

## **ORDINARY COUNCIL MEETING**

### **NOTICE OF MEETING**

To: Mayor Jan-Claire Wisdom

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

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

Tuesday 23 May 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 Tuesday 23 May 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 24 September 2023, approved by Council 11 April 2023
  - Cr Leith Mudge 17 June 25 June 2023, approved by Council 26 April 2023
  - Cr Pauline Gill 6 May 28 May 2023, approved by Council 26 April 2023
- 3.3. Absent

#### 4. MINUTES OF PREVIOUS MEETINGS

Council Meeting – 9 May 2023

That the minutes of the ordinary meeting held on 9 May 2023 as supplied, be confirmed as an accurate record of the proceedings of that meeting.

Special Council Meeting – 12 May 2023

That the minutes of the special meeting held on 12 May 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
- 8.3.1. Annual Business Plan Consultation (up to one hour)

# 9. PRESENTATIONS (by exception)

- 9.1. Landscapes Hills & Fleurieu
- 9.2. Leah Maxwell, AHRWMA Annual Business Plan & Budget
- 9.3. Rob Gregory, East Waste Annual Business Plan & Budget

### 10. QUESTIONS ON NOTICE

10.1. Subdivision Applications (Cr Kirsty Parkin)

#### 11. MOTIONS ON NOTICE

- 11.1. East Waste Kerbside Audit (Cr Lucy Huxter)
  - 1. The release of East Waste's kerbside audit for 2022
  - 2. Its performance across the Council region in relation to diversion from landfill, green waste and recycling management
  - 3. Its role in influencing a shift in behavioural change of residents to help improve proper waste disposal within households

#### 12. ADMINISTRATION REPORTS – DECISION ITEMS

- 12.1. AHRWMA Annual Business Plan & Budget
  - 1. That the report be received and noted.
  - To advise the Adelaide Hills Region Waste Management Authority Board that Council has reviewed and approved the Adelaide Hills Region Waste Management Authority Draft Annual 2023-24 Business Plan and Budget (incorporating updated Long Term Financial Plan).



- 12.2. East Waste Annual Business Plan & Budget
  - 1. That the report be received and noted.
  - 2. To provide consent to the Eastern Waste Management Authority Draft Annual Plan 2023-24.
- 12.3. Yanagin Road Consultation Outcomes & Revocation of Community Land Classification
  - 1. That the report be received and noted.
  - To apply to the Minister for Local Government to revoke the Community Land Classification over portion of allotment 7 in File Plan 129661 as hatched in purple, in land division dated 14/10/2022 and as shown in Appendix 1 of this Report.
  - 3. Following a response from the Minister a report be submitted back to Council outlining the outcome of the Minister' decision.
- 12.4. Budget Review 3

Refer to Agenda

12.5. Delegations Review

Refer to Agenda

12.6. GRFMA Rescission of Resolution 28/23

Report to be provided later

12.7. Status Report – Council Resolutions Update

Refer to Agenda

### 13. ADMINISTRATION REPORTS – INFORMATION ITEMS

Nil

## 14. QUESTIONS WITHOUT NOTICE

### 15. MOTIONS WITHOUT NOTICE

#### 16. REPORTS

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



### 17. REPORTS OF COMMITTEES

- 17.1. Council Assessment Panel *Nil*
- 17.2. Audit Committee 15 May 2023

  That the minutes of the Audit Committee meeting held on 15 May 2023 as supplied, be received and noted
- 17.3. CEO Performance Review Panel *Nil*
- 17.4. Boundary Change Committee *Nil*

### 18. CONFIDENTIAL ITEMS

- 18.1. Event Opportunity Santos Tour Down Under 2024
- 18.2. Electricity Tenders Post 30 June 2023

### 19. NEXT MEETING

Tuesday 13 June 6.30pm, 63 Mt Barker Road, Stirling

### 20. CLOSE MEETING



# **Council Meeting & Workshops 2023**

DATE	MEETING	LOCATION	MINUTE TAKER				
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 Committee	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				
Thur 6 July	CEO PRP	Stirling	TBA				
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				
	AUGU	ST 2023					
Mon 7 August	Workshop	Woodside	N/A				
Tues 8 August	Council	Stirling	Pam Williams				
Wed 9 August	CAP	Stirling	Karen Savage				
Tues 15 August	Professional Development	Stirling	N/A				
Mon 21 August	Audit Committee	Stirling	ТВА				
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**

e (please tick one)			
cil		Audit Committee	
nce Review Panel		Other:	
Item Name:			
	(Only one conflic	ct of interest entry per form)	
		have identified a conflict	of interest as:
GENER	AL 🗆	MATERIAL □	
laterial Conflict of Inte e council if a class of p tly and whether of a po my conflict of inte	rest (COI), a membeersons as defined in ersonal or pecuniar	er of a council has a material conflict of interest in a man s75(1)(a-I) in the Act would gain a benefit, or suffer a y nature) depending on the outcome of the considerations.	loss, (whether on of the matter a
	of interest in th	ne following transparent and accountable wa	
•	ng (please com	•	ay:
o <b>stay</b> in the meet		plete details below)	ay:
o <b>stay</b> in the meet o <b>stay</b> in the meet	ing as exempt u	•	
ı	Item Name:  GENERA  eneral Conflict of Intersult in the Member act laterial Conflict o	Item Name:  (Only one conflict  GENERAL   eneral Conflict of Interest (COI), an impart sult in the Member acting in a manner that laterial Conflict of Interest (COI), a member council if a class of persons as defined in the interest of a personal or pecuniar may conflict of interest is as follows.	Boundary Change Committee  Other:  Item Name:  (Only one conflict of interest entry per form)  have identified a conflict

(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

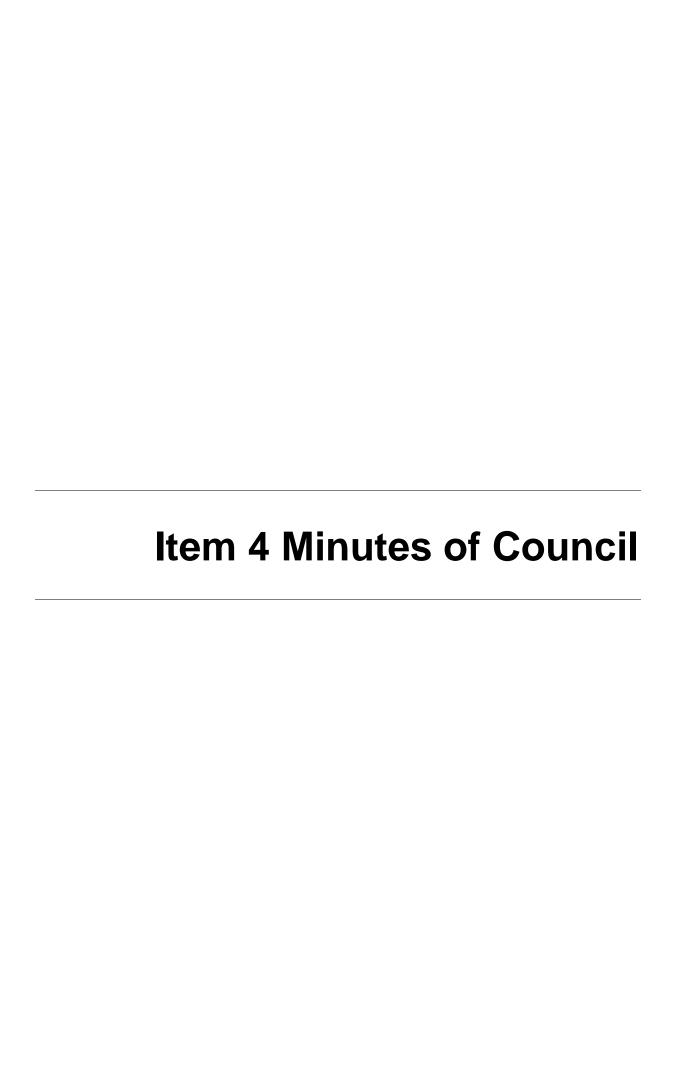
For full details, see Code of Practice for Meeting Procedures on www.ahc.sa.gov.au

- 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 deputee 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.



In Attendance

Presiding Member: Mayor Jan-Claire Wisdom

### Members:

Councillor Kirrilee Boyd
Councillor Adrian Cheater
Councillor Nathan Daniell
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
Peter Bice	Director Infrastructure & Operations
Lachlan Miller	Executive Manager Governance & Performance
Melissa Bright	Manager Economic Development
Mike Carey	Manager Financial Services
Chris Janssan	Manager Open Space
Jess Charlton	Manager Libraries & Customer Service
Deryn Atkinson	Manager Development Services
Karen Cummings	Manager Property Services
Steven Watson	Governance & Risk Coordinator
Sharon Leith	Sustainability Officer
Tonia Brown	Biodiversity Officer
Pam Williams	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. 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.

Mavor	23 May	2023

3.

**Apology** 

	Nil		
3.1	Lea	eve of Absence	
	•	Mayor Jan-Claire Wisdom 14 August – 24 September 2023, approved by Council 11 April 2023	
	•	Cr Leith Mudge 17 June – 25 June 2023, approved by Council 26 April 2023 Cr Pauline Gill 6 May – 28 May 2023, approved by Council 26 April 2023	
	_	oved Cr Nathan Daniell Cr Louise Pascale 105	/23
	1.	That a Leave of Absence from all duties of office be granted to Cr Chris Grant fro 9 May to 13 May 2023.	
	2.	That any committee or panel membership currently held by Cr Chris Grant be undertaken by the Deputy during the leave of absence.	
		Carried Unanimou	ısly
3.2	Abs	sent	
	Nil		
4.	MIN	NUTES OF PREVIOUS MEETINGS	
4.1	Cou	uncil Meeting – 26 April 2023	
		oved Cr Malcolm Herrmann Cr Adrian Cheater 106	/23
		at the minutes of the Ordinary Council meeting held on 26 April 2023 as supplied, confirmed as an accurate record of the proceedings of that meeting.	
		Carried Unanimou	ısly
Mayor _		23 May 20	)23

#### 5. DECLARATION OF CONFLICT OF INTEREST BY MEMBERS OF COUNCIL

# 5.1 Material Conflict of Interest, Mayor Jan-Claire Wisdom, Item 12.8, attendance at National General Assembly Canberra

Under section 75C of the *Local Government Act 1999* Mayor Jan-Claire Wisdom disclosed a Material (section 74) Conflict of Interest in Item 12.8, attendance at National General Assembly Canberra, the nature of which is as follows:

I may gain a benefit or suffer a loss

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

# 5.2 Material Conflict of Interest, Cr Adrian Cheater, Item 12.8, attendance at National General Assembly Canberra

Under section 75C of the *Local Government Act 1999* Cr Adrian Cheater disclosed a Material (section 74) Conflict of Interest in Item 12.8, attendance at National General Assembly Canberra, the nature of which is as follows:

I may gain a benefit or suffer a loss

Cr Adrian Cheater intends to leave the Chamber when this item is discussed.

6. PRESIDING MEMBER'S OPENING REMARKS

Nil

- 7. QUESTIONS ADJOURNED/LYING ON THE TABLE
- 7.1 Questions Adjourned

Nil

7.2 Questions Lying on the Table

Nil

23 May 2023

8.	PET	ITIONS/DEPUTATIONS/PUBLIC FORUM					
8.1	Peti	Petitions					
8.1.1	Seal	ling of Croft Road Lenswood					
		ved Cr Malcolm Herrmann Cr Leith Mudge 107/23					
	Cou	ncil resolves:					
	1.	That the petition signed by 285 signatories requesting the sealing of Croft Road Lenswood from Coldstore Road to at least the Fox Creek Bike car park be received and noted.					
	2.	That the CEO advise the principal signatory of the Council's noting of the petition and that the Council has applied for Special Local Roads Program funding for 50% of the cost of sealing the road and that the remaining 50% is included in the Council's Draft Capital Works Budget for 2023-24.					
		Carried Unanimously					
0.2	Б						
8.2	Dep Nil	utations					
8.3		lic Forum					
0.3	Nil	iic Forum					
9.	PRE	SENTATIONS					
9.1	-	artment of Environment & Water, Tim Groves, re Burning on Private (Council) Lands gram					

#### 10. QUESTIONS ON NOTICE

#### 10.1 Adelaide & Rural Settlement Landscapes World Heritage Report

Cr Kirsty Parkin

Could the current Elected Body please have an update on the Adelaide Hills Council World Heritage Listing project? Please include:

- What is World Heritage listing?
- Reasons for the initial bid for World Heritage listing
- Parts of the AHC Council the bid potentially covers
- Current status of the bid

#### Response:

In early 2010 a number of councils within the Mount Lofty Ranges were approached by Professor Randy Stringer, of the University of Adelaide, to consider exploring the feasibility of mounting a World Heritage (WH) bid to the United Nations Educational, Scientific and Cultural Organisation (UNESCO). Professor Stringer considered that a series of agricultural landscapes extending from the Fleurieu Peninsula in the south to the Clare Valley in the north could be listed as a WH site. The region was believed to be worthy of listing for its working agricultural landscapes and historic townships on the basis of the unique history of settlement and continuing culture and practice.

Only the Australian government can nominate a site for WH listing, and only sites that are on Australia's Tentative List can be put forward to UNESCO for consideration for nomination. The Tentative List is the official list, required by the World Heritage Committee and developed by each signatory to the UNESCO World Heritage Convention, of properties that are believed by a country to meet the criteria for World Heritage listing and from which a country may make nominations to the World Heritage List.

It is important to note that following nomination to the Tentative List, the nomination will still need to be written, lodged with the Federal Government via the State Government, reviewed by the Federal Government and then lodged with the World Heritage Centre. It is then the subject of an independent assessment with a resultant report before it is scheduled for a meeting of the World Heritage Committee for a vote on inscription.

At this time it was understood by the Mount Lofty Ranges World Heritage Partner Councils that the Tentative List was taken from sites that are on the National Heritage (NH) List and therefore Stage 1 of the project was to nominate for NH listing. In 2012 the four original councils (Adelaide Hills Council (AHC), Mount Barker District Council (MBDC), the Barossa Council (BC) and the City of Onkaparinga (COO)) agreed to financially commit to progressing Stage 1 of the Project.

Mayor	-	23 May	2023
		. = ,	

In July 2014 Alexandrina Council (AC) also became financially committed to the project (until 2017-18). Without contributing financially, the District Council of Yankalilla also became formally involved in the project in 2014 and in mid-2017 four additional councils (Clare & Gilbert Valleys Council (CGVC), Light Regional Council (LRC), Mid Murray Council (MMC) and the City of Mitcham) also resolved to be involved in the project with LRC, CGVC and MMC providing some small financial support.

The ultimate objective of Stage 1 (to nominate for NH Listing) was achieved in February 2017 and, not including the large amount of in-kind support provided by project partners, funding to this point had totalled \$479,056 (see table below). This funding had contributed to numerous activities including promotional events, presentations, information sheets, conference papers and expert workshops. A list of activities undertaken throughout Stage 1 has been included in Appendix 1.

	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	TOTAL
AHC	\$15,000	\$10,000	\$13,500	\$10,000	\$13,636	\$15,000	\$15,000	\$92,136
MBDC	\$15,000	\$10,000	\$13,500	\$10,000	\$13,636	\$15,000	\$15,000	\$92,136
ВС	\$15,000	\$10,000	\$13,500	\$10,000	\$15,000	\$15,000	\$15,000	\$93,500
COO	\$15,000	\$10,000	\$13,500	\$10,000	\$13,636	\$15,000	\$15,000	\$92,136
AC			\$10,000	\$10,000	\$13,848	\$15,000		\$48,848
MMC							\$6,500	\$6,500
LRC							\$5,000	\$5,000
CGVC							\$3,500	\$3,500
Other			\$10,200	\$3,000	\$600	\$15,000	\$16,500	\$45,300
TOTAL	\$60,000	\$40,000	\$74,200	\$53,000	\$70,356	\$90,000	\$88,000	\$479,056

Although in-kind contributions through staff time were expected to continue beyond Stage 1, the originating Feasibility Study (2012) did not envisage requiring local government funding beyond Stage 1 and the Memorandum of Understanding (MOU) between councils expired on 13 June 2018. The contractual arrangement with the then Project Consultant also expired on 30 June 2018.

It was at this time that a series of discussions were also being undertaken with the federal agency (Department of Environment and Energy) responsible for NH nominations, relevant State Government Ministerial and agency staff, heritage experts and community members to discuss their views regarding the project. One very clear and consistent message was delivered:

 There is a lack of clarity and agreement on the Mount Lofty Ranges Heritage proposition and narrative, making it difficult to support, communicate and promote the project for National and World Heritage nomination.

Based on this and feedback received from the Australian Heritage Council on the unsuccessful NH submission, it was considered an ideal time to undertake a review of the merits of progressing the WH project. It was recognised that the development of both NH and WH listing nominations is a long iterative process of debate, research and refinement, and with input and guidance from heritage experts. However, the project had been funded on the basis that there is a WH case, and after seven years of research and discussion, it was time to assess the strength of that case. This was undertaken in 2019 by Duncan Marshall and Dr Jane Lennon AM.

The review was very effective in highlighting the core justification for pursuing WH listing, the core parts being:

- the presence of heritage values associated with a ground-breaking 19th century model of colonisation or systematic colonisation; and
- the links to a philosophical movement of universal significance, and the continuing reflection of those original utopian ideals in the contemporary landscape and land management practices.

Other parts of the rationale that were originally referred to, such as the 'world-renowned food, wine and tourism regions' were considered background or descriptive information, but lacking in substantial evidence to be considered as the core argument for WH listing. This was a significant shift from the original justification and many people's understanding of the bid.

The review also identified that while the original advice was that NH should be achieved before WH is attempted, the assessment criteria for each listings is quite different. While the NH step is worth noting in terms of the ideal process, ultimately it may not prove helpful in framing the WH justification and nomination.

Through this review time it also became very clear that a collaborative working relationship with the State Government was a crucial element for the future success of our nominations for both NH and WH listing. The relevant State Minister for the Environment must present the nomination to the Meeting of Environment Ministers (MEM) for support and endorsement to the Tentative List, the first step in the process to WH listing.

It was during this time that the Adelaide City Council expressed interest in pursuing WH listing and engaged Mr Marshall to provide an expert review of the possibility of a World Heritage nomination related to the Adelaide Park Lands and City Layout. The project was to assess whether a nomination is justified, consider its scope, to review, revise or develop key aspects of a possible nomination, to identify gaps, and suggest a workplan to achieve a successful nomination.

A key finding of the review was recognition that a bid that combines the Adelaide plan and the systematic colonisation settlement landscape of South Australia would represent a substantially more complete portrayal of the colonial settlement model and the whole of the settlement system. As a result, Adelaide City Council and the Mt Lofty Ranges partner councils started to explore the merits of a combined bid.

As part of the collaborative work World Heritage expert Duncan Marshall was again engaged to provide further rationale for the joint bid (see Appendix 2). This work produced a single narrative for the combined bid, as follows:

The nineteenth century property comprising Adelaide and its Rural Settlement Landscapes, including the early Adelaide plan, is of Outstanding Universal Value as exceptional evidence of the Wakefield systematic colonisation model, an important and influential model in the history of European free migration and colonial settlement. It is the most complete realisation of British colonial settlement planning in the world, and/or a major achievement of such colonial planning.

Mr Marshall's expert advice suggested that this nomination could satisfy three of the World Heritage criteria, noting that only one would need to be eventually satisfied to be eligible for World Heritage listing status.

In order to share the results of these reviews more widely, a small expert workshop was convened on 25-26 August 2022 in Adelaide and Hahndorf, and online. The workshop comprised a series of presentations as well as group and plenary discussions.

Key observations and messages arising from the workshop and discussions, included:

- the nomination project should proceed. This is an important and worthwhile journey for the South Australia community, and while there is some caution arising from gaps in the currently available research, there is something special about the history of this European settlement in an Aboriginal landscape, and good potential for a successful World Heritage listing;
- there is a need to better recognise and integrate the prior and continuing Aboriginal history, landscape and people into the proposed nomination. This includes substantial engagement with the Aboriginal community and seeking its further support (Free, Prior and Informed Consent);
- the nomination project is potentially an important part of truth-telling about the history of South Australia, aligning to the State Government's commitment to such a process; and
- there is a substantial amount of work still to be done to prepare a nomination, building upon a considerable foundation of previous research.

Mayor	23 May 2023

It is critical that the joint nomination recognises the impact of settlement on Aboriginal people. Truth-telling and Reconciliation are an important and necessary part of the nomination. This complements the stated ambition of the State and Federal Governments regarding recognition, truth-telling and future treaties, and constitutional change. In fact, it could play a strong role. Certainly the history in the nomination needs to address both Aboriginal and settler histories and perspectives, and the overall nomination needs to be pitched with an honest and balanced presentation of the story, and of course with Aboriginal agreement if not actual support.

Since this workshop a couple of key progressions have been made. Firstly the Tentative List submission for Adelaide and its Rural Settlement Landscapes has been drafted. Such a submission is a formal pre-condition under the World Heritage Convention before a nomination can be submitted. This draft submission requires further development and consultations before it is ready for lodgement.

Secondly, and most noteworthy, the joint initiative has recently received support from the Deputy Premier to prepare the Tentative listing document (see Appendix 3) for approval. Being accepted on the Tentative List is step one of the World Heritage process and this recent approval to consider the bid is a significant step.

The funding Mt Lofty Councils have not provided financial resources for a couple of years, however there are funds remaining in the joint account that can be used to further progress the joint bid in the foreseeable future. The World Heritage rationale will continue to be explored and refined where the keys to success will be the governance process and embedding First Nations input. Next steps include:

- Exploring and establishing a joint World Heritage Governance structure to progress
  the nomination and provide a pathway on how the World Heritage Bid will be
  managed.
- Developing a project brief on how to best engage with relevant Aboriginal communities and seek their support through a Memorandum of Understanding.
- Developing a First Nations narrative in partnership with the communities to be incorporated into the colonisation story and add value to the truth-telling and inform the Tentative Listing submission.
- Continuing to refine the draft Tentative Listing document.
- Presenting a paper at the International Council on Monuments and Sites (ICOMOS)
   General Assembly 2023 Conference.

Mavor	23 May 2023

#### 10.2 Beautification of Mount Torrens

Cr Malcolm Herrmann

In terms of the presentation by Ms Sarah Pollard, Hello Mount Torrens, to the Council at its meeting on 26 April 2023:

- 1. What action has been taken on the 17 items listed in the Bruce Harry & Associates Report September 2002 "Priorities for Action"
- 2. Where there are outstanding items, what steps can the CEO take to ensure that all the actions are undertaken?
- 3. Can the A/CEO arrange a meeting with representatives of the Mount Torrens and District Community Association to discuss the Associations priorities?

#### Response:

The document which was referenced by the Hello Mount Torrens group was the "Streetscape Guidelines for the public domain of Mount Torrens 2002 Bruce Harry and Associates". Whilst there are a number of actions which have not yet been undertaken, this was never a formally adopted plan of Council per se, so it should be noted that there has never been any formal implementation plan or funding associated.

Aspects have been progressing on a number of matters listed as detailed below. Other potential steps to assess or address the different actions have also been listed, and whilst no budget allocations have been made, Council may wish to consider budget allocations in future annual business planning processes.

A Council representative will meet with the Hello Mount Torrens group to discuss these listed items and explore other aspirations for improving the streetscape that the group holds. Some of these may be suitable to be potential inclusions in the Council's Local Roads and Community Infrastructure Program – Phase 4 submission.

The below list details what Action has occurred to date, and potential options in future.

1. Install township entrance signs to emphasise the heritage significance of Mount Torrens.

**ACTION: COMPLETED** 

2. Installation of plaques on key historic buildings and sites.

**ACTION: PROGRESSED** 

A number of signs are now in place denoting history of some buildings in the main street. Staff have been liaising with the association to include signage along the Amy Gillett Bikeway to denote the historic Lime Kiln and Barton Springs Tavern. Any additional signage requests can be considered.

3. Establishment of the Coachhouse as a Tourist Information Centre.

**ACTION: NIL** 

The way visitors seek and use information has changed dramatically since 2002 with "bricks and mortar" VICs capturing increasingly smaller shares of the information seeking market. Efforts to provide visitor information services would be better directed towards quality digital information and an active online presence.

4. Clean out creek overgrowth.

ACTION: NIL – Responsibility of individual Property Owners

Undergrounding of power lines and installation of heritage style street lighting.
 ACTION: Preliminary Assessment Undertaken.
 AHC Resolved to submit assessment for future consideration after Lobethal Project

6. Relocate CFS and remodel or remove existing building

**ACTION: COMPLETED** 

- 7. Construct additional public toilets (including disabled toilets) at the Coachhouse site. ACTION: WORKS TENDERED to be completed in 2023-24.
- 8. Reforming and paving of footpaths and verges, kerbs and drainage in Townsend Street (Stage 1 western side, Stage 2 eastern side).

**ACTION: PROGRESSED** 

Stage 1 on the Western Side has seen footpath and kerb renewal in 2019 between Terlinga Road/Onkaparinga Valley Road Intersection and Prescott Road. Further works will be considered in line with Asset Management Plans and Capital Works Program.

Construction of a stone wall or hedge screen in front of the Telephone exchange.ACTION: NIL

This would require liaison with Telstra to determine viability of construction of a wall in this location. Funding would then need to be considered amongst competing priorities.

10. Thin out and replace prunus trees in heritage centre only.

**ACTION: NIL** 

Open Space to assess, could be included as part of the long term strategic tree planting program.

11. Reconstruction of stone parapet over creek crossing in Townsend Street.

**ACTION: NIL** 

Funding would need to be considered amongst competing priorities a capital project.

11212	22 1/24	າດວາ
Mayor	23 IVIay	2023
•		

12. Installation of street seating and rubbish bins.

**ACTION: COMPLETED** 

13. Replacement of street name signs.

**ACTION: NIL** 

Council staff will determine costs and heritage implications for this to be undertaken.

14. Establishment of bus parking/picnic area at the Oval with upgraded barbecue and playground facilities

ACTION: Playspace has been completed.

BBQ Placement to be given consideration in future budget

15. Paint existing roadside guard rails.

ACTION: NIL – Department for Infrastructure and Transport Responsibility

16. Replace roadside guard rails with bollards and chains.

ACTION: NIL – Department for Infrastructure and Transport Responsibility Council staff will explore options with DIT, including painting, replacement with bollards and chains or removal.

17. Construct stone retaining wall to raised footpath adjacent the Uniting Church. ACTION: NIL

The Bruce Harry & Associates report was authored some 20 years ago and it is worth noting that guidelines for heritage areas have evolved in that time. Recently Heritage South Australia in the Department for Environment and Water updated the Heritage Standards for the Colonel Light Gardens State Heritage Area, delivering a comprehensive tool to guide development.

Senior Staff at the Department have indicated that a similar Standard will be developed for Mount Torrens within 12 months. This is likely to include contemporary guidance relating to landscape context and streetscape amenity that will assist in progressing works in the public realm that respond appropriately to and strengthen the heritage context of Mount Torrens. It may be prudent to consider the timing of this project as part of any future works.

### 11. MOTIONS ON NOTICE

#### 11.1 East Waste Kerbside Audit

Withdrawn

11212	22 1/24	າດວາ
Mayor	23 IVIay	2023
•		

12. OFFICER REPORTS – DECISION ITEMS

### 12.1 Burning on Private (Council) Lands Program

Moved Cr Adrian Cheater S/- Cr Louise Pascale

108/23

Council resolves:

- 1. That the report be received and noted.
- 2. To endorse the investigation of additional Council sites under the DEW Burning on Private Lands Program.

#### **VARIATION**

The Mover with the consent of the Seconder sought and was granted leave of the meeting to vary the motion.

- 1. That the report be received and noted.
- 2. To endorse the investigation of additional Council sites under the DEW Burning on Private Lands Program:
  - Bradwood Park (Heritage Agreement #1266)
  - Red Hill Road, Bradbury (Heritage Agreement #1594)
  - Sedum Place Reserve, Crafers West
  - Mylor Parklands (Heritage Agreement #1264)
  - Camp Gooden (Heritage Agreement #1232)
  - Stock Road, Mylor (Blue Marker Site NVMS52)

Carried Unanimou	sly

Mayor	23 May 2023
•	•

# 12.2 Library Opening Hours

Moved Cr Melanie Selwood S/- Cr Leith Mudge

109/23

### **Council resolves:**

- 1. That the report be received and noted.
- 2. With an effective date of 1 July 2023, to adopt the *Final Proposal Libraries Opening Hours*, as contained in *Appendix 1*, with the alteration that the Woodside Library be open from 11am to 7pm on Thursdays, to provide the following opening hours:

Stirling	
Monday	10 am – 6 pm
Tuesday	10 am – 6 pm
Wednesday	10 am – 6 pm
Thursday	10 am – 7 pm
Friday	10 am – 6 pm
Saturday	10 am – 4 pm
Sunday	1 pm – 4 pm
Total hours	50

Woodside	
Monday	9 am – 5 pm
Tuesday	9 am – 5 pm
Wednesday	9 am – 5 pm
Thursday	11 am – 7 pm
Friday	9 am – 5 pm
Saturday	10 am – 1 pm
Sunday	Closed
Total hours	43

Gumeracha	
Monday	9 am – 2pm
Tuesday	12 pm – 5pm
Wednesday	9am – 2pm
Wednesday	Self-service
Thursday	12 pm – 5pm
Friday	Closed
Saturday	11 am – 2 pm
Sunday	Closed
Total hours	18 – staffed /
10tal floars	5 – self-service

3.	That the Chief Executive Officer be authorised to make any (minor) changes to
	library opening hours provided they do not increase or decrease the total weekly
	staffed opening hours at each library branch.

4.	That nothing in this resolution derogates from the Chief Executive Officer's ability
	to change library opening hours from time to time for operational reasons.

	Carried Unanimously
Building Huggedo Finance	
Building Upgrade Finance	
Moved Cr Nathan Daniell	
S/- Cr Melanie Selwood	110/23

**Council resolves:** 

12.3

- 1. That the report be received and noted.
- 2. To undertake a two year pilot program of Environmental Upgrade Agreements, nominally commencing 1 July 2023.
- 3. To appoint Sustainable Australia Fund, trading as Better Building Finance, to work collaboratively with Council to establish, administer and support the delivery of Environmental Upgrade Agreements.
- 4. To delegate the power to the Chief Executive Officer to:
  - a. finalise the commencement date for the pilot program
  - b. enter into an Environmental Upgrade Agreement on behalf of Council and
  - c. declare and levy an environmental upgrade charge.

5.	To report back to	Council on t	he outcomes of t	:he two year p	ilot by 30 June 2025
----	-------------------	--------------	------------------	----------------	----------------------

Carried Unanimously

12.4 Revocation of Community Land – Bridgewater Retirement Village

Moved Cr Nathan Daniell S/- Cr Leith Mudge

111/23

#### **Council resolves:**

- 1. That the report be received and noted.
- 2. That the Community Land classification over the land comprised in Certificate of Title Volume 5488 Folio 788 being Allotment 220 in filed plan 8131, known as the Bridgewater Retirement Village, be revoked.
- 3. That a report be provided to Council which:
  - a. Includes the outcomes of the 2021 consultation process regarding the Proposed upgrades for Caripook Park
  - b. Provides options for the upgrade of Caripook Park or another Park in Bridgewater.

**Carried Unanimously** 

12.5 Policy – Review of Cemetery Operating Policy & Memorials within Council Cemeteries

Moved Cr Malcolm Herrmann S/- Cr Kirsty Parkin

112/23

#### **Council resolves:**

- 1. That the report be received and noted.
- 2. With an effective date of 16 May 2023, to revoke the 20 December 2022 Cemetery Operating Policy and to adopt the 9 May 2023 Cemetery Operating Policy as per Appendix 1.
- 3. That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the 9 May 2023 *Cemetery Operating Policy* as per Appendix 1 prior to the date of effect.
- 4. With an effective date of 16 May 2023, to revoke the 23 November 2021 *Memorials* within Cemeteries Cemeteries Policy and to adopt the 9 May 2023 *Memorials* within Council Cemeteries Cemeteries Policy as per Appendix 2.
- 5. That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the 9 May 2023 Memorials within Council Cemeteries Cemeteries Policy as per Appendix 2 prior to the date of effect.

|--|

Dr	aft Annual Business Plan for Consultation	
	oved Cr Leith Mudge	
	- Cr Lucy Huxter	1
Co	ouncil resolves:	
1.	That the report be received and noted.	
2.	To endorse the draft <i>Annual Business Plan 2023-24 (ABP)</i> , 1 for community consultation in accordance with Son Government Act 1999.	
3.	That the CEO be authorised to:  a. Make any formatting, nomenclature or other minor to being released for public consultation and	r changes to the ABP
	<ul> <li>Determine the consultation timings, media and pro consistency and compliance with the provisions of a Council's Public Consultation Policy.</li> </ul>	
	consistency and compliance with the provisions of a	applicable legislation
Sti	consistency and compliance with the provisions of a	applicable legislation
M	consistency and compliance with the provisions of a Council's <i>Public Consultation Policy</i> .  rategic Plan Engagement Strategy  oved Cr Louise Pascale	applicable legislation Carried Unanim
Me S/	consistency and compliance with the provisions of a Council's Public Consultation Policy.  rategic Plan Engagement Strategy  oved Cr Louise Pascale - Cr Kirsty Parkin	applicable legislation
Me S/	consistency and compliance with the provisions of a Council's <i>Public Consultation Policy</i> .  rategic Plan Engagement Strategy  oved Cr Louise Pascale	applicable legislation Carried Unanim
Me S/	consistency and compliance with the provisions of a Council's Public Consultation Policy.  rategic Plan Engagement Strategy  oved Cr Louise Pascale - Cr Kirsty Parkin	applicable legislation Carried Unanim
M/S/	consistency and compliance with the provisions of a Council's Public Consultation Policy.  rategic Plan Engagement Strategy  oved Cr Louise Pascale - Cr Kirsty Parkin  puncil resolves:  That the report be received and noted.	Carried Unanim  1:

8.05pm Cr Louise Pascale left the Chamber

### 12.8 National General Assembly, Canberra – nominations for attendance

Moved Cr Kirrilee Boyd S/- Cr Leith Mudge

115/23

#### **Council resolves:**

- 1. That the report be received and noted.
- 2. To determine that the method of selecting a Council Member to attend the National General Assembly of Local Government in Canberra in June 2023 in a development capacity to be by an indicative vote utilising the process set out in Council's Code of Practice for Meeting Procedures.
- To adjourn the Council meeting for the purposes of seeking nominations for and, if
  necessary, conducting an indicative vote to determine the preferred persons to
  attend National General Assembly of Local Government in Canberra in June 2023
  and for the meeting to resume once the results of the indicative voting has been
  declared.

**Carried Unanimously** 

8.07pm Cr Pascale returned to the Chamber

8.07pm The Council meeting adjourned

8.14pm The Council meeting resumed

Mayor Jan Claire Wisdom and Cr Adrian Cheater declared a Material Conflict of Interest at Agenda Item 5 'Declaration of Interest by members of the council' in relation to Item 12.8.

8.15pm Mayor Jan-Claire Wisdom & Cr Adrian Cheater left the Chamber.

8.15pm Deputy Mayor Nathan Daniell assumed the Chair.

12 ጸ 1	<b>Attendance</b>	e at Nationa	l General	<b>Assembly</b>	Canherra
12.0.1	ALLEHUALIC	z at ivativiia	ı Generai	MOSEILIBIA.	Calibella

Moved Cr Mark Osterstock S/- Cr Kirrilee Boyd

116/23

- 1. To approve Mayor Jan-Claire Wisdom's physical attendance in a representative capacity at the National General Assembly of Local Government in Canberra in June 2023 and coverage of related costs estimated at \$4,200 in accordance with the Council Member Training and Development Policy.
- 2. To approve Cr Adrian Cheater's physical attendance in a development capacity at the National General Assembly of Local Government in Canberra in June 2023 and coverage of related costs estimated at \$4,200 in accordance with the *Council Member Training and Development Policy*.

Carried Unanimously

- 8.16pm Mayor Jan-Claire Wisdom returned to the Chamber.
- 8.16pm Cr Nathan Daniell vacated the Chair
- 8.16pm Cr Melanie Selwood left the Chamber
- 8.17pm Cr Adrian Cheater returned to the Chamber

12.9 Status Report – Council Resolutions Update

Moved Cr Mark Osterstock S/- Cr Nathan Daniell

117/23

### **Council resolves:**

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

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI
23/08/2022	Ordinary Council	206/22	MON Undergrounding of Power Lines Lobethal, Mt Torrens & Woodside	Nil
24/01/2023	Ordinary Council	4/23	MON Aldgate Main Street Amenity Upgrade - Stage 2	General - Cr Mark Osterstock General - Cr Kirrilee Boyd
28/03/2023	Ordinary Council	62/23	Petition - Flooding Junction Road Balhannah	Nil
11/04/2023	Ordinary Council	79/23	Records & Information management Policy & Procedure	Nil
26/04/2023	Ordinary Council	92/23	Long Term Financial Plan for Adoption	Nil
26/04/2023	Ordinary Council	97/23	MWN Condolence Motion for Loiacono Family	Nil
26/04/2023	Ordinary Council	101/23	Audit Committee Recommendations to Council from 17/4/23	Nil

Carried Unanimously
Council from 17/4/23

#### 13. OFFICER REPORTS - INFORMATION ITEMS

Nil

### 14. QUESTIONS WITHOUT NOTICE

Cr Mark Osterstock

- Update on removal of Sculpture on Stirling Lawns
- Status of White Rock Quarry application
- Aldgate Main Street stage 2

8.20pm Cr Melanie Selwood returned to the Chamber

#### 15. MOTIONS WITHOUT NOTICE

Nil

#### 16. REPORTS

### 16.1 Council Member Function or Activity on the Business of Council

Nil

### 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:

- Gumeracha community contributing to cost of tree to commemorate Coronation of King Charles III, Stirling Library and Woollen Mill chimneys illuminated (purple)
- White Rock Quarry advice received from Department ... Mines re expansion and compliance action (attached to Minutes)
- Department of Infrastructure and Transport re review of speed limit on North East Road, concluded that existing speed zones will remain (attached to Minutes)
- Premier's Climate Change Council nominee
- Dog & Cat Management Board nominees to go to Minister
- LG Management Challenge staff participation

Mayor	23 May 2023

17. REPORTS OF COMMITTEES

17.1	Council Assessment Panel Nil
17.2	Audit Committee Nil
17.3	CEO Performance Review Panel Nil
17.4	Boundary Change Committee  Nil
18.	CONFIDENTIAL ITEMS
18.1	Bridgewater Retirement Village – Exclusion of the Public  Moved Cr Malcolm Herrmann S/- Cr Lucy Huxter  118/23  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  Director Corporate Services, Terry Crackett  Director Development & Regulatory Services, Natalie Armstrong  Director Infrastructure & Operations, Peter Bice  Executive Manager Governance & Performance, Lachlan Miller  Manager Property Services, Karen Cummings  Governance & Risk Coordinator, Steven Watson  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: (Bridgewater Retirement Village) 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)(b) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this Agenda Item is

- (b) Information the disclosure of which -
  - (i) could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and
  - (ii) would, on balance, be contrary to the public interest

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

<b>Carried Unanimously</b>

### 18.1.2 Bridgewater Retirement Village – Duration of Confidentiality

Moved Cr Leith Mudge S/- Cr Mark Osterstock

120/23

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)(b) of the *Local Government Act 1999*, resolves that an order be made under the provisions of sections 91(7) and (9) of the *Local Government Act 1999* to retain the Items in confidence as detailed in the Duration of Confidentiality Table below:

	<b>Duration of Confidentiality</b>
Item	NB: Item to be reviewed every
	12 months if not released
	Until the sale has been finalised,
Poport	but not longer than 12 months
Report	from the date of this report
	being 9 May 2024.
	Until the sale has been finalised,
Related Attachments	but not longer than 12 months
Related Attachments	from the date of this report
	being 9 May 2024.
	Until the sale has been finalised,
Minutes	but not longer than 12 months
	from the date of this report
	being 9 May 2024.
Other	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 Tuesday 23 May 2023 from 6.30pm at 63 Mt Barker Road, Stirling.

### 20. CLOSE MEETING

The meeting closed at 8.50pm.

Mayor	23 May 2023



Our Ref: DEMC23/00561

Mr David Waters Acting Chief Executive Officer Adelaide Hills Council PO Box 44 WOODSIDE SA 5244

Via email: mail@ahc.sa.gov.au

### **Dear Mr Waters**

Thank you for your letter to the Chief Executive, Dr Paul Heithersay, regarding proposed expansion of Hanson Construction Materials Ltd (Hanson) White Rock Quarry. As this matter falls under the responsibility of the Mineral Resources Division, I have been asked to provide a response on his behalf.

I appreciate the Adelaide Hills Council's ongoing interest in the assessment of a revised Mine Operations Plan (MOP) for the White Rock Quarry and the questions you have posed seeking clarification for your Council.

As you identified, on 23 December 2020 the Department for Energy and Mining (DEM) received Hanson's revised MOP for assessment. The MOP sets the regulatory framework for Hanson's operations by considering potential environmental impacts and the proposed strategies to manage those impacts. Following its submission, DEM in collaboration with technical experts from the Environment Protection Authority (EPA), the Department for Environment and Water (DEW), and other relevant agencies, undertook an extensive review of the MOP. On 28 July 2021, DEM notified Hanson that it had determined that alterations were required for the MOP review to meet the requirements of the *Mining Act 1971* and expectations of contemporary quarrying. Hanson were required to revise the MOP and re-submit addressing these matters by 28 January 2022.





**Energy and Mining** 

On 31 March 2023, after two extension requests that were approved by DEM, Hanson submitted a revised MOP in response to DEM's request for alterations. The document currently under review can be found on Hanson's website. DEM, in collaboration with technical experts from the EPA, DEW and SA Health, are currently assessing the MOP against the required alterations and requirements of the *Mining Act 1971*. Pending the outcome of the assessment, the MOP will either be approved, or government will request further alterations.

At this stage the assessment is expected to be complete within 3 months.

On 20 May 2022, DEM issued a compliance order to Hanson for non-compliance with the current MOP in relation to offsite release of sediment-laden stormwater into Third Creek following heavy rainfall events.

As of April 2023, Hanson has progressed the construction of new sediment basin infrastructure to provide additional capacity for the passive treatment of sediment laden stormwater captured during rainfall events. In addition, a new diversion channel to divert clean surface water flows from an area undisturbed by quarry operations around the sediment basin has been completed. This channel reduces the volume of water entering the disturbed area of the quarry and passive stormwater treatment process, directing clean water flows into Third Creek.

The compliance direction also requires Hanson to commence active treatment, using flocculants, to accelerate the removal of sediment from water. This action cannot occur until DEM and the EPA are satisfied any proposed flocculant product is suitable, will not cause harm to the environment or freshwater ecosystems, and that adequate systems and controls are in place to manage flocculant use.

Once the related infrastructure works are completed and the proposed flocculants to be used are endorsed by regulators, the addition of active flocculant to stormwater within a purpose-built sediment basin will occur.

Completion of the basin and flocculant treatment system is anticipated prior to winter 2023.

DEM and the EPA will continue to closely monitor the construction, commissioning, and operation to ensure Hanson complies with operational approvals and relevant environmental standards.





**Energy and Mining** 

As you highlight, the EPA are also taking action to ensure Hanson is managing sediment discharge from the site. Whilst the EPA and DEM work as co-regulators, DEM cannot provide detailed updates on EPA regulatory activities. The EPA is currently maintaining a White Rock Quarry webpage,

https://engage.epa.sa.gov.au/white-rock-quarry-hanson, which provides updates on all the actions the EPA are undertaking at the site.

Finally, I can clarify the *Mining Act 1971* sets out the decision-maker for MOP's is the Director of Mines, currently that statutory position is held by the Chief Executive, Dr Paul Heithersay.

Thank you for your letter and I hope this response addresses the questions you have raised. DEM will continue to provide updates on its website through the White Rock page as new information is received or key milestones achieved. If you, or your staff, have any further queries, please direct them to the Mining Regulation central mailbox <a href="mailto:dem.miningregrehab@sa.gov.au">dem.miningregrehab@sa.gov.au</a> and they will be allocated the relevant officer for actioning.

Yours sincerely

Benjamin Zammit

A/EXECUTIVE DIRECTOR
MINERAL RESOURCES DIVISION

02/05/2023

Cc: pwilliams@ahc.sa.gov.au





In reply please quote #90280 Enquiries to dit.officeofthechiefexecutive@sa.gov.au

OFFICE OF THE CHIEF

83 Pirie Street Adelaide SA 5000

GPO Box 1533 Adelaide SA 5001

ABN 92 366 288 135

Mr David Waters A/Chief Executive Officer Adelaide Hills Council PO Box 44 WOODSIDE SA 5244

Email: mail@ahc.sa.gov.au

Dear David

#### REQUEST FOR SPEED LIMIT REVIEW AT INGLEWOOD

Further to my letter dated 1 February 2023, regarding the speed limit review at Inglewood, I can advise that the Department for Infrastructure and Transport's (the Department) investigation into this matter is now complete.

Speed limits are determined and applied in accordance with the Speed Limit Guidelines for South Australia. Speed limits are set having regard to factors such as road function, abutting roadside development and, road and traffic characteristics.

Road users are more likely to comply with a speed limit if it is consistent with limits on other roads in the network with similar characteristics, and if limits in general reflect the factors that most influence speed choice.

Consistent with the Department's Guidelines, an 80 km/h speed limit is applied to roads in partially built-up areas with limited adjacent development, with 60 km/h speed limits reserved for sections of road that are built-up in nature. Nearby examples of similar nature roads that have an 80 km/h speed limit are Lower North East Road, Torrens Valley Road and sections of Gorge Road.

This section of North East Road between Houghton and Inglewood is considered to serve a movement function, which is to transport people and goods, rather than a place function, such as Townships which, generally have a lower speed limit.

#19792966

#### **OFFICIAL**

A review of North East Road revealed that the 80 km/h speed zone coincides with low levels of roadside development, with little direct access to/from North East Road. The areas of North East Road that contain tighter more physically constraining curves are signed with advisory travel speeds that advise drivers of the nature of the approaching curves and a sensible speed to drive them at.

Accordingly, in view of the above, the Department considers the existing speed limit to be appropriate for existing roadside conditions, and no changes to the existing speed limit is proposed, at this time.

However, if Council has a different opinion and would like to discuss this matter further and provide Council's position in relation to this request, please contact Mr Phil Stratton, A/Director Network Management Services on telephone 0407 011 701 or via email <a href="mailto:phil.stratton@sa.gov.au">phil.stratton@sa.gov.au</a>.

Yours sincerely

Jon Whelan Chief Executive

6 May 2023

In Attendance

Presiding Member: Mayor Jan-Claire Wisdom

#### Members:

Councillor Kirrilee Boyd	
Councillor Adrian Cheater	
Councillor Nathan Daniell	
Councillor Malcolm Herrmann	
Councillor Lucy Huxter	
Councillor Leith Mudge	
Councillor Mark Osterstock	
Councillor Kirsty Parkin	
Councillor Louise Pascale	

#### In Attendance:

David Waters	Chief Executive Officer
Terry Crackett	Director Corporate Services (Zoom)
Natalie Armstrong	Director Development & Regulatory Services (Zoom)
Rebecca Shepherd	A/Director Community Capacity
Lachlan Miller	Executive Manager Governance & Performance

#### 1. COMMENCEMENT

The special 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. 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.

Лavor	23 May	202

#### 3. APOLOGIES/LEAVE OF ABSENCE

#### 3.1 Apology

Cr Melanie Selwood

#### 3.2 Leave of Absence

- Mayor Jan-Claire Wisdom 14 August 24 September 2023, approved by Council 11 April 2023
- Cr Leith Mudge 17 June 25 June 2023, approved by Council 26 April 2023
- Cr Pauline Gill 6 May 28 May 2023, approved by Council 26 April 2023
- Cr Chris Grant 9 May 13 May 2023, approved by Council 9 May 2023

#### 3.3 Absent

Nil

#### 4. DECLARATION OF CONFLICT OF INTEREST BY MEMBERS OF COUNCIL

Nil

#### 5. PRESIDING MEMBER'S OPENING REMARKS

Mayor Jan-Claire Wisdom welcomed Members and Guests to the meeting. Mayor Wisdom advised the Chamber of the importance of the CEO appointment decision and the implications for the Council and community.

Mayor Wisdom thanked David Waters for his role as the Acting CEO and advised that this would continue for another couple of months until the Substantive CEO would commence. The Mayor also recognised the quality of the candidates who had applied for the role.

#### 6. PUBLIC FORUM

Nil

#### 7. BUSINESS OF THE MEETING

Mayor	 23 May 2023
•	•

#### **RELEASED 19 MAY 2023**

#### 8. **CONFIDENTIAL ITEM**

#### 8.1 Appointment of Substantive Chief Executive Officer – Exclusion of the Public

**Moved Cr Nathan Daniell** S/- Cr Adrian Cheater

121/23

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**
- **Director Corporate Services, Terry Crackett**
- **Director Development & Regulatory Services, Natalie Armstrong**
- **Executive Manager Governance & Performance, Lachlan Miller**
- Rebecca Hunt, General Manager Recruitment & HR Consulting, McArthur
- **Recommended CEO Candidate**

be excluded from attendance at the meeting for Agenda Item 8.1: (Appointment of **Substantive Chief Executive Officer) 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).

Carried Unanin

David Waters, Rebecca Shepherd, Natalie Armstrong, Terry Crackett and Greg Georgopoulos left the meeting at 6.52pm.

Cr Mark Osterstock left the meeting at 7.05pm.

The Presiding Member, with approval of all Members, suspended the meeting proceedings to enable a discussion of the selection process at 7.05pm.

Cr Mark Osterstock returned to the meeting at 7.07pm.

The Presiding Member brought the period of suspension to an end at 7.29pm.

Rebecca Hunt left the meeting at 7.29pm.

#### **RELEASED 19 MAY 2023**

8.2 Appointment of Substantive Chief Executive Officer – Confidential Item

Moved Cr Kirsty Parkin S/- Cr Mark Osterstock

122/23

#### **Council resolves:**

- That the report be received and noted
- 2. That in accordance with s984(4a)(b) of the *Local Government Act 1999*, it has obtained and considered the advice of a qualified independent person, being Ms Rebecca Hunt, as contained in *Appendix 4*.
- 3. To appoint Gregory Georgopoulos as the Chief Executive Officer of the Adelaide Hills Council under s98(5) of the *Local Government Act 1999* for a five (5) year period in accordance with the terms and conditions of an Employment Agreement to be finalised, as per Part 4 below, and with a Total Remuneration Package value of no greater than \$290,000.
- 4. To authorise the Mayor to negotiate and execute the final terms and conditions of the Employment Agreement between Gregory Georgopoulos and the Council consistent with the provisions of Part 3 above and being materially similar to the draft Employment Agreement in *Appendix 3*.

	Carried
Mayor	23 May 2023

#### **RELEASED 19 MAY 2023**

#### 8.3 Appointment of Substantive Chief Executive Officer – Duration of Confidentiality

Moved Cr Nathan Daniell S/- Cr Mark Osterstock

123/23

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 8.1 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:

ltem	Duration of Confidentiality NB: Item to be reviewed every 12 months if not released		
Report	Until the execution of the Employment Agreement for the Substantive Chief Executive Officer		
Related Attachments	Until the execution of the Employment Agreement for the Substantive Chief Executive Officer		
Minutes	Until the execution of the Employment Agreement for the Substantive Chief Executive Officer		
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
---------------------

#### 9. CLOSE MEETING

The meeting closed at 7.47pm.

Mayor	23 May 2023
•	•

# ADELAIDE HILLS COUNCIL ORDINARY COUNCIL MEETING Tuesday 23 May 2023 AGENDA BUSINESS ITEM

Item: 10.1 Question on Notice

Originating from: Cr Kirsty Parkin

Subject: Subdivision applications

#### 1. QUESTION

- a. How many subdivisions have occurred since changes to the [Country Living] zoning in the Adelaide Hills
- b. The number of subdivisions in the old Country Living Zone
- c. The number of new housing approvals
- d. The number of new development approvals in the old Country Living Zone?

#### 2. BACKGROUND

Metropolitan Councils in South Australia transitioned to the new PlanSA Portal and the planning system established under the *Planning, Development and Infrastructure Act 2016* and associated Regulations on 19 March 2021. The planning zones changed with the establishment of the state wide Planning and Design Code which replaced individual Council Development Plans. The former Country Living Zone was re-zoned as the Rural Neighbourhood Zone in the Planning and Design Code.

Considering the planning changes made by the new system, Councillor Parkin seeks to understand if subdivision and approvals of these in the former Country Living Zone have increased significantly post introduction of the planning changes.

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

a. How many subdivisions have occurred since changes to the [Country Living] zoning in the Adelaide Hills?

Since 19 March 2021 when the zoning in the Adelaide Hills changed, there have been 17 applications for land division in the Rural Neighbourhood Zone. 16 of these applications have been determined (15 approved and 1 refused) and one remains under assessment.

Six of these determined applications involved one allotment being divided into two and the other 10 were boundary realignments between existing allotments. Thus, in the last 2 years, 5 new allotments have been successfully created in the Rural Neighbourhood Zone (an average of 2.5 per year), with one application refused.

#### b. The number of subdivisions in the old Country Living Zone?

In the five years prior to 19 March 2021, there were 39 Land Division Applications in the former Country Living Zone approved. Of these, 22 involved one allotment being divided into two, 1 involved one allotment divided into three and the other 16 were boundary realignments. Thus, in the 5 years from 2017 to 2021, there were 24 new allotments successfully created (an average of 4.8 per year).

#### c. The number of new housing approvals?

There have been 266 new housing approvals in the Council district since 19 March 2021. 37 of these have been in the Rural Neighbourhood Zone. The bulk of these have been developed on existing allotments.

#### d. The number of new development approvals in the old Country Living Zone?

- (i) There have been 1619 planning approvals\* in total since 19 March 2021 (2 year period) in the Council district and 364 of these were in the Rural Neighbourhood Zone (an average of 182 per year).
- (ii) In the 2020 calendar year there were 1306 development approvals in the Council area and 203 of these were in the then Country Living Zone.
- (iii) In the 2018 calendar year there were 833 development approvals in the Council area and 160 of these were in the then Country Living Zone.

<sup>\*</sup>Planning Approvals (or planning consents) used instead of full Development Approval as the Portal provides data differently.

## ADELAIDE HILLS COUNCIL ORDINARY COUNCIL MEETING Tuesday 23 May 2023 AGENDA BUSINESS ITEM

Item: 11.1 Motion on Notice

Originating from: Cr Lucy Huxter

Subject: East Waste Kerbside Audit

#### 1. MOTION

I move:

#### That Council notes:

- 1. The release of East Waste's kerbside audit for 2022
- 2. Its performance across the Council region in relation to diversion from landfill, green waste and recycling management
- 3. Its role in influencing a shift in behavioural change of residents to help improve proper waste disposal within households

#### 2. BACKGROUND

East Waste uses impressive technology to monitor a myriad of things. Interestingly:

- Video technology inside the trucks to show what is being put in kerbside bins
- Video technology outside the trucks to show whether or not bins are actually "missed" during the pick up route

This technology is used to develop East Waste's annual 'Kerbside Waste Performance Audit' for each individual member council. For reference, the audit for Adelaide Hills Council used data from a sample of 75 households in Lobethal (refer **Appendix 1**).

East Waste noted the following three key highlights/learnings from the 2022 audit:

- Contamination in recycling bins was 13.8%, increased from 9.8% in 2019, still below the East Waste average across member councils of 14.4%
- 58.8% of the material in the general waste to landfill bin (blue lid) could have been recycled or composted, an increase from 54.4% in the 2019 audit
- Contamination in the green food and garden organics bin was 0.6%, slightly higher than the 2019 result of 0.5%, yet well below the East Waste average of 1.7%.

East Waste's audit reveals that \$449,000 per year could be saved if all food and compostable materials were placed in the green bin rather than the landfill bin. It is worth noting that this figure has been calculated based on all households having access to a green bin service (which they currently do not). A trial into weekly FOGO pickups (and extending the distribution of bins to areas of our council that don't currently receive a green bin service) will help us to realise some of these savings.

Other statistics from the audit are:

- Of the 13.8% contamination in recycling bins, 11.3% was general waste
- 13.9% of material disposed into the residual waste bin was recyclable
- 39.4% of material disposed into the residual waste bin was food and compostable items.
- 6.8% of material disposed into the residual waste bin was package food that <u>should</u> <u>have</u> been emptied and disposed into the green bin, and packaging disposed of separately
- Only 7.7% of all food organics were disposed of correctly into the green bin

Further, when compared to other member councils, the report also identified the following:

- Adelaide Hills Council recorded the highest waste generation of all member councils (18.2kg per household per week)
- Adelaide Hills Council was the highest performing council in relation to the percentage of food waste being disposed of in the general waste bins (21.2%)
- Adelaide Hills Council recorded the highest correct disposal rate of container deposit scheme containers (74.1%)

There is an important and strategic education program that should be communicated to our residents on encouraging behavioural change, specifically around the disposal of food and green organics waste into the green bins.

#### OFFICER'S RESPONSE – John McArthur, Manager Sustainability Waste and Emergency Management

#### > Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal A valued Natural Environment

Objective N5 Assist our community to reduce the impact of waste to landfill on the

environment.

Priority N5.1 Support and assist the community to prevent valuable resources going

to landfill and reduce contamination in kerbside recycling bins

The outcomes of the audit undertaken by East Waste provide valuable insight into the community's waste and recycling practices which assists Council to support the community to reduce waste to landfill.

#### **Legal Implications**

Not applicable.

#### Risk Management Implications

Noting the outcomes of the East Audit will assist in mitigating the risk of:

Not providing waste and recycling services leading to community dissatisfaction, potential regulatory action against Council and or possible poor public health and environmental outcomes.

Inherent Risk	Residual Risk	Target Risk
Extreme (5A)	Low (1E)	Low (1E

The report issue is an existing control.

#### Financial and Resource Implications

Recycling and green organic material incorrectly placed in the landfill bin results in unnecessary waste disposal costs.

#### Customer Service and Community/Cultural Implications

Community behaviour relating to use of the kerbside bin system is a key factor in reducing waste to landfill.

#### Sustainability Implications

Recycling and green organic material incorrectly placed in the landfill bin results in poor environmental outcomes.

#### Engagement/Consultation conducted in the development of the report

Consultation on the development of this report was as follows:

Council Committees: Not Applicable

Council Workshops: Not Applicable

Advisory Groups: Not Applicable

External Agencies: Not Applicable

Community: Not Applicable

#### 4. ANALYSIS

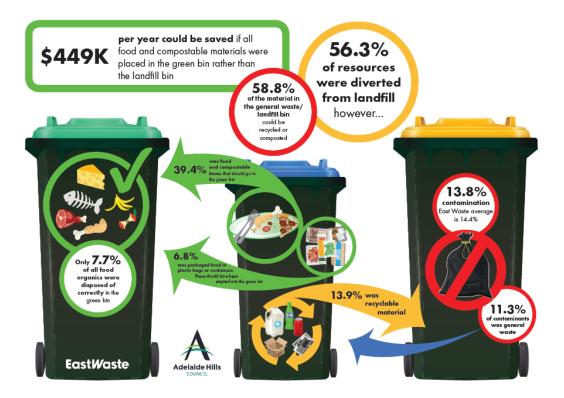
The results of the audit undertaken by East Waste in 2022 are similar to the audit undertaken by East Waste in 2019. Figures 1 and 2 below show summary outcomes of both audits completed by East Waste.

Both audits were undertaken in the township of Lobethal. In both cases, approximately 46% of the blue bin contents was organic material that should have been in the green bin and approximately 13% of blue bin contents should have been in the yellow recycling bin. An increase was recorded in contamination levels found in the yellow bin from 9.7% in 2019 to 13.8% in 2022. Contamination increases in the recycling bin were common across East Waste member Councils however Adelaide Hills Council's result was below the East Waste average of 14.4%.

**79%** of all food per year could be saved if all food 56.2% and compostable materials were placed in \$430K the green bin rather than of resources the landfill bin edible were diverted 54.4% of the material in he general waste, landfill bin from landfill however... recycled or composted 40.5% 9.7% 12.6% was recyclable 7.8% **EastWaste** 

Figure 1: 2019 Summary of Audit Outcomes

Figure 2: 2022 Summary of Audit Outcomes



Importantly, audits are a snapshot in time of a small number of households (103 properties in 2019 and 75 properties in 2022) and therefore the results need to be considered in that context. The results of the East Waste audits are however consistent with audits undertaken by Council. Repeatedly, the audits undertaken show large volumes of green organic material, mainly food scraps, are being placed in the residual waste bin. Accordingly, removing green organic material and most particularly food scraps from the residual waste bin is the greatest opportunity for Council to focus on.

The outcome of the audits undertaken confirm the importance of continuing to explore changes to bin collection frequency and the provision of a green organic bin to all properties as previously raised with Council Members. In the near future a report will be provided to Council seeking a formal commitment to undertake a trial of changes to the kerbside bin system that is specifically targeting improvements to food scrap and green organic material recycling.

In the interim, Council will continue to provide waste and recycling education activities to the community in conjunction with East Waste. This will include sharing the results of the 2022 audit with the community to assist them with actions they can take to improve resource recovery and decrease contamination.

#### 5. APPENDIX

a. Letter and Audit Report from East Waste dated 31 March 2023

Appendix 1  Letter and Audit Report from East Waste dated 31 March 2023



31 March 2023

Mr David Waters
Acting Chief Executive Officer
Adelaide Hills Council
PO Box 44
WOODSIDE SA 5244

Dear David,

#### Results of the 2022 East Waste Kerbside Audit

It is with great pleasure that I attach the findings of the 2022 East Waste Kerbside Audit, which includes detailed breakdown information on the performance for Adelaide Hills Council.

Once again, this has provided an important and valuable insight into the disposal behaviours of our community and the opportunities that exist. When compared to 2019 results, there is an overall increase in contamination in recycling and unrecovered resources in landfill bins. This can be attributed to various pressures, associated with COVID-19, within our community over the past few years, with similar results being observed across South Australia and nationally. Despite this however, East Waste as a collective is still outperforming metropolitan averages, demonstrating the joint success and value of our ongoing community education programs.

#### The top 3 results and key focus areas specific to Adelaide Hills Council are:

- 1. Contamination in recycling bins was 13.8%, an increase from 9.7% in 2019, yet just below the East Waste average of 14.4%.
- 2. 58.8% of the material in the general waste to landfill bin could have been recycled or composted. This was an increase from 54.4% in the 2019 audit.
- 3. Contamination in the green food and garden organics bin was very low at 0.6%, slightly higher than 2019 with 0.5% yet well below the East Waste average of 1.7%.

I have attached an infographic, which summarises the results and key findings from each waste stream and is designed to serve as an effective communication and conversation piece within your Council and community. We can refine the infographic to focus on key elements for discussion and developing specific communications should you wish. Furthermore, I welcome the opportunity to present to your Elected Members and/or Executive Team, to detail the findings and identify opportunities where we can collectively work together to drive down contamination and the percentage of unrecovered resources.

We strongly encourage Council to continue to utilise and respond to the weekly contamination reports as a means of addressing gross contamination and recalcitrant behaviour. We know from a recent study undertaken with the Fight Food Waste CRC and University of Adelaide that in relation to the yellow co-mingled recycling bin, approximately two-thirds of households contribute less than 5% total contamination, while the top ten percent are significant contamination contributors



and costing Councils proportionality more. The weekly contamination reports provide a unique targeted education and effective behaviour change tool, if utilised fully.

Food waste undoubtedly remains our greatest opportunity, with a material separation efficiency of only 7.7% for your Council, this will continue to be the focus and main thrust of our messaging and education. Another important aspect of this is removing apparent barriers to behaviour change through increasing collection frequencies of green organics. We will be supporting Council with the upcoming trial of a weekly green organics collection to encourage higher participation in food waste recycling.

An education focused report has been provided to your communications, media and sustainability staff to assist in providing residents with actions they can take to improve resource recovery and decrease contamination. A similar report was provided in 2019 and was published on websites, newsletters and e-news as well as being referenced in public presentations.

I encourage you to share the document widely within your Organisation and community. I look forward to receiving your feedback on it and how we can collaborate to further increase landfill diversion and drive down contamination rates. As always, should you or your staff wish to discuss this letter or arrange a presentation, please do not hesitate to contact me on 0417 466 929 or <a href="mailto:robg@eastwaste.com">robg@eastwaste.com</a> or David Maywald, Manager of Business Services on 0403 210 555 or david@eastwaste.com.

Yours sincerely,

**ROB GREGORY** 

**GENERAL MANAGER** 

per year could be saved if all

\$449K food and compostable materials were placed in the green bin rather than

the landfill bin

58.8% of the material in the general waste/ landfill bin

> could be recycled or composted

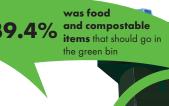
56.3% of resources were diverted from landfill

however...



only **7.7%** of all food organics were disposed of correctly in the green bin

**EastWaste** 



6.8% was packaged food in plastic bags or containers. These should have been emptied into the green bin

**Adelaide Hills** 



13.9% was recyclable material



# East Waste 2022 Household Bin Audit

June 2022



#### **Document verification**

Date	Versio	n Title	Prepared by	Reviewed by	Approved by
30 June	V1	East Waste 2020 Household	J. Webb,	K. Le Gallou, M.	J. Webb
2022		Bin Audit Report (Draft)	L. De Garis	Rawson	
14 Oct	V2	East Waste 2020 Household	J. Webb	J. Webb	J. Webb
2022		Bin Audit Report (Final)			

#### **Important notes**

This document has been prepared by Rawtec Pty Ltd (Rawtec) for a specific purpose and client (as named in this document) and is intended to be used solely for that purpose by that client.

