of Council is established under Section 41 of the *Local Government Act 1999* (the Act), for the purposes of Section 126 of the Act and in compliance with regulation 17 of the *Local Government (Financial Management) Regulations 2011*.
- 1.2 The Audit Committee does not have executive powers or authority to implement actions in areas which management has responsibility and does not have any delegated financial responsibility. The Audit Committee does not have any management functions and is therefore independent from management.

2. ROLE

- 2.1 The overall role of the Audit Committee will be 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 through the following functions:

3. SPECIFIC FUNCTIONS

- 3.1 Financial Reporting and Prudential Requirements

The Committee shall:

- 3.1.1 Provide comment on the assumptions underpinning Council's Strategic Management Plans (Strategic Plan, Annual Business Plan and Budget and Long Term Financial Plan), the consistency between plans and the adequacy of Council's plans in the context of maintaining financial sustainability;
- 3.1.2 Review and provide advice to Council on the degree to which the annual financial statements present fairly the state of affairs of the Council;
- 3.1.3 Monitor the integrity of the financial statements of the Council, including its annual report, reviewing significant financial reporting issues and judgements which they contain.;
- 3.1.4 Review and challenge where necessary:
 - 3.1.4.1 The consistency of, and/or any changes to, accounting policies;
 - 3.1.4.2 The methods used to account for significant or unusual transactions where different approaches are possible;

- 3.1.4.3 Whether the Council has followed appropriate accounting standards and made appropriate estimates and judgements, taking into account the views of the external auditor;
- 3.1.4.4 The clarity of disclosure in the Council's financial reports and the context in which statements are made; and
- 3.1.4.5 All material information presented with the financial statements, such as the operating and financial review and the corporate governance statement (insofar as it relates to the audit and risk management);

- 3.1.5 Review prudential reports prepared under Section 48(1) of the Act and provide advice to Council, upon request, on other prudential matters.

3.2 Internal Controls and Risk Management Systems

The Committee shall:

- 3.2.1 Ensure that appropriate policies, practices and procedures of internal control (and other financial and risk management systems) are implemented, reviewed and maintained in order to assist the Council to carry out its activities in an efficient and orderly manner to achieve its objectives;
- 3.2.2 Review Council's risk management framework and monitor the performance of Council's risk management program;
- 3.2.3 Monitor the corporate risk profile and significant risk exposures for the organisation to ensure that there are appropriate management plans to manage and mitigate this business risk; and
- 3.2.4 Ensure an appropriate legislative compliance framework exists to identify risks and controls over compliance with applicable legislation and regulations.

3.3 Public Interest Disclosures

The Committee shall:

- 3.3.1 Review annually the Council's Public Interest Disclosure arrangements and compliance with the requirements of the *Public Interest Disclosure Act 2018*.
- 3.3.2 Provide recommendations to Council regarding Public Interest Disclosure Policy and resourcing required to comply with legislative requirements

3.4 Internal Audit

The Committee shall:

- 3.4.1 Monitor and review the effectiveness of the Council's internal audit function in the context of the Council's overall risk management system;
- 3.4.2 Consider and make recommendation on the program of the internal audit function and the adequacy of its resources and access to information to enable it to perform its function effectively and in accordance with the relevant professional standards.

- 3.4.3 Review all reports on the Council's operations from the internal auditors;
- 3.4.4 Review and monitor management's responsiveness to the findings and recommendations of the internal auditor; and
- 3.4.5 Where appropriate, meet the "head" of internal audit (internal or outsourced) at least once a year, without management being present, to discuss any issues arising from the internal audits carried out. In addition, the head of internal audit shall be given the right of direct access to the Principal Member of the Council and to the Presiding Member of the committee.

3.5 External audit

The Committee shall:

- 3.5.1 Consider and make recommendations to the Council, in relation to the appointment, re-appointment and removal of the Council's external auditor. The Committee shall oversee the selection process for new auditors and if an auditor resigns the Committee shall investigate the issues leading to this and decide whether any action is required;
- 3.5.2 Oversee Council's relationship with the external auditor including, but not limited to:
 - 3.5.2.1 Recommending the approval of the external auditor's remuneration, whether fees for audit or non-audit services, and recommending whether the level of fees is appropriate to enable an adequate audit to be conducted;
 - 3.5.2.2 Recommending the approval of the external auditor's terms of engagement, including any engagement letter issued at the commencement of each audit and the scope of the audit;
 - 3.5.2.3 Assessing the external auditor's independence and objectivity taking into account relevant professional and regulatory requirements and the extent of Council's relationship with the auditor, including the provision of any non-audit services;
 - 3.5.2.4 Satisfying itself that there are no relationships (such as family, employment, investment, financial or business) between the external auditor and the Council (other than in the ordinary course of business);
 - 3.5.2.5 Monitoring the external auditor's compliance with legislative requirements on the rotation of audit partners; and
 - 3.5.2.6 Assessing the external auditor's qualifications, expertise and resources and the effectiveness of the audit process (which shall include a report from the external auditor on the audit committee's own internal quality procedures);

- 3.5.3 Meet as needed with the external auditor. The Committee shall meet the external auditor at least once a year, without management being present; to discuss the external auditor's report and any issues arising from the audit;
- 3.5.4 Review and make recommendations on the annual audit plan, and in particular its consistency with the scope of the external audit engagement;
- 3.5.5 Review the findings of the audit with the external auditor. This shall include, but not be limited to, the following;
 - 3.5.5.1 a discussion of any major issues which arose during the external audit;
 - 3.5.5.2 any accounting and audit judgements; and
 - 3.5.5.3 Levels of errors identified during the external audit. The committee shall also review the effectiveness of the external audit.
- 3.5.6 Review any representation letter(s) requested by the external auditor before they are signed by management;
- 3.5.7 Review the management letter and management's response to the external auditor's findings and recommendations.

3.6 Economy and Efficiency Audits

The Committee shall:

- 3.6.1 Propose and review the exercise of powers under Section 130A of the Act; to examine and report on any matter relating to financial management, or the efficiency and economy with which the council manages or uses its resources to achieve its objectives,

4. OTHER MATTERS

The Committee shall:

- 4.1 Have access to reasonable resources in order to carry out its duties, recognising the constraints within Council's Budget;
- 4.2 Be provided with appropriate and timely training, both in the form of an induction programme for new members and on an ongoing basis for all members;
- 4.3 Give due consideration to laws and regulations of the Act;
- 4.4 Make recommendations on co-ordination of the internal and external auditors;
- 4.5 Oversee any investigation of activities which are within its terms of reference;
- 4.6 Oversee action to follow up on matters raised by the external and internal auditors;

- 4.7 Invite Council's external auditors and internal auditors to attend meetings of the Committee, as considered appropriate; and
- 4.8 At least once in its term, review its own performance and terms of reference to ensure it is operating at maximum effectiveness and recommend changes it considers necessary to the Council for approval.

5. MEMBERSHIP

- 5.1 The Committee will comprise 5 members as follows:

- 5.1.1 Three (3) Independent Members; and

- 5.1.2 Two (2) Council Members

- 5.2 All members of the Committee will be appointed by the Council.
- 5.3 Independent Member(s) of the Committee shall have recent and relevant skills and experience in professions such as, but not limited to accounting, financial management, risk management, law, compliance, internal audit and governance.
- 5.4 It is desirable for the Council Members to be appointed to the Committee to have a sound understanding of financial management, risk management and governance.
- 5.5 In considering appointments to the Committee, Council should give consideration to the diversity of the membership.
- 5.6 Appointments to the Committee shall be for a period of up to three (3) years.
- 5.7 Members of the Committee are eligible for reappointment at the expiration of their term of office, however 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.
- 5.8 The terms of appointment of the Independent Members should be arranged to ensure the orderly rotation and continuity of membership despite changes to the composition of the Council.

6. SITTING FEES

- 6.1 The applicable Remuneration Tribunal (or its successor) Determination outlines the applicable allowance for Council Members on the Committee.
- 6.2 The Independent Members are to be paid a sitting fee as determined by Council for attendance at meetings and authorised training sessions. Council may determine a higher sitting fee for the presiding member.

7. PRESIDING MEMBER

- 7.1 The Council will appoint the Presiding Member of the Committee.

