



ORDINARY COUNCIL MEETING

NOTICE OF MEETING

To: Mayor Jan-Claire Wisdom

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

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 22 April 2025
6.30pm
63 Mt Barker Road Stirling

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

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

A handwritten signature in black ink, appearing to read 'GG', followed by a period.

Greg Georgopoulos
Chief Executive Officer



ORDINARY COUNCIL MEETING

AGENDA FOR MEETING
Tuesday 22 April 2025
6.30pm
63 Mt Barker Road Stirling

ORDER OF BUSINESS

1. COMMENCEMENT

2. OPENING STATEMENT

2.1. Acknowledgement of Country

Council acknowledges that we meet on the traditional Country of the Peramangk and Kaurna people. We pay our respects to Ancestors and Elders past and present as the Custodians of this ancient and beautiful land.

2.2. Together we will care for this place for the generations to come and in this context the decisions we make should be guided by the principle that nothing we do should decrease our children's ability to live on this land.

3. APOLOGIES/LEAVE OF ABSENCE

3.1. Apology
Apologies were received from

3.2. Leave of Absence

3.2.1. Mayor Jan-Claire Wisdom - 11 March 2025 to 10 September 2025 - approved 11 March 2025

3.2.2. Cr Kirrilee Boyd - 19 April 2025 to 27 April 2025 - approved 25 March 2025

3.2.3. Cr Kirsty Parkin- 28 April 2025 to 1 May 2025 - approved 08 April 2025

3.3. Absent

4. MINUTES OF PREVIOUS MEETINGS

Council Meeting – 8 April 2025

That the minutes of the ordinary meeting held on 8 April 2025 as supplied, be confirmed as an accurate record of the proceedings of that meeting.

5. DECLARATION OF CONFLICT OF INTEREST BY MEMBERS OF COUNCIL

6. MAYOR'S OPENING REMARKS

7. QUESTIONS ADJOURNED/LYING ON THE TABLE

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

8. PETITIONS / DEPUTATIONS / PUBLIC FORUM

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

9. PRESENTATIONS (by exception)

Nil

10. QUESTIONS ON NOTICE

10.1. 35 Paratoo Rd Stirling – Cr Kirsty Parkin

- a) *Could we have a status update on the planned childcare centre at 35 Paratoo Rd Stirling, with particular reference to ten mature native trees bordering the property to the east. Please explain the process that was undertaken to secure the removal of these trees. Was the removal of these trees included in the approval of the original plans? If not, when and why were these trees approved for removal?*

10.2. Adelaide Rally – Montacute – Cr Louise Pascale

- a) *The deadline for written feedback for the Adelaide Rally closed on 11th April, 2025, what actionable support will the Adelaide Hills Council be doing to assist the community of Montacute with their feedback and request for an alternative route and / or a reduction in road closures, particularly for Corkscrew Rd, for the 2025 race? What actions can Adelaide Hills Council take to ensure that Adelaide Rally will act on the feedback of Montacute Progress Association?*

11. MOTIONS ON NOTICE

11.1. Heavy Road Freight Bypass of Adelaide Hills Region – Cr Leith Mudge

- 1. Welcomes the commitment of both Federal Government and Opposition parties to funding for the High Productivity Vehicle Network Project which includes funding for a Greater Adelaide Freight Bypass. This includes an allocation in the recent Federal budget towards this project.*
- 2. Notes that the Greater Adelaide Freight Bypass has the potential to reduce large freight vehicles by a significant amount down the South Eastern Freeway, Portrush, Glen Osmond and Cross Roads, including areas that pass through and/or are used by Adelaide Hills Council residents and businesses.*
- 3. Notes that a reduction of large freight vehicles along the Freeway, Portrush, Glen Osmond and Cross Roads will reduce congestion, accidents and noise while improving safety for all road users.*
- 4. Directs the Acting Mayor and CEO to write to other greater eastern Adelaide councils that will benefit from this project including the District Council of Mt Barker, City of Burnside, City of Unley and City of Norwood, Payneham and St Peters, asking them to join with us in advocating for the completion of this project.*
- 5. Provides material on the Council website for residents and businesses on the scope and benefits of this project for the Adelaide Hills Council district.*

11.2. Kenton Valley Road Kenton Valley – Cr Malcolm Herrmann

- 1. I move that the CEO requests the Chief Executive, Department of Infrastructure and Transport investigate the speed limits applying to Kenton Valley Road - between Gumeracha and Lobethal.*

12. ADMINISTRATION REPORTS – DECISION ITEMS

12.1. Treasury Policy update

- 1. That the Treasury Policy update be received and noted.*
- 2. With an effective date of 1 May 2025, to revoke the 13 February 2024 Treasury Policy and to adopt the 22 April 2025 Treasury Policy as per Appendix 1.*
- 3. That the Chief Executive Officer be authorised to make any formatting, nomenclature, or other minor changes to the Policy as per Appendix 1.*

12.2. Council Members Work Health Safety Policy and Procedure

- 1. That the Council Members Work Health Safety Policy report be received and noted.*
- 2. With an effective date of 23 April 2025 to adopt the draft Council Members Work Health Safety Policy as per Appendix 1.*

3. *To note that the Administration will be circulating a short training module on the Council Members Work Health and Safety Policy for completion prior to the 30 April 2025.*
4. *That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the Council Members Work Health Safety Policy as per Appendix 1.*
- 12.3. Easement consent over Crown Land – South Ridge Road, Woodside
 1. *That the report be received and noted.*
 2. *To approve the granting of an easement for 11 South Ridge Road, Woodside contained in Whole of Crown Record Volume 5496 Folio 388; Whole of Crown Record Volume 5488 Folio 471; Whole of Crown Record Volume 5490 Folio 510 and Portion of Crown Record Volume 5496 Folio 403.*
 3. *The Acting Mayor and/or Chief Executive Officer or his delegate be authorised to sign all documentation necessary, including affixation of the common seal if necessary, to give effect to this resolution.*
- 12.4. CFS Review into Bushfire Safer Places and Last Resort Refuges
 1. *That the report be received and noted.*
 2. *To adopt Adelaide Hills Council's response to the CFS Survey into Bushfire Safer Places and Last Resort Refuges as contained in Appendix 2.*
 3. *That the CEO is authorised to send the survey response contained in Appendix 2 and the correspondence contained in Appendix 3 to the CFS Chief Officer.*
- 12.5. Bush Kindy/School Programs – Bushland Park – Lobethal Community Kindergarten and Lobethal Primary School Hire fees for 2025
 1. *That the Bush Kindy - School Programs – Bushland Park – Lobethal Community Kindergarten and Lobethal Primary School – Hire fees for 2025 report be received and noted.*
 2. *That Council approves the discounted hire fee of \$25 per day in lieu of \$34 per three-hour block of time be granted and no bond to be charged to the Lobethal Community Kindergarten for their Nature Connect Bush Kindy Program for 2025.*
 3. *That Council approves the discounted hire fee of \$25 per day in lieu of \$25 per three-hour block of time be granted and no bond to be charged to the Lobethal Primary School for their Bush School Program for 2025.*
 4. *That a report be brought back to Council that considers a review of delegations or a fees and charges policy, whichever is more appropriate, to enable the CEO to vary or waive adopted Fees and Charges during the financial year including parameters around how minor fees may be varied or waived under delegation.*

12.6. Woodforde Infrastructure Maintenance

1. *That the Woodforde Infrastructure Maintenance report be received and noted.*
2. *To note the interim Community Engagement Plan - Woodforde Community Connect as per Appendix 1, noting it is a live and iterative document.*

12.7. Audit Committee Independent Member Recruitment

Decision 1 (required if one candidate per position indicates intention to nominate)

1. *That the report be received and noted.*
2. *To undertake a recruitment process for the selection of one Independent Member for the Audit and Risk Committee, with the term commencing prior to 30 June 2025.*
3. *To appoint _____, _____ and the CEO (or delegates) as members of the Audit and Risk Committee Independent Member Selection Panel.*

Decision 2 (required if more than one candidate per position indicates intention to nominate)

1. *That the report be received and noted*
2. *To undertake a recruitment process for the selection of one Independent Member for the Audit and Risk Committee, with the term commencing prior to 30 June 2025.*
3. *To determine that the method of selecting the Audit and Risk Committee Independent Member Selection Panel by an indicative vote to determine the preferred person(s) utilising the process set out in this Agenda report.*
4. *To adjourn the Council meeting for the purposes of seeking nominations for and, if necessary, conducting an indicative vote to determine the preferred persons for Audit and Risk Committee Independent Member Selection Panel and for the meeting to resume once the results of the indicative voting has been declared.*

Decision 3 (required if meeting adjourned)

1. *To appoint _____, _____ and the CEO (or delegates) as members of the Audit and Risk Committee Independent Member Selection Panel.*

12.8. LGA Draft Strategic Plan 2025-29

1. *That the report be received and noted.*
2. *To authorise the CEO to prepare and lodge a submission on the LGA's draft Strategic Plan 2025–2029 on behalf of Council.*

13. ADMINISTRATION REPORTS – INFORMATION ITEMS

Nil

14. CORRESPONDENCE FOR NOTING

Nil

15. QUESTIONS WITHOUT NOTICE

16. MOTIONS WITHOUT NOTICE

17. REPORTS

- 17.1. Council Member Function or Activity on the Business of Council
- 17.2. Reports of Members/Officers as Council Representatives on External Organisations
- 17.3. CEO Report

18. REPORTS OF COMMITTEES

- 18.1. Council Assessment Panel – 9 April 2025
That the minutes of the CAP meeting held on 9 April 2025 as supplied, be received and noted.
- 18.2. Audit Committee – 14 April 2025
That the minutes of the Audit Committee meeting held on 14 April 2025 as supplied, be received and noted
- 18.3. CEO Performance Review Panel – 16 April 2025
See confidential items
- 18.4. Boundary Change Committee – 15 April 2025
See confidential Items

19. CONFIDENTIAL ITEMS

- 19.1. Boundary Change Committee Confidential Minutes – 15 April 2025

- 19.2. CEO Performance Review Panel Confidential Minutes – 16 April 2025
- 19.3. CEO Performance Review Panel Recommendations (CEO Review Report)
- 19.4. CEO Performance Review Panel Recommendations (CEO Annual Remuneration Review)

20. NEXT MEETING

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

21. CLOSE MEETING

Council Meetings, Information and Briefing Sessions, CAP and Committee Meetings for 2025

DATE	TYPE	LOCATION	MINUTE TAKER
JANUARY 2025			
Wednesday 15 January	CAP	Stirling	TBA
Tuesday 28 January	Ordinary Council	Stirling	Skye Ludzay
FEBRUARY 2025			
Monday 3 February	Workshop	Woodside	N/A
Tuesday 11 February	Ordinary Council	Stirling	Rebekah Lyons
Wednesday 12 February	CAP	Stirling	TBA
Monday 17 February	Audit Committee	Stirling	Lauren Jak
Tuesday 18 February	Professional Development	Stirling	N/A
Tuesday 25 February	Ordinary Council	Stirling	Skye Ludzay
MARCH 2025			
Monday 3 March	Workshop	Woodside	N/A
Tuesday 11 March	Ordinary Council	Stirling	Rebekah Lyons
Wednesday 12 March	CAP	Stirling	TBA
Tuesday 18 March	Professional Development	Stirling	N/A
Saturday 22 March	Workshop	Stirling	N/A
Tuesday 25 March	Ordinary Council	Stirling	Skye Ludzay
Wednesday 26 March	CEO PRP	Stirling	Zoë Gill
APRIL 2025			
Wednesday 2 April	CEO PRP	Stirling	Zoë Gill
Monday 7 April	Workshop	Woodside	N/A
Tuesday 8 April	Ordinary Council	Stirling	Rebekah Lyons
Wednesday 9 April	CAP	Stirling	TBA
Monday 14 April	Audit Committee	Stirling	Lauren Jak
Tuesday 15 April	Professional Development	Stirling	N/A
Wednesday 16 April	CEO PRP	Stirling	Zoë Gill
Tuesday 22 April	Ordinary Council	Stirling	Skye Ludzay
MAY 2025			
Monday 5 May	Workshop	Woodside	N/A
Tuesday 13 May	Ordinary Council	Stirling	Rebekah Lyons
Wednesday 14 May	CAP	Stirling	TBA
Monday 19 May	Audit Committee	Stirling	Lauren Jak
Tuesday 20 May	Professional Development	Stirling	N/A
Tuesday 27 May	Ordinary Council	Stirling	Skye Ludzay
JUNE 2025			
Monday 2 June	Workshop	Woodside	N/A
Tuesday 10 June	Ordinary Council	Stirling	Rebekah Lyons
Wednesday 11 June	CAP	Stirling	TBA
Tuesday 17 June	Professional Development	Stirling	N/A
Tuesday 24 June	Ordinary Council	Stirling	Skye Ludzay
Wednesday 25 June	CEO PRP	Stirling	Zoë Gill
JULY 2025			
Monday 7 July	Workshop	Woodside	N/A

DATE	TYPE	LOCATION	MINUTE TAKER
Tuesday 8 July	Ordinary Council	Stirling	Rebekah Lyons
Wednesday 9 July	CAP	Stirling	TBA
Tuesday 15 July	Professional Development	Stirling	N/A
Tuesday 22 July	Ordinary Council	Stirling	Skye Ludzay
AUGUST 2025			
Monday 4 August	Workshop	Woodside	N/A
Tuesday 12 August	Ordinary Council	Stirling	Rebekah Lyons
Wednesday 13 August	CAP	Stirling	TBA
Monday 18 August	Audit Committee	Stirling	Lauren Jak
Tuesday 19 August	Professional Development	Stirling	N/A
Tuesday 26 August	Ordinary Council	Stirling	Skye Ludzay
SEPTEMBER 2025			
Monday 1 September	Workshop	Woodside	N/A
Tuesday 9 September	Ordinary Council	Stirling	Rebekah Lyons
Wednesday 10 September	CAP	Stirling	TBA
Tuesday 16 September	Professional Development	Stirling	N/A
Tuesday 23 September	Ordinary Council	Stirling	Skye Ludzay
OCTOBER 2025			
Tuesday 7 October (Public Holiday)	Workshop	Woodside	N/A
Wednesday 8 October	CAP	Stirling	TBA
Tuesday 14 October	Ordinary Council	Stirling	Rebekah Lyons
Monday 20 October	Audit Committee	Stirling	Lauren Jak
Tuesday 21 October	Professional Development	Stirling	N/A
Tuesday 28 October	Ordinary Council	Stirling	Skye Ludzay
NOVEMBER 2025			
Monday 3 November	Workshop	Woodside	N/A
Tuesday 11 November	Ordinary Council	Stirling	Rebekah Lyons
Wednesday 12 November	CAP	Stirling	TBA
Monday 17 November	Audit Committee	Stirling	Lauren Jak
Tuesday 18 November	Professional Development	Stirling	N/A
Tuesday 25 November	Ordinary Council	Stirling	Skye Ludzay
DECEMBER 2025			
Monday 1 December	Workshop	Woodside	N/A
Tuesday 9 December	Ordinary Council	Stirling	Rebekah Lyons
Wednesday 10 December	CAP	Stirling	TBA

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

Community Forums 2025

6.00 for 6.30pm

(dates and venues to be confirmed)

DATE	LOCATION
Tuesday 29 April 2025	Uraidla Football Club

Council Member Attendance 2025

Information or Briefing Sessions

Meeting Date	Mayor Jan-Claire Wisdom	Cr Kirrilee Boyd	Cr Adrian Cheater	Cr Nathan Daniell	Cr Leith Mudge	Cr Louise Pascale	Cr Mark Osterstock	Cr Kirsty Parkin	Cr Pauline Gill	Cr Chris Grant	Cr Malcolm Herrmann	Cr Lucy Huxter	Cr Melanie Selwood
3 Feb 25 (WS)	F	AP	F	F	AP	F	AP	F	F	F	F	AP	F
18 Feb 25 (WS)	P	AP	F	F	F	P	AP	F	LOA	F	F	F	F
3 Mar 25 (WS)	F	F	F	F	F	F	F	AP	AP	F	F	AP	F
11 Mar 25 (WS)	LOA	F	F	F	LOA	A	F	F	AP	AP	P	F	F
18 Mar 25 (WS)	LOA	F	F	F	LOA	F	AP	F	P	F	F	F	F
22 Mar 25 (WS)	LOA	F	F	F	LOA	F	AP	F	F	F	F	F	F
7 Apr 25 (WS)	LOA	AP	F	F	F	F	F	F	AP	F	F	AP	F
15 Apr 25 (WS)	LOA	F	F	F	AP	F	AP	F	A	F	F	F	F

Council Member Attendance 2025

Council Meetings (including Special Council Meetings)

Meeting Date	Mayor Jan-Claire Wisdom	Cr Kirrilee Boyd	Cr Adrian Cheater	Cr Nathan Daniell	Cr Leith Mudge	Cr Louise Pascale	Cr Mark Osterstock	Cr Kirsty Parkin	Cr Pauline Gill	Cr Chris Grant	Cr Malcolm Herrmann	Cr Lucy Huxter	Cr Melanie Selwood
28 Jan 25	AP	F	AP	AP	F	LOA	F	AP	F	F	F	F	F
11 Feb 25	F	AP	LOA	F	F	F	F	F	AP	F	F	F	LOA
25 Feb 25	AP	F	F	F	F	F	F	F	LOA	F	F	LOA	F
11 Mar 25	LOA	F	F	F	LOA	F	F	F	AP	AP	F	F	F
25 Mar 25	LOA	F	F	F	LOA	F	F	F	F	F	F	F	F
8 April 25	LOA	A	F	F	F	F	F	F	AP	F	F	F	F

Index: F = Full Attendance / P = Partial Attendance / AP = Apology / LOA = Leave of Absence / A = Absent

Conflict of Interest Disclosure Form

CONFLICTS MUST BE DECLARED VERBALLY DURING MEETINGS

Date: _____

Meeting Name (please tick one)

Ordinary Council ☐

Audit Committee ☐

Special Council ☐

Boundary Change Committee ☐

CEO Performance Review Panel ☐

Other: _____ ☐

Item No

Item Name:

(Only one conflict of interest entry per form)

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

GENERAL ☐

MATERIAL ☐

GENERAL

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

MATERIAL

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

The nature of my conflict of interest is as follows:

(Describe the nature of the interest, including whether the interest is direct or indirect and personal or pecuniary)

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

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

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

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

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

8. DEPUTATIONS

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

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

8.3 PUBLIC FORUM

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

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

Questions on Notice

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 22 April 2025
AGENDA BUSINESS ITEM**

Item: 10.1 Question on Notice

Originating from: Cr Kirsty Parkin

Subject: 35 Paratoo Rd Stirling

1. QUESTION

Could we have a status update on the planned childcare centre at 35 Paratoo Rd Stirling, with particular reference to ten mature native trees bordering the property to the east. Please explain the process that was undertaken to secure the removal of these trees.

Was the removal of these trees included in the approval of the original plans? If not, when and why were these trees approved for removal?

2. BACKGROUND

I have received enquiries from members of the community around this development, with particular concerns around loss of native vegetation.

3. OFFICER'S RESPONSE – Jess Charlton, Director Community and Development

This development initially included the removal of 20 trees, then a further 10 trees. The additional 10 trees have now been excluded from the plans for tree removal. Further detail regarding the process to date is included below.

The original development application at this site was for a two-storey childcare facility and planning consent was granted by the Council Assessment Panel (CAP) on 10 January 2024. The construction of the childcare facility required the removal of native vegetation (20 native trees/saplings) which was referred to the Native Vegetation Council (NVC) who gave consent for the clearance in October 2023.

Following granting of planning consent, the applicant's building certifier reviewed the development and advised the applicant that the design would need to be amended to meet recently introduced changes to the *National Construction Code*, including mitigation of safety risks for certain buildings in bushfire risk areas. The applicant then sought a variation to the planning consent for these design amendments, with the most notable change being the construction of a fire access track around the perimeter of the facility. The proposed construction of the fire track necessitated further removal of native vegetation, consisting of 9 messmate stringybark and 1 Blackwood – 10 additional trees in total. The applicant sought and obtained pre-lodgement approval from the NVC for the removal of these additional trees. A further two 'regulated' trees were proposed to be removed but were dead and therefore excluded from requiring approval for removal under the *Planning, Development and Infrastructure Regulations 2017*. The CAP then approved the variation at its meeting on 9 October 2024.

Since the variation application was approved in October 2024, the requirement for the installation of a fire access track (as well as other fire mitigation requirements) has been removed. *Ministerial Building Standard MBS 007 'Modifications to the Building Code of Australia' Amendment 4* was issued in December 2024 and made changes in South Australia regarding class 9b buildings in bushfire prone areas. Ministerial Building Standards are legal instruments issued under the *Planning, Development and Infrastructure Act 2016* and may specify additional requirements, exemptions or modify how certain *National Construction Code* provisions are applied.

Consequently, a variation to the planning consent to remove the track and retain trees was lodged on 18 March 2025 and approved on 25 March. The approved development (planning consent only at this stage) is now what was originally approved in October 2023, with 20 native trees/saplings approved for removal by NVC. The additional 10 trees that were approved for removal to create the fire access track will now be retained. The building assessment was undertaken by a private certifier and building consent was issued on 9 April 2025. Development Approval is likely to be issued within the coming weeks.