The information contained within this document is based upon sources, experimentation, and methodology which at the time of preparing this document were believed to be reasonably reliable and the accuracy of this information subsequent to this date may not necessarily be valid. This information is not to be relied upon or extrapolated beyond its intended purpose by the client or a third party unless it is confirmed in writing by Rawtec that it is permissible and appropriate to do so.

Unless expressly provided in this document, no part of this document may be reproduced or copied in any form or by any means without the prior written consent of Rawtec or the client.

The information in this document may be confidential and legally privileged. If you are not the intended recipient of this document (or parts thereof), or do not have permission from Rawtec or the client for access to it, please immediately notify Rawtec or the client and destroy the document (or parts thereof).

This document, parts thereof or the information contained therein must not be used in a misleading, deceptive, defamatory or inaccurate manner or in any way that may otherwise be prejudicial to Rawtec, including without limitation, in order to imply that Rawtec has endorsed a particular product or service.

### **Executive summary**

In early 2022 Rawtec and Dynamic 3E supported East Waste to deliver a follow up audit to the 2019 kerbside audit. It included 1,608 bins across all three streams from 525 households from East Waste's seven Member Councils. The purpose of this audit was to provide comparative data on contamination, food waste and household disposal habits and kerbside bin material was collected, separated into around 91 categories, including subcategories, and weighed and counted (where appropriate).

#### **Key findings**

Key findings from the audit are outlined below. Note that the audit is specific point in time (March/April) and the results provide a snapshot of this period and therefore may not be representative of the average across a year or directly compared with the 2019 audit (undertaken in Oct/Nov).<sup>1</sup>

#### Waste generation of audited households at the time of the audit

Household waste generation increased across all three bins at the time of the audit. The average increased from 16 kg/hh/wk (2019 audit) to 16.1 kg/hh/wk. This can be compared to the

- East Waste 2020/21 total average household waste generation of 16.8 kg/hh/week<sup>2</sup>
- Adelaide Metro average of 18.9 kg/hh/week in 2018/19<sup>3</sup>.

Other findings from the audit included:

- Council with the lowest waste generation: City of Burnside at 14.7 kg/hh/wk.
- Council with the highest waste generation: Adelaide Hills Council at 18.2 kg/hh/wk.

#### Landfill diversion of audited households at the time of the audit

Average household landfill diversion through use of the comingled recycling and organics recycling bins decreased from 62.1 per cent (2019 audit) to 58.2 per cent. This can be compared to the:

- East Waste 2020/21 total landfill diversion of 55.6 per cent <sup>2</sup>
- Adelaide Metro kerbside services 2019/20 landfill diversion rate of 50.5 per cent <sup>4</sup>.

Other findings included from the audit included:

- Highest performing council: Town of Walkerville at 66.5 per cent.
- Lowest performing council: City of Norwood, Payneham & St Peters at 50 per cent.

#### Unrecovered resources in general waste bins

Unrecovered resources are organics, comingled recycling and E-waste disposed of into general waste bins that can be recycled if separated correctly. The audit found the average amount increased from 52.8 per cent (2019 audit) to 60.6 per cent. Other findings included from the audit included:

- Highest performing council: City of Mitcham at 48.9 per cent unrecovered resources.
- Lowest performing council: Town of Walkerville at 70.7 per cent unrecovered resources.

<sup>&</sup>lt;sup>1</sup> The audit took place in March/April 2022 which may result in higher volumes of garden waste (lawn clippings, fallen leaves etc.) compared to the previous 2019 (Oct/Nov) audit and actual whole year performance. To provide a reality check of the audit data, a snapshot of waste generation and landfill diversion for the 2020/21 FY is provided in Appendix 2.

<sup>&</sup>lt;sup>2</sup> Based on kerbside tonnages collected for 2018-19 reported in the Eastern Waste Management Authority Annual Report 2018-2019 and 2018 population estimates for each council provides by profile.id.com.au (Community Profile for each Council)

<sup>&</sup>lt;sup>3</sup> Adelaide Metropolitan Area Kerbside Waste Performance Report 2018-19, Green Industries SA, 2021.

<sup>&</sup>lt;sup>4</sup> South Australia's Recycling Activity Survey 2019-20 Report, Green Industries SA, 2021.

#### **Comingled recycling bin contamination**

The average contamination in comingled recycling bins increased from 12.5 per cent (2019 audit) to 14.4 per cent. This can be compared to the Adelaide Metro average of 13 per cent comingled recycling bin contamination (2011-2014)<sup>5</sup>. Other findings included from the audit included:

- Highest performing council: City of Mitcham at 9.5 per cent comingled recycling bin contamination
- Lowest performing council: Campbelltown City Council at 29.0 per cent comingled recycling bin contamination.

#### **Organics recycling bin contamination**

The average contamination in organics recycling bins increased from 1.5 per cent (2019 audit) to 1.7 per cent. This can be compared to the Adelaide Metro average of 2 per cent organics recycling bin contamination (2011-2014) <sup>5</sup>. Other findings included from the audit included:

- Highest performing: Town of Walkerville at 0.2 per cent organics recycling bin contamination.
- Lowest performing: Campbelltown City Council 5.6 per cent organics recycling bin contamination.

#### Food waste in general waste bins

Detailed food waste analysis found that the proportion of unrecovered food in the general waste bins increased from 27.1 per cent (2019 audit) to 28.9 per cent. Other findings included from the audit included:

- Highest performing: Adelaide Hills Council at 21.2 per cent of general waste bins being food waste
- Lowest performing: City of Burnside at 37 per cent of general waste bins being food waste

#### Food waste disposal types and contents

Findings from the audit on how food waste was disposed of include:

- Disposal of food in the general waste was mostly loose (67.1 per cent of food) whereas in the organics recycling most food was disposed using compostable bags (75.4 per cent)
- Approximately half of food waste thrown away was vegetables (21 per cent) and fruit (19 per cent).

#### **Material separation efficiency**

Material separation efficiency is the proportion of recyclable material for a given stream (e.g., organics) correctly presented and disposed of into the right bin. It shows how well residents are separating recyclable materials. Findings included:

- The material stream with the highest separation efficiency was garden organics. However, this decreased from 91.4 per cent <sup>6</sup> (2019 audit) to 86.5 per cent
- The material stream with the lowest separation efficiency was food organics. This increased from 11 per cent <sup>7</sup> in 2019 to 12.1 per cent.

<sup>&</sup>lt;sup>5</sup> Adelaide Metropolitan Area Kerbside Waste Performance Report 2018-19, Green Industries SA, 2021. Note this is based on the latest available report for this dataset based on audits undertaken between 2011 and 2014.

<sup>&</sup>lt;sup>6</sup> Note: Analysis calculation change from the 2019 audit to calculate materials separation efficiency based on kg/hh/wk average of all member councils, not total kg weight of all audited materials.

<sup>&</sup>lt;sup>7</sup> Note: Analysis calculation change from the 2019 audit to compare food waste (loose/compostable bags) in organics bins against total food (including packaged food) in all bins. The 2019 audit report shows an analysis finding of 13% compared food waste (loose/composable bags) in organics bins against total food waste (loose/composable bags only) in all household bins.

Material separation efficiency across all material streams for East Waste Member Councils (on average) ranked from highest performing to lowest performing, included:

- 1. Garden organics: 86.5 per cent <sup>8</sup> (down from 91.4 per cent in 2019)
- 2. Glass: 85.6 per cent <sup>6</sup> (down from 87.7 per cent in 2019)
- 3. Paper cardboard: 80.4 per cent 8 (down from 85.1 per cent in 2019)
- 4. Hard plastics: 55.6 per cent 8 (up from 50.3 per cent in 2019)
- 5. Metals 46.2 per cent 8 (up from 39.6 per cent in 2019)
- 6. Food organics: 12.1 per cent <sup>8</sup> (up from 11 per cent <sup>9</sup> in 2019).

#### Container deposit scheme and non-container deposit scheme containers

The 2022 audit reduced the number container deposit scheme (CDS) and non-CDS container audit categories from 23 to six. Findings from the audit include:

- East Waste households dispose of an average of three CDS beverage containers into kerbside bins per week, ~154 per year. This is an increase from 2019 and 2.2 CDS beverage containers disposed of per week, ~115 per year. Key findings included:
  - City of Burnside households dispose of the most CDS beverage containers, with 4.0 containers disposed of per household per week (~208 per year).
  - Town of Walkerville households dispose of the lowest number of CDS beverage containers with 1.8 containers disposed of per week (~95per year).
- East Waste households are correctly disposing of approximately 66.7 per cent of all CDS beverage containers into comingled recycling bins (of containers disposed of via the household bins), down from 80 per cent in the 2019 audit. Key findings included:
  - Adelaide Hills Council had the highest a correct disposal rate at 74.1 per cent.
  - City of Norwood, Payneham & St Peters had the lowest correct disposal rate at 53.1 per cent.

In terms of non-CDS glass wine and spirit bottles identified during the audit:

- East Waste households dispose an average 42.8 wine bottles per year and 0.1 4.1 spirit bottles per annum into kerbside bins. This is a compared to 39.7 wine bottles per annum and 5.2 spirit bottles per year into kerbside bins in the 2019 audit.
- Glass wine bottles made up 12.6 per cent of comingled recycling bins by weight. This is a decrease from 12.9 per cent in the 2019 audit.

<sup>&</sup>lt;sup>8</sup> Note: Analysis calculation change from the 2019 audit to calculate materials separation efficiency based on kg/hh/wk average of all member councils, not total kg weight of all audited materials.

<sup>&</sup>lt;sup>9</sup> Note: Analysis calculation change from the 2019 audit to compare food waste (loose/compostable bags) in organics bins against total food (including packaged food) in all bins. The 2019 audit report shows an analysis finding of 13% compared food waste (loose/composable bags) in organics bins against total food waste (loose/composable bags only) in all household bins.

#### Overall findings and focus areas for improvement

#### **Overall findings**

Overall, the key findings from the comparison of audit results between the 2019 and 2022 audit include:

- Increases in contamination and unrecovered resources (participially food waste/organics) in the general waste bins and a minor increase in the efficiency of food recovery. However, these changes are within the expected margin of error of an audit of this size and sampling methodology (see Table 5 of the Introduction).
- Overall landfill diversion from the 2018/19 to the 2021/22 financial year increased across all East Waste Member Councils (see Figure 46 of Appendix 2).

#### **Focus areas for improvement**

As with the 2019 audit, focus areas for improvement should remain to include:

- **Food waste recycling:** Food efficiency of food waste recycling is still low at 12.1 per cent. (an increase from 11 per cent). This means that around 88 per cent of food waste is still going into the wrong bin. Food waste is nearly 30 per cent of general waste bin material.
- **Contamination:** Contamination of the comingled recycling bins remains a challenge at 14.4 per cent per cent (an increase from 12.5 per cent in the 2019 audit). The top five contamination to focus on, which make up comingled recycling bins 80 per cent of all contamination include:
  - General waste (loose and in bags)
  - Textiles (clothing, footwear, leather, rubber etc.)
  - Mixed glass/fines (10-50mm) Swept/raked into loose pile and weighed
  - Plastic packaged food (containers, bags etc.)
  - Soft plastic (plastic film, loose plastic bags etc.
- **Correct disposal of CDS containers:** On average across East Waste Member Councils, only around 67 per cent of all CDS containers disposed of via the household bins are correctly placed by households into comingled recycling bins. This is down from 80 per cent in the 2019 audit.

### **CONTENTS**

Executive summary	i
Key findings	i
Overall findings and focus areas for improvement	iv
Acronyms	iii
Glossary	
Terms	
Category example photos	
Introduction	
Project background	
Audit sample methodology	
Audit analysis considerations	
All East Waste Member Councils average	
Waste generation and diversion	
Comparison of unrecovered resources and contamination rates	
Food waste in the general waste and organic recycling bins	
Material separation efficiency	
Compostable bag usage	
Adelaide Hills Council	
Summary of audit findings	
Audit sample	
Waste generation and diversion	
Bin composition	
Material efficiency	
Compostable bag use	
CDS and non-CDS containers	
Example audit photos	
·	
City of Burnside	
Summary of audit findings	
Audit sample Waste generation and diversion	
Bin composition	
Food waste	
Material efficiency	
Compostable bag use	
CDS and non-CDS containers	
Example audit photos	
Campbelltown City Council	
Summary of audit findings	
Waste generation and diversion	
Bin composition	
Food waste	
Material efficiency	
Compostable bag use	
CDS and non-CDS containers	

Example audit photos	52
City of Mitcham	55
Summary of audit findings	
Audit sample	55
Waste generation and diversion	56
Bin composition	57
Food waste	60
Material efficiency	61
Compostable bag use	62
CDS and non-CDS containers	62
Example audit photos	63
City of Norwood, Payneham & St Peters (NPSP)	66
Summary of audit findings	66
Audit sample	66
Waste generation and diversion	67
Bin composition	68
Food waste	71
Material efficiency	
Compostable bag use	73
CDS and non-CDS containers	
Example audit photos	74
City of Prospect	77
Summary of audit findings	
Audit sample	77
Waste generation and diversion	
Bin composition	79
Food waste	
Material efficiency	
Compostable bag use	
CDS and non-CDS containers	
Example audit photos	85
Town of Walkerville	88
Audit sample	88
Waste generation and diversion	89
Bin composition	90
Food waste	93
Material efficiency	94
Compostable bag use	95
CDS and non-CDS containers	
Example audit photos	96
Appendix 1 – Audit categories	99
Appendix 2 – East Waste Member Council 2018/19 performance snapshot	102
2021-22 FY East Waste Totals	
2018-19 FY East Waste Totals	
Change 2018/19 to 2021/22 FY East Waste Totals	104
Appendix 3 – Audit sample streets	105

### **Acronyms**

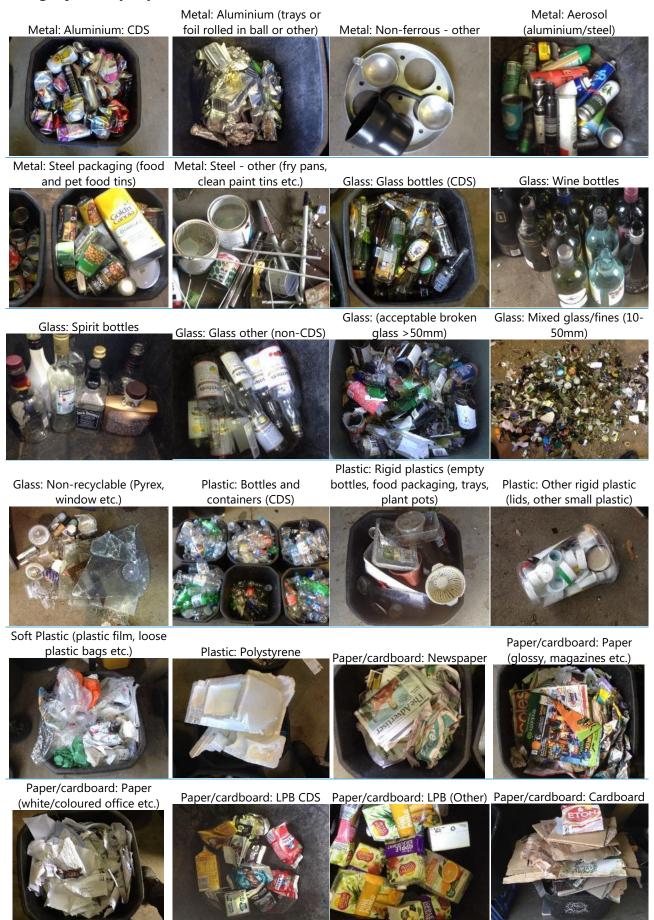
ABS	Australian Bureau of Statistics
CDS	Container Deposit Scheme
HDPE	High Density Polyethylene
LBP	Liquid Paper Board
PET	Polyethylene Terephthalate
PP	Polypropylene
PS	Polystyrene
SA	South Australia
C&D	Construction and demolition

### **Glossary**

### Terms

Building waste	Materials or items typically disposed of by the building industry (e.g., fittings, plaster, treated timber)
Comingled recycling bin	Yellow lidded household bin provided to residents by councils for placing non-organics recyclable items into (e.g., paper cardboard, LPB, glass, metal and rigid plastic containers, and other recycling).
Comp. (in tables and charts)	Means "compostable"
Earth based	Includes dust (e.g., from vacuum cleaners), dirt, rock, ash most suitable for disposal in general waste bins.
E-waste	Includes electronic waste that is banned from landfill in SA, including batteries, small E-waste items (e.g., mobile phones, chargers) and large E-waste items (e.g., white goods, kitchen appliances, cables etc.)
General waste bin	Red or blue household bins provided to households by councils for the placement of items and materials that cannot be placed into the comingled recycling bins or organics bins (e.g., soft plastic, Pyrex/window glass, rope, garden hoses broken glassware and crockery (wrapped), polystyrene and foam packaging and trays).
Hazardous waste	Includes waste that is potentially hazardous to human health or the environment that should be specially handled and disposed of for example light globes (e.g., fluorescent tubes), medical waste (e.g., needle sticks, bio contaminants, pills, drugs), other hazardous material (e.g., gas bottles, chemicals, engine oil, paint tins containing paint, asbestos).
Household bins	For this report, it includes the red/blue general waste bins, comingled recycling bins, and organics recycling bins provided to households by councils for placing waste or non-organic recyclable items or materials into.
Organics recycling bins	Green lidded household bin provided to residents by councils for placing organic items or materials suitable for composting (e.g., food waste, garden waste, certified compostable liners, and packaging).
Residual waste	Includes materials or items not suitable for disposal into comingled recycling or organics recycling bins and that are not potentially hazardous to human health or the environment (e.g., textiles (clothing, footwear, leather, rubber etc.), sanitary products).
Unrecovered resources	These are recyclable materials disposed into general waste bins that could be recycled through the comingled recycling, organics recycling bin, or drop-off at a recycling facility (e.g., e-waste, which is recyclable through drop off e-waste recycling stations/facilities around Adelaide) if separated appropriately.

#### **Category example photos**





E-waste: Large - electrical goods, kitchen appliances, cables etc.)

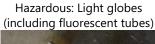


specify (e.g., asbestos)

Hazardous: Other Hazardous -

No photo example available

Other:





Other: General waste (loose



Other: Other separately reported (unclassified, miscellaneous)



Hazardous: Medical waste

(needle sticks, bio

contaminants, pills, drugs)

Other: Ceramics



Hazardous: Hazardous material (gas bottles, chemicals, engine oil, paint tins containing paint etc.)



Other: Textiles (clothing, footwear, leather, rubber etc.)



Sanitary (nappies and hygiene products)



No photo example available

### Introduction

#### **Project background**

East Waste is a regional waste subsidiary responsible for approximately 20 per cent of Adelaide's household bin collections. It operates across seven Member Councils in Adelaide, including Adelaide Hills Council, City of Burnside, Campbelltown City Council, City of Mitcham, City of Norwood, Payneham & St Peters, City of Prospect and Town of Walkerville.

East Waste and Member Councils are committed and driven to reduce waste to landfill, maximise resource recovery and deliver a high level of waste education. Household bin audits help to understand the waste and recycling disposal habits of households. Data driven decision making is vital for improving services and designing behaviour change and education programs.

This 2022 audit is a follow up from the 2019 audit. It provides comparative data on contamination, food waste and household disposal habits. The scope and size of the audit was reduced to increase the efficiency and cost effectiveness while maintaining statistically representative results. It included 1,608 bins across all three streams from 525 households from the seven Member Councils. Material was collected, separated into around 91 categories and subcategories, weighed and counted (where appropriate).

#### Audit sample methodology

#### **Target audit sample**

The audit sample targeted household bins presented by 75 households per Member Council, including:

- 75 general waste bins
- 75 recycling bins
- 75 organics recycling bins.

If multiple bins were presented by a household, all bins were collected to provide accurate analysis on composition and waste generation at a household level.

Australian Bureau of Statistics (ABS) data<sup>10</sup> helped determine the audit sample, including average income per week and the proportion of multi-unit dwellings (MUDs).<sup>11</sup> Based on analysis of data from the ABS and Profile ID, MUDs make up approximately

- 6 per cent of Adelaide Hills Council
- 33 per cent of City of Burnside
- 27 per cent of Campbelltown City Council
- 21 per cent of City of Mitcham
- 49 per cent of City of Norwood, Payneham & St Peters
- 32 per cent of City of Prospect
- 38 per cent of Town of Walkerville.

<sup>&</sup>lt;sup>10</sup> Sourced from analysis of ABS data provided by <u>profile.id.com.au/</u> (accessed Jan 2020).

<sup>&</sup>lt;sup>11</sup> Definition of MUDs includes all medium density (consisting of semi-detached, row, terrace, townhouses and villa units, plus flats and apartments in blocks of 1 or 2 storeys, and flats attached to houses) and high density (consisting of flats and apartments in 3 storey and larger blocks) dwellings.

Other considerations that were incorporated in the selection of dwellings audited for each council where possible included:

- sampling from the same areas and streets as per the 2019 audit
- sampling a mixture low, medium, and high-income demographics and leafy suburbs and more dense suburbs.

Table 1 summarises the suburbs included in audit sample for each council. Streets audited for each council can be found in Appendix 6.

Table 1: Suburbs included in audit sample for each council

Adelaide Hills Council	City of Burnside	Campbelltown City Council	City of Mitcham <sup>12</sup>	City of Norwood, Payneham & St Peters	City of Prospect	Town of Walkerville
Lobethal	Tusmore	Paradise	Bedford Park	Marden	Prospect	Walkerville
	Leabrook	Newton	Clapham	Royston Park		
	Erindale		Eden Hills	Joslin		
			Pasadena	St Peters		
			St Marys			

#### **Households sampled**

The total number of households sampled from each council was 75, with 525 in total (Table 3).

Table 2: Total number of bins collected and audited

Counc	il	Households sampled
Adelaide Hills Council		75
City of Burnside		75
Campbelltown City Council		75
City of Mitcham <sup>13</sup>		75
City of Norwood, Payneham & St Peters		75
City of Prospect		75
Town of Walkerville		75
	Total number of households sampled	525

<sup>&</sup>lt;sup>12</sup> Suburbs audited from the City of Mitcham were from the area where in 2018/19 exclusively from households that were participating in a trial delivering free kitchen caddies, compostable bags, and education materials to selected households to improve food waste recycling though organics recycling bins.

<sup>&</sup>lt;sup>13</sup> Note these are only households from the Thursday collection zone and part of the organics trial as with 2019.

<sup>2</sup> East Waste 2022 Household Bin Audit

#### **Bins collected**

The total number of bins collected exceeds the number of sampled households (Table 3). Where multiple bins were presented by a household, all bins were collected to provide accurate analysis on composition and waste generation. Note that no differentiation was made between authorised or unauthorised additional bins.<sup>14</sup>

Table 3: Total number of bins collected and audited

Council	General waste	Comingled recycling	Organics recycling	Total
Adelaide Hills Council	75	77	75	227
City of Burnside	75	75	78	228
Campbelltown City Council	75	75	76	226
City of Mitcham 13 <sup>13</sup>	76	76	76	228
City of Norwood, Payneham & St Peters	75	75	79	229
City of Prospect	75	75	76	226
Town of Walkerville	75	76	93	244
Total number of bins collected	526	529	553	1,608

#### **Total weight of materials collected**

The total weight of the materials collected as part of the audit and audited is outlined in Table 4.

Table 4: Total weight of the materials collected and audited from each council

Council	General waste (kg)	Comingled recycling (kg)	Organics recycling (kg)	Total (kg)
Adelaide Hills Council 15	715	544	1,498	2,757
City of Burnside	480	743	1,403	2,626
Campbelltown City Council	629	629	1,276	2,533
City of Mitcham <sup>13</sup>	700	662	1,369	2,730
City of Norwood, Payneham & St Peters	798	650	1,476	2,923
City of Prospect	718	739	1,538	2,995
Town of Walkerville	526	644	1,718	2,888
Total weight (kg)	4,566	4,609	10,279	19,453

 $<sup>^{14}</sup>$  The Town of Walkerville residents can supply and present as many organics bins as they wish.

 $<sup>^{\</sup>rm 15}$  Township of Lobethal audited for the Adelaide Hills Council

<sup>3</sup> East Waste 2022 Household Bin Audit

#### Bin sampling method

The audit took place on residents' regular collection day in March/April 2022 and was scheduled to avoid public and school holidays. East Waste recorded the household and bin sampling data during the collection of bins material for auditing. Collection of the bins took place over two weeks for each council, where possible. The sampling method for the audit considered as closely as possible to:

- Provide results that accurately reflect council demographics and proportion of MUDs.
- The Guide to Kerbside Performance Reporting Zero Waste SA, 2007 and Victorian Kerbside Auditing Guidelines, 2021.
- Methods and principles from Rawtec's previous experience in household bin auditing across Australia.

#### Key principles included:

- Where possible the same houses were sampled for each bin collected, depending on the presentation of bins. If a house did not present a bin, the next available bin was collected.
- Preference was given to collecting general waste and organics recycling bins in the first week. This was to increase the chances of collecting the comingled recycling bin from the same household.
- Collecting the first bin from each street and then every second house was sampled.

Waste and recycling materials collected from the audit were delivered to the East Waste depot, 1 Temple Court Ottoway. Dynamic 3E sorted and weighed the material based on material type. The list of categories is in Appendix 1 - Audit categories.

#### **Audit analysis considerations**

#### **Analysis of audit data**

Key points to consider while reviewing the figures of this report include:

- Findings for all Member Councils combined results are based on weighted averages of all Member Councils considering bin presentation rate for each council.
- Waste generation figures are based on the raw audit data that has been adjusted to consider presentation rates for each Member Council at the time of the audit.
- In general, charts show 'grouped material types' while table show 'individual material types' as allocated in *Appendix 1 Audit categories*.

#### Analysis calculation changes between 2019 and 2022 reports

Several analysis calculation changes from the 2019 report have been made to match current industry terminology method and improve reporting accuracy. Where applicable they have been identified in the footnotes. Analysis calculation changes include.

- Materials separation efficiency for all East Waste Member Councils:
- The 2019 audit calculation was based comparison of the weight of each stream correctly separated against the total kg weight the material stream in all household bins.
- The 2022 audit calculation has been updated to compare the weight of each stream correctly separated adjusted for presentation (in kg/hh/wk) against total weight the material stream correctly separated adjusted for presentation (in kg/hh/wk) in all household bins.
- Material separation efficiency for food waste
- The 2019 audit calculation compared food waste (loose/composable bags) in organics bins against total food waste (loose/composable bags only) in all household bins.
- The 2022 audit has been updated to compare the weight of food waste (loose/compostable bags) in organics bins against total food (including packaged food) in all household bins.

#### Margin of error for results

This audit is a snapshot in time and cannot continually reflect the material stream composition of household bins throughout the year and beyond. Therefore, Table 5 identifies the estimated margin of error at a 95 per cent confidence level for the audit result (material stream composition or calculated contamination or unrecovered resources rate percentage). This is based on the *Victorian Kerbside Auditing Guidelines (2021)* and the sampling methodology and outcome for the audit (total no. houses/streets in the audit sample). *Example: If a figure in this report (e.g. contamination rate) equals 7.5 per cent (in the >5% to 10% audit result band range), if you were to repeat the audit again, there is a 95 per cent chance the contamination rate would be within ±3.2% of initial result of 7.5 per cent (or between 4.3 per cent and 10.7 per cent).* 

Table 5: Estimated ± margin of error of presented audit results at a 95% confidence level

Audit	result band	0% to 5%		>10% to 20%	>20% to 30%	>30% to 40%	>40% to <60%	60% to <70%	70% to <80%	80% to <90%	90% to <95%	>99%
Est. margin of error ± at a 95% confidence	2019 audit (min. 100 hh from 10 streets)	1.1%	3.2%	5.1%	6.5%	7.3%	7.6%	7.3%	6.5%	5.1%	3.2%	1.1%
level within each audit result band	2022 audit (min. 75 hh from 15 streets)	1.1%	3.2%	5.1%	6.4%	7.2%	7.5%	7.2%	6.4%	5.1%	3.2%	1.1%

hh = households

# East Waste Averaged Results

**Audit results** 

### **All East Waste Member Councils average**

The results from all Member Councils have been combined and analysed to provide insight into East Waste's overall average performance.

#### Waste generation and diversion

Key figures from this audit are summarised in Figure 1 and include:

- A landfill diversion rate of 58.2 per cent, which is a decrease since 2019<sup>16</sup>
- household waste generation increased to 16.1 kg/hh/wk.

East Waste: Est. waste generation (kg/hh/wk) and kerbside diversion (%)

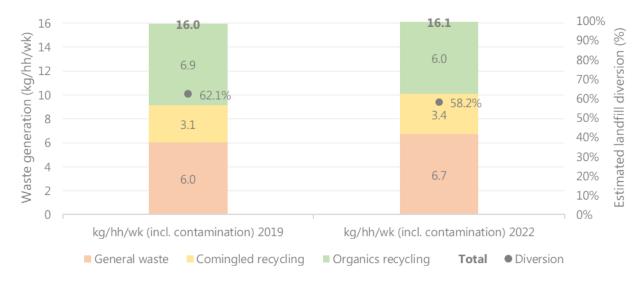


Figure 1: Estimated waste generation (kg/hh/wk) and household bin diversion for East Waste Member Councils combined

These figures can be compared to:

- Total tonnes collected during the 2021/22 FY by East Waste (detailed in Appendix 2) which shows:
  - total landfill diversion of 55.6 per cent in 2021/22 and 54.1 per cent in 2018/19
  - household waste generation of 16.8 kg/hh/wk in 2021/22 and 16.7 kg/hh/wk in 2018/<sup>17</sup>
- Adelaide Metro averages of:
  - 50.5 per cent landfill diversion for metropolitan kerbside services for 2019/20 18
  - 18.9 kilograms per household per week waste generation for 2018/19 <sup>19</sup>.
- South Australia's Waste Strategy 2020-2025 (Waste Strategy) target of 75% (by 2025) <sup>20</sup>.

The comparison shows an increase in the estimated landfill diversion performance at the time of the audit compared to the total landfill diversion for 2021/22. The autumn timing of the audit may impact this and contribute to higher generation of garden waste (lawn clippings, fallen leaves) and may not be representative of the average across a year. Additional factors need to be considered when comparing these data points, including audit sample areas, commercial properties with council bin services (not considered during the audit), unoccupied dwelling/new developments at the time of the audit, education programs etc.

<sup>&</sup>lt;sup>16</sup> This diversion rate from landfill represents the household bin diversion only (prior to processing) and is based on weight and available presentation data. It does not consider the levels of contamination that were found (outlined in detail below) in the comingled and organics recycling bins, which upon passing through a materials recovery facility or compost facility, end up in landfill.

<sup>&</sup>lt;sup>17</sup> Calculation base on total serviced properties, which includes some servicing of commercial businesses not included during the audit.

<sup>&</sup>lt;sup>18</sup> South Australia's Recycling Activity Survey 2019-20 Report, Green Industries SA, 2021.

<sup>&</sup>lt;sup>19</sup> Adelaide Metropolitan Area Kerbside Waste Performance Report 2018-19, Green Industries SA, 2021.

<sup>&</sup>lt;sup>20</sup> Supporting The Circular Economy South Australia's Waste Strategy 2020-2025, Green Industries SA, 2020.

Figure 2 compares the individual Council's estimated waste generation and diversion based on the audit results and adjusted to consider presentation rates.

2022 Est. waste generation (kg/hh/wk) and kerbside diversion (%)

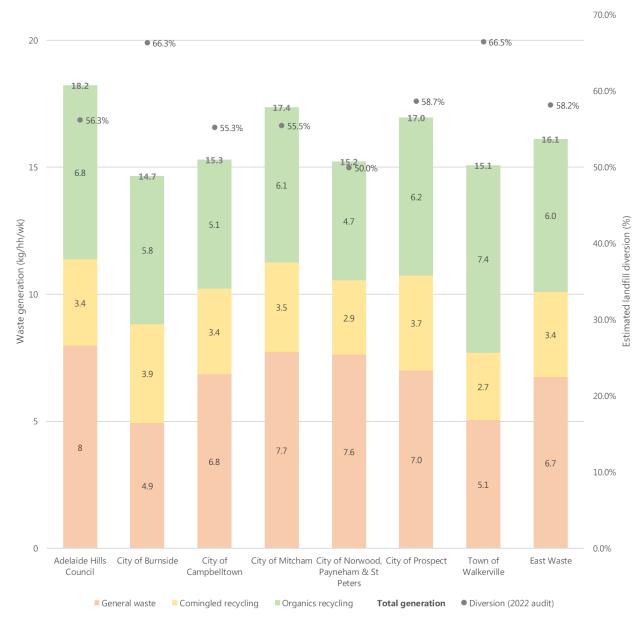


Figure 2: Summary of the estimated waste generation and diversion from landfill for each council

#### **Bin composition**

The composition of the bins provides an indication of what residents are disposing and how well they separate their waste and recycling. The composition is based on the weight of materials collected from each council (adjusted to consider presentation rates) and averaged across all seven councils.

#### **General** waste

#### **BIN COMPOSITION**

A total of 4,566 kilograms of material was audited from 526 general waste bins from all Member Councils. The weighted average composition of this material is summarised in Figure 3. Of this material:

- Approximately 60.6 per cent are unrecovered resources and could be recycled through comingled recycling and organics recycling bins. This is an increase from 52.8 per cent in the 2019 audit.
- Organics that could easily be recycled was 41.7 per cent of the total weight of general waste bins, an increase from 38.1 per cent in the 2019 audit.
- Comingled recyclables were 13.5 per cent of the total material and could easily be recycled through the yellow bin. This is an increase from 13.4 per cent in the 2019 audit.

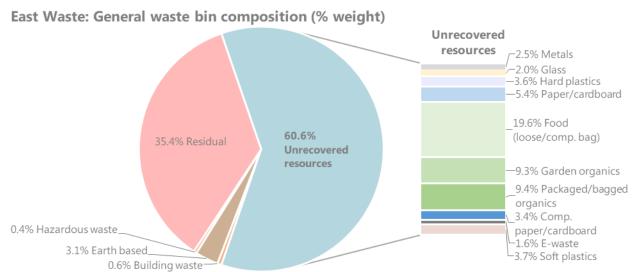


Figure 3: Composition of the general waste bin by grouped material type (% weight) for all Member Councils combined

#### **UNRECOVERED RESOURCES**

The Top five unrecovered resources by individual material type (% weight) for individual audit material categories by weight are outlined in Table 6.

Table 6: Top five unrecovered resources by individual material type (% weight) in general waste bins for all Member Councils (2019-2022)

	Individual material type	Weight (kg/hh/wk)	% of total weight
	1. Food/kitchen (loose)	1.25	20.6%
	2. Plastic packaged food (plastic containers and bags)	0.30	5.0%
2019	3. Organic garden waste (lawn clippings, leaves, weeds, prunings, branches)	0.28	4.6%
	4. Soft Plastic (plastic film, loose plastic bags)	0.27	4.4%
	5. Soiled paper and cardboard (compostable)	0.25	4.2%
	1. Food/kitchen (loose)	1.31	19.4%
	2. Garden organics (lawn clippings, leaves, weeds, prunings, branches etc.)	0.55	8.2%
2022	3. Plastic packaged food (containers, bags etc.)	0.53	7.8%
	4. Soft plastic (plastic film, loose plastic bags etc.)	0.25	3.7%
	5. Rigid plastics (empty bottles, food packaging, trays, plant pots etc.)	0.23	3.5%

#### ORGANICS IN GENERAL WASTE BINS

Figure 4 compares the proportion of general waste bins that are food waste (incl. packaged), garden organics and other organics across East Waste and Member Councils.

Food waste, garden organics and other organics % proportion of general waste bins

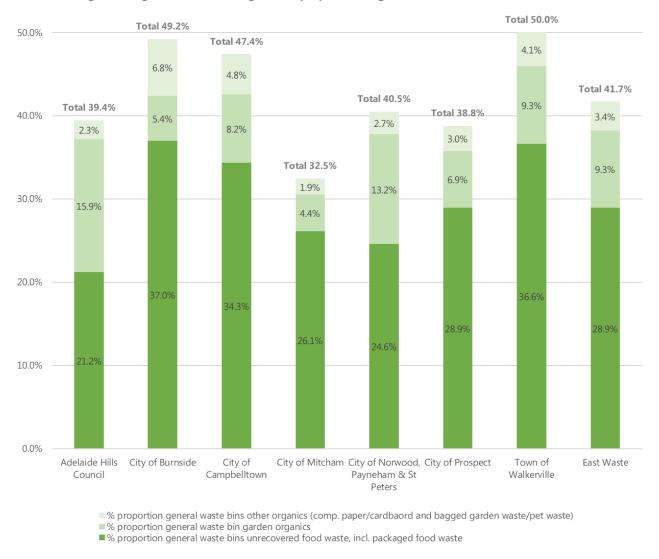


Figure 4: Food waste, garden organics and other organics % proportion of general waste bins for all Member Councils

#### **Comingled recycling**

#### **BIN COMPOSITION**

A total of 4,609 kilograms of material was audited from 529 comingled recycling bins from all Member Councils. Figure 5 outlines the weighted average composition of this material.

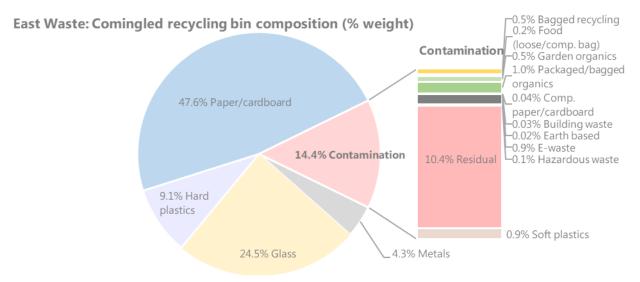


Figure 5: Composition of the comingled recycling bin by grouped material type (% weight) for all Member Councils combined

#### CONTAMINATION

Total contamination comingled recycling material audited was 14.4 per cent. This is an increase from 12.1 per cent in the 2019 audit. The individual contamination rates varied between councils. The top five contaminants are outlined in Table 7. General waste was the most significant contributor to contamination by weight. However, please note that:

- Lighter contaminants such as soft plastic (plastic film, loose plastic bags) can have significant impacts on processing and sorting activities at the MRF (e.g., can get stuck in conveyor belts).
- The amount mixed glass/fines (10-50mm) identified during the audit may be a smaller proportion of the comingled recycling than received at the MRF. This may be due to greater care taken during auditing in handling of material (e.g., by hand during the audit versus by a loader at the MRF), as well as less compaction in collection vehicles from less material being collected.

Table 7: Top five individual material type contaminants in the comingled recycling bin from the aggregated data of all Member Councils

	Individual material type	Weight (kg/hh/wk)	% of total weight
	1. General waste (loose and in bags)	0.15	5.0%
	2. Textiles (clothing, footwear, leather, rubber)	0.04	1.3%
2019	3. C&D material (building materials and fittings)	0.03	0.9%
	4. Soft Plastic (plastic film, loose plastic bags)	0.02	0.7%
	5. Mixed glass/fines (10-50mm)	0.02	0.6%
	1. General waste (loose and in bags)	0.20	5.9%
	2. Textiles (clothing, footwear, leather, rubber etc.)	0.05	1.6%
2022	3. Mixed glass/fines (10-50mm) - Swept/raked into loose pile and weighed	0.04	1.2%
	4. Plastic packaged food (containers, bags etc.)	0.03	0.9%
	5. Soft plastic (plastic film, loose plastic bags etc.)	0.03	0.9%

#### **Organics recycling**

#### **BIN COMPOSITION**

A total of 10,279 kilograms of material was audited from 553 organics recycling bins from all Member Councils. Figure 6 summarises the weighted average composition of this material.

East Waste: Organics recycling bin composition (% weight)

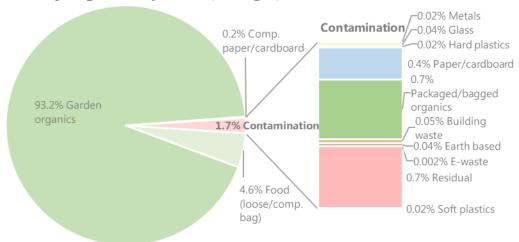


Figure 6: Composition of organics recycling bins by grouped material type (% weight) for all Member Councils combined 21

#### **CONTAMINATION**

Total contamination of the organics recycling material audited was 1.7 per cent <sup>21</sup>. This is an increase from 1.5 per cent in the 2019 audit. The individual contamination rates varied between councils. The top five contaminants by weight are outlined in Table 8.

Table 8: Top five individual material type contaminants in the organics recycling bin from the aggregated data of all Member Councils

	Individual material type	Weight (kg/hh/wk)	% of total weight
	1. Plastic packaged food (plastic containers and bags etc.)	0.04	0.5%
	2. Textiles (clothing, footwear, leather, rubber etc.)	0.02	0.3%
2019	3. C&D material (building materials and fittings)	0.01	0.2%
	4. General waste (loose and in bags)	0.01	0.1%
	5. Rigid plastics (empty bottles, food packaging, trays, plant pots etc.)	0.003	0.0%
	1. Plastic packaged food (containers, bags etc.)	0.03	0.5%
	2. Other separately reported (unclassified, miscellaneous)	0.02	0.4%
2022	3. Any other distinctive waste	0.01	0.2%
	4. Paper (shredded in bags)	0.01	0.1%
	5. Textiles (clothing, footwear, leather, rubber etc.)	0.005	0.1%

<sup>&</sup>lt;sup>21</sup> Included in Figure 6 in the *contamination* section (right), the *paper/cardboard* category, includes small amounts of newspaper, shredded white paper and white paper, which are generally acceptable in the organics recycling bins and are not considered contamination. This material is excluded in the overall contamination calculation.

#### **Comparison of unrecovered resources and contamination rates**

Table 9 compares the individual unrecovered resources and contamination rates for each East Waste Council and the average across East Waste.

Table 9: Comparison of the levels of unrecovered resources and contamination in the three-bin system

		2019			2022	
Council	General waste Unrecovered resources (%)	Comingled recycling Contamination (%)	Organics recycling Contamination (%)	General waste Unrecovered resources (%)	Comingled recycling Contamination (%)	Organics recycling Contamination (%)
Adelaide Hills Council	54.4%	9.7%	0.5%	58.8%	13.8%	0.6%
City of Burnside	51.8%	9.9%	1.0%	70.7%	10.7%	1.0%
Campbelltown City Council	54.1%	21.3%	2.1%	63.7%	29.0%	5.6%
City of Mitcham	50.8%	15.9%	1.8%	48.9%	9.5%	0.7%
City of Norwood, Payneham & St Peters	50.3%	12.7%	2.2%	59.4%	18.3%	2.3%
City of Prospect	53.1%	8.1%	2.1%	59.2%	10.3%	2.6%
Town of Walkerville	55.0%	9.0%	0.7%	70.7%	10.3%	0.2%
East Waste Average	52.8%	12.4%	1.5%	60.6%	14.4%	1.7%
Adelaide Metro average (2011-2014) <sup>22</sup>		13%	2%	NA	13%	2%

<sup>&</sup>lt;sup>22</sup> Adelaide Metropolitan Area Kerbside Waste Performance Report 2018-19, Green Industries SA, 2021. Note this is based on the latest available report for this dataset based on audits undertaken between 2011 and 2014.

#### Food waste in the general waste and organic recycling bins

#### FOOD WASTE DISPOSAL METHOD

Three quarters (67.1 per cent) of food was loose in the general waste (i.e., mixed with other waste items not in a separate bag), while loose food was only 10 per cent of the organics recycling bin. Figure 7 outlines the difference in the way food was disposed of in the general waste and organics recycling bins.



Figure 7: Summary of how food waste was presented in the general waste and organics recycling bin (kg/hh/wk)

Table 10 compares food waste disposal into the general waste and organics recycling bins as a proportion of total waste in each bin between 2019 and 2022.

Table 10: Summary of the food waste in the general waste and organics recycling bins in kg/hh/wk (2019 and 2022)

	2022									
	General waste		Organics recycling		Total	General waste		Organics recycling		Total
Туре	kg/hh /wk	% bin proportion	kg/hh /wk	% bin proportion	_	kg/hh /wk	% bin proportion	kg/hh/ wk	% bin proportion	kg/hh /wk
Loose food	1.25	20.6%	0.04	0.6%	1.29	1.31	19.4%	0.04	0.6%	1.35
Food in compostable bags	0.01	0.2%	0.22	3.2%	0.23	0.01	0.2%	0.24	3.5%	0.25
Plastic packaged food	0.34	5.6%	0.04	0.6%	0.38	0.53	7.8%	0.03	0.5%	0.56
Food in containers (e.g., jars/tins)	0.05	0.8%	0.003	0.0%	0.05	0.10	1.5%	0.0001	0.002%	0.10
Total	1.64	27.1%	0.31	4.5%	1.95	1.95	28.9%	0.31	4.6%	2.26

Table 11 compares the change in food waste disposal into the general waste and organics recycling bins as a proportion of total waste in each bin from 2019 to 2022.

Table 11: Change of food waste in the general waste and organics recycling bins in kg/hh/wk (2019 to 2022)

		Char	nge (2019 to	2022)	
	G	eneral waste	Org	Total	
Туре	Change from 2019 to 2022 (kg/hh/wk)	Change from 2019 to 2022 (% by weight bin proportion)	Change from 2019 to 2022 (kg/hh/wk)	Change from 2019 to 2022 (% by weight bin proportion)	
Loose food	+0.06	-1.2%			+0.06
Food in compostable bags			+0.02	+0.9%	+0.02
Plastic packaged food	+0.19	+0.9%	-0.01	-0.1%	+0.18
Food in containers (e.g., jars/tins)	+0.05	+1%		+1%	+0.05
Total	+0.31	+0.4%		+0.9%	+0.31

Table note: Blank cells = No meaningful change (less than 0.01 kg/hh/wk or less than 0.1% change)

#### **FOOD WASTE DISPOSAL BY TYPE**

Food waste was separated into 10 food waste types and Table 12 and Figure 8 summarises how this was discarded in the general waste and organics recycling bins.

- Vegetables and fruit were the largest proportion of food waste by weight (approximately 40 per cent), followed by food waste that was mixed and couldn't be separated into individual categories (22 per cent), meat/poultry/fish (11 per cent), and bread (9 per cent).
- Food waste identified as takeaway food was the least common discarded food type identified (1%), however, it should be considered that some of this type of food waste may be included in the mixed food waste category.

Table 12: Summary of East Waste average food waste disposal into general waste and organics recycling bins by type (2019-2022)

		20		20	22			
	General waste	Organics recycling	Total	% of total food waste	General waste	Organics recycling	Total	% of total food waste
Туре	kg/hh/wk	kg/hh/wk	kg/hh/wk	%	kg/hh/wk	kg/hh/wk	kg/hh/wk	%
Meat/poultry/fish	0.18	0.02	0.20	10.5%	0.22	0.03	0.26	11.4%
Dairy	0.05	0.00	0.05	2.5%	0.08	0.00	0.08	3.5%
Fruit	0.36	0.08	0.44	22.6%	0.37	0.06	0.43	18.9%
Vegetables	0.41	0.08	0.49	24.9%	0.42	0.06	0.47	21.0%
Bread	0.18	0.01	0.19	9.9%	0.19	0.01	0.20	9.0%
Pasta/Rice	0.08	0.00	0.09	4.4%	0.08	0.00	0.09	3.8%
Beverages	0.04	0.00	0.04	1.9%	0.04	0.00	0.04	1.7%
Other pantry items	0.14	0.00	0.15	7.5%	0.15	0.01	0.16	7.2%
Takeaway food	0.01	0.00	0.02	0.9%	0.03	0.00	0.03	1.3%
Mixed food waste	0.18	0.11	0.29	14.8%	0.37	0.13	0.50	22.3%
Total	1.64	0.31	1.95	100%	1.95	0.31	2.26	100%

East Waste: Composition of the food waste disposed in the general waste and organics recycling bins combined

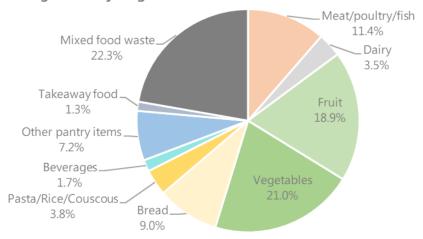


Figure 8: Composition of the types of food waste in the general waste and organics recycling bins

Figure 9 summarises composition of food waste disposed of into general waste and organics recycling bins each Member Council.



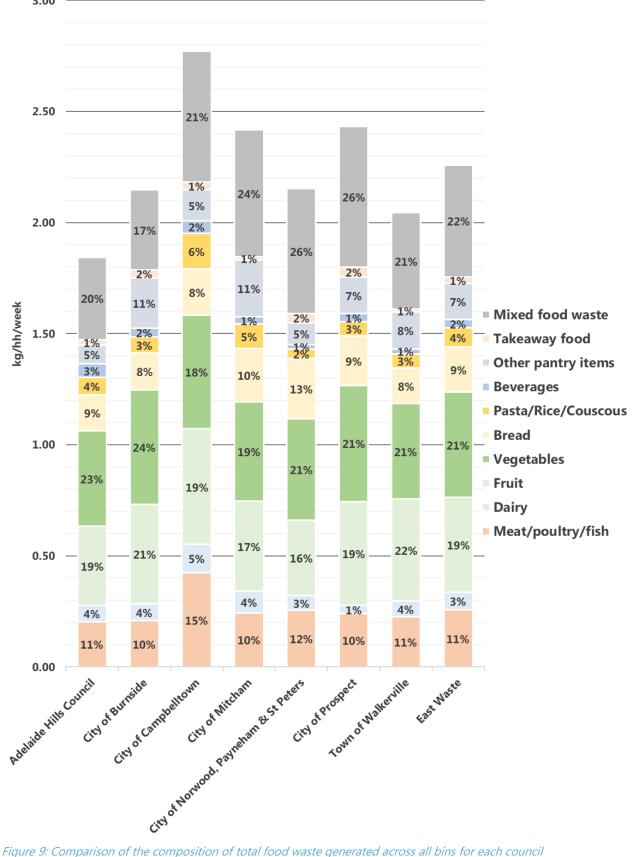


Figure 9: Comparison of the composition of total food waste generated across all bins for each council

#### **Material separation efficiency**

Material separation efficiency is the proportion of each recyclable material that is correctly presented. It provides an insight into how well residents are separating recyclable materials into the correct bin. It is calculated by determining the weight of material in the correct bin and then divided by the total weight across all three bins. The results for all Member Councils combined (outlined in Figure 10 and Table 13) have been adjusted to consider the presentation rates in order to provide an estimate of the entire area, not just the households included in the audit.

Overall, residents are recycling a high proportion of glass, paper and cardboard and garden waste. Metals and plastics can be improved significantly. The largest opportunity is food waste. An estimated 12.1 per cent of all food waste is recycled correctly (disposed of loose/in composable bags in the organics recycling bins).

East Waste: Materials separation efficiency (% weight based on kg/hh/wk)

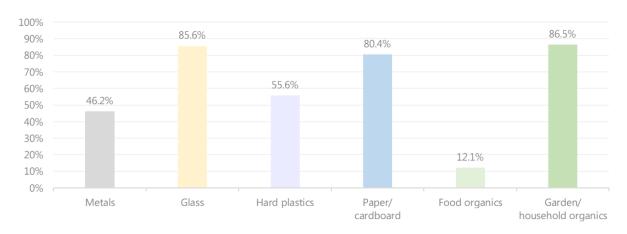


Figure 10: Materials separation efficiency across the three bins for all Member Councils combined

*Table 13 Materials separation efficiency across the three bins for all Member Councils combined (comparison to 2019*<sup>23</sup> *audit)* 

	Metals	Glass	Hard plastics	Paper/ cardboard	Food organics	Garden/household organics
2019 <sup>23</sup>	39.6%	87.7%	50.3%	85.1%	11.0% <sup>24</sup>	91.4%
2022	46.2%	85.6%	55.6%	80.4%	12.1%	86.5%

Table 14 compares food waste material separation efficiency for each council (2019 and 2022 audits).

Table 14: Comparison of food waste material separation efficiency across all Member Councils (2019-2022)<sup>24</sup>

		Adelaide Hills Council*	City Burnside	Campbelltown City Council	City of Mitcham**	City of Norwood, Payneham & St Peters	City of Prospect	Town of Walkerville	East Waste Avg.
2019	24	2.2%	11.3%	12.4%	16.8%	10.9%	14.2%	9.6%	11.0%
202	2	7.7%	13.5%	12.1%	15.8%	9.3%	16.0%	8.9%	12.1%

<sup>\*</sup>Audited area for Adelaide Hills was only the township of Lobethal.

<sup>\*\*</sup>Audited area for the City of Mitcham was part of trial where kitchen caddies and roll of 150 compostable bags were delivered to households

<sup>&</sup>lt;sup>23</sup> Note: Analysis calculation change from the 2019 audit to calculate materials separation efficiency based on kg/hh/wk average of all member councils, not total kg weight of all audited materials.

<sup>&</sup>lt;sup>24</sup> Note: Analysis calculation change from the 2019 audit to compare food waste (loose/compostable bags) in organics bins against total food (including packaged food) in all bins. 2019 (Oct/Nov) audit analysis included only food waste (loose/composable bags) only in calculation.

#### **Compostable bag usage**

The number of compostable bags or plastic bags containing separated food/organics were recorded during the audit. Table 15 summarises the estimated compostable bag use and included materials by household (#bags/hh/week).

Table 15: East Waste average compostable plastic bag use with separated food waste/organics (no. bags per hh)

Bag type/use (2022)	General waste	Comingled recycling	Organics recycling	Total (Per Week)	Total (Per Year)
Compostable bags containing food/organics	0.03	0.002	0.8	0.8	42.5
Compostable bags containing pet/garden waste	0.07		0.1	0.2	11.3
Total (compostable bags)	0.1	0.002	0.9	1.0	53.7
Plastic bags containing food/organics		0.002	0.08	0.1	4.3
Plastic bags containing pet/garden waste			0.02	0.02	0.8

Table 16: All Member Council compostable plastic bag use with separated food waste/organics (no. bags per hh)

Bin stream	Member Council	Comp. bags cont. food/ organics	Comp. bags cont. pet/ garden waste		cont. food	Plastic bags cont. pet/ garden waste
	Adelaide Hills Council					
	City of Burnside	2.1	5.3	7.5		
	Campbelltown City Council	1.1	2.8	4.0		
General	City of Mitcham	2.9	2.3	5.2		
waste	City of Norwood, Payneham & St Peters	1.0		1.0		
	City of Prospect	3.0	16.2	19.3		
	Town of Walkerville	0.5		0.5		
	East Waste	1.5	3.8	5.3		
	Adelaide Hills Council	15.1	1.2	16.2	1.7	0.6
	City of Burnside	46.5	32.1	78.6	3.2	4.3
	Campbelltown City Council	47.0		47.0	10.8	
Organics	City of Mitcham	60.9	14.9	75.9	2.3	
recycling	City of Norwood, Payneham & St Peters	40.7	1.5	42.2	7.9	1.0
	City of Prospect	55.8	1.0	56.8	3.0	
	Town of Walkerville	20.0	1.5	21.5	0.5	
	East Waste	40.9	7.5	48.3	4.2	0.8
	Adelaide Hills Council	15.1	1.2	16.2	1.7	0.6
	City of Burnside	48.6	37.4	86.1	3.2	4.3
Total	Campbelltown City Council	48.1	2.8	50.9	10.8	
(general waste and	City of Mitcham	63.8	17.2	81.0	2.3	
organics	City of Norwood, Payneham & St Peters	41.7	1.5	43.2	7.9	1.0
recycling)	City of Prospect	58.8	17.2	76.1	3.0	
	Town of Walkerville	20.5	1.5	22.0	0.5	
	East Waste	42.4	11.3	53.6	4.2	0.8

Table 16 of Appendix 5 provides compostable bag use in the general waste and organics recycling bins per year (bags /hh/year). Note that:

- The Adelaide Hills Council audited area was the township of Lobethal that does not have a council service centre location where free kitchen caddies and compostable bags can be collected from.
- The City of Mitcham audited area included a food waste trial where 5,500 households within the Thursday collection zone were provided with free kitchen caddies and 150 compostable bags in 2018.
- Counted plastic bags assumed to bags with separated food waste (e.g., used in a caddy). They don't include food mixed with other waste in general waste bags or food packaging bags (e.g., bread bags).

#### CDS and glass wine and spirit bottle counts

The contents of the bins were separated into four CDS container categories and non-CDS glass wine and spirit bottles (compared to 22 categories in the 2019 audit).

Table 17 summarises the estimated containers disposed of into bins by type by East Waste households on average per week and per annum. Key findings included, an estimated:

- 154 CDS beverage containers are disposed into bins by households per annum.
- 79.3% of CDS containers are correctly disposed of into comingled recycling bins
- 43 glass wine bottles are disposed of into bins by households per annum.

Table 17: Estimated average CDS (10 cent refund) and glass wine and spirit bottles disposed of into bins by East Waste households on average per week and per annum (2022)

0.0				disposed of*
0.8	0.005	1.1	58.6	83.8%
0.4	0.01	0.5	26.9	86.5%
0.6	0.004	1.0	51.1	77.8%
0.1	0.001	0.3	17.3	50.5%
2.0	0.02	3.0	153.9	79.3%
0.8	0	0.8	42.8	97.9%
0.1	0	0.1	4.1	92.2%
	0.6 0.1 <b>2.0</b> 0.8	0.4       0.01         0.6       0.004         0.1       0.001         2.0       0.02         0.8       0	0.4     0.01     0.5       0.6     0.004     1.0       0.1     0.001     0.3       2.0     0.02     3.0       0.8     0     0.8	0.4     0.01     0.5     26.9       0.6     0.004     1.0     51.1       0.1     0.001     0.3     17.3       2.0     0.02     3.0     153.9       0.8     0     0.8     42.8

<sup>\*</sup>Disposed of into comingled recycling bins, not general waste or organics recycling bins.

Table 18 estimates the number of CDS containers and non-CDS glass wine and spirit bottles disposed of into bins by households for each Member Council per week.

Table 18: Council comparison of total CDS and non-CDS beverage containers generated on average by households

	Adelaide Hills Council	City of Burnside	Campbelltown City Council		City of Norwood, Payneham & St Peters	City of Prospect	Town of Walkerville	East Waste Average
Total CDS container disposal (kg/hh/week)	Avg items per hh per week	Avg items per hh per week	Ava items ner	Avg items per hh per week		_	Avg items per hh per week	Avg items per hh per week
Aluminium (CDS)	<b>inium (CDS)</b> 1.7 1.7 0.9		0.9	1.2	0.9	1.1	0.5	1.1
Glass bottles (CDS)	0.8	0.9	0.6	0.4	0.3	0.3	0.3	0.5
Plastic (CDS)	0.8	1.0	1.5	1.0	0.6	1.1	0.8	1.0
LPB (CDS)	0.4	0.4	0.3	0.3	0.3	0.4	0.2	0.3
Total CDS	3.8	4.0	3.2	2.9	2.1	2.9	1.8	3.0
Glass wine bottles	0.4	1.1	0.4	1.1	0.7	1.1	0.9	0.8
Glass spirit bottles	0.04	0.1	0.1	0.1	0.1	0.1	0.0	0.1

Table 19 below details the estimated percentage of CDS beverage containers correctly disposed of into comingled recycling bins (not in general waste and organics recycling bins) by households for each council. Across East Waste households on average, approximately 79.6 per cent of CDS beverage containers are being disposed of into the correct bin.

Table 19: Comparison of percentage of CDS containers disposed of (into comingled recycling bins) by Member Councils

				City of Norwood, Payneham & St Peters	City of Prospect		East Waste Avg.
81.3%	81.9%	63.0%	89.8%	78.6%	81.6%	80.6%	<i>79.6%</i>

<sup>\*</sup>Disposed of into comingled recycling bins, not general waste or organics recycling bins.

Table 20 below details the estimated percentage of CDS beverage containers and non-CDS glass wine and spirit bottles of total comingled recycling bin material by weight. Across East Waste households on average, glass wine bottles are the heaviest container type (by total weight), contributing to approximately 11.7 per cent of comingled recycling bin material.

Table 20: Estimated percentage of CDS beverage containers and non-CDS glass wine and spirit bottles of total comingled recycling bin material as a percentage (weight) of total weight (2022)

Total CDS container disposal (% of comingled recycling bins by weight)	Adelaide Hills Council	City of Burnside	Campbellt own City Council	City of Mitcham	City of Norwood, Payneham & St Peters	City of Prospect	Town of Walkerville	East Waste Average
Aluminium (CDS)	0.3%	0.2%	0.1%	0.2%	0.2%	0.2%	0.1%	0.2%
Glass bottles (CDS)	1.6%	2.4%	1.3%	1.2%	0.7%	0.9%	0.9%	1.3%
Plastic (CDS)	0.3%	0.3%	0.6%	0.3%	0.1%	0.3%	0.2%	0.3%
LPB (CDS)	0.1%	0.02%	0.02%	0.02%	0.01%	0.05%	0.02%	0.03%
Total CDS	2.3%	3.0%	2.0%	1.7%	1.0%	1.4%	1.2%	1.8%
Glass wine bottles	5.2%	15.7%	6.3%	16.2%	10.5%	15.6%	12.3%	11.7%
Glass spirit bottles	0.4%	0.6%	1.4%	1.6%	1.3%	1.1%	0.7%	1.0%

# Adelaide Hills Council

Audit results

#### **Adelaide Hills Council**

#### **Summary of audit findings**

#### 2022 audit

#### **Snapshot of performance compared to East Waste average:**

- Waste generation: 7<sup>th</sup> place at 18.2 kg/hh/wk (East Waste average: 16.1 kg/hh/wk)
- Landfill diversion (at time of audit): 4<sup>th</sup> place at 56.3 per cent (East Waste Average: 58.2 per cent)
- General waste unrecovered resources: 2<sup>nd</sup> place at 58.8 per cent (East Waste average: 60.6 per cent)
- General waste food/organics (incl. packaged): 1<sup>st</sup> place at 21.2 per cent (East Waste average: 28.9 per cent)
- Comingled recycling bin contamination: 5<sup>th</sup> place at 13.8 per cent (East Waste average: 14.4 per cent)
- Organics recycling bin contamination: 2<sup>nd</sup> place at 0.7 per cent (East Waste average: 1.7 per cent)

#### 2019 audit

#### **Snapshot of performance compared to East Waste average:**

- Waste generation: 7<sup>th</sup> place at 17.6 kg/hh/wk (East Waste average: 16.0 kg/hh/wk)
- Landfill diversion (at time of audit): 7<sup>th</sup> place at 56.2 per cent (East Waste Average: 62.1 per cent)
- General waste unrecovered resources: 6<sup>th</sup> place at 54.4 per cent (East Waste average: 52.8 per cent)
- General waste food/organics (incl. packaged): 1<sup>st</sup> place at 23.9 per cent (East Waste average: 28.3 per cent)
- Comingled recycling bin contamination: 3<sup>rd</sup> place at 9.7 per cent (East Waste average: 12.4 per cent)
- Organics recycling bin contamination: 1<sup>st</sup> place at 0.5 per cent (East Waste average: 1.5 per cent)

Note regarding Adelaide Hills Council audit results (2019 and 2022): The audited area for the Adelaide Hills Council was only the township of Lobethal, which does not have access to a pickup location for kitchen caddies and compostable liners provided by the council. Therefore, the audit results for this council (particularly results for food/organics diversion) are not a complete representation of the greater council area, as they do not take into consideration areas within the council where households have a higher take up of organics recycling bins and more convenient access to kitchen caddies and compostable liners provided by the council. Areas containing households with a lower take up of organics bins (e.g., rural areas) are also not considered within the audit sample and findings.

#### **Audit sample**

The total weight of the material collected from bins general waste, comingled recycling and organics recycling bins from the 75 households audited was 2,757 kilograms. Table 21 provides a summary of the bin samples per bin stream.

Table 21: Adelaide Hills Council audit sample (2022)

Council	General waste	Comingled recycling	Organics recycling	Total
Bins sampled (no.)	75	77	75	227
Weight of audited materials (kg audited)	715	544	1,498	2,757

#### Waste generation and diversion

Figure 11 outlines the estimated waste generation and landfill diversion based on the audited materials and adjusted to consider presentation rates between this audit and the 2019 audit. This provides a high-level estimate of the performance at the time of the audit (Oct/Nov 2019). Key figures include:

- total landfill diversion of 56.3 per cent (56.2 per cent in the 2019 audit) <sup>25</sup>
- overall household waste generation of 18.2 kg/hh/week (17.6 kg/hh/week in the 2019 audit)

#### ADELAIDE HILLS: Est. waste generation (kg/hh/wk) and kerbside diversion (%)

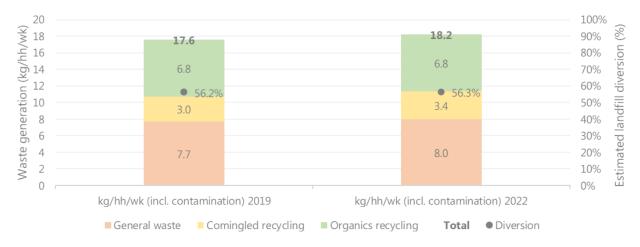


Figure 11: Est. waste generation (kg/hh/wk) and the household bin diversion for Adelaide Hills Council (2019-2022)

These figures can be compared to:

- The Council's 2020/21 and 2018/19 FY performance<sup>26</sup> (detailed in Appendix 2) of an estimated:
  - total landfill diversion of 52.8 per cent (51.1 per cent in 2018/19 total)
  - combined household waste generation of 16.9 kg/hh/week (15.7 kg/hh/week in 2018/19 total)
- East Waste average figures obtained from the audit, including an estimated:
  - total landfill diversion of 58.2 per cent (62.1 per cent in the 2019 audit)<sup>25</sup>
  - household waste generation of 16.1 kg/hh/week (16 kg/hh/week in the 2019 audit).
- Adelaide Metro kerbside service estimated averages of:
  - 50.5 per cent landfill diversion for 2019/20<sup>27</sup>
  - 18.9 kilograms per household per week waste generation for 2018/19<sup>28</sup>.
- South Australia's Waste Strategy 2020-2025 (Waste Strategy) target of 75% (by 2025)<sup>29</sup>.