- 7.2 The Council authorises the Committee to determine if there will be a Deputy Presiding Member of the Committee and, if so, authorises the Committee to make the appointment to that position for a term determined by the Committee.
- 7.3 If the Presiding Member of the Committee is absent from a meeting the Deputy Presiding Member (if such position exists) will preside at that meeting. If there is no position of Deputy Presiding Member, or both the Presiding Member and the Deputy Presiding Member of the Committee are absent from a meeting of the Committee, then a member of the Committee chosen from those present will preside at the meeting until the Presiding Member (or Deputy Presiding Member, if relevant) is present.
- 7.4 The role of the Presiding Member includes:
- 7.4.1 overseeing and facilitating the conduct of meetings in accordance with Act and the *Local Government (Procedures at Meetings) Regulations 2013* (the Regulations); and
- 7.4.2 Ensuring all Committee members have an opportunity to participate in discussions in an open and encouraging manner.

8. REPORTING RESPONSIBILITIES

- 8.1 For the purposes of Section 41(8) of the Act, the Committee's reporting and accountability requirements are:
- 8.1.1 The minutes of each Committee meeting will be included in the agenda papers of the next ordinary meeting of the Council;
- 8.1.2 The Presiding Member will attend a meeting of the Council at least once per annum to present a report on the activities of the Committee;
- 8.1.3 The Committee shall make whatever recommendations to the Council it deems appropriate on any area within its terms of reference where in its view action or improvement is needed; and
- 8.1.4 The Presiding Member may attend a Council meeting at any time that the Presiding Member sees fit to discuss any issue or concern relating to the Committee's functions. Depending on the nature of the matter, this may be held in confidence in accordance with Section 90 of the Act and staff may be requested to withdraw from the meeting.

9. MEETING PROCEDURE

- 9.1 Meeting procedure for the Committee is as set out in the Act, Parts 1, 3 and 4 of the Regulations. Insofar as the Act, the Regulations, or these Terms of Reference do not prescribe the procedure to be observed in relation to the conduct of a meeting of the Committee, the Committee may determine its own procedure.
- 9.2 In accordance with Section 90(7a), one or more Committee members may participate in the meeting by telephone or other electronic means provided that members of the public can hear the discussion between all Committee members.

9.3 Only members of the Committee are entitled to vote in Committee meetings. Unless otherwise required by the Act not to vote, each member must vote on every matter that is before the Committee for decision.

9.4 Council Employees may attend any meeting as observers or be responsible for preparing papers for the committee.

10. SECRETARIAL RESOURCES

10.1 The Chief Executive Officer shall provide sufficient administrative resources to the Committee to enable it to adequately carry out its functions.

11. FREQUENCY OF MEETINGS

11.1 The Committee shall meet at least four times a year at appropriate times and places as determined by the Committee. A special meeting of the Committee may be called in accordance with the Act.

11.2 If after considering advice from the CEO or delegate, the Presiding Member of the Committee is authorised to cancel the respective Committee meeting, if it is clear that there is no business to transact for that designated meeting.

12. NOTICE OF MEETINGS

12.1 Notice of the meetings of the Committee will be given in accordance with Sections 87 and 88 of the Act. Accordingly, notice will be given:

12.1.1 To members of the Committee by email or as otherwise agreed by Committee members at least 3 clear days before the date of the meeting; and

12.1.2 To the public as soon as practicable after the time that notice of the meeting is given to members by causing a copy of the notice and agenda to be displayed at the Council's offices and on the Council's website.

12.2 PUBLIC ACCESS TO MEETINGS & DOCUMENTS

12.3 Members of the public are able to attend all meetings of the Committee, unless prohibited by resolution of the Committee under the confidentiality provisions of Section 90 of the Act.

12.4 Members of the public have access to all documents relating to the Committee unless prohibited by resolution of the Committee under the confidentiality provisions of Section 91 of the Act.

13. MINUTES OF MEETINGS

13.1 The Chief Executive Officer shall ensure that the proceedings and resolutions of all meetings of the Committee, including recording the names of those present and in attendance are minuted and that the minutes otherwise comply with the requirements of the Regulations.

13.2 Minutes of Committee meetings shall be circulated within five days after a meeting to all members of the Committee and will (in accordance with legislative requirements) be available to the public.

Appendix 2

Q3 2022-23 Quarterly Council Performance Report

**ADELAIDE HILLS COUNCIL
AUDIT COMMITTEE MEETING
Monday 17 April 2023
AGENDA BUSINESS ITEM**

Item: 8.2

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

Subject: Quarterly Council Performance Report – Q3 2022-23

For: Information

SUMMARY

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

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

The Quarterly Council Performance Report for Q3 (**Appendix 1**) covers the period 1 January 2023 to 31 March 2023, and shows the performance against the corporate performance indicators as well as discussing key highlights aligned with the Strategic plan.

The purpose of this report is to inform the Audit Committee of Council's performance against the *Annual Business Plan 2022-23* targets in order to assist in their role as advisors to Council on the adequacy and effectiveness of processes involving financial management, reporting, risk and governance.

RECOMMENDATION

The Audit Committee resolves the Quarterly Council Performance Report – Q3 2022-23 be received and noted.

1. BACKGROUND

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

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

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

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

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

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

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

➤ Legal Implications

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

- S122 – Strategic management plans – development, content requirements, consultation, review and availability of strategic plan, asset management plan and long-term financial plan;
- S123 – Annual business plans and budgets - development, content requirements, consultation, review and availability of annual business plan and budget
- S127 – Financial statements – preparation, content, auditing and availability of the financial statements;
- S131 – Annual reports – preparation, content, distribution and availability of the annual report

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

➤ **Risk Management Implications**

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

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

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

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

➤ **Financial and Resource Implications**

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

Quarterly Council Performance Reporting assists in showing the financial and resource performance to plan as per the targets, initiatives and activities outlined in the *Annual Business Plan 2022-23*.

As part of the development of the budget outlined in the *Annual Business Plan 2022-23*, a series of Savings Strategies were developed to help address emerging cost pressures and to improve Council's Operating Surplus over the period of the Long Term Financial Plan. The adopted strategies totalled \$650k in ongoing savings, and a page dedicated to reporting on the progress of these strategies has now been included in the quarterly report.

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

Providing integrated, consultative corporate planning and effective and transparent performance reporting to the Council and community has the potential to increase the level of trust and confidence in Council.

➤ **Sustainability Implications**

Quarterly Council Performance Reporting assists in demonstrating the outcomes related to Council's economic, social and environmental initiative.

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

Consultation on the development of this report was as follows:

Council Committees: Not applicable

Council Workshops: Not applicable

Advisory Groups: Not applicable

External Agencies: Not applicable

Community: Not applicable

3. OPTIONS

As this is an information report, the Audit Committee is limited to receiving and noting the report however additional feedback can be provided to the Governance and Performance team for consideration of future enhancements for the 2022-23 FY reports.

4. APPENDIX

(1) *Quarterly Council Performance Report – Q3 2022-23*

Appendix 1

Quarterly Council Performance Report – Q3 2022-23

Quarterly Council Performance Report

Quarter 3 – 1 January – 31 March 2023



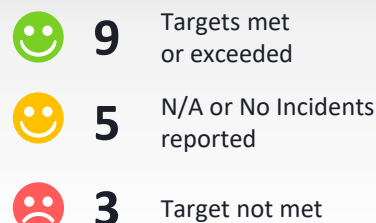
Table of Contents

1. Executive Summary	2
2. Adelaide Hills Council Major Projects	3
3. Performance by Strategic Goal	6
4. Customer Service Standards	20
5. Capital Works Performance	23
6. Savings Strategies	24
7. Quarterly Financial Performance	25

1. Executive Summary



Customer Service Standards



Capital Performance

\$1.4m of infrastructure delivered

\$8.9m of infrastructure ordered

The primary focus of this quarter has been on tendering projects that were designed earlier in the year, and continuing delivery of asset renewal programs.