4. APPENDIX

Nil

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 22 April 2025
AGENDA BUSINESS ITEM**

Item: 10.2 Question on Notice

Originating from: Cr Louise Pascale

Subject: Adelaide Rally - Montacute

1. QUESTION

The deadline for written feedback for the Adelaide Rally closed on 11th April, 2025, what actionable support will the Adelaide Hills Council be doing to assist the community of Montacute with their feedback and request for an alternative route and / or a reduction in road closures, particularly for Corkscrew Rd, for the 2025 race? What actions can Adelaide Hills Council take to ensure that Adelaide Rally will act on the feedback of Montacute Progress Association?

2. BACKGROUND

Since 2018 residents from Montacute through the Montacute Progress Association (MPA) have raised issues about the closure of Corkscrew Rd and the diverting of traffic in their area during the Adelaide Rally race. While many of us impacted by road closures experience a day of inconvenience, residents of Montacute have progressively had to manage two to three days of successive road closures over the years.

While Adelaide Rally offers monetary compensation, residents through the Montacute Progress Association have requested rally organisers consider changing their routes and alternating the length of time road closures occur. As debated in this Chamber the economic benefits of this road rally is not always equitably shared across the area, and particularly to those directly impacted. MPA have addressed this in their correspondence and have been asking for alternative considerations to compensate for the inconvenience they experience.

The MPA have raised a number of concerns with the Adelaide Rally organisers, including:

- Bins not emptied on the day of the rally due to problems with garbage truck access
- Traffic Management concerns
- Scheduling of closures
- Changes to school bus routes
- Access for cherry pickers
- impacts to residents of Corkscrew Rd over multiple days

3. OFFICER'S RESPONSE – Jess Charlton, Director Community and Development

Council resolved on 26 March 2024 to support the conduct of the Adelaide Rally for a period of three years from 2024 to 2026. The support is contingent on a number of conditions being met by the

event organisers each year, to the satisfaction of the Chief Executive Officer. This includes, amongst other matters, compliance with Council's *Festivals and Events Policy – Guidelines No 1 for Competitive Motoring Events* and written confirmation that the organiser has used reasonable endeavours to address concerns raised by affected residents.

In accordance with the *Festivals and Events Policy (Appendix 1)*, the Adelaide Rally event organisers have submitted the proposed routes for the 2025 event to the administration. Council staff have reviewed these routes and provided the organisers with a list of impacted residents and businesses. The organisers have subsequently distributed consultation materials to the relevant parties.

A meeting is scheduled between Council staff and event organisers at the end of April 2025 to review and discuss the feedback report prepared by the organisers. This meeting will provide an opportunity to address any concerns raised and explore potential solutions to incorporate the feedback effectively.

4. APPENDIX

(1) Festivals and Events Policy

Appendix 1


Festival and Events Policy

Council Policy

Festivals and Events



COUNCIL POLICY

	FESTIVALS AND EVENTS
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Policy Number:	COM-11
Responsible Department(s):	Communications, Engagement & Events
Relevant Delegations:	As per the Delegations Register and as detailed in this Policy
Other Relevant Policies:	Public Consultation Policy Liquor Licensing Policy Tributes for Commemorative Services Policy Roadside Trading Policy
Relevant Procedure(s):	Nil
Relevant Legislation:	<i>Local Government Act 1999</i> <i>Road Traffic Act 1961</i> <i>Liquor Licensing Act 1997 and Codes of Practice</i> <i>Development Act 1993</i> <i>Development Regulations 2008</i> <i>Food Act 2001</i> <i>Disability Discrimination Act 1992</i> <i>SA Disability Inclusion Act 2018</i>
Policies and Procedures Superseded by this policy on its Adoption:	Festivals and Events Policy 10 September 2019, Item 12.1, 213/19
Adoption Authority:	Council
Date of Adoption:	10 September 2024
Effective From:	24 September 2024
Minute Reference for Adoption:	Item 12.2, 323/24
Next Review:	No later than September 2027 or as required by legislation or changed circumstances

Version Control

Version No.	Date of Effect	Description of Change(s)	Approval
1.0	08/10/2013	New Policy	Council - Res 179
2.0	12/04/2016	Policy Review	Council - Res 10
3.0	10/09/2019	Policy Review	Council - Res 213/19
4.0	24/09/2024	Policy Review	Council - Res 323/24

FESTIVALS AND EVENTS POLICY

1. INTRODUCTION

- 1.1 The Policy provides Council and its administration with principles and guidelines for administering festivals and events in our region. It references Council's Strategic Plan Goal: Connect 2.6. We will seek to bring Festivals and Events to our district that have social, cultural, environmental and economic benefits. The Policy will assist Council to clarify its role and strategic direction relating to festivals and events and manage the expectations of the community.

This Policy is to be read in conjunction with other relevant Council policies, including the Public Consultation Policy, Liquor Licensing Policy, Tributes for Commemorative Services Policy and Roadside Trading Policy. The development of this Policy has taken into account requirements of the *Local Government Act 1999*, *Road Traffic Act 1961*, *Liquor Licensing Act 1997 and Codes of Practice*, *Development Act 1993*, *Development Regulations 2008*, *Food Act 2001*, *Disability Discrimination Act 1992*, *SA Disability Inclusion Act 2018*, and AS/NZS3002: 2021 Electrical Installations – Shows, Carnivals and Events.

2. OBJECTIVES

- 2.1 The objectives of this Policy are to:

- Clearly outline the Council's role and set out criteria to be used by Council and Council staff when assessing the level of support provided to festivals and events in the region.
- Provide festival and event organisers with clear and helpful instructions.
- Build community spirit, increase local interest and participation, strengthen local values and tradition, and encourage volunteering.
- Provide opportunities for recreation, fun, entertainment, celebration and education.
- Contribute to a positive external image of the Adelaide Hills communities.
- Provide economic benefit to the community.

This Policy governs Council's approach to all festivals and events within the district, irrespective of whether they are held on Council land, community land or private premises. It also governs Council's approach to events held adjacent to the district that will have effects within the Council boundary; for example traffic flow or noise.

3. DEFINITIONS

The definitions relate to the organisation, structure and type of event.

- 3.1 **"Community Festivals and Events"** means those festivals or events that create and foster a positive community spirit through participation, volunteering and co-operation. They may provide opportunities for recreation, entertainment, celebration and education. These events are typically held by not-for-profit organisations to celebrate or remember significant events or to fundraise for community initiatives or charitable purposes.

-
- 3.2 **“Community-Council Collaborative Festivals and Events”** means those festivals or events that are a collaboration of community groups and Council, working together to create an event for the benefit of the broader community. The events may be recurrent in nature.
- 3.3 **“Commercial Events”** means events conducted for the purpose of marketing, promoting or selling a service or product, or for providing entertainment for profit. Examples: live performance or concert, trade show, product promotion.
- 3.4 **“Council Operated Event”** means an event initiated and managed by the Council.
- 3.5 **“Event Organiser”** means the individual or group responsible for the planning and execution of an event. This person will be the main contact for Council in relation to the event.
- 3.6 **“Level of Support”** means the level of support for the event in the community. It is assessed by Council on a case-by-case basis. When residents are not directly impacted, support from the community may be able to be inferred from past experience and feedback. A street closure affecting local traffic might require proof of at least 75% support (or no more than 25% opposition) from those affected residents (depending on factors such as time, duration and extent of impact) to be deemed to have support.
- 3.7 **“Private Festivals or Events on Council or Community Land”** means events held for private purposes that generate no revenue to the organiser. The event is generally not granted or guaranteed exclusive use of any public area. Examples: wedding ceremony, family picnic, birthday celebration.
- 3.8 **“Public Festivals or Events on Private Land”** means events open to the public (with or without an admission charge) that are held entirely on private land.
- 3.9 **“Community Land”** is defined under Section 193(1) of the *Local Government Act 1999*. All local government land (except roads) that is owned by council or under council’s care, control and management at the commencement of this section (the *commencement date*) is taken to have been classified as community land unless –
- a) The council resolves to exclude the land from classification as community land within three years after the commencement date; and
 - b) The land is unaffected by provisions of a reservation, dedication, trust or other instrument that would prevent or restrict its alienation.
- 3.10 **“Competitive Motoring Events”** means a motoring or ‘motorsport’ event that is licensed by a national governing body.
- 3.11 **“Non-Competitive Motoring Events”** means motoring events that are not licensed by a national governing body.

4. SCOPE

- 4.1 This Policy applies to festivals and events within the district that are run by Council, supported or sponsored by Council, where Council has an agreement or contract with the Event Organiser, or where the event may have significant community, economic or environmental impact.
- 4.2 This may include but is not limited to: Community Festivals and Events, Community-Council Collaborative Festivals and Events, Council Operated Events, Public Festivals or Events on Private Land, Competitive Motoring Events, Non-Competitive Motoring Events, Events Involving Animals, and Sporting Events.
- 4.3 The Policy provides Council and its administration with principles and guidelines for:
- Administering festivals and events in our district
 - Provision of Council support to festivals and events in our district
 - Approval of road closures
 - Public consultation requirements.

5. POLICY STATEMENT

5.1 Council's role

The Council may initiate, pursue, conduct, sponsor, promote or support festivals and events within the area for social, economic, cultural or environmental outcomes. The Council may do so in partnership with other councils, government agencies, community groups, individuals or private organisations.

The Council may consider unsolicited proposals for festivals or events support on a case-by-case basis.

5.2 Trading opportunities at Council operated events

Where commercial trading opportunities exist at a Council-operated event, those opportunities will be provided to local traders to help showcase their products and build recognition of local brands and offerings. Where attendee demand is likely to be unmet by local traders, vendors from outside the district may be permitted.

The Council will also offer opportunities for local community groups, where appropriate, to provide fundraising and community building opportunities at Council operated events.

5.3 Support for non-Council operated festivals or events

Council support for non-Council operated festivals or events in the Adelaide Hills region is dependent on the size, type and location of the event being proposed, as well as any contractual or legislative requirements.

Organisers should note that the Council may have a regulatory role in approving aspects of the festival or event (e.g. consent to road closures, development approval, licensing the exclusive use of Council land, permitting roadside trading, food safety, burning permits, etc.) in addition to

logistical and promotional support. The Council's regulatory functions are carried out according to the relevant legislative and policy requirements for that aspect of the event. Organisers should therefore be aware that support for one aspect of a festival or event does not necessarily imply any particular position in relation to those aspects over which the Council plays a regulatory role.

Council may undertake any or all of the following actions in accordance with case-by-case requirements and within the limits of available resources:

- Receive applications, assess and provide guidance and support within the Policy expectations
- Provide feedback, complaints support, permissions, promotion, equipment and waste management assistance as appropriate
- Provide the use of indoor or outdoor venues
- Notify event organisers of additional steps to satisfy Council or legislative requirements
- Provide a subsidy towards covering the cost of an electrician for providing an Electrical Certificate of Compliance for events on Council Land

5.4 Eligibility for Council support

Council support (financial or in-kind) may be available under either of the following circumstances:

- The event is initiated, supported, organised, financed and/or managed by the Council
- The event is proposed by non-Council groups and is not for commercial gain, or private or exclusive interest.

Council support for events is generally in the form of in-kind support by way of event management support or advice, publicity and promotion, road closures, waste management, signage and equipment. Financial support is usually gained through applications to Council's Community Grants program for seed funding or for equipment supporting the sustainability of the event.

Council will consider requests for support as part of the festivals and events application process on a case-by-case basis.

5.5 Expectations regarding timing, support or approval

Festival and event organisers should note the following outline of expectations around seeking approval and/or support. The application process and assessment criteria are detailed in sub-sections 5.6 and 5.7.

- The organiser is to communicate intention to run the festival or event to Council and complete a Festival and Event Application
- Council will process applications as follows:
 - Assess festival or event criteria and eligibility for support
 - Identify whether festival or event requires additional guidelines or falls under exceptional categories
 - Identify whether festival or event requires development approval
 - Confirm provision of necessary plans and paperwork
- Council is to provide feedback or approval to event organiser
- Additional meetings or discussions may occur if deemed necessary.

To ensure suitable time for processing requests and working through any necessary elements, it is requested that applications are submitted to Council **no less than three months prior to the festival or event** in question. Festivals or events that fall under **exceptional categories** are listed below in sub-section 5.6 and in the Policy appendices. These appendices should be consulted for specific deadlines as they **may be longer than three months**.

In the case that a festival or event has arisen with less than three months' notice, event organisers should call the Council in the first instance to discuss plans and expedite assistance if possible.

Council commits to acknowledge Festival and Event Applications within 5 days of receipt and to have completed their assessment within one to three months of receipt **provided all supporting documents are submitted as needed** within this timeframe. This timeframe does not include those events that require development approval. Applications will generally be processed chronologically by event date.

5.6 Festival and event application process

Festival and Event applications will be assessed in the first instance by Council staff. Applications that include any of the following elements may be referred to a Council Meeting for consideration.

- Potential to attract a large crowd e.g. outdoor concerts
- Potential for significant sensitivity, controversy or opposition to be generated
- Requirement for road closures
- Request for significant Council sponsorship (financial or in-kind).

Specific guidelines apply to certain types of events, irrespective of how they are structured or organised. These guidelines are set out in the Policy appendices and should be considered in conjunction with the Policy if relevant.

- Guideline No. 1 for Competitive Motoring Events
- Guideline No. 2 for Non-Competitive Motoring Events
- Guideline No. 3 for Events Involving Animals
- Guideline No. 4 for Sporting Events

5.7 Assessment criteria

The criteria for assessing applications for Council support are based on the needs and expectations of the community as reflected in the Adelaide Hills Council Strategic Plan - Your Adelaide Hills.

Festivals or events that are open to the public on Council or community land must provide evidence of minimum \$20 million public liability insurance before they can be approved.

In addition to aligning with the goals of the Strategic Plan, support for festivals and events will be assessed around the following considerations, with the Council administration needing to be satisfied that the benefits outweigh the detriments:

Community Impact

- Opportunities to increase community connections and volunteering
- Opportunities for benefit to local community groups and causes
- Enable people of all abilities (including those with disabilities) to be involved in the event
- Potential for community enjoyment
- The balance of festivals and events across the region
- The commitment to appropriate public engagement
- Effects of noise and nuisance
- Safety, availability and consumption of alcohol, number of patrons
- Impact of road closures on access to public roads

Economic Impact

- Potential for significant fundraising for projects within the community
- Potential to attract additional visitors and economic activity to the region
- Impact on surrounding businesses
- The groups or organisations that stands to benefit financially from the festival or event

Environmental Impact

- Opportunities to enhance environmental outcomes by embracing sustainability principles (including in waste management, use of recycled / compostable materials and the elimination or reduction of single-use plastics wherever possible)
- Potential for detrimental impact on the environment including factors such as damage to flora and fauna and excessive waste left on site

Timing

- Proposed timing of the event in relation to existing events and the availability of tourism resources, accommodation etc.
- Impact on seasonal economic activities (such as harvest seasons)
- Increase in events during the shoulder and low tourism seasons (May to September)
- Safety arrangements and risk management undertaken for events especially given seasonal factors including the Fire Ban Season and potential for extreme weather.

Council's assessment and decision making, especially where there is potential for major inconvenience to the community (for example closed roads, limited access to property or loss of business revenue), will consider these criteria from the information presented by organisers in their Festival and Event Application. The higher the level of inconvenience or detrimental impact, the greater the responsibility for festival and event organisers to provide evidence of the benefits to community that will balance any loss of access, revenue or other negative repercussions.

Public Events on private land may require the organisers to advise or confirm proof of: Council development approval under state development law, a liquor licence, public liability insurance, a food business notification number, a pyrotechnics licence, and/or a Roadside Trading Permit in certain cases.

Event organisers must abide by Councils relevant event guidelines and policies, as well as the Standard AS/NZS3002: 2021 Electrical Installations – Shows, Carnivals and Events. Events that fall under the exceptional categories listed sub-section 5.6 and in the Policy appendices may have additional guidelines and requirements that must be met. Where consultation is required a Consultation Report must be provided by the event organiser to inform Council assessment and decision-making.

A Festival and Event Organisers Toolkit has been developed to assist event organisers in preparing an application. This includes:

- A Festival and Event Application
- A Motoring Event Application
- Applications for consent to liquor licences and roadside trading (if applicable)
- Environmental Health requirements for animal handling and sale of food (if applicable)
- Requirements for road closures and traffic management plans (if applicable)
- Requirements for resident consultation and/or notification plans

The toolkit also outlines additional recommendations from Council for a safe, successful, accessible and inclusive event. Festival and event organisers may be asked to provide evidence of the following additional documents for Council's consideration when assessing an application: an Event Management Plan, Site Map, Risk Management Plan, Emergency Response Plan, Traffic Management Plan and/or Pyrotechnics Report.

6. COST RECOVERY

6.1 Damages

The Council considers festival and event organisers to have full responsibility for any damage to public property that occurs as a consequence of their festival or event. The costs associated with repairing such damage will be the responsibility of the organiser; however repair work should be undertaken in consultation with Council.

6.2 Event cancellation

If a festival or event is cancelled for unavoidable reasons such as inclement weather, the organiser is responsible for the notification to Council and the general public. The organiser will be responsible for any costs attributed to the cancellation of the festival or event. Festivals or events on Council or community land must automatically be cancelled on catastrophic fire days.

6.3 Fees and charges

Fees will generally not apply to community events. Council reserves the right however, to charge a fee for commercial festivals or events, commensurate with the scale of the festival or event and the staff time required to assess the application.

The Council's Fees and Charges Register contains specific fees and charges applicable under this Policy, which may include fees for temporary road closures.

7. DELEGATION

The Chief Executive Officer has the delegation to:

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

8. AVAILABILITY OF THE POLICY

This Policy will be available via the Council's website www.ahc.sa.gov.au.

9. APPENDICES

- (1) Event Guideline No. 1 – For Competitive Motoring Events
- (2) Event Guideline No. 2 – For Non-Competitive Motoring Events
- (3) Event Guideline No. 3 – For Events Involving Animals
- (4) Event Guideline No. 4 – For Sporting Events

Appendix 1

Event Guideline No.1

For Competitive Motoring Events



Guideline No.1 for Competitive Motoring Events

Adelaide Hills Council Festivals and Events Policy

These Guidelines are to be read in conjunction with the Festivals and Events Policy

A Motoring Event Application must be submitted for these events. Details of the application process can be discussed with Council's events staff.

Council Decision

Competitive Motoring ("Motorsport") Events that involve full or partial road closures will be subject to a formal Council decision on every occasion. The Council may, however, provide in-principle support for an event to occur in a number of consecutive years, subject to conditions which will apply over the duration of that support.

Council will take into account information provided by the applicant in relation to the following criteria:

Community Impact

- The likely impacts of the rally in regards to noise, nuisance, safety, number of participants and spectators
- The extent and impact of road closures for this event and other similar events within 6 months either side of the event
- The rigor of the public consultation process
- The results of public consultation
- Opportunities to increase community connections and volunteering
- Potential for community enjoyment

Economic Impact

- Potential for economic benefit or detriment to local businesses
- Potential to attract additional visitors and economic activity to the region
- South Australian Tourism Commission and/or State Government support will be highly considered

Environmental Impact

- A minimal impact on the natural environment by embracing sustainability principles and waste minimisation practices
- Minimal impact to flora and fauna including trees and stock
- Minimal impact on the built environment including (but not limited to) roads, signage, fences and other structures.

Road Closure Applications

Each Motoring Event Application received by Council will be assessed on a case-by-case basis in regards to road closures. The applicant must demonstrate that the section of road to be closed has a low impact on the community, or low level of opposition in relation to a road closure through consultation with all affected residents. The results of this consultation must be compiled in a Consultation Report to be provided to Council administration no less than three months prior to the event date for consideration.

When considering a road closure application, Council administration will take into account any previous year's consultation results and any negative or positive feedback received during and post event. Based on this feedback, event organisers may be asked to review their proposed routes.

The potential national and international exposure of a Motorsport Event will also be taken into consideration alongside community support when assessing the impact of multiple or repeated road closures.

Event organisers will be required to provide a traffic management plan compliant with the *Road Traffic Act 1961*. For all events held on state roads, event organisers will need to provide evidence of support from the South Australia Police and the Department of Infrastructure and Transport.

Planning and Notice of Road Closures

For events requiring road closures notice of intention to run the event requires a minimum of six months' notice, with a Motoring Event Application and Consultation Report to be received with a minimum of three months' notice.

Event organisers that receive Council consent for road closures must provide written notification of the road closures to affected residents and businesses* at least three weeks before the event occurs and provide Council with evidence of this occurrence.

Advanced warning and detour signage must be placed in appropriate locations around the area for at least two weeks before the event occurs. Council must review the size and content of these signs at least three weeks before the event occurs. Event organisers are encouraged to remind affected residents and businesses of the road closure by text message or email at periodic intervals in the days leading up to the event. Organisers must also make traffic detour information (including maps) available online to Council and the community a minimum of two weeks before the event is conducted. Preliminary information about resident notification arrangements is required at the time of submitting the Motoring Event Application. A route should be reconsidered if there is the potential for significant impact on usual local services (e.g. product deliveries or school bus services).