The comparison shows an increase in the estimated landfill diversion performance at the time of the audit compared to the total landfill diversion for 2021/22 FY. This may reflect the timing of the audit in autumn, which in general, leads to an increase in generation of garden waste (lawn clippings and fallen leaves), and may not be representative of the average across a year. Additional factors need to be considered when comparing these data points, including audit sample areas, services provided to commercial properties (not considered during the audit), accuracy of reporting for tonnages, the number of serviced properties and unoccupied dwellings at the time of the audit.

<sup>&</sup>lt;sup>25</sup> Please note that this diversion rate from landfill represents the household bin diversion only and is based on weight and available presentation data. It does not consider the levels of contamination that were found (outlined in detail below) in the comingled and organics recycling bins. This would lead to a slight decrease in diversion once materials have passed through a materials recovery facility

<sup>&</sup>lt;sup>26</sup> Figures are based on total serviced properties, which includes some servicing of commercial businesses not included during the audit.

<sup>&</sup>lt;sup>27</sup> South Australia's Recycling Activity Survey 2019-20 Report, Green Industries SA, 2021.

<sup>&</sup>lt;sup>28</sup> Adelaide Metropolitan Area Kerbside Waste Performance Report 2018-19, Green Industries SA, 2021.

<sup>&</sup>lt;sup>29</sup> Supporting The Circular Economy South Australia's Waste Strategy 2020-2025, Green Industries SA, 2020.

#### **Bin composition**

The composition of the bins provides an indication of what residents are disposing and how well they source separate their waste and recycling. The composition is outlined based on the weight of the materials as a percentage of the total.

#### **General** waste

The total weight of the material audited from the 75 audited general waste bins was 715 kilograms. The composition of this material is outlined in Figure 12.

- Unrecovered resources were an estimated 58.8 per cent and could be recycled through comingled recycling and organics recycling bins or drop-off facility for e-waste. This is an increase from 54.4 per cent in the 2019 audit.
- Organics suitable to be disposed of into the organics recycling bin was 39.4 per cent of the total weight of general waste bins (decrease from 40.6 per cent in the 2019 audit).
- Comingled recyclables were 13.9 per cent (increase from 12.6 per cent in the 2019 audit) of the total material and could easily be recycled through the yellow bin.



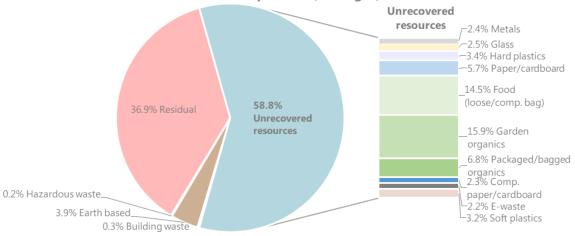


Figure 12: Composition of the general waste bin by grouped material type (% weight) for the Adelaide Hills Council (2022)

The Top five unrecovered resources by individual material type (% weight) for individual audit material categories (as outlined in Appendix 1) by weight are outlined in Table 22.

Table 22: Top five unrecovered resources by individual material type (% weight) in the general waste bin for the Adelaide Hills Council (2019-2022)

		Individual material type	Weight (kg)	% of total weight
	1.	Food/kitchen (loose)	170.4	17.9%
	2.	Organic garden waste (lawn clippings, leaves, weeds, prunings, branches)	124.8	13.1%
2019	3.	Plastic packaged food (plastic containers and bags etc.)	39.5	4.1%
	4.	Soiled paper and cardboard (compostable - soiled, wet, tissues)	31.6	3.3%
	5.	Soft Plastic (plastic film, loose plastic bags etc.)	30.4	3.2%
	1.	Garden organics (lawn clippings, leaves, weeds, prunings, branches etc.)	109.8	15.4%
	2.	Food/kitchen (loose)	103.4	14.5%
2022	3.	Plastic packaged food (containers, bags etc.)	39.4	5.5%
	4.	Rigid plastics (empty bottles, food packaging, trays, plant pots etc.)	23.4	3.3%
	5.	Soft plastic (plastic film, loose plastic bags etc.)	22.9	3.2%

#### **Comingled recycling**

The total weight of the material audited from the 77 audited comingled recycling bins was 544 kilograms. The composition of this material (as per the subcategories outlined in Appendix 1) is outlined in Figure 13.

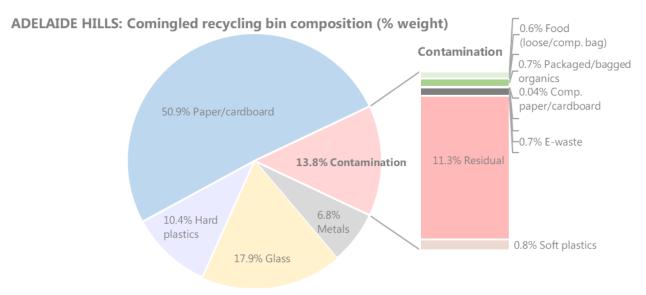


Figure 13: Composition of the comingled recycling bin by grouped material type (% weight) for Adelaide Hills Council (2022)

Contamination in the comingled recycling bins at 13.8 per cent (an increase from 9.7 per cent in the 2019 audit) was above the metropolitan average of 13 per cent <sup>30</sup>. The top five contaminants for individual audit material categories (as outlined in Appendix 1) by weight are outlined in Table 23.

Table 23: Top five individual material type contaminants in the comingled recycling bin for the Adelaide Hills Council (2019-2022)

	Individual material type	Weight (kg)	% of total weight
	1. General waste (loose and in bags)	38.4	4.7%
	2. Textiles (clothing, footwear, leather, rubber etc.)	9.8	1.2%
2019	3. Soft Plastic (plastic film, loose plastic bags etc.)	7.2	0.9%
	4. Mixed glass/fines (10-50mm)	5.0	0.6%
	5. Drinks in containers	4.5	0.6%
	1. General waste (loose and in bags)	48.0	8.8%
	2. Textiles (clothing, footwear, leather, rubber etc.)	4.5	0.8%
2022	3. Soft plastic (plastic film, loose plastic bags etc.)	4.5	0.8%
	4. E-waste (large - electrical goods, kitchen appliances, cables etc.)	3.2	0.6%
	5. Plastic packaged food (containers, bags etc.)	3.2	0.6%

<sup>&</sup>lt;sup>30</sup> Adelaide Metropolitan Area Kerbside Waste Performance Report 2018-19, Green Industries SA, 2021.

#### **Organics recycling**

The total weight of the material audited from the 75 audited organics recycling was 1,498 kilograms. The composition of the material (as per the subcategories outlined in Appendix 1) is outlined in Figure 14.

#### ADELAIDE HILLS: Organics recycling bin composition (% weight)

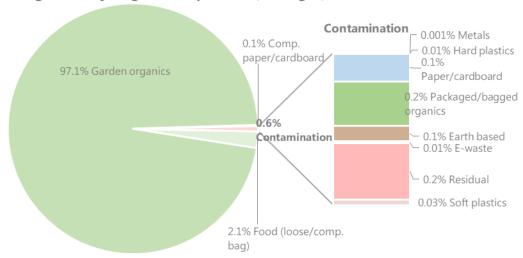


Figure 14: Composition of organics recycling bins by grouped material type (% weight) for the Adelaide Hills Council (2022) 31

Contamination on the organics recycling bins at 0.6 per cent <sup>31</sup> (increase from 0.5 per cent in the 2019 audit) was below the metropolitan average of 2 per cent <sup>32</sup>. The top five contaminants for individual audit material categories (as outlined in Appendix 1) by weight are outlined in Table 24.

Table 24: Top five individual material type contaminants in the organics recycling bin for the Adelaide Hills Council (2019-2022)

	Individual material type	Weight (kg)	% of total weight
	1. Textiles (clothing, footwear, leather, rubber etc.)	10.6	0.3%
	2. Paper (glossy, magazines, junk mail, envelopes, etc.)	1.0	0.03%
2019	3. Soft Plastic (plastic film, loose plastic bags etc.)	0.8	0.03%
	4. Plastic packaged food (plastic containers and bags etc.)	0.6	0.02%
	5. Hard plastics (empty bottles, food packaging, trays, plant pots etc.)	0.6	0.02%
	1. Other separately reported (unclassified, miscellaneous)	2.4	0.2%
	2. Non-compostable bagged garden/pet waste	1.8	0.1%
2022	3. Textiles (clothing, footwear, leather, rubber etc.)	1.2	0.1%
	4. Plastic packaged food (containers, bags etc.)	1.1	0.1%
	5. Dust, dirt, rock, ash	1.0	0.1%

<sup>&</sup>lt;sup>31</sup> Included in Figure 14 in the *contamination* section (right), the *paper/cardboard* category, includes small amounts of newspaper, shredded white paper and white paper, which are generally acceptable in the organics recycling bins and are not considered contamination. This material is excluded in the overall contamination calculation.

<sup>&</sup>lt;sup>32</sup> Adelaide Metropolitan Area Kerbside Waste Performance Report 2018-19, Green Industries SA, 2021.

#### **Food waste**

Table 25 outlines the food that was audited across the four audit categories in the general waste and organics recycling bins. These results have been adjusted to consider presentation rates and are presented in kilograms per household, per week figures.

Table 25: Summary of the food waste by disposal method in the general waste and organics recycling bins for the Adelaide Hills Council (2019 and 2022)

			2019	2022						
	Genera	al waste	Organics recycling		Total	General waste		Organics recycling		Total
Туре	kg/hh/wk	% bin proportion	kg/hh/ wk	% bin proportion	kg/hh/wk	kg/hh/wk	% bin proportion	kg/hh/wk	% bin proportion	kg/hh/wk
Loose food	1.38	17.9%	1.06	1.1%	2.4	1.15	14.5%	0.06	0.8%	1.22
Food in compostable bags	0.01	0.1%		0.1%	0.01		0.0%	0.08	1.0%	0.08
Plastic packaged food	0.35	4.5%	0.33	0.0%	0.7	0.44	5.5%	0.01	0.1%	0.44
Food in containers (e.g., jars/tins)	0.02	0.3%	0.01		0.0	0.10	1.3%	0.0000	0.000%	0.10
Total	1.76	22.8%	1.40	1.3%	3.2	1.69	21.2%	0.15	1.9%	1.84

Food waste was also separated further into food categories to understand the types of food that residents discarded. Table 26 outlines the types of food waste that were discarded in the general waste and organics recycling bins.

Table 26: Composition of food waste by type in the general waste and organics recycling bins for the Adelaide Hills Council (2019 and 2022)

		20		20	22			
	General waste	Organics recycling	Total	% of total food waste	General waste	Organics recycling	Total	% of total food waste
Туре	kg/hh/wk	kg/hh/wk	kg/hh/wk	%	kg/hh/wk	kg/hh/wk	kg/hh/wk	%
Meat/poultry/fish	0.23	0.00	0.23	12.9%	0.19	0.01	0.20	11.1%
Dairy	0.06		0.06	3.5%	0.07	0.00	0.07	3.9%
Fruit	0.37	0.02	0.39	21.8%	0.34	0.02	0.36	19.3%
Vegetables	0.40	0.02	0.41	22.9%	0.40	0.03	0.43	23.4%
Bread	0.25		0.25	14.1%	0.14	0.02	0.16	8.7%
Pasta/Rice	0.05		0.05	2.7%	0.08	0.00	0.08	4.3%
Beverages	0.03		0.03	1.6%	0.06	0.00	0.06	3.3%
Other pantry items	0.13		0.13	7.0%	0.08	0.00	0.08	4.6%
Takeaway food	0.01	0.00	0.02	0.8%	0.02	0.00	0.02	1.3%
Mixed food waste	0.23	0.00	0.23	12.7%	0.30	0.07	0.37	20.1%
Total	1.76	0.04	1.80	100%	1.69	0.15	1.84	100%

#### **Material efficiency**

Material separation efficiency is the proportion of each recyclable material that is correctly presented. It provides an insight into how well residents are separating recyclable materials into the correct bin. It is calculated by determining the weight of material in the correct bin and then divided by the total weight across all three bins. The results (Figure 15 for 2022 and Table 27 for 2019 and 2022) have been adjusted to consider the presentation rates in order to provide an estimate across all households within the council, not just the households included in the audit.



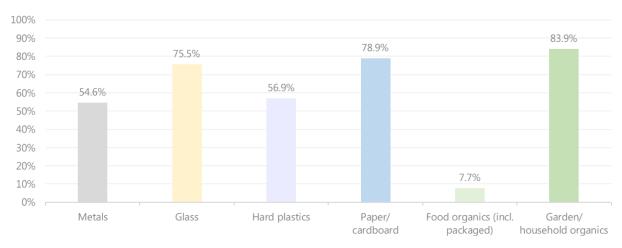


Figure 15: Materials separation efficiency across the three bins for the Adelaide Hills Council (2022)

Table 27: Materials separation efficiency across the three bins for the Adelaide Hills Council (2019-2022)

		Metals	Glass	Hard plastics	Paper/ cardboard	Food organics (incl. packaged) <sup>33</sup>	Garden/household organics
2019 —	Audit data material separation efficiency (%)	53.3%	90.5%	71.4%	93.9%	7.5%	95.1%
	kg/hh/week material separation efficiency (%)	34.4%	81.9%	53.7%	87.7%	2.2%	86.8%
2022	Audit data material separation efficiency (%)	68.2%	84.6%	70.1%	86.7%	16.7%	91.8%
2022	kg/hh/week material separation efficiency (%)	54.6%	75.5%	56.9%	78.9%	7.7%	83.9%

<sup>&</sup>lt;sup>33</sup> Note: Analysis calculation change from the 2019 audit to compare food waste (loose/compostable bags) in organics bins against total food (including packaged food) in all bins. The 2019 audit report shows an analysis finding of 13% compared food waste (loose/composable bags) in organics bins against total food waste (loose/composable bags only) in all household bins.

#### Compostable bag use

The number of compostable bags or plastic bags containing separated food/organics were recorded during the audit. Table 28 estimates the compostable bag use and included materials by household adjusted for presentation rates. It should be noted that the audited area for Adelaide Hills was only the township of Lobethal that does not have a council service centre location where free kitchen caddies and compostable bags can be collection from.

Table 28: Adelaide Hills council household compostable bag and plastic bags with separated food waste/organics use\*

Bag type/use	General waste	Comingled recycling	Organics recycling	Total (Per Week)	Total (Per Year)
Compostable bags containing food/organics		0.01	0.29	0.30	15.7
Compostable bags containing pet/garden waste			0.02	0.02	1.2
Total (compostable bags)		0.01	0.3	0.3	16.8
Plastic bags containing food/organics			0.03	0.03	1.7
Plastic bags containing pet/garden waste			0.01	0.01	0.6

<sup>\*</sup> Assumed to be plastic bags with separated food waste/organics in them (e.g., as used in a caddy). Does not include loose food waste disposed of into general waste bags mixed with other wastes or plastic food packaging (e.g., bread bags, fresh/frozen vegetable plastic packaging/bags).

#### **CDS and non-CDS containers**

The contents of the bins were separated into four CDS container categories and non-CDS glass wine and spirit bottles (compared to 22 categories in the 2019 audit). Table 29 summarises the estimated containers disposed of into bins by type by Adelaide Hills Council households on average per week and per annum. Key findings included, an estimated:

- An estimated 198 CDS beverage containers are disposed into bins by households per annum.
- 83.5 % of CDS containers are correctly disposed of into comingled recycling bins
- 20 glass wine bottles are disposed of into bins by households per annum.

Table 29: CDS (10 cent refund) and glass wine and spirit bottles disposed of into bins by Adelaide Hills Council households on average per week and per annum (2022)

	General waste	Comingled recycling	Organics recycling	Total	Total per annum	% correctly disposed of*
Aluminium (CDS)	0.2	1.5		1.7	90.3	92.0%
Glass bottles (CDS)	0.4	0.5		0.8	43.0	70.1%
Plastic (CDS)	0.2	0.6		0.8	43.9	84.2%
LPB (CDS)	0.2	0.2		0.4	20.9	67.3%
Total	1.0	2.8		3.8	198.0	83.5%
Glass wine bottles		0.4		0.4	20.0	94.9%
Glass spirit bottles					1.9	80.0%

<sup>\*</sup>Disposed of into comingled recycling bins, not general waste or organics recycling bins.

#### **Example audit photos**

#### **General** waste

Audited sample















Contaminants





#### **Comingled recycling**

Audited sample





Contaminants





#### **Organics recycling**

Audited sample





Contaminants





# Appendices

## **Appendix 1 – Audit categories**

Table 84 below details the audit data categories that each council bin material was audited into.

Table 84: Audit categories

Grouped material	N	To divide all more adults	Additional Data
type	No.	Individual material type	Collection
Metals	1.	Aluminium (CDS)	Weighed and counted
Metals		Aluminium (trays or foil rolled in ball or other)	
Metals	3.	Non-ferrous - other	
Metals	4.	Aerosol (aluminium/steel)	
Metals	5.	Steel packaging (food and pet food tins)	
Metals	6.	Steel - other (fry pans, cutlery (taped bundles), clean paint tins etc.)	
Glass	7.	Glass bottles (CDS)	Weighed and counted
Glass	8.	Glass wine bottles	Weighed and counted
Glass	9.	Glass spirit bottles	Weighed and counted
Glass	10.	Glass other (bottles and jars, non-CDS)	
Glass	11.	Glass (acceptable broken glass >50mm)	
Residual	12.	Mixed glass/fines (10-50mm) - Swept/raked into loose pile and weighed	
Residual	13.	Glass - non-recyclable (Pyrex/food containers, window etc.)	
Hard plastics	14.	Plastic bottles/containers (CDS)	Weighed and counted
Hard plastics	15.	Rigid plastics (empty bottles, food packaging, trays, plan pots etc.)	t
Hard plastics	16.	Plastic (lids and small hard plastics in plastic container)	
Residual	17.	Soft plastic (plastic film, loose plastic bags etc.)	
Residual	18.	Polystyrene	
Paper/cardboard	19.	Newspaper	
Paper/cardboard	20.	Paper (glossy, magazines, junk mail, envelopes, etc.)	
Paper/cardboard	21.	Paper (white/coloured computer, office etc.)	
Paper/cardboard	22.	LPB (CDS)	Weighed and counted
Paper/cardboard	23.	LPB (other)	
Paper/cardboard	24.	Cardboard (Corrugated/non-corrugated cardboard)	
Residual	25.	Plastic lined cups including coffee cups (disposal)	
Paper/cardboard	26.	Paper (shredded loose)	
Packaged/bagged organics	27.	Paper (shredded in bags)	
Compostable paper/ cardboard	28.	Soiled paper and cardboard (compostable - soiled, wet, tissues etc.)	
Bagged recycling	29.	Mixed recycling in plastic bags	
	30.	Food/kitchen (loose)	1. Meat, poultry and fish
	30. 31.	Food/kitchen (loose) Food/kitchen (loose)	<ol> <li>Meat, poultry and fish</li> <li>Dairy</li> </ol>
			· · · · · · · · · · · · · · · · · · ·
Food organics	31.	Food/kitchen (loose)	2. Dairy
Food organics (loose/compostabl	31. 32. 33.	Food/kitchen (loose) Food/kitchen (loose) Food/kitchen (loose)	2. Dairy 3. Fruit
Food organics (loose/compostabl e bag)	31. 32. 33.	Food/kitchen (loose) Food/kitchen (loose)	<ul><li>2. Dairy</li><li>3. Fruit</li><li>4. Vegetables</li><li>5. Bread</li></ul>
(loose/compostabl	31. 32. 33. 34.	Food/kitchen (loose) Food/kitchen (loose) Food/kitchen (loose) Food/kitchen (loose) Food/kitchen (loose)	<ul><li>2. Dairy</li><li>3. Fruit</li><li>4. Vegetables</li><li>5. Bread</li><li>6. Pasta/Rice/Cous Cous</li></ul>
(loose/compostabl	31. 32. 33. 34. 35.	Food/kitchen (loose) Food/kitchen (loose) Food/kitchen (loose) Food/kitchen (loose)	<ul><li>2. Dairy</li><li>3. Fruit</li><li>4. Vegetables</li><li>5. Bread</li></ul>
	Metals Glass Glass Glass Glass Glass Glass Hard plastics Hard plastics Hard plastics Residual Paper/cardboard Compostable paper/ cardboard	Metals 1.  Metals 2.  Metals 3.  Metals 4.  Metals 5.  Metals 5.  Metals 6.  Glass 7.  Glass 8.  Glass 9.  Glass 10.  Glass 11.  Residual 12.  Residual 12.  Residual 13.  Hard plastics 14.  Hard plastics 15.  Hard plastics 16.  Residual 17.  Residual 18.  Paper/cardboard 19.  Paper/cardboard 20.  Paper/cardboard 21.  Paper/cardboard 21.  Paper/cardboard 22.  Paper/cardboard 23.  Paper/cardboard 24.  Residual 25.  Paper/cardboard 26.  Paper/cardboard 26.  Packaged/bagged organics  Compostable paper/ 28.  cardboard	Grouped material typeNo.Individual material typeMetals1.Aluminium (CDS)Metals2.Aluminium (trays or foil rolled in ball or other)Metals3.Non-ferrous - otherMetals4.Aerosol (aluminium/steel)Metals5.Steel packaging (food and pet food tins)Metals6.Steel - other (fry pans, cutlery (taped bundles), clean paint tins etc.)Glass7.Glass bottles (CDS)Glass8.Glass wine bottlesGlass9.Glass wine bottlesGlass10.Glass other (bottles and jars, non-CDS)Glass11.Glass (acceptable broken glass > 50mm)Mixed glass/fines (10-50mm) - Swept/raked into loose pile and weighedGlass - non-recyclable (Pyrex/food containers, window etc.)Hard plastics14.Plastic bottles/containers (CDS)Hard plastics16.Plastic (lids and small hard plastics in plastic container)Residual17.Soft plastic (plastic film, loose plastic bags etc.)Paper/cardboard19.NewspaperPaper/cardboard20.Paper (glossy, magazines, junk mail, envelopes, etc.)Paper/cardboard21.Paper (glossy, magazines, junk mail, envelopes, etc.)Paper/cardboard22.LPB (ODS)Paper/cardboard23.LPB (other)Paper/cardboard24.Cardboard (Corrugated/non-corrugated cardboard)Paper/cardboard25.Plastic lined cups including coffee cups (disposal)Paper/cardboard26.Pape

Category	Grouped material type	No.	Individual material type	Additional Data Collection
		39.	Food/kitchen (loose)	10. Mixed food waste/ gunge
		40.	Plastic packaged food (containers, bags etc.)	1. Meat, poultry and fish
		41.	Plastic packaged food (containers, bags etc.)	2. Dairy
		42.	Plastic packaged food (containers, bags etc.)	3. Fruit
		43.	Plastic packaged food (containers, bags etc.)	4. Vegetables
	Packaged/bagged	44.	Plastic packaged food (containers, bags etc.)	5. Bread
	organics	45.	Plastic packaged food (containers, bags etc.)	6. Pasta/Rice/Cous Cous
	3	46.	Plastic packaged food (containers, bags etc.)	7. Beverages
		47.	Plastic packaged food (containers, bags etc.)	8. Other pantry items
		48.	Plastic packaged food (containers, bags etc.)	9. Takeaway food
		49.	Plastic packaged food (containers, bags etc.)	10. Mixed food waste/ gunge
		50.	Food/kitchen (in compostable starch bags)	1. Meat, poultry and fish
		51.	Food/kitchen (in compostable starch bags)	2. Dairy
		52.	Food/kitchen (in compostable starch bags)	3. Fruit
		53.	Food/kitchen (in compostable starch bags)	4. Vegetables
	Food organics	54.	Food/kitchen (in compostable starch bags)	5. Bread
	(loose/compostabl	55.	Food/kitchen (in compostable starch bags)	6. Pasta/Rice/Cous Cous
	e bag)	56.	Food/kitchen (in compostable starch bags)	7. Beverages
		57.	Food/kitchen (in compostable starch bags)	8. Other pantry items
		58.	Food/kitchen (in compostable starch bags)	9. Takeaway food
		59.	Food/kitchen (in compostable starch bags)	10. Mixed food waste/ gunge
		60.	Containerised food (jars, bottles, cans or tins)	1. Meat, poultry and fish
		61.	Containerised food (jars, bottles, cans or tins)	2. Dairy
		62.	Containerised food (jars, bottles, cans or tins)	3. Fruit
		63.	Containerised food (jars, bottles, cans or tins)	4. Vegetables
	Packaged/bagged		Containerised food (jars, bottles, cans or tins)	5. Bread
	organics	65.	Containerised food (jars, bottles, cans or tins)	6. Pasta/Rice/Cous Cous
	2.92	66.	Containerised food (jars, bottles, cans or tins)	7. Beverages
		67.	Containerised food (jars, bottles, cans or tins)	8. Other pantry items
		68.	Containerised food (jars, bottles, cans or tins)	9. Takeaway food
		69.	Containerised food (jars, bottles, cans or tins)	10. Mixed food waste/ gunge
	Garden organics	70.	Garden organics (lawn clippings, leaves, weeds, prunings branches etc.)	,
Standard	Garden organics	71.	Compostable cat-lit in compostable bags	
Organics	Garden organics	72.	Wood (compostable)	
Waste	Garden organics	73.	Pet waste (loose and in compostable bags)	
Categories	Packaged/bagged organics	74.	non-compostable bagged garden/pet waste	
	Garden organics	75.	Bagged garden waste in compostable bags	
Building waste	Building waste	76.	C&D material (building materials and fittings)	
Earth	Earth based	77.	Dust, dirt, rock, ash	
based	Earth based	78.	Vacuum bags and vacuum bag dust	
	E-waste	79.	Household batteries	
E-waste	E-waste	80.	E-waste (small - mobile phones, chargers etc.)	
	E-waste	81.	E-waste (large - electrical goods, kitchen appliances, cables etc.)	
Hazardous	Hazardous waste	82.	Light globes (including fluorescent tubes)	
wastes	Hazardous waste	83.	Medical waste (needle sticks, bio contaminants, pills, drugs)	

Category	Grouped material type	No.	Individual material type	Additional Data Collection
	Hazardous waste	84.	Hazardous material (gas bottles, chemicals, engine oil, paint tins containing paint etc.)	
	Hazardous waste	85.	Other Hazardous - specify (e.g., asbestos)	
	Residual	86.	General waste (loose and in bags)	
	Residual	87.	Ceramics	
Other	Residual	88.	Textiles (clothing, footwear, leather, rubber etc.)	
	Residual	89.	Sanitary (nappies and hygiene products)	
	Residual	90.	Other separately reported (unclassified, miscellaneous)	
<b>Examples of other separately</b> Example items (e.g., vehicle batteries, ropes and hoses, asbestos, non-compostable pet reported waste/kitty litter, any other distinctive waste)				

## **Appendix 2 – East Waste Member Council 2018/19 performance snapshot**

#### 2021-22 FY East Waste Totals

Table 87 and Table 88 below provide a snapshot of 2021-22 FY East Waste and Member Council household bin tonnages, serviced dwellings and population, and estimated waste generation per household and per person.

Table 85: Total materials collected from the household bin service for East Waste Member Councils in 2018/19 and the estimated landfill diversion (2018-19 FY)

Council	General waste	Comingled recycling	Organics recycling	Total	Est. landfill diversion (%)
	Tonnes	Tonnes	Tonnes	Tonnes	%
Adelaide Hills Council	7,307	3,559	4,605	15,472	52.8%
City of Burnside	7,198	4,005	6,858	18,061	60.1%
Campbelltown City Council	9,872	4,124	7,274	21,270	53.6%
City of Mitcham	11,897	5,684	10,128	27,709	57.1%
City of Norwood, Payneham & St Peters	7,224	3,531	4,926	15,680	53.9%
City of Prospect	4,177	1,740	3,141	9,058	53.9%
Town of Walkerville	1,211	624.47	1,119	2,954	59.0%
East Waste totals/avg.	48,886	23,267	38,051	110,204	55.6%

Table 86: Estimated waste generation per household and per household for East Waste Member Councils based on the total 2018/19 collection data (Table 87)

C	Est. annual waste		Est. no. properties	Est. weekly waste generation per household			
Council	(2018) <sup>88</sup>	generation per person	00		Comingled recycling	Organics recycling	Total
	No.	kgs	No.	kgs	kgs	kgs	kgs
Adelaide Hills Council	40,233	385	17,615	8.0	3.9	5.0	16.9
City of Burnside	45,869	394	20,198	6.9	3.8	6.5	17.2
Campbelltown City Council	53,084	401	24,871	7.6	3.2	5.6	16.4
City of Mitcham	67,696	409	29,141	7.9	3.8	6.7	18.3
City of Norwood, Payneham & St Peters	36,930	425	20,101	6.9	3.4	4.7	15.0
City of Prospect	21,925	413	10,350	7.8	3.2	5.8	16.8
Town of Walkerville	7,990	370	4,101	5.7	2.9	5.2	13.9
Total	273,727	399	126,377	7.4	3.5	5.8	16.8

<sup>88</sup> Source: profile.id.com.au, Community Profile for each Council

<sup>89</sup> Source: Eastern Waste Management Authority Annual Report 2018-2019

#### 2018-19 FY East Waste Totals

Table 87 and Table 88 below provide a snapshot of 2018-19 FY East Waste Member Council household bin tonnages, serviced dwellings and population, and estimated waste generation per household and per person.

Table 87: Total materials collected from the household bin service for East Waste Member Councils in 2018/19 and the estimated landfill diversion

Council	General waste	Comingled recycling	Organics recycling	Total	Est. landfill diversion (%)
	Tonnes	Tonnes	Tonnes	Tonnes	%
Adelaide Hills Council	7,027	3,473	3,863	14,363	51.1%
City of Burnside	7,570	4,004	6,649	18,223	58.5%
Campbelltown City Council	9,123	4,103	6,328	19,554	53.3%
City of Mitcham	11,867	5,913	9,373	27,153	56.3%
City of Norwood, Payneham & St Peters	6,839	3,332	4,526	14,697	53.5%
City of Prospect	3,911	1,682	2,663	8,256	52.6%
Town of Walkerville	1,392	633	1,058	3,083	54.8%
East Waste totals/avg.	47.729	23.140	34.460	105.329	54.7%

Table 88: Estimated waste generation per household and per household for East Waste Member Councils based on the total 2018/19 collection data (Table 87)

Council	Est. annual waste		Est. no. properties	Est. weekly waste generation per household			
Council	(2018) <sup>90</sup>	generation per person	serviced by East Waste <sup>91</sup>	General waste	Comingled recycling	Organics recycling	Total
	No.	kg	No.	kg	kg	kg	kg
Adelaide Hills Council	39,734	361	17,615	7.7	3.8	4.2	15.7
City of Burnside	45,706	399	19,859	7.3	3.9	6.4	17.6
Campbelltown City Council	51,469	380	24,662	7.1	3.2	4.9	15.2
City of Mitcham	67,253	404	29,931	7.6	3.8	6.0	17.4
City of Norwood, Payneham & St Peters	36,750	400	20,032	6.6	3.2	4.3	14.1
City of Prospect	21,259	388	9,901	7.6	3.3	5.2	16.0
Town of Walkerville	7,944	388	4,017	6.7	3.0	5.1	14.8
Total	270,115	390	126,017	3.4	3.5	5.3	16.1

<sup>90</sup> Source: profile.id.com.au, Community Profile for each Council

<sup>&</sup>lt;sup>91</sup> Source: Eastern Waste Management Authority Annual Report 2018-2019

#### Change 2018/19 to 2021/22 FY East Waste Totals

Figure 46 provides an illustration of the change from 2018/19 to 2021/22 FY East Waste Totals, for the key indicators of overall diversion from landfill rate and household waste generation (kg/hh/wk).

#### Comparison of financial year totals (2018/19 and 2021//22)

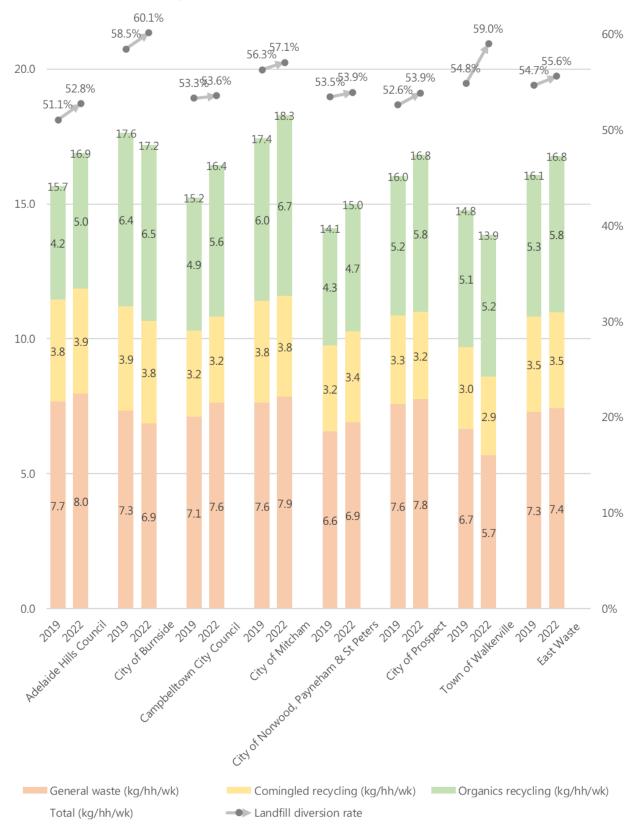


Figure 46: 2018/19 to 2021/22 FY East Waste Totals for landfill diversion and household waste generation (kg/hh/wk)

## **Appendix 3 – Audit sample streets**

Table 89: List of streets samples

Adelaide Hills Council						
Suburbs		St	reets			
_	Post Office Rd	Frick St	Merino Ct	Magpie Castle Rd E		
I a la atla a l	School Rd	Kumnick St	Bartholomew Ave	Jeffrey St		
Lobethal -	Riley St	David St	Onkaparinga St	Woodside Rd		
	Pioneer Ave	Dearman Rd	Elm Gr			

City of Burnside						
Suburbs		Stre	eets			
Tuenaara	Bakewell St	Fisher St	Jean St	Brandreth St		
Tusmore	Treacy St	Hyde St	Burke St			
Leabrook	Rochester St	Philip Ave	Stanley St			
Fuin dala	Jarvis St	Hamilton St	Goyder St	Statenborough St		
Erindale —	Cowan St					

Campbelltown City Council						
Suburbs		Str	eets			
Dawadiaa	Arcadia Ave	Hardy St	Lincoln Rd	Doran St		
Paradise —	Brian Gr	Heather Ct	Reservoir Rd	Harris St		
Ni. t	Woodley Ave	Forest Ave	Gilbert St	Goodwin St		
Newton Frost S	Frost St	Hilda Ave	Dennis Ave			

City of Mitcham								
Suburbs		Streets						
Bedford Park	Burbank Rd	Lincoln Rd	Edison Rd					
Clapham	Winnall St	Bellavista Ave						
Eden Hills —	Mountain Rd	Dale Rd	Lee St	Grove St				
Eden Hills	Wilpena St	Hill Rd						
St Marys	Bailey St	Comaum St						
Pasadena	Cash Gr	Quinlan Ave						

City of Norwood, Payneham & St Peters								
Suburbs		Streets						
Joslin	First Ave	Second Ave	Third Ave					
Marden	Broad St	Pollock Ave	Dix Ave	Beasley St				
	Grivell Rd	Caleb St	Blanden Ave					
Royston Park	Battams Rd							
St Peters	Sixth Ave	Seventh Ave	Eighth Ave	Harrow Rd				

City of Prospect									
Suburbs	Streets Streets								
	Alpha Rd	Johns Rd	Doreen St	Lillian St					
Prospect	Muriel St	McCrea St	Barker Rd	Dean St					
	Gordon Rd	Cane St	Prospect Rd	Farrant St					

Town of Walkerville									
Suburbs	Streets								
_	Belt St	Church Tce	Hay St	Warwick St					
Walkerville -	Brunswick St	Devonshire St	Smith St	Wilsden St					
vvaikerville	Margaret St	Gawler Tce	Cluny Ave	Exmouth St					
	Burlington St	Fuller St	Walkerville Tce						

## **Appendix 4 – Kitchen caddy and compostable bag provisions of Member Councils**

Table 90 details the kitchen caddy compostable bag system each council has. Councils who provided an initial kitchen caddy and an initial/yearly roll of compostable bags, experience on average, higher usage for correct compostable bag usage (food organics and disposed of in the organics recycling bins). Additionally, the highest count of compostable bags containing food in the organics bins was the City of Prospect, which provides kitchen caddies and compostable bags for free, and an annual delivery service, rather than collection from a council service location.

Table 90: Details of kitchen caddy and compostable bag provisions for each council

Table 30. Details of kitch	err caday and	compostable k	sug provision	o tot cacit coat	1011		
Provision details	Adelaide Hills Council*	City Burnside	City of Campbell town	City of Mitcham**	City of NPSP	City of Prospect	Town of Walkerville ***
Initial kitchen caddy	Free	Free	\$5	\$12	\$5	Free	Free
Initial/annual provision of compostable bags	Free: 1 per annum	Free: 2 per annum	Free: 1 per annum	Free roll of 52 with caddy	Free: 2 per annum	Free	Free
No. pickup locations	3	1	1	3	4	1	1
Delivery available	No	No	No	On request	Yes***	Yes	No
No. bags in roll	75	75	150	Initial roll: 52	75	150	75
Additional kitchen caddy	No charge	\$7	\$5	\$12	\$3.95	Free	Free
Additional compostable bags	\$6	\$7	\$10	52 rolls: \$5 100 roll \$9	\$4.35	Not available	Free
Pickup locations	Council service centres at Stirling, Norton Summit, Woodside, and Gumeracha	City of Burnside Civic Centre	Council office	Mitcham Civic Centre & Memorial Library and Blackwood Library	Norwood Town Hall & Library, Payneham Library and St Peters Library	Council Service Centre	Council office

<sup>\*</sup>Audited area for Adelaide Hills was the town of Lobethal that does not have a pickup location for kitchen caddies/rolls.

\*\*Audit area part of trial where 5,500 households provided with free kitchen caddies and roll of compostable bags in
----



# ADELAIDE HILLS COUNCIL ORDINARY COUNCIL MEETING Tuesday 23 May 2023 AGENDA BUSINESS ITEM

Item: 12.1

Responsible Officer: John McArthur

Manager Sustainability, Waste and Emergency Management

**Infrastructure and Operations** 

Subject: Adelaide Hills Region Waste Management Authority - Draft

2023-24 Annual Business Plan and Budget

For: Decision

#### **SUMMARY**

Council has received correspondence from the Adelaide Hills Region Waste Management Authority (AHRWMA) seeking approval of the draft AHRWMA 2023-24 Annual Business Plan and Budget (refer **Appendix 1**) pursuant with requirements of the AHRWMA Charter (the Charter). The Charter requires consent of the AHRWMA Annual Business Plan and Budget 2023-24 (the ABP&B) from Member Councils prior to 31 May 2023. The purpose of this report is to seek Council's approval of the ABP&B.

#### **RECOMMENDATION**

#### **Council resolves:**

- 1. That the report be received and noted.
- 2. To advise the Adelaide Hills Region Waste Management Authority Board that Council has reviewed and approved the Adelaide Hills Region Waste Management Authority *Draft Annual 2023-24 Business Plan and Budget (incorporating updated Long Term Financial Plan).*

#### 1. BACKGROUND

The AHRWMA is a regional subsidiary established pursuant to Section 43 of the *Local Government Act 1999* to undertake sustainable waste management through shared services for the communities of the Adelaide Hills, Alexandrina, Mt Barker and Murray Bridge Council areas. The Constituent Councils which comprise the Authority are the Adelaide Hills Council, the Alexandrina Council, Mount Barker District Council and the Rural City of Murray Bridge.

The Authority prepares an annual business plan and budget (incorporating updated Long Term Financial Plan) in consultation with its Constituent Councils. Approval of the draft ABP&B by the Constituent Councils enables the AHRWMA to continue providing an efficient and effectively managed and operated shared landfill site at Brinkley, located within and owned by the Rural City of Murray Bridge.

The Authority's Board has approved the draft 2023-24 ABP&B for referral to Constituent Councils.

#### 2. ANALYSIS

#### Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal 4 A valued Natural Environment

Objective N4 Reduce the impact of waste to landfill by maintaining a robust waste

and resource management framework

Priority N4.4 Implement new or improved waste service opportunities whilst

continuing to provide ongoing resource recovery and waste service to

our community

Having a well-functioning and governed waste and recycling regional subsidiary guided by an annual plan and appropriately resourced through an adopted budget assists Council to implement new or improved waste service opportunities and to provide ongoing resource recovery and waste services to the community.

Delivery of waste and recycling strategic outcomes, actions within the *Resource Recovery and Recycling Strategy* and implementation of the *Waste & Resource Recovery Service Policy* align with activities within the AHRWMA *Annual Plan*.

#### Legal Implications

The AHRWMA is a Regional Subsidiary established under Section 43 (Ability of councils to establish a regional subsidiary) and Schedule 2 (Provisions applicable to subsidiaries) of the *Local Government Act 1999*.

Schedule 2 requires that a regional subsidiary must prepare and adopt a business plan. The plan must set out the performance targets, a statement of the financial and other resources, and the performance measures to be used to monitor and assess performance against the performance targets. The plan can be a multi-year plan but the regional subsidiary must review its business plan on an annual basis in consultation with its Constituent Councils. In accordance with Clause 4.2.2 and 5.2.2 of the Charter the draft Business Plan and Budget must be approved by an absolute majority of the Constituent Councils.

The Authority's Charter states that the Authority shall prepare and, after 31 May of each year adopt, an annual budget for the ensuing financial year in accordance with the *Local Government Act 1999*.

# Risk Management Implications

Review and consent of the AHRWMA ABP&B will assist in mitigating the risk of:

Not providing waste and recycling services leading to community dissatisfaction, potential regulatory action against Council and or possible poor community public health and environmental outcomes.

Inherent Risk	Residual Risk	Target Risk
Extreme (5A)	Low (1E)	Low (1E)

The report recommendation does not result in a new mitigating action. The Acting CEO will however need to formally advise the AHRWMA Executive Officer of the outcome of Council's consideration of this matter.

# Financial and Resource Implications

The total landfill waste disposal fee budgeted by the AHRWMA for all Constituent Councils in 2023-24 exclusive of the State Government's Solid Waste Levy (SWL) is \$1.234m. Additional to the waste disposal fee is the SWL totalling \$2.577m (assumes a \$3 per tonne increase for the metro rate and \$1.50 increase for non metro). These costs include kerbside collection and waste disposal from resource recovery centres managed by the AHRWMA.

Specific to Adelaide Hills Council for the 2023-24 financial year, Council's landfill disposal costs from the kerbside bin service for residual waste have been budgeted at \$1.217m inclusive of SWL, an increase of \$28k from \$1.189m. This forecast has been based on year to date 2022-23 actuals and is subject to change based on waste volumes generated through the kerbside bin service. Of this amount, \$890k has been allowed for the SWL with landfill costs payable to the AHRWMA budgeted at approximately \$327k.

The amount budgeted by the AHRWMA for Adelaide Hills Council waste disposal and SWL costs has been included in the 2023-24 draft Budget adopted by Council.

In addition to the landfill service the AHRWMA also manages Council's Heathfield Resource Recovery Centre (HRRC). The net cost to manage the HRRC has been budgeted by the AHRWMA at \$50k for the 2023-24 financial year. This cost is inclusive of landfill disposal costs, Solid Waste Levy and provision of all services including polystyrene recycling and household paint and chemical drop off.

As part of Council's financial savings strategies the Administration will work with AHRWMA to identify savings at the HRRC of \$10k, and as a result Council's draft budget includes a reduced budget of \$40k for the 23-24 financial year.

#### Customer Service and Community/Cultural Implications

There are no direct customer service or community/cultural implications relating to this report. Indirectly, adoption of the report recommendation will ensure ongoing efficient and effective waste management services are maintained for the disposal of community residual waste.

# > Sustainability Implications

The services provided by the AHRWMA align with Council's desired environmental outcomes. Accordingly, a sound and well considered annual business plan and sufficient financial resources to deliver intended outcomes is necessary to maximise environmental benefits through the services provided by the Authority.

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

Consultation on the development of this report was as follows:

Council Committees: Not Applicable

Council Workshops: A presentation to Council Members on the draft 2023-24 AHRWMA

ABP&B is to be provided by the Executive Officer of the Authority on

23 May 2023 prior to Council's consideration of this matter.

Advisory Groups: Not Applicable

External Agencies: Adelaide Hills Region Waste Management Authority

Community: Not Applicable

#### Additional Analysis

The AHRWMA has identified the following five objectives to achieve its vision and mission:

- To take a leadership role in resource recovery and community education
- Responsibly develop and manage the Authority's landfill to be a model regional landfill meeting all legislative requirements and operating benchmarks.
- Financial sustainability in waste services for Constituent Councils by pursuing a shared services model
- Advocate, research and promote best practice waste management and actively represent Constituent Councils in all forums
- A fully compliant regional subsidiary that meets the highest standards in governance, financial and human resource management

The draft ABP&B supports the objectives outlined above. Specifically, the draft ABP&B contains a total of 22 actions with each one having defined performance targets and measures. The Actions Summary Table commencing on page 14 of *Appendix 1* provides full detail of the AHRWMA priorty actions for 2023-24 which include:

- Establish the landfill to be a model and leading-edge regional facility. Utilise the landfill and transfer stations as educational tools where possible
- Implement staged capping and closure of Brinkley landfill cells in accordance with capping and closure plan
- Embrace the waste hierarchy and circulareconomy principles -the Authority will aim to assist and positively influence the recycling markets as much as possible via its operations and services
- Continue to operate the Resource Recovery Centres efficiently, with a focus on resource recovery, waste hierarchy and cost effectiveness
- Finalisation of the 10-year Strategic Plan

#### 3. OPTIONS

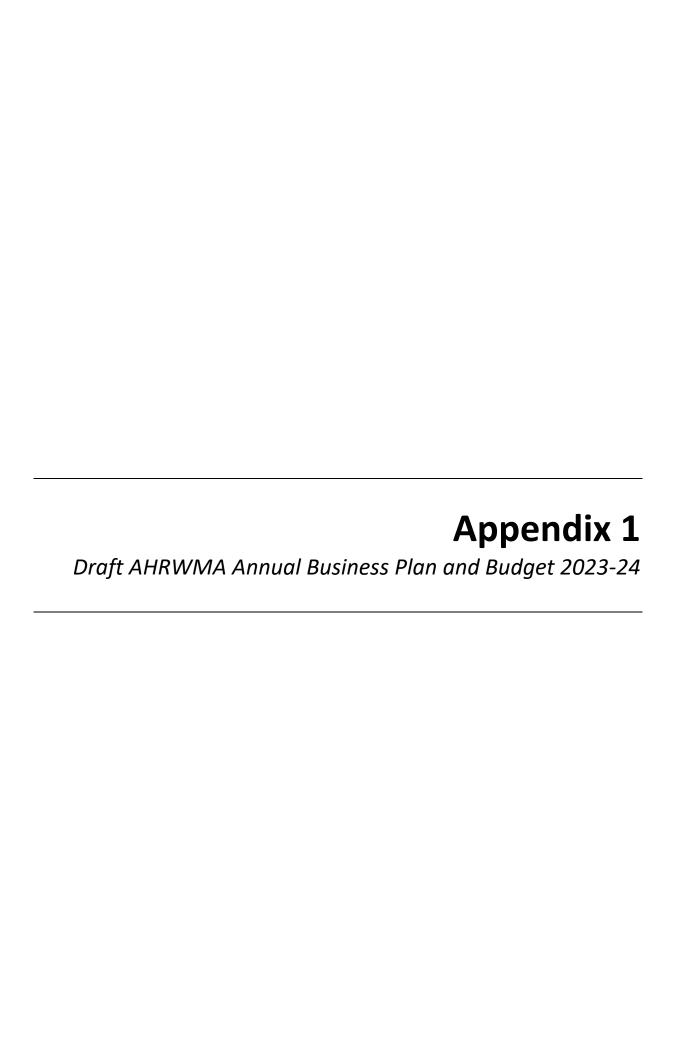
Council has the following options:

- I. Approve the draft AHRWMA ABP&B for the 2023-24 financial year (recommended).
  - This option is recommended as it will allow the AHRWMA to continue to provide efficient and cost effective waste and recycling services to the Constituent Councils.
- II. Not approve the draft AHRWMA ABP&B for the 2023-24 financial Year (not recommended).
  - This option is not recommended as it may lead to delays in the AHRWMA adopting their budget and in turn potentially effecting service delivery either short or long term.
- III. Note the draft AHRWMA ABP&B for the 2023-24 financial year with suggested amendments. (not recommended).

This option is not recommended as any suggested amendments to the ABP&B will need the endorsement of the other Constituent Councils and the Board before they can be accepted. This outcome would delay the adoption of the ABP&B by the Board and potentially may not result in any changes being agreed to by the other Constituent Councils or the Board. Staff are therefore recommending that Council endorse Option 1 above in order for the Authority to continue to provide landfill and other waste and recycling services for Constituent Councils.

#### 4. APPENDIX

(1) Draft AHRWMA Annual Business Plan and Budget 2023-24



# 2023-24 ANNUAL BUSINESS PLAN & BUDGET





# **CONTENTS**

1	ABOUT AHRWMA	4
2	INTRODUCTION AND BACKGROUND	5
3	GOVERNANCE	9
4	OUR VISION, MISSION AND OBJECTIVES	10
5	KEY FINANCIAL INDICATORS	12
6	ACTIONS SUMMARY TABLE PERFORMANCE TARGETS AND MEASURES	14
7	2023/2024 BUDGET	20



# 1 ABOUT AHRWMA

The Adelaide Hills Region Waste Management Authority (the Authority) is a Local Government Regional Subsidiary established by its Constituent Councils – The Adelaide Hills Council, The Alexandrina Council, The Mount Barker District Council and The Rural City of Murray Bridge.

Waste management and recycling services for local ratepayers, residents and visitors is a key Local Government function. The Constituent Councils resolved to work together through the Authority to coordinate waste management and recycling within the region.

The Authority undertakes landfill operations, resource recovery facility management, hooklift truck transport services and mobile concrete crushing for the benefit of its Constituent Councils. The Authority provides an avenue for Constituent Councils to be represented in relevant forums and provides technical waste and resource management advice to Constituent Councils when required.

With its revised Charter, recently established new Board and Independent Chair the Authority aims to evaluate and enhance waste and recycling services throughout the region.

# AHRWMA CONSTITUENT COUNCILS MAP



# 2 INTRODUCTION

# AND BACKGROUND

Welcome to the Authority's Annual Business Plan and Budget for the 2023/24 financial year. In accordance with the requirements set out in the Local Government Act, this business plan outlines the performance targets that the Authority aims to pursue, performance measures and an associated budget.

# THE CHARTER

The process of preparing and adopting the Annual Business Plan and Budget meets the requirements included within the Authority's Charter and the Local Government Act. The Authority's Charter includes the following sections regarding the Business Plan and Budget;



# **SECTION 4.2 BUSINESS PLAN**

#### The Authority:

- **4.2.1** must in consultation with the Constituent Councils prepare and adopt an annual business plan linking the core business activities of the Authority to strategic, operational and organisational requirements with supporting financial projections setting out the estimates of revenue and expenditure as necessary for the period;
- **4.2.2** must before 31 March of each year submit a draft business plan and draft budget to the Constituent Councils for the ensuing financial year in accordance with the Act and obtain approval of the draft budget by an absolute majority of the Constituent Councils;
- **4.2.2.1** following approval of the draft business plan by the Constituent Councils, after 31 May and before 30 June each year, the Authority must adopt the draft business plan as the business plan for the ensuing financial year;
- **4.2.2.2** may, after consultation with the Constituent Councils, amend its business plan at any time; and
- **4.2.2.3** must ensure the contents of the business plan are in accordance with the Act.

# 6 Adelaide Hills Region Waste Management Authority

# **SECTION 5.2 ANNUAL BUDGET**

- **5.2.1** The Board will determine annually, and will include within the draft budget submitted to the Constituent Councils for approval, the funds required to enable the Authority to operate and to fulfil its purpose and undertake its functions.
- 5.2.2 The Authority must before 31 March of each year prepare and submit a draft budget (including proposed fees and financial contributions) to the Constituent Councils for the ensuing financial year in accordance with the Act and obtain approval of the draft budget by an absolute majority of the Constituent Councils.
- **5.2.3** Following approval of the draft budget by the Constituent Councils, after 31 May and before 30 June each year, the Authority must adopt the draft budget as the budget for the ensuing financial year in accordance with the Act.
- **5.2.4** The Authority may in a financial year, after consultation with the Constituent Councils, incur spending before adoption of its budget for the year, but the spending must be provided for in the appropriate budget for the year.
- **5.2.5** The Authority must each financial year provide a copy of its budget to the Constituent Councils within five (5) business days after adoption by the Authority.
- **5.2.6** Reports summarising the financial position and performance of the Authority against the budget shall be prepared and presented to the Board at each ordinary meeting of the Board and copies provided to the Constituent Councils.
- **5.2.7** The Authority must reconsider its budget in accordance with the Act in a manner consistent with the Act and may with the approval of the Constituent Councils amend its budget for a financial year at any time before the financial year ends.

# **LOCAL GOVERNMENT ACT**

## **BUSINESS PLAN**

# A subsidiary must, in consultation with the council, prepare and adopt a business plan consistent with its charter.

A subsidiary and the council must ensure that the first business plan of the subsidiary is prepared within six months after the subsidiary is established.

A business plan of a subsidiary continues in force for the period specified in the plan or until the earlier adoption by the subsidiary of a new business plan.

A subsidiary must, in consultation with the council, review its business plan on an annual basis. A subsidiary may, after consultation with the council, amend its business plan at any time.

# A business plan must set out or include—

- (a) the performance targets that the subsidiary is to pursue; and
- (b) a statement of the financial and other resources, and internal processes, that will be required to achieve the subsidiary's performance targets; and
- (c) the performance measures that are to be used to monitor and assess performance against targets.

# **BUDGET**

# A subsidiary must have a budget for each financial year. Each budget of a subsidiary—

- (a) must deal with each principal activity of the subsidiary on a separate basis; and
- **(b)** must be consistent with its business plan and the council's strategic management plans; and
- (c) must comply with standards and principles prescribed by the regulations; and
- (d) must be adopted after 31 May for the ensuing financial year, and before a date fixed by the council; and
- (e) must be provided to the council in accordance with the regulations.

A subsidiary may, with the approval of the council, amend its adopted budget for a financial year at any time before the year ends.

A subsidiary may incur, for a purpose of genuine emergency or hardship, spending that is not authorised by its budget.

A subsidiary may, in a financial year, after consultation with the council, incur spending before adoption of its budget for the year, but the spending must be provided for in the appropriate budget for the year.

# SECTION 5.3 FINANCIAL CONTRIBUTIONS

- 5.3.1 The Authority may include in the budget submitted to the Constituent Councils for approval financial contributions to be paid by the Constituent Councils.
- 5.3.2 The Authority may during any financial year for purposes of genuine emergency, extraordinary circumstances or hardship determine that additional financial contributions are required by the Authority for the continuing functioning of the Authority and request these funds from the Constituent Councils.
- 5.3.3 Any additional financial contributions to be paid by the Constituent Councils will be submitted to the Constituent Councils for approval.



# **3 GOVERNANCE**

# The Authority's Charter was reviewed in 22/23 and a new Board established.

With the introduction of the revised Charter the Authority's Board is comprised of five (5) members appointed as follows:

- One (1) person (who may be an Elected Member, an employee or an Independent Member) appointed by each Constituent Council with skills and/or knowledge in any of the following:
  - a. financial management
  - **b.** legal / corporate governance
  - c. marketing and promotion
  - d. waste management
  - e. business management
- One (1) person appointed jointly by absolute majority of the Constituent Councils, with relevant professional expertise, who is not a member or officer of a Constituent Council to be the chairperson of the Board.

The Authority has also updated its Audit and Risk Committee Terms of Reference and has appointed two independent members. The Authority will continue to maintain an Audit and Risk Committee in accordance with Schedule 2 of the Local Government Act.

80%
CURRENT PROGRESS
ON AUTHORITY
SERVICE DELIVERY
OBJECTIVES
22/23

A new Charter and Board structure was implemented.

We welcomed our new Independent Chair.

# 4 OUR VISION, MISSION AND OBJECTIVES

# THE VISION

"Sustainable Waste
Management through Shared
Services for the communities
of Adelaide Hills,
Alexandrina, Mt Barker
and Murray Bridge"



# THE MISSION

- To meet Resource Recovery Targets across the region where economically and environmentally justified.
- To continue to develop and manage the Authority's landfill as an EPA compliant model regional landfill that provides the most cost-effective disposal option for Constituent Councils and commercial customers.
- To educate the regional community on responsible waste choices that enhance and maintain their environment.

# THE OBJECTIVES

The Authority's vision and mission will be achieved through five key objectives:

- 1 To take a leadership role in resource recovery and community education.
- Responsibly develop and manage the Authority's landfill to be a model regional landfill meeting all legislative requirements and operating benchmarks.
- **3** Financial sustainability in waste services for Constituent Councils by pursuing a shared services model.
- 4 Advocate, research and promote best practice waste management and actively represent Constituent Councils in all forums.
- 5 A fully compliant regional subsidiary that meets the highest standards in governance, financial and human resource management.

# **WASTE HIERARCHY**

# **AVOID** Do I really need this? **REDUCE** Can I make a better choice? Less packaging or reusable? **REUSE** The principles of the waste Can I buy used, use this again, or donate it? economy are key drivers for **RECYCLE** the Authority. We will embrace Placed in recycling or dropped to a recycling facility these principles within our operations wherever we can. RECOVER Can energy or gas be recovered from the waste? **DISPOSE** Waste is disposed to Design/Manufacture landfill **CIRCULAR ECONOMY**

Consumption/Use

hierarchy and circular

Reuse/Repair/Recycle

Draft Annual Business Plan & Budget 2023-24

# **KEY FINANCIAL INDICATORS**

Key financial indicators enable an assessment of the Authority's long-term financial performance and position and will place the Authority on a path to deliver long term sustainability of operations.

The key financial indicators support a positive forward outlook and adherence over the longer term to the Authority's financial sustainability. The Authority has set targets for its key financial indicators to guide revenue and expenditure decisions, overall budget strategies and future decision making.

Where changes result in a variance from these targets they will be considered and reported to the Board.

Indicator	Long Term adopted target	FY2024 Budget	Average over 10 Year LTFP
Operating Surplus Ratio Indicator	2%	2%	4%
Net Financial Liabilities Ratio	55%	22%	9%
Interest Cover Ratio	1%	0%	0%
Asset Renewal Funding Ratio	100%	123%	168%

# INDICATOR 1: OPERATING SURPLUS RATIO INDICATOR

A positive ratio indicates the percentage of total revenue available (from commercial customers and Constituent Councils) to help fund proposed capital expenditure. If the relevant amount is not required for this purpose in a particular year, it can be held for future capital expenditure needs by either increasing financial assets or preferably, where possible, reducing debt in the meantime.

A negative ratio indicates the percentage increase in total revenue (or additional financial input from Constituent Councils) would be required to achieve a break-even operating result.

If the Authority consistently achieves operating surpluses and estimates that it can do so in future, having regard to asset management and Constituent Council service level needs, then it is financially sustainable. Favourable trend results measured against the other financial indicators described below will assist, but not in themselves ensure, that the Authority operates sustainably.

The Authority's operating surplus ratio for the 2023/24 budget is 2% and the operating surplus ratio averages 4% over the 10-year financial plan period.



# INDICATOR 2: NET FINANCIAL LIABILITIES RATIO

This ratio indicates the extent to which net financial liabilities of the Authority can be met by its operating revenue.

Where the ratio is falling over time it indicates that the Authority's capacity to meet its financial obligations from operating revenue is strengthening.

An increase in the net financial liabilities ratio will sometimes mean that the Authority is incurring higher net operating costs (e.g. as a result of additional maintenance and depreciation costs). This will detract from the Authority's overall operating result.

Nevertheless, if the Authority has a healthy operating surplus it could quite appropriately decide to allow its net financial liabilities ratio to increase in order to provide additional services to its community and Constituent Councils through acquisition of additional assets without detracting from its financial sustainability.

The Authority's net financial liabilities ratio for the 2023/24 budget is 22% and averages 9% over the 10-year financial plan period. This ratio falls over time which indicates the Authority is meeting financial obligation from operating revenue.

# INDICATOR 3: INTEREST COVER RATIO

This ratio indicates the extent to which the Authority's operating revenues are committed to interest expenses.

The Authority's interest cover ratio for 2023/24 is 0%.

# INDICATOR 4: ASSET RENEWAL FUNDING RATIO

This ratio indicates whether the Authority is renewing or replacing existing non-financial assets at the same rate that its overall stock of assets is wearing out.

The ratio is calculated by measuring capital expenditure on renewal or replacement of assets relative to the expenditure estimates as set out in the Asset Management Plan (AMP).

The Authority asset renewal funding ratio for 2023/24 is 123% and averages a ratio of 168% over the long term. The Asset Renewal Funding Ratio is higher than the long term target due to machinery renewal being delayed or rescheduled which now, no longer align with the AMP. The updating of the AMP is a priority for Administration, with the document review due in March 2023.

# 6 ACTIONS SUMMARY TABLE

# PERFORMANCE TARGETS AND MEASURES

1 Objective: To take a leadership role in resource recovery and community education.

Action	Rationale	Target Date	Responsibility	Measurable outcomes
Establish the landfill to be a model and leading-edge regional facility. Utilise the landfill and transfer stations as educational tools where possible.	The Authority aims to take a leadership role in resource recovery and community education and will utilise	Ongoing	EO, Ops Manager, W&RRO	Information regarding the opportunity for site tours will be placed on the website.
and transfer stations	its sites for educational purposes where possible.			Site used for educational purposes (tours/presentations/photos and articles).
Continue to implement media and advertising programs aiming to increase education across the region.	The Authority will continue to establish itself as a leader in the waste and resource recovery industry and will increase its presence within the sector and community.	Ongoing	EO, W&RRO	Manage an updated website and increase social media presence.



**Objective:** Responsibly develop and manage the Authority's landfill to be a model regional landfill, meeting all legislative requirements and operating benchmarks.

Action	Rationale	Target Date	Responsibility	Measurable outcomes
Consider landfill gas management at the Brinkley Landfill site.	The Authority will consider landfill gas requirements for the site.	December 2023	Ops Manager, EO	LFG Management investigated, considered and a report presented to the Board.
Embrace the waste hierarchy and circular economy principles - the Authority will aim to assist and positively influence the recycling markets as much as possible via its operations and services.	The Waste Hierarchy and Circular Economy principles focus on reducing consumption, increasing recycling and reducing waste to landfill, which directly aligns with the Authority and Constituent Councils objectives. The Authority has some ability to influence markets and will ensure these principles are considered within our operations and services.	Ongoing	EO, Ops Manager, W&RRO	Authority activities, operations and projects align with waste hierarchy and circular economy.
Implement staged capping and closure of Brinkley landfill cells in accordance with capping and closure plan.	Completing this action ensures a compliant and best practice landfill.	Ongoing	Ops Manager, EO	Capping completed in accordance with plan.
Continue to manage the Brinkley Landfill site and cell construction to maintain adequate airspace for waste disposal needs.	The Authority will continue to consider construction stages to ensure the landfill is developed in a financially responsible manner.	Ongoing	EO, Ops Manager	Ongoing review and assessment completed.
Manage the Brinkley Landfill as a compliant facility.	The Brinkley Landfill meets EPA compliance requirements.	Ongoing	EO, Ops Manager	All EPA compliance requirements are met.

# **Objective:** Financial sustainability in waste services for Constituent Councils by pursuing a shared services model.