Highlights

- It had been a busy time for events over this period with Tour Down Under taking centre stage across the Council area. Other popular activities provided by Council included *Discover, Play, Bikeway* and the *Hills Harmony Day Picnic*.
- The Substantive CEO Recruitment process is progressing well with advertising and candidate shortlisting completed
- The draft Long Term Financial Plan (LTFP) underwent community consultation over March
- Council have been installing and integrating a solar management system (Solar Analytics) across all of our solar installations. While not complete, initial calculations indicate a 12 month saving of 219 MWh and \$66,000.
- A Community Led Emergency Resilience workshop series (now renamed "RediCommunities") has been completed in the Scott Creek, Bradbury, Ironbank and Longwood.
- The Kerbside Bin Options Report was discussed with Council Members at the LTFP workshop held early February 2023. Funding has since been allocated in the LTFP to undertake a trial of one or more of the options.

Risk and Challenges

- Resourcing in some areas of Council has been challenging and led to ongoing delays and impacts while the positions are being recruited.
- Financial pressures resulting from escalating costs continue to grow. Strategies to mitigate cost increases have been highlighted across the organisation to be incorporated into future budgets and Long Term Financial Plan.
- In the buildings and property space, difficulties in procurement from a Contractor availability and financial perspective have continued throughout the quarter.

2. Adelaide Hills Council Major Projects

Implementation of the Community and Recreation Facilities Framework

The Community & Recreation Facilities Framework was developed to support the management of Council and Community owned facilities.

This framework will be progressively implemented over a three year period.

Latest News

Staff continue to meet with Clubs to discuss the Framework obligations and impacts.

Several iterations of the leases/management agreements have now progressed with the draft Leases to be ready for discussion with Clubs during April 2023.



FABRIK Development

The FABRIK Development Project involves upgrading and enhancing the former Onkaparinga Woollen Mills site at Lobethal to create an arts and heritage hub in the central Adelaide Hills.

Latest News

In Building 20 the upstairs framework for the ceilings has been completed. The electrical first fix, wall frames and the new plumbing works are underway. The designs for Gallery air-conditioning and the staircase have been finalised, with orders in for the staircase steel and the new upstairs windows.

In Building 14 the floor has been removed and plumbing works commenced in the rear wet areas. The electrical first fix is also underway.

In the new Pavilion Building the external concrete seating designed and the Steel framework has been ordered.

In Building 21 the final electrical work has been completed, the two new windows ordered and inside has been painted.

The Landscaping design has been completed and approved ready for quotes to be sourced.



Gumeracha Library improvements

The upgrade to the Gumeracha Library and Service Centre is aimed at making the space more welcoming and user-friendly. This includes updating the furniture, shelving, service counter and general layout.

Latest News

Procurement process for both construction and furniture/fittings progressed in quarter 3.

Quotes for the construction component (including new service desks in the Library and Foyer spaces, new computer desks and the children's area) were received and evaluated. The preferred supplier has been selected with construction works to begin in August 2023. The project commencement has been delayed due to availability of contractors to schedule in the works within the set budget for the Project. Expected completion now 30 September 2023.



Heathfield School Courts including Canteen and Storage upgrades

This project is a unique collaboration between Council, local clubs, the High School, the Education Department and the Office for Recreation and Sport.

The four court facility will provide improved sporting amenity for the local community, the High School and facilitates great connections between the High School and the adjacent Heathfield Oval..

Latest News

Design for the canteen and storage facility has been finalised with stakeholders, including local clubs. Currently awaiting development approval for the structure and construction will commence once received.



Towards Community Led Emergency Resilience Program (TCLERP)

Following on from the Community Resilience and Readiness pilot, the program has evolved to focus on community led emergency preparedness. The name of the program also changed to be Toward Community Led Emergency Resilience Program (TCLERP).

- The program has several areas of focus including:
- Community Engagement
 - Psychological and emotional emergency preparedness community education
 - Recovery ready halls project – emergency preparedness for select community facilities
 - Vegetation management project – ensuring practices are based on best fire science and within shared land owners existing capacity

Latest News

A Community Led Emergency Resilience workshop series (now renamed "RediCommunities") has now been completed in the Scott Creek, Bradbury, Ironbank and Longwood communities.

Planning and engagement with the Summertown, Uraidla and Houghton, Inglewood and Kersbrook communities has commenced.

In partnership with CFS, We have presented workshops on psychological preparedness for children and fire safer planting choices for private property gardens.

Completed initial consultation with relevant internal and external stakeholders for AHC's bushfire mitigation strategy and a community consultation strategy has been drafted.

BRM Advisory have been contracted to develop a Recovery Operations Manual (ROM) and associated departmental sub-plans.

Adelaide Hills Community Action Bushfire Network continue to meet monthly with support from Community Resilience Team.

All three new web pages "Recovery, Readiness, Resilience" have now been published on our website. User testing and assessments will be conducted to further improve accessibility and local relevance.



3. Performance by Strategic Goal

A functional Built Environment

Highlights

✓ New and upgraded footpath program

- The William St, Birdwood footpath has been completed and scoping has commenced for Kingsland rd, Aldgate and the steps at the Crafers Dog Park.

✓ Prepare turf and irrigation design/management plans for key bore water use areas

- Mylor Oval preliminary designs have been completed and feedback from oval committee has been sought

✓ Building Upgrades – minor

- Upgraded the electrical power board that supplies power to the Stirling Tennis and Petanque Clubs to ensure safety and compliance.

✓ General Property

- Information received as part of the Building Audit has been incorporated into budget planning for 2023-24 financial year, and discussions commenced with the Assets team on the Building Asset Management Plan.

✓ Sustainability

- Council have been installing and integrating a solar management system (Solar Analytics) across all of our solar installations. The data is currently incomplete due to some technical difficulties at 3 sites, however initial calculations indicate a savings over a 12 month timeframe from installed solar PV panels of 219 MWh and \$66,000.

✓ Civil Services

- Council's civil maintenance activities transitioned from a reactive and risk based approach back to a planned and zoned approach, as a result of the wet weather subsiding and the backlog of road defects reducing.

✓ Federation Park and Oval masterplan implementation

- The toilet upgrade has commenced, while the footpath and additional power sources are planned to commence soon.

✓ Cemetery Upgrades

- Work commenced at Summertown Cemetery including the installation of driveway drainage and gravel to pathways.
- Benches purchased for installation at Kersbrook Cemetery and Mt Torrens Cemetery.
- The design for Kersbrook Natural Burial Ground has commenced.

– Adelaide Hills War memorial Swimming Pool

- A Feasibility Study is currently being undertaken for the Adelaide Hills (War Memorial) Swimming Centre (AHWMSC) at Woodside. The study will determine the remaining asset life of all facilities at the pool site as well as linkages with the wider Woodside Recreation Ground and other civic activities that occur at the site.
- Recommendations and high level costings will be provided upon completion of the project to be considered within the development of future reviews of the Long Term Financial Plan.

✓ Policy Planning

- Preliminary investigations have progressed into a possible Adelaide Hills Subzone Code Amendment which was presented to Council on 28 March 2023.
- Analysis of 2021 census data continues in order to understand the demographic changes across the district and the housing trends and challenges. This research will help inform upcoming Regional Planning Discussions.

Risks & Challenges

✗ Carbon Management Plan - Energy Upgrades, Battery & Efficiency Actions

- The draft property and sustainability audit has now been received. The consultant is preparing a consolidated summary which will enable the identification of priorities for implementation.
- A key action to achieve the target of 100% renewable energy use has been challenging due to the recent Local Government Association procurement tender which did not provide an option for the purchase of 100% renewable energy. This along with increases in the cost of electricity will result in AHC not achieving its target.

✗ Road Safety Program

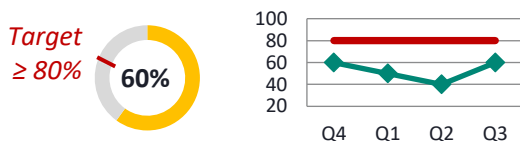
- Additional funding has been received from the Federal Government to progress the preferred design outcome.
- Land Acquisition and native vegetation approvals need to be finalized.

✗ Purchase of Electric Vehicles cars for fleet

- Two electric vehicles have been ordered and one will be delivered in the coming months with the other now delayed to third quarter 2023 due to the change to a new model.