Practice Prohibited

Motorsport event organisers must instruct event participants that practicing on the designated road before the event in competition cars is prohibited. Any use of public roads before the event is subject to normal road rules and conditions.

Consultation with Affected Residents and Businesses

Event organisers must undertake consultation with all affected residents and businesses* and supply the results of this consultation to Council administration in a Consultation Report at least three months prior to the event before a final decision will be made. Preliminary information about consultation methods is required at the time of notification of the event to ensure a balanced approach is undertaken.

Contact information (excluding identifying data) of all affected residents and a model resident consultation letter will be supplied to the event organiser as soon as possible after a preliminary assessment of the application has occurred. It is recommended that all motorsport event organisers conduct resident consultation using the model letter provided and, if deemed necessary by Council or the event organiser, arrange public meetings for further public consultation. Council must approve the final consultation letter prior to providing resident contact information. Any resident feedback received directly to Council will be included in the Consultation Report prepared by Council administration. If permission is granted by the resident, their feedback will also be passed on to the event organiser to address and include in their Consultation Report.

Feedback from all forms of consultation is required to Council administration a minimum of three months ahead of the event. Any steps taken to mitigate community concerns should also be included.

A resident/business reminder letter of the event is required in conjunction with advance road closure signage (as above). Distribution of multiple sources of advance notice communication such as advertising, signage, email or sms and allowing residents to 'opt in' to receive further sms or email updates will be favorably considered.

*For the purposes of resident consultation in relation to road closures, an "affected resident" includes any resident or business that will be denied road access to their property during the closure period, whether their access point is on the competition route itself or on an adjoining road rendered inaccessible by the closure. Other residents with property boundaries adjoining or adjacent to the route may also be included in the consultation process if they could reasonably expect to be inconvenienced by the road closure and/or the conduct of the event.

Appendix 2

Event Guideline No.2

For Non-Competitive Motoring Events



Guideline No.2 for Non-Competitive Motoring Events

Adelaide Hills Council Festivals and Events Policy

These Guidelines are to be read in conjunction with the Festivals and Events Policy

A Motoring Event Application must be submitted for these events. Details of the application process can be discussed with Council's events staff.

Council Decision

Non-Competitive Motoring Events (car shows, classic car convoys etc.) that involve road closures require a formal Council decision on every occasion. The Council may, however, provide in-principle support for an event to occur in a number of consecutive years, subject to conditions which will apply over the duration of that support.

Events requiring road closures where local resident access is maintained (soft closure), do not require a Consultation Report or formal decision by Council. These events will require approval by the CEO.

Events with modified traffic conditions, such as lane closures and one-way traffic restrictions, do not require a Consultation Report or formal decision by Council. These events will require approval by the CEO for Council roads only.

Events with speed restrictions do not require approval by Council or the CEO, however Council administration must be notified and consulted before approval is granted by the South Australia Police.

For all Non-Competitive Motoring Events with any of the above conditions, event organisers will be required to provide a traffic management plan compliant with the *Road Traffic Act 1961*. For all events held on state roads, event organisers will need to provide evidence of support from the South Australia Police and the Department of Infrastructure and Transport.

Council will take into account information provided by the applicant in relation to the following criteria:

Community Impact

- The likely impacts of the rally in regards to noise, nuisance, safety, number of participants and spectators
- The extent and impact of road closures for this event and other similar events within 6 months either side of the event
- The rigor of the public consultation process
- The results of public consultation
- Opportunities to increase community connections and volunteering
- Potential for community enjoyment

Economic Impact

- Potential for economic benefit or detriment to local businesses
- Potential to attract additional visitors and economic activity to the region
- South Australian Tourism Commission and/or State Government support will be highly considered

Environmental Impact

- A minimal impact on the natural environment by embracing sustainability principles and waste minimisation practices
- Minimal impact to flora and fauna including trees and stock
- Minimal impact on the built environment including (but not limited to) roads, signage, fences and other structures.

Road Closure Applications

Each Motoring Event Application received by Council will be assessed on a case-by-case basis in regards to road closures. If the applicant can demonstrate that there is a low level of opposition in relation to a road closure, or that the section of road to be closed has a low impact on the community, then repeated use of that road may be approved.

When considering a road closure application, Council administration will take into account any negative or positive feedback received during and post previous year's events. Based on this feedback, event organisers may be asked to review their proposed closures.

The potential national and international exposure of a motoring event will also be taken into consideration alongside community support when assessing the impact of multiple or repeated road closures.

Planning and Notice of Road Closures

For events requiring road closures notice of intention to run the event requires a minimum of six months' notice**, and a Motoring Event Application is to be received with a minimum of three months' notice. If repeated closure of the road has not already been approved by Council a Consultation Report will also be required at the time of application. For events with modified traffic conditions or a soft closure only, notification of intention to run the event and a Motoring Event Application is to be received with a minimum of three months' notice.

Event organisers that receive Council consent for road closures must provide written notification of the road closures to affected residents and businesses* at least three weeks before the event occurs. Advanced warning and detour signage must be placed in appropriate locations around the event route for a minimum of two weeks before the event date. Council must review the size and content of these signs at least three weeks before the event occurs. Organisers must also make traffic detour information (including maps) available online for Council and the community a minimum of two weeks before the event date. Preliminary plans for advance notice signage and communications arrangements are required when submitting the Motoring Event Application. A route should be reconsidered if there is the potential for significant impact on usual local services (e.g. product deliveries or school bus services).

Consultation with Affected Residents and Businesses

Event organisers must undertake consultation with all affected residents and businesses* and supply the results of this consultation to Council administration in a Consultation Report before a final decision will be made.

Contact information of all affected residents (excluding identifying data) and a model consultation letter will be supplied to the event organiser as soon as possible after a preliminary assessment of the application has occurred. It is recommended that all motoring event organisers conduct resident consultation using the model letter provided and, if deemed necessary by Council or the event organiser, arrange public meetings for further public consultation. Council must approve the final consultation letter prior to providing resident contact information. Any resident feedback received directly to Council will be included in the Consultation Report prepared by Council administration. If permission is granted by the resident, their feedback will also be passed on to the event organiser to address and include in their Consultation Report.

Feedback from all forms of consultation is required to Council administration a minimum of three months ahead of the event. Any steps taken to mitigate community concerns should also be included.

*For the purposes of resident consultation in relation to road closures, an “affected resident” includes any resident or business that will be denied road access to their property during the closure period, whether their access point is on the route itself or on an adjoining road rendered inaccessible by the closure. Other residents with property boundaries adjoining or adjacent to the route may also be included in the consultation process if they could reasonably expect to be inconvenienced by the road closure and/or the conduct of the event.

** Events that are unable to meet this timeframe due to reasonable causes may have their event considered as an exception to this requirement on a case-by-case basis.

Appendix 3

Event Guideline No.3

For Events Involving Animals



Guideline No.3 for Events Involving Animals

Adelaide Hills Council Festivals and Events Policy

These Guidelines are to be read in conjunction with the Festivals and Events Policy

A Festival and Event Application must be completed for these events. Details of the application process can be discussed with Council's events staff.

Events involving animals as the main attraction will require a formal Council decision if to be held on Council or community land.

A formal Council decision may be required for support of events involving animals in entertainment activities, where there is potential to cause harm or distress to those animals.

Organisers of events involving animals must comply with all RSPCA recommendations and standards as a minimum in order to minimise or prevent the harm or distress suffered to animals.

Events involving animals should also demonstrate appropriate consideration for:

- Transport, handling and containment of animals
- Waste removal, handwashing and sanitation requirements.

Wildlife and Conservation Establishments

These guidelines do not apply to events or activities that involve animals held at permanent wildlife and conservation establishments within the Council area.

Permanent wildlife and conservation establishments remain subject to existing legislation governing all of the above areas.

Appendix 4

Event Guideline No.4

For Sporting Events



Guideline No.4 for Sporting Events

Adelaide Hills Council Festivals and Events Policy

These Guidelines are to be read in conjunction with the Festivals and Events Policy

For Road-based Events (including cycle races, marathons, and other walking/running events)

Council Decision

Events that involve road closures without resident access are required to undertake community consultation and provide a Consultation Report, and may be subject to a formal decision by Council. Events requiring road closures where local resident access is maintained (soft closure), do not require a Consultation Report or formal decision by Council. These events will require approval by the CEO.

Events with modified traffic conditions, such as lane closures and one-way traffic restrictions, do not require a Consultation Report or formal decision by Council. These events will require approval by the CEO for Council roads only.

Events that involve speed restrictions without road closures do not require approval by Council or the CEO, however Council administration must be notified and consulted before approval is granted by the South Australia Police.

For all sporting events with any of the above conditions, event organisers will be required to provide a traffic management plan compliant with the *Road Traffic Act 1961*. If using any part of a state road, event organisers will also need to provide evidence of support from the South Australian Police and the Department of Infrastructure and Transport.

Road Closure Applications

Each Event Application received by Council will be assessed on a case-by-case basis in regards to road closures. When considering a road closure application, Council administration will take into account any negative or positive feedback received during and post previous year's events. Based on this feedback, event organisers may be asked to review their proposed closures.

Planning and Notice of Road Closures

For events requiring road closures or modified traffic conditions, notice of intention to run the event along with a Festival and Event Application must be received by Council administration with a minimum of three months' notice. Events with speed restrictions who are not seeking Council support for other aspects of the event, are not required to submit a Festival and Event Application.

Event organisers that receive consent for road closures must provide written notification of the road closures to affected residents and businesses* at least three weeks before the event occurs. Advanced warning and detour signage must be placed in appropriate locations around the area for

at least two weeks before the event occurs. Council must review the size and content of these signs at least three weeks before the event occurs. Distribution of other sources of advance notice communication such as advertising, letters, email or sms and allowing residents to 'opt in' to receive further sms or email updates, will be favorably considered. Organisers must also make traffic detour information (including maps) available online to Council and the community a minimum of two weeks before the event is conducted. Preliminary information about these arrangements is required at the time of submitting the Application. A route should be reconsidered if there is the potential for significant impact on usual local services (e.g. product deliveries or school bus services).

Consultation with Affected Residents and Businesses

Event organisers may be required to undertake consultation with all affected residents and businesses* of proposed road closures and supply the results of this consultation to Council administration in a Consultation Report before a final decision will be made. Council Event staff will work with event organisers if consultation is required.

Contact information (excluding identifying data) of all affected residents and a model resident letter will be supplied to the event organiser if consultation is required. Any resident feedback received directly to Council will be included in the Consultation Report prepared by Council administration. If permission is granted by the resident, their feedback will also be passed on to the event organiser to address and include in their Consultation Report.

Feedback from all forms of consultation is required to Council administration a minimum of three months ahead of the event. Any steps taken to mitigate community concerns should also be included.

Venue-based Sporting Events (in ovals, showgrounds or halls)

Venue-based events that require road closures are subject to the same guidelines as road-based events.

Sporting Events that involve motorsport should refer to Guidelines 1 and 2 for additional considerations.

*For the purposes of resident consultation in relation to road closures, an "affected resident" includes any resident or business that will be denied road access to their property during the closure period, whether their access point is on the route itself or on an adjoining road rendered inaccessible by the closure. Other residents with property boundaries adjoining or adjacent to the route may also be included in the consultation process if they could reasonably expect to be inconvenienced by the road closure and/or the conduct of the event.



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Motions on Notice

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 22 April 2025
AGENDA BUSINESS ITEM**

Item: 11.1 Motion on Notice

Originating from: Cr Leith Mudge

Subject: Heavy Road Freight Bypass of Adelaide Hills Region

1. MOTION

That Council:

- 1. Welcomes the commitment of both Federal Government and Opposition parties to funding for the High Productivity Vehicle Network Project which includes funding for a Greater Adelaide Freight Bypass. This includes an allocation in the recent Federal budget towards this project.**
- 2. Notes that the Greater Adelaide Freight Bypass has the potential to reduce large freight vehicles by a significant amount down the South Eastern Freeway, Portrush, Glen Osmond and Cross Roads, including areas that pass through and/or are used by Adelaide Hills Council residents and businesses.**
- 3. Notes that a reduction of large freight vehicles along the Freeway, Portrush, Glen Osmond and Cross Roads will reduce congestion, accidents and noise while improving safety for all road users.**
- 4. Directs the Acting Mayor and CEO to write to other greater eastern Adelaide councils that will benefit from this project including the District Council of Mt Barker, City of Burnside, City of Unley and City of Norwood, Payneham and St Peters, asking them to join with us in advocating for the completion of this project.**
- 5. Provides material on the Council website for residents and businesses on the scope and benefits of this project for the Adelaide Hills Council district.**

2. BACKGROUND

The Greater Adelaide Freight Bypass is part of the High Productivity Vehicle Network Project¹, created by the State Government and recently receiving a Federal funding commitment from both major parties including an allocation in the recent Federal Budget.² This project will provide road and infrastructure upgrades to develop a vehicle bypass for heavy freight traffic that would otherwise be travelling through Adelaide towards western, northern or eastern areas.

Under the current plan (see map below), through heavy freight traffic coming from the east along the Princes Highway, will divert from Murray Bridge up past Mannum and Sedan to join the Sturt Highway near Turo and travel down to join Port Wakefield Road to continue north along the Augusta Highway or down into Port Adelaide and Outer Harbor. This bypass will divert significant amounts of heavy freight traffic off the South Eastern Freeway, Portrush, Glen Osmond and Cross Roads, reducing congestion, accidents and noise while improving safety for all road users.



¹ https://www.dit.sa.gov.au/infrastructure/road_projects/high-productivity-vehicle-network-strategy

² <https://minister.infrastructure.gov.au/c-king/media-release/690-million-critical-road-projects-south-australia>,
<https://peterdutton.com.au/dutton-mckenzie-pasin-stevens-flint-basic-media-release-coalition-commits-to-greater-adelaide-freight-bypass/>.

This project will provide significant benefits for Adelaide Hills Council residents and businesses adjacent to the South Eastern Freeway as well as our residents and businesses that use the Freeway, Portrush, Glen Osmond and Cross Roads, particularly during peak hour traffic times.

It became apparent last year that an informal alliance had developed between eastern suburbs councils to advocate for this project including the City of Burnside³ and City of Norwood, Payneham and St Peters⁴, that surprisingly the Adelaide Hills Council was not a part of. This motion calls on the Acting Mayor and CEO to make contact with these and other councils that would benefit to form a united front to ensure this project is followed through to completion and that the full benefits are realised for Adelaide Hills Council residents and businesses.

3. OFFICER’S RESPONSE – Greg Georgopoulos, Chief Executive Officer

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

Strategic Plan 2024 – Your Place, Your Space

Goal	Organisation
Objective	O4 Engage and advocate for our communities
Priority	O4.2 Advocate on behalf of the community to represent its needs and views with relevant stakeholders and decision makers.

➤ **Legal Implications**

Not applicable

➤ **Risk Management Implications**

The support and advocating of the project and engagement with other Local Government areas that will benefit from the freight bypass will assist in mitigating the risk of:

Council not fully representing its community leading to disappointment from the community.

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

➤ **Financial and Resource Implications**

Not applicable

³ <https://www.burnside.sa.gov.au/files/assets/public/v/1/community-amp-recreation/community-engagement/latest-news/cob-gafb-brief-2024-v4.pdf>

⁴ https://lookeast.npsp.sa.gov.au/files/23854_greater_adelaide_freight_bypass_a4_fact_sheet.pdf?v=530

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

Supporting community concerns regarding congestion and heavy freight on the South Eastern Freeway.

➤ **Sustainability Implications**

Not applicable

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

Consultation on the development of this report was as follows:

Council Committees: Not applicable

Council Workshops: Not applicable

Advisory Groups: Not applicable

External Agencies: Not applicable

Community: Not applicable

4. ANALYSIS

Council previously highlighted heavy freight and congestion on the South Eastern Freeway in its formal response to the Mount Barker and Adelaide Hill Transport Study in 2022 (**Appendix 1**).

This project will support a reduction in heavy freight in line with Council's previous feedback.

5. APPENDICES

(1) Council Letter – Adelaide Hills Transport Study

Appendix 1

Adelaide Hills Transport Study Council Response

18 January 2023

Mr Jon Whelan
Chief Executive
Department for Infrastructure and Transport
GPO Box 1533
ADELAIDE SA 5001
Email: dit.officeofthechiefexecutive@sa.gov.au

Dear Mr Whelan

Mount Barker Adelaide Hills Transport Study Feedback

Thank you for the opportunity to provide input into the first stage of the Mount Barker/Adelaide Hills Transport Study.

The Council welcomes the commencement of this long-awaited study and we look forward to supporting the process through promoting opportunities for community input and directly feeding in information held by the Council.

You would be aware of the significant level of public interest in this study. Previous reviews and reports have not addressed all of the community's concerns, nor have they comprehensively examined ideas put forward such as passenger rail. We look forward to this study progressing carefully and methodically to address these past gaps.

There is also significant community interest in progressing a number of important transport infrastructure projects already underway. The Council supports these initiatives and will continue to offer assistance to the Department to progress them. They include:

- Crafers Park and Ride upgrade.
- Investigation into a Bridgewater Park and Ride facility.
- Interchange upgrade at Verdun and including the upgrade of the Pioneers Women's trail.
- Investigation into the Junction Road railway crossing and Onkaparinga Valley Road/Junction Road intersection in Balhannah.
- A business case for a Greater Adelaide Freight Bypass.
- Onkaparinga Valley Road/Tiers Road/Nairne Road intersections upgrade.
- Design for Stage 4 of the Amy Gillett bikeway.
- Public transport and the lack of after-hours and weekend services into the Balhannah, Woodside and Lobethal general area.
- Limited public transport options for the communities in the northern area of the Council (Birdwood, Gumeracha and Kersbrook).
- State Government incorporate additional design consideration for walking and cycling in new or upgrade of transport infrastructure.

The Onkaparinga Valley Road/Tiers Road/Nairne Road intersection upgrade has been proposed for some time and we would like to see this progressed with a higher priority.

Council has completed a Crafers Village Design Guideline that identifies access and parking consideration along with an indicative location, which we hope to be considered in the Department's planning for expanded Park and Ride facilities at Crafers.

With regard to the current community engagement stage of the transport study, we have identified a range of specific issues and strategic considerations, informed by community advocacy and previous studies in which the Council has been involved. I present them in the following pages for your consideration.

We look forward to continuing to work with the Department on the Mount Barker/Adelaide Hills Transport Study as it progresses through its various phases to determine safe, reliable, efficient and sustainable transport solutions for our community.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'JC Wisdom', with a long horizontal flourish extending to the right.

Dr Jan-Claire Wisdom
Mayor

Mount Barker/Adelaide Hills Transport Study

Adelaide Hills Council submission into stage 1 community engagement

Public Transport and Commuting

Strategic Consideration

- Council reaffirms its position that passenger rail connection for the Adelaide Hills should be a key consideration for the future of public transport. It has the potential to reduce Freeway congestion and provide efficient and sustainable mass commuter transport.
- There is limited public transport options available off the main South Eastern Freeway corridor and the expansion of Ride Share Services or the on-demand service like that currently operating in Mt Barker, Nairne and Littlehampton should be considered.
- Ensure the planning of the bus fleet for Adelaide Hills moves as quickly as is feasible to zero-emission public transport.

Specific Issues

- Frequency and reliability of public transport services particularly in areas not in close proximity to the South Eastern Freeway Corridor.
- Support for public transport users and the funding of bus shelter and associated infrastructure, including Park and Rides facilities, that supports improved accessibility outcomes, especially in encouraging the use of public transport in the colder and wetter Adelaide Hills climate.
- Inefficient access to real-time bus arrival information.
- Congestion on the South Eastern Freeway and arterial roads leading into the Adelaide CBD.
- The rate of vehicle incidents, especially heavy vehicles, on the South Eastern Freeway reducing user confidence in this corridor.

Walking/Cycling/ Trails

Strategic Consideration

- Given the overrepresentation of cyclists in crash statistics, there should be significant investment in infrastructure that supports cycling in the Hills and the safety of these users on steep and winding roads. This could be both on-road and off-road investment.
- Similarity with pedestrians (many tourists) utilising our trails networks, safe access and crossings with vehicle users should be a priority.
- Connection between Oakbank/Balhannah and Hahndorf and link up Amy Gillett Bikeway with Pioneer Women's Trail (investment as part of Hahndorf Traffic Study outcomes).
- Further enhance connectivity for cycling from Hahndorf through to Bridgewater and connect to the recently completed Crafers – Stirling Bikeway.

Specific Issues

- Amy Gillett Stage 4 completion – Council acknowledges that the state government has committed to own and maintain stage 4 of the Amy Gillett bikeway. The state government has also commenced investigation and design of this stage to better inform the final project scope and costs. The Council is pleased that the project overview acknowledges the value of this infrastructure to the community. The Council should continue to work in partnership with the state government to facilitate the delivery of Stage 4.
- Mount Barker Road between Aldgate to Stirling has been raised by the community as a concern regarding the conflict between cyclist and vehicles.
- Inglewood – drainage and safety barrier infrastructure means that pedestrians must walk on the road. Council is seeking to work with DIT to improve pedestrian safety in Inglewood.
- Adelaide100 Walking Route trail development will have multiple locations where pedestrian interaction will occur with the road network. 80% of this route will be on local or state government roads networks in the Adelaide Hills council area.