Action	Rationale	Target Date	Responsibility	Measurable outcomes
Communicate with Constituent Councils regarding annual tonnage budget estimations.	Ensure Councils are informed regarding anticipated tonnages and encourage communication if there are any foreseeable changes.	Ongoing and at least annually	EO, Board, Independent Chair	Annual advice provided.
Hold quarterly meetings with key senior staff from each of the Constituent Councils to consider Council priorities.	The W&RRO and EO will hold quarterly meetings with key senior staff from Constituent Councils to ensure adequate communication and consider Councils priorities.	Ongoing	EO, W&RRO, Ops Manager	A minimum of four meetings held.
EO and Independent Chair meet with Constituent Council CEOs or appointees annually.	Maintain effective relationships with Constituent Councils and seek input regarding future directions.	Ongoing	EO & Independent Chair	Annual meetings undertaken.
Consider opportunities to develop the hooklift services.	Management will continue to communicate with stakeholders regarding their service requirements.	Ongoing	EO, Ops Manager	Additional services secured where available.
Continue to operate the Resource Recovery Centres efficiently, with a focus on resource recovery, waste hierarchy and cost effectiveness.	The Authority operates the Brinkley and Heathfield Resource Recovery Centres and will continue to manage these facilities in an economic and environmentally sustainable manner.	Ongoing	EO, Ops Manager, W&RRO	Continue to divert waste from landfill where possible and work towards a break even position.
Continue to explore options to coordinate Constituent Council waste services where cost savings can be identified and progressively implement approved shared services across Constituent Councils.	The Authority will continue to assess opportunities for collaboration across the Constituent Councils and will address this within its Waste and Resources Management Plan and 10 Year Strategic Management Plan.	Ongoing	EO, W7RRO, Ops Manager, Constituent Council senior staff	Shared services implemented, where there is benefit to Constituent Councils.

**Objective:** Advocate, research and promote best practice waste management and actively represent Constituent Councils in all forums.

Action	Rationale	Target Date	Responsibility	Measurable outcomes
Represent Constituent Councils in the waste and resource recovery sector.	The Authority is to establish itself as a credible Regional Waste Authority reflecting the views of its Constituent Councils in all forums.	Ongoing	EO, W&RRO	Provide responses on behalf of Constituent Councils to State, Federal and other communications regarding legislation/policy changes etc. Attend WMRR meetings and actively participate in State and Federal waste/resource recovery LGA/State/Federal/industry groups.
Implement the Waste and Resource Management Plan and action the initiatives identified within this plan.	The Authority will work with Constituent Councils to implement the Waste & Resources Management Plan.	June 2024	EO, Ops Manager, W&RRO	Waste and Resource Recovery Plan implemented.
Continue to establish itself as an expert in the field of waste and resource management and act as an information source for Constituent Councils and their communities.	The Authority will ensure it is well informed and monitor trends and policies in Local Government waste management. The Authority will provide advice on waste matters to its Constituent Councils and establish itself as an information source for Constituent Council communities.	Ongoing	EO, Ops Manager W&RRO	Information provided to Constituent Councils and communities on an ongoing basis.  EO or delegate will attend WMRR meetings.  EO or delegate will attend at least 2 waste and recycling specific events annually.
Consider opportunities for innovative business development.	The Board and management will consider business opportunities that align with the Strategic plan.	Ongoing	EO, Board	Opportunities considered and implemented where beneficial.



# **Objective:** A fully compliant regional subsidiary that meets the highest standards in governance, financial and human resource management.

Action	Rationale	Target Date	Responsibility	Measurable outcomes
Finalise the 10-year Strategic Plan.	The Authority's 10 Year Strategic Plan will be finalised with the newly established Board.	July 2023	EO, Board	Final plan adopted and implemented.
Continue to review and update WHS policies and systems.	The Authority aims to be a compliant Regional Subsidiary that meets the highest standards in governance, financial and human resource management. Reviewing WHS, policies and systems will ensure the Authority meets this aim.	Ongoing	going EO, Finance & WHS and po Business Manager, reviewed on WHS Officer	
Update procurement documentation and templates.	The Authority has been progressively updating procurement processes and will now update/develop our procurement templates.	December 2023	EO, Finance & Business Manager	Documents updated and templates established.
Work with the LGA Mutual Liability Scheme to ensure the Authority is meeting requirements.	The Authority is insured via the LGA Mutual Liability Scheme. The Authority will work with the scheme to ensure we are meeting scheme requirements and undertaking assessments etc. that are encouraged via the scheme.	Ongoing	EO, Finance & Business Manager, WHS Officer, Ops Manager	Meeting held witch scheme reps and programs implemented where required.
Ensure staff progression and business continuity planning and consider upskilling opportunities.	Administration will consider upskilling opportunities to ensure progression planning and continuity.	July 2023	EO	Staff upskilled where possible.



# **2023/2024 BUDGET**

# **KEY BUDGETARY ASSUMPTIONS**

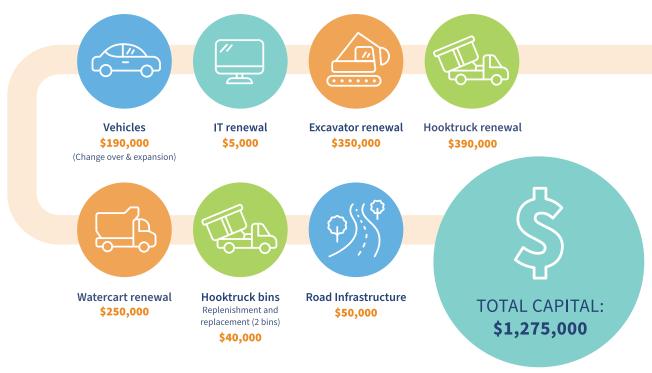
# **REVENUE:**

- 1 The gate rate (landfill fee) has been increased by 8.6% as per Adelaide CPI December 2022 quarter as published by the Australian Bureau of Statistics.
- 2 Landfill tonnages have been modelled on an average of 2% growth, based on actual trends.

# **EXPENDITURE:**

- 3 Employee costs have been increased in line with Mount Barker Council's draft EB for inside staff for the next three years. For outside staff the Authority aligns with Murray Bridge Council's EB. This EB is currently in negotiation and the wage increase is not finalised. Therefore, outside staff employee costs have been increased in line with Mount Barker's draft EB.
- 4 Superannuation has been modelled to increase annually as per current legislation.
- 5 Predicted solid waste levy increases have been consistent since a significant jump in FY2020. Each year has seen the Metro rate increase \$3 per year and Non-metro rate increase by \$1.50. Administration have predicted this trend will continue. Predicted solid waste levy Metro \$152.00/tonne and Non-metro \$76.00/tonne. The levy will be subject to change in accordance with State Budget announcements.
- **6** CPI increase of 8.6% has been applied to materials, contractors and other expenses. Each expense was further considered, taking into account historical data, business unit requirements and industry knowledge.
- 7 A Resource Recovery Centre (RRC) Supervisor role proposed to oversee the RRC's and hook truck operations.
- 8 A shared \$30,000 education budget 100% directly charged to AHC, MBDC and RCMB, when it is used.
- 9 Resource Recovery Centre Operations (RRC) for AHC and RCMB – 100% directly charged to those Councils, cost neutral to the Authority.

# **2023/2024 CAPITAL**



# **SERVICES**

The 2023/24 Budget is based on the following fees from Constituent Councils for service provisions.

	Constituent Council Waste Disposal	Solid Waste Disposal Levy (collected on behalf of State Government)**	Resource Recovery Centre operation	Regional Education Budget	Waste Management Support	Strategic Management Contribution
RCMB	\$256,051*	\$440,268	\$38,884	\$10,000	\$4,200	\$22,625
АНС	\$428,784*	\$1,191,832**	\$50,000	\$10,000	N/A	\$46,375
MBDC	\$473,338	\$813,884	N/A	\$10,000	\$10,000 N/A	
Alexandrina	\$76,201	\$131,024	N/A	N/A	N/A	\$11,500
Total	\$1,234,374	\$2,577,008		\$30,000	\$4,200	\$125,000

<sup>\*</sup> Includes RRC waste disposal fees, which the Councils do not pay directly. The AHRWMA pays for RRC waste disposal expenses and recovers costs from RRC user fees and the RRC Council contribution.

# Constituent Councils also have access to the following services on an at cost basis;

- Concrete crushing service
- Hooklift truck transport services
- Green organics services (Eg. Free greens at the Adelaide Hills Council). Specific pricing for Constituent Councils is available on a job by job basis.

<sup>\*\*</sup>The Adelaide Hills Council includes the non-metro and metro waste disposal levy and therefore their levy contribution is higher than the other non-metro Constituent Councils.

FY2024 Draft Budget and LTFP

# **UNIFORM PRESENTATION OF FINANCES**

						Forecast					
	EOY 2023 \$000	Y1 2024 \$000	Y2 2025 \$000	Y3 2026 \$000	Y4 2027 \$000	Y5 2028 \$000	Y6 2029 \$000	Y7 2030 \$000	Y8 2031 \$000	Y9 2032 \$000	Y10 2033 \$000
OPERATING ACTIVITIES											
Operating Revenues	8,361	8,947	9,293	9,640	10,056	10,513	10,987	11,482	11,996	12,530	13,09
less Operating Expenses	(8,172)	(8,772)	(9,182)	(9,562)	(9,896)	(10,290)	(10,623)	(10,976)	(11,300)	(11,735)	(12,171
Operating Surplus/ (Deficit)	189	175	111	78	160	223	364	506	696	795	92
CAPITAL ACTIVITIES											
Net Outlays on Existing Assets											
Capital Expense on renewal and replacement of Existing Assets	(1,445)	(1,140)	(807)	(416)	(1,136)	(1,614)	(384)	(446)	(1,804)	(581)	(633
less Depreciation, Amortisation and Impairment	745	940	998	1,030	1,025	1,066	1,032	1,005	935	961	96
less Proceeds from Sale of Replaced Assets	296	252	186	85	172	441	124	227	379	144	23
Net Outlays on Existing Assets	(404)	52	377	699	61	(107)	772	786	(490)	524	56
Net Outlay on New and Upgrad	ad Assats										
Capital Expenditure on New and Upgraded Assets	(851)	(135)	(420)	-	-	(600)	(1,300)	-	-	-	
less Amounts received specifically for New and Upgraded Assets	-	-	-	-	-	-	-	-	-	-	
less Proceeds from Sale of Surplus Assets	-	-	-	-	-	-	-	-	-	-	
Net Outlays on New and Upgraded Assets	(851)	(135)	(420)	-	-	(600)	(1,300)	-	-		
Net Lending/ (Borrowing) for Financial Year	1,444	258	154	(621)	99	930	892	(280)	1,186	271	36
Financing transactions associa	ted with t	he above	net overa	ll deficit, (	or applyin	g the over	all net fun	ding surp	lus are as	follows:	
New Borrowings	-	-	-	-	-	-	-	-	-	-	
Repayment of Principal	(175)	-	-	-	-	-	-	-	-	-	
(Increase)/Decrease in Cash and Investments	517	(78)	(3)	(709)	(195)	511	191	(1,262)	73	(1,289)	(1,462
Net Balance Sheet funding (debtors & creditors etc)	(1,786)	(180)	(151)	1,330	96	(1,441)	(1,083)	1,542	(1,259)	1,018	1,10
Financing Transactions	(1,444)	(258)	(154)	621	(99)	(930)	(892)	280	(1,186)	(271)	(361

FY2024 Draft Budget and LTFP

# STATEMENT OF COMPREHENSIVE INCOME

						Forecast	:				
	EOY 2023 \$000	Y1 2024 \$000	Y2 2025 \$000	Y3 2026 \$000	Y4 2027 \$000	Y5 2028 \$000	Y6 2029 \$000	Y7 2030 \$000	Y8 2031 \$000	Y9 2032 \$000	Y10 2033 \$000
INCOME											
User Charges	5,798	6,371	6,647	6,926	7,274	7,660	8,062	8,482	8,920	9,376	9,864
Grants, subsidies and contributions	15	-	-	-	-	-	-	-	-	-	-
Investment Income	5	-	-	-	-	-	-	-	-	-	-
Other Income	2,543	2,576	2,646	2,714	2,782	2,853	2,925	3,000	3,076	3,154	3,234
Total Income	8,361	8,947	9,293	9,640	10,056	10,513	10,987	11,482	11,996	12,530	13,098
EXPENSES											
Employee Costs	1,895	2,217	2,338	2,441	2,518	2,598	2,681	2,766	2,854	2,945	3,038
Materials, contracts & other expenses	5,526	5,615	5,846	6,091	6,353	6,626	6,910	7,205	7,511	7,829	8,166
Depreciation, amortisation & impairments	745	940	998	1,030	1,025	1,066	1,032	1,005	935	961	967
Finance Costs	6	-	-	-	-	-	-	-	-	-	-
Total Expenses	8,172	8,772	9,182	9,562	9,896	10,290	10,623	10,976	11,300	11,735	12,171
Operating Surplus/(Deficit)	189	175	111	78	160	223	364	506	696	795	927
Asset disposal & fair value adjustments	16	15	(8)	1	32	(2)	15	-	26	-	-
Net Surplus/(Deficit)	205	190	103	79	192	221	379	506	722	795	927



FY2024 Draft Budget and LTFP

# STATEMENT OF FINANCIAL POSITION

						Forecast					
	EOY 2023 \$000	Y1 2024 \$000	Y2 2025 \$000	Y3 2026 \$000	Y4 2027 \$000	Y5 2028 \$000	Y6 2029 \$000	Y7 2030 \$000	Y8 2031 \$000	Y9 2032 \$000	Y10 2033 \$000
ASSETS											
<b>Current Assets</b>											
Cash & Cash Equivalents	534	612	615	1,324	1,520	1,008	817	2,079	2,006	3,295	4,757
Trade & Other Receivables	580	505	518	531	544	558	572	586	601	616	631
Inventories	-	-	-	-	-	-	-	-	-	-	-
Total Current Assets	1,114	1,117	1,133	1,855	2,064	1,566	1,389	2,665	2,607	3,911	5,388
Non-current Assets											
Infrastructure, Property, Plant & Equipment	5,494	5,674	5,792	5,179	5,236	6,029	6,661	6,290	6,897	6,465	5,993
Total Non-Current Assets	5,494	5,674	5,792	5,179	5,236	6,029	6,661	6,290	6,897	6,465	5,993
Total Assets	6,608	6,791	6,925	7,034	7,300	7,595	8,050	8,955	9,504	10,376	11,381
LIABILITIES  Current Liabilities											
Trade and Other Payables	848	921	943	967	992	1,016	1,043	1,066	1,093	1,119	1,146
Short Term Provisions	388	421	432	443	454	466	477	489	501	514	527
Total Current Liabilities	1,236	1,342	1,375	1,410	1,446	1,482	1,520	1,555	1,594	1,633	1,673
Non-Current Liabilities											
Long Term Provisions	1,842	1,729	1,727	1,722	1,760	1,798	1,836	2,200	1,988	2,026	2,064
Total Non-Current Liabilities	1,842	1,729	1,727	1,722	1,760	1,798	1,836	2,200	1,988	2,026	2,064
Total Liabilities	3,078	3,071	3,102	3,132	3,206	3,280	3,356	3,755	3,582	3,659	3,737
Net Assets	3,530	3,720	3,823	3,902	4,094	4,315	4,694	5,200	5,922	6,717	7,644
EQUITY											
Accumulated Surplus	3,530	3,720	3,823	3,902	4,094	4,315	4,694	5,200	5,922	6,717	7,644
Total Equity	3,530	3,720	3,823	3,902	4,094	4,315	4,694	5,200	5,922	6,717	7,644

FY2024 Draft Budget and LTFP

# **STATEMENT OF CHANGES IN EQUITY**

	Forecast										
	EOY 2023 \$000	Y1 2024 \$000	Y2 2025 \$000	Y3 2026 \$000	Y4 2027 \$000	Y5 2028 \$000	Y6 2029 \$000	Y7 2030 \$000	Y8 2031 \$000	Y9 2032 \$000	Y10 2033 \$000
ACCUMULATED SURPLUS											
Balance at Beginning of Period	3,325	3,530	3,720	3,823	3,902	4,094	4,315	4,694	5,200	5,922	6,717
Change in financial position resulting from operations	205	190	103	79	192	221	379	506	722	795	927
Balance at End of Period	3,530	3,720	3,823	3,902	4,094	4,315	4,694	5,200	5,922	6,717	7,644
Total Equity at End of Reporting Period	3,530	3,720	3,823	3,902	4,094	4,315	4,694	5,200	5,922	6,717	7,644



FY2024 Draft Budget and LTFP

# **STATEMENT OF CASH FLOWS**

		Forecast									
	EOY 2023 \$000	Y1 2024 \$000	Y2 2025 \$000	Y3 2026 \$000	Y4 2027 \$000	Y5 2028 \$000	Y6 2029 \$000	Y7 2030 \$000	Y8 2031 \$000	Y9 2032 \$000	Y10 2033 \$000
CASH FLOWS FROM OPER	ATING ACTIVI	TIES									
Receipts	9,268	9,021	9,279	9,627	10,044	10,499	10,973	11,466	11,981	12,514	13,082
Payments	(7,460)	(7,770)	(8,195)	(8,544)	(8,884)	(9,238)	(9,604)	(9,985)	(10,379)	(10,788)	(11,219
Net Cash provided by (or u in) Operating Activities	sed 1,808	1,251	1,084	1,083	1,160	1,261	1,369	1,481	1,602	1,726	1,86
CASH FLOWS FROM INVES	STMENT ACTIV	/ITIES									
Receipts											
Sale of replaced assets	296	252	186	85	172	441	124	227	379	144	23
Payments											
Purchase of Renewal/ Replacement Assets	(1,445)	(1,140)	(807)	(416)	(1,136)	(1,614)	(384)	(446)	(1,804)	(581)	(633
Purchase of New/ Expansion Assets	(851)	(135)	(420)	-	-	(600)	(1,300)	-	-	-	
Capping payments	(150)	(150)	(40)	(43)	-	-	-	-	(250)	-	
Net Cash provided by (or u in) Investing Activities	sed (2,150)	(1,173)	(1,081)	(374)	(964)	(1,773)	(1,560)	(219)	(1,675)	(437)	(401
<b>Receipts</b> Proceeds from Borrowings											
Receipts											
Payments											
Repayment of Borrowings	(175)	-	-	-	-	-	-	-	-	-	
Net Cash provided by (or u in) Financing Activities	sed (175)						-				
Net Increase (Decrease) in Cash Held	(517)	78	3	709	196	(512)	(191)	1,262	(73)	1,289	1,46
Cash & cash equivalents at beginning of period	1,051	534	612	615	1,324	1,520	1,008	817	2,079	2,006	3,29
Cash & cash equivalents at end of period	534	612	615	1,324	1,520	1,008	817	2,079	2,006	3,295	4,75
Long T Adop Targ	ted										
Operating Surplus Ratio	% 2%	2%	1%	1%	2%	2%	3%	4%	6%	6%	79
Net Financial 55 Liabilities Ratio	% 23%	22%	21%	13%	11%	16%	18%	9%	8%	-2%	-13 <sup>0</sup>
Interest Cover Ratio 1.0	% 0.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00
Asset Renewal Funding Ratio	% 94%	123%	67%	37%	779%	209%	137%	31%	100%	100%	100







# ADELAIDE HILLS COUNCIL ORDINARY COUNCIL MEETING Tuesday 23 May 2023 AGENDA BUSINESS ITEM

Item: 12.2

Responsible Officer: John McArthur

Manager Sustainability, Waste and Emergency Management

**Infrastructure and Operations** 

Subject: Eastern Waste Management Authority - Draft 2023-24 Annual

Plan

For: Decision

#### **SUMMARY**

Council has received correspondence from the Eastern Waste Management Authority (East Waste) seeking consent of the draft *East Waste 2023-24 Annual Plan* (refer *Appendix 1*) pursuant with requirements of the *East Waste Charter* (the Charter). The Charter requires consent of the Annual Plan from Constituent Councils prior to 31 May 2023. The draft East Waste Budget is inclusive of the *East Waste 2023-24 Annual Plan* (the Annual Plan). The budget does not require Constituent Council approval. The purpose of this report is to seek Council's consent of the Annual Plan.

#### RECOMMENDATION

#### **Council resolves:**

- 1. That the report be received and noted.
- 2. To provide consent to the Eastern Waste Management Authority *Draft Annual Plan 2023-24*.

#### 1. BACKGROUND

East Waste is a regional subsidiary established pursuant to Section 43 of the *Local Government Act 1999* to undertake the collection and disposal of waste and recycling in an environmentally responsible, effective, efficient, economic and competitive manner.

The Constituent Councils which comprise East Waste are Adelaide Hills Council, City of Burnside, City of Campbelltown, City of Norwood Payneham and St Peters, City of Mitcham, Corporation of the Town of Walkerville, City of Unley and the City of Prospect.

Under its Charter, East Waste is required to develop an Annual Plan which supports and informs its budget. East Waste must prepare its draft Annual Plan and consult with its Constituent Councils to obtain consent on or before 31 May of each year. Upon obtaining consent East Waste is able to adopt its Annual Plan.

#### 2. ANALYSIS

#### Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal 4 A valued Natural Environment

Objective N4 Reduce the impact of waste to landfill by maintaining a robust waste

and resource management framework

Priority N4.4 Implement new or improved waste service opportunities whilst

continuing to provide ongoing resource recovery and waste service to

our community

Having a well-functioning and governed waste and recycling regional subsidiary guided by an annual plan and appropriately resourced through an adopted budget assists Council to implement new or improved waste service opportunities and to provide ongoing resource recovery and waste services to the community.

Delivery of waste and recycling strategic outcomes, actions within the *Resource Recovery and Recycling Strategy* and implementation of the *Waste & Resource Recovery Service Policy* align with activities within the East Waste Annual Plan.

#### Legal Implications

East Waste is a Regional Subsidiary established under Section 43 (Ability of councils to establish a regional subsidiary) and Schedule 2 (Provisions applicable to subsidiaries) of the *Local Government Act 1999*.

Schedule 2 requires that a regional subsidiary must prepare and adopt a business plan. The plan must set out the performance targets, a statement of the financial and other resources, and the performance measures to be used to monitor and assess performance against the performance targets. The plan can be a multi-year plan but the regional subsidiary must review its business plan on an annual basis in consultation with its Constituent Councils. In accordance with Part 52 of the Charter the Business Plan must be consented to by an absolute majority of the Constituent Councils.

The Authority's Charter states that the Authority shall prepare a budget consistent with the Annual Plan. Before 30 June of each year and after the adoption of the Annual Plan, East Waste must adopt an annual budget for the ensuing financial year in accordance with the Local Government Act 1999.

# Risk Management Implications

Review and consent of the East Waste Annual Plan will assist in mitigating the risk of:

Not providing waste and recycling services leading to community dissatisfaction, potential regulatory action against Council and or possible poor community public health and environmental outcomes.

Inherent Risk	Residual Risk	Target Risk
Extreme (5A)	Low (1E)	Low (1E)

The report recommendation does not result in a new mitigating action. The Acting CEO will however need to formally advise the East Waste General Manager of the outcome of Council's consideration of this matter.

#### Financial and Resource Implications

Fees charged by East Waste to Constituent Councils for services provided are categorised into collection fees and processing costs, both of which are discussed in detail below.

The net result from combined collection fees and processing costs for Adelaide Hills Council results in an increase in the Council's budget for payments to East Waste of 4.5% from 2022-23.

## **Collection Fees**

In regard to kerbside, street litter and hard waste collection undertaken by East Waste, fees for Adelaide Hills Council have increased by \$161k from \$2.838m in 2022-23 to \$2.999m proposed for 2023-24. The proposed collection fee of \$2.999m for 2023-24 is for collection only and does not include landfill disposal or processing fees.

#### **Processing Costs**

In regard to indicative processing fees for green organics, hard waste and recycling there has been a decrease of \$4k from \$702k in 2022-23 to \$698k in 2023-24. Savings obtained from introduction of the hard waste user contribution fee has offset increases in green organic processing and resulted in a small reduction in overall processing costs.

Landfill disposal is contained within a separate budget line and is undertaken by the Adelaide Hills Region Waste Management Authority and therefore is not included in the East Waste charges.

The amount budgeted by East Waste for collection and processing fees for Adelaide Hills Council has been included in the 2023-24 draft Annual Business Plan and Budget adopted by Council for community consultation.

#### Customer Service and Community/Cultural Implications

There are no direct customer service or community/cultural implications relating to this report. Indirectly, adoption of the report recommendation will ensure ongoing efficient and effective waste management services are maintained for the disposal of community residual waste.

# > Sustainability Implications

The services provided by the East Waste align with Council's desired environmental outcomes. Accordingly, a sound and well considered annual business plan and sufficient financial resources to deliver intended outcomes is necessary to maximise environmental benefits through the services provided by the Authority.

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

Consultation on the development of this report was as follows:

Council Committees: Not Applicable

Council Workshops: A presentation to Council Members on the draft East Waste Annual

Plan is to be provided by the General Manager of the Authority on

23 May 2023 prior to Council's consideration of this matter.

Advisory Groups: Not Applicable

External Agencies: East Waste

Community: Not Applicable

#### Additional Analysis

The Annual Plan focuses on achieving strategies and key performance indicators contained within the East Waste Strategic Plan. These are outlined in detail on page 6 of the East Waste Annual Plan (refer *Appendix* 1) categorised into the five objectives of:

- Deliver cost effective and efficient services and facilities
- Maximise source separation and recycling
- Provide leading and innovative behaviour change and education
- Help develop a local circular economy
- Provide leadership

In total there are 15 actions/projects contained within the draft Annual Plan for delivery or progression in 2023-24 that work towards achieving the five objectives and the key performance indicators contained in the East Waste *Strategic Plan*. The 15 actions/projects are detailed in the draft Annual Plan (refer *Appendix 1*) commencing on page eight.

The budget to deliver the Annual Plan is contained within the draft Annual Plan provided in **Appendix 1**. Note that while the Budget is provided for Council's information the East Waste Charter does not require the Constituent Council's approval for budget adoption.

#### 3. OPTIONS

Council has the following options:

I. Consent to the draft East Waste Annual Plan for the 2023-24 financial year (recommended).

This option is recommended as it will allow East Waste to continue to provide efficient and cost effective waste collection services to the Constituent Councils.

II. Not consent to the draft East Waste Annual Plan for the 2023-24 financial year.

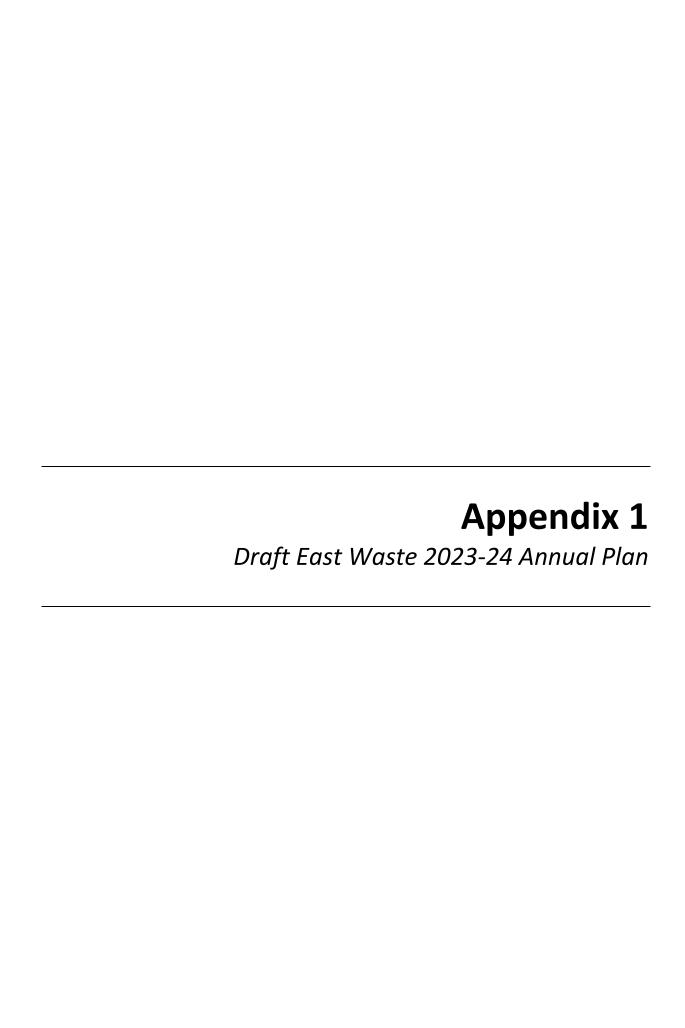
This option is not recommended as it may lead to delays with East Waste adopting their budget and in turn potentially effecting service delivery either short or long term.

III. Note the draft East Waste Annual Plan for the 2023-24 financial year with suggested amendments.

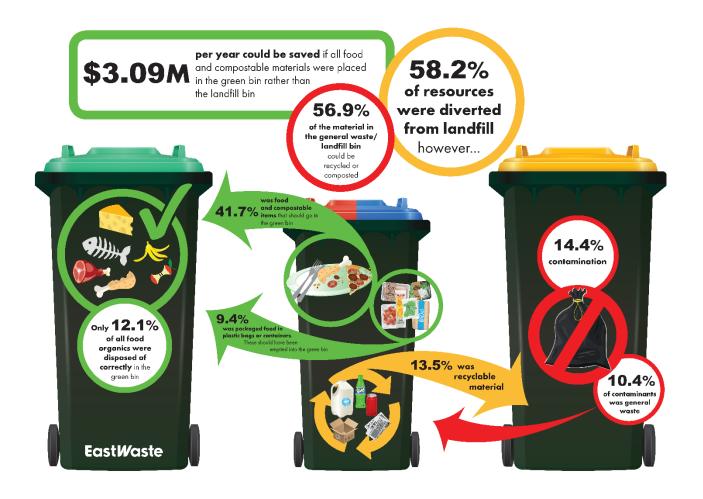
This option is not recommended as any suggested amendments to the Annual Plan will need the endorsement of the other Constituent Councils and the Board before they can be accepted. This outcome would delay the adoption of the Annual Plan by the Board and potentially may not result in any changes being agreed to by the other Constituent Councils or the Board. The Staff are therefore recommending that Council endorse Option 1 above in order for East Waste to continue to provide waste collection services for Constituent Councils.

#### 4. APPENDIX

(1) Draft East Waste 2023-24 Annual Plan



# **EastWaste**



# 2023/24 Annual Plan

## **Table of Contents**

Vision and Mission	3
Executive Summary	1
Background 5	-
Strategic Plan6	ō
2023/24 Focus	7
Annual Plan 2023/24 Delivery Schedule	3
Budget Management 14	1
Financial Statements 16	ō

# **UISION**

## **The Destination**

To be the leading waste logistics company in Australia through the delivery of innovative collection and resource management services.

# **MISSION**

## The Vehicle

Delivering leading-edge solutions and services for a cleaner and sustainable future.

East



## **Executive Summary**

Having onboarded the City of Unley in the last half of 2022, East Waste now has eight high-quality Member Councils which it provides an array of kerbside waste and services to. This equates to over 40% of South Australia's metropolitan Councils and approximately 25% of the Adelaide population.

The focus of the FY24 Annual Plan is diverse, however has three primary focus areas:

- 1. A continuation of activities designed to improve the connection and interaction with residents seeking to engage with East Waste.
- 2. Progression of behaviour change programs, principally around food diversion from landfill to organics.
- 3. Strengthening the integrity of our internal systems, processes and framework in order to reduce risk and improve our already high Governance levels.

Sharp CPI increases, including the highest quarter increase in the past 30 years, necessitates East Waste curbing expenditure in several other areas to mitigate the impost on Member Councils. Fuel continues to remain volatile, making confident forward projections challenging.

## Background

East Waste is the trading name of Eastern Waste Management Authority, which was established in 1928. The Authority is a regional subsidiary of the Adelaide Hills Council, City of Burnside, Campbelltown City Council, City of Norwood Payneham & St Peters, City of Mitcham, City of Prospect, City of Unley and Town of Walkerville.

East Waste is governed by a Charter (the Charter) pursuant to Section 43 of the Local Government Act 1999 and administered by a Board, which includes a director appointed by each Council and an Independent Chair. Through the admission of the City of Unley as a Member Council, East Waste undertook the required periodic review of the Charter which has now been endorsed by all Member Councils and is live.

Clause 51 of the Charter requires the Authority each year to have an Annual Plan which supports and informs the budget. Specifically, it is to include an outline of East Waste's objectives, the activities intended to be pursued, and the measurement tools defined to assess performance. It must also assess and summarise the financial requirements of East Waste and set out the proposals to recover overheads and costs from the Member Councils.

Sitting above the Annual Plan is the *East Waste 2030 Strategic Plan* which sets out a series of bold and ambitious targets (Key Performance Indicators) which we aspire to meet through five Key Objectives and a series of Strategies. The *2030 Strategic Plan* is summarised on the following page.

For full context this Plan should be read in conjunction with East Waste's broader strategic planning framework including the *Strategic Plan 2030*, Long-Term Financial Plan, and Risk Management Planning Framework.

As a regional subsidiary, East Waste recognises that success from this Annual Plan is not possible without the continued support, integration and active working partnership of all our Member Councils and key Strategic Partners. East Waste is committed to developing and continuing partnerships which ultimately drive value back to the communities we serve. The value East Waste offers is unique, in that we are continually working with our Member Councils to drive down costs. East Waste have established a model where we are nimble and respond swiftly to external impacts and Member Council requests, in a far more timely manner than industry counterparts. East Waste takes much of the worry and pressures associated with waste away from the Member Councils, allowing them to focus on other key matters of importance to them and their communities.

### East Waste 2030 Strategic Plan Vision, Objectives & Strategies

### **UISION**

To be the leading waste logistics company in Australia through the delivery of innovative collection and resource management services to our Member Councils & their Communities.



1. Deliver cost-effective and efficient services facilities



2. Maximise source separation 3. Provide leading and and recycling



innovative behaviour

change and education

4. Help develop a local circular economy



5. Provide leadership

#### STRATEGIES

**OBJECTIVES** 

- 1.1 Attract additional services and/or new councils where further economies of-scale can be achieved
- 1.2 Offer a single contract for the management of the residual waste to all member councils
- 1.3 Partner with other councils and organisations to achieve greater synergies and economies of scale in service delivery
- 1.4 Investigate and implement collection technologies and innovation
- 1.5 Provide a consistently high standard of **Customer Service**

- 2.1 Provide more service choice and flexibility to residents on kerbside services to support them to increase their recycling levels
- 2.2 Provide a tailored 3-stream service to Multi-Unit Dwellings (MUDs) to support waste reduction and increased recycling
- 2.3 Pilot a tailored service delivery model across a business precinct(s) to support waste reduction and increased recycling

- 3.1 Engage in research and projects delivering evidence-based data which increases behaviour change
- 3.2 Develop an integrated and tailored long-term community behaviour change and education program

decision making

- 3.3 Identify and trial behaviour change programs aimed at reducing contamination
- 3.4 Encourage and support councils to introduce an incentive(s) to households to reduce their landfill volumes
- 3.5 Engage schools in behaviour change & waste education

- 4.1 Support local reprocessing and procurement of recycled content products
- 4.2 Encourage and support councils to procure and use recycled content products
- 4.3 Support councils to implement sharing economy and reuse initiatives
- 4.4 Investigate options to process and extract the highest value from collected resources

- 5.1 Implement best practice safety standards
- 5.2 Advocate on behalf of our Member Councils
- 5.3 Invest in our people
- 5.4 Quality and transparent Corporate (Governance & Financial) Activities

## **KPIs**

We will measure our success in reaching our objectives through the following KPIs... At least 75 percent (by weight) of total kerbside materials are separately collected and recycled by 2030

100 percent (by weight) of total food waste is separately collected and recycled by 2030

At least 60 percent (by weight) of kerbside materials from MUDs are separately collected and recycled by 2030

At least 60 percent (by weight) of materials from businesses serviced are separately collected and recycled by 2030

Reduce average contamination of kerbside commingled recycling stream to less than 7 percent (by weight)

BASELINE Q 2023 € 2027 a 2030 0

54%

13% 40% 75% 100

45% 50% 60°

**50**%

## 2023/24 Focus

At a high level, progression towards the Vision and 2030 Strategic Plan Key Performance Indicators (KPIs) will be the primary focus and sit behind all the activities that East Waste undertake in the 12 months from 1 July 2023.

The KPIs set in the 2030 Strategic Plan were deliberately designed to be stretch targets and will require creative approaches and the support and engagement with our Member Councils and external Organisations in order to achieve them. The 15 programs listed below will step East Waste towards these goals, however, are by no means a silver bullet to achieving any of the KPIs.

Objective 1: Deliver cost-effective and efficient services & facilities ensure East Waste remains true to its core function of providing high quality and fiscally efficient services to Member Councils, while at the same time seeking external opportunities which add value to the East Waste model. In addition, ensuring that we continue to have contemporary modes of engagement and facilities to deliver services is paramount.

Objective 2: Maximise Source Separation and Recycling and Objective 3: Provide leading and innovative behaviour change and education are centred on improving material efficiency, diversion from landfill and actively working towards the Key Performance Indicators listed within the 2030 Strategic Plan. The actions are also designed to help East Waste as an entity, achieve the State Government 2025 diversions targets (specifically Municipal Solid Waste and Food). Within these targets are specific actions centred around improving food waste efficiency and driving down the \$3.09M of wasted resources and financial costs across Member Councils each year. Food diversion remains our single biggest opportunity and with growing Member Council support and enthusiasm, the FY24 year shapes as a pivotal formation year for several exciting and rewarding programs in this space. Undoubtedly, these will reinforce East Waste as leader in the space.

Objective 4: Help Drive a Local Circular Economy, recognises that East Waste has a role to play in assisting and supporting our Members to be more engaged and active within the local circular economy space.

Objective 5: Provide Leadership, actions assist East Waste to continue to strengthen the integrity of internal systems, processes and framework and invest in our people, in order to reduce risk and improve our already high Governance levels.

The actions are far from a prescriptive list, rather the key projects East Waste intends to undertake over the 2023/24 year and more detail on each is provided below. While these will be the key focus, East Waste will remain as a fluent and adaptable Organisation that is able to pivot and respond as required to maximise funding, partnerships, opportunities and projects that will fast-track the pursuit of our KPIs.

This Annual Plan is to be effective from 1 July 2023.



## Annual Plan 2023/24 Delivery Schedule

NO.	ACTIVITY/PROJECT	OVERVIEW	OBJECTIVE	STRATEGY	MAIN KPI/TARGET	BUDGET			
	DELIVER COST EFFECTIVE AND EFFICIENT SERVICES AND FACILITIES								
	Continue & Expand Core services	East Waste optimisation will come from providing a full suite of services to Member Councils. Where this doesn't occur, East Waste will work with the respective Councils in a bid to secure these services.	Deliver Cost Effective and efficient services and facilities	1.1	Vision Target	Recurrent			
	Investigate opportunities outside of existing Member Councils.	When potential opportunities arise, East Waste will investigate service provision to non-member Councils where value to existing Members can be realised.	Deliver Cost Effective and efficient services and facilities	1.1	Vision Target	Recurrent			
	Undertake a review of Business Facilities	East Waste currently leases Depot facilities at 1 Temple Court Ottoway. Ahead of the lease expiration, completion of a business case covering a review of existing arrangements, future needs and growth is appropriate.	Deliver Cost Effective and efficient services and facilities	1.3	Vision Target	Recurrent + Service Initiative \$0.025M			
	Establish Service Level Agreements	The establishment of Service Level Agreements (SLA) with each Member Council will better clarify roles and responsibilities across the range of delivery areas.	Deliver Cost Effective and efficient services and facilities	1.5	Vision Target	Recurrent			
	Increase Customer Engagement Opportunities	Further enhancement of customer access and engagement through online service portals for the booking of key East Waste services.	Deliver Cost Effective and efficient services and facilities	1.5	Vision Target	Recurrent + Service Initiative \$0.015M			

	MAXIMISE SOURCE SEPARATION & RECYCLING							
1.	Continue to advance a broadscale 'Choice & Flexibility model.'	Secure and deliver at least one 'Choice & Flexibility' trial with a Member Council with a view to enhancing knowledge on a full roll out for all Member Councils.	Maximise Source separation and recycling	2.1	<ul> <li>At least 75% of kerbside material separately collected &amp; recycled</li> <li>100% of food waste separately collected and recycled.</li> </ul>	Recurrent + Service Initiative \$0.075k		
2.	Investigate options for identified problematic waste (ie. soft plastics) and the role East Waste can play in providing viable solutions for the community	There are several problematic waste streams and/or infant or proposed programs to address the problem. This project will investigate key issue waste streams and determine the best role East Waste can play in supporting, promoting, or implementing.	Maximise Source separation and recycling	2.1	<ul> <li>At least 75% of kerbside material separately collected &amp; recycled</li> <li>Reduce average contamination of kerbside comingled recycling stream to less than 7%</li> </ul>	Recurrent		

#### • PROVIDE LEADING AND INNOVATIVE BEHAVIOUR CHANGE AND EDUCATION

8.	Delivery of the "Why Waste It?" behaviour change program and associated social media.	Utilising the results of the reviews and biennial kerbside audits undertaken over the past 4 years, refine and deliver the ongoing successful "Why Waste It?" program.	Provide leading and innovative behaviour change and education	3.2	• Vision Target	Recurrent + Service Initiative \$0.170M
9.	Household Reporting	Utilising the latest proven technology, determine if individual household reporting, on key waste metrics can be collected and efficiently distributed to householders in a bid to improve awareness and landfill diversion.	Provide leading and innovative behaviour change and education	2.2	At least 75% of kerbside material separately collected & recycled	Recurrent + Service Initiative \$0.140M

	HELP DRIVE A LOCAL CIRCULAR ECONOMY							
10.	Engage with Recycling and Organics Processors to identify research, markets and opportunities for the strengthening of circular economy opportunities	Through contracts with two proactive Material Recovery Facilities and a long-standing relationship with Jeffries, an opportunity exists to maximise local reuse opportunities. This project will investigate new and existing opportunities and pathways to adoption by East Waste and Member Councils.	Economy	4.1	Vision Target	Recurrent		

#### PROVIDE LEADERSHIP

11.	Fleet Replacement	In line with the Long-Term Financial Plan, undertake the replacement of six (6) collection vehicles.	Provide Leadership	5.4	Vision Target	Capital \$2.155M
12.	Enterprise Agreement	Negotiate Enterprise Agreement for Operational Staff.	Provide Leadership	5.3	Invest in our People	Recurrent + Service Initiative \$0.020M
13.	WHS System Responsibility and Accountability	Work Health & Safety Management System Responsibility and Accountability were identified as an area for improvement within the recent LGRS risk audit. East Waste will review current relevant WHSMS responsibilities and accountabilities and where required, implement improvements to ensure greater Organisational awareness and commitment.	Provide Leadership	5.1	Implement best practice safety standards	Recurrent
14.	Risk Mitigation & Governance	Review key finance and governance systems, and processes to identify one or more of;  Process efficiency; Process integrity; Improved governance; and Knowledge improvement & retention,	Provide Leadership	5.4	Quality & Transparent Corporate Activities.	Recurrent
15.	Implementation of Service Vision, Values and Standards.	Generate and implement across the Organisation a tailored Service Vision, Values and Standards framework, that drives a clear vision, consistency and ultimately an enhanced customer experience	Provide Leadership	5.3	Invest in our People	Recurrent + Service Initiative \$0.025M





## **Budget Management**

East Waste operates its waste collection services on a Common Fleet Costing methodology, whereby each respective Member Council is charged directly according to the proportionate time it takes to undertake their respective collection services. This is achieved through the utilisation of a specialised, highly accurate and powerful cloud-based, real-time GPS based system, supported by detailed reporting capabilities. As a result of this, minor variations in the common fleet percentages (and therefore apportioning of Common Fleet costs) occur from year-to-year to account for realised efficiencies, changes in the number of collections undertaken and movement in collection operating costs (e.g. Development increases, Fire Ban days and events).

The Tables on the following page provide a detailed summary of the key business activities undertaken by East Waste on behalf of its Member Councils. Table 1 provides a summary of the operating and capital income and expenditure elements forecasted for waste collection activities for 2023/24. Unsurprisingly the most significant expenditure relates to the logistical requirements of serving the kerbside collections across eight Councils and over 25% of Adelaide's residential population. Fleet replacement, which occurs on a cyclical annual basis, is currently funded via external loan borrowings.

As can be seen from Tables 2 and 3, one of the significant benefits of being an East Waste member is that on top of the highly competitive prices received as a result of aggregated buying power, no administrative, handling or on-costs are charged in relation to resource processing contracts held by East Waste or bin maintenance services. All are charged at-cost.

Labour and fuel costs are the two largest operational costs relating to waste collection and processing activities undertaken by East Waste which have been subject to volatile movements in the past 18 months given the impact of domestic and global economic impacts. This has made budgeting exceedingly challenging when developing the 2023/24 budget and while all available information and indicators have been considered for inclusion in these figures, the potential for significant cost movement (in particular within fuel and finance costs) remains a high risk to East Waste achieving its desired financial targets.

A series of higher-than-expected CPI increases, including the annual December 2022 rate increasing for Adelaide of 8.6%, has necessitated the need to apply a higher-than-historical increase to several cost centres which have contracts tied to CPI increases. In order to keep Member Council cost increases to lower than CPI rates, East Waste have offset where possible with minimal and/or no increase across a number of other cost centres.

The budget to deliver this Annual Plan, along with all East Waste's Services and legislative requirements is detailed in the following proposed 2023/24 Financial Papers (refer Attachment 1-5).

Table 1: 2023/24 Budget Summary - Waste Collection Services

	Income \$	Expenditure \$	Net Surplus /Deficit \$
Recurrent- Waste Collection	16,712,597	16,383,473	329,124
Recurrent - Corporate Administration	326,347	-	326,347
Service Initiatives	50,000	540,000	(490,000)
Capital Program	-	2,155,000	(2,155,000)
Total	17,088,944	19,078,473	(1,989,529)

Table 2: 2023/24 Budget Summary - Bin Maintenance Services

	Income \$	Expenditure \$	Net Surplus /Deficit \$
current	1,310,575	1,310,575	-
ce Initiatives	-	-	-
l Program	-	-	-
	1,310,575	1,310,575	-

Table 3: 2023/24 Budget Summary - Waste Processing Services

	Income \$	Expenditure \$	Net Surplus /Deficit \$
Recurrent	5,757,171	5,757,171	-
Service Initiatives	-	-	-
Capital Program	-	-	-
Total	5,757,171	5,757,171	-

## **Financial Statements**

#### EAST WASTE

Projected Statement of Comprehensive Income (Budgeted)

FY2022		FY2023	FY2023	FY2024
Audited Actuals		Adopted Budget	BR2	Proposed Budget
\$'000		\$'000	\$'000	\$'000
	Income			
16,579	User Charges	21,955	21,581	22,747
10	Investment income	13	23	20
81	Grants, subsidies and contributions	75	75	50
932	Other	1,069	1,019	1,322
17,602	Total	23,112	22,698	24,139
	Expenses			
6,386	Employee Costs	7,164	7,174	7,675
9,303	Materials, contracts & other expenses	13,241	12,482	13,275
2,043	Depreciation, amortisation & impairment	2,346	2,346	2,657
246	Finance costs	406	371	384
17,978	Total	23,157	22,373	23,991
(376)	Operating Surplus / (Deficit)	(45)	325	148
7	Asset disposals & fair value adjustments	200	100	18
(369)	Net Surplus / (Deficit)	155	425	166
-	Other Comprehensive Income	-	-	-
(369)	Total Comprehensive Income	155	425	166

#### **EAST WASTE**

Projected Balance Sheet (Budgeted)

FY2022		FY2023	FY2023	FY2024
Audited Actuals		Adopted Budget	BR2	Proposed Budget
\$'000		\$'000	\$'000	\$'000
	Assets			
	Current			
2,001	Cash & Cash Equivalents	2,056	2,355	2,886
935	Trade & Other Receivables	661	935	93!
50	Inventory	-	50	50
2,986	Total	2,717	3,340	3,87
	Non-Current			
8,542	Infrastructure, Property, Plant & Equipment	11,022	11,024	10,490
8,542	Total	11,022	11,024	10,490
11,528	Total Assets	13,739	14,364	14,36
	Liabilities			
	Current			
1,436	Trade & Other Payables	1,145	1,361	1,31
1,940	Borrowings	2,355	2,355	2,20
778	Provisions	787	838	89
4,154	Total	4,287	4,554	4,40
	Non-Current			
6,410	Borrowings	8,351	8,361	8,28
114	Provisions	137	174	229
6,524	Total	8,488	8,535	8,51
10,678	Total Liabilities	12,775	13,089	12,92
850	Net Assets	964	1,275	1,44
	Equity			
850	Accumulated Surplus	964	1,275	1,44
850	Total Equity	964	1,275	1,44

FY2022		FY2023	FY2023	FY2024
Audited Actuals		Adopted Budget	BR2	Proposed Budget
\$'000		\$'000	\$'000	\$'000
	Cash Flows from Operating Activities			
	Receipts			
17,400	Operating Receipts	23,024	22,600	24,069
9	Investment Receipts	13	23	20
	Payments			
(6,245)	Employee costs	(7,071)	(7,054)	(7,565)
(9,613)	Materials, contracts & other expenses	(13,241)	(12,482)	(13,275)
(258)	Interest Payments	(406)	(371)	(384)
1,293	Net Cash Flows from Operating Activities	2,319	2,716	2,865
	Cash Flows from Investing Activities			
	Receipts			
86	Sale of Replaced Assets	200	100	50
	Payments			
(2,305)	Expenditure on Renewal/Replaced Assets	(2,223)	(2,231)	(2,115)
(244)	Expenditure of New/Upgraded Assets	(2,597)	(2,597)	(40)
(2,463)	Net Cash Flows from Investing Activities	(4,620)	(4,728)	(2,105)
	Cash Flow from Financing Activities			
	Receipts			
2,031	Proceeds from Borrowings	4,525	4,525	2,000
	Payments			
(237)	Repayment of Lease Liabilities	(263)	(263)	(285)
(1,791)	Repayment of Borrowings	(1,896)	(1,896)	(1,944)
3	Net Cash Flow from Financing Activities	2,366	2,366	(229)
(1,167)	Net Increase (Decrease) in cash held	65	354	531
3,168	Cash & cash equivalents at beginning of period	1,991	2,001	2,355

#### EAST WASTE

Projected Statement of Changes in Equity (Budgeted)

FY2022		FY2023	FY2023	FY2024
Audited Actuals		Adopted Budget	BR2	Proposed Budget
\$		\$'000	\$'000	\$'000
1,219	Balance at Start of Periof - 1 July	809	850	1,275
(369)	Net Surplus / (Deficit) for Year	155	425	166
-	Contributed Equity	-	-	-
-	Distribution to Councils	-	-	-
850	Balance at End of Period - 30 June	964	1,275	1,441

#### EAST WASTE

Projected Uniform Presentation of Finances (Budgeted)

FY2022		FY2023	FY2023	FY2024
Audited Actuals		Adopted Budget	BR2	Proposed Budget
\$'000		\$'000	\$'000	\$'000
17,602	Income	23,112	22,698	24,139
(17,978)	Expenses	(23,157)	(22,373)	(23,991)
(376)	Operating Surplus / (Deficit)	(45)	325	148
	Net Outlays on Existing Assets			
(2,305)	Capital Expenditure on Renewal and Replacement of Existing Assets	(2,223)	(2,231)	(2,115)
2,043	Depreciation, Amortisation and Impairment	2,346	2,346	2,657
86	Proceeds from Sale of Replaced Assets	200	100	50
(176)		323	215	592
	Net Outlays on New and Upgraded Assets			
(244)	Capital Expenditure on New and Upgraded Assets	(2,597)	(2,597)	(40)
-	Amounts Specifically for New and Upgraded Assets	-	-	-
-	Proceeds from Sale of Surplus Assets	-	-	-
(244)		(2,597)	(2,597)	(40)
(796)	Net Lending / (Borrowing) for Financial Year	(2,319)	(2,057)	700

# ADELAIDE HILLS COUNCIL ORDINARY COUNCIL MEETING Tuesday 23 May 2023 AGENDA BUSINESS ITEM

Item: 12.3

Responsible Officer: Karen Cummings

**Manager, Property Services** 

**Corporate Services** 

Subject: 37 Yanagin Road Greenhill - Consultation Outcomes and

**Revocation of Community Land Classification** 

For: Decision

#### **SUMMARY**

The purpose of this report is to provide information to Council on the outcomes of community consultation on a proposal to revoke the community land classification from a portion of Yanagin Reserve, Greenhill. The proposal for a revocation of community land has come about as a result of historical encroachments over the existing Reserve. The report seeks approval from Council to write to the Minister for Local Government seeking their approval for the revocation of the land. Following finalisation of revocation of the community land classification, Council will then be in a position to enter into an Agreement with the adjacent owner at 37 Yanagin Road, Greenhill, for a land swap. The land subject to the revocation and possible land swap is shown as *Appendix 1* to this report.

#### RECOMMENDATION

#### **Council resolves:**

- 1. That the report be received and noted.
- 2. To apply to the Minister for Local Government to revoke the Community Land Classification over portion of allotment 7 in File Plan 129661 as hatched in purple, in land division dated 14/10/2022 and as shown in *Appendix 1* of this Report.
- 3. Following a response from the Minister a report be submitted back to Council outlining the outcome of the Minister's decision.

#### 1. BACKGROUND

At its meeting held on 24 January 2023, Council resolved as follows:

ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 24 JANUARY 2023
63 MT BARKER ROAD STIRLING

12.5 37 Yanagin Road Greenhill – Revocation of Community Land Classification and Land Swap with Yanagin Reserve

Moved Cr Malcolm Herrmann S/- Cr Chris Grant

14/23

#### **Council resolves:**

- 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 Local Government Act 1999 with the intention of undertaking a land swap with the owners of 37 Yanagin Road, Greenhill, together with varying the existing Heritage Agreement over Yanagin Reserve.
- 3. That a report be brought back to Council following completion of the Community Consultation process.

Carried Unanimously

The 24 January 2023 resolution was to commence the community land consultation process regarding an intent to deal with encroachments over the Yanagin Reserve, noting a future intent to enter into an agreement with the adjacent owner at 37 Yanagin Road to deal with those encroachments. The proposal was for some of the owner's land to be transferred to Council (to amalgamate with the existing reserve) and for a similar size piece of land to be transferred to the adjacent, resulting in a "land swap."

As a result of the proposed changes, Council would need to apply to vary the Heritage Agreement currently over Yanagin Reserve.

This report provides information on the outcome of the Community Consultation with details on next steps.

#### 2. ANALYSIS

Following the 24 January 2023 Council report, public consultation on the proposal commenced on 22 February 2023 and ended on 27 March 2023.

The Council received five (5) submissions in response to the public consultation and these submissions are summarised in *Appendix 2*.

Two (2) of the submissions received were in favour of the land swap and variation to the Heritage Agreement.

A third submission supported the proposal for the land swap, however they believed that the land swap should be a "1 for 1" proposition, so there would be no net loss to the Heritage Agreement area.

The other two (2) submissions were received from the same property address, but by the individual occupants. They were not in favour of the proposal and stated that encroachments on Council land should not proceed. However, if they were to occur a penalty should be imposed and a requirement to remediate the land in question should be ordered. Both submissions stated that Council has a responsibility to protect council land from encroachments.

#### > Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal A Prosperous Economy

Objective 2 Provide local infrastructure to drive growth and productivity.

Priority E2.4 Manage and maintain Council assets to maximise their utilisation and

benefit to the community.

Goal A valued Natural Environment

Objective N1 Conserve and enhance the regional natural landscape character and

amenity values of our region.

Priority N1.1 Manage reserves and open space to support the community, whilst

balancing biodiversity conservation, resource use and environmental

impacts

Community Land is land held by the Council for the general benefit of the community. Community Land is used to provide places for people to interact, connect and enjoy as well as places for the conservation of our native flora and fauna.

#### Legal Implications

Section 194 of the *Local Government Act 1999* governs the requirements for the revocation of Community Land. Yanagin Reserve is classified as community land under the provisions of the Act.

The Native Vegetation Council (NVC) is an advisory body established under the Native Vegetation Act 1991, and the Minister may not enter into, vary or terminate a Heritage Agreement without first consulting with and obtaining the approval of the NVC.

#### Risk Management Implications

The engagement with the community to remove a portion of land immediately adjacent 37 Yanagin Road, Greenhill and Yanagin Reserve with a land swap will mitigate the risk of:

An unsustainable situation of an encroachment of adjoining sceptic infrastructure being left on Council land which will lead to long term risk management, of both a maintenance and biodiversity nature.

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

#### Financial and Resource Implications

The Council has met its own administration costs of the proposed land swap including the initial investigations with the adjoining landowner.

Given the net increase in land for the adjacent owner is 13sqm, it is proposed that aside from the administrative costs incurred, that there be no monetary compensation paid by the adjoining owner for the land. It is suggested that the adjacent land owner meet costs in relation to relocation of boundary fencing and other transfer costs.

#### Customer Service and Community/Cultural Implications

Not applicable.

#### Sustainability Implications

The existing Heritage Agreement is to remain in place with some amendments to the area as outlined in this Report. Consultation with Council's Natural Resource Officer identified the existence of a Heritage Agreement being placed over the adjoining reserve known as Yanagin Reserve in March 2019 and the existence of the following vegetation in the area:

- The vegetation within the land being incorporated into the private property from the
  proposed boundary realignment is mostly highly modified urban garden. The area to
  the rear being incorporated back into the reserve contains some juvenile Eucalyptus
  obliqua (Stringybarks) and a large Exocarpis cupressiformis (Native Cherry), but largely
  clear of any notable understorey.
- The area around the rainwater tank within the reserve and adjacent no 37 Yanagin Road has been kept clear of understorey and mown for firefighting purposes, comprised mostly of exotic grasses.

#### > 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: Public Consultation was undertaken between 22<sup>nd</sup> February 2023 to

17th March 2023

#### Additional Analysis

#### **Consultation Outcomes:**

It is noted that of the five (5) submissions received, two were in favour of the proposal with a third in favour of the land swap noting that the swap should result in no "net loss" to the reserve area, and the other two submissions not in favour of the proposal.

This analysis deals with each of the three proposals that raised issues.

#### 'One for one' submission

In relation to the "one for one" land swap comment raised, Council staff made every endeavour to facilitate a one for one swap of the land area. However, due to the topography of the land, and plan lodgement requirements for simplified boundaries to be lodged with Land Services Group, the land swap entails a loss of 162sqm to be transferred to the adjacent owner, but with an additional 149sqm of land being transferred to Council as open space. This results in a net difference of 13sqm in favour of the adjoining owner. This alignment was considered the best outcome in relation to the adjustments necessary to resolve the matter.

#### 'Opposed' submissions

Council staff agree that encroachments onto public land should not be encouraged or generally permitted particularly when private infrastructure encroaches onto public land. This is even more important when private infrastructure encroaches onto valuable public open space. In this case, there have been a number of historical inaccuracies made by both Council departments and the previous landowners of 37 Yanagin Road, Greenhill. Particularly, in 2003 Council approved the private septic system in its current location on the Council reserve, presumably an oversight at that time.

As Council approved the system at that location, it would be difficult to force an owner to relocate the system onto their land at this time. In addition to this, when the Heritage Agreement was entered into in 2019, it was not noted at that time that there were in fact encroachments on the land. In light of this, it is considered that Council should play its part in attempting to rectify those encroachments and accordingly, it is suggested that Council move forward to resolve this matter with the proposed land swap.

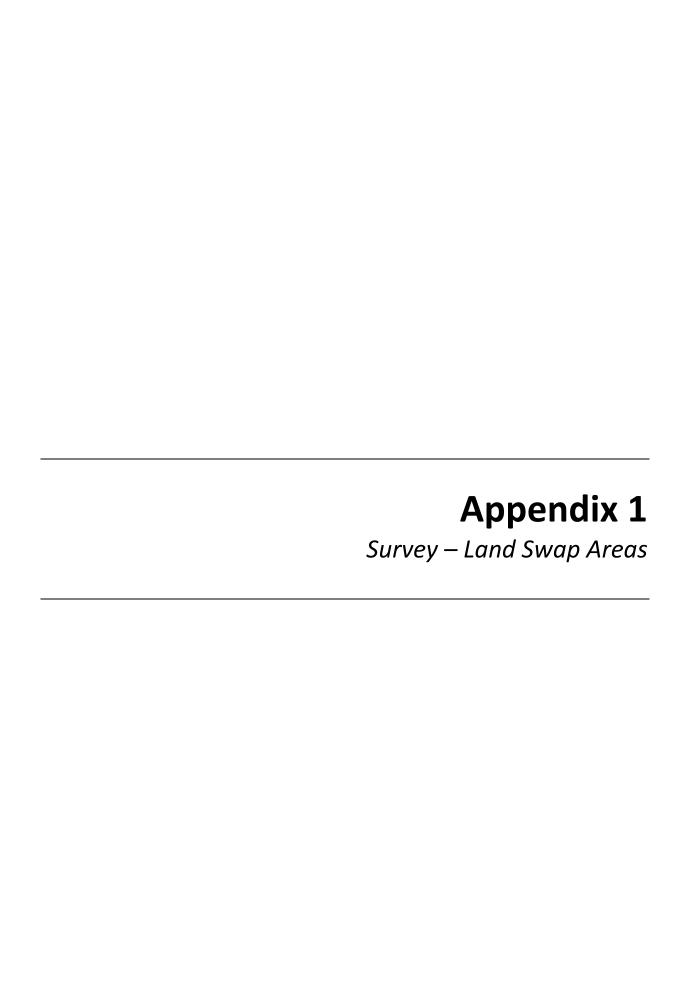
#### 3. OPTIONS

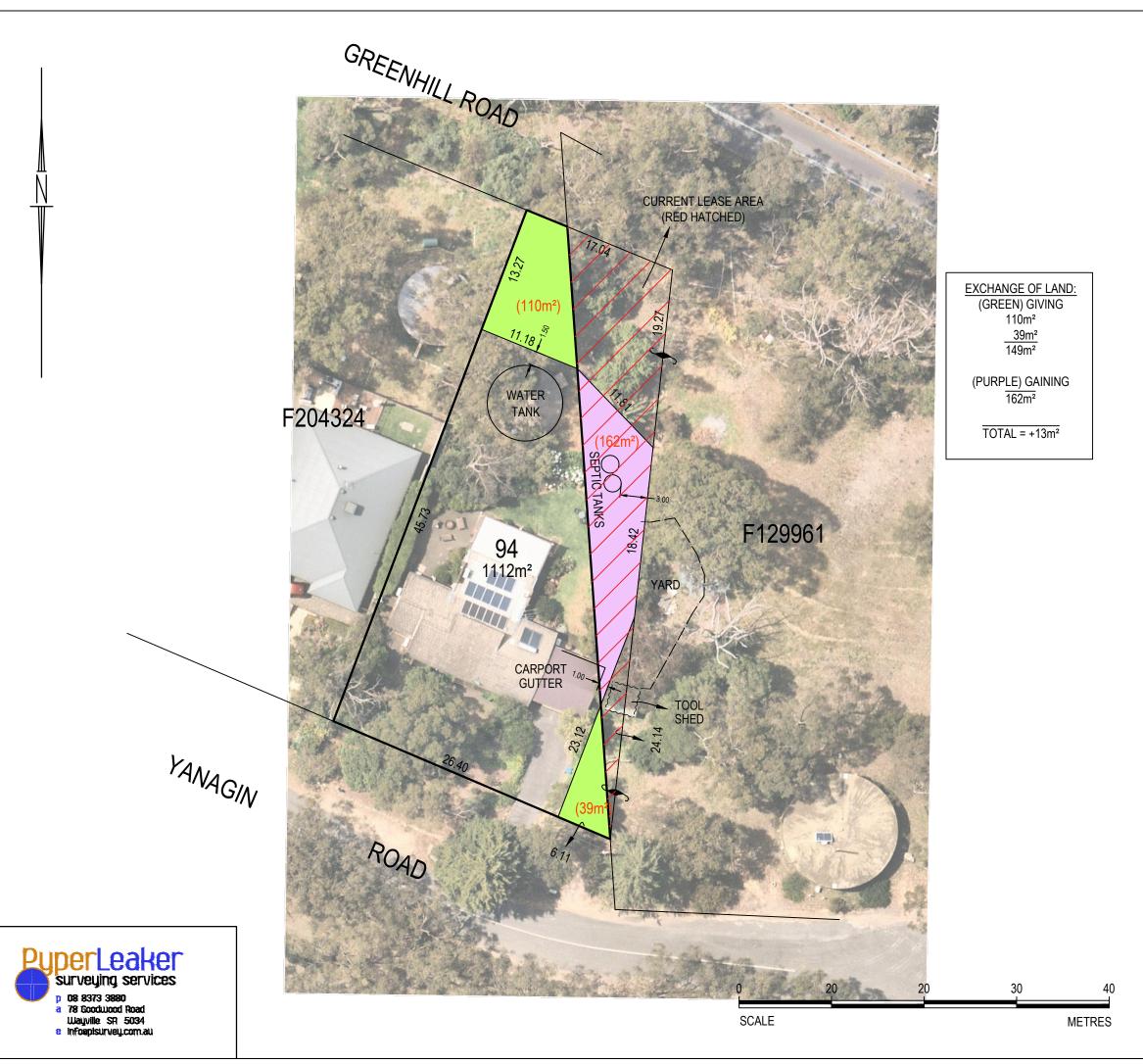
Council has the following options:

- I. To apply to the Minister for Local Government to revoke the Community Land Classification over the said portion of the land (Recommended)
- II. To not apply to the Minister for Local Government to revoke the Community Land Classification over the said portion of the land (Not Recommended)

#### 4. APPENDICES

- (1) Survey Land Swap Areas
- (2) Submissions from Public Consultation March 2023 Yanagin Reserve





### PROPOSED PLAN OF DIVISION

Council: ADELAIDE HILLS COUNCIL

DEV. No.:

TITLE SYSTEM: REAL PROPERTY ACT

TITLE REFERENCE: CT 5350 /424

CT 5636 / 762

1464m<sup>2</sup> TOTAL AREA:

MAP REFERENCE: 6628 / 48 / A

**ADELAIDE** HUNDRED:

AREA: **GREENHILL** 

## ALLOTMENT 94 IN F171215 ALLOTMENT 7 IN F129961 YANAGIN ROAD

STATEMENTS CONCERNING EASEMENTS ANNOTATIONS AND AMENDMENTS

PORTIONS OF LAND WITHIN ALLOMENT 94 IN F171215 HATCHED GREEN ARE TO BE MERGED WITH ALLOTMENT 7 IN F129961

PORTIONS OF LAND WITHIN ALLOMENT 7 IN F129961 HATCHED PURPLE ARE TO BE MERGED WITH ALLOTMENT947 IN F171215

AREAS SHOWN IN RED ARE THE HATCHED PORTIONS

NEW ALLOTMENT CONFIGURATION DUE TO 1.50m OFFSET TO WATER TANK, 1.00m TO CARPORT GUTTER AND ALLOW FOR NEAR EQUAL BALANCE OF LAND **EXCHANGE** 

THIS PLAN WAS PREPARED AS A PROPOSED SUBDIVISION AND SHOULD NOT BE USED FOR ANY OTHER PURPOSE. THE DIMENSIONS SHOWN HEREON ARE SUBJECT TO SURVEY AND THE REQUIREMENTS OF COUNCIL AND OTHER RELEVANT AUTHORITIES.