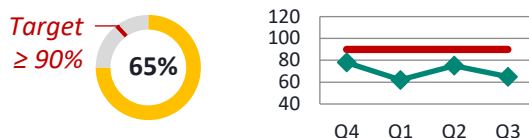
Performance Indicators

Operational tasks completed within the Civil Zone Maintenance Program



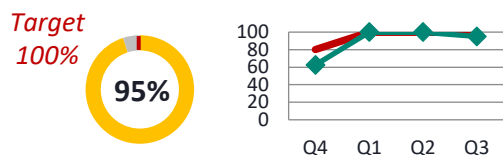
Heavy rains continued in Q2, with the impact being on the road network, with saturated pavements failing across the network. During this period, work was prioritised by risk, rather than by zone.

Delivery of capital works program









Actual expenditure is less than budgeted, primarily due to delayed start to the significant blackspot projects in the roads asset class.

Compliance inspections completed within 10 business days of development completion notification



During Quarter 3 there were 120 inspections undertaken. 21 inspections were as a result of notifications for completion of works. Of these 95% were carried out within 10 business days. There was one inspection not within 10 business days and this was delayed at the request of the customer.

Legend:  = Target Met  = Target not met \geq Greater than or equal to

Legend:  = On Track  = Not Started  = Deferred  = Behind Schedule  = Completed  = Not a Strategic initiative

Progress on Strategic Initiatives from the Annual Business Plan

Project ID	Strategic Initiatives	Status
B1001	Recreation Trails & Cycling Route Upgrades	✓
B1003	New Bus Shelter Installation Program	✓
B1004	New and upgraded footpaths	✓
B1007	Recreation Trails & Cycling Routes Framework Implementation	✓
B1009	DDA Upgrades Minor access upgrades region wide (compliance)	✓
B2001	Federation Park and Oval masterplan implementation	✓
B3002	Implement irrigation systems (renewal / upgrades)	✓
B3003	Investigate and Implement central irrigation control system (region wide)	✓
B3004	Prepare turf and irrigation design/management plans for key bore water use areas	✓
B3005	Carbon Management Plan - Energy Upgrades, Battery & Efficiency Actions	✗
B4006	Asset management - Confirm Web and Connect Licences and Field Devices	✓
B4009	Building Upgrades - minor	✓
B4010	Cemeteries Upgrades	✓
B4011	CWMS Capacity Upgrades (Birdwood & Woodside gravity mains)	✓
B4014	Road Safety Program including co-contribution to Road Blackspot	✗
B4015	Installation of further Electric Vehicle charging stations	✓
B4016	Purchase of Electric Vehicles cars for fleet	✗
B4041	Community and Recreation Facilities Framework Implementation	✓
B4042	Operational worksite review including forward planning	✓
B4043	Hamilton Hill - Dunfield Estate & Crest Maintenance	✓
B4044	Feasibility Studies for future projects	✓
B4045	Stormwater projects	✓
B4046	Mt Torrens Coach House Reserve Facilities	✓
B4047	Woodside School Crossing (LRCIP)	✓
B4048	Heathfield School Courts – Canteen and Storage	✓
B4049	Adelaide Hills War Memorial Swimming Pool - Splash Park Contribution (LRCIP)	—

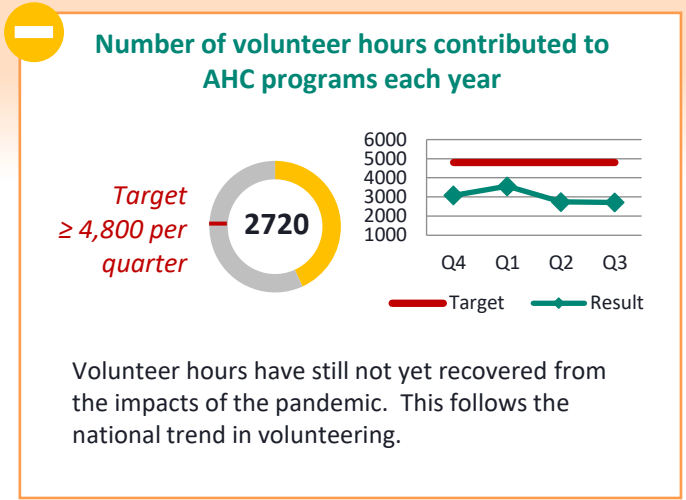
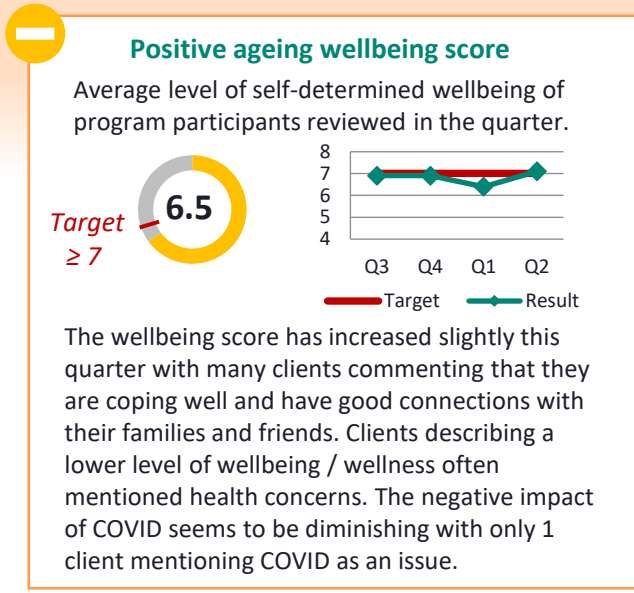
Highlights

- ✓ **Actions from adoption of Aboriginal Place naming Action plan**
 - Approval of names for the Hamilton Hill signage and Council meeting rooms in Stirling is being sought from the Kurna Warra Karpanthi (KWK).
- ✓ **Tour Down under**
 - The Tour Down Under events were very successful with Council hosted events being well attended and receiving positive feedback.
 - Hitaf Rasheed and Tour Director Stuart O'Grady presented to Council following the event to discuss outcomes, issues on the day, benefits for the region and other related topics.
- ✓ **Access and Inclusion Plan**
 - The first Inclusive Soccer Gala Day was held at Woodside Warriors Soccer Club on Saturday 25 March. The 'come and try' session was tailored for people with disability, and was delivered by One Culture Support Services, hosted by the Warriors and supported by Council. The session was attended by over 10 participants with different kinds of disability, including autism, down syndrome, cerebral palsy, intellectual disability and speech and language delay.
 - The first Disability Access & Inclusion Forum for 2023 was held on Wednesday 1 March at the Council Chambers.
- ✓ **Libraries**
 - A workshop was held with Council members on 21 March regarding current library opening hours, trends and usage and proposed options to change opening hours to better align to community demand and improve service delivery. Community consultation on the proposed changes commenced 31 March 2023.
 - The Mobile Library participated in Council's Discover Play Bikeway event. Over 170 people visited the Mobile Library Van which provided colouring in, craft and Storytime activities for families.
- ✓ **Volunteers**
 - The number of registered volunteers has increased from 148 to 152 during this quarter. The overall number of volunteer hours remains steady. Several programs have reduced activities (for example Fabrik) and this has impacted on the volunteer hours.
- ✓ **Climate Change Adaption Plan Projects-All hazards emergency management**
 - Development of a Recovery Plan that documents Council's community recovery actions has commenced. This action is a high priority within the Emergency Management Plan.
- ✓ **Summit Community Centre**
 - The school holiday program brought in many new families and was well attended
 - Regular programs and workshops has had great attendance with sessions often booked out including Auslan 4-week session, Writers week workshops, first aid for babies, Australian flower painting and youth bike maintenance.
- ✓ **Cultural Development**
 - 25 March was the Picnic in Federation Park, Gumeracha which is part of our celebrations for Harmony Week. Community groups volunteered their time to cater for and provide activities for approximately 200 attendees across the day.
- ✓ **Positive ageing**
 - Over the quarter, the Hills Home Support Program delivered over:
 - 1,640 hours of in-home support
 - 3,000 hours of group social support
 - 370 community bus transport services
- ✓ **Youth Development**
 - SA Youth Week 2023 included a SAPOL Blue Light Pool Party and a GetStoked! Day at the Mylor BMX track.
- ✓ **Public Health**
 - Council received notification of 17 new food businesses opening in the area while 14 existing food businesses closed, resulting in a net increase of three new food premises this quarter. Three Expiation have been issued in relation food safety.
 - There are over 3250 aerobic wastewater systems operating in the area with approximately 78 listed as non-compliant and a further 338 not currently receiving any required maintenance. Council is following up with owners to have Get Stoked their systems maintained as per the legislative requirements to ensure public health.