Road Infrastructure/ Road Safety

Strategic Consideration

That noise assessments and modelling undertaken along the South Eastern Freeway corridor and appropriate noise mitigation be installed to reduce the current and future traffic noise to acceptable levels for nearby residents and businesses. Noise considerations should also be considered when examining other potential modes of commuter transport.

Specific Issues

- Progress the consultation for Onkaparinga Valley Road/Tiers Road/Nairne Road intersection. This project was announced several years ago and then the process was delayed following the Cudlee Creek bushfires and recovery period. The progress of this project has been raised on a regular basis by the community.
- Bridgewater - Mount Barker Road/Carey Gully Road junction improvements for improved traffic flow and safety.
- Funding to upgrade Croft Road (unsealed to sealed) to support tourism and specifically the Fox Creek Mountain Bike Park and wineries.
- Narrow width of specific Bridges across the road network. As part of Council consultation on its Road Bridge Asset Management, community feedback was received regarding the width of bridges on the state government network as a concern. The bridge on Onkaparinga Valley Road approaching the junction Mount Torren Road was raised a number of times by the community as being too narrow and dangerous when passing other traffic.
- Speed limit on North East Road between Inglewood and Range Road South. Current request by Council to the department for a review

Unique Adelaide Hills Character

Given the unique nature of the Adelaide Hills environment and the level of tourism appeal the department should consider in its transport planning:

- Coordinating road and associated infrastructure upgrades with potential entry statement improvements to affected townships. Consideration to landscaping treatments, tree planting, placemaking opportunities and general amenity improvements should be integrated into the planning, design and delivery phases.
- Balancing transport links vs place – considering how freight and high traffic volumes are impacting the setting of township main streets. Consideration should be given to traffic speeds, provision of pedestrian safety including safe crossings and cycling infrastructure that connects with the surrounding network (i.e. Amy Gillet bikeway).
- Infrastructure upgrades along designated scenic routes throughout the hills should be sympathetic to the landscape setting. Excessive excavations should be avoided where possible and following any groundworks or land clearing appropriate revegetation and landscaping treatments should be a priority, focused on initial plantings through to long term establishment and maintenance.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 22 April 2025
AGENDA BUSINESS ITEM**

Item: 11.2 Motion on Notice

Originating from: Cr Malcolm Herrmann

Subject: Kenton Valley Road Kenton Valley

1. MOTION

I move that the CEO requests the Chief Executive, Department of Infrastructure and Transport investigate the speed limits applying to Kenton Valley Road - between Gumeracha and Lobethal.

2. BACKGROUND

Residents living along Kenton Valley Road and feeder roads have expressed their concerns about users' safety on this road. It is a popular DIT road linking the Barossa Valley to Lobethal and Woodside/freeway. It is particularly heavily used during the grape harvest and livestock movement to the Lobethal abattoirs throughout the year.

Between Gumeracha and Lobethal there are four (4) speed zones - 50,60,80 and 100kph. The longest section of about five (5) kms has the speed limit of 100kph. There is a major intersection with Burford Hill Road in this zone.

Residents believe that the 100 kph is too high and poses a threat to road users' safety.

3. OFFICER'S RESPONSE – Greg Georgopoulos, Chief Executive Officer

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

Strategic Plan 2024 – Your place, your space

Goal 3 Built Form and Economy

Objective BFE3 Develop and maintain infrastructure to support livability and sustainable economic activity

➤ **Legal Implications**

Not Applicable

➤ **Risk Management Implications**

The support and advocating for safety improvements across the community will assist in mitigating the risk of:

Council not representing the community and may lead to a loss in community confidence in Council.

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

➤ **Financial and Resource Implications**

Not Applicable

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

Supporting community regarding road safety within the local region.

➤ **Sustainability Implications**

Not Applicable

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

Consultation on the development of this report was as follows:

Council Committees: Not applicable

Council Workshops: Not applicable

Advisory Groups: Not applicable

External Agencies: Not applicable

Community: Not applicable

4. ANALYSIS

Kenton Valley Road is managed by the Department for Infrastructure and Transport (DIT).

The road has been reviewed internally by Civil Services (Senior Engineer and Technical Officer) and current road design complies with Australian Standards.

Kenton Valley Road has existing speed limits of 80km/h and 100km/h on various sections. Based on civil services' analysis, the existing speed limit, along with the line marking, signage, and advisory signs, is appropriate for the road's environment and does not support a review of the existing speed limit.

There may be an issue with lack of maintenance on Kenton Valley Road, which may impact the appropriateness of road speeds. However, there are no current cases within the customer request system where a formal request for road works on Kenton Valley Road have been recorded. Any requests for service would be directed at the Department for Infrastructure and Council would liaise with the Department on this matter.

5. APPENDICES

Nil

Administration Reports Decision Items

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 22 April 2025
AGENDA BUSINESS ITEM**

Item: 12.1

Responsible Officer: Gary Lewis
Director Corporate Services
Corporate Services

Subject: Treasury Policy update

For: Decision

SUMMARY

The purpose of this paper is to request Council to adopt proposed updates to the Treasury Policy (the Policy). The updates to the Policy are intended to remove ambiguity around the process required to be undertaken for refinancing of debt or increasing of the Council's total debt facilities.

RECOMMENDATION

Council resolves:

- 1. That the Treasury Policy update be received and noted.**
 - 2. With an effective date of 1 May 2025, to revoke the 13 February 2024 Treasury Policy and to adopt the 22 April 2025 Treasury Policy as per Appendix 1.**
 - 3. That the Chief Executive Officer be authorised to make any formatting, nomenclature, or other minor changes to the Policy as per Appendix 1.**
-

1. BACKGROUND

In February 2024, Council considered and resolved to adopt the Policy as noted below.

12.3 Treasury Policy Report

Moved Cr Mark Osterstock
S/- Cr Melanie Selwood

21/24

Council resolves:

1. That the report on the Treasury Policy be received and noted.
2. With an effective date of 1 March 2024, to revoke the 19 January 2020 Treasury Policy and to adopt the 13 February 2024 Treasury Policy as per Appendix 1.
3. That the Chief Executive Officer be authorised to make any formatting, nomenclature, or other minor changes to the Policy as per Appendix 1 prior to the date of effect.

Carried Unanimously

In February 2025, the CEO made minor administrative updates to the Policy to improve readability and to provide the Team Leader Financial Accounting delegation as was previously contemplated.

Following these administrative updates, a comprehensive review of the Policy was undertaken by the Finance team. The outcome of this review is the subject of this report.

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2024 – Your Place, Your Space

Goal 4 Organisation

Objective 05 Evolve Council's functions and services to meet the current and future needs and aspirations of our community

Priority 05.2 Demonstrate financial sustainability through long term financial planning and annual budget setting which aligns with adopted targets.

Reviewing and updating the Treasury Policy provides clarity around processes regarding debt and debt funding. The costs associated with debt funding can be material and planning for this is integral to the long term planning of Council.

➤ Legal Implications

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

➤ Risk Management Implications

The adoption and implementation of the Treasury Policy will assist in mitigating the risk of:

The absence of formal policies and procedures may lead to inconsistent or inappropriate practices resulting in errors. Formal and effective controls are particularly important where high volumes of transactions or where the total dollar value is significant.

Inherent Risk	Residual Risk	Target Risk
High (3B)	Medium (3C)	Medium (3D)

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

➤ **Financial and Resource Implications**

This Policy ensures that financial resources are sourced and applied in an efficient manner supporting the sustainability of Council.

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

There is a high expectation that Council has appropriate corporate governance processes in place including an effective suite of policies.

➤ **Sustainability Implications**

Not applicable.

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

Consultation on the development of this report was as follows:

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

➤ **Additional Analysis**

The review of the Policy has highlighted the following:

1. Ambiguity in relation to new loans
2. A need to expand and simplify Section 6 – Delegation

Ambiguity in relation to new loan

As part of Council's risk minimisation strategy contained within the Policy, clause 5.2.4 requires that:

"All new loans are to be tendered to at least three lending institutions."

The term "new loan" is not defined in the policy. This creates ambiguity, particularly around the process required to be followed for the refinancing of an existing debt.

As currently drafted, "new loan" could be interpreted to mean:

1. Any loan which matures and is then refinanced, or
2. A loan which increases the total debt facilities of the Council.

To remove this ambiguity, it is proposed to add a definition of “new loan” to the definitions section of the Policy as below:

“New Loans” New loans are those loans which increase the total debt facilities of Council.

It should be noted that Council, as part of the annual budget process, approves the total debt facility.

Impact of change:

The change results in clarity regarding the process to be followed when Council seeks debt financing.

For any debt facilities which increase the Council's total debt facilities, whether these debt facilities are drawn or not, Council is required to tender the debt facilities with at least three lending institutions.

For any debt facilities which do not increase the Council's total debt facilities, Council can choose various avenues to source the debt. This may include but not be limited to tendering (whether select tender or open market), or direct approach. This allows for greater efficiency to achieve fit for purpose funding.

Delegation

Under the current Policy, the delegations to enter into loan and investment transactions are consolidated. This creates unnecessary complexity and therefore these have been separated in the proposed Policy. There has been no substantive change to these delegations and the updates are to provide clarity of interpretation.

Delegations - Debt

Following the clarification of the definition of “new loan”, there is a need to clarify the delegations associated with this. The table below summarises the delegations associated with the 3 different types of transactions:

	CEO	Directors	Manager Financial Services	Management Accountant	Team Leader Financial Accounting
New loan (increase total debt facilities up to limits approved by Council)	Yes	Yes	Yes	No	No
Refinancing (No increase in total debt facilities)	Yes	Yes	Yes	No	No
Draw down of existing facilities (no increase in	Yes	Yes	Yes	Yes	Yes

total debt facilities)					
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The delegates above do not have the delegation to enter into these transactions alone and require an additional delegate for each transaction.

Delegations – Investments

There has been no substantive change to the delegations for investments. In summary, the ability to enter into new investments is delegated to the CEO, the Directors and the Manager Financial Services. The ability to enter into investment transactions within existing facilities is delegated to the aforementioned as well as the Management Accountant and Team Leader Financial Accounting.

3. OPTIONS

Council has the following options:

- I. To adopt the draft Treasury Policy (Recommended).
- II. To determine not to adopt the draft Treasury Policy or to suggest changes are made to the draft Treasury Policy (Not Recommended).

4. APPENDICES

- (1) Treasury Policy – Updated April 2025

Appendix 1

Treasury Policy – Updated April 2025

COUNCIL POLICY

 Adelaide Hills COUNCIL	TREASURY
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Policy Number:	FIN-03
Responsible Department(s):	Finance
Relevant Delegations:	As per the delegations schedule and as included in this Policy
Other Relevant Policies:	None
Relevant Procedure(s):	None
Relevant Legislation:	<i>Local Government Act 1999.</i>
Policies and Procedures Superseded by this policy on its Adoption:	Treasury, 10/06/14, Item 12.3, 36 Treasury, 26/09/17, Item 12.3, 208/17
Adoption Authority:	Council
Date of Adoption:	13 February 2024
Effective From:	1 March 2024
Minute Reference for Adoption:	Item 12.3 21/24
Next Review:	No later than November 2026 or as required by legislation or changed circumstances

Version Control

Version No.	Date of Effect	Description of Change(s)	Approval
1.0	10 June 2014	New Policy	Council
2.0	26 September 2017	Policy Review	Council
3.0	19 January 2021	Policy Review	Council
4.0	17 November 2021	Team Leader Finance added to Section 6.1	CEO
5.0	1 March 2024	Policy Review	Council
6.0	28 February 2025	Minor changes to clause 5.3 and 5.4, and Team Leder Financial Services added to clause 6.1	CEO

TREASURY POLICY

1. INTRODUCTION

- 1.1 This policy underpins Council's decision-making in the financing of its operations in the context of its annual business plan & budget and long-term financial plan and associated projected and actual cash flow receipts and expenditure.
- 1.2 Council has developed a Long Term Financial Plan and is committed to operating in a financially sustainable manner.

2. POLICY OBJECTIVES

- 2.1 This Treasury Policy provides direction to management, staff and Council in relation to the treasury function and establishes a decision framework that:
- ensures funds are available as required to support strategic objectives and approved expenditure.
 - ensures that relevant risk exposures (including credit risk, market risk, liquidity risk and interest rate risk) are acknowledged and responsibly managed.
 - is reasonably likely to minimise on average over the longer term, the net interest costs associated with borrowing and investing.
 - ensures that outstanding debt is repaid as quickly as possible and therefore that the gross level of debt held by Council is minimised, and
 - ensures that medium to longer term objectives of the Long Term Financial Plan are not compromised.

3. DEFINITIONS

- 3.1 **"Annual Business Plan"** In accordance with s123 of the *Local Government Act 1999* Council must have for each financial year a plan and budget that outlines annual and long term objectives, annual activities and measures of performance.
- 3.2 **"Financial Sustainability"** A Council's long term financial performance and position is sustainable where planned long term service and infrastructure levels and standards are met without unplanned increases in rates or disruptive cuts to services.
- 3.3 **"Intergenerational Equity"** Intergenerational equity (or fairness) involves the costs associated with expenditure being spread over time in accordance with the distribution of the benefits that are generated from that expenditure. It is commensurate with spreading costs in relation to the pattern of benefits over time so that one generation is not excessively subsidising another generation.

- 3.4 **“LGFA – Local Government Financing Authority”** A Government guaranteed statutory authority established to develop and implement borrowing and investment programs for the benefit of Councils and prescribed local government bodies within the State.
- 3.5 **“Long Term Financial Plan”** In accordance with s122 of the Local Government Act 1999 Council must develop and adopt a long term financial plan for a period of at least 10 years.
- 3.6 **“New Loans”** New loans are those loans which increase the total debt facilities of Council.
- 3.7 **“Net Financial Liabilities (NFL)”** NFL equals total liabilities less financial assets, where financial assets for this purpose include cash, investments, receivables and prepayments, but exclude equity held in a Council subsidiary, inventories and assets held for sale. The Net Financial Liabilities Ratio is calculated by expressing net financial liabilities at the end of the year as a percentage of total operating revenue for the year.
- 3.8 **“Surplus Funds”** Funds over and above a level which is required to meet Council’s immediate working capital requirements
- 3.9 **“Treasury Management”** Refers to those activities which are related to the funding of Council operations. This includes funds management, cash flow budgeting, investment of surplus funds and borrowings

4. **TREASURY MANAGEMENT STRATEGY**

- 4.1 Operating and capital expenditure decisions are made based on:
- community need and benefit relative to other expenditure options.
 - cost effectiveness of the proposed means of service delivery.
 - affordability of proposals having regard to Council’s long-term financial sustainability (including consideration of the cost of capital and the impact of the proposal on Council’s Net Financial Liabilities), and
 - whether a borrowing needs to be raised and if so the nature of it is a separate decision to the expenditure one and it is made in accordance with the criteria specified in this policy.
- 4.2 Council manages its treasury functions – borrowings, investments and associated cash flow holistically in accordance with its overall financial sustainability strategies and targets.

This means Council will:

- maintain a target range for its Net Financial Liabilities ratio
- generally only borrow funds to support cash flow and not specifically for particular Council projects
- only retain or quarantine money for a particular future purpose when required by legislation or part of an agreement

- apply where cost effective any funds that are not immediately required to meet approved expenditure, to reduce its level of borrowings or to defer and/or reduce the level of new borrowings that would otherwise be required.

4.3 Council recognises that on average the rate of return that can be received from investing money is less than the interest rate charged on borrowed funds. As such, cash inflows that are surplus to short or medium term needs can be applied in the first instance to reduce the level of borrowings that would otherwise be necessary. This is more readily and effectively achievable with variable interest rate borrowings.

4.4 Community self-funding loans borrowed on behalf of community groups fall outside this definition, having no net impact on Council's cash position.

5. POLICY

5.1 Intergenerational Equity Funding

Council shall strive to achieve equity between generations of ratepayers (intergenerational equity) whereby the mechanisms to fund specific capital expenditure and operations take into account the ratepayers who benefit from the expenditure and therefore on a user pay basis, who should pay for the costs associated with such expenditure.

5.2 Borrowings

The level of borrowings shall be considered in the context of Council's strategic priorities within the adopted Net Financial liabilities ratio and in conjunction with Council's Long Term Financial Plan to ensure the long-term sustainability of Council.

5.2.1 Short Term Cash Flow Management

Short term cash advances may be used to sustain the cash flows of Council having regard to anticipated receipts and expenditures and the annual cash flow budget. For this purpose Council may operate a cash advance facility from a financial institution and/or an overdraft on its bank account.

5.2.2 Interest Rate Risk Exposures

Council recognises that future movements in interest rates are uncertain in direction, timing and magnitude. Council considers that a mixture of both fixed and variable interest rate borrowings will assist in meeting Council's policy objective of minimizing net interest costs on average over the longer term and at the same time managing interest rate movement risks.

Management shall not speculate on interest rate movements.

5.2.3 Fixed and Variable Interest Rate Borrowings

Having regard to cost effectiveness, risk management criteria and flexibility, Council has structured its portfolio of borrowings to achieve a mixture of fixed and variable loans.

In order to spread its exposure to interest rate movements, Council will aim to have a variety of maturity dates on its fixed interest rate borrowings over the practically available maturity spectrum.

5.2.4 Risk Minimisation

To reduce the level of risk, which includes but is not limited to credit risk, market risk, liquidity risk and interest rate risk:

- Council approval is required for all new loans
- Loans are to be provided by institutions with long term credit ratings in line with the four major Australian banks
- All new loans are to be tendered to at least three lending institutions.

5.2.5 Borrowing Redemption

When surplus funds exist, the decision to repay borrowings shall be made based on the facts available at the time giving due regard to minimising the overall cost to Council.

5.3 Investments

Any funds that are not immediately required for operational needs and cannot be applied to either reduce existing borrowings or avoid the raising of new borrowings will be invested. The balance of funds held in any operating bank account that doesn't generate investment returns shall be kept at a level that is no greater than is required to meet immediate working capital requirements.

Any funds invested will be lodged at call or, having regard to differences in interest rates for fixed term investments of varying maturity rates, may be invested for a fixed term. The maturity date for a fixed term investment would not exceed a point in time where the funds otherwise could have been applied to cost-effectively either defer the need to raise a new borrowing or reduce the level of Council's variable interest rate borrowing facility.

When investing funds within the above criteria the investment which delivers the best value to Council is to be selected having regard to investment returns, transaction costs and other relevant and objectively quantifiable factors.

Investments are limited to the following (unless as specifically endorsed by Council):

- Deposits with the Local Government Finance Authority
- Bank interest bearing deposits or investment accounts with Council's current banking service provider
- Bank accepted/ endorsed bank bills, and
- State / Commonwealth Government Bonds.

To manage the level of risk Council will limit its investments to secure organisations. The following investment types are prohibited under this policy:

- Derivative based instruments
- Principal only investments or securities that provide potentially nil or negative cash flow
- Stand alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind, and
- Leveraging (borrowing to invest).

In addition, Council is prohibited from directly acquiring shares in a company.

5.4 Reporting

On or before 30 November, Council shall receive a specific report regarding treasury management performance of the previous financial year relative to this policy document.

This report shall highlight:

- For each Council borrowing and investment - the quantum of funds, its interest rate and maturity date, and changes in the quantum since the previous report
- The portion of fixed interest rate and variable interest rate borrowings at the end date of the reporting period, and
- Confirmation of compliance with the policy during the year.

6. DELEGATION

- 6.1 Section 44 Part 1c of the Act provides that a council must approve all loans and clearly states that the power to borrow money cannot be delegated from the Council itself.

Whilst Council approves the total debt facilities, loan transactions can be entered into as per the below:

	CEO	Directors	Manager Financial Services	Management Accountant	Team Leader Financial Accounting
New loan (increase total debt facilities up to limits approved by Council)	Yes	Yes	Yes	No	No
Refinancing (No increase in total debt facilities)	Yes	Yes	Yes	No	No
Draw down of existing facilities (no increase in total debt facilities)	Yes	Yes	Yes	Yes	Yes

In relation to the above delegations, two officers are required to authorise the transaction.

In terms of Investments, there is no restriction upon the delegation of the powers at Section 139 or the duty at Section 140 of the Act.

New investment transactions have been delegated to any two of the following to authorise, who exercise the delegation together:

- CEO
- Directors
- Manager Financial Services

Investment transactions within existing approved facilities are delegated to one of the following to authorise:

- CEO
- Directors
- Manager Financial Services
- Management Accountant
- Team Leader Financial Services.

In relation to the above delegations, the officer initiating the transaction must be separate from the officer authorising the transaction.