NO RELIANCE SHOULD BE PLACED ON THE INFORMATION ON THIS PLAN FOR ANY FINANCIAL DEALINGS INVOLVING THIS LAND. THIS NOTE IS AN INTEGRAL PART OF THE PLAN.

SCALE 1:400 (A3)

REVISION: 0

DATA SUBJECT TO SURVEY

DATE: 14/10/2022 REF: PL11908

Appendix 2
Submissions from Public Consultation March 2023 – Yanagin Reserve

#### Submissions from Public Consultation March 2023 - Yanagin Reserve

1.

We have no objection whatsoever

2.

Agreed that a land swap makes the most sense, but that it should be a 1 for 1 land swap, i.e. no net loss to the Heritage Agreement and community land, even if that means more complex borders. The community should not have to suffer a loss because of historic encroachment which is not of its making; it was a matter for the home-owner to do their due diligence and respond accordingly.

3.

My husband and I support the proposed realignment of the boundary. I consider that if this is not accepted, there will be significant costs and inconvenience for 37 Yanagin and the council - a "simple" realignment of a fence line will have little impact

4.

Encroachments like this onto AHC land, especially HA land, should be met with penalty and a requirement to remediate. By doing a land swap the landholder gets their outcome at ratepayer cost and are off scott free. AHC has a role and responsibility to protect public land from encroachment such as this and must send a signal that it is wrong rather than facilitating it.

5.

By doing a land exchange, the property owner is removed from responsibility and gets exactly what they are after. The owner should be given a fine and required to remove private infrastructure and restore the area of encroachment on Yanagin Reserve. Yanagin Reserve is public land and a public asset, and under Heritage Agreement, and as such the property owners should be held to account. The reserve has valuable biodiversity assets and the Adelaide Hills Council has responsibility to protect them.

# ADELAIDE HILLS COUNCIL ORDINARY COUNCIL MEETING Tuesday 23 May 2023 AGENDA BUSINESS ITEM

Item: 12.4

Responsible Officer: Mike Carey

**Manager Financial Services** 

**Corporate Services** 

Subject: 2022-23 Budget Review 3

For: Decision

#### **SUMMARY**

The Local Government (Financial Management) Regulations 2011 (the Regulations) requires Council to formally consider its budget three times per year. This statutory requirement recognises the likelihood that events will occur that require or offer opportunities for changes to the budget during the year.

This report presents the third formal Budget Review (BR3) of the 2022-23 financial year to Council.

The proposed budget changes largely balance however there is also a recommended transfer of \$140k of Strategic Initiatives Operating expenditure to 2023-24 changing the Council's overall Operating Surplus from \$830k to \$970k in the current financial year.

In addition, the proposed 2022-23 BR3 capital program budget variations also balance out thus maintaining the capital expenditure at \$19.369m. As part of Budget Review 2 (BR2), Council reduced the capital expenditure budget by \$8.0m to reflect the timing of project delivery and therefore to identify the amount in total that is likely to be carried forward to the 2023-24 financial year. For BR3, the \$8.0m has been maintained, represented by identified capital projects totalling \$6.315m, and the balance of \$1.685m included to cover those projects that have been committed but where the budgeted amount will not be spent by year end.

As a result of proposed operating and capital adjustments, Council's net position for the year changes from a Net Borrowing Result of \$342k to \$202k.

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

It is further noted that Council's underlying Operating Surplus, which is the Operating Surplus after adjusting for one off items remains at \$721k.

The Audit Committee considered BR3 at its meeting on 15 May 2023, and resolved to recommend to Council the proposed budget adjustments as presented.

#### RECOMMENDATION

#### **Council resolves:**

- 1. That the report be received and noted.
- 2. To adopt the proposed budget adjustments presented in Budget Review 3 for the 2022-23 financial year which result in:
  - a. An increase in the Operating Surplus from \$830k to \$970k for the 2022-23 financial year.
  - b. No overall change to the Capital Works capital expenditure budget for 2022-23 thus maintaining a budget of \$19.369m which takes into account estimated carry forwards of \$8m in capital expenditure.
  - c. A change in Council's current Net Borrowing Result from \$342k to \$202k for the 2022-23 financial year as a result of the proposed operating adjustments.
  - d. Financial sustainability indicators within Council's agreed targets as follows:

i.	Operating Surplus Ratio	1.8%	(Target 1% to 5%)
ii.	Net Financial Liabilities Ratio	46%	(Target 25% to 75%)
iii.	Asset Renewal Funding Ratio	104%	(Target 95% to 105%)

#### 1. BACKGROUND

The Regulations require Council to formally consider its budget three times per year. This statutory requirement recognises the likelihood that events will occur that require, or offer opportunities for changes to, the budget during the year. This report presents the third Budget Review (BR3) of the 2022-23 financial year.

At the Council meeting held on the 28 June 2022, Council adopted the original 2022-23 Annual Business Plan and Budget, reflecting a Budgeted Operating Surplus before Capital Revenue of \$1.361m and an estimated Net Borrowing Result for the financial year of \$2.401m.

Subsequent to that meeting, Council, in consideration of agenda reports from a number of meetings, has approved a number of the 2022-23 Budget changes as detailed in the budget reconciliation included as part of this report as *Appendix 2*.

The latest adoption of Council's revised Budget occurred at the Council meeting held on 28 February 2023, where Council adopted the 2022-23 Budget Review 2 (BR2) with a Budgeted Operating Surplus before Capital Revenue of \$830k and the Net Borrowing Result reduced to \$342k.

Council's customary practice is to include Budget Reviews as an agenda item at Audit Committee meetings prior to consideration of Council, where possible. The Audit Committee considered BR3 at its meeting on 15 May 2023, and resolved as follows:

#### 8.1. Budget Review 3

Moved Peter Brass S/- Pamela Lee

AC20/23

#### The Audit Committee resolves:

- That the report be received and noted
- To recommend to Council the proposed budget adjustments presented in Budget Review 3 which result in:
  - An increase in the Operating Surplus from \$830k to \$970k for the 2022-23 financial year.
  - b. No overall change to the Capital Works capital expenditure budget for 2022-23 thus maintaining a budget of \$19.369m which takes into account estimated carry forwards of \$8m in capital expenditure.
  - c. A change in Council's current Net Borrowing Result to that presented in BR2 from \$342k to \$202k for the 2022-23 financial year as a result of the proposed operating adjustments.
  - proposed financial sustainability indicators within Council's agreed targets of the following:

i. Operating Surplus Ratio 1.8% (Target 1% to 5%)
 ii. Net Financial Liabilities Ratio 46% (Target 25% to 75%)
 iii. Asset Renewal Funding Ratio 104% (Target 95% to 105%)

**Carried Unanimously** 

#### **Budget Review Presentation**

As a result of changes to the Regulations, the Budget Review information has been simplified for the First and Third Budget Review for the year whereby it is now required to produce under Section 9(1)(a):

"a report showing a revised forecast of its operating and capital investment activities for the relevant financial year compared with the estimates for those activities set out in the budget presented in a manner consistent with the note in the Model Financial Statements entitled Uniform Presentation of Finances"

In accordance with the Regulations the Uniform Presentation of Finances showing the movements in the current and proposed budgets is provided as *Appendix 1* to this report.

#### 2. ANALYSIS

#### Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future
Goal 5 A Progressive Organisation

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

generations

Priority O3.1 Ensure the delivery of agreed strategic plan requirements whilst

meeting endorsed long term targets for a sustainable operating surplus

and level of debt

Objective O5	We are accountable, informed, and make decisions in the best interests
	of the whole community
Priority O5.1	Enhance governance structures and systems to prudently adapt to
	changing circumstances and meet our legislative obligations
Priority O5.3	Demonstrate accountability through robust corporate planning and
	reporting that enhances performance, is relevant and easily accessible
	by the community

A key aspect of Council's formal budget reviews is to review and monitor Council's Annual Budget with reference to its overall financial position and its Long Term Financial Plan (LTFP) to ensure Council continues to be financially sustainable.

### > Legal Implications

The undertaking of formal budget reviews is a requirement of the *Local Government Act* 1999, and the *Local Government (Financial Management) Regulations 2011*.

### **Risk Management Implications**

Conducting the budget review process as required by Regulations will assist in mitigating the risk of:

Failure to conduct the budget review process as required by Regulations results in inaccurate budgets and unforecast deficits leading to inadequate resourcing for current and future activities.

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

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

### Financial and Resource Implications

In terms of the proposed BR3 operating changes, a number of the income and expenditure items offset each other, resulting in the Operating Surplus increasing from \$830k to \$970k as a result of Operating Initiatives Projects carry forwards now proposed to be expended in 2023-24.

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

Proposed 2022-23 BR3 capital program budget variations balance out thus maintaining the capital expenditure at \$19.369m and an \$8.0m allowance for Capital Carry Forwards as provided for in BR3.

As a result of the proposed operating adjustments, Council's Net Borrowing Result for the year has therefore changed from \$342k to \$202k.

As the overall result from proposed BR3 budget changes improve Council's Operating Surplus, Council continues to meet all of Council's adopted financial indicator targets. The updated Council's financial indicators are shown at *Appendix 2*.

It should be noted that the figures in this report and supporting appendices have been rounded and consequently individual sub-totals, whilst being correct, may differ slightly from the sum of the rounded amounts.

### Customer Service and Community/Cultural Implications

There is a high expectation that Council has appropriate financial governance processes in place including the review of the budget periodically.

### Sustainability Implications

Not applicable.

### Engagement/Consultation conducted in the development of the report

Council Committees: BR3 was considered by the Audit Committee at its meeting on 15

May 2023

Council Workshops: Not Applicable
Advisory Groups: Not Applicable
External Agencies: Not Applicable
Community: Not Applicable

### Additional Analysis

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

### **Budget Review 3 Proposed Adjustments**

\$000s	2022-23 Current Budget	Proposed BR3 Adjustments	Operating Initiatives Carry Forwards	Revised Budget after BR3
Operating Income	53,438	75	-	53,512
Operating Expenditure	52,607	75	(140)	52,542
Operating Surplus	830	-	140	970
Depreciation	10,446	-	-	10,446
Capital income	7,750	-	-	7,750
Capital Expenditure	(19,369)	-	-	(19,369)
Net (Borrowing)/Lending Position	(342)	-	140	(202)

### **Proposed Budget Adjustments**

### Operating:

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

### Operating Income \$75k increase

- Rates revenue to be increased by \$15k, being a recovery of rates collection cost expenditure as a result of increasing Council's debt collection activity in recent months
- Planning statutory income to be increased by \$9k reflecting an increase in development activity within the council area noting that this is offset by a similar amount in resource costs (via contractors) to address the workload increase in applications
- \$15k increase in user charges relating to cemetery income as the actuals year to date have exceeded budget
- An increase in investment income of \$17k due to higher interest rates on working capital overnight deposits
- Unbudgeted insurance recoveries of \$18k which relate to the reimbursement of operating expenditure relating to building insurance claims

### Operating Expenditure \$75k increase

Details of the key operating expenditure proposed budget requests, resulting in an overall increase of \$75k are as follows:

- An increase in recoverable debt collection legal costs of \$15k as a result of rate debt collection activity as discussed above
- An increase of \$9k in planning resourcing costs to address the additional applications and associated statutory income increase as discussed above
- An increase in building insurance claim related expenditure of \$17k subsequently reimbursed by Council's insurers
- A legal budget increase of \$22k to cover the implementation of community recreation and facilities framework documentation (\$15k) and a planning review as a result of a Council resolution
- A CEO recruitment budget increase of \$14k in accordance with resolution of Council.

### Operating Initiatives Carry Forwards to 2023-24 reduction of \$140k

Included in Council's 2022-23 Operating Expenditure are two strategic operating initiatives relating to council contributions relating to Amy Gillett bikeway \$100k and Houghton Soldiers Memorial Park \$40k respectively. As part of the 2023-24 Draft Annual Business Plan currently out to consultation it has been agreed that these contributions (together with additional funds) will be expended in 2023-24 and as such, it is proposed to carry forward these operating initiative budgets to 2023-24 as detailed in **Appendix 3**.

### **Capital**

\$000s	2022-23 Current Budget	Total BR3 Adjustments	Proposed BR3 Budget
<b>Total Capital Income</b>	7,750	-	7,750
Capital - Renewal Expenditure	(10,740)	-	(10,740)
Capital - New Capital Expenditure	(8,629)	-	(8,629)
Total Capital Expenditure	(19,369)	-	(19,369)
<b>Net Capital Position</b>	(11,619)	-	(11,619)

Proposed 2022-23 BR3 capital program budget variations balance out thus maintaining the capital expenditure at \$19.369m.

It is noted that as part of BR2, Council reduced the capital expenditure budget by \$8.0m to reflect the timing of project delivery and therefore to identify an amount in total that will be carried forward to the 2023-24 financial year. For BR3, the \$8.0m amount has been maintained, represented by identified capital projects totalling \$6.315m, with the balance of \$1.685m maintained to cover those projects that have been committed but where the budgeted amount will not be spent by year end as a result of a number of factors.

Details of the capital program budget variations as well as the specific projects identified for capital carry forwards have been provided in BR3 under *Appendix 4*.

### **Additional Capital Carry Forwards**

All other capital projects will continue to be monitored in the lead up to the end of the financial year. This includes some projects that have been fully committed from a contract perspective such as the Fabrik redevelopment as well as the light fleet program which has been significantly impacted by the disruption of the global supply chain for many of the vehicles. For these projects, it is difficult even this late in the financial year, to readily determine the appropriate amount of spend at year end. It is proposed that any adjustment will be addressed in the 2022-23 Preliminary End of Year and Carry Forward Council Report proposed to be tabled in August 2023.

To provide context in relation to capital carry forwards it is noted that each year Council has a number of projects or initiatives that for a number of reasons are not finalised by the end of the financial year. Reasons for this may include:

- Where the budget for the year has been set based on the full contractual commitment in order to allow the purchasing commitment but the project delivery is staged over several years
- Where a rolling budget has been allocated to allow Council staff to seek funding to match Council's commitment to undertake works ie Blackspot funded projects
- Lengthy tender processes and/or contract negotiations
- Where due to a heated market tender prices are well above budget and re-scoping is required or the project delayed/deferred to ensure a value for money outcome is obtained

- Projects split over 2 or more years where it has not been easy to estimate how much is likely to be spent in each financial year
- Delays due to inclement weather
- Delays as a result of community consultation, or
- Where Council resolves to defer a project

As part of future carry forward consideration, it is proposed to group the proposed projects under these relevant categories to assist the Audit Committee and Council in better understanding the reasons for project delivery delays and the resultant carry forward.

### Purchasing Commitment for Electric Vehicles

As part of the 2023-24 Annual Business Plan development, it was evident that the impact of global supply of electric vehicles and hybrids was impacting on Council's ability to deliver desired outcomes on a timely basis. It had been suggested that multiple future years' budgets for electric vehicle purchase be brought forward to accelerate the transition of the fleet and to enable the Administration to commit to vehicle orders notwithstanding it may take several months, or even over a year for vehicles to be delivered. This approach was incorporated into the Draft 2023-24 Annual Business Plan.

It was also suggested that authorisation may be sought in BR3 for commitments to be made even earlier, i.e. to enable vehicles to be ordered in the 2022-23 financial year for vehicles expected to be delivered, and paid for, in 2023-24 and 2024-25.

The Administration has, however, identified a range of policy and practical arrangements which need to be clarified, including but not limited to:

- The manner in which vehicles offered for staff private use are salary packaged
- The arrangements which would need to be put in place to enable, and reimburse the cost of, home charging of electric vehicles
- The benefits of leasing versus purchasing, particularly with the less certain resale value of electric vehicles
- Fringe Benefits Tax implications
- Confirming the feasibility of charging infrastructure at offices.

All of the above need to be resolved before commitments are made to purchasing a significant number of electric vehicles for the fleet. It is expected to take 2-3 months to work through these matters, in which case, bringing forward authority to commit to the spend now is not necessary, i.e. the Administration is unlikely to be in a position to place orders for vehicles until July 2023.

In light of the above, there is nothing proposed for Council to resolve in relation to this matter in consideration of BR3.

### Other points of note:

### <u>Financial Assistance Grant - timing</u>

In April 2022 the Federal Government announced that it would bring forward the payment of three quarters of the 2022-23 Financial Assistance Grants as opposed to recent years where two quarters have been received in advance and an amount of \$1.488m was duly received.

Currently, the 2022-23 Budget includes four quarters of Financial Assistance Grant funding in recognition of a normalised year of grant funding. Given that Council is unsure at this time whether the final 2022-23 payment will be adjusted for any early 2023-24 funding or other Commonwealth grant adjustments, no budget adjustment has been included for this item at this stage.

### Landfill Remediation and Post Closure Provision

Council has set aside a provision for landfill remediation and post closure costs relating to closed landfills within the Council area which included legal costs in relation to a court action. Council has recently resolved the legal action pertaining to this matter. At this point in time Council has not determined whether any adjustment is required to the provision for any change in the legal costs provided for nor any additional costs pertaining to Council's responsibilities under the site environmental audit requirements and related matters. This matter will be addressed as part of the finalisation of Council's statutory accounts for 2022-23.

### Movements in Budgeted Borrowings (excluding leases)

As a result of proposed BR3 changes, forecast borrowings had been revised slightly downwards from \$16.2m to \$16.1m at 30 June 2023.

The resultant borrowing movements for the year are shown below.

Borrowings \$000s	Opening July 2022	New Borrowings	Repayments	Forecast June 2023
CAD (Short Term Drawdown)	9,206	-	(859)	8,347
Other Borrowings	-	-	-	-
Fixed Term Borrowings	5,000	3,000	(271)	7,729
Total Borrowings	14,206	3,000	(1,130)	16,076

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

The financing result for the financial year also includes budgeted payments relating to the landfill remediation provision and refund of debentures relating to the sale of the Bridgewater Retirement Village.

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

### Summary

The proposed operating variations of \$140k have increased Council's budgeted Operating Surplus from \$830k to \$970k.

As a result of proposed operating adjustments, Council's net position for the year changes from a Net Borrowing Result of \$342k to \$202k as shown below.

\$000s	\$
BR2 Adopted Budget Net Lending/(Borrowing) Position	(342)
Impact of Proposed Operating Initiative Carry Forwards to 2023-24	140
BR3 Revised Net Lending/(Borrowing) Position	202
2022-23 Underlying Operating Surplus	721

In recent years, Council's operating surplus has been impacted by a significant number of one off budget items together with a large amount of grant funding received with associated expenditure commitments often accounted for in different years.

It has therefore been agreed that Administration would provide details of Council's underlying Operating Surplus as part of financial reporting performance and Budget Reviews to assist in the assessment of Council's ongoing financial sustainability and long term financial planning.

As noted in *Appendix 5*, which shows the budget reconciliation of 2022-23 Budget changes Council's underlying Operating Surplus has not changed from Budget Review 2 and remains at \$721k.

### **Quarterly Finance Performance Results**

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

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

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

As a result of a change in the timing of reporting, the Quarterly Performance Reports are now provided to Council and the Audit Committee at the meeting directly following the end of the quarter.

As the financial performance information contained in that report is only preliminary at that meeting it was agreed for completeness to include the final quarterly financial performance as part of each Budget Review. As a result this information is shown as **Appendix 6**.

### 3. OPTIONS

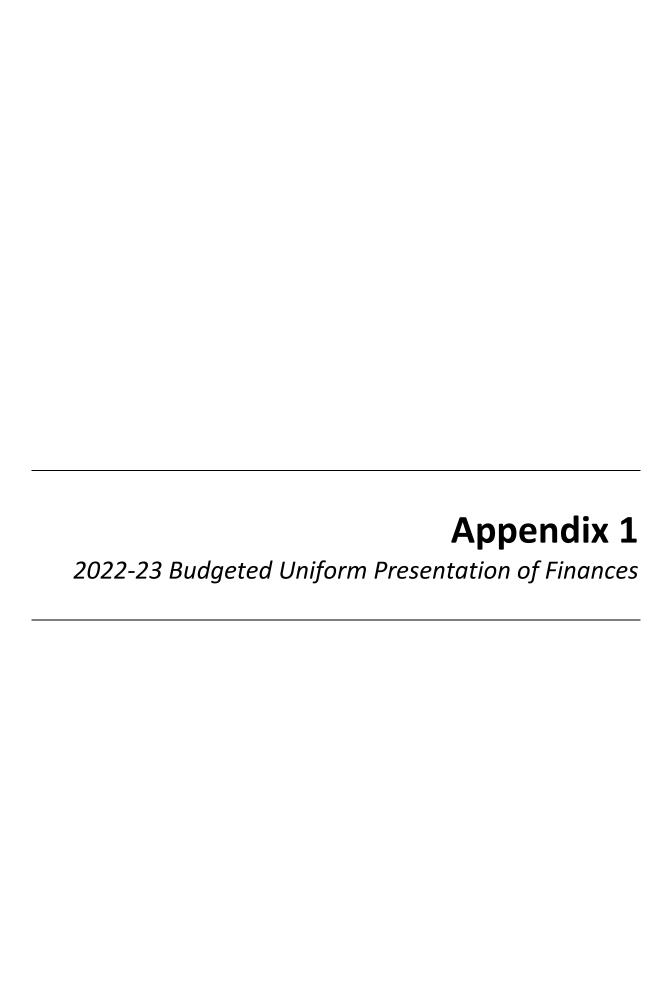
Council has a range of options in relation to this report.

- I. It can adopt the budget review as prepared without making any further amendment to the adopted budget (Recommended).
- II. It can determine required changes to the review and adopt a revised Budget Review 3, recognising the likely impact upon future Budget Reviews and Council's LTFP.
- III. It can refuse to adopt the review, in which case it will risk breaching the requirements of the Local Government Financial Management Regulations (2011) unless an alternative review is adopted.

The recommended option will ensure Council meets the requirements of Section 7 and 9 of the *Local Government (Financial Management) Regulations 2011*.

#### 4. APPENDICES

- (1) 2022-23 Budgeted Uniform Presentation of Finances
- (2) 2022-23 Proposed Budgeted Financial Indicators
- (3) 2022-23 Operating Initiatives Carry Forwards to 2023-24
- (4) 2022-23 Capital Expenditure Budget Review 3 Proposed Changes
- (5) 2022-23 Budget Adjustments Subsequent to Budget Adoption
- (6) Financial Performance Report for Quarter Ended 31 March 2023



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

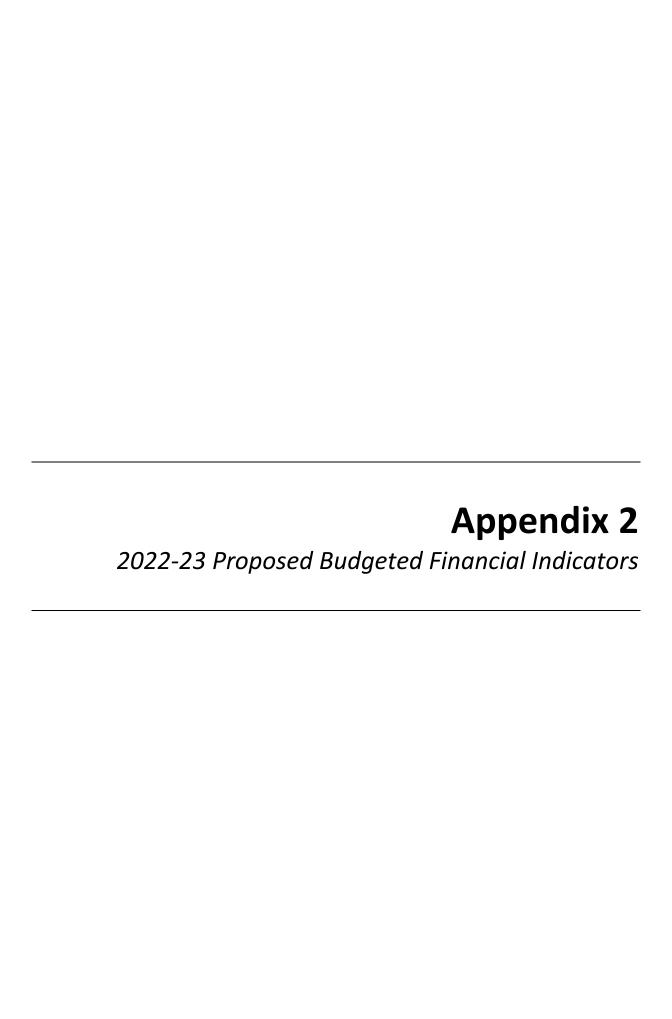
2021-22 Actuals		2022-23 BR2 Budget	BR3 Changes	2022-23 Revised Budget
\$'000		\$'000	\$'000	\$'000
	INCOME			
41,504	Rates	44,369	15	44,384
1,430	Statutory charges	1,369	9	1,37
884	User charges	888	15	903
7,667	Grants, subsidies and contributions	6,253	-	6,25
59	Investment income	5	17	2
197	Reimbursements	233	4	23
583	Other income	221	16	23
133	Net gain - equity accounted Council businesses	100	-	10
52,457	Total Income	53,438	75	53,51
	EXPENSES			
19,608	Employee Costs	20,856	(10)	20,84
21,515	Materials, contracts & other expenses	20,711	(56)	20,65
9,820	Depreciation, amortisation & impairment	10,446	-	10,44
306	Finance costs	594	-	59
66	Net loss - equity accounted Council businesses		-	
51,315	Total Expenses	52,607	(65)	52,54
1,142	NET BUDGETED SURPLUS / (DEFICIT) BEFORE CAPITAL AMOUNTS	830	140	97
	Net Outlays on Existing Assets			
(12,337)	Capital Expenditure on Renewal and Replacement of Existing Assets	(10,740)	-	(10,74)
756	Proceeds from Sale of Replaced Assets	636	-	63
9,820	_ Depreciation	10,446	-	10,44
(1,761)	NET OUTLAYS ON EXISTING ASSETS	342		34
	Net Outlays on New and Upgraded Assets			
(4,839)	Capital Expenditure on New and Upgraded Assets & Remediation costs	(8,629)	-	(8,629
2,552	Capital Grants & Monetary Contributions - New & Upgraded Assets	5,621	-	5,62
9	Proceeds from Sale of Surplus Assets	1,494	-	1,49
(2,278)	_NET OUTLAYS ON NEW AND UPGRADED ASSETS	(1,515)	-	(1,51
(2,897)	NET LENDING/ (BORROWING) RESULT 2022-23	(342)	140	(20)
(20,311)	Net Financial Liabilities at Beginning of Year	(24,015)	-	(24,01
(740)	Decrease / (increase) in Other	(429)	-	(42
(67)	Non Cash Equity Movement	(100)	_	(10
(24,015)	Net Financial Liabilities at End of Year	(24,886)	140	(24,740

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.

Financ		

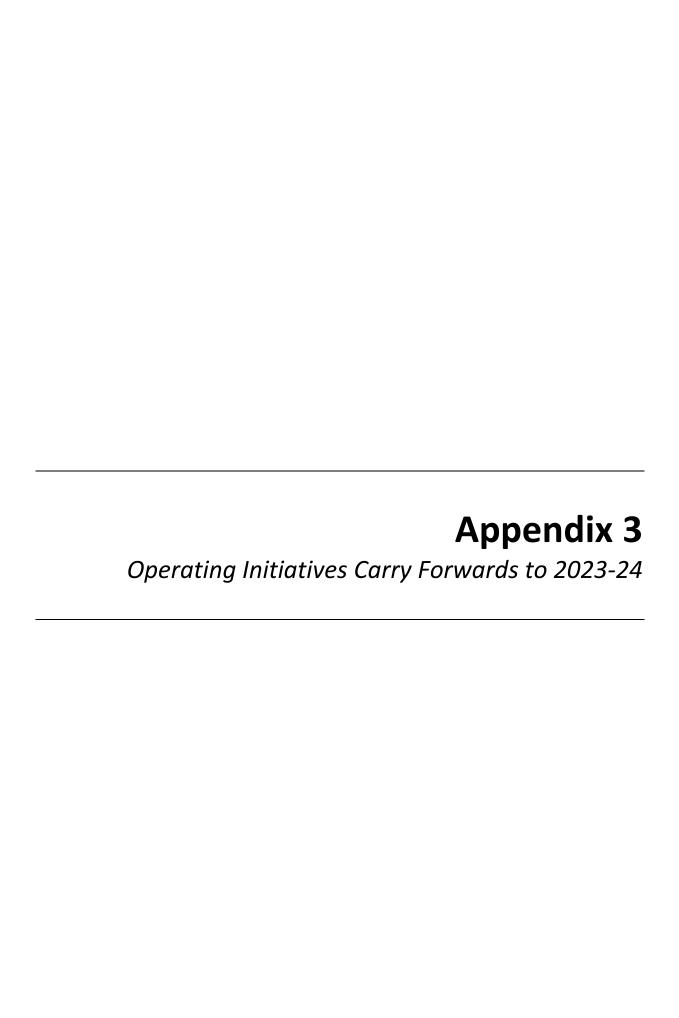
	i mancing transactions			
(2,897)	NET LENDING/ (BORROWING) RESULT 2022-23	(342)	140	(202)
(76)	Proceeds from Bonds & Aged Care Facilities deposits	670	-	670
4,006	Increase/(Decrease) in Short Term Draw Down	(719)	-	(859)
(2,578)	(Increase)/Decrease in Cash & Investments	2,700	-	2,700
	Estimate of Capital Carry Forward to be transferred to next Year	-	-	0
1,488	(Increase)/Decrease in Other Working Capital	-	-	0
629	Increase/(Decrease) in Grants Received in Advance	(2,922)	-	(2,922)
-	Principal Repayments on Borrowings	(271)	-	(271)
(400)	Repayment of Lease Liabilities	(429)	-	(429)
(105)	Reinstatement/Restoration Provision Payment	(403)	-	(403)
	Debenture Payment	(1,184)	-	(1,184)
(67)	Non Cash Equity Movement	(100)	-	(100)
0	REDUCED BORROWINGS/(NEW BORROWINGS) 2022-23	(3,000)	140	(3,000)

It should be noted that the figures in this appendix have been rounded and consequently individual sub-totals, whilst being correct, may differ slightly from the sum of the rounded amounts.



### **FINANCIAL INDICATORS**

	2022-23 Proposed Budget	Council Adopted Target
Operating Surplus Ratio Operating Surplus Total Operating Revenue	1.8%	1% to 5%
Operating Surplus Ratio using Underlying Surplus Operating Surplus Total Operating Revenue	1.4%	1% to 5%
Net Financial Liabilities Ratio Net Financial Liabilities Total Operating Revenue	46%	25% to 75%
Asset Renewal Funding Ratio Asset Renewals Infrastructure & Asset Management Plan required expenditure	104%	95% to 105%



# ADELAIDE HILLS COUNCIL 2022-23 OPERATING CARRY FORWARD REQUESTS

### **2022-23 OPERATING INITIATIVES CARRY FORWARD BR3 REQUESTS**

Project Reference & Description	Carry Forward Request \$'000s	Comment
#790 Amy Gillett Stage 4 Contribution	\$100	As per Confidential Agenda Item 18.1 from 26 April 2023 Council Meeting and per 2023-24 Draft Annual Business Plan this contribution is to be carried forward to 2023-24
#750 Houghton Soldiers Memorial Park: Contribution	\$40	Council has determined as part of the 2023-24 Draft Annual Business Plan that this contribution be carried forward to 2023-24
Total Proposed Operating Initiatives to include in 2023-24	\$140	

Appendix 4
2022-23 Capital Expenditure Budget Review 3 Proposed Changes

### 2022-23 CAPITAL BUDGET REVIEW 3

Proj#	Project Name	Туре	Current Budget	Change decrease / (increase)	Revised Budget	Request to Carry Forward to 23-24	Comment
CAPITAL EX	(PENDITURE						
BRIDGES							
New	Pfitzner Rd Bridge Renewal	Renewal	-	(18,990)	18,990	-	Significant bridge defect that requires urgent replacement/renewal of particular bridge components
4050	Stradbroke Road	Renewal	35,000		35,000	35,000	Deferred to 2023-24 as we need to coordinate works with Campbelltown City Council.
		Total	\$35,000	(18,990)	\$35,000	\$35,000	
BUILDINGS							
3742	AHBTC Capital Divestment	New/ Upgrade	1,862,550		1,862,550	1,630,000	Project time frame extended into 2024-25 financial year whilst critical civil infrastructure is upgraded
4078	Mount Torrens Coach House Public Toilets	New/ Upgrade	55,000		55,000	45,000	Additional time required to consult, obtain Heritage approval and then final planning and building approval
4037	Woodside Depot Shed replacement	Renewal	111,000		111,000	111,000	Awaiting State Government to determine land tenure
4044	Operational Workplace Review	New/ Upgrade	1,457,000		1,457,000	1,200,000	The project has moved into stage 2. This stage requires final design and costing prior to Council approval.
4064	Adelaide Hills War Memorial Swimming Pool - Splash Park Contribution	New/ Upgrade	200,000		200,000	195,800	Tender for project is closing in May 2023 with project delivery largely to be undertaken in 2023-24.
		Total	\$3,685,550	0	\$3,685,550	\$3,181,800	
CWMS							
4056	Birdwood Gravity Main	Renewal	80,000		80,000		Carry forward balance of funds due to rescoping works required.
		Total	\$80,000	0	\$80,000	\$46,000	
LOCAL ROA	ADS & COMMUNITY INFRASTRUCTUR	RE PROGRAM					
4074	Junction Rd stormwater	New/ Upgrade	200,000		200,000	200,000	Defer in accordance with revised LRCIP deadlines, to align with DIT works to occur at this location.
		Total	\$200,000	0	\$200,000	\$200,000	•
OTHER	T. T.				I		Defer as design costs for change over of remaining lights is much higher than expected, and a review of potential return on
3844	LED Lighting	New/ Upgrade	132,000		132,000	132,000	investment is required.
4008	Retaining Wall Renewals	Renewal	43,000	(8,765)	51,765		Works complete with final costs being higher than estimated.
		Total	\$175,000	(8,765)	\$183,765	\$132,000	
ROADS							
3403	Unsealed Roads Region Wide	Renewal	864,000	53,020	810,980		Minor efficiency savings. Works will be completed this Financial Year.
4041	Warren Rd Blackspot	New/ Upgrade	481,000		481,000	461,000	Construction phase deferred to 2023-24 due to time required to negotiate with Federal Blackspot for additional funds required.
		Total	\$1,345,000	53,020	\$1,291,980	\$461,000	
SPORT & R	ECREATION						
3743	Woorabinda Trail	New/ Upgrade	217,200		217,200	208,000	Quotes came in over budget, so project re-tendered. Tender closed on 27 April 2023.
4017	Gumeracha, Bradwood Park & Mylor Irrigation + Drainage projects	Renewal	336,600		336,600	320,000	Majority of implementation to now occur 2023-24
4018	Bridgewater Oval Drainage	New/ Upgrade	20,000		20,000	20,000	Implementation will now occur 2023-24
4019	Woodside Recreation Ground - Driveway + Carpark Works	New/ Upgrade	88,610		88,610	88,600	Tender closed on 27 April 2023 with construction largely to occur 2023-24.
4021	Court Resurfacing, car Parks, Driveway & Oval	Renewal	410,000		410,000	300,000	Various cricket net, carpark & court resurfacing projects. Waiting for outcomes of Court Audit before remainder of funding can be allocated.
4038	LGIPP - Central Irrigation System	New/ Upgrade	270,500		270,500	261,700	Majority of implementation to now occur 2023-24

### 2022-23 CAPITAL BUDGET REVIEW 3

New/ Upgrade

Proj #	Project Name	Туре	Current Budget	Change decrease / (increase)	Revised Budget	Request to Carry Forward to 23-24	Comment
4040	Stonehenge Reserve Court Resurfacing	Renewal	29,700		29,700	29,700	Implementation will now occur 2023-24
4051	Community & Recreation Facilities Framework Implementation	New/ Upgrade	70,000		70,000	70,000	Implementation will now occur 2023-24
4072	Protea Play Space	New/ Upgrade	260,000		260,000		Project planning & consultation underway but implementation will now occur 2023-24
4073	Mylor Play Space	Renewal	145,000		145,000		Project planning & consultation underway but implementation will now occur 2023-24
		Total	\$1,847,610	0	\$1,847,610	\$1,699,500	
STORMWA	ATER						
3619	Aldgate, Bridgewater, Crafers and Stirling SMP	New/ Upgrade	95,000		95,000	45,000	Multi-year project; balance of funds to be expended in 2023-24
		Total	\$95,000	0	\$95,000	\$45,000	
ICT							
various	General ICT Renewals	Renewal	57,235	(25,265)	82,500	19,000	Increase in budget due to purchase of additional Council Member devices and additional costs for work related to the Cemetery Management System integration to finalise some of the mapping elements attached to the system.
3755	CRM	New/ Upgrade	20,000		20,000		Initiation of the renewal program for CRM (Customer Relationship Management) system has commenced and funds are required to progress the build detailed functional technical specification for tender process.
3866	General ICT Renewals	Renewal	110,000		110,000	58,000	Various ICT System renewals that are progressing such as Switching, Microwave Radio and technology hardware purchases aligned to renewal programs.
3923	Confirm Asset Management	New/ Upgrade	59,000		59,000		Delay the purchase of additional user licenses for the Confirm Asset Management system to align to actual demand for the expansion into field services teams and delaying the increase of operational maintenance cost associated to software subscription.
3955	Council Website	New/ Upgrade	133,500		133,500	100,000	Continue with phase 2 of the renewal program for the Council Website & progressing the Customer Relationship Management (CRM) system implementation components related to intergartion between the website and CRM.
3956	Equipment to broadcast Council Meetings	New/ Upgrade	29,000		29,000	29,000	Scheduled renewal delayed to align to refit of Council West Wing meeting room
4031	Information Systems	Renewal	252,000		252,000	173,300	Continue with phase 2 of the renewal program of Council's ERP (Enterprise Resource Planning) system incorporating Payroll, Human Recourses etc. that has commenced.
4060	Microsoft 0365 - SharePoint & Team Migration	Renewal	105,000		105,000	56,500	Continue with Microsoft O365 SharePoint & Teams cloud migration program where project has commenced and activities are in progress.
		Total	\$765,735	(25,265)	\$791,000	\$514,800	
VARIOUS							
	Various Projects	Renewal / New				1,684,900	A number of projects will not be finalised at the end of the year due to delays on engaging contractors
		Total	\$0	\$0	\$0	\$1,684,900	
	Total Expenditure Change		\$8,228,895	\$0	\$8,228,895	\$8,000,000	
	Capital Expenditure Changes Split as follows:	Renewal				1,601,500	
	•					•	

6,398,500 **8,000,000** 

Appendix 2022-23 Budget Adjustments Subsequent to Bud Adop	
	2022-23 Budget Adjustments Subsequent to Bu

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

\$000s  Description Original 2022-23 Budget	Operating Income	Operating Expenses	Net Operating Result	Capital Expenditure	Capital Income	Depreciation	Net Borrowing Result Impact	2022-23 Underlying Surplus
Original 2022-23 Budget								
Published 2022-23 Annual Budget Plan	53,295	51,934	1,361	22,339	8,074	10,502	(2,401)	578
Operating Initiatives Carry Forwards from 2021-21		144	(144)				(144)	(55)
Operating Grants Carry Forwards from 2021-22	385	145	240				240	
Capital Carry Forwards from 2021-22			0	4,450	602		(3,848)	
2022-23 Additional Budget Requests Grants	64	64	0					
2022-23 Budget Changes LRCIP Phase 3	(781)		(781)				(781)	
Sub total Budget Adjustments since Annual Business Plan Adoption	(332)	353	(685)	4,450	602		(4,533)	(55)
AHC Adopted Budget at 23 August 2022 Council Meeting	52,963	52,287	676	26,789	8,676	10,502	(6,934)	523
One-off budget changes	(19)	(18)	(1)	600	(926)	(56)	(1,583)	
On-going budget changes	346	171	175		(320)	(50)	175	175
Transfer from Capex to Opex		20	(20)	(20)				
Sub total Budget Adjustments	327	173	154	580	(926)	(56)	(1,408)	175
AHC Adopted Budget at 20 December 2022 Council Meeting	53,290	52,460	830	27,369	7,750	10,446	(8,342)	698
One-off budget changes	78	100	(23)					
On-going budget changes	70	47	23					23
Capital Carry Forwards to 2023-24			0	(8,000)			8,000	
Subtotal 2022-23 Budget Review 2	147	147	0	(8,000)			8,000	23
AHC Proposed Budget for 22 February 2023 Council Meeting	53,437	52,607	830	19,369	7,750	10,446	(342)	721
One-off budget changes	75	75	0					
Operating Initiatives Carry Forwards to 2023-24		(140)	140				140	
Subtotal 2022-23 Budget Review 3	75	(65)	140				140	
AHC Proposed Budget for 23 May 2023 Council Meeting	53,512	52,542	970	19,369	7,750	10,446	(202)	721

A 1º 6
Appendix 6
Financial Performance Report for Quarter Ended 31 March 2023

# **Financial Performance**

# Adelaide Hills Council Quarterly Financial Performance

## **Overall Funding Statement**

as at March 2023

	YTD Actual	YTD Budget	YTD Variance	Revised Budget
	\$'000	\$'000	\$'000	\$'000
Total Operating Income	49,225	48,962	262	53,437
Total Operating Expenditure	30,861	31,231	369	52,608
Funding surplus before Capital	18,363	17,731	632	830
Capital Expenditure	8,041	11,508	3,466	27,368
Capital Income	3,016	2,936	80	7,751
Net expenditure - Capital projects	5,025	8,572	3,547	19,616
Net Lending / (Borrowing) Result for Year	13,338	9,159	4,179	(8,342)

Adelaide Hills Council Operating Summary							
Ву	Directorate						
as a	t March 2023						
	YTD	YTD	YTD Var	Revised			
	Actuals	Budget	fav / (unfav)	Budget			
	\$'000s	\$'000s	\$'000s	\$'000s			
Income							
Community Capacity	2,096	2,072	24	2,590			
Corporate Services	43,429	43,357	71	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	48,962	262	53,437			
Expenditure							
Community Capacity	5,782	5,793	11	8,560			
Corporate Services	9,265	9,603	338	12,706			
Development & Regulatory Services	3,056	2,950	(106)	4,000			
Infrastructure & Operations	12,758	12,885	127	27,342			
Expenditure Total	30,861	31,231	369	52,608			
Operating Surplus (Deficit)	18,363	17,731	632	830			

				119020	Net		
as at March 2023	Inc	ome by Fu	nction	Expe	nditure by	Function	Position
	YTD	YTD	YTD Var	YTD	YTD	YTD Var	
	Actuals	Budget	fav/(unfav)	Actuals	Budget	fav/(unfav)	Variance
	\$'000s	\$'000s	\$'000s	\$'000s	\$'000s	\$'000s	\$'000s
CEO Office	-		0.00	140	207	67	67
Governance & EM	27	49	(22)	1,818	1,784		(55
CEO Directorate	27	49	(22)	1,958	1,991	34	13
CC Director's Office	6	6	-	279	251	(28)	(28
Customer Experience	/ 1-	-	-	42	70	28	28
Communications, Engagement & Events	7	-	7	551	591	40	47
Economic Development	121	120	1	457	443	(13)	(12
FABRIK	50	51	(2)	245	262	17	16
Community Development	85	92	(6)	808	794	(14)	(20
Community Resilience	600	600		202	191	(11)	(11
Positive Ageing (Home and Social Support)	792	764	29	871	861	(10)	18
Positive Ageing Project (Collaborative)	70	67	3	71	62	(9)	(6
Community Centres	28	34	(6)	303	282	(21)	(27
Library & Customer Services	337	339	(3)	1,953	1,986	33	30
Community Capacity	2,096	2,072	24	5,782	5,793	11	35
CS Director's Office	5	5	0	222	205	(18)	(18
Financial Services	42,838	42,788	50	2,361	2,380	19	68
Information Services	1000	_	- 93	1,929	2,046	117	117
OD & WHS	-	-		589	720	131	13:
Old Woollen Mill Precinct Lobethal	229	254	(24)	154	168	14	(10
Cemeteries	199	166	33	145	160	14	47
Property Management	88	55	33	1,201	1,217	16	45
Retirement Villages	35	30	5	27	15	2700	(7
Sport & Recreation	7	11	(4)	679	702	23	19
Corporate Services	43,401	43,309		7,307	7,612	304	397
DRS Director's Office	-	· _	-	380	363	(18)	(18
Development Assessment & Compliance	508	461	48	1,681	1,636		
Environmental Health	111	128	(17)	396	384	(12)	(29
Regulatory Services	561	537	24	599	568	(30)	(7
Development & Regulatory Services	1,181	1,126	55	3,056	2,950	(106)	(51
IO Director's Office	-		-	227	235	8	113
Civil Services	517	472	45	3,683	3,866	183	225
Open Space - Biodiversity	113	80	33	486	479	100	2
Open Space Operations	28	_	28	3,596	3,549	(48)	(19
Community Wastewater Management Syster	1,719	1,729	(10)	473	406	(67)	(77
Strategic Assets			/	219	260		4
Sustainability		_		187	202	37500	1
Emergency Management		_		81	65	100000	(16
Waste	142	126	16	3,807	3,824		3
Infrastructure & Operations	2,519	2,407	113	12,758	12,885		24
Total	49,225	48,962	262	30,861	31,231		63

# ADELAIDE HILLS COUNCIL ORDINARY COUNCIL MEETING Tuesday 23 May 2023 AGENDA BUSINESS ITEM

Item: 12.5

Responsible Officer: Steven Watson

**Governance and Risk Copordinator** 

Office of the Chief Executive

Subject: Delegations Review

For: Decision

### **SUMMARY**

Section 44 of the *Local Government Act 1999* provides that the Council may delegate a power or function vested or conferred under this or another Act. Some other Acts also contain a specific power of delegation. The Council may at any time, and must within 12 months after the conclusion of each periodic election, review the delegations.

Additionally in accordance with Section 100 of the Planning, Development and Infrastructure Act 2016, Council may consider delegating some or all of the powers and functions of Planning, Development and Infrastructure Act 2016 as a Relevant Authority.

This report addresses Instruments of Delegations under the following Acts:

### **Instrument of Delegation**

### Local Government Act 1999

Council currently has many delegations in operation and Council must now determine if it will continue to delegate some or all of the powers and functions contained in the attached Instruments.

### RECOMMENDATION

### **Council resolves:**

- 1. That the report be received and noted
- 2. That, having considered a review of Council's Delegations as presented, the Council hereby revokes its previous delegations to the Chief Executive Officer of those powers and functions under the following Acts:

### **Instrument of Delegation**

**Local Government Act 1999** 

3. That, having considered a review of Council's Delegations as presented, in exercise of the power contained in Section 44 of the Local Government Act 1999 the powers and functions under the following Acts and statutory instruments made thereunder contained in the proposed Instrument of Delegation attached to the Report dated 23 May 2023 and entitled as detailed in the table below are hereby delegated this 23<sup>rd</sup> Day of May 2023 to the person occupying or acting in the office of Chief Executive Officer of the Council subject to the conditions and/or limitations, if any, specified herein or in the Schedule of Conditions in the proposed Instrument of Delegation.

Instrument of Delegation	Appendix Number
Local Government Act 1999	Appendix 2

### 1. BACKGROUND

Legislation is constantly changing and a delegations review is required to ensure Council and staff are working with the updated legislation and have the appropriate delegations to carry out the various legislative functions. Model Delegations are prepared by Norman Waterhouse Lawyers on behalf of the Local Government Association (LGA) and have been used as a basis for this review.

Delegations can be revoked by the Council at any time and Council retains the right to act on any matter even if it has been delegated.

A schedule of review is no longer required, given Section 44(6) of the Local Government Act 1999 provides that the Council must cause a separate record to be kept of all delegations made under Section 44, and the Council may at any time, and must within 12 months after the conclusion of each periodic election, review the delegations.

### 2. ANALYSIS

### Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future
Goal 5 A Progressive Organisa

Goal 5 A Progressive Organisation
Objective O4 We actively represent our community

Priority O4.3 Attract and develop a diverse and capable elected body that represents,

promotes and reflects the composition of the community

Priority O4.3 Advocate to, and exert influence with, our stakeholders on behalf of our

community to promote the needs and ambitions of the region

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

of the whole community

Priority O5.1 Enhance governance structures and systems to prudently adapt to

changing circumstances and meet our legislative obligations

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

### Legal Implications

### **Local Government Act 1999**

Section 44 of the *Local Government Act 1999* provides that the Council may delegate a power or function vested or conferred under this or another Act. Some other Acts also contain a specific power of delegation.

Delegations made by the Council under Section 44 of the *Local Government Act 1999* can be made to a Council committee, a subsidiary of the Council, an employee of the Council, the employee of the Council for the time being occupying a particular office or position or, an authorised person. Other Acts may specify different delegates than the *Local Government Act 1999*.

A delegation made pursuant to Section 44 of the *Local Government Act 1999* is revocable at will and does not prevent the Council from acting in a matter.

There are a number of powers and functions of the *Local Government Act 1999* which the Council cannot delegate. These are set out in Section 44(3) of the *Local Government Act 1999*. If the Council purports to delegate any of these powers or functions, that delegation would be ineffective with any action undertaken in reliance on that delegation being unauthorised. This may cause legal and administrative problems for the Council.

Pursuant to Section 44(3) of the *Local Government Act 1999* there are a number of matters which Councils cannot delegate. They include the following:

- (a) power to make a by-law;
- (b) power to declare rates or a charge with the character of a rate;
- (c) power to borrow money or to obtain other forms of financial accommodation;
- (d) power to adopt or revise a strategic management plan or budget of the council;
- (e) power to approve expenditure of money on works, services or operations of the council not contained in a budget approved by the council;
- (f) power to determine annual allowances under Chapter 5;
- (g) power to approve payment or reimbursement of expenses that may be paid at the discretion of the council and for which the council has not adopted a formal policy or made specific financial provision;
- (h) power to establish a subsidiary, or to participate in the establishment of a regional subsidiary;
- power to make an application or recommendation, or to report or to give a notice, to the Governor or the Minister, being an application, recommendation, report or notice for which provision is made by or under this or another Act;
- (j) power to fix, vary or revoke a fee under section 188(1)(d) to (h);
- (k) a power or function excluded from delegation by the regulations.

Section 44 of the *Local Government Act 1999* sets out various other matters in relation to delegations. For example:

Section 44(6) of the *Local Government Act 1999* provides that the Council must cause a separate record to be kept of all delegations made under Section 44, and the Council may at any time, and must within 12 months after the conclusion of each periodic election, review the delegations.

Section 44(7) of the *Local Government Act 1999* provides that a person is entitled to inspect (without charge) the record of delegations under Section 44(6) at the principal office of the Council during ordinary office hours.

Section 101 of the *Local Government Act 1999* provides that the Chief Executive Officer may delegate (or sub-delegate) a power or function vested or conferred in or on the Chief Executive Officer under the *Local Government Act 1999*. Section 101 sets out various other matters in relation to delegations (or sub-delegations) by the Chief Executive Officer.

A delegation by the Chief Executive Officer made under Section 101 of the *Local Government Act 1999* may be made to an employee of the Council, or to the employee for the time being occupying a particular office or position, a committee comprising employees of the Council, or an authorised person.

### **Risk Management Implications**

The maintenance of a robust legislative delegation regime is an important control in managing the risk of:

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

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

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

### Financial and Resource Implications

One of the primary duties of the Governance & Risk Coordinator's (GRC) role is to review and update the council delegations. The GRC utilises a proprietary software package which imports updated Instruments from the Local Government Association. The GRC then liaises with the Chief Executive Officer and People Leaders to review the Instruments before making recommendations back to the Chief Executive Officer for ultimately Council's consideration. The costs for the GRC, the software and the LGA Membership are considered and allowed for in the Annual Business Plan process.

### Customer Service and Community/Cultural Implications

Delegations allow Council's legislative obligations to be discharged in an effective and efficient manner and enable the administration to provide more timely service.

### Sustainability Implications

There are no direct sustainability implications from this report.

### **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

### Additional Analysis

The following Act(s) and Regulation(s) are being reviewed at this time:

• Local Government Act 1999

The New, Updated and Deleted Delgations are available for review in **Appendix 1**.

If the powers contained in the attached instruments were not delegated all decisions must come to Council for its consideration and the Chief Executive Officer will not be empowered to act in relation to such matters.

As with all Council delegations, delegating a power under these Acts does not transfer that power from the Council to the delegate, it merely replicates it. As such, where the situation requires, matters will be brought to Council for decision.

### 3. OPTIONS

Council has the following options:

- I. To determine to delegate to the Chief Executive Officer some or all of the powers and functions contained in the appendices. The previous delegations must be revoked and replaced with the new delegations (Recommended).
- II. To determine not to delegate to the Chief Executive Officer some or all of the powers and functions contained in the appendices. (Not Recommended).

Should the Council wish to make substantial changes or not delegate the suggested powers and functions contained in the appendices, it is recommended the matter 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) New, Updated and Deleted Delgations – **Appendix 1** (detailed in the table below)

Instrument of Delegation	Appendix Number
Local Government Act 1999	Appendix 1

(2) Full Instrument of Delegation – Appendix 2 (detailed in the table below)

Instrument of Delegation	Appendix Number
Local Government Act 1999	Appendix 2



New, Updated and Deleted Delgations Local Government Act 1999

## ADELAIDE HILLS COUNCIL

# RELIANSYS® DELEGATIONS - EXPORT OF UPDATES BY REGISTER - NEW & CHANGED

## **LOCAL GOVERNMENT ACT 1999**

Note - Exported provisions are separated into NEW and CHANGED groupings, sorted by Delegation Source and Section.

08 MAY 2023

## **NEW Provisions**

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations	Capacity of Council
638727	Local Government Act 1999	Section 12(7)	Undertake public consultation			council
638728	Local Government Act 1999	section 12(11a)	Refer the report to Electoral Commissioner			council
638729	Local Government Act 1999	section 12(11e)(a)	Take such action as is necessary (including by altering report)			council
638730	Local Government Act 1999	section 12(11e)(b)	Comply with requirements of section 12(7)			council
638731	Local Government Act 1999	section 12(11e)(c)	Refer the report to the Electoral Commissioner under section 12(12)			council

Page **2** of **15** 08 May 2023

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations	Capacity of Council	
638732	Local Government Act 1999	section 12(12a)	Include with the report copies of any written submissions if received			council	
657035	Local Government Act 1999	section 68(3b)	Apply to SACAT for an order disqualifying member of the council from the office of member under the Local Government Act			council	
657036	Local Government Act 1999	section 75F(1)	Prepare and adopt behavioural support policies			council	-
657037	Local Government Act 1999	section 75F(5)	Alter or substitute a behavioural support policy			council	-
657038	Local Government Act 1999	section 75F(6)	Undertake public consultation before adopting, altering or substituting a behavioural support policy			council	-
657039	Local Government Act 1999	section 75F(7)(a)	Review the operation of the behavioural support policies and consider whether to adopt additional behavioural support policies			council	-

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations	Capacity of Council	
657040	Local Government Act 1999	section 75F(7)(b)	Consider whether to adopt behavioural support policies			council	
657041	Local Government Act 1999	section 80A(2b)	Suspend a member from office of member of the council for failure to comply with the prescribed mandatory requirements			council	_
657042	Local Government Act 1999	section 80A(2e)	Revoke the suspension if satisfied the member has complied with the prescribed mandatory requirements and give public notice of the revocation			council	
657043	Local Government Act 1999	section 80A(2f)	Apply to SACAT for an order disqualifying the member from office of member of the council			council	
657044	Local Government Act 1999	section 80B(1)(a)	Suspend a member subject to a relevant interim intervention order from the office of member of the council where person protected by the order is another member			council	

Page 4 of 15 08 May 2023

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations	Capacity of Council
657045	Local Government Act 1999	section 80B(3)	Revoke a suspension			council
657046	Local Government Act 1999	section 80B(9)	Apply to SACAT for an order disqualifying the member from the office of member of the council			council
610254	Local Government Act 1999	section 92(5)	Undertake public consultation on proposed code, alterations or substitute code			council
610255	Local Government Act 1999	section 97(6)(b)	Determine a person has appropriate qualifications or experience in human resource management			council
610256	Local Government Act 1999	section 98(3)	Determine website to advertise invitation for applications			council
610257	Local Government Act 1999	section 98(4a)(a)	Appoint at least one person to selection panel not being a member or employee			council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations	Capacity of Council
610258	Local Government Act 1999	section 98(7)(b)	Determine a person has appropriate qualifications or experience in human resource management			council
610259	Local Government Act 1999	section 102A(3)(b)	Determine a person has appropriate qualifications or experience in human resource management			council
657047	Local Government Act 1999	section 120A(1)	Prepare and adopt employee behavioural standards			council
657048	Local Government Act 1999	section 120A(4)	Alter or substitute employee behavioural standards			council
657049	Local Government Act 1999	section 120A(5)	Consult with any registered industrial association that represents interests of employees of councils before adopting, altering or substituting employee behavioural standards			council
657050	Local Government Act 1999	section 120A(6)a)	Review the operation of the employee behavioural standards			council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations	Capacity of Council
657051	Local Government Act 1999	section 120A(6)(b)	Consider whether to adopt employee behavioural standards			council
624205	Local Government Act 1999	section 122(1c)	Provide information relating to long-term financial plan and infrastructure and asset management plan to designated authority			council
624206	Local Government Act 1999	section 122(1e)	Provide to the designated authority all relevant information on the matters specified in this section in accordance with guidelines determined by designated authority			council
624207	Local Government Act 1999	section 122(1h)	Ensure advice provided by designated authority and any response of the Council is published in the Council's annual business plan (draft and adopted) in the relevant financial year and subsequent financial year (until next relevant financial year)			council
624208	Local Government Act 1999	section 122(1j)	Provide to the designated authority within time and in manner specified in notice information the designated authority reasonably requires.			council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations	Capacity of Council
610260	Local Government Act 1999	section 132(1)(a)	Publish a document referred to in Schedule 5 of the Local Government Act on a website determined by chief executive officer			council
610261	Local Government Act 1999	section 132(1)(b)	Provide a printed copy of a document referred to in Schedule 5 of the Local Government Act			council
610262	Local Government Act 1999	section 132(3a)	Publish a document or part of a document on a website determined by the chief executive officer where an order under section 91(7) of the Local Government Act expires or ceases to apply			council
657052	Local Government Act 1999	section 262A(3)	Deal with a complaint in accordance with the council's behavioural management policy			council
657053	Local Government Act 1999	section 262B(1)	Prepare and adopt a behavioural management policy			council

Page 8 of 15 08 May 2023

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations	Capacity of Council
657054	Local Government Act 1999	section 262B(6)	Alter or substitute a behavioural management policy			council
657055	Local Government Act 1999	section 262B(7)	Review the operation of the behavioural management policy			council
657056	Local Government Act 1999	section 262D	Provide complainant with written reasons for refusal or determination			council
657057	Local Government Act 1999	section 262W(3)(b)(ii)_	Provide report to the Panel detailing:  •member's compliance with the Panel's  requirement; or  •council's compliance with Panel's requirement			council
657058	Local Government Act 1999	section 263B(1)(a) and (3)	To act in accordance with a recommendation of the Ombudsman			council

Page 9 of 15 08 May 2023

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations	Capacity of Council	
657059	Local Government Act 1999	section 264(1)(a)	Authorise a person in writing for the purposes of this section to lodge a complaint with SACAT			council	
610263	Local Government Act 1999	section 270(2a)(b)	Allow an application to be made more than 6 months after the reviewable decision			council	
610264	Local Government Act 1999	section 270(3a)	Reduce, waive or refund a fee			council	

Page **10** of **15** 08 May 2023

## **CHANGED Provisions**

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations	Capacity of Council
396962	Local Government Act 1999	section 12(5)	Initiate the preparation of a paper presentation review report and form the opinion a person is qualified to address the representation and governance issues	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	Subject to the approval of Council. NIL	council
396977	Local Government Act 1999	section 12(12)	Refer report <del>finalised under section 12(11)</del> to the Electoral Commissioner	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	Subject to the approval of Council.NIL	council
396981	Local Government Act 1999	section 12(17)	Comply with requirements of sections section 12(9) and 12(1(7)) (unless determine alteration of report is of a minor nature only)	Chief Executive Officer (95), Executive	<u>NIL</u>	council

Page **11** of **15** 08 May 2023

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations	Capacity of Council
				Manager Governance and Performance (349)		
397047	Local Government Act 1999	section 84(3)	ProvideKeepfornoticetheonpurchasepublicefdisplayaandeepycontinue to publish notice in accordance with section 132(1)(a) of the noticeLocalandGovernmentagendaActforuntilacompletioncouncil committeeof meeting	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council
397049	Local Government Act 1999	section 88(3)	ProvideKeepfornoticetheonpurchasepublicefdisplayaandeopycontinue to publish notice in accordance with section 132(1)(a) of the noticeLocalandGovernmentagendaActforuntilacompletioncouncilof meeting	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council

Page **12** of **15** 08 May 2023

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations	Capacity of Council
39707	2 Local Government Act 1999	section 98(3)	Invite applications including by advertising inonawebsitenewspaperandcirculatingtakethroughoutothertheactionState	Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414), Elected Body	<u>NIL</u>	council
39723	D Local Government Act 1999	section 188(7)	Update the list of fees and charges and take Take reasonable steps to bring a variation of a fee or charge to the notice of a person who may be affected	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Manager Property Services (394), Property Officer (113),	<u>NIL</u>	council

08 May 2023

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations	Capacity of Council
				Roads Officer (416), Team Leader Financial Accounting (482)		
397422	Local Government Act 1999	section 294(5)	Erect a fence	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402)	NIL	council
397423	Local Government Act 1999	section 294 <del>(5(7</del> )	Comply with the relevant requirements of the Mining Act 1971	Chief Executive Officer (95), Director Infrastructure and Operations	<u>NIL</u>	council

Page 14 of 15 08 May 2023

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations	Capacity of Council
				(114), Manager Civil Services (402)		
397479	Local Government Act 1999	clause 8 <del>(4(5)</del> , Schedule 2	Participate in consultation with a subsidiary on the amendment of the subsidiary's business plan	Elected Body	<u>NIL</u>	council

Page **15** of **15** 08 May 2023



Full Instrument of Delegation Local Government Act 1999



# ADELAIDE HILLS COUNCIL

# INSTRUMENT OF DELEGATION

# INSTRUMENT OF DELEGATION UNDER THE LOCAL GOVERNMENT ACT 1999

18 MAY 2023

## **Delegation Sources**

## Local Government Act 1999

## **Positions**

Abbreviation	Position
Administration Building Support Officer (418)	Administration Building Support Officer (418)
Administration Support Officer (369)	Administration Support Officer (369)
Administrative Officer (216)	Administrative Officer (216)
Adult Collections Officer (226)	Adult Collections Officer (226)
Adult Collections Officer (266)	Adult Collections Officer (266)
Arboriculture and Horticulture Officer (120)	Arboriculture and Horticulture Officer (120)
Ashton Landfill Project Officer (507)	Ashton Landfill Project Officer (507)
Assessment Manager (72)	Assessment Manager (72)
Asset and GIS Officer (232)	Asset and GIS Officer (232)
Asset Management System Analyst (455)	Asset Management System Analyst (455)
Biodiversity Officer (327)	Biodiversity Officer (327)
Biodiversity Officer (510)	Biodiversity Officer (510)
Biodiversity Officer (85)	Biodiversity Officer (85)
Biodiversity Project Officer (447)	Biodiversity Project Officer (447)
Building Fire Safety Committee	Building Fire Safety Committee

Page **2** of **261** 18 May 2023

Abbreviation	Position
Building Management Coordinator (297)	Building Management Coordinator (297)
Building Management Officer (108)	Building Management Officer (108)
Building Officer (380)	Building Officer (380)
Building Officer (453)	Building Officer (453)
Building Officer (463)	Building Officer (463)
Building Officer (73)	Building Officer (73)
Cadet Building Officer (503)	Cadet Building Officer (503)
Cadet Engineer (477)	Cadet Engineer (477)
Cemeteries Officer (478)	Cemeteries Officer (478)
Chief Executive Officer (95)	Chief Executive Officer (95)
Children's Program Support Officer (231)	Children's Program Support Officer (231)
Club Support Officer (493)	Club Support Officer (493)
Collaborative Project Officer (210)	Collaborative Project Officer (210)
Collections Development Coordinator (14)	Collections Development Coordinator (14)
Collections Support Officer (301)	Collections Support Officer (301)
Communications Officer (377)	Communications Officer (377)