Risks & Challenges

- ✖ **Support for high profile regional event**
 - This initiative has been cancelled as part of budget austerity measures.
 - ✖ **Gumeracha Library upgrades (LRCIP)**
 - Procurement process for both construction and furniture/fittings progressed in quarter 3.
 - Quotes for the construction component (including new service desks in the Library and Foyer spaces, new computer desks and the children's area) were received and evaluated. Preferred supplier has been selected with construction works to begin in August 2023. The delay has been encountered as a result of the preferred contractor availability.
 - Furniture and fittings have been selected and ordered. Project is now behind schedule with construction and fit-out now planned to commence in August/September (originally planned for April). However the upgrade is still due to be completed by the end of 2022.
 - ✖ **Play Space Framework Implementation**
 - Due to resourcing issues and competing projects, implementation of the Playspace Framework is behind schedule. This will be picked up again in early 2023 with an update provided in the next quarter
 - ➡ **Activation Arts & Heritage Hub**
 - Project listed as "Deferred" as the site is currently closed for the redevelopment
 - ✔ **Tour Down under**
 - There were multiple complaints around the Challenge Tour full road closures on 20 January throughout the district related to negative business impacts and implications for residents and visitors. This issue will be considered for any future event planning.
- Legend:** ✔ = On Track ⊖ = Not Started ➡ = Deferred ✖ = Cancelled ✖ = Behind Schedule 😊 = Completed

Performance Indicators



Progress on Strategic Initiatives from the Annual Business Plan

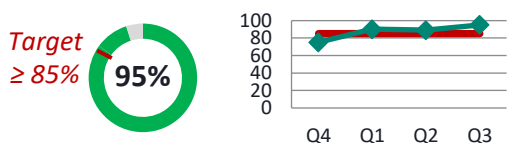
Project ID	Strategic Initiatives	Status
C1004	Gumeracha Library upgrades (LRCIP)	✗
C1005	Stirling Region Skate Park	✓
C4006	Play Space Framework Implementation	✗
C4012	Climate Change Adaption Plan Projects-All hazards emergency management	—
C4022	Community Resilience Program	✓
C4023	Adelaide 100 Walking Route (LRCIP)	✓
C5002	Aboriginal Cultural Development	✓
C5003	Actions from adoption of Aboriginal Place naming Action plan	✓
C6001	Fabrik Activation Capital	✓
C6003	Capital Divestment - Capital Cost	✓
C6004	Activation Arts & Heritage Hub - Operating (Income)	➡
C6005	Activation Arts & Heritage Hub - Operating (Expenditure)	➡
C6006	Tour Down Under	✓
C6008	Support for high profile regional event	✗
C6009	Public Art (including acquisition)	✓

Highlights

- ✓ **Review and upgrade Council signage and branding**
 - Quote has been received for upgrades to signage at Woodside, Gumeracha and The Summit. Meetings have been held on site with the supplier and staff to refine the brief.
- ✓ **Free Camping Initiative**
 - Balhannah Oval Free Camping and Dump Point is now fully operational.
- ✓ **Economic Development**
 - Hosted Home Based Business networking breakfast in Gumeracha for 15 attendees.
 - The February Business e-newsletter was opened by 2,555 recipients.

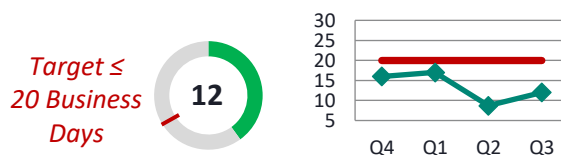
Performance Indicators

✓ Percentage of planning consents completed within statutory timeframes



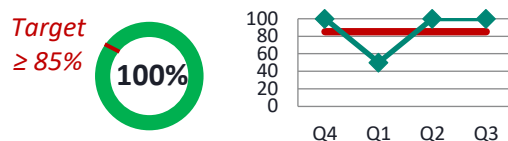
There were a total of 199 Planning Consents issued by Council in this quarter with 94.95% of the decisions made within statutory timeframes. There was an average assessment timeframe of 16 days during this quarter.

✓ Average number of days for building consents



There were a total of 61 Building Consents issued by Council in Quarter 3 with the average assessment timeframe of these decisions being 12 days.

✓ Percentage of new development application decisions upheld in Council/CAPs favour under appeal



During this quarter there were no new appeals lodged against Council/CAP Decisions or decisions made by the Court.

Legend: ✓ = Target Met or N/A — = Target not met — = N/A – cant be assessed \geq Greater than or equal \leq Less than or equal

Progress on Strategic Initiatives from the Annual Business Plan

Project ID	Strategic Initiatives	Status
E1003	Free Camping Initiative	✓
E2001	Review and upgrade Council signage and branding	✓
E4001	Additional Tree safety work required to support the Tour Down under	😊

Highlights



Explore feasibility and benefits of a user pays Kerbside bin service

- Options presented in the Kerbside Bin Options Report were discussed with Council Members at the LTFP workshop held early February 2023. Funding has since been allocated in the LTFP to undertake a trial of one or more of the options formally completing this action.



Animal Management

- Council has continued to educate pet owners of their responsibilities especially in relation to registrations



Waste

- Community waste and recycling education has continued and staff have visited various waste facilities including a landfill and material resource recovery facility to maintain knowledge at contemporary levels.

Risks and Challenges



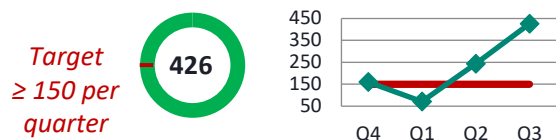
Resilient community facilities and open space including water fountains

- Awaiting information from relevant stakeholders about meter and access to Balhannah Dog Park for drinking fountain installation.

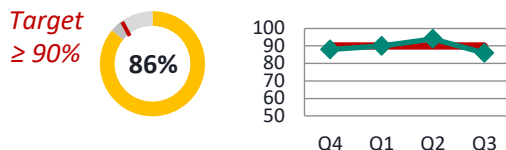
Performance Indicators



Tonnes of green organics collected on Green organics days



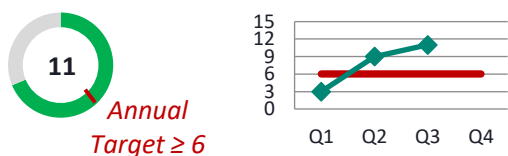
Percentage of nuisance and litter queries resolved



The reported “unresolved” queries took longer to resolve due to the complexity and communication required.



Number of community education actions delivered – actioned vs planned



Legend: = Target Met = Target not met ≥ Greater than or equal to

Progress on Strategic Initiatives from the Annual Business Plan

Project ID	Strategic Initiatives	Status
N1003	Long Term Strategic Tree Planting Program	
N2003	Native Vegetation Marker Program to protect and manage roadside vegetation	
N2004	Review Unformed Public Roads to ascertain connectivity potential & habitat value	
N2005	Develop Council Encroachment Policy	
N2006	Develop and review Council Management Plans for high value reserves	
N2008	Develop informative and attractive signage in Council reserves/playgrounds	
N2010	Post prescribed burn weed management	
N2012	Fire scars proactive tree management (LRCIP)	
N3001	Local Climate Adaptations for landscape conservation	
N3002	Resilient community facilities and open space including water fountains	
N4001	Explore feasibility and benefits of a user pays Kerbside bin service	
N5001	Undertake Kerbside Waste Audits	