6.2 The Chief Executive Officer has the delegation to:

6.2.1 Approve, amend and review any procedures that shall be consistent with this policy; and

6.2.2 Make any formatting, nomenclature or other minor changes to the Policy during the period of its currency.

7. AVAILABILITY OF THE POLICY

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

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 22 April 2025
AGENDA BUSINESS ITEM**

Item: 12.2

Responsible Officer: Zoë Gill
Executive Governance Officer
Office of the CEO

Subject: Council Members Work Health Safety Policy

For: Decision

SUMMARY

This report seeks endorsement of a new *Council Members Work Health Safety Policy* (the Policy).

A consultation process, including a workshop and the circulation of a draft policy, was undertaken with Council Members to seek their feedback on the Policy.

The final draft Policy is now presented for adoption and includes changes to address feedback provided through the consultation and review process.

RECOMMENDATION

Council resolves:

1. That the Council Members Work Health Safety Policy report be received and noted.
 2. With an effective date of 23 April 2025 to adopt the draft *Council Members Work Health Safety Policy* as per Appendix 1.
 3. To note that the Administration will be circulating a short training module on the Council Members Work Health and Safety Policy for completion prior to the 30 April 2025.
 4. That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the *Council Members Work Health Safety Policy* as per Appendix 1.
-

1. BACKGROUND

The Administration have recently received a provisional improvement notice from SafeWork SA to consult and undertake a review of the *Code of Practice for Council Meeting Procedures* to demonstrate that a system of work has been developed for meeting processes and that the code was up to date.

Whilst this review has taken place and new work, health and safety sections have been incorporated into the code (to take effect once this Policy is endorsed by Council), it was determined that a stand-alone Work Health and Safety Policy should be developed to support this system of work.

The development of the policy also addresses relatively recent legislative updates, namely the addition of section 75G of the *Local Government Act 1999* and the incorporation of psychosocial safety into the Work Health and Safety legislative framework.

A workshop on the proposed Council Members Work Health and Safety Policy was held on 18 March 2025 to consult with elected members and following this meeting a draft Work Health and Safety policy was circulated for feedback and review.

Feedback was sought from Elected Members, relevant staff and other industry stakeholders such as the South Australian Local Government Association and Local Government Risk Services and changes have been made to the Policy to incorporate this feedback. A summary of the workshop and written feedback, along with administration's response is provided at **Appendix 2**. Key changes from the consultation draft include:

- Legislative requirements have been provided in plain English to simplify and make easier to read.
- Aligned definitions with the Act.
- Added further detail in many sections and supplemented this with the development of an associated procedure (currently in draft).

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2024 – Your place, your space

Goal Organisation

Objective 02 Operate with integrity using best practice governance processes.

The proposed Council Members Work Health Safety Policy aligns with the Strategic Plan 2024 - *Your place, your space*, particularly supporting the goal of fostering an effective and transparent organisation. This policy directly contributes to Objective 02 by promoting integrity and ensuring governance processes are clear, consistent, and aligned with best practices. These changes demonstrate Council's commitment to accountability, clarity, and robust governance.

➤ Legal Implications

The new Policy is consistent with work, health and safety obligations under the Work, Health and Safety Act 2012 and section 75G of the Local Government Act 1999.

➤ Risk Management Implications

The proposed Policy aims to mitigate the risk of:

Poor governance practices leading to a loss of stakeholder confidence and/or legislative breaches.

Inherent Risk	Residual Risk	Target Risk
Extreme (SC)	Low (3E)	Low

The new Policy is one of many measures to address this risk.

➤ **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**

Consultation on the development of this report was as follows:

Council Committees: Not applicable.
Council Workshops: 18 March 2025 and circulated draft Policy via email.
Advisory Groups: Not applicable.
External Agencies: SafeWork SA, LGA and LGRS
Community: Not applicable.

➤ **Additional Analysis**

Training Module

A training module has been developed to accompany this Policy and will be circulated to Elected Members and relevant staff to ensure that all users of this Policy are adequately trained and have a full understanding of the Policy.

Time Constraints

To enable compliance with the provisional improvement notice issued by Safe Work SA it is necessary for this policy to be endorsed at the 22 April 2025 meeting to enable training to be completed by the deadline of 1 May 2025.

Failure to comply with a provisional improvement notice may incur penalties.

An extended date for complying with an improvement notice may be available to a person issued with a notice who is experiencing delays in compliance due to reasonable and unforeseeable circumstances. It is unclear if a delay in Council approving a Policy would fall within these circumstances.

3. OPTIONS

Council has the following options:

- I. Endorse the Policy and Procedure (Recommended)
- II. Not endorse the Policy (Not Recommended – as this approach may mean that Council will not be compliant with the directions issued by SafeWorkSA)


4. APPENDICES

- (1) Draft *Council Members Work Health and Safety Policy*
- (2) Consultation Feedback and Administration response

Appendix 1

Council Members Work Health and Safety Policy

COUNCIL POLICY

 <p>Adelaide Hills COUNCIL</p>	<p>COUNCIL MEMBER WORK, HEALTH AND SAFETY POLICY</p>
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<p>Policy Number:</p>	<p>CM-XX</p>
<p>Responsible Department(s):</p>	<p>Governance & Performance</p>
<p>Relevant Delegations:</p>	<p>As per the Delegations Register and as detailed in this Policy</p>
<p>Other Relevant Policies:</p>	<p>Code of Practice for Council Meeting Procedures Behavioural Management Policy Behavioural Standards for Elected Members Psychosocial Hazard Management Policy Workplace Bullying Policy and Procedure Fair Treatment and Grievance Resolution Policy and Procedure</p>
<p>Relevant Procedure(s):</p>	<p>Council and Committee Meeting Risk Assessment Procedure and Assessment Tool Hazard and Risk Management Procedure Corrective and Preventative Action Procedure Consultation and Communication Procedure Incident Reporting and Investigation Procedure Psychosocial Hazard Management Procedure</p>
<p>Relevant Legislation</p>	<p><i>Local Government Act 1999 Local Government (General) Regulations 2013 Work Health and Safety Act 2012 Work Health and Safety Regulations 2012</i></p>
<p>Policies and Procedures Superseded by this policy on its Adoption:</p>	<p>NEW</p>
<p>Adoption Authority:</p>	<p>Council</p>

Date of Adoption:	<i>Date of Council Meeting</i>
Effective From:	<i>14 Days after Council Meeting</i>
Minute Reference for Adoption:	<i>To be entered administratively following Council Meeting</i>
Review Date:	No later than <date> (three (3) years) or as required by legislation or changed circumstances

Version Control

Version No.	Date of Effect	Description of Change(s)	Approval
<i>1.0</i>		<i>New Policy</i>	<i>Council - Res XX/25</i>

DRAFT

COUNCIL MEMBER WORK, HEALTH AND SAFETY POLICY

1. INTRODUCTION

- 1.1.** This policy outlines the principles and guidelines for managing Work, Health and Safety (WHS) in relation to Council Members. It aims to support Council and the administration in meeting legislative obligations and ensure the WHS of Council Members as far as reasonable and practicable.
- 1.2.** This policy should be read in conjunction with other relevant Council policies and procedures, including the *Behavioural Management Policy*, the *Behavioural Standards for Council Members*, and *Code of Practice for Council Meeting Procedures*. It has been developed with reference to the requirements of the *Local Government Act 1999 (SA)* (The Local Government Act) and the *Work, Health and Safety Act 2012 (SA)* (the Work, Health and Safety Act).

2. POLICY OBJECTIVE

- 2.1.** The objectives of this policy are to:
- (a) Outline the duties and responsibilities of Council Members under the *Work, Health and Safety Act 2012 (SA)*.
 - (b) Outline the duties and responsibilities of Council Members under section 75G of the *Local Government Act 1999 (SA)*.
 - (c) Outline the duties and responsibilities that Adelaide Hills Council holds as a 'Person Conducting Business or Undertaking' (PCBU) in relation to Council Members under the *Work, Health and Safety Act 2012 (SA)*.
 - (d) Provide Council Members with information regarding consultation and reporting of WHS matters.

3. SCOPE

- 3.1.** This Policy applies to:
- (a) Council as a PCBU,
 - (b) PCBU Officers including the CEO and members of the Executive Leadership Team and
 - (c) Council Members when engaged in activities organised by Council as a PCBU
- 3.2** This policy does not apply to the conduct of Council Members when undertaking activities outside the control and influence of Council as a PCBU. This includes, but is not limited to:

- Council member's interactions with the public when not organised by Council
- Attendance at non-official social activities
- Campaigning for elections

Council Members are responsible for their own health and safety and managing risks when undertaking activities of this nature.

4. DEFINITIONS

Person Conducting a Business or Undertaking (PCBU)	<p>Includes any person who conducts a business or undertaking:</p> <ul style="list-style-type: none"> • Whether the business or undertaking is conducted alone or with others; and • Whether or not it is conducted for profit or gain. <p>Under this definition, a Council is considered a PCBU.</p> <p>However, in accordance with section 5(6) of the WHS Act, an elected member of a local authority does not, in that capacity, conduct a business or undertaking.</p> <p>Therefore, a Council Member is not considered a PCBU in relation to their role with Council.</p>
Officer	<p>A person who makes decisions or participates in making decisions that affect the whole or a substantial part of a business or undertaking and has the capacity to significantly affect the financial standing of the business or undertaking.</p> <p>A Council Member is not an Officer</p> <p>The Executive of Council may be considered Officers under the WHS Act.</p>
Worker	<p>If the person carries out work in any capacity for a person conducting a business or undertaking, including work as:</p>

	<ul style="list-style-type: none"> • An employee; or • A contractor or subcontractor; or • An employee of a contractor or subcontractor; or • An employee of a labour hire company who has been assigned to work in the person's business or undertaking; or • An apprentice or trainee; or • A student gaining work experience; or • A volunteer <p>It is generally accepted that Council Members are not workers for the purpose of the WHS Act</p>
Others	<p>People who are present at a workplace and are not workers, including but not limited to Council Members, visitors, customers, and members of the public.</p>
Responsible Person	<p>For the purposes of this policy and subsection (1)(b) of section 75G of the Local Government Act the <i>responsible person</i> is:</p> <p>(a) if the person whose health and safety may be adversely affected is an employee of the council—the chief executive officer of the council; or</p> <p>(b) if the person whose health and safety may be adversely affected is the principal member of the council—the deputy or another member chosen by the council; or</p> <p>(c) if the person whose health and safety may be adversely affected is another member or the chief executive officer of the council—</p> <p>(i) unless subparagraph (ii) applies, the principal member of the council; or</p> <p>(ii) if the relevant acts or omissions are those of the principal member of the council—the deputy or another member chosen by the council.</p>
Health	<p>Physical and psychological health</p>

Health and Safety Harm	Harms (death, injury, or illness, including physical and/or psychological harm) that might occur when people are exposed to a hazard.
Psychosocial Hazards	<p>Hazards that arise from or relate to:</p> <ul style="list-style-type: none"> • the design or management of work • the working environment • plant at a workplace, or • workplace interactions or behaviours <p>and which may cause psychological and/or physical harm.</p>

5. POLICY STATEMENT

- 5.1. The Adelaide Hills Council is committed to ensuring the health, safety and welfare of all persons by (as far as reasonable and practicable) proactively managing hazards, including psychosocial hazards in the workplace and ensuring compliance with the Work, Health and Safety Act 2012.
- 5.2. Council recognises its obligations as a Person Conducting a Business or Undertaking (PCBU) under the Work Health and Safety Act 2012 and that it has a primary duty of care to manage Work Health and Safety (WHS) at Council as far as is reasonable and practicable.
- 5.3. Council is committed to ensuring Council Member safety and cultivating a supportive environment where all persons feel valued and safe from physical and psychological harm.
- 5.4. Adelaide Hills Council does not accept unsafe behaviour and encourages everyone to address safety concerns, including speaking out if they personally experience or witness unsafe behaviour.
- 5.5. Adelaide Hills Council respects the confidentiality of reports made in accordance with this Policy wherever reasonable and practicable.

6. COUNCIL MEMBERS & THE WORK, HEALTH AND SAFETY ACT 2012

- 6.1. Council Members are specifically excluded from the definitions of a 'PCBU' and Officer of a 'PCBU'. It is generally accepted that Council Members are not workers for the purpose of the WHS Act.
- 6.2. Council Members hold duties as 'others' under the Act. Section 29 of the Act

requires

A person at a workplace (whether or not the person has another duty under this Part) must—

- a) take reasonable care for his or her own health and safety; and*
- b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and*
- c) comply, so far as the person is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person conducting the business or undertaking to comply with this Act.*

This means that a Council Member must:

- a) take reasonable care of their own health and safety; and
- b) take reasonable care that their actions (or inaction) do not harm the health and safety of others; and
- c) comply, so far as the person is reasonably able, with any reasonable instruction given by an officer of Council, to allow Council (as a PCBU) to meet its WHS obligations under the WHS Act.

The responsibilities of Council Members are outlined in section 12 of this policy.

7. COUNCIL AS A 'PERSON CONDUCTING A BUSINESS OR UNDERTAKING' & THE WORK, HEALTH AND SAFETY ACT 2012

7.1. Council (being the PCBU) holds a duty under Section 19(2) of the Act towards 'other' persons and therefore towards Council Members.

7.2. Section 19 (2) of the Act prescribes that:

- (a) A person conducting a business or undertaking must ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking.*

This means that Council (as a PCBU) must take reasonable and practicable steps to ensure the health and safety of Council Members when undertaking activities within the control and influence of Council (as a PCBU).

8. OFFICERS OF THE WORK, HEALTH AND SAFETY ACT 2012

8.1 The CEO and Executive Leadership Team may be considered 'officers' under the Work, Health and Safety Act.

8.2 Under s27 of the Work, Health and Safety Act, officers have obligations to exercise due diligence to ensure Council meets its Work, Health and Safety duties to protect workers and other persons against harm to health and safety. This includes providing a safe

environment and appropriate systems to meet Council's (as a PCBU) legal obligations under WHS and Local Government Act legislation. Their responsibilities of officers are outlined in section 12 of this policy.

9. SECTION 75G HEALTH AND SAFETY DUTIES

- 9.1.** Council Members also have Health and Safety duties under section 75G of the *Local Government Act 1999*.
- 9.2.** Council Members must:
- (a) take reasonable care that the member's acts or omissions do not adversely affect the health and safety of other members of council or employees of the council; and
 - (b) comply, so far as the member is reasonably able, with any reasonable direction that is given by a responsible person for the purposes of ensuring that the member's acts or omissions do not adversely affect the health and safety of other members of the council or employees of the council.
- 9.3.** Reasonable directions may be issued by a responsible person for the purposes of ensuring health and safety of Council Members or employees of Council.
- 9.4.** Reasonable directions may include the direction not to attend Council or Committee meetings if there are no other reasonable directions considered appropriate in the circumstances to ensure the health and safety of the affected person.
- 9.5.** Section 75G duties are in addition to and do not limit the operation of the Work, Health and Safety Act 2012.

10. CONSULTATION

- 10.1.** Council will meaningfully consult with Council Members regarding WHS matters that fall within the scope of this policy. This consultation may include:
- (a) WHS updates through Council Member workshops or agenda reports
 - (b) Opportunities to provide input on WHS policies and procedures that affect Council Members
 - (c) Access to WHS training.
- 10.2.** Council will ensure consultation is timely, genuine, and enables Council Members to contribute to decision-making related to WHS matters that fall within the scope of this policy.

11. REPORTING PROCESSES

- 11.1.** Council encourages the raising of WHS issues and concerns by Council Members and maintains a clear and confidential process (where reasonable and practicable) for reporting and addressing WHS issues.

11.2. Council Members may raise WHS concerns through the following mechanisms, depending on the nature of the issue:

- (a) To make a WHS report which relates to Council's duties as a PCBU under the Work, Health and Safety Act Council Members can:
 - i. Lodge a WHS report in writing directly to the CEO.
 - ii. If the WHS report relates to the CEO, or the CEO has a real or perceived conflict of interest, the CEO will nominate a delegate to manage the report
- (b) To make a report in relation to the conduct of Council Members under s75G of the Local Government Act 1999 Council Members can:
 - i. Make a complaint to the Responsible Person (usually the Mayor) under section 75G
 - ii. If the complaint involves the Mayor, report the matter to the Deputy Mayor
- (c) To make a report in relation to the conduct of staff, Council Members can make a complaint under the *Grievance resolution procedure*.

11.3. Reports should be:

- (a) Made as soon as reasonable and practicable after the hazard, incident or injury is identified
- (b) In writing
- (c) Marked Confidential
- (d) Specify the Work Health and Safety hazard, incident, or injury, including specifics regarding the date, time, location, relevant parties
- (e) Provide supporting evidence
- (f) Provide the name and contact details of any witnesses or other persons able to provide information about the hazard or incident
- (g) Outline any action taken, including steps to protect the Council Member's own or others' health and safety
- (h) Identify preferred outcomes, taking into account what is reasonable and practicable

11.4. Reports of Work, Health and Safety by Council Members will be managed in line with the *Incident Reporting and Investigation Procedure*.

11.5. The person managing the report (or the Responsible Person under s75G of the Local Government Act) may, with the assistance of administration where necessary, seek independent advice in the management of the report.

- 11.6.** Council Members may seek advice or support through the Council's Employee Assistance Program, or request a support person to be present during the reporting process.

12. RESPONSIBILITIES

Council (as a PCBU) and Officers of the Council must:

- a) Comply with all duties applicable under the Work, Health and Safety Act 2012.
- b) Comply with all duties applicable under section 75G of the Local Government Act 1999.
- c) Comply with Council's health and safety policies and procedures.
- d) Identify reasonably foreseeable physical and psychosocial hazards that could give rise to risks.
- e) Carry out risk assessments to assess potential risks.
- f) Implement control measures.
- g) Review, evaluate and report on control measures.
- h) Consult on health and safety matters.
- i) Provide training on health and safety policies.
- j) Provide avenues for Council Members to report health and safety hazards, incidents or injuries.
- k) Offer access to council members and their immediate families to the Employee Assistance Program (EAP) providing free, confidential counselling services.

Council Members must:

- a) Comply with all duties applicable under the Work, Health and Safety Act 2012.
- b) Comply with all duties applicable under section 75G of the Local Government Act 1999.
- c) Comply with Council's health and safety policies and procedures.
- d) Comply with reasonable instructions given by Officers of Council (as a PCBU) or the Responsible Person under s75G.
- e) Take reasonable care for their own health and safety including ensuring that

their action or inaction does not negatively affect their own health and safety.

- f) Take reasonable care that their actions or inactions do not negatively affect the health and safety of others, including not using threatening, abusive, insulting, intimidating or bullying language or behaviour to other persons.
- g) Take reasonable care to not incite others to take actions that negatively affect the health and safety of other persons.
- h) Report all health and safety hazards, incidents and injuries in accordance with this policy.
- i) Participate in relevant consultation or training where required.

13. DELEGATION

13.1. The Chief Executive Officer has the delegation to:

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

14. AVAILABILITY OF THE POLICY

14.1. This Policy will be available via the Council's website www.ahc.sa.gov.au.

Appendix 2

Feedback and Administration Response

Feedback and Administration Response to the Council Member Work Health and Safety Policy

Clause	Feedback	Administration Response
1.2	Suggestion to include procedures	Adopted - The word procedures has now been inserted. A list of relevant policies and procedures is included on the front page.
1.2	Does AHC Have a Behavioural Support Policy? Suggest developing one in conjunction with this?	Not Adopted - AHC does not have a Behavioural Support Policy. This is an optional policy under the Behavioural Management Framework as provided for under the LGA Act. We note many councils in SA do not have a support policy and we note that Burnside Council resolved recently (15 October 24) not to proceed with a support policy. A process for developing agreed values for elected members is scheduled for the next financial year. This may result in the development of a Behavioural Support Policy
1.2	Also consider referencing the Behavioural Standards	Adopted – added this text to clause.
3	What is the scope of the policy?	Addressed - Provided further detail in this clause as to when the Policy applies and examples of specific activities which would be excluded.
4 (Pcbu)	Refer s5(6) of WHS Act	Addressed - s5(5) of WHS Act: <i>“An elected member of a local authority does not in that capacity conduct a business or undertaking.”</i> Amended the definition to make it more clear.

4	Public authority Provisions do not apply to LG. I would Reference WHS Act S 5(5), which is the provision which explicitly excludes Elected members in that capacity from being considered a PCBU	Adopted – section amended.
4	Is correct reference to the definition of officer in s4 of the WHS Act? Do the Public Authority provisions even apply to local government?	Adopted – section amended.
4 (Officer)	would change this to “may be considered”	Adopted.
4 (Worker)	WHS act is silent on whether Council members are workers or not. Suggest “the regulator has expressed a view that they do not consider Council Members as Workers for the purpose of the WHS act”	Addressed/Adopted – amended wording in section to capture.
4 (Others)	Is it worth referencing s29 of WHS Act,	Addressed – This is addressed in clause 6.2.
4 (Health and Safety)	Consider using ‘health’ as defined in LG Act which refers to meaning in the WHS Act - same meaning as here	Adopted - included the legislative reference in the WHS Act.
4 (Harm)	Should this also/instead reference ‘physical’ as included in the H&S def’n	Adopted – amended clause to add.
5.1	WHS Act refers to ‘welfare’	Adopted – amended to change wellbeing to welfare to maintain consistency with the Act.
6.1	It is a position statement of the regulator.	Addressed – amended this clause to make this clear.