Page **3** of **261** 18 May 2023

Abbreviation	Position
Community and Cultural Development Officer (393)	Community and Cultural Development Officer (393)
Community and Social Planning Officer (465)	Community and Social Planning Officer (465)
Community Centre Operations Officer TSCC (406)	Community Centre Operations Officer TSCC (406)
Community Centre Operations Officer TVCC (407)	Community Centre Operations Officer TVCC (407)
Community Centre Support Officer (432)	Community Centre Support Officer (432)
Community Dev and Admin Support Officer (404)	Community Dev and Admin Support Officer (404)
Community Development Administration Officer (325)	Community Development Administration Officer (325)
Community Development Officer TSCC (405)	Community Development Officer TSCC (405)
Community Development Officer TVCC (401)	Community Development Officer TVCC (401)
Community Development Officer Y&R (205)	Community Development Officer Y&R (205)
Community Engagement Coordinator (445)	Community Engagement Coordinator (445)
Community Recovery Officer Cudlee Creek Fire (461)	Community Recovery Officer Cudlee Creek Fire (461)
Community Recovery Officer Cudlee Creek Fire (476)	Community Recovery Officer Cudlee Creek Fire (476)
Community Resilience Officer (475)	Community Resilience Officer (475)

Page **4** of **261** 18 May 2023

Abbreviation	Position
Community Resilience Officer (Wellbeing) (494)	Community Resilience Officer (Wellbeing) (494)
Community Support and Programs Officer (428)	Community Support and Programs Officer (428)
Community Support and Volunteer Officer (427)	Community Support and Volunteer Officer (427)
Community Support Officer (328)	Community Support Officer (328)
Community Support Officer (4)	Community Support Officer (4)
Community Support Officer (438)	Community Support Officer (438)
Coordinator Civil Operations (117)	Coordinator Civil Operations (117)
Coordinator Civil Projects (109)	Coordinator Civil Projects (109)
Coordinator Property Projects and Maintenance (468)	Coordinator Property Projects and Maintenance (468)
Coordinator Service Strategy and Innovation (362)	Coordinator Service Strategy and Innovation (362)
Coordinator Sport and Recreation (391)	Coordinator Sport and Recreation (391)
Corporate Planning & Performance Coordinator (413)	Corporate Planning & Performance Coordinator (413)
Customer Care Specialist (497)	Customer Care Specialist (497)
Customer Experience Project Officer (479)	Customer Experience Project Officer (479)
Customer Service Officer (11)	Customer Service Officer (11)
Customer Service Officer (18)	Customer Service Officer (18)

Page **5** of **261** 18 May 2023

Abbreviation	Position
Customer Service Officer (23)	Customer Service Officer (23)
Customer Service Officer (365)	Customer Service Officer (365)
Customer Service Officer (382)	Customer Service Officer (382)
Customer Service Officer (473)	Customer Service Officer (473)
Customer Service Officer (501)	Customer Service Officer (501)
Customer Service Officer (504)	Customer Service Officer (504)
Customer Service Officer (59)	Customer Service Officer (59)
Customer Service Officer (62)	Customer Service Officer (62)
Customer Service Officer (66)	Customer Service Officer (66)
Customer Service Officer (68)	Customer Service Officer (68)
Customer Service Officer (68b)	Customer Service Officer (68b)
Customer Service Officer (8)	Customer Service Officer (8)
Customer Service Officer Casual (15)	Customer Service Officer Casual (15)
Customer Service Officer Casual (197)	Customer Service Officer Casual (197)
Customer Service Officer Casual (20)	Customer Service Officer Casual (20)
Customer Service Officer Casual (21)	Customer Service Officer Casual (21)
Customer Service Officer Casual (267)	Customer Service Officer Casual (267)

Page **6** of **261** 18 May 2023

Abbreviation	Position
Customer Service Officer Casual (281)	Customer Service Officer Casual (281)
Customer Service Officer Casual (359)	Customer Service Officer Casual (359)
Customer Service Officer Casual (60)	Customer Service Officer Casual (60)
CWMS Technical Officer (423)	CWMS Technical Officer (423)
Deliberately left blank	Deliberately left blank
Depot Supervisor (443)	Depot Supervisor (443)
Development Compliance Officer (211)	Development Compliance Officer (211)
Development Support Officer (76)	Development Support Officer (76)
Digital Learning Officer (440)	Digital Learning Officer (440)
Digital Services Officer (390)	Digital Services Officer (390)
Director Community Capacity (350)	Director Community Capacity (350)
Director Corporate Services (41)	Director Corporate Services (41)
Director Development and Regulatory Services (70)	Director Development and Regulatory Services (70)
Director Fabrik (437)	Director Fabrik (437)
Director Infrastructure and Operations (114)	Director Infrastructure and Operations (114)
Duty Planner (265a)	Duty Planner (265a)

Page **7** of **261** 18 May 2023

Abbreviation	Position
Duty Planner (265b)	Duty Planner (265b)
E-Development Officer (417)	E-Development Officer (417)
Elected Body	Elected Body
Environmental Health Officer (241)	Environmental Health Officer (241)
Environmental Health Officer (294)	Environmental Health Officer (294)
Environmental Health Officer (91)	Environmental Health Officer (91)
Environmental Health Project Officer (97)	Environmental Health Project Officer (97)
Events Officer (444)	Events Officer (444)
Executive Assistant - Mayor and CEO (1)	Executive Assistant - Mayor and CEO (1)
Executive Assistant Community Capacity (354)	Executive Assistant Community Capacity (354)
Executive Assistant Corporate Services (39)	Executive Assistant Corporate Services (39)
Executive Assistant Development and Regulatory Services (69)	Executive Assistant Development and Regulatory Services (69)
Executive Assistant Infrastructure & Ops (118)	Executive Assistant Infrastructure & Ops (118)
Executive Manager Governance and Performance (349)	Executive Manager Governance and Performance (349)
Executive Manager Organisational Development (310)	Executive Manager Organisational Development (310)
Field Supervisor (381)	Field Supervisor (381)

Page **8** of **261** 18 May 2023

Abbreviation	Position
Field Supervisor (388)	Field Supervisor (388)
Finance Officer (346)	Finance Officer (346)
Finance Officer - Accounts Payable (46)	Finance Officer - Accounts Payable (46)
Finance Officer - Accounts Receivables & Treasury (399)	Finance Officer - Accounts Receivables & Treasury (399)
Governance and Risk Coordinator (414)	Governance and Risk Coordinator (414)
Home Services Support Officer (25)	Home Services Support Officer (25)
ICT Coordinator (353)	ICT Coordinator (353)
ICT Support Officer (224)	ICT Support Officer (224)
Information Management Admin Officer (436)	Information Management Admin Officer (436)
Information Management Officer (457)	Information Management Officer (457)
Information Management Officer (466)	Information Management Officer (466)
Information Management Officer Tech Records (434)	Information Management Officer Tech Records (434)
Landscape Management Project Officer (495)	Landscape Management Project Officer (495)
Leading Hand Arboriculture (142)	Leading Hand Arboriculture (142)
Leading Hand Arboriculture (480)	Leading Hand Arboriculture (480)
Leading Hand Biodiversity (169)	Leading Hand Biodiversity (169)

Page **9** of **261** 18 May 2023

Abbreviation	Position
Leading Hand Drainage (235)	Leading Hand Drainage (235)
Leading Hand Grading (132)	Leading Hand Grading (132)
Leading Hand Grading (315)	Leading Hand Grading (315)
Leading Hand Grading (450)	Leading Hand Grading (450)
Leading Hand Horticulture (165)	Leading Hand Horticulture (165)
Leading Hand Ovals and Townships (509)	Leading Hand Ovals and Townships (509)
Leading Hand Program Maintenance (178)	Leading Hand Program Maintenance (178)
Leading Hand Sealed Roads North (156)	Leading Hand Sealed Roads North (156)
Leading Worker Civil Services (135)	Leading Worker Civil Services (135)
Leading Worker Civil Services QR North (137)	Leading Worker Civil Services QR North (137)
Leading Worker Civil Services QR South (153)	Leading Worker Civil Services QR South (153)
Leading Worker Open Space (Playgrounds and Cemeteries) (471)	Leading Worker Open Space (Playgrounds and Cemeteries) (471)
Library Acquisitions Officer (181)	Library Acquisitions Officer (181)
Library Support Officer (498)	Library Support Officer (498)
Library Youth Collections Officer (227)	Library Youth Collections Officer (227)
Management Accountant (48)	Management Accountant (48)

Page **10** of **261** 18 May 2023

Abbreviation	Position
Manager Civil Services (402)	Manager Civil Services (402)
Manager Communications Engagement and Events (439)	Manager Communications Engagement and Events (439)
Manager Community Development (187)	Manager Community Development (187)
Manager Development Services (72)	Manager Development Services (72)
Manager Economic Development (386)	Manager Economic Development (386)
Manager Financial Services (214)	Manager Financial Services (214)
Manager Information Services (460)	Manager Information Services (460)
Manager Libraries and Customer Service (12)	Manager Libraries and Customer Service (12)
Manager Open Space (409)	Manager Open Space (409)
Manager People and Culture (512)	Manager People and Culture (512)
Manager Property Services (394)	Manager Property Services (394)
Manager Strategic Assets (403)	Manager Strategic Assets (403)
Manager Sustainability Waste & Emergency Management (93)	Manager Sustainability Waste & Emergency Management (93)
Mobile Library Officer (32)	Mobile Library Officer (32)
Organisational Development Advisor (375)	Organisational Development Advisor (375)
Organisational Development Officer (334)	Organisational Development Officer (334)

Page **11** of **261** 18 May 2023

Abbreviation	Position
Organisational Development Systems Project Officer (481)	Organisational Development Systems Project Officer (481)
Parks and Reserves Technical Officer (431)	Parks and Reserves Technical Officer (431)
Payroll Officer (50)	Payroll Officer (50)
Procurement Coordinator (412)	Procurement Coordinator (412)
Project Coordinator AHBTC Divestment Strategy (410)	Project Coordinator AHBTC Divestment Strategy (410)
Project Coordinator Business Analyst (456)	Project Coordinator Business Analyst (456)
Project Officer (421)	Project Officer (421)
Project Officer (422)	Project Officer (422)
Project Support Officer (Community Resilience) (496)	Project Support Officer (Community Resilience) (496)
Property Officer (113)	Property Officer (113)
Property Project Officer (469)	Property Project Officer (469)
Public Programs Officer Fabrik (446)	Public Programs Officer Fabrik (446)
Ranger (333)	Ranger (333)
Ranger (357)	Ranger (357)
Ranger (358)	Ranger (358)
Rates Officer (43)	Rates Officer (43)

Page **12** of **261** 18 May 2023

Abbreviation	Position
Regulatory Support Officer (101)	Regulatory Support Officer (101)
Roads Officer (416)	Roads Officer (416)
Senior Civil Engineer (184)	Senior Civil Engineer (184)
Senior Community Resilience Officer (474)	Senior Community Resilience Officer (474)
Senior Customer Service Officer (307)	Senior Customer Service Officer (307)
Senior Customer Service Officer (34)	Senior Customer Service Officer (34)
Senior ICT Officer (458)	Senior ICT Officer (458)
Senior ICT Officer (505)	Senior ICT Officer (505)
Senior Information Management Officer (470)	Senior Information Management Officer (470)
Senior Infrastructure Planning Engineer (264)	Senior Infrastructure Planning Engineer (264)
Senior Ranger (99)	Senior Ranger (99)
Senior Rates Officer (45)	Senior Rates Officer (45)
Senior Statutory Planner (490)	Senior Statutory Planner (490)
Senior Statutory Planner (80)	Senior Statutory Planner (80)
Senior Strategic and Policy Planner (200)	Senior Strategic and Policy Planner (200)
Services Coordinator (35)	Services Coordinator (35)
SkyTrust Project Coordinator (442)	SkyTrust Project Coordinator (442)

Page **13** of **261** 18 May 2023

Abbreviation	Position
Sport and Recreation Officer (451)	Sport and Recreation Officer (451)
Statutory Planner (195)	Statutory Planner (195)
Statutory Planner (215)	Statutory Planner (215)
Statutory Planner (230)	Statutory Planner (230)
Statutory Planner (462)	Statutory Planner (462)
Statutory Planner (82)	Statutory Planner (82)
Statutory Planning Cadet (355)	Statutory Planning Cadet (355)
Supervisor Parks and Reserves (115)	Supervisor Parks and Reserves (115)
Sustainability Officer (306)	Sustainability Officer (306)
System Analyst (384)	System Analyst (384)
Team Leader Administration (77)	Team Leader Administration (77)
Team Leader Building Services (286)	Team Leader Building Services (286)
Team Leader Customer Service (389)	Team Leader Customer Service (389)
Team Leader Digital Services (344a)	Team Leader Digital Services (344a)
Team Leader Digital Services (344b)	Team Leader Digital Services (344b)
Team Leader Environmental Health (96)	Team Leader Environmental Health (96)
Team Leader Financial Accounting (482)	Team Leader Financial Accounting (482)

Page **14** of **261** 18 May 2023

Abbreviation	Position
Team Leader ICT (385)	Team Leader ICT (385)
Team Leader Information Management (433)	Team Leader Information Management (433)
Team Leader Information Systems (459)	Team Leader Information Systems (459)
Team Leader Outreach Services (203)	Team Leader Outreach Services (203)
Team Leader Positive Ageing (208)	Team Leader Positive Ageing (208)
Team Leader Programs (273)	Team Leader Programs (273)
Team Leader Regulatory Services (196)	Team Leader Regulatory Services (196)
Team Leader Statutory Planning (326)	Team Leader Statutory Planning (326)
Team Member Arboriculture (249)	Team Member Arboriculture (249)
Team Member Arboriculture (250)	Team Member Arboriculture (250)
Team Member Biodiversity (452)	Team Member Biodiversity (452)
Team Member Civil Services (122)	Team Member Civil Services (122)
Team Member Civil Services (123)	Team Member Civil Services (123)
Team Member Civil Services (126)	Team Member Civil Services (126)
Team Member Civil Services (131)	Team Member Civil Services (131)
Team Member Civil Services (136)	Team Member Civil Services (136)
Team Member Civil Services (141)	Team Member Civil Services (141)

Page **15** of **261** 18 May 2023

Abbreviation	Position
Team Member Civil Services (144)	Team Member Civil Services (144)
Team Member Civil Services (146)	Team Member Civil Services (146)
Team Member Civil Services (148)	Team Member Civil Services (148)
Team Member Civil Services (149)	Team Member Civil Services (149)
Team Member Civil Services (157)	Team Member Civil Services (157)
Team Member Civil Services (160)	Team Member Civil Services (160)
Team Member Civil Services (161)	Team Member Civil Services (161)
Team Member Civil Services (163)	Team Member Civil Services (163)
Team Member Civil Services (168)	Team Member Civil Services (168)
Team Member Civil Services (179)	Team Member Civil Services (179)
Team Member Civil Services (236)	Team Member Civil Services (236)
Team Member Civil Services (238)	Team Member Civil Services (238)
Team Member Civil Services (261)	Team Member Civil Services (261)
Team Member Civil Services (262)	Team Member Civil Services (262)
Team Member Civil Services QR North (130)	Team Member Civil Services QR North (130)
Team Member Civil Services QR South (234)	Team Member Civil Services QR South (234)
Team Member Horticulture (145)	Team Member Horticulture (145)

Page **16** of **261** 18 May 2023

Abbreviation	Position
Team Member Horticulture (162)	Team Member Horticulture (162)
Team Member Horticulture (167)	Team Member Horticulture (167)
Team Member Horticulture (171)	Team Member Horticulture (171)
Team Member Horticulture (173)	Team Member Horticulture (173)
Team Member Horticulture (251)	Team Member Horticulture (251)
Team Member Open Space (167)	Team Member Open Space (167)
Team Member Open Space (472)	Team Member Open Space (472)
Team Member Open Space (Arboriculture) (499)	Team Member Open Space (Arboriculture) (499)
Team Member Open Space (Arboriculture) (500)	Team Member Open Space (Arboriculture) (500)
Technical Officer (104)	Technical Officer (104)
Technical Services Officer (383)	Technical Services Officer (383)
Trails and Recreation Officer (508)	Trails and Recreation Officer (508)
Trails Officer (454)	Trails Officer (454)
Volunteering Coordinator (408)	Volunteering Coordinator (408)
Waste Coordinator (299)	Waste Coordinator (299)
WHS Advisor (374)	WHS Advisor (374)
WHS Officer (492)	WHS Officer (492)

Page **17** of **261** 18 May 2023

Abbreviation	Position
Work Group Leader Arboriculture (448)	Work Group Leader Arboriculture (448)
Work Group Leader Grading (127)	Work Group Leader Grading (127)
Work Group Leader Horticulture (449)	Work Group Leader Horticulture (449)
Work Group Leader Program Maintenance North (124)	Work Group Leader Program Maintenance North (124)
Work Group Leader Program Maintenance South (151)	Work Group Leader Program Maintenance South (151)
Work Group Leader Works Planning (430)	Work Group Leader Works Planning (430)
Work Group Leader Workshop (441)	Work Group Leader Workshop (441)
Workshop Mechanic (150)	Workshop Mechanic (150)

Page **18** of **261** 18 May 2023

# **Instrument of Delegation under the Local Government Act 1999**

	Local Government Act 1999				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council	
section 7(a)	Plan at the local and regional level for the development and future requirements of the council area	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Manager Financial Services (214), Manager Information Services (460), Manager Property Services	NIL	council	

Page 19 of 261 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		(394), Manager Development Services (72), Manager Communications Engagement and Events (439), Manager Community Development (187), Manager Economic Development (386), Manager Libraries and Customer Service (12), Manager People and Culture (512)		
section 7(b)	Provide services and facilities that benefit its area, its ratepayers and residents, and visitors to the council area	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager	NIL	council

Page **20** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Open Space (409), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Manager Financial Services (214), Manager Information Services (460), Manager Property Services (394), Manager Development Services (72), Manager Communications Engagement and Events (439), Manager Community Development (187), Manager Economic Development (386), Manager Libraries and Customer Service (12), Manager People and Culture (512)		
section 7(ba)	Determine appropriate financial contribution to be made by ratepayers to resources of the council	Chief Executive Officer (95), Director Corporate Services (41)	NIL	council

Page **21** of **261** 18 May 2023

Provision Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 7(c)  Provide for the welfare, well-being and interests of individuals and groups within the council's community		NIL STATE OF THE PROPERTY OF T	council

Page **22** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Community Development (187), Manager Economic Development (386), Manager Libraries and Customer Service (12), Manager People and Culture (512)		
section 7(d)	Take measures to protect the council area from natural and other hazards and to mitigate the effects of such hazards	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management	NIL	council

Page **23** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		(93), Manager Financial Services (214), Manager Information Services (460), Manager Property Services (394), Manager Development Services (72), Manager Communications Engagement and Events (439), Manager Community Development (187), Manager Economic Development (386), Manager Libraries and Customer Service (12), Manager People and Culture (512)		
section 7(e)	Manage, develop, protect, restore, enhance and conserve the environment in an ecologically sustainable manner, and to improve amenity	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and	NIL	council

Page **24** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Counci
		Regulatory Services (70),		
		Director Infrastructure and		
		Operations (114), Manager		
		Civil Services (402), Manager		
		Open Space (409), Manager		
		Strategic Assets (403),		
		Manager Sustainability Waste		
		& Emergency Management		
		(93), Manager Financial		
		Services (214), Manager		
		Information Services (460),		
		Manager Property Services		
		(394), Manager Development		
		Services (72), Manager		
		Communications Engagement		
		and Events (439), Manager		
		Community Development		
		(187), Manager Economic		
		Development (386), Manager		
		Libraries and Customer Service		
		(12), Manager People and		
		Culture (512)		

Page **25** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 7(f)	Provide infrastructure for the council's community and for development within its area (including infrastructure that helps to protect any part of the local or broader community from any hazard or other event, or that assists in the management of any area)	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Manager Financial Services (214), Manager Information Services (460), Manager Property Services (394), Manager Development Services (72), Manager Communications Engagement and Events (439), Manager	NIL	council

Page **26** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Community Development (187), Manager Economic Development (386), Manager Libraries and Customer Service (12), Manager People and Culture (512)		
section 7(g)	Promote the council area and to provide an attractive climate and locations for the development of business, commerce, industry and tourism	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management	NIL	council

Page **27** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		(93), Manager Financial Services (214), Manager Information Services (460), Manager Property Services (394), Manager Development Services (72), Manager Communications Engagement and Events (439), Manager Community Development (187), Manager Economic Development (386), Manager Libraries and Customer Service (12), Manager People and Culture (512)		
section 7(h)	Establish or support organisations or programs that benefit people in the council area or local government generally	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and	NIL	council

Page **28** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Counci
		Regulatory Services (70),		
		Director Infrastructure and		
		Operations (114), Manager		
		Civil Services (402), Manager		
		Open Space (409), Manager		
		Strategic Assets (403),		
		Manager Sustainability Waste		
		& Emergency Management		
		(93), Manager Financial		
		Services (214), Manager		
		Information Services (460),		
		Manager Property Services		
		(394), Manager Development		
		Services (72), Manager		
		Communications Engagement		
		and Events (439), Manager		
		Community Development		
		(187), Manager Economic		
		Development (386), Manager		
		Libraries and Customer Service		
		(12), Manager People and		
		Culture (512)		

Page **29** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Counci
section 7(i)	Manage and, if appropriate, develop, public areas vested in, or occupied by, the council	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager	NIL	council
		Open Space (409), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Manager Financial Services (214), Manager Information Services (460), Manager Property Services (394), Manager Development Services (72), Manager Communications Engagement and Events (439), Manager		

Page **30** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Community Development (187), Manager Economic Development (386), Manager Libraries and Customer Service (12), Manager People and Culture (512)		
section 7(j)	Manage, improve and develop resources available to the council	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management	NIL	council

Page **31** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		(93), Manager Financial Services (214), Manager Information Services (460), Manager Property Services (394), Manager Development Services (72), Manager Communications Engagement and Events (439), Manager Community Development (187), Manager Economic Development (386), Manager Libraries and Customer Service (12), Manager People and Culture (512)		
section 7(k)	Undertake other functions and activities conferred by or under an Act	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and	NIL	council

Page **32** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Counci
		Regulatory Services (70),		
		Director Infrastructure and		
		Operations (114), Manager		
		Civil Services (402), Manager		
		Open Space (409), Manager		
		Strategic Assets (403),		
		Manager Sustainability Waste		
		& Emergency Management		
		(93), Manager Financial		
		Services (214), Manager		
		Information Services (460),		
		Manager Property Services		
		(394), Manager Development		
		Services (72), Manager		
		Communications Engagement		
		and Events (439), Manager		
		Community Development		
		(187), Manager Economic		
		Development (386), Manager		
		Libraries and Customer Service		
		(12), Manager People and		
		Culture (512)		

Page **33** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council	
section 12(1)	Publish a notice in the Gazette altering the composition of the council or dividing, or redividing, the area of the council into wards, altering the division of the area of the council into wards or abolishing the division of the area of the council into wards	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council	
section 12(2)	Publish a notice in the Gazette changing the council from a municipal council to a district council or vice versa, altering the name of the council or the name of the area of the council, or giving a name to, or altering the name of, a ward	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council	
section 12(3)	Undertake a review under section 12 of the Local Government Act	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council	

Page **34** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 12(4)	Undertake a review under section 12 of the Local Government Act at least once in each relevant period prescribed by the regulations	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council
section 12(5)	Initiate the preparation of a presentation review report and form the opinion a person is qualified to address the representation and governance issues	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414)	NIL	council
Section 12(7)	Undertake public consultation	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414)	NIL	council
section 12(11)	Finalise the council report	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council

Page **35** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 12(11a)	Refer the report to Electoral Commissioner	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414)	NIL	council
section 12(11e)(a)	Take such action as is necessary (including by altering report)	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council
section 12(11e)(b)	Comply with requirements of section 12(7)	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414)	NIL	council
section 12(11e)(c)	Refer the report to the Electoral Commissioner under section 12(12)	Chief Executive Officer (95), Executive Manager Governance and Performance	NIL	council

Page **36** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		(349), Governance and Risk Coordinator (414)		
section 12(12)	Refer report to the Electoral Commissioner	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414)	NIL	council
section 12(12a)	Include with the report copies of any written submissions if received	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414)	NIL	council
section 12(15)(b)	Provide for the operation of any proposal recommended in the council's report by notice in the Gazette	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council

Page **37** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 12(16)(a)	Take action on a report referred back to the council by the Electoral Commissioner	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council
section 12(16)(b)	Refer report back to the Electoral Commissioner	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council
section 12(17)	Comply with requirements of section 12(7) (unless determine alteration of report is of a minor nature only)	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council
section 12(24)	Undertake a review within period specified by the Electoral Commissioner	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council

Page **38** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 13(1)	Publish a notice in the Gazette changing the council from a municipal council to a district council or vice versa, altering the name of the council or the name of the area of the council, or altering the name of a ward	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council
section 13(2)(a)	Give public notice of the proposal to change the council from a municipal council to a district council or vice versa, alter the name of the council or the name of the area of the council, or alter the name of a ward	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council
section 13(2)(b)	Invite written submissions	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council
section 13(2)(ba)	Publish a copy of the public notice in a newspaper circulating within the council area	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council

Page **39** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 13(2)(c)	Give any person who makes a written submission in response to an invitation an opportunity to appear personally or by representative before the council or a council committee to be heard on the submission	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council
section 28(1)(c)	Refer a proposal for the making of a proclamation under Chapter 3 of the Local Government Act to the South Australian Local Government Grants Commission	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council
section 31(2)(b)	Participate in consultation with the South Australian Local Government Grants Commission on the appointment of an investigator	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council
section 31(10)(c)	Participate in consultation with the South Australian Local Government Grants Commission on a recommendation that a proposal referred to the Commission not proceed	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council

Page **40** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council		
section 36(1)(a)	Exercise the legal capacity of a natural person, including entering into contracts or arrangements, suing and being sued and acting in conjunction with another council or authority or person	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Manager Financial Services (214), Manager Information Services (460), Manager Property Services (394), Manager Development Services (72), Manager Communications Engagement	The CEO sub-delegates subject to the following conditions and limitations:  (a) the sub-delegate must exercise a sub-delegated function or power in accordance with:  (i) applicable legislative and other legal requirements; and  (ii) due regard to relevant policies and guidelines adopted by the Council; and  (iii) due regard to sub-delegates employment terms and conditions, position requirements and or contractual arrangements; and  (iv) the power to receive or expend funds in the performance or discharge of the council's powers, functions or duties; and	council		

Page **41** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		and Events (439), Manager Community Development (187), Manager Economic Development (386), Manager Libraries and Customer Service (12), Procurement Coordinator (412), Manager People and Culture (512)	(v) expenditure is limited to funds allocated as part of a budget adopted by the council and to the limits prescribed in the Financial Delegation Register approved by the CEO.	
section 36(1)(c)	Do anything necessary, expedient or incidental to performing or discharging the council's functions or duties or achieving the council's objectives	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Executive Assistant - Mayor and CEO (1), Collections Development	The CEO sub-delegates subject to the following conditions and limitations:  (a) the sub-delegate must exercise a sub-delegated function or power in accordance with:  (i) applicable legislative and other legal requirements; and	council

Page **42** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Coordinator (14), Asset and GIS Officer (232), Asset Management System Analyst (455), Biodiversity Officer (327), Biodiversity Officer (65), Biodiversity Project Officer (447), Coordinator Civil Operations (117), Coordinator Civil Projects (109), CWMS Technical Officer (423), Depot Supervisor (443), Executive Assistant Infrastructure & Ops (118), Field Supervisor (388), Leading Hand Arboriculture (142), Leading Hand Drainage (235), Leading Hand Grading (132), Leading Hand Grading (315), Leading Hand Grading (450), Leading Hand Horticulture (165), Leading Hand Program Maintenance (178), Leading Hand Sealed Roads North	(ii) due regard to relevant policies and guidelines adopted by the Council; and (iii) due regard to sub-delegates employment terms and conditions, position requirements and or contractual arrangements; and (iv) the power to receive or expend funds in the performance or discharge of the council's powers, functions or duties; and (v) expenditure is limited to funds allocated as part of a budget adopted by the council and to the limits prescribed in the Financial Delegation Register approved by the CEO.	

Page **43** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		(156), Leading Worker Civil		
		Services (135), Leading		
		Worker Civil Services QR North		
		(137), Leading Worker Civil		
		Services QR South (153),		
		Manager Civil Services (402),		
		Manager Open Space (409),		
		Manager Strategic Assets		
		(403), Manager Sustainability		
		Waste & Emergency		
		Management (93), Parks and		
		Reserves Technical Officer		
		(431), Project Officer (421),		
		Project Officer (422), Senior		
		Civil Engineer (184), Senior		
		Infrastructure Planning		
		Engineer (264), Sport and		
		Recreation Officer (451),		
		Coordinator Sport and		
		Recreation (391), Supervisor		
		Parks and Reserves (115),		
		Sustainability Officer (306),		
		Technical Officer (104), Trails		

Page **44** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Officer (454), Waste		
		Coordinator (299), Work Group		
		Leader Arboriculture (448),		
		Work Group Leader Grading		
		(127), Work Group Leader		
		Horticulture (449), Work Group		
		Leader Program Maintenance		
		North (124), Work Group		
		Leader Program Maintenance		
		South (151), Work Group		
		Leader Works Planning (430),		
		Work Group Leader Workshop		
		(441), Workshop Mechanic		
		(150), Team Member		
		Biodiversity (452), Assessment		
		Manager (72), Building Fire		
		Safety Committee, Leading		
		Worker Open Space		
		(Playgrounds and Cemeteries)		
		(471), Team Member Open		
		Space (472), Statutory Planner		
		(462), Customer Service		
		Officer Casual (197), Finance		

Page **45** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Officer - Accounts Payable (46), Finance Officer - Accounts Receivables & Treasury (399), ICT Coordinator (353), ICT Support Officer (224), Team Leader ICT (385), Information Management Admin Officer (436), Information Management Officer (457), Information Management Officer Tech Records (434), Management Accountant (48), Manager Financial Services (214), Manager Information Services (460), Manager Property Services (394), Project Coordinator AHBTC Divestment Strategy (410), Project Coordinator Business Analyst (456), Property Officer (113), Rates Officer (43), Roads Officer (416), Senior		

Page **46** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Counci
		ICT Officer (458), Senior Rates		
		Officer (45), SkyTrust Project		
		Coordinator (442), System		
		Analyst (384), Team Leader		
		Information Management (433),		
		Information Management		
		Officer (466), WHS Advisor		
		(374), Administration Building		
		Support Officer (418),		
		Administration Support Officer		
		(369), Team Leader		
		Administration (77), Building		
		Officer (380), Building Officer		
		(453), Building Officer (73),		
		Ranger (333), Ranger (357),		
		Ranger (358), Senior Ranger		
		(99), Development Support		
		Officer (76), Development		
		Compliance Officer (211), Duty		
		Planner (265a), Duty Planner		
		(265b), E-Development Officer		
		(417), Environmental Health		
		Officer (241), Environmental		

Page **47** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
Provision	Power and Functions Delegated	Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Executive Assistant Development and Regulatory Services (69), Manager Development Services (72), Regulatory Support Officer (101), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Building Services (286), Team Leader Environmental Health (96), Team Leader Regulatory	Conditions and Limitations	Capacity of Council
		Services (196), Team Leader Statutory Planning (326), Administrative Officer (216),		

Page **48** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
Provision	Power and Functions Delegated	Arboriculture and Horticulture Officer (120), Director Fabrik (437), Events Officer (444), Executive Assistant Community Capacity (354), Home Services Support Officer (25), Library Acquisitions Officer (181), Library Youth Collections Officer (227), Manager Communications Engagement and Events (439), Manager Community Development (187), Manager Economic Development (386), Manager Libraries and Customer Service (12), Mobile Library Officer (32), Public Programs Officer Fabrik (446), Senior Customer Service Officer (307), Senior Customer Service Officer (34), Services Coordinator (35),	Conditions and Limitations	Capacity of Council
		Team Leader Customer Service (389), Team Leader		

18 May 2023 Page **49** of **261** 

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council		
Provision	Power and Functions Delegated	Delegate  Digital Services (344a), Team Leader Digital Services (344b), Team Leader Outreach Services (203), Team Leader Positive Ageing (208), Team Leader Programs (273), Technical Services Officer (383), Volunteering Coordinator (408), Building Management Coordinator (297), Building Management Officer (108), Cemeteries Officer (478), Executive Assistant Corporate Services (39), Finance Officer (346), Procurement Coordinator (412), Adult Collections Officer (226), Adult Collections Officer (266), Children's Program Support Officer (231), Collaborative Project Officer (210), Collections Support Officer	Conditions and Limitations	Capacity of Council		
		(301), Communications Officer				

Page **50** of **261** 18 May 2023

Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council	
	(377), Community and Cultural			
	Development Officer (393),			
	Community Centre Operations			
	Officer TSCC (406),			
	Community Centre Operations			
	Officer TVCC (407),			
	Community Centre Support			
	Officer (432), Community Dev			
	and Admin Support Officer			
	(404), Community			
	Development Administration			
	Officer (325), Community			
	Development Officer TSCC			
	(405), Community			
	Development Officer TVCC			
	(401), Community			
	-			
	-			
	Power and Functions Delegated	(377), Community and Cultural Development Officer (393), Community Centre Operations Officer TSCC (406), Community Centre Operations Officer TVCC (407), Community Centre Support Officer (432), Community Devand Admin Support Officer (404), Community Development Administration Officer (325), Community Development Officer TSCC (405), Community	(377), Community and Cultural Development Officer (393), Community Centre Operations Officer TSCC (406), Community Centre Operations Officer TVCC (407), Community Centre Support Officer (432), Community Dev and Admin Support Officer (404), Community Development Administration Officer (325), Community Development Officer TSCC (405), Community Development Officer TVCC (401), Community Development Officer Y&R (205), Community Engagement Coordinator (445), Community Support and Programs Officer (428), Community Support and Volunteer Officer (427),	

Page **51** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council	
Provision	Power and Functions Delegated	(328), Community Support Officer (4), Community Support Officer (438), Coordinator Service Strategy and Innovation (362), Digital Learning Officer (440), Digital Services Officer (390), Building Officer (463), Corporate Planning & Performance Coordinator (413), Customer Service Officer (11), Customer Service Officer Casual (20), Customer Service Officer Casual (21), Customer Service Officer Casual (267), Customer Service Officer Casual (281), Customer Service Officer Casual (359), Customer Service Officer Casual (60), Customer Service Officer (18), Customer Service Officer (23), Customer Service Officer	Conditions and Limitations	Capacity of Council	
		(365), Customer Service			

Page **52** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council	
Provision	Power and Functions Delegated	Officer (382), Customer Service Officer (59), Customer Service Officer (62), Customer Service Officer (66), Customer Service Officer (68), Customer Service Officer (68b), Customer Service Officer (8), Organisational Development Advisor (375), Organisational Development Officer (334), Payroll Officer (50), Community and Social Planning Officer (465), Senior Information Management Officer (470), Cadet Engineer (477), Team Member Open Space (167), Senior Community Resilience Officer (474), Community	Conditions and Limitations	Capacity of Council	
		Resilience Officer (475), Team Member Civil Services (144), Team Member Civil Services (160), Team Member Civil Services (122), Team Member			

Page **53** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Civil Services (123), Team		
		Member Civil Services (126),		
		Team Member Civil Services		
		(131), Team Member Civil		
		Services (136), Team Member		
		Civil Services (141), Team		
		Member Civil Services (146),		
		Team Member Civil Services		
		(148), Team Member Civil		
		Services (149), Team Member		
		Civil Services (161), Team		
		Member Civil Services (163),		
		Team Member Civil Services		
		(168), Team Member Civil		
		Services (179), Team Member		
		Civil Services (236), Team		
		Member Civil Services (238),		
		Team Member Civil Services		
		(261), Team Member Civil		
		Services (262), Team Member		
		Civil Services QR North (130),		
		Team Member Civil Services		
		QR South (234), Team		

Page **54** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
Provision	Power and Functions Delegated	Member Civil Services (157), Community Recovery Officer Cudlee Creek Fire (461), Community Recovery Officer Cudlee Creek Fire (476), Customer Experience Project Officer (479), Customer Service Officer (473), Coordinator Property Projects and Maintenance (468), Customer Service Officer Casual (15), Property Project Officer (469), Team Leader Information Systems (459), Team Member Horticulture (145), Team Member Horticulture (162), Team	Conditions and Limitations	Capacity of Council
		Member Horticulture (167), Team Member Horticulture (171), Team Member Horticulture (173), Team Member Horticulture (251), Team Member Arboriculture		

Page **55** of **261** 18 May 2023

Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council	
	(249), Team Member Arboriculture (250), Organisational Development Systems Project Officer (481), Team Leader Financial Accounting (482), Senior Statutory Planner (490), Club Support Officer (493), Team Member Open Space (Arboriculture) (499), Team Member Open Space (Arboriculture) (500), Library Support Officer (498), WHS Officer (492), Community Resilience Officer (Wellbeing) (494), Landscape Management Project Officer (495), Cadet Building Officer (503), Customer Service Officer (501), Customer Service Officer (504), Customer Care Specialist (497), Senior ICT			
	Power and Functions Delegated	(249), Team Member Arboriculture (250), Organisational Development Systems Project Officer (481), Team Leader Financial Accounting (482), Senior Statutory Planner (490), Club Support Officer (493), Team Member Open Space (Arboriculture) (499), Team Member Open Space (Arboriculture) (500), Library Support Officer (498), WHS Officer (492), Community Resilience Officer (Wellbeing) (494), Landscape Management Project Officer (495), Cadet Building Officer (503), Customer Service Officer (501), Customer Service Officer (504), Customer Care	(249), Team Member Arboriculture (250), Organisational Development Systems Project Officer (481), Team Leader Financial Accounting (482), Senior Statutory Planner (490), Club Support Officer (493), Team Member Open Space (Arboriculture) (499), Team Member Open Space (Arboriculture) (500), Library Support Officer (498), WHS Officer (492), Community Resilience Officer (Wellbeing) (494), Landscape Management Project Officer (495), Cadet Building Officer (503), Customer Service Officer (501), Customer Service Officer (504), Customer Care Specialist (497), Senior ICT	

Page **56** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Project Officer (507), Leading Hand Arboriculture (480), Leading Hand Biodiversity (169), Leading Hand Ovals and Townships (509), Biodiversity Officer (510), Project Support Officer (Community Resilience) (496), Trails and Recreation Officer (508), Manager People and Culture (512)		
section 36(2)	Act outside the council area to the extent necessary or expedient to the performance of the council's functions or in order to provide services to an unincorporated area of the State	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114)	The CEO sub-delegates subject to the following conditions and limitations:  (a) the sub-delegate must exercise a sub-delegated function or power in accordance with:  (i) applicable legislative and other legal requirements; and	council

Page **57** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
			(ii) due regard to relevant policies and guidelines adopted by the Council; and	
			(iii) due regard to sub-delegates employment terms and conditions, position requirements and or contractual arrangements; and	
			(iv) the power to receive or expend funds in the performance or discharge of the council's powers, functions or duties; and	
			(v) expenditure is limited to funds allocated as part of a budget adopted by the council and to the limits prescribed in the Financial Delegation Register approved by the CEO.	
section 37(b)	Authorise an officer, employee or agent to enter into a contract on behalf of the council	Chief Executive Officer (95), Executive Manager Governance and Performance		council

Page **58** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		(349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Manager Financial Services (214), Manager Information Services (460), Manager Property Services (394), Manager Development Services (72), Manager Communications Engagement and Events (439), Manager Community Development (187), Manager Economic Development (386), Manager	The CEO sub-delegates subject to the following conditions and limitations:  (a) the sub-delegate must exercise a sub-delegated function or power in accordance with:  (i) applicable legislative and other legal requirements; and  (ii) due regard to relevant policies and guidelines adopted by the Council; and  (iii) due regard to sub-delegates employment terms and conditions, position requirements and or contractual arrangements; and  (iv) the power to receive or expend funds in the performance or discharge of the council's powers, functions or duties; and  (v) expenditure is limited to funds allocated as part of a budget	

Page **59** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Libraries and Customer Service (12), Manager People and Culture (512)	adopted by the council and to the limits prescribed in the Financial Delegation Register approved by the CEO.	
section 41(1)	Establish a committee	Elected Body	NIL	council
section 41(2)	Determine the role of the committee	Elected Body	NIL	council
section 41(3)	Determine the membership of the committee	Elected Body	NIL	council
section 41(4)	Appoint a presiding member or make provision for the appointment of a presiding member	Elected Body	NIL	council

Page **60** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 41(6)	Appoint the principal member as an ex officio member of the committee	Elected Body	NIL	council
section 41(8)	Determine the reporting and other accountability requirements applying to a committee	Elected Body	NIL	council
section 42(3)	Obtain the approval of the Minister to the conferral of corporate status on a council subsidiary	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council
section 43(3)	Obtain the approval of the Minister to the conferral of corporate status on a regional subsidiary	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council
section 44(6)	Cause a separate record to be kept of all delegations under section 44 of the Local Government Act	Chief Executive Officer (95), Executive Manager Governance and Performance	NIL	council

Page **61** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		(349), Governance and Risk Coordinator (414)		
section 44(6a)	Review the delegation in force under section 44 of the Local Government Act	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414)	NIL	council
section 45(1)	Nominate a place as the council's principal office	Elected Body	NIL	council
section 45(2)	Determine the hours during which the principal office of the council will be open for the transaction of business	Chief Executive Officer (95), Director Community Capacity (350)	The Director Community Capacity is limited to altering opening hours for once-off planned or unplanned occasions.	council

Page **62** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 45(3)	Consult with the local community regarding the manner, places and times at which the council's offices will be open to the public and any significant changes to these arrangements	Chief Executive Officer (95), Director Community Capacity (350)	NIL	council
section 46(1)	Engage in a commercial enterprise or activity in the performance of the council's functions	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114)	Subject to the approval of Council.	council
section 46(2)(a)	Establish a business in connection with a commercial project	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350),	Subject to the approval of Council.	council

Page **63** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Director Development and Regulatory Services (70), Director Infrastructure and Operations (114)		
section 46(2)(b)	Participate in a joint venture, trust, partnership or other similar body in connection with a commercial project	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager People and Culture (512)	NIL	council
section 47(2)(b)	Participate in the formation of, or become a member of, a company limited by guarantee established as a national association to promote and advance the interests of an industry in which local government has an interest	Elected Body	NIL	council

Page **64** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 48(aa1)	Develop and maintain prudential management policies, practices and procedures for the assessment of projects	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41)	Policy subject to the approval of Council upon recommendation from Audit Committee.	council
section 48(1)	Obtain a report addressing the prudential issues set out in section 48(2)	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41)	NIL	council
section 48(6)	Take steps to prevent the disclosure of specific information in order to protect its commercial value or to avoid disclosing the financial affairs of a person (other than the council)	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41)	NIL	council
section 49(a1)	Maintain procurement policies, practices and procedures directed towards:	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial		council

Page **65** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
	<ul> <li>(a) obtaining value in the expenditure of public money;</li> <li>(b) providing for ethical and fair treatment of participants; and</li> <li>(c) ensuring probity, accountability and transparency in procurement operations</li> </ul>	Services (214), Procurement Coordinator (412), Team Leader Financial Accounting (482)	Policy subject to the approval of Council upon recommendation from Audit Committee.	
section 49(1)	Prepare and adopt policies on contracts and tenders, including policies on the following:  (a) the contracting out of services;  (b) competitive tendering and the use of other measures to ensure that services are delivered cost-effectively;  (c) the use of local goods and services; and  (d) the sale or disposal of land or other assets.	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214)	Policy subject to the approval of Council upon recommendation from Audit Committee.	council
section 49(3)	Alter or substitute a policy under section 49 of the Local Government Act	Chief Executive Officer (95), Director Corporate Services		council

Page **66** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		(41), Manager Financial Services (214)	Policy subject to the approval of Council upon recommendation from Audit Committee.	
section 50(1)	Prepare and adopt a public consultation policy	Chief Executive Officer (95)	Policy subject to the approval of Council.	council
section 50(5)	Alter or substitute the public consultation policy	Chief Executive Officer (95)	Policy subject to the approval of Council.	council
section 50(6)(c)	Prepare a document setting out the council's proposal to adopt a public consultation policy or to alter or substitute a public consultation policy	Chief Executive Officer (95), Director Community Capacity (350), Manager Communications Engagement and Events (439)	NIL	council

Page **67** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 50(6)(e)	Publish in a newspaper circulating within the area of the council a notice of the proposal inviting interested persons to make submissions	Chief Executive Officer (95), Director Community Capacity (350), Manager Communications Engagement and Events (439)	NIL	council
section 50(6)(d)	Consider submissions	Chief Executive Officer (95), Director Community Capacity (350), Manager Communications Engagement and Events (439)	NIL	council
section 50(7)	Determine that the alteration of a public consultation policy is of minor significance that would attract little (or no) community interest	Chief Executive Officer (95)	NIL	council
section 50(8)	Provide a copy of a policy of the council under section 50 of the Local Government Act for inspection at the principal office of the council	Chief Executive Officer (95), Director Community Capacity (350), Manager Communications Engagement	NIL	council

Page **68** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		and Events (439), Community Engagement Coordinator (445)		
section 50(9)	Provide for the purchase of a copy of a policy of the council under section 50 of the Local Government Act	Chief Executive Officer (95), Director Community Capacity (350), Manager Communications Engagement and Events (439), Community Engagement Coordinator (445)	NIL	council
section 54(1)(d)	Grant a leave of absence from council	Elected Body	NIL	council
section 54(1)(d)	Remove from office on the ground that the member has been absent from three or more consecutive ordinary meetings of the council	Elected Body	NIL	council
section 57(6)	Recover amount of a liability incurred in contravention of section 57 of the Local Government Act as a debt from the members of	Elected Body	NIL	council

Page **69** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
	the councils at the time the contract was made or lease was entered			
section 68(3b)	Apply to SACAT for an order disqualifying member of the council from the office of member under the Local Government Act	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council
section 70(a1)	Publish prescribed details contained in the Register	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council
section 75F(1)	Prepare and adopt behavioural support policies	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414)	Policy subject to the approval of Council.	council
section 75F(5)	Alter or substitute a behavioural support policy	Chief Executive Officer (95), Executive Manager		council

Page **70** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Governance and Performance (349), Governance and Risk Coordinator (414)	Policy subject to the approval of Council.	
section 75F(6)	Undertake public consultation before adopting, altering or substituting a behavioural support policy	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414)	Consultation to be approved by Council.	council
section 75F(7)(a)	Review the operation of the behavioural support policies and consider whether to adopt additional behavioural support policies	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414)	Council to determine whether to adopt policies.	council
section 75F(7)(b)	Consider whether to adopt behavioural support policies	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414)	Council to determine whether to adopt policies.	council

Page **71** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 77(1)	Provide reimbursement of prescribed expenses of a member of council	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council
section 80	Take out a policy of insurance insuring every member of the council and a spouse or domestic partner or another person who may be accompanying a member of the councils against the risks associated with the performance or discharge of official functions or duties by members	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414)	NIL	council
section 80A(1)	Prepare a training and development policy for members	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	Policy subject to the approval of Council.	council
section 80A(2b)	Suspend a member from office of member of the council for failure to comply with the prescribed mandatory requirements	Elected Body	NIL	council

Page **72** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 80A(2e)	Revoke the suspension if satisfied the member has complied with the prescribed mandatory requirements and give public notice of the revocation	Elected Body	NIL	council
section 80A(2f)	Apply to SACAT for an order disqualifying the member from office of member of the council	Elected Body	NIL	council
section 80A(3)	Alter or substitute a training and development policy for members	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414)	Policy subject to the approval of Council.	council
section 80B(1)(a)	Suspend a member subject to a relevant interim intervention order from the office of member of the council where person protected by the order is another member	Elected Body	NIL	council

Page **73** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 80B(3)	Revoke a suspension	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	Delegation only for s80B(3)(a) - interim intervention order is revoked.	council
section 80B(9)	Apply to SACAT for an order disqualifying the member from the office of member of the council	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	Subject to the approval of Council.	council
section 84(3)	Keep notice on public display and continue to publish notice in accordance with section 132(1)(a) of the Local Government Act until completion of meeting	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414), Executive Assistant - Mayor and CEO (1)	NIL	council
section 87(1)	Determine the times and places at which ordinary meetings of a council committee will be held	Chief Executive Officer (95), Executive Manager		council

Page **74** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Governance and Performance (349)	Subject to the limitations of Chapter 6, Meetings, Local Government Act 1999.	
section 88(3)	Keep notice on public display and continue to publish notice in accordance with section 132(1)(a) of the Local Government Act until completion of meeting	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414), Executive Assistant - Mayor and CEO (1)	NIL	council
section 89(1)(b)	Determine procedures to apply to a meeting of a council committee	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	Policy subject to the approval of Council.	council
section 90A(1)	Hold or arrange for the holding of an information or briefing session to which more than 1 member of the council is invited to attend or be involved in for the purposes of providing information or a briefing	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414)	NIL	council

Page **75** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 90A(4)	Order that an information or briefing session be closed to the public	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414)	NIL	council
section 90A(5)	If an order under section 90A(4) of the Local Government Act is made, to make a record of the matters specified in section 90A(5)	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414)	NIL	council
section 90A(7)	Comply with the requirements of the regulations regarding the publication of prescribed information	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414)	NIL	council
section 91(3)	Supply each member of the council with a copy of council or council committee minutes within 5 days of the meeting	Chief Executive Officer (95), Executive Manager	NIL	council

Page **76** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Governance and Performance (349)		
section 91(9)(c)	Revoke an order made under section 91(7) of the Local Government Act	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414)	NIL	council
section 92(1)	Prepare a code of practice relating to the principles, policies, procedures and practices that the council will apply for the purposes of the operation of Parts 3 and 4 the Local Government Act	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	Code subject to the approval of Council.	council
section 92(2)	Review code of practice	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council

Page **77** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 92(3)	Alter or substitute a new code of practice	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	Code subject to the approval of Council.	council
section 92(5)	Undertake public consultation on proposed code, alterations or substitute code	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414)	Consultation to be approved by Council.	council
section 93(1)	Convene a meeting of electors of the council area or part of the council area	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Community Capacity (350)	NIL	council
section 93(11)	Supply each member of the council with a copy of the minutes of proceedings within 5 days of a meeting of electors	Chief Executive Officer (95), Executive Manager Governance and Performance	NIL	council

Page **78** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		(349), Director Community Capacity (350)		
section 93(14)	Determine the procedure to be observed to make a nomination for the purposes of sections 93(3)(a)(ii) or 93(3)(b)(ii) of the Local Government Act	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council
section 94(6)	Make submissions to the Minister	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager People and Culture (512)	NIL	council

Page **79** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 94(7)	Comply with a direction of the Minister under section 94(5) of the Local Government Act	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414)	NIL	council
section 97(6)(b)	Determine a person has appropriate qualifications or experience in human resource management	Elected Body	NIL	council
section 98(3)	Invite applications including by advertising on website and take other action	Executive Manager Governance and Performance (349), Director Corporate Services (41), Manager People and Culture (512)	NIL	council
section 98(3)	Determine website to advertise invitation for applications	Executive Manager Governance and Performance (349), Director Corporate Services (41), Manager People and Culture (512)	NIL	council

Page **80** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 98(4a)(a)	Appoint at least one person to selection panel not being a member or employee	Elected Body	NIL	council
section 98(7)(b)	Determine a person has appropriate qualifications or experience in human resource management	Elected Body	NIL	council
section 102A(3)(b)	Determine a person has appropriate qualifications or experience in human resource management	Elected Body	NIL	council
section 106(2)	Pay contribution to another council	Chief Executive Officer (95), Director Corporate Services (41), Payroll Officer (50), Manager People and Culture (512)	NIL	council
section 106(3)	Recover a contribution from another council as a debt	Chief Executive Officer (95), Director Corporate Services (41), Payroll Officer (50),	NIL	council

Page **81** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Manager People and Culture (512)		
section 106(4)	Provide details of the service of an employees or former employee to another council	Chief Executive Officer (95), Director Corporate Services (41), Payroll Officer (50), Manager People and Culture (512)	NIL	council
section 106(5)	Hold and apply a contribution under section 106 of the Local Government Act as prescribed by regulation	Chief Executive Officer (95), Director Corporate Services (41), Payroll Officer (50), Manager People and Culture (512)	NIL	council
section 111(b)	Declare that an officer or an officer of a class is subject to Division 2, Part 4, Chapter 7 of the Local Government Act	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and	NIL	council

Page **82** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Regulatory Services (70), Director Infrastructure and Operations (114), Manager People and Culture (512)		
section 120A(1)	Prepare and adopt employee behavioural standards	Chief Executive Officer (95)	NIL	council
section 120A(4)	Alter or substitute employee behavioural standards	Chief Executive Officer (95)	NIL	council
section 120A(5)	Consult with any registered industrial association that represents interests of employees of councils before adopting, altering or substituting employee behavioural standards	Chief Executive Officer (95), Director Corporate Services (41), Manager People and Culture (512)	NIL	council
section 120A(6)a)	Review the operation of the employee behavioural standards	Chief Executive Officer (95), Director Corporate Services (41), Manager People and Culture (512)	NIL	council

Page **83** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 120A(6)(b)	Consider whether to adopt employee behavioural standards	Chief Executive Officer (95)	NIL	council
section 122(1)	Develop a strategic management plan	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Corporate Planning & Performance Coordinator (413), Manager People and Culture (512)	NIL	council
section 122(1a)(a)	Develop a long-term financial plan	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate	NIL	council

Page **84** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Corporate Planning & Performance Coordinator (413), Manager People and Culture (512)		
section 122(1a)(b)	Develop an infrastructure and asset management plan	Chief Executive Officer (95), Director Infrastructure and Operations (114), Asset Management System Analyst (455), Manager Strategic Assets (403), Senior Infrastructure Planning Engineer (264)	NIL	council
section 122(1c)	Provide information relating to long-term financial plan and infrastructure and asset management plan to designated authority	Chief Executive Officer (95), Executive Manager Governance and Performance	NIL	council

Page **85** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		(349), Director Corporate Services (41), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Manager Financial Services (214), Manager Information Services (460), Manager Property Services (394), Corporate Planning & Performance Coordinator (413), Team Leader Financial Accounting (482)		
section 122(1e)	Provide to the designated authority all relevant information on the matters specified in this section in accordance with guidelines determined by designated authority	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate	NIL	council

Page **86** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Services (41), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Manager Financial Services (214), Manager Information Services (460), Manager Property Services (394), Corporate Planning & Performance Coordinator (413), Team Leader Financial Accounting (482)		
section 122(1h)	Ensure advice provided by designated authority and any response of the Council is published in the Council's annual business plan (draft and adopted) in the relevant financial year and	Chief Executive Officer (95), Director Corporate Services (41), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager	NIL	council

Page **87** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
	subsequent financial year (until next relevant financial year)	Open Space (409), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Manager Financial Services (214), Manager Information Services (460), Manager Property Services (394), Corporate Planning & Performance Coordinator (413), Team Leader Financial Accounting (482)		
section 122(1j)	Provide to the designated authority within time and in manner specified in notice information the designated authority reasonably requires.	Chief Executive Officer (95), Director Corporate Services (41), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management	NIL	council

Page **88** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		(93), Manager Financial Services (214), Manager Information Services (460), Manager Property Services (394), Corporate Planning & Performance Coordinator (413), Team Leader Financial Accounting (482)		
section 122(4)	Review strategic management plans	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409), Manager	NIL	council

Page **89** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Counci
		Strategic Assets (403),		
		Manager Sustainability Waste		
		& Emergency Management		
		(93), Manager Financial		
		Services (214), Manager		
		Information Services (460),		
		Manager Property Services		
		(394), Manager Development		
		Services (72), Director Fabrik		
		(437), Manager		
		Communications Engagement		
		and Events (439), Manager		
		Community Development		
		(187), Manager Economic		
		Development (386), Manager		
		Libraries and Customer Service		
		(12), Corporate Planning &		
		Performance Coordinator		
		(413), Manager People and		
		Culture (512)		

Page **90** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 122(6)	Adopt a process to ensure that members of the public are given reasonable opportunity to be involved in the development and review of the council's strategic management plans	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager Communications Engagement and Events (439), Corporate Planning & Performance Coordinator (413)	Subject to Policy observance and if silent, Council approval.	council
section 123(3)(a)	Prepare a draft annual business plan	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and	NIL	council

Page **91** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Regulatory Services (70), Director Infrastructure and Operations (114), Corporate Planning & Performance Coordinator (413)		
section 123(3)(b)	Follow relevant steps in the public consultation policy in regard to the draft annual business plan	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Corporate Planning & Performance Coordinator (413)	NIL	council
section 123(5)	Ensure that copies of the draft annual business plan are available at the meeting under section 123(4)(a)(i) of the Local Government Act, and	Chief Executive Officer (95), Executive Manager Governance and Performance	NIL	council

Page **92** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
	for inspection and purchase (at the principal office of the council and on the council's website	(349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Corporate Planning & Performance Coordinator (413)		
section 123(5a)	Provide a facility for asking and answering questions and the receipt of submissions on the council's website	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Corporate Planning & Performance Coordinator (413)	NIL	council

Page **93** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 123(9)(a)(i)	Prepare a summary of the annual business plan	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Corporate Planning & Performance Coordinator (413)	NIL	council
section 123(9)(a)(ii)	Provide a copy of the summary of the annual business plan to ratepayers	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and	NIL	council

Page **94** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Operations (114), Corporate Planning & Performance Coordinator (413)		
section 124(1)(a)	Keep accounting records	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Management Accountant (48), Manager Financial Services (214), Team Leader Financial Accounting (482)	NIL	council
section 125	Implement and maintain appropriate policies, practices and procedures of internal control	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Manager Financial Services (214)	NIL	council

Page **95** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council	
section 127(1)	Prepare financial statements, notes and other statement or documents as required by the regulations	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Manager Financial Services (214)	NIL	council	
section 127(3)	Provide statements to auditor	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Manager Financial Services (214)	NIL	council	
section 127(4)	Submit a copy of audited statements to persons or bodies prescribed by the regulations	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Manager Financial Services (214)	NIL	council	

Page **96** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 128(2)	Appoint an auditor on the recommendation of the council's audit committee	Elected Body	NIL	council
section 128(9)	Provide information prescribed in section 128(9) of the Local Government Act in the council's annual report	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Manager Financial Services (214)	NIL	council
section 130A(1)	Request auditor or other suitably qualified person to examine a report on any matter relating to financial management, or the efficient and economy with which the council manages or uses its resources to achieve its objectives	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Manager Financial Services (214)	NIL	council
section 131(1)	Prepare annual report	Chief Executive Officer (95), Executive Manager Governance and Performance	NIL	council

Page **97** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		(349), Corporate Planning & Performance Coordinator (413)		
section 131(4)	Provide a copy of the annual report to each council member	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Corporate Planning & Performance Coordinator (413)	NIL	council
section 131(5)	Submit a copy of the annual report to the persons or bodies prescribed by regulation	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Corporate Planning & Performance Coordinator (413)	NIL	council
section 131(7)	Provide an abridged or summary version of the annual report to electors in the council area.	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Corporate Planning & Performance Coordinator (413)	NIL	council

Page **98** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 131A(1)	Provide to the Minister the material specified in Schedule 4 of the Local Government Act and any other information specified by the Minister	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council
section 132(1)(a)	Publish a document referred to in Schedule 5 of the Local Government Act on a website determined by chief executive officer	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Executive Assistant - Mayor and CEO (1), Manager Information Services (460), Team Leader Information Management (433), Manager Communications Engagement and Events (439),	NIL	council

Page **99** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Manager Libraries and Customer Service (12), Communications Officer (377), Community Engagement Coordinator (445)		
section 132(1)(b)	Provide a printed copy of a document referred to in Schedule 5 of the Local Government Act	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Executive Assistant - Mayor and CEO (1), Manager Information Services (460), Team Leader Information Management (433), Manager Communications	NIL	council

Page **100** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Engagement and Events (439), Manager Libraries and Customer Service (12), Communications Officer (377)		
section 132(3a)	Publish a document or part of a document on a website determined by the chief executive officer where an order under section 91(7) of the Local Government Act expires or ceases to apply	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Executive Assistant - Mayor and CEO (1), Manager Information Services (460), Team Leader Information Management (433), Manager Communications Engagement and Events (439),	NIL	council

Page **101** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Manager Libraries and Customer Service (12), Communications Officer (377)		
section 132A	Implement and maintain appropriate policies, practices and procedures to ensure compliance with statutory requirements and achievement and maintenance of good public administration	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Manager Financial Services (214), Manager Information Services (460),	NIL	council

Page **102** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Manager Property Services (394), Manager Development Services (72), Director Fabrik (437), Manager Communications Engagement and Events (439), Manager Community Development (187), Manager Economic Development (386), Manager Libraries and Customer Service (12), Manager People and Culture (512)		
section 133	Obtain funds as permitted by the Local Government Act or other Act	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70),	NIL	council

Page 103 of 261 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Director Infrastructure and Operations (114)		
section 135(1)	Provide security	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214)	NIL	council
section 135(2)(a)	Assign a distinguishing classification to a debenture	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214)	NIL	council
section 135(2)(b)	Appoint a trustee for the debenture holders	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214)	NIL	council
section 137	Expend funds in the performance or discharge of the council's powers, functions or duties under the Local Government Act or other Acts	Chief Executive Officer (95), Director Corporate Services (41), Management Accountant	NIL	council

Page **104** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		(48), Manager Financial Services (214), Team Leader Financial Accounting (482)		
section 139(1)	Invest money under the council's control	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214)	NIL	council
section 139(5)	Obtain and consider independent and impartial advice regarding the investment of funds	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214)	NIL	council
section 140	Review performance of investments at least annually	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214)	NIL	council
section 141(1)	Accept a gift	Chief Executive Officer (95), Executive Manager		council

Page **105** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Governance and Performance (349)	NIL	
section 141(2)	Carry out the terms of a trust applying to a gift	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council
section 141(3)	Apply to the Supreme court for an order varying the terms of a trust for which the council is the trustee	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council
section 141(4)	Give notice of an application to the Supreme Court by public notice and in such other manner as directed by the Supreme Court	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council
section 141(6)	Publish an order of the made by the Supreme Court under section 141(5) of the Local Government Act in the Gazette	Chief Executive Officer (95), Executive Manager	NIL	council

Page **106** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Governance and Performance (349)		
section 142(1)	Take out and maintain insurance to cover the council's civil liabilities at least to the extent prescribed by the regulations	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414)	NIL	council
section 142(3)	Take out membership of the Local Government Association Mutual Liability Scheme	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414)	NIL	council
section 143(1)	Write off bad debts	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214)	Amounts less than \$5000 are subdelegated and amounts above \$5,000 are to be submitted to the Audit Committee prior to consideration by Council.	council

Page **107** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 144(1)	Recovery of fees, charges, expenses or other amounts as a debt by action in a court of competent jurisdiction	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 144(2)	Provide notice of a fee, charge, expense or other amount relating to something done in respect of a rateable property to the owner or occupier of the property	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 144(2)	Recovery of a fee, charge, expense or other amount relating to something done in respect of a rateable property as if the fee, charge, expense or other amount was a rate on the property	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45),	NIL	council

Page **108** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Team Leader Financial Accounting (482)		
section 151(5)(d)	Prepare a report on a proposed change to the basis of the rating any land, the valuation of land for the purpose of rating or imposition of rates on land	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 151(5)(e)	Follow the relevant steps in the public consultation policy with respect to a proposed change to the basis of the rating any land, the valuation of land for the purpose of rating or imposition of rates on land	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 151(8)	Provide copies of the report required by section 151(5)(d) of the Local Government Act at the	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial	NIL	council

Page **109** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
	meeting held under section 151(7)(a)(i) of the Local Government Act	Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)		
section 156(10)	Extend the time period for lodging an objection	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 156(11)	Decide an objection to attribution of a particular use to land	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council

Page **110** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 156(12)	Participate in a review of an attribution of a particular use to land by South Australian Civil and Administrative Tribunal	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 156(14a)(a)	Prepare a report on a proposed change to the differentiating factor in relation to land	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 156(14a)(b)	Follow the relevant steps in the public consultation policy with respect to a on a proposed change to the differentiating factor in relation to land	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45),	NIL	council

Page 111 of 261 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Team Leader Financial Accounting (482)		
section 156(14e)	Provide copies of the report required by section 156(14a)(a) of the Local Government Act at the meeting held under section 156(14d)(a)(i) of the Local Government Act	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 159(1)	Determine the manner and form of an application for a rebate of rates	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 159(3)	Grant a rebate of rates	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial	NIL	council

Page **112** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)		
section 159(4)	Increase a rebate of rates	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 159(10)	Determine that proper cause for a rebate of rates no longer applies	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council

Page 113 of 261 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 159(11)	Recover rates, or rates at an increased level, proportionate to the remaining part of the financial year if an entitlement to a rebate of rates no longer applies	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 161(1)	Grant a rebate of rates greater than 75% on land used for service delivery or administration by a community service organisation	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	Subject to Policy observance and if silent, Council approval.	council
section 165(1)	Grant a rebate of rates greater than 75% on land occupied by a school and being used for educational purposes	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45),	Subject to Policy observance and if silent, Council approval.	council