Highlights

- ✓ **Ongoing Skytrust (WHS system) implementation**
 - Work on the enhancement of the SkyTrust system is ongoing. The system is now being used to progress online training elements to ensure organisational compliance. The WHS Improvement Plan have recently been completed and will be captured within SkyTrust to enable ongoing monitoring.
- ✓ **Community perception survey**
 - The survey is planned to commence in May 2023 to line up with the strategic plan development timeline and inform the strategic plan's ongoing targeted engagement.
- ✓ **Organisational development**
 - The 3 Year WHS Improvement Plan was recently completed and endorsed by the Scheme. This has been a significant piece of work undertaken and will provide a solid foundation of work for the next couple of years.
 - The recruitment of a new Manager People and Culture was finalized with them commencing on 20 March.
- ✓ **Financial Services**
 - Community consultation on the Long Term Financial Plan occurred over March.
- ✓ **New council website and e-services**
 - Phase two refinements have commenced around a new Library landing page, inbuilt e-news capacity, analytics and reporting.
- ✓ **Council Member Induction Training**
 - In this quarter Council Members undertook the following training modules:
 - Role of a council member
 - Registers, returns and resources
 - Legal protections and oversight
 - Records Management
- ✓ **Resource to manage building & swimming pool compliance inspections**
 - During Quarter 3 there were 120 building inspections undertaken.
 - A number of the private bushfire shelters inspected where installed without Development Approval and these are active enforcement matters.
- ✓ **Governance and Performance**
 - A full review of Council's corporate risks is underway and will be completed next quarter.
 - Planning has commenced for the 2023-24 Annual Business Plan and the Strategic Plan

Risks & Challenges

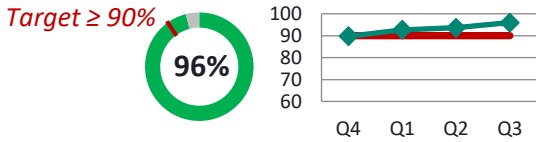
- ✗ **Update of Business Continuity Plan and implementation**
 - Proposal for the development of the Workforce Incident Operations Manual is underway which will address resource constraints associated with key personnel between the Incident Management Team (EMP), Organisational Response (WHS) and Business Continuity Team (BCP).



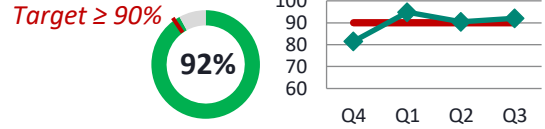
Performance Indicators



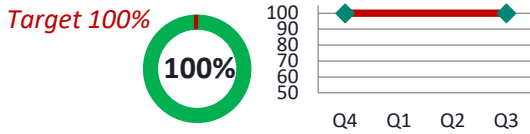
Decisions (Council resolutions) considered in open Ordinary and Special Council meetings during the period



Council member attendance at ordinary and special meetings for the period



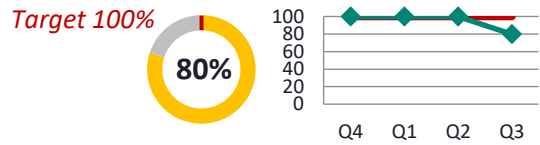
Freedom of Information (FOI) External reviews upholding Council's decisions



One External Review received by Ombudsman SA, still active.



Freedom of Information (FOI) requests received, in progress and completed within the legislated timeframe



Two FOIs and one Internal Review received. Four FOIs and one Internal Review completed. Three FOIs still active (includes ones from previous quarter). One FOI fell out of legislative timeframes for response by a few days, internal review completed.



Number of lost time injuries

Annual Target **0** Actual **5**



Employee Turnover

Annual Target **7-15%** Actual **9.04%**

Q3 figure was 3.57%. Showing accumulative employee turnover percentage to date. Full year target will not be determined until Qtr 4, however currently on track to be achieved



Progress on Strategic Initiatives from the Annual Business Plan

Project ID	Strategic Initiatives	Status
O1001	Resource to manage ongoing Skytrust (WHS system) implementation	✓
O1002	Update of Business Continuity Plan and implementation	✗
O2001	New council website and e-services	✓
O2002	Annual Council website license subscription	✓
O4001	Local Government Election Support	😊
O4002	Council Member Induction Training	✓
O5004	Maintenance of LG performance benchmarking program (Councils in Focus)	✓
O5005	Resource to manage building & swimming pool compliance inspections	✓
O6002	Cyber & Systems Security - Program Management	✓
O6005	Records Management software	✓
O6007	Community perception survey	—
O6008	Information Systems - ERP Systems (Payroll, HR, Finance)	✓

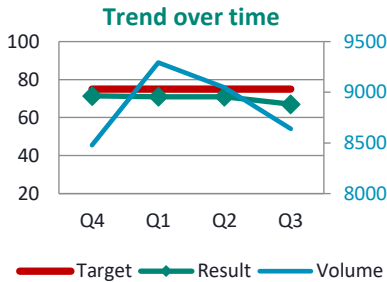
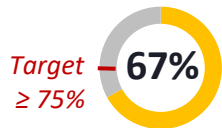
4. Customer service standards

5.1 General Customer Standards

Answering Incoming Phone Calls

Volume of calls = 8,639

Contact centre calls answered within 30 sec

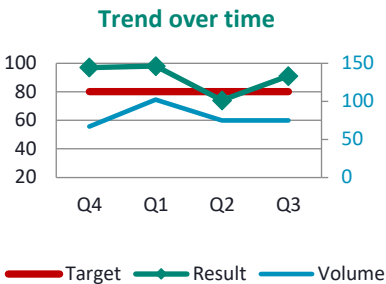
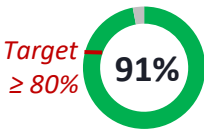


75% of calls were answered within 60 seconds. Training of new staff in March contributed to slightly longer wait times.

Updating Customer Details

Volume of updates = 75

Details updated within 5 days

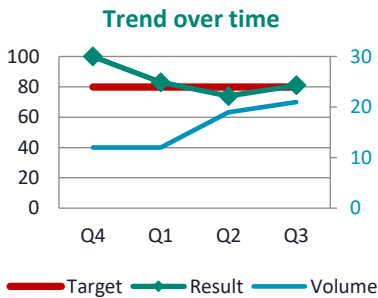


5.2 Service Specific Standards – Time Based Indicators

New Event Applications

Volume of applications = 21

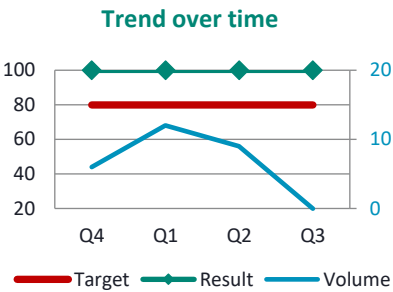
Acknowledgement of receipt within 5 days



Illegal Burning Complaints

Volume of complaints = 0

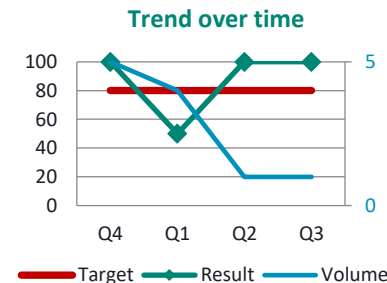
Investigated within 24 hours



Health Complaints

Volume of complaints = 1

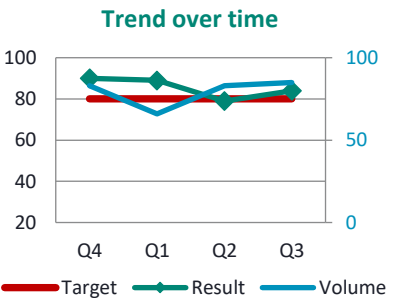
Investigated within 24 hours



Illegally Dumped Rubbish

Volume of reports = 85

Rubbish removed within 3 days



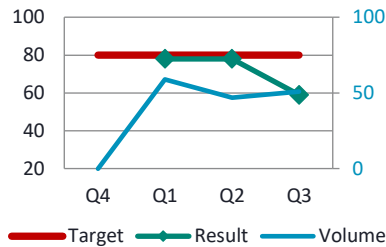
Library Services

Volume of requests = 51

Response to requests to purchase materials within 10 days



Trend over time



Result for responses made within the service standard not available as the process for purchase requests has changed.

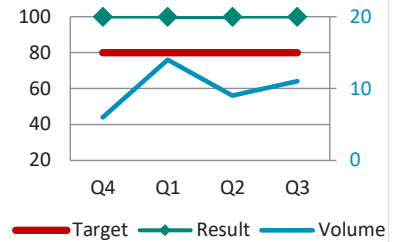
Dog Attacks

Volume of attack reports = 11

Response within 24 hours



Trend over time



Wasps

Volume of reports = 124

Investigate and action within 7 days



Trend over time



Development Applications

Volume of applications = 26

Approval of fast track development applications within 28 days



Trend over time



Allowing for the request for further information, 100% of decisions were made within the timeframe.