6.2	While the act is not explicit in its duties as a bystander, I think there is an opportunity here to explain obligations to act when seeing a breach of work health and safety - including psychosocial safety, when safe to do so.	Addressed – This is addressed in clause 12 Council Member Responsibilities (e)and also in a new clause added 5.4.
6.2	This is cut and paste from the legislation and is not clear in layman terms. Can we put this in plain english?	Addressed – clause amended to show legislation and plain English.
7.3	What does that look like? It would be good to have a short explanation of that approach, that makes it clearer on both Council and EMs accountability.	Addressed - This section has been expanded to make it clearer.
8.1	I would change to “may be considered”	Adopted.
8.2	If you accept the change to 8.1, then I would change this to officers	Adopted.
8.2	Again there is no clarity here around what that looks like, by explaining it in some detail expectations can be easily managed. It also allows us as EMs know what we have sight of in terms of Governance.	Addressed - Amended to include more detail and further details provided at clause 12 responsibilities.
9.1	is it ‘additional to s29 of the WHS Act, or merely a repeat/clarification specifically for EM’s to tackle the myth that they are completely exempt?	Addressed – clause amended for clarity to make clear s75G duties and s29 duties are applicable.
9.3	Could use emphasis “and in certain circumstances should be issued’	Not adopted – not consistent with legislative provisions
9.5	I find this clause deeply concerning. Isolation and ostracisation impact on psychosocial safety and	Not adopted – The legislation specifically provides for a direction to not attend a meeting

	should not be a resolution to mental health impacts in the workplace. This clause leaves Council up for SafeworkSA claims and claims to the EOC. This is deeply stigmatising and I'm quite shocked to see this in its current form.	Clause has been amended to maintain consistency with adopted code of practice for Council Meeting Procedures which has a similar clause.
10.1	That is extremely vague and has no benchmark for accountability to the EMs. Can this be more specific?	The clause has been amended to be more prescriptive.
10.1 and 10.2	Might want to put some limitation on this, as the EM's may take this to mean getting involved in the operational activities of Council. I would Adjust 10.1 and 10.2 as suggested for each	Adopted – amended to limit consultation to WHS matters affecting Council Members.
10.3	I am mindful that Council ensures 'meaningful engagement' yet Council Members have to 'actively participate', can we make this equitable?	Addressed - The clause has been amended to address this point.
11.1	What is the mechanism to do this?	Addressed - The clause has been amended to address this point and now provides further details.
11.2	What are they? Again, very vague in its form.	Addressed - The clause has been amended to address this point and now provides more details.
11.2	Not all members would feel safe to do this, you should include Dir of Corp Services too.	Addressed – clause amended to include CEO's delegate where there is a conflict of interest or the matter relates to CEO
11.2 (b)	Probably need to include who to report to if the complaint involves the Mayor.	Adopted – added this information to clause.
12	Ensure that the organisation has systems and adequate resources to	Feedback noted.

	meet its legal obligations under WHS and Local Government Act legislation. Often Council makes decisions regarding resources without understanding the implications of their decision, and in some circumstances it's difficult to manage the health and safety hazards identified in the second point under this section.	
12	I would split this into the Council as a PCBU (i.e. take out the executive, they are not the PCBU) and the Officers (Again wouldn't specify Who the officers are, that's for the regulator to determine if they investigate an issue) and put a simple statement about the officers applying due diligence to ensuring so far as is reasonably practicable that the PCBU meets its duties.	Addressed – Partially adopted. Changed wording to Officers of the Council. Would like to provide more clarity of who officers are to provide EM's and staff clarity for the practical application of this Policy.
12	Can we mention the systems used here to undertake the assessments?	Addressed – Greater detail will be provided in the WHS Procedure as that is the appropriate space for the practical application of Councils position.
12	Not strong enough - 'must', or 'have a legislative duty'	Adopted – changed wording to must.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 22 April 2025
AGENDA BUSINESS ITEM**

Item:	12.3
Responsible Officer:	Greg Georgopoulos Chief Executive Officer Environment and Infrastructure
Subject:	Easement consent over Crown Land – South Ridge Road, Woodside
For:	Decision

SUMMARY

The purpose of this report is to seek approval to arrange execution of a Grant of Easement document to enable the construction of irrigation pipes over Crown Land, under councils care, control and management located at 11 South Ridge Road, Woodside. The land is described as the portion of the land contained within Crown Record Volume 5488 Folio 471, Crown Record Volume 5490 Folio 510 and Closed Road marked B Plan R 8231. An aerial photo of the site is provided as **Appendix 1**.

RECOMMENDATION

Council resolves:

- 1. That the report be received and noted.**
 - 2. To approve the granting of an easement for 11 South Ridge Road, Woodside contained in Whole of Crown Record Volume 5496 Folio 388; Whole of Crown Record Volume 5488 Folio 471; Whole of Crown Record Volume 5490 Folio 510 and Portion of Crown Record Volume 5496 Folio 403.**
 - 3. The Acting Mayor and/or Chief Executive Officer or his delegate be authorised to sign all documentation necessary, including affixation of the common seal if necessary, to give effect to this resolution.**
-

1. BACKGROUND

On 30 January 2020, Council received a request from Philipp N Schmidt and Denise C Schmidt, owners of 11 South Ridge Road, Woodside seeking Councils approval for an easement over Crown Land for their water supply pipes. The proposal is to install water supply pipes, 3.0 metres wide and 170m (approximately) long over the boundary of the following land: firstly over the whole of the land in Crown Record Volume 5496 Folio 388, secondly the whole of the land in Crown Record Volume 5488 Folio 471, thirdly the whole of the land in Crown

Record Volume 5490 Folio 510 and fourthly portion of the land in Crown Record Volume 5496 Folio 403.

Approval of the easement would benefit the adjoining owner (the Grantee), specifically the owner of 11 South Ridge Road Woodside.

The plan showing the location of the proposed easement over the allotments is marked A on on the survey plan shown in **Appendix 1**.

A copy of the easement document is provided as **Appendix 2**.

Pursuant to Section 221 of the *Local Government Act 1999* and in consultation with Council's civil services team, authorisation was granted to alter a public road for the unmade road reserve on the said land to enable the continuation of pipework to connect into existing infrastructure from Bird in Hand Winery treatment works to transport reclaimed water to enable the irrigation of the owners orchard. An aerial photo showing the surrounding land parcels and ownership is provided as **Appendix 3**.

Council granted consent to Department for Environment and Water for the water pipeline project in accordance with the plans prepared by RFE Consulting dated 19 November 2019, on behalf of the applicant (Mr Schmidt). This Report finalises the matter by entering into the easement to protect the infrastructure that has been installed at the site.

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2024 - Your Place, Your Space

Goal 3 Built Form and Economy

Objective BFE5 Promote sustainable prosperity by supporting tourism, primary production and vibrant townships

BFE5.2 Support and encourage the growth of primary production, manufacturing, creative and other industries, including a focus on local supply chains.

➤ Legal Implications

The *Crown Land Management Act 2009* requires council as the Custodian of the said land to obtain Ministerial consent for the establishment of the easement.

The application for Easement is over portion of the land described as:

- Allotment 12 in D13250 in Crown Record Volume 5488 Folio 471
- Allotment 103 in D12968 in Crown Record Volume 5490 Folio 510
- Closed Road marked B Plan 8231 in Crown Record 5496 Folio 403; and
- Section 491 in Crown Record 5496 Folio 388

➤ **Risk Management Implications**

Executing the attached Grant of Easement in accordance with councils delegations will assist in mitigating the risk of:

Failure to exercise, perform and discharge the powers, functions and duties under legislation, contracts, leases and policies

Inherent Risk	Residual Risk	Target Risk
Extreme (4B)	Medium (2C)	Medium (2C)

➤ **Financial and Resource Implications**

There is no cost to Council to facilitate this request. The Proprietor initiated this process and has agreed to pay the costs.

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

Not Applicable.

➤ **Sustainability Implications**

Existing and future users of the land need to be aware of the pipework to avoid the risk of causing damage to the infrastructure.

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

Consultation on the development of this report was as follows:

<i>Council Committees:</i>	Not Applicable
<i>Council Workshops:</i>	Not Applicable
<i>Advisory Groups:</i>	Not Applicable
<i>External Agencies:</i>	Department for Environment and Water – Crown Land
<i>Community:</i>	Lions Club of Onkaparinga

There was a License Agreement in place between the Lions Club of Onkaparinga and Council regarding the piece of land known as Crown Record 5496 Folio 388 which is a forestry reserve currently used as a woodlot.

Consultation on the proposal was undertaken with the Lions Club as a previous user of the land who have advised that they no longer wish to use the land for planting, growing and harvesting trees. They have confirmed that they no longer wish to undertake this activity.

➤ **Additional Analysis**

As outlined above, a Licence to Occupy was granted to the Lions Club of Onkaparinga Inc over Crown Record Volume 5496 Folio 388 for the purpose of planting, growing and harvesting trees. The Licence Agreement expired on the 31 August 2024 and was not renewed.

3. OPTIONS

Council has the following options:

- I. Consent to the Grant of Easement as outlined in this report
- II. Not to consent to the Grant of Easement

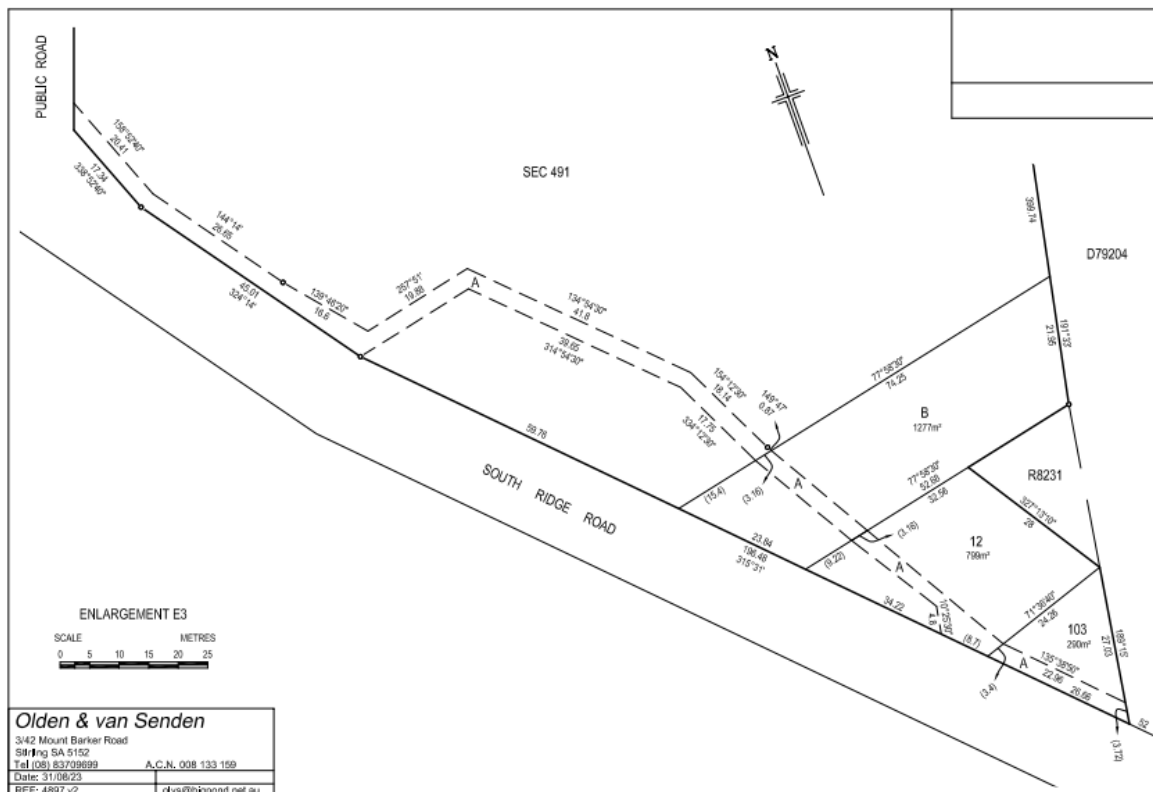
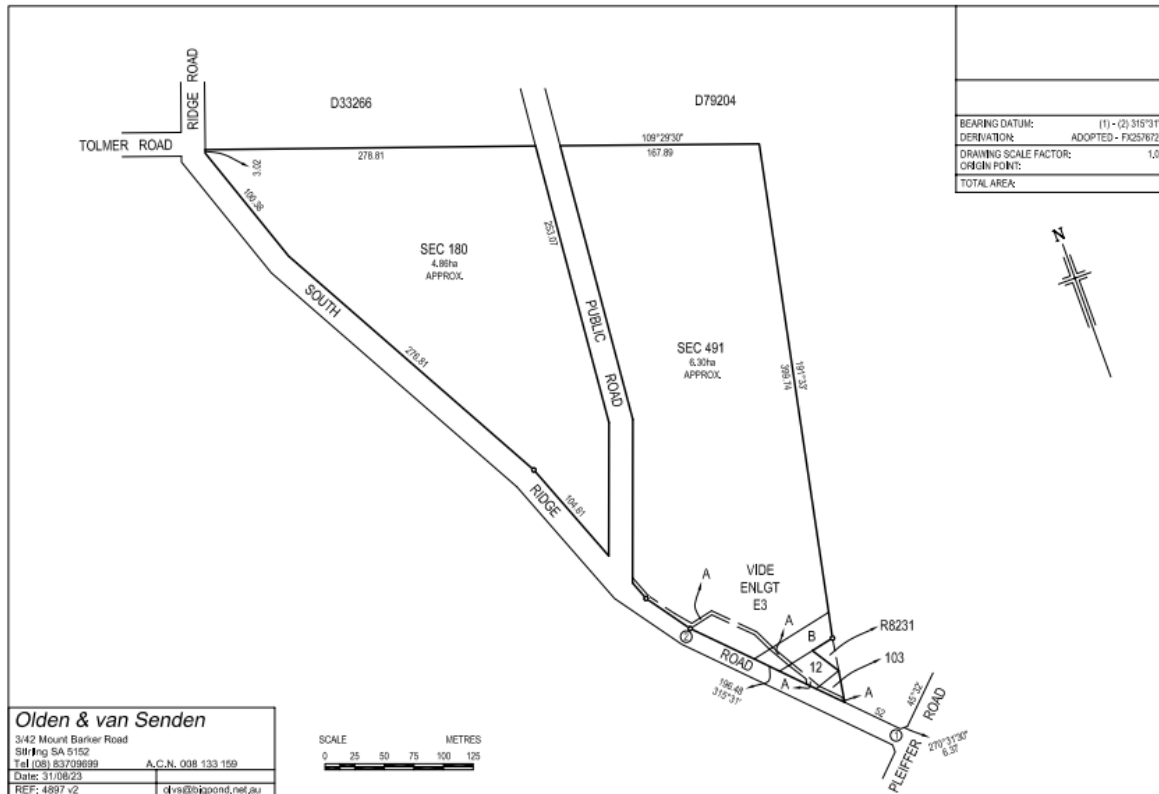
4. APPENDICES

- (1) Aerial photo showing the site
- (2) Copy of Easement
- (3) Aerial photo showing the surrounding land parcels and ownership

Appendix 1

Aerial photo of the site





Appendix 2

Copy of Easement

GRANT OF EASEMENT

FORM APPROVED BY THE REGISTRAR-GENERAL

PRIORITY NOTICE ID	
--------------------	--

STAMP DUTY DOCUMENT ID:	
-------------------------	--

SERIES NO	PREFIX
	TG

AGENT CODE

LODGED BY:

CORRECTION TO: Mead Robson Steele MRST

SUPPORTING DOCUMENTATION LODGED WITH APPLICATION
(COPIES ONLY)

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....

PLEASE ISSUE NEW CERTIFICATE(S) OF TITLE AS FOLLOWS

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....

CORRECTION	PASSED
REGISTERED	
REGISTRAR-GENERAL	

GRANT OF EASEMENT

(Pursuant to Section 28 of the Crown Land Management Act 2009 (CLMA))

PRIVACY COLLECTION STATEMENT: The information in this form is collected under statutory authority and is used for the purpose of maintaining publicly searchable registers and indexes. It may also be used for other authorised purposes in accordance with Government legislation and policy requirements.

LAND DESCRIPTION OVER WHICH RIGHTS AND LIBERTIES ARE BEING GRANTED

FIRST Whole of the land in Crown Record Volume 5496 Folio 388

SECONDLY Whole of the land in Crown Record Volume 5488 Folio 471

THIRDLY Whole of the land in Crown Record Volume 5490 Folio 510

FOURTHLY Portion of the land in Crown Record Volume 5496 Folio 403

ESTATE & INTEREST

Crown Land

GRANTOR(S) (Full name and address)

MINISTER FOR CLIMATE, ENVIRONMENT AND WATER of Adelaide SA 5000

CONSIDERATION (Words and figures)

No monetary consideration

GRANTEE(S) (Full name, address, mode of holding and appurtenant land description)

PHILIPP NOEL SCHMIDT & DENISE CORAL SCHMIDT of 11 South Ridge Road Woodside SA 5244

THE GRANTOR ACKNOWLEDGES RECEIPT OF THE CONSIDERATION HEREIN EXPRESSED AND HEREBY GRANTS TO THE GRANTEE

HERE SET FORTH THE RIGHTS AND LIBERTIES BEING CREATED AND DEFINE PRECISELY

An easment of 3.0 metres wide for water supply pipe work for the benefit of the adjoining owner at 11 South Ridge Road Woodside, CT 5833/430.

The right for them, their agents, servants and workman to, at any time break the surface of, to dig, open up and use the land (described for that purpose in this instrument) for the purpose of laying down, fixing, taking up, repairing, relaying or examining pipes and of using and maintaining those pipes for water supply purposes and to enter the land at any time (if necessary with vehicles and equipment) for any of those purposes.

TO BE HELD APPURTENANT TO:-

HERE SET FORTH THE APPURTENANCE AND DEFINE PRECISELY

Whole of the land in CT Volume 6297 Folio 369

DATED

CERTIFICATION

Grantor(s)

*The Certifier has taken reasonable steps to verify the identity of the grantor or his, her or its administrator or attorney.

*The Certifier holds a properly completed Client Authorisation for the Conveyancing Transaction including this Registry Instrument or Document.

*The Certifier has retained the evidence to support this Registry Instrument or Document.

*The Certifier has taken reasonable steps to ensure that the Registry Instrument or Document is correct and compliant with relevant legislation and any Prescribed Requirement.

Signed By:

<Name of certifying party>

<Capacity of certifying party>

for: *<Company name>*

on behalf of the Grantor

Grantee(s)

*The Certifier has taken reasonable steps to verify the identity of the grantee or his, her or its administrator or attorney.

*The Certifier holds a properly completed Client Authorisation for the Conveyancing Transaction including this Registry Instrument or Document.

*The Certifier has retained the evidence to support this Registry Instrument or Document.

*The Certifier has taken reasonable steps to ensure that the Registry Instrument or Document is correct and compliant with relevant legislation and any Prescribed Requirement.

Signed By:

Hugh Macdonald Steele
Solicitor

for: Mead Robson Steele

on behalf of the Grantee

CONSENT TO THE GRANT OF AN EASEMENT

CONSENTING PARTY (Full Name and Address)

ADELAIDE HILLS COUNCIL of 63 Mount Barker Road Stirling SA 5152

NATURE OF ESTATE OR INTEREST HELD

As custodian of the abovementioned land

I the consenting party consent to the

- (1)* ~~discharge of *Encumbrance / *Mortgage over the easement being granted pursuant to Section 144 of the Real Property Act 1886.~~
- (2)* granting of the within easement pursuant to Section 90F of the Real Property Act 1886.

**Strike through the inapplicable*

EXECUTION BY CONSENTING PARTY

DATED

Signed by Adelaide Hills Council

By its Attorney

Signature of Attorney

Signature of Witness

Name of Witness

Address of Witness

Phone Number_____

Appendix 3

*Aerial photo showing the surrounding land parcels and
ownership*



11 South
Ridge Rd,
Woodside

Crown Land
under care,
control and
Management
of AHC

Bird in
Hand
Winery

Unmade Public
Road

South Ridge Rd

Pfeiffer Road

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 22 April 2025
AGENDA BUSINESS ITEM**

Item: 12.4

Responsible Officer: Greg Georgopoulos
Chief Executive Officer

Subject: CFS Review into Bushfire Safer Places and Last Resort Refuges

For: Decision

SUMMARY

The CFS is conducting a review of Bushfire Safer Places (BSPs) and Last Resort refuges (LRRs), and has invited councils, including Adelaide Hills Council, to provide comment via a survey.

A draft response to the survey was presented to Council at its meeting on 25 February 2025, and council resolved to request an extension to further consider the survey response, which was provided by the CFS. A workshop was held on 11 March 2025 which included a presentation from the CFS and discussion of the survey response. Following the workshop, Council Members provided additional feedback out of session. The survey response has been updated based on this consultation, and a letter to the CFS Chief Officer has been prepared to communicate Council's overall feedback.