Page **114** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Team Leader Financial Accounting (482)		
section 165(2)	Grant a rebate of rates greater than 75% on land being used by a university or university college to provide accommodation and other forms of support on a not-for-profit basis	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	Subject to Policy observance and if silent, Council approval.	council
section 166(1)	Grant a rebate of rates or service charges in prescribed circumstances	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	Subject to Policy observance and if silent, Council approval.	council

Page **115** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 166(2)	Attach conditions to the granting of a rebate of rates or service charges under section 166(1) of the Local Government Act	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	Subject to Policy observance and if silent, Council approval.	council
section 167(1)	Adopt valuations	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	Subject to Policy observance and if silent, Council approval.	council
section 167(6)	Publish a notice of the adoption of valuations in the Gazette	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45),	NIL	council

Page **116** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Team Leader Financial Accounting (482)		
section 168(1)	Request the Valuer-General to value land in the council area	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 168(2)	Furnish information to the Valuer-General requested information	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 168(3)(b)	Enter valuation into the assessment record	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial	NIL	council

Page **117** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)		
section 168(3)(c)	Provide notice to the principal ratepayer in respect of land of the valuation of that land	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 169(3)(b)	Allow an extension of time in which to object to the valuation of land	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council

Page **118** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 169(5)	Refer an objection to the valuation of land to the valuer who made the valuation with a request to reconsider the valuation	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 169(7)	Provide written notice to an objector of the outcome of the objection	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 169(10)	Refer request for a review of the valuation of land to the Valuer-General	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45),	NIL	council

Page **119** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Team Leader Financial Accounting (482)		
section 169(11)	Make representations to the valuer in regard to the valuation of land which is the subject of the objection	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 169(15)	Participate in a review of a valuation of land by South Australian Civil and Administrative Tribunal	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 169(16)	Pay the prescribed fee to the Valuer-General	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial	NIL	council

Page **120** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)		
section 170	Publish a notice of the declaration of a rate or service charge in the Gazette and a newspaper circulating in the council area	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 173(5)	Determine a review of the outcome of a request to alter the assessment record	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council

Page **121** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 173(6)	Provide written notice of decision on review	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 173(7)	Participate in a review of decision of council	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 174(1)	Provide the assessment record for inspection at the principal offices of the council	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45),	NIL	council

Page **122** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Team Leader Financial Accounting (482)		
section 174(2)	Provide for the purchase of an entry in the assessment record	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 178(3)	Recover rates as a debt	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 178(4)	Provide written notice requiring a lessee or licensee of land to pay rent or other	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial	NIL	council

Page **123** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
	consideration to the council under the lease or licence in satisfaction of the liability for rates	Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)		
section 178(6)	Remit a charge payable under section 178(5) of the Local Government Act in whole or in part	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 179(2)	Adopt a valuation of land	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	Subject to Policy observance and if silent, Council approval.	council

Page **124** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 179(5)	Refund rates that have been paid to a principal ratepayer if land ceases to be rateable land	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	Subject to Policy observance and if silent, Council approval.	council
section 180(1)	Provide a rates notice to the principal ratepayer	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 181(2)	Determine the day on which an instalment of rates falls due	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45),	NIL	council

Page **125** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Team Leader Financial Accounting (482)		
section 181(3)	Adjust the months in which instalments of rates are payable	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 181(4)(b)	Agree with a principal ratepayer the dates on which instalments of rates are payable	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 181(5)	Provide rates notice to principal ratepayer	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial	NIL	council

Page **126** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)		
section 181(7a)	Agree with a principal ratepayer to vary the period for the provision of a rates notice	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 181(9)	Remit the whole or any part of an amount payable under section 181(8) of the Local Government Act	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council

Page **127** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 181(11)	Grant discounts or other incentives in relation to the payment of rates	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	Subject to Policy observance and if silent, Council approval.	council
section 181(12)(b)	Impose a surcharge or administrative levy not exceeding 1 per cent of the rates payable in a particular financial year with respect to the payment of rates by instalments	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	Subject to Policy observance and if silent, Council approval.	council
section 181(13)	Impose different requirements than those under section 181 of the Local Government Act in relation to the payment of separate rates or service rates	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45),	Subject to Policy observance and if silent, Council approval.	council

Page **128** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Team Leader Financial Accounting (482)		
section 181(15)	Determine that rates of a particular kind will be payable in more than four instalments in a particular financial year	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	Subject to Policy observance and if silent, Council approval.	council
section 182(1)(a)	Postpone payment of rates	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 182(1)(b)	Remit the whole or part payment of rates	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial	NIL	council

Page **129** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)		
section 182(2)(a)	Impose a condition that the ratepayer pay interest on postponed rates	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 182(2)(b)	Impose other conditions on the postponement of rates	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council

Page **130** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 182(2)(c)	Revoke a postponement of rates	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 182(3)	Postpone the payment of rates	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 182(4)	Grant a remission of rates	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45),	NIL	council

Page **131** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Team Leader Financial Accounting (482)		
section 182(5)	Require a ratepayer to verify an entitlement to the remission of rates	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 182(6)	Revoke a determination under section 182(4) of the Local Government Act to remit rates	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council

Page **132** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 182A(1)	Receive an application for a postponement of the payment of the prescribed proportion of rates for the current or a future financial year	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 182A(2)	Determine the manner and form of an application under section 182A(1) of the Local Government Act	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 182A(3)(a)	Reject an application under section 182A(1) of the Local Government Act in accordance with the regulations	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45),	NIL	council

Page **133** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Team Leader Financial Accounting (482)		
section 182A(3)(b)	Impose conditions on the postponement of rates in accordance with the regulations	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 183	Apply amount received in respect of rates in manner prescribed by section 183 of the Local Government Act	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council

Page **134** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 184(1)	Sell land where an amount of rates in respect of the land has been in arrears for more than three years	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 184(2)	Send a notice to the principal ratepayer	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 184(3)	Send a copy of the notice sent to the principal ratepayer to any other owner of the land, any registered mortgagee, the holder of any caveat over the land and, if the land is held from the Crown under a lease, licence or agreement to	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45),	NIL	council

Page **135** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
	purchase, to the Minister who is responsible for the administration of the Crown Lands Act 1929.	Team Leader Financial Accounting (482)		
section 184(4)(a)	Place a copy of the notice sent to the principal ratepayer in a newspaper circulating throughout the State	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 184(4)(b)	Leave a copy of the notice sent to the principal ratepayer at a conspicuous place on the land	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 184(6)	Set a reserve price for the auction	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial	NIL	council

Page **136** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)		
section 184(7)	Seek the consent of the Minister who is responsible for the administration of the Crown Lands Act 1929 to have the land sold by public auction	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 184(8)	Advertise an auction to sell land under section 184 of the Local Government Act in a newspaper circulating throughout the State	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council

Page **137** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 184(9)	Call off an auction	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 184(10)	Sell land by private contract	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 184(11)	Apply money receive in respect of the sale of land under section 184 of the Local Government Act as prescribed in section 184(11)	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45),	NIL	council

Page 138 of 261 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Team Leader Financial Accounting (482)		
section 184(12)	Deal with money under the Unclaimed Money Act 1891	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 185(1)	Apply to the Minister who is responsible for the administration of the Crown Lands Act 1929 for an order under section 185 of the Local Government Act	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 186(2)(a)	Repay an amount of overpaid rates	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial	NIL	council

Page **139** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)		
section 186(2)(a)	Credit an amount of overpaid rates against future liabilities for rates on the land subject to the overpaid rates	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 186(2)(b)	Take action to recover an additional amount in arrears payable on account of an alteration of the valuation or decision	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council

Page **140** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 186(2)(b)	Give notice to recover an additional amount in arrears payable on account of an alteration of the valuation or decision	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 186(5)	Refund an amount to a person ceasing to be a ratepayer	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 187(1)	Issue a certificate stating the amount of any liability for rates or charges on the land and any amount received on account of rates or charges that is held in credit against future liabilities for rates or charges on the land	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45),	NIL	council

Page **141** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Team Leader Financial Accounting (482)		
section 187A(5)(b)	Receive a report from the Ombudsman	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350)	Where the CEO considers it appropriate, report the matter to Council.	council
section 187B(5)	Receive a report from the Ombudsman	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350)	Where the CEO considers it appropriate, report the matter to Council.	council
section 187B(6)	Provide a written response to the Ombudsman and complainant	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate	Where the CEO considers it appropriate, report the matter to Council.	council

Page **142** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Services (41), Director Community Capacity (350)		
section 187B(7)	Grant a rebate or remission of any rate or service charge, or of any charge, fine or interest	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 188(1)(a)	Impose fees and charges for the use of any property or facility owned, controlled, managed or maintained by the council	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Manager Financial Services (214), Manager Property Services (394), Property Officer (113), Rates Officer (43), Roads Officer (416), Senior Rates	Subject to the Fees and Charges Register observance, Policy observance and if silent, Council approval.	council

Page **143** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Officer (45), Team Leader Financial Accounting (482)		
section 188(1)(b)	Impose fees and charges for services supplied to a person at his or her request	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Manager Financial Services (214), Manager Property Services (394), Property Officer (113), Rates Officer (43), Roads Officer (416), Senior Rates Officer (45), Team Leader Financial Accounting (482)	Subject to the Fees and Charges Register observance, Policy observance and if silent, Council approval.	council
section 188(1)(c)	Impose fees and charges for carrying out work at a person's request	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Manager Financial Services (214),	Subject to the Fees and Charges Register observance, Policy observance and if silent, Council approval.	council

Page **144** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Manager Property Services (394), Property Officer (113), Rates Officer (43), Roads Officer (416), Senior Rates Officer (45), Team Leader Financial Accounting (482)		
section 188(3)	Provide for:  (a) specific fees and charges;  (b) maximum fees and charges and minimum fees and charges;  (c) annual fees and charges;  (d) the imposition of fees or charges according to specified conditions or circumstances;  (e) the variation of fees or charges according to specified factors;  (f) the reduction, waiver or refund, in whole or in part, of fees or charges.	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Manager Financial Services (214), Manager Property Services (394), Property Officer (113), Rates Officer (43), Roads Officer (416), Senior Rates Officer (45), Team Leader Financial Accounting (482)	Subject to the Fees and Charges Register observance, Policy observance and if silent, Council approval.	council

Page **145** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council	
section 188(5)(b)	Fix, vary or revoke fees and charges for the purposes of section 188(1)(a), 188(1)(b) and 188(1)(c) of the Local Government Act	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Manager Financial Services (214), Manager Property Services (394), Property Officer (113), Rates Officer (43), Roads Officer (416), Senior Rates Officer (45), Team Leader Financial Accounting (482)	Subject to the Fees and Charges Register observance, Policy observance and if silent, Council approval.	council	
section 188(7)	Take reasonable steps to bring a variation of a fee or charge to the notice of a person who may be affected	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Manager Financial Services (214), Manager Property Services (394), Property Officer (113), Rates Officer (43), Roads	Subject to the Fees and Charges Register observance, Policy observance and if silent, Council approval.	council	

Page **146** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Officer (416), Senior Rates Officer (45), Team Leader Financial Accounting (482)		
section 190	Agree to acquire land	Chief Executive Officer (95), Director Corporate Services (41), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Property Services (394), Property Officer (113), Roads Officer (416)	Subject to Council approval.	council
section 191(1)	Seek the Minister's consent to acquire land compulsorily	Chief Executive Officer (95), Director Corporate Services (41), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Property Services (394), Property Officer (113), Roads Officer (416)	Subject to Council approval.	council

Page **147** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 191(1)	Acquire land compulsorily	Chief Executive Officer (95), Director Corporate Services (41), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Property Services (394), Property Officer (113), Roads Officer (416)	Subject to Council approval.	council
section 191(2)	Acquire land compulsorily	Chief Executive Officer (95), Director Corporate Services (41), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Property Services (394), Property Officer (113), Roads Officer (416)	Subject to Council approval.	council
section 192(4)	Publish a copy of a resolution under section 192(1) of the Local Government Act in the Gazette	Chief Executive Officer (95), Director Corporate Services (41), Manager Property	NIL	council

Page **148** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Services (394), Property Officer (113), Roads Officer (416)		
section 193(2)	Follow steps on public consultation policy in respect of a proposal to exclude land from classification as community land	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council
section 193(3)	Obtain approval of owner of land to exclude land from classification as community land	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council
section 193(6)	Give notice in the Gazette of a resolution to exclude land from classification as community land or to classify land as community land	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council

Page **149** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council	
section 194(2)(a)	Prepare and make publicly available a report on a proposal to revoke the classification of community land	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council	
section 194(2)(b)	Follow steps on public consultation policy in respect of a proposal to revoke the classification of land as community land	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council	
section 194(3)(a)	Submit the proposal to revoke the classification of land as community land with a report on all submissions made in respect of the proposal to the Minister	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council	
section 194(4)	Participate in consultation with the Minister	Chief Executive Officer (95), Director Corporate Services (41), Manager Property	NIL	council	

Page **150** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Services (394), Property Officer (113), Roads Officer (416)		
section 195(2)	Giver notice of the revocation of the classification of land as community land to the Registrar-General	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council
section 196(1)	Prepare and adopt a management plan for community land	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Roads Officer (416)	Subject to Council adopting.	council
section 196(1a)	Prepare and adopt a management plan for the Adelaide Park Lands	Deliberately left blank	Deliberately left blank	Adelaide City Council
section 196(4)	Consult with the owner of land at an appropriate stage in the preparation of a management plan	Chief Executive Officer (95), Director Corporate Services (41), Manager Property	NIL	council

Page **151** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Services (394), Property Officer (113), Roads Officer (416)		
section 197(1)(a)	Make copies of a proposed management plan available or inspection of purchase at the council's principal office	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council
section 197(1)(b)	Follow the relevant steps in the council's public consultation policy	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council
section 197(3)	Give public notice of the adoption of the management plan	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council

Page **152** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 198(1)	Amend or revoke a management plan	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council
section 198(2)	Undertake public consultation of a proposal to amend or revoke a management plan	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council
section 198(4)	Give public notice of the adoption of a proposal to amend or revoke a management plan	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council
section 199	Manage community land in accordance with any relevant management plan	Chief Executive Officer (95), Director Corporate Services (41), Manager Property	NIL	council

Page **153** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Services (394), Property Officer (113), Roads Officer (416)		
section 200(1)	Approve the use of community land for a business purpose	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council
section 200(3)	Impose conditions on an approval to use community land for a business purpose	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council
section 201(1)	Sell or otherwise dispose of an interest in land	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Roads Officer (416)	Subject to Council approval.	council

Page **154** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 202(1)	Grant a lease or licence over community land	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Roads Officer (416)	Subject to Policy observance and if silent, Council approval.	council
section 202(2)	Follow the relevant steps in the councils public consultation policy in regard to granting a lease or licence relating to community land	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council
section 207(1)	Keep a register of community land in the council area	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council
section 207(2)(c)	Determine that the register of community land in the council area will consist of a computer record	Chief Executive Officer (95), Director Corporate Services (41), Manager Property	NIL	council

Page **155** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Services (394), Property Officer (113), Roads Officer (416)		
section 208(4)	Cause a copy of a resolution declaring a road or land to be a public road or preserving an easement to be published in the Gazette	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council
section 209(3)	Enter an agreement in regard to the ownership of fixture and equipment installed on a public road	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council
section 210(1)	Declare a private road to be a public road	Chief Executive Officer (95), Director Corporate Services (41), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Property Services (394),	Subject to Council approval.	council

Page **156** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Property Officer (113), Roads Officer (416)		
section 210(2)(a)	Give written notice to the owner of the private road of a proposed declaration	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council
section 210(2)(ab)	Give written notice to the holder of a registered interest over the private road of a proposed declaration	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council
section 210(2)(b)	Give public notice to the owner of the private road of a proposed declaration	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council

Page **157** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 210(5)	Publish a declaration under section 210 of the Local Government Act in the Gazette	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council
section 210(7)	Furnish a copy of a declaration under section 210 of the Local Government Act to the Registrar-General	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council
section 211(1)(a)	Enter an agreement with the Commissioner of Highways or other authority that has the care, control and management of a highway	Chief Executive Officer (95), Director Infrastructure and Operations (114), Coordinator Civil Operations (117), Coordinator Civil Projects (109), Manager Civil Services (402), Manager Open Space (409), Senior Civil Engineer (184)	NIL	council

Page **158** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 211(1)(b)	Act in accordance with a notice issued by the Commissioner of Highways	Chief Executive Officer (95), Director Infrastructure and Operations (114), Coordinator Civil Operations (117), Coordinator Civil Projects (109), Manager Civil Services (402), Manager Open Space (409), Senior Civil Engineer (184)	NIL	council
section 212(1)	Carry out roadwork in the council area	Chief Executive Officer (95), Director Infrastructure and Operations (114), Coordinator Civil Operations (117), Coordinator Civil Projects (109), Manager Civil Services (402), Manager Open Space (409), Senior Civil Engineer (184)	NIL	council

Page **159** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council	
section 212(1)	Enter an agreement with another council to carry out roadwork in that other council's area	Chief Executive Officer (95), Director Infrastructure and Operations (114), Coordinator Civil Operations (117), Coordinator Civil Projects (109), Manager Civil Services (402), Manager Open Space (409), Senior Civil Engineer (184)	NIL	council	
section 212(2)	Do anything reasonably necessary for, or incidental to, roadwork	Chief Executive Officer (95), Director Infrastructure and Operations (114), Coordinator Civil Operations (117), Coordinator Civil Projects (109), Manager Civil Services (402), Manager Open Space (409), Senior Civil Engineer (184)	NIL	council	

Page **160** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 212(3)(b)	Consult with the Commissioner of Highways	Chief Executive Officer (95), Director Infrastructure and Operations (114), Coordinator Civil Operations (117), Coordinator Civil Projects (109), Manager Civil Services (402), Manager Open Space (409), Senior Civil Engineer (184)	NIL	council
section 212(3)(c)(i)	Obtain the agreement of the owner of a private road	Chief Executive Officer (95), Director Infrastructure and Operations (114), Coordinator Civil Operations (117), Coordinator Civil Projects (109), Manager Civil Services (402), Manager Open Space (409), Senior Civil Engineer (184)	NIL	council

Page **161** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 212(3)(c)(ii)	Give notice to the owner of a private road and a reasonable opportunity to make representations on proposed roadwork	Chief Executive Officer (95), Director Infrastructure and Operations (114), Coordinator Civil Operations (117), Coordinator Civil Projects (109), Manager Civil Services (402), Manager Open Space (409), Senior Civil Engineer (184)	NIL	council
section 212(3)(c)(ii)	Consider any representations by the owner of a private road on proposed roadwork	Chief Executive Officer (95), Director Infrastructure and Operations (114), Coordinator Civil Operations (117), Coordinator Civil Projects (109), Manager Civil Services (402), Manager Open Space (409), Senior Civil Engineer (184)	NIL	council

Page **162** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 212(3)(d)	Obtain the agreement of the owner of private land	Chief Executive Officer (95), Director Infrastructure and Operations (114), Coordinator Civil Operations (117), Coordinator Civil Projects (109), Manager Civil Services (402), Manager Open Space (409), Senior Civil Engineer (184)	NIL	council
section 213(1)	Recover the whole cost or an agreed contribution to the cost of roadworks undertaken by agreement	Chief Executive Officer (95), Director Infrastructure and Operations (114), Coordinator Civil Operations (117), Coordinator Civil Projects (109), Manager Civil Services (402), Manager Open Space (409), Senior Civil Engineer (184)	NIL	council
section 213(2)	Recover the cost of roadwork to repair damage to a road from the person who damaged a road	Chief Executive Officer (95), Director Infrastructure and		council

Page **163** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
	or is the owner of infrastructure which damaged the road	Operations (114), Coordinator Civil Operations (117), Coordinator Civil Projects (109), Manager Civil Services (402), Manager Open Space (409), Senior Civil Engineer (184)	NIL	
section 213(3)(a)	Recover the cost of roadwork on private land or a contribution to the cost of the work determined by the council as a debt from the owner of the private land	Chief Executive Officer (95), Director Infrastructure and Operations (114), Coordinator Civil Operations (117), Coordinator Civil Projects (109), Manager Civil Services (402), Manager Open Space (409), Senior Civil Engineer (184)	NIL	council
section 214(2)(a)	Agree the amount of contribution to roadwork with another council	Chief Executive Officer (95), Director Infrastructure and Operations (114), Coordinator Civil Operations (117),	NIL	council

Page **164** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Coordinator Civil Projects (109), Manager Civil Services (402), Manager Open Space (409), Senior Civil Engineer (184)		
section 214(2)(b)	Seek a determination by a court as to the amount of contribution to roadwork to be paid by another council	Chief Executive Officer (95), Director Infrastructure and Operations (114), Coordinator Civil Operations (117), Coordinator Civil Projects (109), Manager Civil Services (402), Manager Open Space (409), Senior Civil Engineer (184)	NIL	council
section 214(3)	Give notice to another council of proposed roadwork and provide reasonable opportunity to that other council to make representations	Chief Executive Officer (95), Director Infrastructure and Operations (114), Coordinator Civil Operations (117), Coordinator Civil Projects (109), Manager Civil Services	NIL	council

Page **165** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		(402), Manager Open Space (409), Senior Civil Engineer (184)		
section 215(2)	Carry out roadwork to allow water from a road to drain into adjoining property	Chief Executive Officer (95), Director Infrastructure and Operations (114), Coordinator Civil Operations (117), Coordinator Civil Projects (109), Manager Civil Services (402), Manager Open Space (409), Senior Civil Engineer (184)	NIL	council
section 215(4)	Give notice to the owner of land in regard to the proposed action to drain water into the land	Chief Executive Officer (95), Director Infrastructure and Operations (114), Coordinator Civil Operations (117), Coordinator Civil Projects (109), Manager Civil Services (402), Manager Open Space	NIL	council

Page **166** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		(409), Senior Civil Engineer (184)		
section 216(1)	Issue an order requiring the owner of private land to carry out specified road work or improve the road	Chief Executive Officer (95), Director Infrastructure and Operations (114), Coordinator Civil Operations (117), Coordinator Civil Projects (109), Manager Civil Services (402), Manager Open Space (409), Senior Civil Engineer (184)	NIL	council
section 217(1)	Issue an order requiring the owner of a structure or equipment installed in, on, across, under or over a road to carry out specified road work by way of maintenance or repair or move the structure or equipment to allow the council to carry out roadwork	Chief Executive Officer (95), Director Infrastructure and Operations (114), Coordinator Civil Operations (117), Coordinator Civil Projects (109), Manager Civil Services (402), Manager Open Space (409), Senior Civil Engineer (184)	NIL	council

Page **167** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 217(2)(a)	Take action under an order issued under section 217(1) of the Local Government Act if it is not complied with by the owner of the structure or equipment	Chief Executive Officer (95), Director Infrastructure and Operations (114), Coordinator Civil Operations (117), Coordinator Civil Projects (109), Manager Civil Services (402), Manager Open Space (409), Senior Civil Engineer (184)	NIL	council
section 217(2)(a)	Recover the cost of taking action under section 217(2)(a) of the Local Government Act as a debt from the owner of the structure or equipment	Chief Executive Officer (95), Director Infrastructure and Operations (114), Coordinator Civil Operations (117), Coordinator Civil Projects (109), Manager Civil Services (402), Manager Open Space (409), Senior Civil Engineer (184)	NIL	council
section 218(1)	Issue an order requiring the owner of land adjoining a road to carry out specified work to	Chief Executive Officer (95), Director Infrastructure and		council

Page **168** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
	construct, remove or repair a crossing place from the road to the land	Operations (114), Coordinator Civil Operations (117), Coordinator Civil Projects (109), Manager Civil Services (402), Manager Open Space (409), Senior Civil Engineer (184)	NIL	
section 219(1)	Assign a name to a public or private road, or to a public place, or change the name of a public or private road, or a public place	Chief Executive Officer (95), Director Infrastructure and Operations (114), Asset and GIS Officer (232), Manager Strategic Assets (403), Senior Infrastructure Planning Engineer (264)	NIL	council
section 219(1a)	Assign a name to a public road created by land division	Chief Executive Officer (95), Director Infrastructure and Operations (114), Asset and GIS Officer (232), Manager Strategic Assets (403), Senior	NIL	council

Page **169** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Infrastructure Planning Engineer (264)		
section 219(2)(a)	Give notice to an adjoining council of a proposed road name change where the road runs into the adjoining council	Chief Executive Officer (95), Director Infrastructure and Operations (114), Asset and GIS Officer (232), Manager Strategic Assets (403), Senior Infrastructure Planning Engineer (264)	NIL	council
section 219(2)(b)	Consider any representations of an adjoining council in response to a notice under section 219(2)(a) of the Local Government Act	Chief Executive Officer (95), Director Infrastructure and Operations (114), Asset and GIS Officer (232), Manager Strategic Assets (403), Senior Infrastructure Planning Engineer (264)	NIL	council
section 219(3)(a)	Notify the Registrar-General, the Surveyor- General and the Valuer-General of the	Chief Executive Officer (95), Director Infrastructure and Operations (114), Asset and	NIL	council

Page **170** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
	assignment of a road name or change of a road name	GIS Officer (232), Manager Strategic Assets (403), Senior Infrastructure Planning Engineer (264)		
section 219(3)(b)	Provide information to the Registrar-General, the Surveyor-General and the Valuer-General about the name of roads and public places in the council area	Chief Executive Officer (95), Director Infrastructure and Operations (114), Asset and GIS Officer (232), Manager Strategic Assets (403), Senior Infrastructure Planning Engineer (264)	NIL	council
section 219(4)	Provide public notice on the assigning or changing of a road name	Chief Executive Officer (95), Director Infrastructure and Operations (114), Asset and GIS Officer (232), Manager Strategic Assets (403), Senior Infrastructure Planning Engineer (264)	NIL	council

Page **171** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 219(5)	Prepare and adopt a policy on the assigning of road names	Chief Executive Officer (95), Director Infrastructure and Operations (114), Asset and GIS Officer (232), Manager Strategic Assets (403), Senior Infrastructure Planning Engineer (264)	NIL	council
section 219(6)	Alter or substitute a policy on the assigning of road names	Chief Executive Officer (95), Director Infrastructure and Operations (114), Asset and GIS Officer (232), Manager Strategic Assets (403), Senior Infrastructure Planning Engineer (264)	NIL	council
section 219(7)	Publish notice of adopting or altering a policy on the assigning of road name in the Gazette, in a newspaper circulating within the council area and on a website determined by the chief executive	Chief Executive Officer (95), Director Infrastructure and Operations (114), Asset and GIS Officer (232), Manager Strategic Assets (403), Senior	NIL	council

Page 172 of 261 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Infrastructure Planning Engineer (264)		
section 220(1)	Adopt a numbering system for buildings and allotments adjoining the road	Chief Executive Officer (95), Director Infrastructure and Operations (114), Asset and GIS Officer (232), Manager Strategic Assets (403), Senior Infrastructure Planning Engineer (264)	NIL	council
section 220(1a)	Assign a number to all buildings and allotments adjoining a public road	Chief Executive Officer (95), Director Infrastructure and Operations (114), Asset and GIS Officer (232), Manager Strategic Assets (403), Senior Infrastructure Planning Engineer (264)	NIL	council
section 220(2)	Alter or substitute a new numbering system	Chief Executive Officer (95), Director Infrastructure and Operations (114), Asset and	NIL	council

Page **173** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		GIS Officer (232), Manager Strategic Assets (403), Senior Infrastructure Planning Engineer (264)		
section 220(3)	Give public notice of the adoption, alteration or substitution of a numbering system for a particular road	Chief Executive Officer (95), Director Infrastructure and Operations (114), Asset and GIS Officer (232), Manager Strategic Assets (403), Senior Infrastructure Planning Engineer (264)	NIL	council
section 220(4)	Notify the Valuer-General of a decision to adopt, alter or substitute of a numbering system	Chief Executive Officer (95), Director Infrastructure and Operations (114), Asset and GIS Officer (232), Manager Strategic Assets (403), Senior Infrastructure Planning Engineer (264)	NIL	council

Page **174** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 220(6)	Request the owner of land to ensure that the appropriate number for the owner's building or allotment is displayed in a form directed or approved by the council	Chief Executive Officer (95), Director Infrastructure and Operations (114), Asset and GIS Officer (232), Manager Strategic Assets (403), Senior Infrastructure Planning Engineer (264)	NIL	council
section 221(1)	Grant an authorisation to alter a public road	Chief Executive Officer (95), Director Corporate Services (41), Director Infrastructure and Operations (114), Biodiversity Officer (85), Manager Civil Services (402), Parks and Reserves Technical Officer (431), Technical Officer (104), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council

Page **175** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 222(1)	Grant a permit authorising the use of a public road for business purposes	Chief Executive Officer (95), Director Corporate Services (41), Director Infrastructure and Operations (114), Biodiversity Officer (85), Manager Civil Services (402), Parks and Reserves Technical Officer (431), Technical Officer (104), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council
section 223(1)	Follow the relevant steps in the council's public consultation policy	Chief Executive Officer (95), Director Corporate Services (41), Director Infrastructure and Operations (114), Biodiversity Officer (85), Manager Civil Services (402), Parks and Reserves Technical Officer (431), Technical Officer (104), Manager Property Services	NIL	council

Page **176** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		(394), Property Officer (113), Roads Officer (416)		
section 223(2)	Give written notice of the proposal to agencies prescribe by regulation	Chief Executive Officer (95), Director Corporate Services (41), Director Infrastructure and Operations (114), Biodiversity Officer (85), Manager Civil Services (402), Parks and Reserves Technical Officer (431), Technical Officer (104), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council
section 224(1)	Attach conditions to an authorisation or permit	Chief Executive Officer (95), Director Corporate Services (41), Director Infrastructure and Operations (114), Biodiversity Officer (85), Manager Civil Services (402), Parks and Reserves Technical Officer	NIL	council

Page **177** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		(431), Technical Officer (104), Manager Property Services (394), Property Officer (113), Roads Officer (416)		
section 224(2)	Comply with any requirements prescribed by the regulations in relation to attaching conditions under section 224(1) of the Local Government Act	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409)	NIL	council
section 225(1)	Cancel an authorisation or permit	Chief Executive Officer (95), Director Corporate Services (41), Director Infrastructure and Operations (114), Biodiversity Officer (85), Manager Civil Services (402), Parks and Reserves Technical Officer (431), Technical Officer (104), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council

Page **178** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 225(2)(a)	Give the holder of an authorisation or permit written notice of the proposed cancellation of the authorisation or permit	Chief Executive Officer (95), Director Corporate Services (41), Director Infrastructure and Operations (114), Biodiversity Officer (85), Manager Civil Services (402), Parks and Reserves Technical Officer (431), Technical Officer (104), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council
section 225(2)(b)	Consider any representation by the holder of an authorisation or permit	Chief Executive Officer (95), Director Corporate Services (41), Director Infrastructure and Operations (114), Biodiversity Officer (85), Manager Civil Services (402), Parks and Reserves Technical Officer (431), Technical Officer (104), Manager Property Services	NIL	council

Page **179** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		(394), Property Officer (113), Roads Officer (416)		
section 225(3)	Determine a shorter period than one month for a response from the holder of an authorisation or permit	Chief Executive Officer (95), Director Corporate Services (41), Director Infrastructure and Operations (114), Biodiversity Officer (85), Manager Civil Services (402), Parks and Reserves Technical Officer (431), Technical Officer (104), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council
section 231(1)	Keep a register of public roads in the council area	Chief Executive Officer (95), Director Infrastructure and Operations (114), Asset Management System Analyst (455), Manager Strategic Assets (403), Senior	NIL	council

Page **180** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Infrastructure Planning Engineer (264)		
section 232	Plant vegetation on a road	Chief Executive Officer (95), Director Corporate Services (41), Director Infrastructure and Operations (114), Biodiversity Officer (85), Parks and Reserves Technical Officer (431), Technical Officer (104), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council
section 232	Authorise the planting of vegetation on a road	Chief Executive Officer (95), Director Corporate Services (41), Director Infrastructure and Operations (114), Biodiversity Officer (85), Parks and Reserves Technical Officer (431), Technical Officer (104), Manager Property Services	NIL	council

Page **181** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		(394), Property Officer (113), Roads Officer (416)		
section 233(2)	Take action to recover damages from a person who without the council's permission intentionally or negligently damages a road of structure belonging to the councils associated with a road	Chief Executive Officer (95), Director Corporate Services (41), Director Infrastructure and Operations (114), Biodiversity Officer (85), Parks and Reserves Technical Officer (431), Technical Officer (104), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council
section 234(1)	Remove and dispose of any structure, object or substance from a road	Chief Executive Officer (95), Director Corporate Services (41), Director Infrastructure and Operations (114), Biodiversity Officer (85), Parks and Reserves Technical Officer (431), Technical Officer (104), Manager Property Services	NIL	council

Page **182** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		(394), Property Officer (113), Roads Officer (416)		
section 234(2)	Recover the cost of acting under section 234(1) from the person who erected, placed or deposited the structure, object or substance on the road	Chief Executive Officer (95), Director Corporate Services (41), Director Infrastructure and Operations (114), Biodiversity Officer (85), Parks and Reserves Technical Officer (431), Technical Officer (104), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council
section 234(3)	Clear a road of wreckage, objects or material on the road as a result of a vehicle accident	Chief Executive Officer (95), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409), Ranger (333), Ranger (357), Ranger	NIL	council

Page **183** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		(358), Senior Ranger (99), Team Leader Regulatory Services (196)		
section 234(3)	Recover the cost of clearing the road from a driver of a vehicle involved in the accident	Chief Executive Officer (95), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Team Leader Regulatory Services (196)	NIL	council
section 234A(5)	Erect barricades or other traffic control devices as necessary to give effect to a resolution to exclude vehicles from a road or public place	Chief Executive Officer (95), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager	NIL	council

Page **184** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Open Space (409), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Team Leader Regulatory Services (196)		
section 234A(6)	Give public notice of a resolution under section 234A(1) or 234A(2) of the Local Government Act	Chief Executive Officer (95), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Team Leader Regulatory Services (196)	NIL	council
section 236(2)	Apply to the court for an order that a person convicted of the offence under section 236(1) of the Local Government Act pay any costs	Chief Executive Officer (95), Director Development and Regulatory Services (70), Director Infrastructure and	NIL	council

Page **185** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
	incurred by the council in removing or disposing of the abandoned vehicle	Operations (114), Manager Civil Services (402), Manager Open Space (409), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Team Leader Regulatory Services (196)		
section 237(4)(a)	Notify the owner of a vehicle of the removal of the vehicle by written notice	Chief Executive Officer (95), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Team Leader Regulatory Services (196)	NIL	council

Page **186** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 237(4)(b)	Notify the owner of a vehicle of the removal of the vehicle by public notice published in a newspaper circulating generally within the State	Chief Executive Officer (95), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Team Leader Regulatory Services (196)	NIL	council
section 237(5)	Sell a vehicle by public auction or public tender	Chief Executive Officer (95), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99),	NIL	council

Page **187** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Team Leader Regulatory Services (196)		
section 237(6)	Dispose of a vehicle	Chief Executive Officer (95), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Team Leader Regulatory Services (196)	NIL	council
section 237(7)	Apply the proceeds of the sale of a vehicle as prescribed in section 237(7) of the Local Government Act	Chief Executive Officer (95), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409), Ranger	NIL	council

Page **188** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		(333), Ranger (357), Ranger (358), Senior Ranger (99), Team Leader Regulatory Services (196)		
section 238(3)	Erect a notice regarding access to or use of a particular piece of land under a council by-law in a prominent place or in the immediate vicinity of the land	Chief Executive Officer (95), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Team Leader Regulatory Services (196)	NIL	council
section 242(3)	Notify an applicant in writing of a decision or presumptive decision on an application which is subject to section 242 of the Local Government Act	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council

Page **189** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 242(4)	Fix a date as the 'relevant date' for the purposes of section 242 of the Local Government Act	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council
section 243(1)	Apply to the Registrar-General for the issue of a certificate of title for land which has vested in fee simple in the council under the Local Government Act	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council
section 245(2)	Take reasonable action to respond to a request by the owner or occupier of property adjacent to a road to avert a risk of damage from a tree	Chief Executive Officer (95), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Biodiversity Officer (327), Biodiversity Officer (85), Biodiversity Project Officer (447), Leading Hand Arboriculture (142), Leading Hand Horticulture	NIL	council

Page **190** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		(165), Manager Civil Services (402), Manager Open Space (409), Work Group Leader Arboriculture (448), Work Group Leader Horticulture (449), Assessment Manager (72), Manager Development Services (72), Arboriculture and Horticulture Officer (120)		
section 245A(1)	Require a person to enter into an agreement with the council in regard to work under an approval under the Planning, Development and Infrastructure Act 2016 which could cause damage to any local government land (including a road) within the vicinity of the site of the development	Chief Executive Officer (95), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Assessment Manager (72), Manager Development Services (72)	NIL	council
section 245A(3)	Participate in the hearing of an appeal by a person against the requirements to enter and agreement of the terms or conditions of the agreement	Chief Executive Officer (95), Director Development and Regulatory Services (70), Director Infrastructure and	NIL	council

Page **191** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Operations (114), Assessment Manager (72), Manager Development Services (72)		
section 246(4a)	Publish a notice of a determination under section 246(3)(b) in the Gazette and a newspaper circulating generally in the council area	Chief Executive Officer (95), Director Development and Regulatory Services (70), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Environmental Health Officer (241), Environmental Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)	NIL	council
section 246(5)(b)	Fix an expiation fee for alleged offences against the by-laws	Chief Executive Officer (95), Director Development and Regulatory Services (70),	NIL	council

Page **192** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Environmental Health Officer (241), Environmental Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)		
section 249(1)	Make copies of a proposed by-law (and any code, standard or other document proposed to be applied or incorporated by the by-law) available to the public in accordance with section 132(1)	Chief Executive Officer (95), Director Development and Regulatory Services (70), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Environmental Health Officer (241), Environmental Health Officer (294), Environmental Health Officer (91), Environmental Health	NIL	council

Page 193 of 261 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Project Officer (97), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)		
section 249(2)	Consider submissions made on a proposed by-law	Chief Executive Officer (95), Director Development and Regulatory Services (70), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Environmental Health Officer (241), Environmental Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)	NIL	council
section 249(4)	Obtain a certificate signed by a legal practitioner	Chief Executive Officer (95), Director Development and		council

Page **194** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Regulatory Services (70), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Environmental Health Officer (241), Environmental Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)	NIL	
section 249(5)	Publish a by-law in the Gazette	Chief Executive Officer (95), Director Development and Regulatory Services (70), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Environmental Health Officer (241), Environmental Health Officer (294), Environmental Health Officer	NIL	council

Page **195** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		(91), Environmental Health Project Officer (97), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)		
section 249(7)	Publish a notice of making a by-law	Chief Executive Officer (95), Director Development and Regulatory Services (70), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Environmental Health Officer (241), Environmental Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)	NIL	council

Page **196** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 250(5)	Publish a resolution adopting a model by-law in the Gazette	Chief Executive Officer (95), Director Development and Regulatory Services (70), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Environmental Health Officer (241), Environmental Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)	NIL	council
section 250(7)	Publish a resolution adopting a model by-law in a newspaper circulating in the council area	Chief Executive Officer (95), Director Development and Regulatory Services (70), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Environmental Health Officer (241), Environmental	NIL	council

Page **197** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)		
section 252(1)	Maintain a register of the by-laws made or adopted by the council	Chief Executive Officer (95), Director Development and Regulatory Services (70), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Environmental Health Officer (241), Environmental Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)	NIL	council

Page **198** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 252(5)	Provide for purchase a certified copy of a by-law	Chief Executive Officer (95), Director Development and Regulatory Services (70), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Environmental Health Officer (241), Environmental Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)	NIL	council
section 254(1)	Order a person to do or refrain from doing a thing prescribed in section 254(1) of the Local Government Act	Chief Executive Officer (95), Director Development and Regulatory Services (70), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Environmental Health Officer (241), Environmental	NIL	council

Page **199** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)		
section 255(1)	Provide a notice in writing prior to making an order under section 254(1) of the Local Government Act	Chief Executive Officer (95), Director Development and Regulatory Services (70), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Environmental Health Officer (241), Environmental Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)	NIL	council

Page **200** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 255(2)	Serve a copy of a notice under section 255(1) of the Local Government Act on the owner of the land	Chief Executive Officer (95), Director Development and Regulatory Services (70), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Environmental Health Officer (241), Environmental Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)	NIL	council
section 255(3)	Consider any representations made in response to a notice under section 255(1) of the Local Government Act	Chief Executive Officer (95), Director Development and Regulatory Services (70), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Environmental Health Officer (241), Environmental	NIL	council

Page **201** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Counci
		Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)		
section 255(3)(a)	Order a person to do or refrain from doing a thing prescribed in section 254(1) of the Local Government Act	Chief Executive Officer (95), Director Development and Regulatory Services (70), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Environmental Health Officer (241), Environmental Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)	NIL	council

Page **202** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 255(3)(b)	Order a person to do or refrain from doing a thing prescribed in section 254(1) of the Local Government Act	Chief Executive Officer (95), Director Development and Regulatory Services (70), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Environmental Health Officer (241), Environmental Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)	NIL	council
section 255(3)(c)	Determine not to proceed to make an order to do or refrain from doing a thing prescribed in section 254(1) of the Local Government Act	Chief Executive Officer (95), Director Development and Regulatory Services (70), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Environmental Health Officer (241), Environmental	NIL	council

Page **203** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)		
section 255(7)	Serve an order to do or refrain from doing a thing prescribed in section 254(1) of the Local Government Act	Chief Executive Officer (95), Director Development and Regulatory Services (70), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Environmental Health Officer (241), Environmental Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)	NIL	council

Page **204** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 255(8)	Serve a copy of a notice under section 255(1) of the Local Government Act on the owner of the land	Chief Executive Officer (95), Director Development and Regulatory Services (70), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Environmental Health Officer (241), Environmental Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)	NIL	council
section 255(11)	Vary an order	Chief Executive Officer (95), Director Development and Regulatory Services (70), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Environmental Health Officer (241), Environmental	NIL	council

Page **205** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)		
section 255(12)	Make an order	Chief Executive Officer (95), Director Development and Regulatory Services (70), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Environmental Health Officer (241), Environmental Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)	NIL	council

Page **206** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 256(3)	Participate in a review of an order by the South Australian Civil and Administrative Tribunal	Chief Executive Officer (95), Director Development and Regulatory Services (70), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Environmental Health Officer (241), Environmental Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)	NIL	council
section 257(1)	Take action required by an order made under section 255 of the Local Government Act	Chief Executive Officer (95), Director Development and Regulatory Services (70), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Environmental Health Officer (241), Environmental	NIL	council

Page **207** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)		
section 257(2)	Authorise a person to take action under section 257(1) of the Local Government Act	Chief Executive Officer (95), Director Development and Regulatory Services (70), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Environmental Health Officer (241), Environmental Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)	NIL	council

Page **208** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 257(3)	Recover the costs of taking action under section 257(1) of the Local Government Act	Chief Executive Officer (95), Director Development and Regulatory Services (70), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Environmental Health Officer (241), Environmental Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)	NIL	council
section 257(5)	Provide notice fixing a period in which a person must pay an amount recoverable by the council under section 257 of the Local Government Act	Chief Executive Officer (95), Director Development and Regulatory Services (70), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Environmental Health Officer (241), Environmental	NIL	council

Page **209** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)		
section 257(5)(b)	Impose a charge over land for an unpaid amount recoverable by the council under section 257 of the Local Government Act	Chief Executive Officer (95), Director Development and Regulatory Services (70), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Environmental Health Officer (241), Environmental Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)	NIL	council

Page **210** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 259(1)	Prepare and adopt policies concerning the operation of Part 2, Chapter 12 of the Local Government Act	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Development and Regulatory Services (70), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)	Policy subject to Council approval.	council
section 259(2)(a)	Prepare a draft policy	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Development and Regulatory Services (70), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)	NIL	council
section 259(2)(b)	Give notice in a newspaper circulating in the council area of the place or places where copies	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Development	NIL	council

Page **211** of **261** 18 May 2023

	T		1	
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
	of the draft policy are available for inspection and purchase and invite written submissions	and Regulatory Services (70), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)		
section 259(3)	Consider submissions	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Development and Regulatory Services (70), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)	NIL	council
section 259(4)	Amend a policy	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Development and Regulatory Services (70), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)	NIL	council

Page **212** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		2010 3		
section 259(5)	Take steps in section 259(2) and 259(3) prior to amending a policy	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Development and Regulatory Services (70), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)	NIL	council
section 260(1)	Appoint an authorised person	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409), Manager	NIL	council

Page **213** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council	
		Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Team Leader Environmental Health (96), Team Leader Regulatory Services (196), Manager People and Culture (512)			
section 260(2)	Impose conditions or limitations on the appointment of an authorised person	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409), Manager	NIL	council	

Page **214** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Team Leader Environmental Health (96), Team Leader Regulatory Services (196), Manager People and Culture (512)		
section 260(3)	Issue an identity card to an authorised person	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409), Manager	NIL	council

Page **215** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Team Leader Environmental Health (96), Team Leader Regulatory Services (196), Manager People and Culture (512)		
section 260(5)	Revoke the appointment of an authorised person	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409), Manager	NIL	council

Page **216** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Team Leader Environmental Health (96), Team Leader Regulatory Services (196), Manager People and Culture (512)		
section 262A(3)	Deal with a complaint in accordance with the council's behavioural management policy	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414)	NIL	council
section 262B(1)	Prepare and adopt a behavioural management policy	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414)	Policy subject to the approval of Council.	council

Page **217** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council	
section 262B(6)	Alter or substitute a behavioural management policy	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414)	Policy subject to the approval of Council.	council	
section 262B(7)	Review the operation of the behavioural management policy	Elected Body	NIL	council	
section 262D	Provide complainant with written reasons for refusal or determination	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414)	NIL	council	
section 262W(3)(b)(ii)	Provide report to the Panel detailing:  • member's compliance with the Panel's requirement; or  • council's compliance with Panel's requirement	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414)	NIL	council	

Page **218** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 263B(1)(a) and (3)	To act in accordance with a recommendation of the Ombudsman	Elected Body	NIL	council
section 264(1)(a)	Authorise a person in writing for the purposes of this section to lodge a complaint with SACAT	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council
section 270(a1)	Develop and maintain policies, practices and procedures for dealing with requests for the provision of services by the council or complaints about the activities of the council, employees of the council or person acting on behalf of the council	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414), Director Community Capacity (350), Coordinator Service Strategy and Innovation (362)	NIL	council

Page **219** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 270(1)	Establish procedures for the review of decisions	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414), Director Community Capacity (350), Coordinator Service Strategy and Innovation (362)	NIL	council
section 270(2a)(b)	Allow an application to be made more than 6 months after the reviewable decision	Chief Executive Officer (95), Director Community Capacity (350)	NIL	council
section 270(3a)	Reduce, waive or refund a fee	Chief Executive Officer (95), Director Community Capacity (350)	NIL	council
section 270(4)	Refuse an application for the review of a decision	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk	NIL	council

Page **220** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Coordinator (414), Director Community Capacity (350), Coordinator Service Strategy and Innovation (362)		
section 270(6)	Amend policies, practices and procedures applying under section 270 of the Local Government Act	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414), Director Community Capacity (350), Coordinator Service Strategy and Innovation (362)	NIL	council
section 270(8)	Initiate and consider a report for the purpose of section 270(8) of the Local Government Act	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414), Director Community Capacity (350), Coordinator Service Strategy and Innovation (362)	NIL	council

Page **221** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 271(1)	Make provision in a procedure under section 270 of the Local Government Act for disputes between a person and the council to be dealt with under a scheme involving mediation, conciliation or neutral evaluation	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Community Capacity (350)	NIL	council
section 271(2)	Constitute panels of mediators, conciliators and evaluators	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Community Capacity (350)	NIL	council
section 271(7)	Pay costs of mediation, conciliation and evaluation	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Community Capacity (350)	NIL	council
section 271A(1)	Provide requested information to the Minister	Chief Executive Officer (95), Executive Manager Governance and Performance	NIL	council

Page **222** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		(349), Director Community Capacity (350)		
section 271B(1)(a)	Obtain an independent assessment of the council's probity or compliance with any requirements placed on the council under legislation	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Community Capacity (350)	NIL	council
section 271B(1)(b)	Take specified action to meet standards in the conduct or administration of the affairs of the council identified by the Minister	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Community Capacity (350)	NIL	council
section 272(3)	Provide an explanation and make submissions to the Minister	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Community Capacity (350)	NIL	council

Page **223** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 272(5)	Make submissions to the Minister in relation to the subject matter of an interim report	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Community Capacity (350)	NIL	council
section 273(3)	Make submissions to the Minister in relation to a report under section 273(1) of the Local Government Act	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Community Capacity (350)	NIL	council
section 275(2)	Make submissions to the Minister in relation to a report under section 274 of the Local Government Act	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council
section 276(2)(a)	Bring proceedings under section 276(1) of the Local Government Act	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council

Page **224** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 276(5)(b)	Take necessary steps for and hold a ballot or poll in accordance with an order of the District Court	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council
section 276(5)(f)	Produce or deliver books, voting-paper or documents in accordance with an order of the District Court	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council
section 279(1)	Serve a document	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager People and Culture (512)	NIL	council

Page **225** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 281(1)	Notify a lessee or licensee of land to pay the council rent or other consideration payable under the lease or licence in satisfaction of the landowner's liability to the council	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114)	NIL	council
section 281(2)(b)	Notify the owner of land of the imposition of a requirements under section 281(1) of the Local Government Act	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114)	NIL	council

Page **226** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 282(1)	Approve an occupier of land undertaking work	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114)	NIL	council
section 294(1a)	Provide notice to an owner or occupier of land	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402)	NIL	council
section 294(3)(a)	Pay rent to the owner of occupier of land as determined by agreement or the Supreme Court	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402)	NIL	council

Page **227** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 294(3)(b)	Pay to the owner of occupier of land reasonable compensation for damage to any crops on land	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402)	NIL	council
section 294(3)(c)(i)	Remedy damage to land caused by the council	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402)	NIL	council
section 294(3)(c)(ii)	Pay compensation for any other loss or damage caused by the council	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402)	NIL	council
section 294(5)	Erect a fence	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409)	NIL	council

Page **228** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 294(7)	Comply with the relevant requirements of the Mining Act 1971	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402)	NIL	council
section 296(1)	Recover the cost or a portion of the costs of works as a debt	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402)	NIL	council
section 296(3)	Give notice of a valuation to the owner of land	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402)	NIL	council
section 296(5)	Participate in an objection or review to a valuation	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402)	NIL	council

Page **229** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 297	Sell or dispose of rubbish collected by the council	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409), Manager Sustainability Waste & Emergency Management (93)	NIL	council
section 298(1)	Order action in response to flooding or imminent flooding	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409), Manager Sustainability Waste & Emergency Management (93)	NIL	council
section 300(1)	Pay the cost of advertising	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350),	NIL	council

Page **230** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Director Development and		
		Regulatory Services (70),		
		Director Infrastructure and		
		Operations (114), Manager		
		Open Space (409), Manager		
		Strategic Assets (403),		
		Manager Sustainability Waste		
		& Emergency Management		
		(93), Manager Financial		
		Services (214), Manager		
		Information Services (460),		
		Manager Property Services		
		(394), Manager Development		
		Services (72), Director Fabrik		
		(437), Manager Community		
		Development (187), Manager		
		Economic Development (386),		
		Manager Libraries and		
		Customer Service (12), Team		
		Leader Financial Accounting		
		(482), Manager People and		
		Culture (512)		

18 May 2023 Page **231** of **261** 

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
clause 13(c), Schedule 1A	Enter an arrangement with the Stormwater Management Authority to make use of council staff, equipment or facilities	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409)	NIL	council
clause 17(1), Schedule 1A	Prepare a stormwater management plan	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409)	Notification to Council.	council
clause 18(1), Schedule 1A	Prepare a stormwater management plan or revise an existing stormwater management plan	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409)	NIL	council
clause 18(2), Schedule 1A	Provide a stormwater management plan to the Stormwater Management Authority for approval	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager	NIL	council

Page **232** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Civil Services (402), Manager Open Space (409)		
clause 19(3), Schedule 1A	Take action required by the Stormwater Management Authority as a condition of approving a stormwater management plan	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409)	NIL	council
clause 20(1), Schedule 1A	Comply with an order issued by the Stormwater Management Authority under clause 2091), Schedule 1A of the Local Government Act	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409)	NIL	council
clause 20(5), Schedule 1A	Make submissions to the Stormwater Management Authority	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409)	NIL	council

Page **233** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
clause 20(6), Schedule 1A	Enter into an agreement with the Stormwater Management Authority for the repayment of costs and expenses of the authority by the council	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409)	NIL	council
clause 24(1), Schedule 1A	Take action consistent with the provisions of an approved stormwater management plan or a condition imposed on approval of a stormwater management plan or action required by an order under clause 20(a), schedule 1B of the Local Government Act by:	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409)	NIL	council
	(a) entering and occupying any land;			
	(b) constructing, maintaining or removing any infrastructure;			
	(c) excavating any land;			
	(d) inspecting, examining or surveying any land and for that purpose:			
	(i) fixing posts, stakes or other markers on the land;			

Page **234** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
	(ii) digging trenches or sink test holes in the land to determine the nature of the top soil and underlying strata; and			
	(iii) removing samples for analysis; and			
	(e) altering water table levels, stopping or reducing the flow of water in a watercourse, diverting water flowing in a watercourse to another watercourse or to a lake or controlling the flow of water in any other manner;			
	(f) holding water in a watercourse or lake or by any other means;			
	(g) diverting water to an underground aquifer, disposing of water to a lake, underground aquifer or the sea, or dealing with water in any other manner;			
	(h) deepening, widening or changing the course of a watercourse, deepening or widening a lake or taking action to remove any obstruction to the flow of water;			

Page **235** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
	(i) undertaking any other form of work (including work undertaken for the purposes of stormwater management or flood mitigation);			
	(j) undertaking any testing, monitoring or evaluation; and			
	(k) undertaking any other activity of a prescribed kind.			
clause 24(2)(a), Schedule 1A	Enter into an agreement with the owner of private land	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409)	NIL	council
clause 24(2)(b), Schedule 1A	Acquire an easement or other appropriate interest over land by agreement with the owner or in accordance with the Land Acquisition Act 1969 and any other applicable laws	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409)	NIL	council

Page **236** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
clause 24(3), Schedule 1A	Acquire land by agreement for the purposes of constructing any infrastructure or performing any work	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409)	NIL	council
clause 25(2), Schedule 1A	Provide notice to the occupier of land of an intention to enter, or to enter and occupy, land in accordance with clause 24	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409)	NIL	council
clause 25(3)(b), Schedule 1A	Provide notice to the occupier of land of an intention to enter, or to enter and occupy, land in accordance with clause 24	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409)	NIL	council
clause 26(3), Schedule 1A	Make submissions to the Minister regarding the vesting of the care, control and management of infrastructure or land in the council	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager	NIL	public authority

Page **237** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Civil Services (402), Manager Open Space (409)		
clause 26(4), Schedule 1A	Maintain and repair infrastructure and maintain land vested in the council	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409)	NIL	public authority
clause 2(1), Schedule 1B	Enter a building upgrade agreement	Chief Executive Officer (95), Director Corporate Services (41), Director Development and Regulatory Services (70), Assessment Manager (72), Manager Property Services (394), Manager Development Services (72)	NIL	council
clause 2(4), Schedule 1B	Agree to other parties entering a building upgrade agreement	Chief Executive Officer (95), Director Corporate Services (41), Director Development and Regulatory Services (70),	NIL	council

Page **238** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Assessment Manager (72), Manager Property Services (394), Manager Development Services (72)		
clause 4, Schedule 1B	Agree to vary or terminate a building upgrade agreement	Chief Executive Officer (95), Director Corporate Services (41), Director Development and Regulatory Services (70), Assessment Manager (72), Manager Property Services (394), Manager Development Services (72)	NIL	council
clause 6(1), Schedule 1B	Declare a building upgrade charge	Chief Executive Officer (95), Director Corporate Services (41), Director Development and Regulatory Services (70), Assessment Manager (72), Manager Property Services (394), Manager Development Services (72)	NIL	council

Page **239** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
clause 6(2), Schedule 4B	Provide written notice of the declaration of a building upgrade charge	Chief Executive Officer (95), Director Corporate Services (41), Director Development and Regulatory Services (70), Assessment Manager (72), Manager Property Services (394), Manager Development Services (72)	NIL	council
clause 6(4), Schedule 1B	Give notice of each payment of a building upgrade charge	Chief Executive Officer (95), Director Corporate Services (41), Director Development and Regulatory Services (70), Assessment Manager (72), Manager Property Services (394), Manager Development Services (72)	NIL	council
clause 7(2), Schedule 1B	Deduct and retain any service fee and late payment fee	Chief Executive Officer (95), Director Corporate Services (41), Director Development and Regulatory Services (70),	NIL	council

Page **240** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Assessment Manager (72), Manager Property Services (394), Manager Development Services (72)		
clause 7(3)(a), Schedule 1B	Hold money pending payment to the finance provider	Chief Executive Officer (95), Director Corporate Services (41), Director Development and Regulatory Services (70), Assessment Manager (72), Manager Property Services (394), Manager Development Services (72)	NIL	council
clause 7(3)(b), Schedule 1B	Pay money to the finance provider	Chief Executive Officer (95), Director Corporate Services (41), Director Development and Regulatory Services (70), Assessment Manager (72), Manager Property Services (394), Manager Development Services (72)	NIL	council

Page **241** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
clause 9(1), Schedule 1B	Sell land if a building upgrade charge remains outstanding for more than 3 years	Chief Executive Officer (95), Director Corporate Services (41), Director Development and Regulatory Services (70), Assessment Manager (72), Manager Property Services (394), Manager Development Services (72)	NIL	council
clause 9(2), Schedule 1B	Apply money received on the sale of land as prescribed by clause 9(2), schedule 1B of the Local Government Act	Chief Executive Officer (95), Director Corporate Services (41), Director Development and Regulatory Services (70), Assessment Manager (72), Manager Property Services (394), Manager Development Services (72)	NIL	council
clause 9(3), Schedule 1B	Deal with unclaimed money in accordance with the Unclaimed Moneys Act 1891	Chief Executive Officer (95), Director Corporate Services (41), Director Development and Regulatory Services (70),	NIL	council

Page **242** of **261** 18 May 2023

			l	1
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Assessment Manager (72), Manager Property Services (394), Manager Development Services (72)		
clause 10(2)(a), Schedule 1B	Adjust a building upgrade charge	Chief Executive Officer (95), Director Corporate Services (41), Director Development and Regulatory Services (70), Assessment Manager (72), Manager Property Services (394), Manager Development Services (72)	NIL	council
clause 10(2)(a), Schedule 1B	Give notice to the building owner of the adjustment of a building upgrade charge	Chief Executive Officer (95), Director Corporate Services (41), Director Development and Regulatory Services (70), Assessment Manager (72), Manager Property Services (394), Manager Development Services (72)	NIL	council

Page **243** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
clause 10(3)(d), Schedule 1B	Refund excess payments to the building owner	Chief Executive Officer (95), Director Corporate Services (41), Director Development and Regulatory Services (70), Assessment Manager (72), Manager Property Services (394), Manager Development Services (72)	NIL	council
clause 11(1), Schedule 1B	Recover a building upgrade charge in accordance with a building upgrade agreement	Chief Executive Officer (95), Director Corporate Services (41), Director Development and Regulatory Services (70), Assessment Manager (72), Manager Property Services (394), Manager Development Services (72)	NIL	council
clause 13(1), Schedule 1B	Keep a register of building upgrade agreements	Chief Executive Officer (95), Director Corporate Services (41), Director Development and Regulatory Services (70),	NIL	council

Page **244** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Assessment Manager (72), Manager Property Services (394), Manager Development Services (72)		
clause 13(3), Schedule 1B	Provide the register of building upgrade agreements for inspection at the principal office of the council	Chief Executive Officer (95), Director Corporate Services (41), Director Development and Regulatory Services (70), Assessment Manager (72), Manager Property Services (394), Manager Development Services (72)	NIL	council
clause 13(4), Schedule 1B	Provide an extract of the register of building upgrade agreements	Chief Executive Officer (95), Director Corporate Services (41), Director Development and Regulatory Services (70), Assessment Manager (72), Manager Property Services (394), Manager Development Services (72)	NIL	council

Page **245** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council	
clause 1(4), Schedule 2	Publish a copy of the charter of a subsidiary in the Gazette	Chief Executive Officer (95), Director Corporate Services (41), Director Development and Regulatory Services (70), Assessment Manager (72), Manager Property Services (394), Manager Development Services (72)	NIL	council	
clause 3(1), Schedule 2	Prepare a charter for a subsidiary	Chief Executive Officer (95), Director Corporate Services (41), Director Development and Regulatory Services (70), Assessment Manager (72), Manager Property Services (394), Manager Development Services (72)	NIL	council	
clause 3(4), Schedule 2	Review a charter for a subsidiary	Chief Executive Officer (95), Director Corporate Services (41), Director Development and Regulatory Services (70),	NIL	council	

Page **246** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Assessment Manager (72), Manager Property Services (394), Manager Development Services (72)		
clause 3(5)(a), Schedule 2	Furnish a copy of an amended charter for a subsidiary to the Minister	Chief Executive Officer (95), Director Corporate Services (41), Director Development and Regulatory Services (70), Assessment Manager (72), Manager Property Services (394), Manager Development Services (72)	NIL	council
clause 3(5)(b), Schedule 2	Publish a copy of an amended charter for a subsidiary on a website determined by the chief executive officer	Chief Executive Officer (95), Director Corporate Services (41), Director Development and Regulatory Services (70), Assessment Manager (72), Manager Property Services (394), Manager Development Services (72)	NIL	council

Page **247** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
clause 3(5)(c), Schedule 2	Publish a notice in the Gazette of the fact of the amendment and website address at which the charter is available for inspection	Chief Executive Officer (95), Director Corporate Services (41), Director Development and Regulatory Services (70), Assessment Manager (72), Manager Property Services (394), Manager Development Services (72)	NIL	council
clause 4(1), Schedule 2	Determine the membership of the board of management of a subsidiary	Elected Body	NIL	council
clause 4(2), Schedule 2	Appoint members of the board of management of a subsidiary	Elected Body	NIL	council
clause 4(6), Schedule 2	Appoint a deputy of a board member	Elected Body	NIL	council

Page **248** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
clause 4(8), Schedule 2	Give directions in relation to an actual or potential conflict of duty and duty between offices held concurrently, or in relation to some other incompatibility between offices held concurrently	Elected Body	NIL	council
clause 5(9), Schedule 2	Act on advice of a board of management that the subsidiary owes a duty of confidence in regard to a matter	Elected Body	NIL	council
clause 5(12), Schedule 2	Direct the board of management as to procedures	Elected Body	NIL	council
clause 8(1), Schedule 2	Participate in consultation with a subsidiary on the preparation and adoption of the subsidiary's business plan	Elected Body	NIL	council
clause 8(4), Schedule 2	Participate in consultation with a subsidiary in an annual review of the subsidiary's business plan	Elected Body	NIL	council

Page **249** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
clause 8(5), Schedule 2	Participate in consultation with a subsidiary on the amendment of the subsidiary's business plan	Elected Body	NIL	council
clause 9(2)(d), Schedule 2	Fix a date by which a subsidiary's budget must be adopted	Elected Body	NIL	council
clause 9(3), Schedule 2	Approve the amendment by a subsidiary of an adopted budget	Elected Body	NIL	council
clause 9(5), Schedule 2	Participate in consultation with a subsidiary on the subsidiary incurring spending before the adoption of its budget for the year	Elected Body	NIL	council
clause 10(1), Schedule 2	Give a direction to a subsidiary	Elected Body	NIL	council

Page **250** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
clause 10(2), Schedule 2	Make a copy of a direction given to a subsidiary available at the principal office of the council	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114)	NIL	council
clause 11(1), Schedule 2	Request a subsidiary to furnish information or records in the possession or control of the subsidiary	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114)	NIL	council

Page **251** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
clause 11(2), Schedule 2	Act on advice of a board of management that information or a record should be treated as confidential	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114)	NIL	council
clause 12(1), Schedule 2	Request a subsidiary to report on a matter to the council	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114)	NIL	council

Page **252** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
clause 12(2), Schedule 2	Receive a report on the work and operations of the subsidiary	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114)	NIL	council
clause 12(4), Schedule 2	Incorporate a report made under clause 12(2), Schedule 2 into the annual report of the council	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114)	NIL	council

Page **253** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
clause 13(3), Schedule 2	Determine or approve members of the audit committee of the subsidiary	Elected Body	NIL	council
clause 14(2), Schedule 2	Approve borrowing by a subsidiary	Elected Body	NIL	council
clause 16(1)(a), Schedule 2	Request the Minister wind up a subsidiary	Elected Body	NIL	council
clause 17(4), Schedule 2	Publish (in conjunction with the other constituent councils) a copy of the charter of a subsidiary in the Gazette	Elected Body	NIL	council
clause 19(1), Schedule 2	Prepare (in conjunction with the other constituent councils) a charter of a subsidiary	Elected Body	NIL	council

Page **254** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
clause 19(4), Schedule 2	Review (in conjunction with the other constituent councils) a charter of a subsidiary	Elected Body	NIL	council
clause 19(5)(a), Schedule 2	Furnish (in conjunction with the other constituent councils) a copy of an amended charter of a subsidiary to the Minister	Elected Body	NIL	council
clause 19(5)(b), Schedule 2	Publish (in conjunction with the other constituent councils) a copy of the amended charter of a subsidiary on a website determined by the chief executive officer	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114)	NIL	council

Page **255** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
clause 20(1), Schedule 2	Determine (in conjunction with the other constituent councils) the membership of the board of management of a subsidiary	Elected Body	NIL	council
clause 20(7), Schedule 2	Give directions in relation to an actual or potential conflict of duty and duty between offices held concurrently, or in relation to some other incompatibility	Elected Body	NIL	council
clause 21(8), Schedule 2	Authorise a person to attend a meeting of the board of management and have access to the papers provided to board members for the meeting	Elected Body	NIL	council
clause 21(9), Schedule 2	Act on advice of a board of management that a matter should be treated confidentially	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and	NIL	council

Page **256** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Regulatory Services (70), Director Infrastructure and Operations (114)		
clause 21(12), Schedule 2	Direct (in conjunction with the other constituent councils) procedures for the board of management	Elected Body	NIL	council
clause 24(1), Schedule 2	Participate (in conjunction with the other constituent councils) in consultation with the subsidiary in the preparation and adoption of a business plan	Elected Body	NIL	council
clause 24(4), Schedule 2	Participate (in conjunction with the other constituent councils) in consultation with the subsidiary in an annual review of the subsidiary's business plan	Elected Body	NIL	council
clause 24(5), Schedule 2	Participate (in conjunction with the other constituent councils) in consultation with the	Elected Body	NIL	council

Page **257** of **261** 18 May 2023

Provision	Power and Functions Delegated Delegate		Conditions and Limitations	Capacity of Council
	subsidiary on the amendment of the subsidiary's business plan			
clause 25(2)(d), Schedule 2	Fix (in conjunction with the other constituent councils) a date before which a budget must be adopted by the subsidiary	Elected Body	NIL	council
clause 25(3), Schedule 2	Approve (in conjunction with the other constituent councils) the amendment of a budget adopted by the subsidiary	Elected Body	NIL	council
clause 25(5), Schedule 2	Participate (in conjunction with the other constituent councils) in consultation with the subsidiary on incurring spending prior to the adoption of a budget	Elected Body	NIL	council
clause 26, Schedule 2	Issue (in conjunction with the other constituent councils) a direction to the subsidiary	Elected Body	NIL	council

Page **258** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
clause 27(1), Schedule 2	Request the subsidiary to furnish information or records in the possession or control of the subsidiary to the council	Elected Body	NIL	council
clause 27(2), Schedule 2	Act on advice of a board of management that information or a record should be treated as confidential	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114)	NIL	council
clause 28(1), Schedule 2	Fix (in conjunction with the other constituent councils) a date before which a subsidiary must furnish to the constituent councils report on the work and operations of the subsidiary	Elected Body	NIL	council

Page **259** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
clause 28(3), Schedule 2	Incorporate a report under clause 28(1), Schedule 2 of the Local Government Act in the annual report of the council	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114)	NIL	council
clause 30(3), Schedule 2	Determine or approve (in conjunction with the other constituent councils) the members of the subsidiary's audit committee	Elected Body	NIL	council
clause 33(1), Schedule 2	Request (in conjunction with the other constituent councils) the Minister to wind up a regional subsidiary	Elected Body	NIL	council
clause 2(1), Schedule 6	Deliver a notice to the Registrar-General for the purpose of registering a charge over land	Chief Executive Officer (95), Director Corporate Services		council

Page **260** of **261** 18 May 2023

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		(41), Manager Financial Services (214), Team Leader Financial Accounting (482)	NIL	
clause 3(1)(b), Schedule 6	Exercise the powers of a mortgagee given by the Real Property Act 1886 under a mortgage in respect of which default has been made in payment of money secured by the mortgage	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Team Leader Financial Accounting (482)	NIL	council
clause 4(1), Schedule 6	Provide notice to the Registrar-General that the amount a charge relates to has been repaid and apply for the discharge of the charge	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Team Leader Financial Accounting (482)	NIL	council

Page **261** of **261** 18 May 2023

# ADELAIDE HILLS COUNCIL ORDINARY COUNCIL MEETING Tuesday 23 May 2023 AGENDA BUSINESS ITEM

Item: 12.6

Responsible Officer: Peter Bice

**Director Infrastructure & Operations** 

**Infrastructure and Operations** 

Subject: GRFMA Rescission of Resolution 28/23

For: Decision

#### **SUMMARY**

The purpose of this report is to enable the Council to consider a request by the Gawler River Floodplain Management Authority (GRFMA) for the Council to reconsider aspects of its previous decision (28/2023 of 14 February 2023) regarding a funding contribution to the development of a business case for significant capital works.