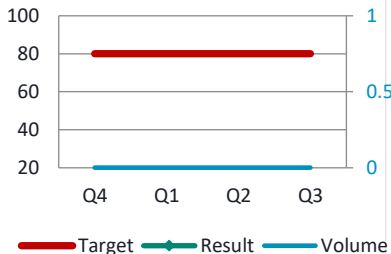
Missed Bins

Volume of requests = 0

Missed bins collected within 2 days



Trend over time



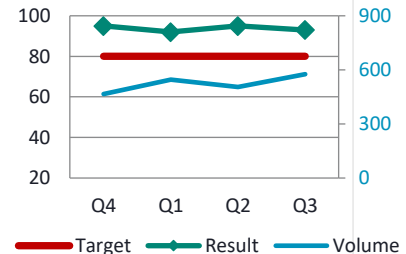
Request for Bin Repair or Replacement

Volume of requests = 576

Requests actioned within 7 days



Trend over time



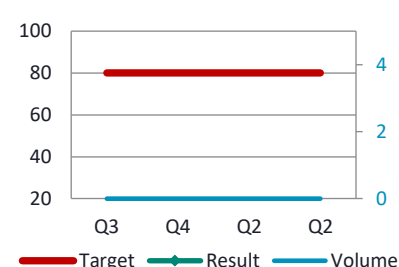
Footpath Repairs - Hazardous

Volume of repairs = 0

Responded and made safe within 24 hours



Trend over time



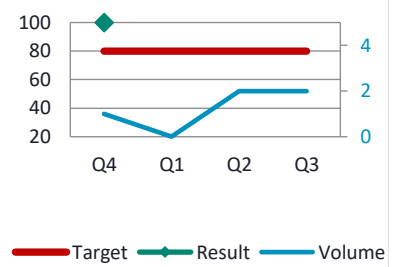
Road Repairs - Hazardous

Volume of repairs = 0

Responded and made safe within 24 hours



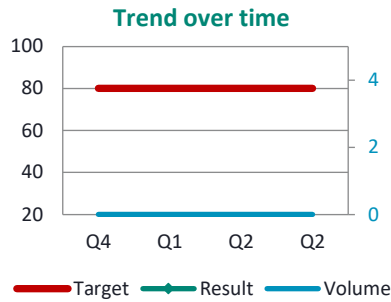
Trend over time



Stormwater Repairs - Hazardous

Volume of reports = 0

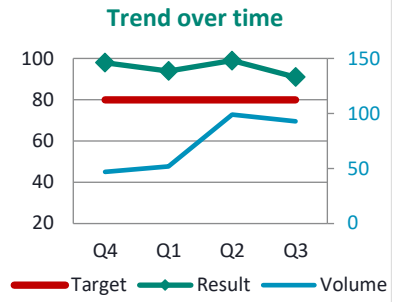
Responded and made safe within 24 hours



Trees - Hazardous

Volume of reports = 93

Responded and made safe within 24 hours



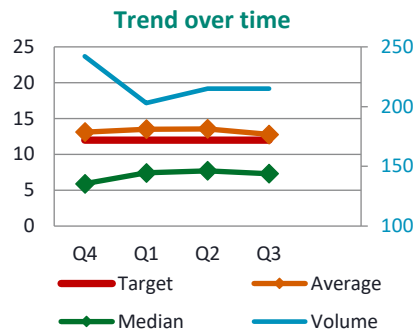
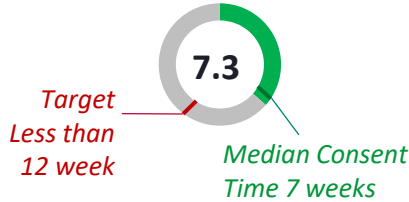
5.3 Service Specific Standards – Other Indicators

\geq Greater than or equal to

Development Applications

Volume of planning consents = 215

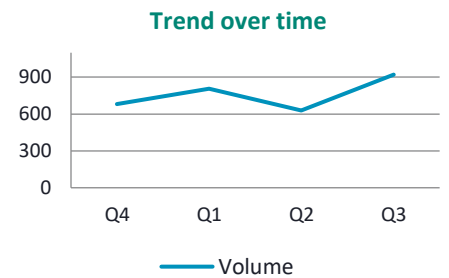
Average consent time from date of receipt



Results are using applications in the state-wide portal

Low Risk Infrastructure Requests – Number of New Requests

Volume of new requests = 920



Low Risk Infrastructure Requests – Average Time to Resolve

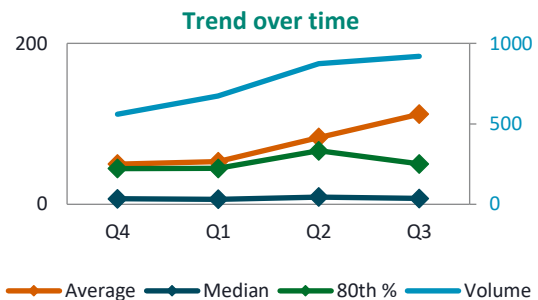
Volume of Requests = 530

Resolution time of requests

Average = 112 days

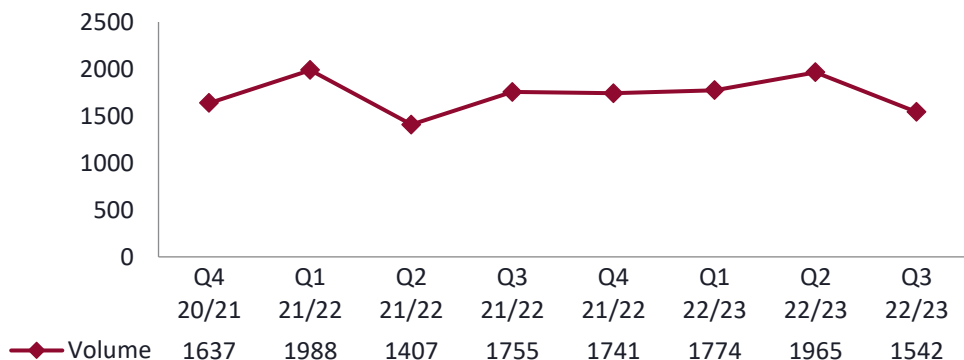
Median = 7.2 days

80th Percentile = 50.12 days



Overall Volume of Requests

Trend in volume of requests/customer cases for which there is an adopted service standard, excluding the volume of phone calls



5. Capital Works Program

Quarter 3 of 2022-23 FY represents the continuation of the 2022-23 Capital Works Program, with approximately \$1.4M of infrastructure delivered, and an additional \$8.9M ordered during this period.

The primary focus of this quarter has been on tendering projects that were designed earlier in the year, and continuing delivery of asset renewal programs.

Highlights

- Construction commenced on the Tiers Road, Woodside, renewal and upgrade project, with works starting from Kumnick Hill Rd and heading towards Vickers Rd,
- A new toilet block was opened at Gumeracha, behind the Torrens Valley Community Centre,
- New cricket pitches and practice nets were constructed at Mylor Oval.

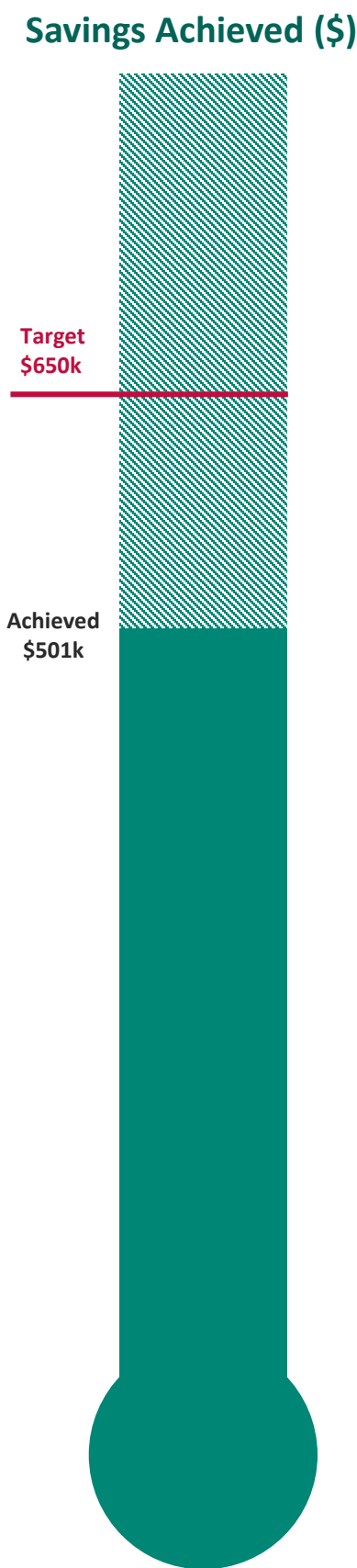
What's Next

- Works will commence on the Montacute Rd Blackspot project, which will include shoulder widening, guardrail, line marking and signage,
- The sealed roads renewal program will be completed,
- The tender for the Woodside Pool Splash Park will close.