The purpose of this report is to seek Council's endorsement of Council's response to the survey and an accompanying letter to the CFS Chief Officer.

RECOMMENDATION

Council resolves:

1. That the report be received and noted.
 2. To adopt Adelaide Hills Council's response to the CFS Survey into Bushfire Safer Places and Last Resort Refuges as contained in *Appendix 2*.
 3. That the CEO is authorised to send the survey response contained in *Appendix 2* and the correspondence contained in *Appendix 3* to the CFS Chief Officer.
-

1. BACKGROUND

The SA Country Fire Service (CFS) has initiated a review of Bushfire Safer Places (BSPs) and Last Resort Refuges (LRRs) and invited councils to provide feedback via survey.

A report was presented to Council on 25 February 2025 to provide background information about the review and seek Council's endorsement of a draft response to the survey. The February report to Council provides further background information regarding the review, BSPs and LRRs.

At the 25 February meeting, Council resolved:

**Moved Cr Kirsty Parkin
S/- Cr Kirrilee Boyd**

70/25

Council resolves:

- 1. That the report be received and noted.**
- 2. That the Council request an extension from the CFS for AHC's response to the CFS Survey into Bushfire Safer Places and Last Resort Refuges to allow Council the time to ensure the submission accurately reflects community feeling and concerns on Bushfire Safer Places and Last Resort Refuges.**

<p style="text-align: right;">Carried Unanimously Cr Malcolm Herrmann voted for motion</p>

Pursuant with the resolution of Council, a request for an extension of time to submit the survey was made and granted by the CFS.

The survey response was the topic of a workshop with Council Members on 11 March 2025. At this workshop, representatives of the CFS provided a presentation containing background information about BSPs and LRRs, and the review, and were able to answer questions from Council Members. Following this, a workshop discussion was held that focused on the following questions:

- How would you describe community sentiments towards Bushfire Safer Places and Last Resort Refuges?
- What specific feedback would you like to provide the CFS regarding the current Bushfire Safer Places and Last Resort Refuges?
- What additional locations would you like to see assessed? Why?
- What changes would you like to see to the draft survey response?

At the conclusion of the workshop, Council Members were invited to provide any additional feedback via email. A summary of the key themes captured during the workshop and follow up comments provided in writing, along with an explanation of how this feedback has been considered in the response, is provided in **Appendix 1**.

The survey response has been updated to reflect the additional feedback captured through this process. The updated draft response is provided in **Appendix 2**.

In addition, the administration has prepared a draft letter to the Chief Officer of the CFS with overall feedback. This has been done to elevate key messages, noting that the structure of the CFS survey means that some of the important points are somewhat split across the different questions. The draft letter is provided in **Appendix 3**.

2. ANALYSIS

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

Strategic Plan 2024 – Your Place, Your Space

Goal 2 Community Wellbeing

Objective CW4 Build community resilience for the future

Priority CW4.4 Promote disaster preparedness as a shared responsibility by collaborating with relevant partners, including emergency services, government agencies, non-governmental organisations and the community.

By engaging in the CFS Review of BSPs and LRRs, Council is supporting the emergency services, which demonstrates the ‘shared responsibility’ approach to emergency management. In addition, by elevating community issues and concerns about BSPs and LRRs, Council can promote positive improvements in how communities are informed and engaged around disaster preparedness.

Emergency Management Policy

Section 5.1 of Council’s Emergency Management Policy outlines how Council will contribute to disaster risk reduction including by representing community interests in emergency management to other spheres of government and contributing to decision-making processes.

Providing feedback to the CFS on BSPs and LRRs via this survey provides an opportunity to represent community interests in emergency management to other spheres of government.

➤ **Legal Implications**

The identification and promotion of BSPs and LRRs is the responsibility of CFS. There are no legal implications to Council from providing feedback to the CFS via the survey instrument.

➤ **Risk Management Implications**

Providing a response to the CFS review of Bushfire Safer Places and Last Resort Refuges will assist in mitigating the risk of:

Not providing a response to the CFS review of Bushfire Safer Places and Last Resort Refuges leading to Council's feedback not being considered.

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

The report recommendation will result in the requirement to forward the survey response to the CFS.

➤ **Financial and Resource Implications**

The system of BSPs and LRRs may have resourcing implications to Council in terms of additional activities undertaken by Council’s fire prevention and biodiversity programs. These functions are resourced through existing operational budgets.

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

The survey response highlights a number of customer service and community implications of BSPs and LRRs, generally around the need for Council's customer service and community service staff to answer questions from the community about the intent and operations of these spaces.

➤ **Sustainability Implications**

Not applicable.

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

Consultation on the development of this report was as follows:

<i>Council Workshops:</i>	Workshop held 11 March 2025. Council Members were invited to provide additional written comments following the workshop.
<i>Advisory Groups:</i>	Not Applicable
<i>External Agencies:</i>	Not Applicable
<i>Community:</i>	Feedback provided by the Community to Council in relation to BSP and LRRs over many years was considered in the preparation of Council's draft response to the survey.

➤ **Additional Analysis**

Feedback on the survey questions was sought from Officers and Council Members. Feedback obtained has been used to develop the draft survey responses provided in **Appendix 2**.

By providing feedback to the CFS, Council can proactively manage any potential reputational or liability risks to Council associated with BSPs and LRRs. In particular, the survey response highlights a number of risks for the CFS to consider, including:

- How CFS is responsible for identifying BSPs and LRRs, communicating their purpose, and ensuring they are being maintained appropriately
- Low or inaccurate understanding of the purpose of BSP and LRRs may increase community safety risks, and/or lead to poor decision making by individuals during a bushfire or periods of heightened fire danger
- There is a need to consider the practical operations of some of the currently identified BSPs and LRRs to manage community safety in the event of a bushfire

3. OPTIONS

Council has the following options:

- I. Engage with the CFS review by providing feedback through the survey

This option is recommended as the CFS has proactively sought Council's feedback. This provides Council with an opportunity to share and elevate issues and concerns with the system of BSPs and LRRs that the community has raised with Council over many years.

II. Choose not to engage with the project

This option does not allow Council and community views to be considered by the CFS.

4. APPENDICES

- (1) Appendix 1 - Summary of feedback received
- (2) Appendix 2 - Draft Response to CFS Survey
- (3) Appendix 3 - Draft Letter to CFS Chief Officer

Appendix 1

Summary of feedback received

CFS Review into Bushfire Safer Places and Last Resort Refuges

Summary of Council Member feedback

Feedback	How feedback has been considered in AHC response to CFS Survey
Themes from Council Workshop, 11 March 2025	
1. Preference for additional BSPs and LRRs in AHC.	<p>AHC's preference for additional BSPs and LRRs is detailed in paragraphs 2.1 and 2.2 for BSPs, and 7.1 for LRRs. These comments include suggestion about specific locations that should be assessed for their suitability.</p> <p>The letter to the CFS Chief Officer also notes AHC's support for the "evaluation of additional locations within the AHC area to determine their potential suitability as BSPs and/or LRRs".</p>
2. Aldgate should be reviewed as potential suitability as a BSP, and if it is unsuitable, evaluate the potential for the Oval to be a LRR	This request is included in paragraph 2.2.4 (as it relates to assessment of Aldgate as BSP) and 7.1 (as it relates to assessment of Aldgate as a LRR, if it is unsuitable for a BSP).
3. Animal management is a challenge, and people want to know where they can take their pets and animals.	The importance of considering animals in the planning and operations of a BSP is addressed in paragraphs 5.2, 5.3 and 5.11.
4. There needs to be improved communications of <ol style="list-style-type: none">where BSPs are (boundaries), and the services/facilities availablethe level of risks associated with each BSP, and how some BSPs may have a lower level of risk than othersthe difference between BSPs and LRRspeople are safer inside a building than outside	<p>The need to better communicate BSP boundaries of BSPs, including consideration of signage, is included in paragraph 5.2.</p> <p>The need to better communicate the services/facilities that may or may not be available is discussed in paragraphs 5.3, 5.4 and 5.8.</p>

	The need to communicate the differing levels of risk of different BSPs, and that people are safer inside a building than outside, is stated in paragraph 5.7.
5. Services and facilities available, the ability to bring animals, and access/egress/parking should form part of the criteria for evaluating BSPs.	Proposed additional criteria for evaluating BSPs are included in paragraph 5.11, and the covering letter to the CFS Chief Officer.
6. If people are safer inside a building, it is important that there are public buildings that people can access in a BSP, as shops and pubs may not be open or appropriate.	<p>The importance of public buildings that people can access in a BSP is discussed in paragraph 5.4, alongside commentary around the need for further planning and management of BSPs.</p> <p>The need to support people to understand what may/may not be open or appropriate is discussed in paragraph 5.8.</p>
7. Council is open to doing what it can to assist CFS in amplifying communications around purpose/intent of BSPs and LRRs	AHC's role in amplifying CFS' preparedness messaging through AHC's communications channels is discussed in paragraph 2.1, and the letter to the CFS Chief Officer.
8. CFS needs to understand that the designation of sites as a BSP/LRR has flow-on implications to private businesses, Council and community organisations in informing their decision making and processes.	This point is noted in paragraph 5.10 which states that "AHC notes that many individuals, businesses and organisations across the community, including Council itself, use BSPs in making decisions around activities on days of heightened fire danger".
Email from Cr Malcolm Herrmann - 16 March 2025	
9. Only comment - Mylor park is owned by the Council' but the Birdwood park is NOT	Ownership of Birdwood Park has been clarified in paragraph 6.1, and the ownership and management of Mylor Oval clarified in paragraph 6.8.
Email from Cr Melanie Selwood - 12 March 2025	
10. Places I'd like to see considered as bushfire safer places: <ul style="list-style-type: none"> - Charleston (the Charleston Community Centre have set up a response and recovery centre, it should be considered whether that is a suitable place for a BSP or a LRR) - Gumeracha (consider for BSP but remove the LRR so it can be a staging place for CFS) 	Locations that AHC would like to see assessed for their potential suitability as a BSP are listed in paragraph 2.2.

<ul style="list-style-type: none"> - Birdwood - Kersbrook 	
<p>11. Criteria that need to be considered for Bushfire safer places:</p> <ul style="list-style-type: none"> - Somewhere with shade & water - Traffic in and out of key places within the area (such as ovals) - The risk level of such a place - What the capacity is (if 80% of surrounding residents went to this place, would it be overcrowded) 	<p>New section added (paragraph 5.11) to incorporate this comment, and feedback from the workshop about criteria for BSPs.</p> <p>These matters were also elevated into the draft letter to the CFS Chief Officer.</p>
<p>12. As the draft submission already said, there is much confusion in the community about the difference between these two places. As I mentioned last night, many residents in my area think they're supposed to go to Uraidla because there's signs they've seen there. It would be more sensible for them to go to Woodside or Lobethal.</p>	<p>Confusion in the community about the difference between BSPs and LRRs is noted in multiple places, including paragraph 5.2. Words added to this paragraph about the potential role of signage in reducing this confusion and better managing community expectations.</p>
<p>13. I also agree with some of the other comments last night about pets (especially large animals such as alpacas & horses that are not stock).</p>	<p>The importance of considering animals in the planning and operations of a BSP is addressed in paragraphs 5.2, 5.3 and 5.11.</p>
<p>14. I also think we need to be considering where people go. There are many that expect if they go into a 'safer place' that they'll have somewhere to go. If everything is shut (which almost everything is on a catastrophic day), what do they do other than stand out in the sun?</p>	<p>The need to consider where people can practically go and what is available is covered in new paragraphs 5.4 and 5.8.</p> <p>These matters were also elevated into the draft letter to the CFS Chief Officer.</p>
<p>15. Another key factor is community-owned facilities and what is expected of them. If we identify a community owned oval as a safer place, and the cars fill it up on a catastrophic day, who pays for the remediation to the turf for cricket the following weekend? These groups are volunteer run, and have to do substantial fundraising to afford the basics (including insurance). What is expected of them in those BSPs? What facilities are they expected to provide? What insurance do they need? What happens if their volunteers put themselves in danger?</p> <p>There's a lot to unpack in community-owned facilities.</p>	<p>These issues are addressed in a new paragraph about the management and maintenance of BSP, which specifically addresses issues for community owned/managed facilities and services (paragraph 5.5).</p> <p>These matters were also elevated into the draft letter to the CFS Chief Officer.</p>

Email from Cr Melanie Selwood - 25 March 2025	
<p>16. p.2 re Charleston – they haven’t ‘previously hosted a recovery centre’ they have a community owned emergency response and recovery centre that is activated in clearly defined circumstances. We should be clear in our language about that. Miranda Hampton is fully across the way that centre works. It should be considered due to their capabilities.</p> <p>Otherwise – the edits are good.</p>	<p>Commentary about Charleston in paragraph 2.2.2 updated to correctly identify the group as the Charleston Emergency Response and Recovery Group.</p>
Email from Email from Cr Chris Grant - 27 March 2025	
<p>17. Uraidla: I don’t think the expectation by the CFS that this space is exclusively theirs should be appeased. It should serve the community and it makes a lot of sense that people can use it as a BSP refuge. I don’t personally think it is a “small” space as suggested in the AHC submission.</p>	<p>New words added to paragraph 1.11 to state that “CFS activities should co-exist with community members taking shelter”.</p> <p>References to the Uraidla BSP ‘not being a large area’ in paragraph 1.11 have been removed.</p>
<p>18. Regarding signs, I know the CFS does not like signage, but I think where appropriate where there is a specific refuge (such as Uraidla or Mt Torrens) that there should be signage identifying the place and also moderating the expectation of people who might want to use it. Information is key for people to make good decisions.</p>	<p>Commentary about the importance of signage of BSP, and the role they could play in moderating expectations and supporting good decision making, are included in paragraphs 5.2 and 5.15.</p>
<p>19. A BSP in the northern part of AHC certainly is warranted, a suitable place simply need to be identified.</p>	<p>Addressed in paragraph 2.2, which includes some suggested sites to be evaluated.</p>
<p>20. The comments on the Bridgewater area being “heavily treed” is not really helpful. It is the species of tree that matters (if at all) but everyone knows it is ground fuels that matter most of all. Trees in many situations will make an area safer in a wildfire situation by capturing embers and reducing wind speed. Our contribution should be evidence-based.</p>	<p>References to Bridgewater being “heavily treed” removed from paragraph 2.2.5.</p>
<p>21. In general, we need a discussion about how we can make areas safer, esp precincts like Woodside. Grassy paddock near suburbia (such as adjacent to parts of Woodside) pose a low threat if cut short and are easy to make safer with a small barrier because they don’t tend to create embers (even the Amy Gillet path acted as such during the Cudlee Creek fire).</p>	<p>These comments incorporated in a new paragraph (5.14) amongst other points of general feedback.</p>

Appendix 2

Draft response to CFS survey

CFS Review into Bushfire Safer Places and Last Resort Refuges

Survey response from Adelaide Hills Council (AHC)

Bushfire Safer Places

1. Please share any issues or concerns you have with the current Bushfire Safer Places in your Council area (if you have multiple locations please start your answer with the location).

Balhannah

- 1.1 AHC is not aware of any issues or concerns with the Balhannah BSP.

Lobethal

- 1.2 AHC notes that the Lobethal BSP performed as expected during the Cudlee Creek bushfire.
- 1.3 AHC holds concern around Bundarra Reserve, which is a vegetated reserve to the east of Lobethal Recreation Ground (oval). While both Oval and Bundarra Reserve are outside of the boundary of the BSP, AHC is concerned that the oval may become a gathering point during a bushfire, and that the community may not understand the level of risk presented by the regenerating pines and vegetation in Bundarra Reserve. AHC is actively managing vegetation fuel loads in Bundarra Reserve.

Oakbank

- 1.4 AHC is not aware of any issues or concerns with the Oakbank BSP.
- 1.5 AHC notes that this BSP is small in area, and located close to the Balhannah BSP where there is a greater range of facilities available.

Stirling

- 1.6 AHC supports the presence of a BSP in Stirling, which as a township contains a range of retail and community services that serves a surrounding population catchment of more than 10,000 people.
- 1.7 The Adelaide Hills Council supports the continued presence of the Bushfire Safer Place (BSP) in Stirling and acknowledges its importance to the community. In light of Stirling's population density and its broader catchment, Council encourages the CFS to consider opportunities to enhance access, egress, and parking in the town centre. This will help ensure that, in the event of a major fire, the BSP can operate as effectively and safely as possible. Council welcomes the current review as an opportunity to strengthen future planning and community safety.
- 1.8 The identification of Stirling as a Bushfire Safer Place (BSP) has understandably increased community expectations around the level of service and support available in the town centre. While it's recognised that no township can provide for every circumstance, the Adelaide Hills Council sees this as an opportunity to enhance planning for the Stirling BSP—and others across the region. Council encourages a focus on how buildings, facilities, and public services can best support community safety and access during emergencies. These matters are discussed further in the response to Question 5.

Uraidla

- 1.9 AHC supports the presence of a BSP in Uraidla. While AHC supports the existence of the BSP and recognises its important role in the region's bushfire safety network. Council acknowledges that, in the event of a major bushfire, there may be significant movements of people, vehicles, and potentially animals—particularly given Uraidla's unique capacity to accommodate animals in this part of the Hills. In light of this, Council encourages the CFS to consider additional planning to ensure the Uraidla BSP can operate effectively and safely under such conditions, and continue to serve the community as a reliable point of refuge.
- 1.10 AHC understands that parts of the Uraidla Oval and Showgrounds area may be used by the CFS as a staging area during a bushfire. While CFS activities should co-exist with community members taking shelter, consideration should be given to the overall capacity of the Uraidla BSP to safely accommodate a large volume of people, vehicles and animals, and underscores the importance of pre-planning and coordinating how BSPs will operate.
- 1.11 AHC is aware of concerns from members of the Uraidla community about how Uraidla is identified as a BSP, but that the community was discouraged by the CFS for promoting it as such. The Uraidla community has previously sought CFS endorsement to install signage of the BSP, and to activate the Uraidla Show Hall as place where people could gather during days of heightened bushfire risk and/or a bushfire in the district.
- 1.12 Council understands and appreciates that the CFS concern was related to the fact that BSPs are not normally signed (as opposed to LRRs which are signed). Notwithstanding, the matter has caused some confusion in the community about their ability to rely on Uraidla township as a BSP.

Woodside

- 1.13 AHC is not aware of significant concerns with the Woodside BSP, but notes that dividing the BSP into two portions may create unnecessary confusion with the community.
- 1.14 AHC is also aware that the development pattern, land use and vegetation coverage in and around the Woodside township is changing and thus is it important that there is a process to modify the spatial extent of the Woodside BSP as these changes continue. AHC also notes that some properties within the BSP were impacted during the Cudlee Creek fire, emphasising the need to communicate the relative rather than absolute safety offered by BSPs.

2. Please list any additional locations that you would like to be assessed as a Bushfire Safer Place if the project is extended, accompanied with a suitable reason (eg increased tourist numbers or population at risk in the area).

- 2.1 AHC supports a reassessment of all the BSPs given the changes in vegetation, development patterns and the like. AHC would appreciate the opportunity to review the outcome of any reassessments, and better understand the methodology used to identify BSPs and their boundaries. This will assist in AHC's ongoing ability to support the designations, and its role in amplifying CFS' preparedness messaging through AHC's communications channels.
- 2.2 In terms of additional locations, AHC notes that:
 - 2.2.1. There is no BSP place north of Lobethal, despite significant populations, meaning that residents in these areas may have limited options available to them. Sites that could be evaluated include Birdwood, Gumeracha and Kersbrook.
 - 2.2.2. Charleston should also be reevaluated as a BSP, noting that Charleston Emergency Response and Recovery Group has established itself to provide a community-based response and recovery centre offering support to the community after a significant emergency event

- 2.2.3. Residential development is occurring in Inverbrakie (former defence housing precinct in Woodside), and thus this site should be re-evaluated to determine its suitability.
- 2.2.4. Aldgate should be evaluated, and if it is not suitable as a BSP, Aldgate Oval should be evaluated as a potential LRR.
- 2.2.5. There is a mixture of views about the potential suitability of Bridgewater as a BSP in that the township contains an oval, areas of open space, facilities and services and close proximity the freeway with a large and open interchange.
- 2.2.6. An additional BSP in Bridgewater might alleviate congestion in Stirling in the event of a bushfire.

3. To help us understand general awareness and understanding levels across local councils, can you please tell us your understanding of the purpose of Bushfire Safer Places:

- 3.1 AHC staff and Council Members have a good working knowledge of the purpose of Bushfire Safer Places and the greater level of protection that they provide. AHC understands that they are intended for people wanting to relocate early or for use when bad fire weather is forecast and that there is a level of services and facilities available.
- 3.2 AHC considers that there is not a high level of awareness and understanding across the broader community (discussed elsewhere in this survey).

4. How does your Council share information to the community about Bushfire Safer Places? Please list as many promotion activities and/or sources as possible.