In particular, GRFMA has requested Council to consider:

- 1. Increasing its contribution to \$52,000 in line with what other constituent councils have contributed.
- 2. Removing the condition on the Council's funding contribution (whatever that level is) regarding other constituent councils needing to contribute according to the capital works share methodology.

The Administration is sympathetic to the rationale for GRFMA's request for Council to remove the conditions attached to its funding commitment, but does not support an increase in the total funding contribution.

#### **RECOMMENDATION**

## **Council resolves:**

- 1. That the report be received and noted.
- 2. To rescind the resolution made on 14 February 2023 and numbered 28/23.
- 3. Decline the request to provide funding of \$100,000 to the Gawler River Floodplain Management Authority in support of a Business Case, but instead offer a contribution of \$10,380 in line with the Council's percentage share of capital works costs as per the adopted GRFMA charter.

#### 1. BACKGROUND

Following discussions between the Adelaide Hills Council Chief Executive Officer and the GRFMA Board Chair and Executive Officer in January 2023, a report was considered at the 14 February 2023 Ordinary Council Meeting suggesting a contribution towards the business case of \$10,380 in line with Councils percentage share of capital works as per the adopted GRFMA charter.

The resolution carried was in line with this quantum however was contingent upon contributions from other Authority Members in line with their capital contribution percentages also, as per below.

#### 12.3 Business Case Gawler River Floodplain Management Authority (GRFMA) Contribution

Moved Cr Mark Osterstock S/- Cr Nathan Daniell

28/23

#### Council resolves:

- 1. That the report be received and noted.
- To decline the request to provide funding of \$100,000 to the Gawler River Floodplain Management Authority in support of a Business Case.
- 3. To offer a contribution of \$10,380 to the Gawler River Floodplain Management Authority in support of a Business Case, in line with Adelaide Hills Council's percentage share of capital works costs as per the adopted GRFMA charter, contingent upon similar contributions (in line with percentage share of capital works cost as per the adopted charter) being made by all Authority members.



Whilst other Authority Members have considered alternative contributions in further discussions with the GRFMA Chair and Executive Officer, these do not all align with the capital contribution percentages for each Council.

The other five Member Councils have resolved to contribute \$52,000 each towards the business case given the potential impact to their constituents. This does not align with the capital contribution percentage amounts required to fully fund the business case as requested. For some it is higher and for some it is lower.

Further discussion with the Chair of the GRFMA board has emphasised the importance of contributions from all Authority Member Councils in order to leverage funding from other levels of government and so strongly encourages consideration of Council support, even if this is not in line with the other contributions.

#### 2. ANALYSIS

## > Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal 1 A functional built environment

Objective B2 Preserve and enhance the unique character of the Hills for current and

future generations.

Priority B2.2 Incorporate Water Sensitive Urban Design principles within Council

developments and projects and advocate for other developments

within the region to do the same.

The South Para River and catchment sits within the Adelaide Hills Council and is a major tributary to the Gawler River and associated floodplain, however the Business Case does not propose to consider projects within the Adelaide Hills Council, so the benefits to our community and links to the Council's strategic plan are somewhat tenuous.

## Legal Implications

The Gawler River Floodplain Management Authority is established by the Constituent Councils as a regional subsidiary pursuant to Section 43 and Schedule 2 of the Local Government Act 1999. The Authority is established by the Adelaide Hills Council, Adelaide Plains Council, The Barossa Council, Town of Gawler, the Light Regional Council, and the City of Playford.

The Authority has been established for the purpose of coordinating the planning, construction, operation and maintenance of flood mitigation infrastructure for the Gawler River.

The Authority is subject to the joint direction of the Constituent Councils.

#### Risk Management Implications

The proposal to offer a lesser financial contribution than what was requested will assist in mitigating the risk of:

Over-investment in the GRFMA leading to improper use of ratepayer funds.

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

## > Financial and Resource Implications

The request is unbudgeted and as it seeks funding in 2023-24 and if Council approve the funding it will be factored into the 2023-24 draft budget and assessed as to its financial impact through the budgeting processes.

## Customer Service and Community/Cultural Implications

Not Applicable.

## Sustainability Implications

Not Applicable.

## Engagement/Consultation conducted in the development of the report

Consultation on the development of this report was as follows:

Council Committees: Not Applicable

Council Workshops: Not Applicable

Advisory Groups: Not Applicable

External Agencies: GRFMA

Community: Not Applicable

## Additional Analysis

Adelaide Hills Council is currently a member of the GRFMA, and the merits or otherwise of its continued membership is not the subject of this report.

The current GRFMA charter states that the financial contributions of the Constituent Councils shall be based on the percentage shares for capital works, maintenance of assets of the Authority and operational costs of the Authority in accordance with the below Schedule 1:

#### SCHEDULE 1 - FINANCIAL CONTRIBUTIONS

Constituent Council	Capital Works Percentage Share %	Maintenance of Assets Percentage Share %	Operational Costs Percentage Share %	
Adelaide Hills Council	1.73	1.73	16.66	
Adelaide Plains Council	28.91	28.91	16.66	
The Barossa Council	8.67	8.67	16.66	
Town of Gawler	17.34	17.34	16.66	
Light Regional Council	8.67	8.67	16.66	
City of Playford	34.68	34.68	16.66	
Total	100%	100%	100%	

**Capital Works** are defined as building and engineering works that create an asset and the renewal of existing assets that has reached the end of its useful life.

**Maintenance** is defined as recurrent expenditure to ensure that existing assets function as designed and are kept in good condition.

**Operational Costs** are defined as recurrent expenditure incurred to ensure that the Authority can conduct day to day functions. Depreciation falls within the scope of the Authority's operational costs.

The proposed business case appears to be a worthwhile and valuable project, which will ensure future investment in the floodplain is best targeted. However, the GRFMA Board has treated the costs associated with preparing the business case as an operational expense and has therefore asked Adelaide Hills Council to contribute 16.6% of the cost. This appears disproportionate, given that any projects that arise from the business case are likely to be infrastructure assets, i.e. capital costs, and in any case, they are unlikely to provide any direct benefit to the Adelaide Hills Council community. It also does not align with the spirit of the intent of the equal share of operational costs, which is intended to cover the essential operating costs of the Authority such as Executive Officer payments, Board costs, etc.

The Administration's view is that a more appropriate contribution is the percentage share for capital works. Although the business case does not create an asset in and of itself, its purpose is to facilitate the creation of assets, such as dam extensions or new levy banks. If this approach was adopted, Adelaide Hills Council's contribution to the business case preparation would be 1.73%, which equates to \$10,380. This is more proportional to Adelaide Hills Council's limited interest in the floodplain; although the Adelaide Hills Council area does contribute flows to the Gawler River and associated floodplain, by way of the South Para

River, the upstream catchment is largely undeveloped, and flows are controlled and governed by SA Water via the South Para reservoir and dam.

As detailed in the Background, since the original tabling of the report on 14 February 2023, the other Authority Members have all agreed to a contribution amount of \$52,000. For the sake of clarity, one Council (Barossa) had initial resolved to not contribute any amount, but reconsidered its decision at its meeting held on 16 May 2023 and resolved to contribute \$52,000. For Council's contribution of \$10,380 to be made, it will require rescission of the previous resolution (28/23) which stated our contribution was contingent upon the relative capital percentage contributions of other members to all be met. Although all other constituent councils have resolved to contribute \$52,000, this is not strictly in line with the capital works share breakdown and so for this council's Administration to confirm its funding contribution, it is necessary to remove that condition.

The Administration considers that the central intent behind the Council's previously resolved conditions has been met, in that all other constituent councils are making a considerable contribution to the business case. Indeed, some are making a contribution exceeding their capital works share.

#### 3. OPTIONS

Council has the following options:

- I. Rescind the resolution made on 14 February 2023 and numbered 28/23 (Recommended).
- II. Decline the requirement to provide funding of \$100,000 to the Gawler River Floodplain Management Authority in support of a Business Case, but instead offer a contribution of \$10,380 in line with the Council's percentage share of capital works costs as per the adopted GRFMA charter (Recommended).
- III. Decline the requirement to provide funding of \$100,000 to the Gawler River Floodplain Management Authority in support of a Business Case, but instead offer a contribution of \$52,000 in line with other Member Council contributions. (Not Recommended).
- IV. Decline the request to provide funding of \$100,000 to the Gawler River Floodplain Management Authority in support of a Business Case, with no alternate funding offered (Not Recommended).
- V. Accept the request to provide funding of \$100,000 to the Gawler River Floodplain Management Authority in support of a Business Case (Not Recommended).

#### 4. APPENDICES

NIL

# ADELAIDE HILLS COUNCIL ORDINARY COUNCIL MEETING Tuesday 23 May 2023 AGENDA BUSINESS ITEM

Item: 12.7

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
9/05/2023	Ordinary Council	107/23	Petition - Sealing of Croft Road Lenswood	Nil
9/05/2023	Ordinary Council	116/23	Attendance at National General Assembly Canberra	Material - Mayor Wisdom Material - Cr Adrian Cheater

#### 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 05.3 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



Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council reporting)	Confidential
24/01/2017	Ordinary Council	7/17	Cromer Cemetery Revocation of Community Land	None declared	a report be prepared and submitted to the Minister for Local Government seeking approval for the revocation of the community land classification of a portion of the land contained in Certificate of Title Volume 5880 Folio 219 identified in red on the plan attached as Appendix 1.	Terry Crackett	In Progress	3/05/2023	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 assessement 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	FALSE
28/08/2018	Ordinary Council	200/18	Proposal to enter 11 AHC Reserves into Heritage Agreements 2018	None declared	1. That the report be received and noted. 2. That the Biodiversity Officer be authorised to enter:Doris Coulls Reserve, 152 Old Mt Barker Road, AldgateHeathfield Waste Facility, 32 Scott Creed Road, HeathfieldKiley Reserve, 15 Kiley Road, AldgateShanks Reserve, 15 Kok Road, AldgateStock Reserve, Stock Road, MylorLeslie Creek Reserve, Leslie Creek Road, MylorLeslie Creek Reserve, Leslie Creek Road, MylorLeslie Creek Road, Erserve, 125 Aldgate Valley Road, MylorAldgate Valley Road, MylorGarey Gully Water Reserve, Kyle Road, MylorKyle Road Nature Reserve, Kyle Road, MylorGarey 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	15/05/2023	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 Shanks Reserve Shanks Reserve Aldgate Valley 2 Reserve Doris Coulls Reserve Mylor Parklands Heathfield Waste Facility 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.	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council reporting)	Confidential
23/07/2019	Ordinary Council	188/19	LED Street Lighting Upgrade		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	16/05/2023	Item 1 - 4 of the resolution have been complete for some time.  Items 5 regarding the change over of Council held public lighting on DTT roads has not progressed. D17 requires that the lighting on DTT onds is V Category lighting and in some instances this may require upgrading of the exiting lighting type and numbers to meet this requirement. The cost to undertake analysis and upgrade is likely to be a low return on investment. Note that there are only abour 100 Council public lights on DTT roads across the Council area and hence the benefits of having this as a priority are minimal in the overal scheme of investment options for energy use reduction. The current status of LED lighting ast relates to litems 1 - 4  IED streetlighting upgrade — Council has invested \$355,000 in the changeover of 780 public Street lights to LED. The remaining approximately 600 lights are more challenging with higher costs and a lower cost benefit.  -#367 IED 17 were rolled out as a bulk rollout program with a \$ 355k investment. Council has entering into PLC tarrifs for these lights, that is Council funds the capital investment and recieves a lower tarriffee and ascolated reduce electricity use that provides long term operational costs for providing this service.  -#4 further 29 lights have been upgraded to LED — Located in Aldgate Main Street, Summentown, and Uraidla.  Street, Summentown, and Uraidla.  -#280 have been changed over by SAPN as part of routine maintenance operations — SAPN policy to change public lights with LED equivalents when existing stocks are depleted.  -#242 remain to be converted — cost in the order of 600k — 700k as these are vertical mounted (technical challenges with existing assemblies) or higher-class V Category.  -#40 have had 73 additional LED lights transferred to Council by Developers (Crest and Hamilton Hill)	FALSE
28/01/2020	Ordinary Council	11/20	Revocation of Community Land - Bridgewater Retirement Village		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	3/05/2023	Application to the Minister for Planning will be made once the trust variation scheme has been approved by the Supreme Court. The Attorney-General has provided in-principle support for the proposal. A detailed landscape design has been prepared, community consultation on the design is underway and submission for the Supreme Court is being prepared. November 21 - consultation has been undertaken, draft affidavit has been prepared for lodgement with the Supreme Court Jan 22 - awaiting approval from the Attorney General to lodge with the Supreme Court April 22 - documents nearing finalisation for lodgement with Supreme Court June 22 - all Supreme Court documents have been executed and progressed with the Attorney-General August 2022 - Supreme court document have been approved, Trust now removed from Retirement Village site and have been transferred to Caripook Park. Meeting with residents on 22 Septrember to discuss status and will then finalise report to Minister to revoke community land classification. Oct 22 - Meeting held with residents re courrent status on 22/10/2022. Community Land revocation application finalised and sent to minister week ending 14/10/2022  Nov 22 - advice received from Minister that community land revocation would be assessed around mid November 2022 Dec 22 - awaiting final decision from Minister regarding community land revocation	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council reporting)	Confidential
15/12/2020	Ordinary Council	300/20	Road Exchange Pomona Road Stirling	None declared	1. That the report be received and noted2. In accordance with sections 12 and 15 of the Roads Opening and Closing) Act 1991, enter into an Agreement for Exchange with the owner of the land of 21 Pomona Road Stirling and issue a Road Process Order to open as public road the area identified as "Road to be opened 1" on the Preliminary Plan No 20/0038 and in exchange to close a portion of Pomona Road as identified on the Preliminary Plan No 20/0038 as "Public Road A", subject to the owner of the land at 21 Pomona Road Stirling agreeing to pay all costs associated with the road exchange process including but not limited to all survey, valuation and reasonable legal costs 3. The closed road be excluded as Community Land pursuant to the Local Government Act 1999. The Mayor and Chief Executive Officer be authorised to sign all documents necessary, including affixation of the common seal, to give effect to this resolution	Terry Crackett	In Progress	3/05/2023	Final Plans and Road Process Order documents have been executed by all parties. Awaiting on processing with the Surveyor- General and the Lands Titles Office Apr 23 - No update May 23 - sent follow up email to surveyor on 17/04/2023 seeking an updaate on the lodgement of documents with the surveyor general	FALSE
27/01/2021	Ordinary Council	22/21	CWMS Review	None declared	that the report, related attachments and the discussion and considerations of the subject matter be retained in confidence until 30 July 2021.	Peter Bice	In Progress	16/05/2023	Still to be retained in confidence	FALSE
23/03/2021	Ordinary Council	52/21	Crown Land Revocation	None declared	1. That the report be received and noted 2. That the consultation report (Appendix 1) be received and noted 3. To apply to the Minister for Planning to revoke the Community Land classification of the following parcels of land:  i. CR 5752/186, Lot 32 Fullgrabe Road, Crafers ii. CR 5753/725, Section 1609 Illert Road, Mylor iii. CR 5753/729, Section 1657 Scott Creek Road, Scott Creek iv. CR 5753/741, Sections 53 and 54 Sandy Waterhole Road, Woodside v. CR 5753/742, Section 547 Schuberts Road, Lobethal vi. CR 5753/745, Section 553 Pedare Park Road, Woodside vii. CR 5753/745, Section 556 Tiers Road, Woodside viii. CR 5753/745, Section 555 Old Carey Gully Road, Stirling ix. CR 5753/754, Section 511 North East Road, Inglewood v. CR 5753/758, Section 262 Reserve Road, Forreston	Terry Crackett	In Progress	3/05/2023	Being progressed in accordance with resolution.  November 21 - awaiting feedback from the Minister for Planning on final application for revocation Jan 22 - final application has been lodged with the Minister for Planning June 22 - awaiting response from new Minister September 2022 - still awaiting response from Minister Oct 22 - Still awaiting response from Minister Dec 22 - received response from Minister Dec 22 - received response from Minister 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 Jan 23 - report to Jan Council meeting regarding next steps. Feb 23 - matter now referred to crown lands SA - workshop to now be held with Council before Council meeting by end of June 2023 Mar 23 - have asked crown lands SA to put matter on hold pending Council workshop schedule for May Apr 23 - To be discussed in future Council workshop on 5 June 2023	

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council reporting)	Confidential
27/07/2021	Ordinary Council	158/21	Revocation of Community Land Classification - Closed Roads R2142AA & R1573AB	Perceived - Cr Linda Green	1. That the report be received and noted 2. To commence a revocation of community land process for the land described as "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 Local Government Act 1999 with the intention of selling the Closed Road to the adjoining owners. 3. To commence a revocation of community land process for the land described as "A" and "B" in Road Plan No. 1573 ("Closed Road") adjacent to 105 Nicholls Road, Norton Summit including consultation in accordance with Council's Public Consultation Policy and the Local Government Act 1999 with the intention of selling the Closed Road to the adjoining owners. 4. That a further report be presented to Council at the completion of the consultation.	Terry Crackett	In Progress	3/05/2023	Commenced in accordance with the resolution  Public Consultation has completed. NO formal responses received - follow up report is prepared and to be presented at June 2022 Council meeting  Follow up report presented to Council 26 July 2022.  Council have written to the Minister for approval of Community Land Revocation status. Anticipated response due mid September 2022.  Oct 22 - No response received from Minister  Nov 22 - Response from Minister still to come  Dec 22 - Response from Minister still to come  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 - Roads Officer position now vacant, will look to report to Council on this asap likely April.  Apr 23 - Report to be submitted to Council shortly.  May 23 - interim roads officer following up	FALSE
24/08/2021	Ordinary Council	170/21	Road Exchange Aldi Devleopment Pomona Road Stirling	None declared	That the report be received and notedin accordance with sections 12 and 15 of the Roads (Opening and Closing). Act 1991, enter into an Agreement for Exchange with the owner of the land of 3-5 Pomona Road Stirling and issue a Road Process Order to open as public road the area identified as "Road to be opened 1" on the Preliminary Plan No 21/0011 and in exchange to close a portion of Pomona Road as identified on the Preliminary Plan No 21/0011 as "Public Road A.", subject to the owner of the land at 3-5 Pomona Road Stirling and Council agreeing to share all costs associated with the road exchange process including but not limited to all survey, valuation and reasonable legal costs. The closed road be excluded as Community Land pursuant to the Local Government Act 1999. The Mayor and Chief Executive Officer be authorised to sign all documents necessary, including affixation of the common seal, to give effect to this resolution.	Terry Crackett	In Progress	3/05/2023	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 6 Feb 23 - No further updates Mar 23 - easement plan now signed and ready for lodgement Apr 23 - Awaiting further advice from Surveyor  May 23 - awawiting further advice from surveyor	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council reporting)	Confidential
24/08/2021	Ordinary Council	178/21	Operational Workplace Review	None declared	That the report be received and noted     That Council take up commercial lease space in Stirling at 85 Mount Barker Road Stirling, and the associated costs for the leasehold premises detailed in Appendix 1 be adjusted in the 2021-22 financial year at Budget Review 1     Further detailed scoping be undertaken on the proposed renewal and energy efficiency upgrades to the Stirling Office, Heathfield Depot, Gumeracha Depot and Woodside Offices (current Development and Building Team offices) and presented to Council for consideration where appropriate within the 2021-22 Budget Review 1 and the next review of the Long Term Financial Plan     Subject to endorsement of the detailed scoping identified in 3 above, the Development and Building Team be relocated from Woodside to Stirling     To include budget provision in the draft Annual Business Plan for the 2022-23 financial year to undertake a feasibility study on the medium to long term needs for community and operational sites and where greater efficiencies may be obtained through consolidation of sites.	Terry Crackett	In Progress	3/05/2023	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 Stiling 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	FALSE
26/10/2021	Ordinary Council	220/21	Charleston Cemetery Compulsory Acquisition	None declared	That the report be received and noted.     To revoke the resolution of Council of 22 May 2001, B129.     To commence a process to compulsorily acquire, under the Land Acquisition Act 1969, the Charleston Cemetery being the land contained in Certificate of Title Volume 5066 Folio 740 located at 36 Newman Road Charleston from The Charleston Cemetery Trust Inc.To continue to manage the Charleston Cemetery on behalf of The Charleston Cemetery Trust Inc in the interim from the date of this resolution until the completion of the land acquisition process. To authorise the Mayor and Chief Executive Officer to undertake all necessary actions, including execution of documents, including under the common seal of Council, to give effect to this resolution.	Terry Crackett	In Progress	3/05/2023	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 Dec 22 - No update received from Minister. Feb 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 May 23 - no response from minister received	FALSE
26/10/2021	Ordinary Council	235/21	Ashton Landfill - Confidential Item	None declared	As per Confidential minute	Peter Bice	In Progress	15/05/2023	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 COI	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council reporting)	Confidential
26/10/2021	Ordinary Council	238/21	Electricity Procurement Legal Matter - Confidential Item	None declared	As per confidential minute	Peter Bice	In Progress	16/05/2023	Still to be retained in confidence	TRUE
14/12/2021	Ordinary Council	274/21	Woodside Recreation Ground Reuse further information	Perceived - Cr Stratford	The report be received and noted.     That a report be prepared for Council's information on the costs associated with bore water saving initiatives that could be implemented in respect to Council-owned recreational assets that are currently irrigated by bore water.	Peter Bice	In Progress	3/05/2023	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	That the report be received and noted     To negotiate an agreement with the Summertown Village Water Company for access to the Council bore located on Anya Crescent Reserve at Summertown for a defined period, being not more than 3 years, on terms and conditions to be agreed whereby by the end of the agreement term, the Summertown Village Water Company has established an independent water supply for its shareholders and current use of the Council bore ceases     To negotiate an in principle agreement with the Summertown Community Centre Inc. for a land exchange at Tregarthen Reserve Summertown that would see the public infrastructure located on land owned by the Council and the sport and recreation infrastructure on land owned by the Summertown Community Centre Inc. with the Council being responsible for the provision of water to Tregarthen Reserve 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     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	3/05/2023	Commenced in accordance with resolution. Sept 22 - commenced as per resolution Oct 22 - commenced as per resolution Nov 22 - commenced as per resolution Dec 22 - commenced as per resolution Dec 22 - commenced as per resolution with an update report to be submitted to Council in early 2023 Jan 23 - update to be reported to Council in March 2023 Fen 23 - report still on track for March 2023 meeting Mar 23 - report to now be considered by Council for meeting later this year around September Apr 23 - no update May 23 - no further update	FALSE
22/03/2022	Ordinary Council	53/22	Removal of Remoteness Sculpture, Stirling	Nii	That the report be received and noted.     That the sculpture known as The Remoteness , be removed from the area in front of the Coventry Library, Stirling.     That best endeavours should be made to retain suitable elements of the sculpture for placement in the surrounding landscape in a manner appropriate to the setting, such as for informal seating.     That the Council works with the Stirling Business Association and stakeholders from the former Adelaide Hills International Sculpture Symposium Inc to identify and implement appropriate means of recognising the sculpture and ensuring its legacy is not lost to the precinct in which it is presently situated and the overall Hills Sculpture Trail.	Terry Crackett	In Progress	3/05/2023	In mid-June, the former artistic director for Adelaide Hills International Sculpture Symposium in capproached Council staff advising of a product he believes may provide a potential 'fix' for the sculpture. He was unavailable to progress the matter through June/July, however staff have recently met with him to progress the matter.  Staff have sought advice on the suggested fix from ArtLab and at the time of update, are awaiting an outcome of their work. It will be important to evaluate whether or not the risk profile associated with the matter would change with the proposed fix. As there is a Council resolution to remove the sculpture, the matter may need to come back to Council for consideration if the fix is deemed viable.  Response from Artlab has indicated that, given the load bearing of the design and the weakened nature of the stone it is unlikely that any treatment options will resolve the issues, however they suggested that we further consult with an engineer regarding proposed fix. An engineer has been approached and provided with all information to date and we await his response.  The engineer has met with the artist who proposed the potential fix and we are in discussions with him regarding options.	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council reporting)	Confidential
26/04/2022	Ordinary Council	86/22	MON Property Lobethal Road Lenswood	Nil	1. Council notes the long history of compliance action taken by the Council under both the Development Act 1993, and the Local Nuisance and Litter Control Act 2016, in relation to: continuing unauthorised use of the land as a junkyard/scrap storage facility/builder's storage facility, the continuing unsightly condition of the land when viewed from the public realm; andongoing nuisance caused by wandering livestock and animals which issues continue to bring about adverse impacts within the locality. The Council instructs the Chief Executive Officer to take such further action/s as he may be advised to take under (including but not limited to) the Local Nuisance and Litter Control Act 2016, and/or the Planning, Development and Infrastructure Act 2016, (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	2/05/2023	Continued monitoring is being undertaken by Council staff and action if appropriate.	FALSE
26/04/2022	Ordinary Council	87/22	Property Lobethal Road Lenswood - Duration of Confidentiality	Nil	Item Duration of Confidentiality NB: Item to be reviewed every 12 months if not releasedReportTwo year termRelated AttachmentsTwo year termMinutesNILOther (presentation, documents, or similar)NIL	Natalie Armstrong	In Progress	2/05/2023		FALSE
24/05/2022	Ordinary Council	122/22	Purchase of Land 8 St John Road Norton Summit	Perceived - Cr Leith Mudge	I move that the matter of the purchase of land at 8 St John Road Norton Summit be brought to a workshop to ensure all members are fully aware of the situation which includes issues that have to be resolved, e.g. Council's encroachment onto Church land of the septic system and part of the CFS shed.		In Progress	3/05/2023	Worskhop scheduled for 9 August 2022.  Workshop held on 16 August 2022.  Nov 22- internal 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  May 23- awaiting report re septic system	FALSE
28/06/2022	Ordinary Council	157/22	Revocation of Community Land Classification - Closed Roads Mt Torrens & Norton Summit	Perceived - Cr Linda Green	That the report be received and noted A report be prepared and submitted to the Minister for Planning seeking approval for the revocation of the community land classification of the land identified as: a. Closed Road AA in Road Plan No. 2142 contained in Certificate of Title Volume 6261 Folio 496 located at Mount Torrens (Appendix 1) b. Closed Road AB in Road Plan No. 1573 contained in Certificate of Title Volume 6261 Folio 497 located at Norton Summit (Appendix 1)	Terry Crackett	In Progress	3/05/2023	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 May 23 - following up report with roads officer	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council reporting)	Confidential
28/06/2022	Ordinary Council	166/22	Warren Road Birdwood Blackspot - Confidential Item	Nil	See Confidential Minute	Peter Bice	In Progress	15/05/2023	In Progress	TRUE
28/06/2022	Ordinary Council	167/22	Warren Road Birdwood Blackspot - Duration of Confidentiality	Nil	Subject to the CEO, or his delegate, disclosing information or any document (in whole or in part) for the purpose of implementing Council's decision(s) in this matter in the performance of the duties and responsibilities of office, Council, having considered Agenda Item 18.1 in confidence under sections 90(2) and 90(3)(d) of the 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 releasedReportUntil all resolutions are executed, but not longer than 28 June 2023Related AttachmentsUntil all resolutions are executed, but not longer than 28 June 2023MinutesUntil all resolutions are executed, but not longer than 28 June 2023MinutesUntil all resolutions are executed, but not longer than 28 June 2023MinutesUntil all resolutions are executed, but not longer than 28 June 2023MinutesUntil all resolutions are executed, but not longer than 28 June 2023MinutesUntil all resolutions are executed, but not longer than 28 June 2023MinutesUntil all resolutions are executed, but not longer than 28 June 2023MinutesUntil all resolutions are executed, but not longer than 28 June 2023MinutesUntil all resolutions are executed, but not longer than 28 June 2023MinutesUntil all resolutions are executed, but not longer than 28 June 2023MinutesUntil all resolutions are executed, but not longer than 28 June 2023MinutesUntil all resolutions are executed, but not longer than 28 June 2023MinutesUntil all resolutions are executed, but not longer than 28 June 2023MinutesUntil all resolutions are executed.		In Progress	15/05/2023	In Progress	FALSE
28/06/2022	Ordinary Council	172/22	Ashton Landfill - Confidential	Nil	See Confidential Minute	Peter Bice	In Progress	15/05/2023	Matter continues to be progressed. Further updates will be provided when a material change occurs.	TRUE
28/06/2022	Ordinary Council	173/22	Ashton Landfill - Duration of Confidentiality	Nil	Subject to the CEO, or his delegate, disclosing information or any document (in whole or in part) for the purpose of implementing Council's decision(s) in this matter in the performance of the duties and responsibilities of office, Council, having considered Agenda Item 18.3 in confidence under sections 90(2) and 90(3)(i) of the 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 releasedReport28 June 2024Minutes28 June 2024OtherNIL		In Progress	15/05/2023	Matter continues to be progressed.	FALSE
28/06/2022	Ordinary Council	175/22	Fabrik Tender & Contract - Confidential Item	Nil	See Confidential Item	Terry Crackett	In Progress	3/05/2023	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 May 23 - awaiting signing of external works contract	TRUE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council reporting)	Confidential
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 Festivals and Events Policy and the CEO prepares a report for Council.	Rebecca Shepherd	In Progress	2/05/2023	We have commenced phase 1 of consultation on the Festival & Events Policy with a general invitation to our community and event attendes 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 August 2023.  https://engage.ahc.sa.gov.au/festivals-and-events-in-the-adelaide-hills	FALSE
23/08/2022	Ordinary Council	230/22	East Waste Recycling Contract – Duration of Confidentiality	Nil	to retain the Items in confidence as detailed in the Duration of Confidentiality Table below:Item Duration of Confidentiality NB: Item to be reviewed every 12 months if not releasedReport23 August 2024Related Attachments23 August 2024Minutes23 August 2024Other23 August 2024Other23 August 2024  Pursuant to section 91(9)(c) of the Local Government Act 1999, the Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer.	Peter Bice	In Progress	15/05/2023	Confidential material remains sensitive and could reasonably be expected to prejudice the commercial position of the person who supplied the information.	FALSE
23/08/2022	Ordinary Council	234/22	Revised East Waste 2022- 23 Annual Plan & Budget – Duration of Confidentiality	Nil	to retain the Items in confidence as detailed in the Duration of Confidentiality Table below:Item Duration of Confidentiality NB: Item to be reviewed every 12 months if not releasedReportNil Related Attachments Appendix 1 Appendix 2 23 August 2024 NilMinutesNilOtherNil Pursuant to section 91(9)(c) of the Local Government Act 1999, the Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer.	Peter Bice	In Progress	15/05/2023	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 Confidentiality	Nil	to retain the Items in confidence as detailed in the Duration of Confidentiality Table below:Item Duration of Confidentiality NB: Item to be reviewed every 12 months if not releasedReport23 August 2024Related Attachments23 August 2024Minutes23 August 2024Other23 August 2024Other23 August 2024  Pursuant to section 91(9)(c) of the Local Government Act 1999, the Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer.	Peter Bice	In Progress	15/05/2023		FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council reporting)	Confidential
20/12/2022	Ordinary Council	303/22	Surplus Government Land Notification	Nil	See Confidential Minute	Terry Crackett	In Progress	3/05/2023		FALSE
20/12/2022	Ordinary Council	304/22	Surplus Government Land Notification	Nil	to retain the Items in confidence as detailed in the Duration of Confidentiality Table below: Item Duration of Confidentiality Table below: New York 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		In Progress	3/05/2023		FALSE
24/01/2023	Ordinary Council	3/23	Questions adjourned - Options to reduce traffic congestion and improve child safety adjacent to Bridgewater Primary School	Nil	That the report be received and noted.     That following the completion of the Child Care development, and in liaison with the Department for Education, Council Staff undertake a Traffic Monitoring Study of the local road network in the vicinity of Bridgewater Primary School including Lezayre Avenue, Morella Grove, Trenouth Street and Shannon Road.     That a report be brought back to Council within 6 months of the opening of the Childcare Centre.	Peter Bice	In Progress	17/05/2023	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 COI	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council reporting)	Confidential
24/01/2023	Ordinary Council	5/23	MON First Nations use of Surplus Land	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	3/05/2023	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 May 23 - workshop scheduled for 5 June 2023	FALSE
24/01/2023	Ordinary Council	7/23	First Nations and Australia Day		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	15/05/2023	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 undetaken and results are to be workshopped with Council members.  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

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council reporting)	Confidential
24/01/2023	Ordinary Council	14/23	37 Yanagin Road Greenhill Revocation of Community Land Classification and Land Swap with Yanagin Reserve	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 Local Government Act 1999 with the intention of undertaking a land swap with the owners of 37 Yanagin Road, Greenhill, together with varying the existing Heritage Agreement over Yanagin Reserve. 3. That a report be brought back to Council following completion of the Community Consultation process.	Terry Crackett	In Progress	3/05/2023	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 May 23 - report to come to Council in later May 2023	FALSE
14/02/2023	Ordinary Council	26/23	Preserving Randell's Workers Cottages 1 Beavis Ct Gumeracha	Nil	That the report be received and noted. 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. 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	2/05/2023	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	21/03/2023	Planning for workshop is underway with launch of discussion board on Member's Portal.	FALSE
14/02/2023	Ordinary Council	30/23	Policy Review Access to Council, Committee, Information or Briefing Sessions	Nil	That the report be received and noted.     That in relation to the Code of Practice for Access to Council and Council Committee and Information or Briefing Session Meetings & Documents:     This Code of Practice be brought to the Elected Body in a Workshop so the newly Elected Body has the opportunity to fully explore and understand both the Code in its current form and the implications of the proposed changes.	David Waters	In Progress	21/03/2023	Planning for workshop is underway with launch of discussion board on Member's Portal.	FALSE
14/02/2023	Ordinary Council	37/23	Substantive CEO Recruitment Remuneration & Independent Advice	Nil	See Confidential Minute	David Waters	In Progress	21/03/2023	Recruitment process is underway.	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council reporting)	Confidential
14/02/2023	Ordinary Council	38/23	Substantive CEO Recruitment Remuneration & Independent Advice Duration of Confidentiality	Nil	retain the Items in confidence as detailed in the Duration of Confidentiality Table below: Item Duration of Confidentiality NB: Item to be reviewed every 12 months if not releasedReportUntil the contract execution of the Substantive Chief Executive OfficerRelated AttachmentsUntil the contract execution of the Substantive Chief Executive OfficerMinutesUntil the contract execution of the Substantive Chief Executive OfficerMinutesUntil the contract execution of the Substantive Chief Executive OfficerOther (presentation, documents, or similar)Nil	David Waters	In Progress	21/03/2023	Recruitment process is underway.	FALSE
28/02/2023	Ordinary Council	40/23	MON Violence Against Women	Nil	Notes the National Plan to End Violence Against Women and Children 2022-2032 (Appendix 1): 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	15/05/2023	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.  A proposed Statement of Commitment is being prepared for Council endorsement at the 13/6 meeting.  A workshop will be held with Council Members to discuss our statement of committment and implementation plan moving forward.	FALSE
28/02/2023	Ordinary Council	41/23	MON Hanson Construction Materials Ltd - White Rock Quarry	Nil	1. That the Chief Executive Officer, on behalf of Council, writes to the Chief Executive Officer of the Department for Energy and Mining (Dr Paul 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	2/05/2023	Letter has been sent and receipt acknowledged. No response has been received to date.	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council reporting)	Confidential
28/02/2023	Ordinary Council	45/23	Parking and Road Safety Wattle Tree Road Bridgewater	Nil	That the report be received and notedTo implement the recommended signage addition and vegetation management outlined in the reportin addition to the recommended signage, to investigate and implement advisory speed signage in the vicinity of the crest, or other appropriate traffic control mechanisms aimed at reducing vehicle speeds That Council ensure the road siding of section 2 is maintained through the regular application of appropriate fillThat parking, access and safety considerations on Wattle Tree Road be monitored again once current residential development on the street is complete.	Peter Bice	In Progress	15/05/2023	Referred back to consultant for advice regarding additional crest signage requested. Response from them has been delayed due to lead consultant's availability (illness and workload).	FALSE
28/02/2023	Ordinary Council	46/23	Coach Parking in Stirling	Nil	The report be received and notedThe merit of coach parking in Stifling 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	In Progress	9/05/2023	SBA Minutes 10 March 2023  Bus discussion - Amanda read out email on behalf of Maura 'I would like to ask about the courier article with Simon acting on behalf of the SBA or so it appeared regarding the advocacy proposal from SBA with coach parking. Please forgive me if I have missed the proposal from the SBA to council but when was it discussed at the committee meeting? Can you let me know the minutes it was documented in just for my own record.".  Mel provided an update of the process that was undertaken by Council and why they didn't recommend the inclusion of coach parking at this time. Simon suggested both Laneways and conference would benefit. The general view of the committee was in agreement with Mel's position that it was not necessary to pursue at this time.	FALSE
									SBA Minutes 14 April 2023  Coach parking report – Mel has been asked to prepare a report in response to coach parking. SBA March minutes indicate that the SBA Committee do not want this discussion to progress any further. Committee were not aware that there was a question on notice raised in September 2022 through elected members indicating this had come from the SBA. All present agree that the coach parking has been raised & looked in to, deemed not	

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council reporting)	Confidential
14/03/2023	Ordinary Council	52/23	Heritage Agreements	Nii	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, Arnac Ridge Road, Bridgewater RAA Tower Reserve at 21 Hillcrest Avenue Crafers WestHeron Reserve at 21 Hillcrest Avenue Crafers WestHeron Reserve at 21 Conspanzing and R. Bridgewater-franderiston Waste Facility (Nt. Charles) at Harrison Road, CharlestonThe Deanery, Old Mount Barker Rd, Bridgewater-frastby Reserve at Pye Road, BalhannahHallady Reserve at Wight Rd, StrinigRudall Reserve at 7-9 Rudall Ave, Crafers-Smith Rd/Stone Quarry Reserve at 54 May 10-Cooper's Reserve at 51 Mer Lake Rd, MylorCooper's Reserve at 51 Mer Lake Rd, MylorCooper's Reserve parcel at Gurr Rd North, BradburyHeathfield/Longwood Reserve, Corner of Heathfield & Longwood Rd, Heathfield/Algate Tennis Courts at 180 Mt Barker Rd, Algate-Chapman Water Reserve at 11 Anna 180 Mt Barker Rd, Algate-Chapman Water Reserve at 180 Mt Lane "Stock Road Rd Reserve at 144 Reserve at 34 Silver Rd Bridgewater-Pitt Road Reserve at 181 Rd, Paracombelleda Rd Reserve at 144 Red Road North, Houghton-Fernwood Reserve, Marbie Hill and Pound Rd, AshtonMt Bold Cutting, Mount Bold Road Cut, Deserv JaleSwifting Cemetery, Strathalbyn Rd, Aldgate-Naligate Valley Reserve, 51 Norton Summit Rd, Woodfordebeing of significant or high potential biodiversity value, hith Herritage Agreement applications seek to apply to those portions of the abovementioned reserves which are of significant or high potential biodiversity value, the Herritage Agreement applications seek to apply to those portions of the abovementioned reserves which are of significant or high potential biodiversity value, while retaining ary existing dog access and established recreational use arrange	Peter Bice	In Progress	15/05/2023	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
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 CFO or his delegate formalises the use of the land described as allotment 5 in Filed Plan 218343 and contained in Certificate of Title S854 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	3/05/2023	Apr 23 - resolutions to be progressed shortly May 23 - progressing	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council reporting)	Confidential
28/03/2023	Ordinary Council	66/23	MON - Community Event Electrical Certificates of Compliance Subsidies	Material - Cr Maicolm Herrmann Material - Cr Adrian Cheater	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.     That as part of the current review of the Council's Setivals 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.     The report be made available for Council's consideration by 22 August 2023.	Rebecca Shepherd	in Progress	2/05/2023	Three community groups took up the subsidy for ceremeonies at Stirling, Houghton and Norton Summit CoCs.	FALSE
28/03/2023	Ordinary Council	67/23	Adelaide Hills Subzone Code Amendment		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	2/05/2023	Consultation commences early May. It has been delayed to accommodate other planning and engagement priorities. The report to be brought back to Council will occur in June rather than May.	FALSE
11/04/2023	Ordinary Council	76/23	Bike Lockers for Personal Use	Nii	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 JunctionWoodside Main StreetBalhannah Main StreetKayannie Corner (intersection of Woodside Road and Onkaparinga Valley Road)Aldgate Bus Depot and/or Main StreetBridgewater OvalSteamroller Park, StirlingUraidla Main Streetthe initial installation cost and ongoing maintenance costs of bike lockers and cagesany other implications for Council resourcesThe report be presented to Council no later than September 2023.	Peter Bice	in Progress	3/05/2023	information gathering and preliminary investigation commenced.	FALSE

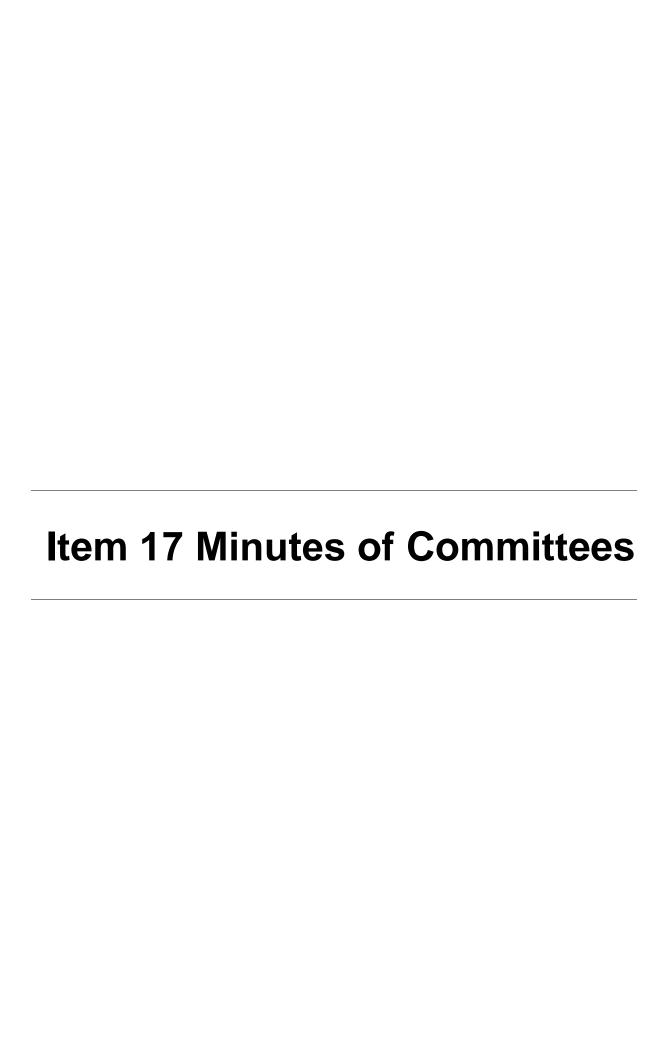
Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council reporting)	Confidential
11/04/2023	Ordinary Council	77/23	Uluru Statement from the Heart and Voice Referendum	Nil	Acknowledges the Uluru Statement 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.      Notes the passage of the First Nations Voice Bill 2023 through State Parliament and assent by Her Excellency the Governor of SA.      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."      Acknowledges and accepts that such a decision to approve this proposed law to alter the Australian Constitution is a matter for the Australian people.      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.      Request stat 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 State Opposition, and the Co-Parliamentary Leaders of the State Opposition, and the Co-Parliamentary Leaders of the State Opposition, and the Co-Parliamentary	David Waters	In Progress	12/04/2023	Letters to MPs sent 20/4/23 Lachlan Miller drafting GAROC item of business	FALSE
11/04/2023	Ordinary Council	78/23	Illegal Native Vegetation Clearance	Nil	1. Condemns the unapproved and excessive clearance of remnant native vegetation at 104 Mount Lofty Road, Crafers.  2. Reaffirms is unawavering 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 anneeded 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 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 in that land. That as part of this investigation:  a. A workshop be conducted with elected members (at the same time as 4(a) above).	Natalie Armstrong	In Progress	2/05/2023	Letter has been sent to Minister Close.  Workshop and Council report are on schedule	FALSE
26/04/2023	Ordinary Council	91/23	MON Western Border Suburbs of Council	General - Cr Louise Pascale	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.     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.     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.	Peter Bice	In Progress	3/05/2023	Approach for undertaking the steps outlined in the resolution being developed.	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council reporting)	Confidential
26/04/2023	Ordinary Council	91/23	MON Western Border Suburbs of Council	General - Cr Louise Pascale	That the Chief Executive Officer form an interna 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.	·	In Progress	15/05/2023	Met with Councillor Pascale to discuss ideas. Internal working group members identified.	FALSE
26/04/2023	Ordinary Council	93/23	PLEC and Main Street Projects	Nii	The report be received and noted.     Strategic Prioritisation criteria for Main Street upgrades and activation to support placemaking outcomes be workshopped with Council Members to guide implementation priorities moving forward.     Council staff submit an application for undergrounding of power lines for Lobethal Stage 3 for construction following 2024-25, as well as requesting Mount Torrens and Woodside Stages to be considered for future rounds.     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.		In Progress	3/05/2023	Actions to address each part of the resolution are now underway.	FALSE
26/04/2023	Ordinary Council	94/23	Development of Behavioural Support Policy	Nii	That the report be received and noted.     To determine not to develop a Behavioural Support Policy at this point in time.     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.     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.	David Waters	In Progress	27/04/2023	Parts 1 and 2 - completed  Part 3 - item will stay open on the action list until report provided to Council in April 2024.  Part 4 - process to be put in place regarding delegations to officers.	FALSE
26/04/2023	Ordinary Council	98/23	Coronation of King Charles III	Nil	That, from existing tree planting resources and with support from local community groups, the A/CEO arranges for the planting of a suitable native tree in Federation Park Gumeracha to commemorate the coronation of King Charles III.	Peter Bice	In Progress	3/05/2023	Investigation is now underway in relation to species and location of tree to be planted.	FALSE
26/04/2023	Ordinary Council	102/23	Confidential Item - Amy Gillett Bikeway Stage 4 Agreement	General - Cr Melanie Selwood	Refer to Confidential Minute	Peter Bice	In Progress	3/05/2023	As per confidential minute	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council reporting)	Confidential
26/04/2023	Ordinary Council	104/23	Confidential - Amy Gillett Bikeway Stage 4 Agreement	General - Cr Melanie Selwood	retain the Items in confidence as detailed in the Duration of Confidentiality Table below: Item Duration of Confidentiality NB: Item to be reviewed every 12 months if not releasedReportUntil execution of 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 AttachmentsNilMinutesUntil 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	Peter Bice	Not Started	3/05/2023	As per confidential minute	FALSE
9/05/2023	Ordinary Council	107/23	Petition - Sealing of Croft Road Lenswood		That the petition signed by 285 signatories requesting the sealing of Croft Road Lenswood from Coldstore Road to at least the Fox Creek Bike car park be received and noted. That the CEO advise the principal signatory of the Council's noting of the petition and that the Council has applied for Special Local Roads Program funding for 50% of the cost of sealing the road and that the remaining 50% is included in the Council's Draft Capital Works Budget for 2023-24.	David Waters	Completed	10/05/2023	Email sent 11/5/23	FALSE
9/05/2023	Ordinary Council	108/23	Burning on Private (Council) Lands Program	Nil	That the report be received and noted. To endorse the investigation of additional Council sites under the DEW Burning on Private Lands Program: Bradwood Park (Heritage Agreement #1266)Red Hill Road, Bradbury (Heritage Agreement #1594)Sedum Place Reserve, Crafers WestMylor Parklands (Heritage Agreement #1264)Camp Gooden (Heritage Agreement #1232)Stock Road, Mylor (Blue Marker Site NVMS52)	Peter Bice	Not Started	10/05/2023		FALSE
9/05/2023	Ordinary Council	109/23	Library Opening Hours	Nii	That the report be received and noted. With an effective date of 1 July 2023, to adopt the Final Proposal – Libraries Opening Hours , as contained in Appendix I, with the alteration that the Woodside Library be open from 11am to 7pm on Thursdays, to provide the following opening hours: (table inserted) That the Chief Executive Officer be authorised to make any (minor) changes to library opening hours provided they do not increase or decrease the total weekly staffed opening hours at each library branch. That nothing in this resolution derogates from the Chief Executive Officer's ability to change library opening hours from time to time for operational reasons.		Not Started	10/05/2023		FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council reporting)	Confidential
9/05/2023	Ordinary Council	110/23	Building Upgrade Finance	Nil	That the report be received and noted.     To undertake a two year pilot program of Environmental Upgrade Agreements, nominally commencing 1 July 2023.     To appoint Sustainable Australia Fund, trading as Better Building Finance, to work collaboratively with Council to establish, administer and support the delivery of Environmental Upgrade Agreements.     To delegate the power to the Chief Executive Officer to:finalise the commencement date for the pilot programenter into an Environmental Upgrade Agreement on behalf of Council anddeclare and levy an environmental upgrade charge.     To report back to Council on the outcomes of the two year pilot by 30 June 2025.	Rebecca Shepherd	Not Started	10/05/2023		FALSE
9/05/2023	Ordinary Council	111/23	Revocation of Community Land - Bridgewater Retirement Village	NI	That the report be received and noted.  That the Community Land classification over the land comprised in Certificate of Title Volume 5488 Folio 788 being Allotment 220 in filed plan 8131, known as the Bridgewater Retirement Village, be revoked.  That a report be provided to Council which:a. Includes the outcomes of the 2021 consultation process regarding the Proposed upgrades for Caripook Park b. Provides options for the upgrade of Caripook Park or another Park in Bridgewater.	Terry Crackett	Not Started	10/05/2023		FALSE
9/05/2023	Ordinary Council	112/23	Policy - Review of Cemetery Operating Policy & Memorials within Council Cemeteries	Nil	That the report be received and noted. With an effective date of 16 May 2023, to revoke the 20 December 2022 Cemetery Operating Policy and to adopt the 9 May 2023 Cemetery Operating Policy as per Appendix 1. That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the 9 May 2023 Cemetery Operating Policy as per Appendix 1 prior to the date of effect. With an effective date of 16 May 2023, to revoke the 23 November 2021 Memorials within Cemeteries Cemeteries Policy and to adopt the 9 May 2023 Memorials within Council Cemeteries That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the 9 May 2023 Memorials within Council Cemeteries Policy as per Appendix 2.	Terry Crackett	Not Started	10/05/2023		FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council reporting)	Confidential
9/05/2023	Ordinary Council	113/23	Draft Annual Business Plan for Consultation	Nii	That the report be received and noted. To endorse the draft Annual Business Plan 2023-24 (ABP), as contained in Appendix 1 for community consultation in accordance with Section 123 of the Local Government Act 1999. That the CEO be authorised to:Make any formatting, nomenclature or other minor changes to the ABP prior to being released for public consultation and Determine the consultation timings, media and processes while ensuring consistency and compliance with the provisions of applicable legislation and Council's Public Consultation Policy.	David Waters	Not Started	10/05/2023		FALSE
9/05/2023	Ordinary Council	114/23	Strategic Plan Engagement Strategy	Nil	That the report be received and noted. To endorse the draft Strategic Plan – engagement strategy, as contained in Appendix 1 to guide the development of the Strategic Plan.	David Waters	Not Started	10/05/2023		FALSE
9/05/2023	Ordinary Council	116/23	Attendance at National General Assembly Canberra	Material - Mayor Wisdom Material - Cr Adrian Cheater	To approve Mayor Jan-Claire Wisdom's physical attendance in a representative capacity at the National General Assembly of Local Government in Canberra in June 2023 and coverage of related costs estimated at \$4,200 in accordance with the Council Member Training and Development Policy. To approve Cr Adrian Cheater's physical attendance in a development capacity at the National General Assembly of Local Government in Canberra in June 2023 and coverage of related costs estimated at \$4,200 in accordance with the Council Member Training and Development Policy	David Waters	Completed	10/05/2023	Mayor & Cr Cheater booked into NGA Conference. Flights arranged where required.	FALSE
9/05/2023	Ordinary Council	119/23	Bridgewater Retirement Village	Nil	Refer to confidential minute	Terry Crackett	Not Started	10/05/2023		FALSE
9/05/2023	Ordinary Council	120/23	Bridgewater Retirement Village duration of confidentiality	Nii	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 sale has been finalised, but not longer than 12 months from the date of this report being 9 May 2024.Related AttachmentsUntil the sale has been finalised, but not longer than 12 months from the date of this report being 9 May 2024.Related AttachmentsUntil the sale has been finalised, but not longer than 12 months from the date of this report being 9 May 2024.MinutesUntil the sale has been finalised, but not longer than 12 months from the date of this report being 9 May 2024.OtherNIL  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.	Terry Crackett	Not Started	10/05/2023		FALSE



### In Attendance

### Members:

Cr Malcolm Herrmann	Presiding Member		
Peter Brass	Independent Member		
David Moffatt	Independent Member		
Pamela Lee	Independent Member		
Cr Melanie Selwood	Council Member		

### In Attendance:

David Waters	Chief Executive Officer		
Lachlan Miller	Executive Manager Governance & Performance		
Mike Carey	Manager Financial Services		
Steven Watson	Governance and Risk Coordinator		

### **Guests in Attendance:**

A 111	
Nil	
1 111	

### 1. COMMENCEMENT

The meeting commenced at 6.02pm.

# 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

2.3. Absent

Nil

6.05pm David Moffatt joined the meeting

## 3. MINUTES OF PREVIOUS MEETINGS

### 3.1. Audit Committee Meeting – 17 April 2023

Moved Peter Brass S/- Cr Melanie Selwood

AC18/23

That the minutes of the Audit Committee meeting held on 17 April 2023 as supplied, be confirmed as an accurate record of the proceedings of that meeting.

Carried Unanimously

### 4. PRESIDING MEMBER'S OPENING REMARKS

- 1. Welcome Pamela Lee as a member of the Committee.
- 2. The Long-Term Financial Plan was adopted by Council on 26 April as recommended by the Committee.
- 3. On the recommendation of the Committee, BDO were appointed as the Council's External Auditors for up to five years
- 4. On 9 May, Council accepted the Committee's recommendation to adopt the Annual Business Plan and Budget. There were a few amendments to income and expenditure from what was presented to the Committee for consideration on 17 April. However, the Key Financial Sustainability Ratios were maintained within the approved ranges. Some key operating expenditures include Increased employment costs \$156k; CC management Plan \$25k; Place making and township planning \$40k-; Woodside Pool \$30k- Diversified income study \$25k-; Amy Gillet Bikeway \$25k-; Offset by an increase in Regulatory income \$135k-.

There were some variations to the Capital budget, such as Installation of EV charging stations, purchase of EV's, CRM system and a Dog and Cat Management facility. Consultation commenced on Friday 12 May and closes on 2 June. A public meeting will be held on Tuesday 23 May 2023.

5. DELEGATION OF AUTHORITY

In accordance with the Audit Committee Terms of Reference, the Committee has no delegated decision-making powers. The Recommendations in Item(s) 8.1 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. Corporate Services Risk Presentation Postponed
- 7.2. Action Report and Work Plan Update

Moved Pamela Lee S/- Peter Brass

AC19/23

The Audit Committee resolves:

- 1. That the report be received and noted
- 2. That the status of the Action Report May 2023 as contained in Appendix 1 be noted.
- 3. To note the *Audit Committee Work Plan 2023, Version: 1.1a* as contained in *Appendix 2.*
- 4. To approve the proposed change to the *Draft Audit Committee Work Plan 2023*, Version:1.2 as contained in *Appendix 3*, with amendment to the Director Presentations to accommodate a dual presentation at the next meeting.

Carried Unanimously
Carrieu Orianimousiv

Presiding Member\_\_\_\_\_\_\_\_19 June 2023

OF	FICER RE	PORTS – DECISION ITEMS					
Bu	Budget Review 3						
	oved Pet - Pamela						
Th	The Audit Committee resolves:						
1.	That	the report be received and noted					
2.		ecommend to Council the proposed budget adjustments presented in Budge ew 3 which result in:					
	a.	An increase in the Operating Surplus from \$830k to \$970k for the 2022-2 financial year.					
	b.	No overall change to the Capital Works capital expenditure budget for 2022 23 thus maintaining a budget of \$19.369m which takes into account estimate carry forwards of \$8m in capital expenditure.					
	c. A change in Council's current Net Borrowing Result to that present from \$342k to \$202k for the 2022-23 financial year as a result of the operating adjustments.						
	d.	proposed financial sustainability indicators within Council's agreed targets of the following:  i. Operating Surplus Ratio 1.8% (Target 1% to 5%)  ii. Net Financial Liabilities Ratio 46% (Target 25% to 75%)  iii. Asset Renewal Funding Ratio 104% (Target 95% to 105%)					
		Carried Unanimous					
En	End of Year Financial Reporting Timetable						
		Melanie Selwood					
S/-	S/- David Moffatt AC21/23						
Th	e Audit (	Committee resolves that the report be received and noted.					
		Carried Unanimous					

Presiding Member\_\_\_\_\_\_\_19 June 2023

19 June 2023

# ADELAIDE HILLS COUNCIL AUDIT COMMITTEE MINUTES OF MEETING MONDAY 15 MAY 2023 63 MT BARKER ROAD STIRLING

8.3. **Internal Controls Review Moved Peter Brass** S/- Pamela Lee AC22/23 **The Audit Committee resolves:** 1. That the report be received and noted 2. To note the further developments and improvements that have been made to Council's internal controls environment. **Carried Unanimously Public Interest Disclosure Arrangements and Compliance** 8.4. **Moved David Moffatt** S/- Cr Melanie Selwood AC23/23 The Audit Committee resolves that the report be received and noted. **Carried Unanimously** 9. **QUESTIONS WITHOUT NOTICE** Presiding Member – Key information on Federal Budget which may affect Council Peter Brass – Is Council up to speed with Single Touch Payroll v2 and ATO payment requirements? 10. **CONFIDENTIAL ITEMS** Nil 11. **NEXT MEETING** The next meeting of the Audit Committee (Special) will be held on Monday 19 June 2023 from 6.00pm at 63 Mt Barker Road, Stirling. **12. CLOSE MEETING** The meeting closed at 7.07pm.

Presiding Member\_

# ADELAIDE HILLS COUNCIL ORDINARY COUNCIL MEETING Tuesday 23 May 2023 CONFIDENTIAL AGENDA BUSINESS ITEM

Item: 18.1

Responsible Officer: Jennifer Blake

**Manager Communications, Engagement & Events** 

**Community Capacity** 

Subject: Event Opportunity – Santos Tour Down Under 2024

For: Decision

### 1. Event Opportunity – 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
- Director Corporate Services, Terry Crackett
- Director Development & Regulatory Services, Natalie Armstrong
- Director Infrastructure & Operations, Peter Bice
- Executive Manager Governance & Performance, Lachlan Miller
- Governance & Risk Coordinator, Steven Watson
- Manager Communications, Engagement & Events, Jennifer Blake
- Events Officer, Stephanie Murgatroyd
- Minute Secretary, Pam Williams

be excluded from attendance at the meeting for Agenda Item 18.1: (Event Opportunity – Santos Tour Down Under 2024) 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)(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. Event Opportunity Santos Tour Down Under 2024 – 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 Council receives written confirmation from the South Australian Tourism Commission that the event information is no longer confidential, but not longer than 30 June 2024.
Related Attachments	Not Applicable
Minutes	Until Council receives written confirmation from the South Australian Tourism Commission that the event information is no longer confidential, but not longer than 30 June 2024.
Other (discussion and considerations of the subject matter)	Until Council receives written confirmation from the South Australian Tourism Commission that the event information is no longer confidential, but not longer than 30 June 2024.

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

# ADELAIDE HILLS COUNCIL ORDINARY COUNCIL MEETING Tuesday 23 May 2023 CONFIDENTIAL AGENDA BUSINESS ITEM

Item: 18.2

Responsible Officer: Mike Carey

**Manager Financial Services** 

**Corporate Services** 

Subject: Electricity Contracts Post 30 June 2023

For: Decision

## 1. Electricity Contracts Post 30 June 2023 – 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
- Director Corporate Services, Terry Crackett
- Director Development & Regulatory Services, Natalie Armstrong
- Director Infrastructure & Operations, Peter Bice
- Executive Manager Governance & Performance, Lachlan Miller
- Governance & Risk Coordinator, Steven Watson
- Manager Financial Services, Mike Carey
- Procurement Coordinator, James Greenfield
- Minute Secretary, Pam Williams

be excluded from attendance at the meeting for Agenda Item 18.2: (Confidential – Electricity Contracts Post 30 June 2023) 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)(k) tenders for the supply of goods, the provision of services or the carrying out of works;) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this Agenda Item is commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the LGAP or tenderers who supplied the information by disclosing specific quotes and modelling by the tenderer.

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. Electricity Contracts Post 30 June 2023 – Duration of Confidentiality

Subject to the CEO, or his delegate, disclosing information or any document (in whole or in part) for the purpose of implementing Council's decision(s) in this matter in the performance of the duties and responsibilities of office, Council, having considered Agenda Item 18.2 in confidence under sections 90(2) and 90(3)(k) 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 contracts are signed, but not longer than 30 June 2023		
Related Attachments	NIL		
Minutes	Until the contracts are signed, but not longer than 30 June 2023		
Other (presentation, documents, or similar)	Until the contracts are signed, but not longer than 30 June 2023		

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.