Financial Performance by Asset Category (preliminary numbers)

Asset Category	YTD Actuals \$'000s	YTD Budget \$'000s	YTD Var fav / (unfav) \$'000s	Revised Budget \$'000s
Bridges	107	70	(37)	164
Buildings	1,635	3,219	1,584	9,004
Cemeteries	72	65	(7)	150
CWMS	146	207	61	581
Footpaths	495	370	(124)	1,008
Guardrails	50	46	(4)	112
Kerbing	77	36	(41)	87
Local Roads & Community Infrastructure Program	136	417	282	887
Other - Ret Walls, Str Furniture & Bus Stops	86	170	84	565
Roads	1,781	2,902	1,121	8,256
Sport & Recreation	174	661	486	1,944
Stormwater	60	64	4	311
Fleet	1,596	1,893	297	3,279
ICT	222	289	67	856
Plant & Equipment	30	39	9	164
	6,668	10,451	3,783	27,368

6. Savings Strategies



Savings Strategies

	PLANNED	ACHIEVED
Strategy 1: Remove CPI on Contract & Other Costs	\$231,000	\$231,000
<i>Reduce the automatic budget increases on costs where the savings increase can be handled within the existing budgets</i>		
Update: This initiative has been achieved by budget adjustments to remove the CPI factor as part of the 2022-23 budget build in Q1.		
Strategy 2: Electronic Rate Notices	\$4,500	\$1,324
<i>Transition to greater use of electronic issue of rate notices to reduce printing and mail cost</i>		
Update: While electronic uptake has improved, savings have remained low as there has been a higher volume of paper payment reminders sent in the current financial climate as compared to previous years.		
Strategy 3: Change Payment Options	\$10,000	\$10,421
<i>Transition from higher cost payment options to lower cost options for our customer payments</i>		
Update: Revised \$10k target has now been achieved, with remaining savings to be achieved by strategy 3a.		
Strategy 3a: Rates fines and Interest	\$30,000	\$25,000
<i>Budget increase to allow for higher level of income received via rates, fines and interest</i>		
Update: New Strategy to make up shortfall from strategy 3		
Strategy 4: Insourcing of tree management	\$25,000	\$18,750
<i>Reduce expenses on outsourced work by finding ways to complete using existing internal resources.</i>		
Update: This is a saving that was realised by removing the budget allocation from the area. Savings listed equates to 75%.		
Strategy 5: Vacancy Management	\$150,000	\$150,000
<i>Retain the current vacancy management strategy to ensure positions are only filled when necessary and unused budget is returned</i>		
Update: Budget review 1 processed \$150k to fulfill the target.		
Strategy 6: Leave management	\$100,000	TBD
<i>Reducing operating costs by focusing on reducing the unused annual and long service leave balances.</i>		
Update: Following the development of revised reporting in January there has been a steady improvement in the number of people with excess leave balances.		
Strategy 7: Other Savings	\$100,000	\$64,600
<i>All other savings strategies that the Executive are considering as a means of removing upward pressure on rates</i>		
Update: A number of savings have been achieved related to the areas of Review of the Hut contribution \$15,000, Information Services \$11,500, Civil Services \$2,000, Strategic Assets \$1,100 and Asbestos inspection program \$35,000		
TOTALS	\$650,500	\$501,095

7. Financial Performance

Overall Funding Statement as at 31 March 2023

Note: These figures are preliminary only. The fully reconciled figures will be presented to Council as part of the Budget Review report.

	YTD Actual	YTD Budget	YTD Variance	Revised Budget
	\$'000	\$'000	\$'000	\$'000
Total Operating Income	49,225	48,941	284	53,437
Total Operating Expenditure	31,692	32,034	340	52,608
Funding surplus before Capital	17,532	16,907	625	830
Capital Expenditure	6,668	10,451	3,783	27,368
Capital Income	3,016	2,936	80	7,751
Net expenditure - Capital projects	3,652	7,515	3,863	19,616
Net Lending / (Borrowing) Result for Year	13,880	9,392	4,488	(8,342)

Adelaide Hills Council Operating Summary				
By Directorate				
as at March 2023				
	YTD Actuals \$'000s	YTD Budget \$'000s	YTD Var fav / (unfav) \$'000s	Revised Budget \$'000s
Income				
Community Capacity	2,096	2,072	24	2,590
Corporate Services	43,429	43,336	93	44,596
Development & Regulatory Services	1,181	1,126	55	1,394
Infrastructure & Operations	2,519	2,407	113	4,857
Income Total	49,225	48,941	284	53,437
Expenditure				
Community Capacity	5,782	5,793	11	8,560
Corporate Services	9,206	9,556	350	10,831
Development & Regulatory Services	3,056	2,950	(106)	4,000
Infrastructure & Operations	13,649	13,734	86	29,217
Expenditure Total	31,692	32,034	340	52,608
Operating Surplus (Deficit)	17,532	16,907	625	830

*Council's income shown under Corporate Services includes the full amount of rates which is accounted for when generated in July. This results in a higher Operating Surplus early in the year with a reduction in Council's Surplus to align to the Revised Budget as expenditure is incurred over the year.



Adelaide Hills
COUNCIL

MORE INFORMATION



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Stirling SA 5152



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**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Wednesday 26 April 2023
CONFIDENTIAL AGENDA BUSINESS ITEM**

Item: 18.1

Responsible Officer: Peter Bice
Director Infrastructure and Operations
Infrastructure and Operations

Subject: Amy Gillett Bikeway - Stage 4 Agreement

For: Decision

1. Amy Gillett Bikeway - Stage 4 Agreement – Exclusion of the Public

Pursuant to section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public, except:

- Acting Chief Executive Officer, David Waters
- Acting Director Community Capacity, Rebecca Shepherd
- Acting Director Corporate Services, Karen Cummings
- Director Development & Regulatory Services, Natalie Armstrong
- Director Infrastructure & Operations, Peter Bice
- Executive Manager Governance & Performance, Lachlan Miller
- ICT Support Officer, Mike O'Donnell
- Systems Analyst Information Systems, Tom Portas
- Minute Secretary, Pam Williams

be excluded from attendance at the meeting for Agenda Item 18.1: (Amy Gillett Bikeway - Stage 4 Agreement) in confidence.

The Council is satisfied that it is necessary that the public, with the exception of Council staff in attendance as specified above, be excluded to enable Council to consider the report at the meeting on the following grounds:

- (j) Section 90(3)(j) of the *Local Government Act 1999*, the information to be received, discussed, or considered in relation to this Agenda Item is information the disclosure of which –
 - (i) would divulge information provided on a confidential basis by or to a Minister of the Crown, or another public authority or official (not being an employee of the council, or a person engaged by the council); and
 - (ii) would, on balance, be contrary to the public interest.

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

3. Amy Gillett Bikeway - Stage 4 Agreement – Duration of Confidentiality

Subject to the CEO, or his delegate, disclosing information or any document (in whole or in part) for the purpose of implementing Council's decision(s) in this matter in the performance of the duties and responsibilities of office, Council, having considered Agenda Item 18.1 in confidence under sections 90(2) and 90(3)(j) 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 execution of necessary funding deeds and a public announcement of the project by the State Government (whichever is the later), but no later than 26 April 2024.
Related Attachments	Nil
Minutes	Until execution of necessary funding deeds and a public announcement of the project by the State Government (whichever is the later), but no later than 26 April 2024.
Other (presentation, documents, or similar)	Nil

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