- 4.1 AHC's website has a detailed suite of pages dedicated to bushfires and emergency management. See <https://www.ahc.sa.gov.au/community/bushfires-and-other-emergencies>. The content on preparedness contains direct link to the CFS Bushfire Safer Places website as the source of truth on BSPs.
- 4.2 AHC provides general bushfire preparedness materials, including CFS collateral, at its service centres, libraries and community centres. This content does not contain specific details or mapping about BSPs.
- 4.3 Through grant funded community-led emergency resilience projects, AHC staff have been supporting community members in understand the intent of BSP through community resilience workshops and events.

5. What concerns, issues or Frequently Asked Questions have the community raised about Bushfire Safer Places?

- 5.1 AHC regularly receives questions and feedback from its community in relation to BSPs.

Purpose of BSPs

- 5.2 The most common feedback and/or questions relate to understanding what exactly is a BSP, and where are they located. Through these questions, it has become apparent that there is confusion between BSPs and many other places people gather on days of heightened fire danger, and/or during and after emergencies. These include LRRs, Emergency Relief Centres, Recovery Centres, places for overnight evacuation (noting that this isn't a formal component of SA's emergency management arrangements), places to bring animals in emergencies, and more recently, the growing number of community-initiated Community Support Hubs. Signage identifying a BSP and its purpose may assist the community understand the difference between BSPs and LRRs as information is key for people to make good decisions.

Services and facilities on offer

- 5.3 In addition, for the six identified BSPs in the AHC area, members of the public regularly inquire about where they can find information about the services and facilities that are on offer. These questions highlight that many people expect or assume that the identification of a BSP is associated with some form of service

response. For example, some residents have enquired about whether BSPs provide cool spaces to spend a day, facilities for animals, water and/or NGOs services. Communication of the services available in BSPs would assist the community to make more informed decisions regarding their use.

- 5.4 AHC holds the view that for BSPs to effectively function and encourage community use, there needs to be a base level of service available and communicated, so that people can access what they need to keep themselves safe and well. These services may include supermarkets, food outlets, public toilets and public buildings. The practical implications of ensuring a base level of service would need to be carefully worked through having regard to roles and responsibilities (i.e. who is responsible for ensuring the services exist and will be available), opening hours, liability and the like. AHCs is of the view that the CFS needs to consider the planning and management of BSPs in parallel with technical work updating the mapping from a hazard perspective.
- 5.5 AHC also suggests that consideration should be given to the management, maintenance, service delivery and cost recovery models for facilities that may get used in a BSP. This is especially true for volunteer-run and community owned facilities and services, which may incur costs in providing services, and/or in remediating damage (e.g. turf remediation). These organisations may also need support to understand where obligations fall from a liability and safety perspective.
- 5.6 AHC has received feedback from local disability advocates that providing a base level of information about the services/facilities available in a BSP, and their accessibility, is critical in supporting people living with a disability to prepare their own personal plans.

Communications about BSPs

- 5.7 AHC notes that the facilities on offer within BSPs within AHC are very different from those in larger urban areas such as Mount Barker or metropolitan Adelaide. Given this, AHC considers it important that CFS communications about BSPs clearly communicate how the level of risk in a BSP varies, in that some BSPs are ultimately safer than others. Communications also need to convey the message that people are generally safer within a building within a BSP rather than in the open.
- 5.8 AHC holds the view that more needs to be done to help people consider what may, or may not be available or open within a BSP, so people can make informed decisions preparing their Bushfire Survival Plan, and deciding where to go on any given day of heightened bushfire danger, or in the event of an active bushfire. It is noted that some services within BSPs may be closed on Catastrophic Fire Danger Days, or due to regular opening hours, and people need to understand this to plan for their personal circumstances.
- 5.9 Community members have provided feedback that the presence of BSP sends the signal that it is safe to be in the hills during a bushfire or period of heightened risk. AHC recommends carefully reviewing all of the bushfire preparedness communication materials together as part of the implementation of actions arising from this review to ensure that messaging associated with BSPs is broadly consistent with messaging used in other bushfire preparedness campaigns.

Criteria for establishing a BSP

- 5.10 Community members are often interested in understanding the criteria used by the CFS in determining a BSP, and the spatial boundaries of the current BSPs. AHC notes that many individuals, businesses and organisations across the community, including Council itself, use BSPs in making decisions around activities on days of heightened fire danger.
- 5.11 AHC suggests that the review of BSPs should consider whether a broader range of criteria are considered in the identification of BSPs, for example:
- Access/egress to and from the BSP
 - Movement and traffic management within the BSP
 - Vehicle Parking

- Buildings, facilities and services available
- Facilities that support animal management
- Access to shade and water
- Overall capacity, that is, how many people could realistically converge on the BSP.

Other feedback

- 5.12 It is noted that following the Cuddlee Creek fire, AHC heard community feedback questioning why relief centres were located well outside of the district rather than within the BSPs closer to impacted communities.
- 5.13 Council has received feedback from some in the community that it would be preferable to have a smaller number of safer places, limited to larger urban areas with a wide range of services and with a lower level of bushfire risk. Other community members express the desire for a larger number of BSPs to support the safety of those people who choose to remain in an area during times of heightened fire danger.
- 5.14 Regardless of the number of BSPs, AHC encourages a discussion about how we can make BSPs as safe as possible. For example, grassy paddocks near suburbia (such as adjacent to parts of Woodside) pose a low threat if fuel loads are appropriately managed. This reinforces the importance of a planned approach to how BSPs are managed and maintained.
- 5.15 Some community members have shared feedback that it would be preferable to sign BSPs as these are the locations where we want the public to gather, compared with LRRs which offer a lower level of protection. Signage of BSPs could play a role in not only identifying BSP but moderating expectations of those who may wish to use them.
- 5.16 In terms of the mapping of BSPs on the CFS website, community members have provided feedback that the BSPs only appear on the online mapping tool when zooming in and that the yellow may not be the right colour, especially when compared with LRRs, which are noted on the mapping with a green icon.

Last Resort Refuges

6. Please raise any issues or concerns you have with the current Bushfire Last Resort Refuges in your Council area (if you have multiple locations please start your answer with the location).

Birdwood Oval

- 6.1 Birdwood Oval is owned by the Birdwood Park & Sporting Clubs Association Inc. AHC is not aware of any issues or concerns as it relates to the LRR.

Gumeracha Oval

- 6.2 Gumeracha Oval is Council owned and managed. AHC is not aware of any significant issues or concerns as it relates to the LRR, although notes that there are large gas bottles present outside the clubrooms adjoining the oval that may not have been there during the initial assessment.

Houghton Oval

- 6.3 Houghton Oval is not Council owned nor managed.
- 6.4 Whilst AHC defers to the CFS in terms of the investigations that support the identification of LRRs, it notes that this site appears to have risk factors owing to the surrounding vegetation and terrain, and access points. It is also noted that this site is not far from bushfire safer places in metropolitan Adelaide.

Kersbrook Oval

- 6.5 Kersbrook Oval is not Council owned nor managed. AHC is not aware of any issues or concerns as it relates to the LRR.

Mount Torrens Oval

- 6.6 Mount Torrens Oval is not council owned nor managed.
- 6.7 Whilst AHC defers to the CFS in terms of the investigations that support the identification of LRRs, AHC is aware that this site might be exposed to a level of risk from ember spotting due to topography/vegetation, and location of the oval relative to the nearby ridgeline.

Mylor Oval

- 6.8 Mylor Oval is owned by the Crown, under the care, control and management of Adelaide Hills Council, and leased to Mylor Oval Management Incorporated.
- 6.9 This site was not initially identified as a LRR, but was added following advocacy from the Mylor community, and vegetation management works undertaken by AHC and private landowners.
- 6.10 AHC understands that Mylor Oval only meets the criteria for a LRR if regular fuel load reduction work is undertaken by landowners surrounding the Oval. This has required AHC to actively manage a buffer area around the oval of some 36 meters, with Council land thereafter managed for conservation in a way that reduces fuel loads while also achieving biodiversity purposes.
- 6.11 In addition, fuel load management is also needed on some privately owned land around the oval, requiring AHCs Fire Prevention Officers to actively engage with the landowner. Whilst the current landowner is supportive, it represents a risk if future landowners are less willing to undertake work to manage fuel loads.
- 6.12 Given this, AHC holds a degree of concern about Mylor Oval's future sustainability, given that its ability to safely exist as a LRR depends upon active action by AHC and private landowners. As is the case with BSP's, consideration should be given to the management, maintenance, service delivery and cost recovery models for facilities that are used as a LRR.

7. Please list any additional locations that you would like to be assessed as a Bushfire Last Resort Refuge if the project is extended, accompanied with a suitable reason (eg increased tourist numbers or population at risk in the area).

- 7.1 AHC is open to the assessment of additional sites as LRRs, if their designation is supported by the established methodology. One site that should be assessed is Aldgate Oval (if the Aldgate township is not suitable as a BSP).
- 7.2 Notwithstanding, AHC suggests that the number of LRRs should not be significantly expanded unless there is a significant increase in public education and engagement around their purpose. AHC also considers that it is important that maintenance responsibilities, and oversight of changes to fixtures and improvements on these sites, are clearly defined for any future LRRs.

8. To help us understand general awareness and understanding levels across local councils, can you please tell us your understanding of the purpose of Bushfire Last Resort Refuge:

- 8.1 AHC staff and Council Members hold a good working knowledge of the purpose of LRRs, and the lower level of protection that they provide. AHC understands that they are not somewhere that people should plan to go or that provides services and facilities, but for emergency use when no other option is available.

8.2 AHC considers that there is not a high level of awareness and understanding across the broader community (discussed elsewhere in this survey).

9. How does your Council share information to the community about Bushfire Last Resort Refuges? Please list as many promotion activities and/or sources as possible.

- 9.1 AHC's website has a detailed suite of pages dedicated to bushfires and emergency management. See <https://www.ahc.sa.gov.au/community/bushfires-and-other-emergencies>. These pages do not specifically mention LRRs, but it does contain a link to CFS web content on BSPs.
- 9.2 AHC provide general bushfire preparedness materials, including CFS collateral, at its service centres, libraries and community centres. This content does not contain specific details or mapping about LRRs.
- 9.3 Through grant funded community led emergency resilience projects, AHC staff have been supporting community members to understand the intent of LRRs through community resilience workshops and events.

10. What concerns, issues or Frequently Asked Questions have the community raised about Bushfire Last Resort Refuges?

- 10.1 As with BSPs, AHC receives regular questions and comments from its residents regarding LRRs.
- 10.2 In general, it appears that there is an even lower understanding of the intent and operation of LRRs compared with BSPs. The language of "refuge" is seen as comforting, and perhaps misinterpreted with terms like relief or evacuation, and with this comes the expectation of a level of servicing. AHC are aware of instances of members of the community arriving at a LRR expecting toilets, open buildings, food, water and other supports.
- 10.3 As previously noted, some members of the community have asked questions or provided feedback that indicates that LRRs and BSP are seen as the same, and that the nuanced messaging about the difference between the two spaces is not getting through to the broader community.
- 10.4 As with BSPs, AHC has received feedback from its community wanting to better understand the science and process used to identify LRRs. Similarly, AHC has fielded questions regarding how the CFS ensures that LRRs, and the land surrounding them, are being maintained and managed in ways that ensure that they provide the expected level of protection in the event of a bushfire.
- 10.5 AHC notes that the iconography for LRRs, which is green (a colour typically associated with safety) and shows people gathering may not accurately convey the message that the LRR provides only limited protection during bushfire, and is only somewhere to go when there is no other option.

Last Resort Refuge Signage

11. Signage has been installed to assist the community in easily identifying the location of Bushfire Last Resort Refuges. As part of this review, the project team include a preliminary assessment to ensure all signs are present, the condition and visibility of each. Please list any issues or concerns you have with the signs used for the current Bushfire Last Resort Refuge sites (if you have multiple locations please start your answer with the locations).

- 11.1 AHC does not have any specific feedback in relation to the signage of each of the six LRRs within the AHC area.

- 11.2 AHC submits that, despite the signage, there remains a low level of understanding across the community of the purpose of the LRR, and when and how they should be used. Given this, any review into the signage should look holistically at the overall public messaging and engagement around LRRs.
- 11.3 AHC understands that LRR signage is meant to be targeted at people who may find themselves on the road during a bushfire, or where other plans have failed. If this is the intent, consideration should be given to whether one sign is enough and/or if advance road signage is required.
- 11.4 Another perspective that warrants consideration is whether signage of LRRs might send the wrong message that these are desirable places to go during a bushfire, and/or raise expectations of a service response. In this context, AHC notes that this signage may conflict with other preparedness messaging that encourages people to leave higher risk areas.

12. Are you aware of or know where to obtain information regarding the number and location of signs for each Bushfire Last Resort Refuge sites in your council area?

- 12.1 AHC would seek this information from the CFS.

Appendix 3

Draft Letter to CFS Chief Officer

DD April 2025

Brett Loughlin AFSM

Chief Officer

SA Country Fire Service

GPO Box 2468 Adelaide SA 5001

Dear Brett

CFS Review into Bushfire Safer Places and Last Resort Refuges

Adelaide Hills Council values its strong relationship with the Country Fire Service (CFS) given our shared commitment to support communities to be prepared for the impacts of bushfire.

Accordingly, Council appreciates the opportunity to provide feedback into the review of Bushfire Safer Places (BSP) and Last Resort Refuges (LRR). Council thanks you for making your staff available to brief our Council at a workshop on 11 March 2025 about the review.

While we have provided a detailed response to the survey questions, the purpose of this letter is to highlight Council's overall feedback, and to request the opportunity to be further informed and involved as CFS progresses the review.

The feedback in this letter and survey response has been informed by a workshop with Council Members and feedback gathered from our staff and community over many years.

Our overall feedback is that:

- AHC strongly supports the review into BSPs and LRRs, and welcomes:
 - a review of the current BSPs and LRRs within the AHC area
 - the evaluation of additional locations within the AHC area to determine their potential suitability as BSPs and/or LRRs
 - a review into the operational arrangements and public messaging associated with BSPs and LRRs.
- There are mixed levels of understanding across the community about the intent and operations of BSPs and LRRs, and in some cases, these sites are confused with Emergency Relief Centres, Recovery Centres and local ovals (where people normally congregate).

- To encourage community use of BSP's as intended consideration should be given to ensuring BSPs contain a base level of services available so that people can access what they need to keep themselves safe and well. These services may include supermarkets, food outlets, public toilets, and public buildings.
- Consideration should be given to the management, maintenance, service delivery and cost recovery models for services and facilities within BSPs, especially when these are community and/or volunteer run.
- Consideration should be given to broadening the criteria for a BSP to consider factors such as:
 - Access/egress to and from the BSP
 - Movement and traffic management within the BSP
 - Vehicle parking
 - Buildings, facilities and services available
 - Facilities that support animal management
 - Access to shade and water
 - Overall capacity, that is, how many people could realistically converge on a BSP.
- AHC notes the capacity of some of the current BSPs to manage an influx of people, vehicles and potentially animals, and notes that community members will expect a level of services, facilities or buildings that may not be available or open at the time. These expectations underscore the need for further planning around the management of BSPs, and associated communications.
- Any changes to the system of BSPs and LRRs needs to have a strong and sustained community engagement campaign with the goal of improving understanding of the purpose of these sites, the services that are (or are not) available and the relative level or risk, so people can make informed decisions on whether a particular BSP is suitable for them or not.
- AHC is open to doing what it can to assist CFS in amplifying communications around purpose/intent of BSPs and LRRs.

We look forward to working with the CFS to ensure the system of BSPs and LRRs is established in a manner that supports people and communities to make decisions that support their safety.

Yours sincerely

Greg Georgopoulos

Chief Executive Officer

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 22 April 2025
AGENDA BUSINESS ITEM**

Item: 12.5
Responsible Officer: Greg Georgopoulos
Chief Executive Officer
Environment and Infrastructure

Subject: Bush Kindy/School Programs – Bushland Park –
Lobethal Community Kindergarten and Lobethal Primary
School Hire fees for 2025

For: Decision

SUMMARY

The purpose of this report is to seek approval to grant the Lobethal Community Kindergarten and Lobethal Primary School access to Bushland Park located at 27 Kenton Valley Road, Lobethal for their Nature Connect Bush Kindy Program and Bush School Program for 2025 at a discounted hire fee rate. The Bushland Park land is described as whole of land contained within Certificate of Title Volume 5531 Folio 122, RP367/P, Certificate of Title Volume 5882 Folio 668, Certificate of Title Volume 5696 Folio 526, Certificate of Title Volume 5728 Folio 580 and Certificate of Title Volume 5733 Folio 771.

The Bush Kindy program operates approximately 11 days per year and the Lobethal Bush School program runs over approximately 4 days per year.

In particular, both groups are seeking a flat fee of \$25 per day during the bush kindy season, in lieu of the adopted fee of \$34 per three-hour block of time.

RECOMMENDATION

Council resolves:

1. That the Bush Kindy - School Programs – Bushland Park – Lobethal Community Kindergarten and Lobethal Primary School – Hire fees for 2025 report be received and noted.
2. That Council approves the discounted hire fee of \$25 per day in lieu of \$34 per three-hour block of time be granted and no bond to be charged to the Lobethal Community Kindergarten for their Nature Connect Bush Kindy Program for 2025.
3. That Council approves the discounted hire fee of \$25 per day in lieu of \$25 per three-hour block of time be granted and no bond to be charged to the Lobethal Primary School for their Bush School Program for 2025.

4. That a report be brought back to Council that considers a review of delegations or a fees and charges policy, whichever is more appropriate, to enable the CEO to vary or waive adopted Fees and Charges during the financial year including parameters around how minor fees may be varied or waived under delegation.
-

1. BACKGROUND

Bushland Park located at Lobethal comprises of 118 hectares of varied terrain of gentle slopes dissected by several north-south running drainage/creek lines. There is a network of marked walking trails throughout the Park. A recreation area at the southern end of the reserve includes the Bushland Park building and adjacent pergola, playground and barbeque facilities.

The Lobethal Community Kindergarten Nature Connect Bush Kindy Program started in 2015. The local kindy children have been building deep connections with the places and spaces of Lobethal Bushland Park as they engage in 'Bush Kindy'. Developing children's connections to country, knowledge of Peramangk and Kaurna culture, love and respect of nature, resilience, curiosity, persistence, risk taking, confidence, and the development of reciprocal relationships with the environment and each other have been just a few of the success points of the program. In the aftermath of the 2019 Cudlee Creek bushfire, the program provided an important place for children, educators and families to heal as they navigate the grief, acknowledge the community's loss and immersed themselves in exploring and experiencing the regeneration of the park. The program is supported by Adelaide Hills Council, Friends of Lobethal Bushland Park, the Rotary Club of Onkaparinga and the Onkaparinga Lions Club.

The Lobethal Primary School Bush School Program started in 2018. The school has a well-established and structured program for students from reception to Year 2. Bushland Park is a valuable resource that connects the children to their local community and develops strong ties to the local environment. Bush School provides the stability of child-led exploration, it provides authentic links to the heritage of the area, to Aboriginal perspectives and sustainable practices. Bush School brings with it significant benefits including a way for children to foster connections with themselves, with others and with their natural environment. The children learn to risk assess which helps to build resilience, stamina and a growth mindset. It helps to develop a sense of community, safe risk taking, vocabulary, oral language, persistence and resilience.

An aerial photo showing the Bushland Park site is provided as **Appendix 1** and bounded in red.

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2024 – Your Place, Your Space
Goal 3 Built Form and Economy

- Objective BFE4 Improve the utilisation of Council and community facilities
 Priority BFE4.2 Encourage greater utilisation and enhancement of community halls and facilities and foster multi-use spaces to maximise community benefit.

An abridged version of Councils Fees and Charges Register 2024-25 Financial Year relating to Bushland Park, Lobethal is provided as **Appendix 2** and bounded in red.

➤ **Legal Implications**

The *Local Government Act 1999* empowers Council to impose fees and charges for various services and facilities, either as part of its statutory functions or on a discretionary basis. Fees and charges, other than those prescribed by any Act or Regulation in respect of a particular matter, may be fixed, varied or revoked by by-law or by resolution of Council. Discretionary fees and charges are reviewed annually as part of Councils annual budget preparation process.

At the present time, the Administration does not have the delegation to waive or vary any fees or charges that have been adopted by Council. It is recommended that a report be presented to Council that considers circumstances under which the Chief Executive Officer may be able to accept variations throughout the year to the Fees and Charges.

➤ **Risk Management Implications**

Charging hire fees in accordance with the relevant fees and charges 2024-2025 assists in mitigating the risk of:

Failure to exercise, perform and discharge the powers, functions and duties under legislation, contracts, leases and policies

Inherent Risk	Residual Risk	Target Risk
Extreme (4B)	Medium (2C)	Medium (2C)

➤ **Financial and Resource Implications**

The Fees and Charges Schedule outlines that the Fee for the hire of the Bushland Park facilities is \$34 per three-hour block of time. The Bush Kindy and the School are seeking a variation to the fee so that they pay \$25 per day for activities on the site as they have paid this flat rate in previous years.

If a discounted hire fees are granted to the Lobethal Community Kindergarten and Lobethal Primary School, this has the potential to set a precedent for other hirers requesting a discounted rate in the future. This will impact Council's ability to generate income to cover cleaning and maintenance costs and could create a perception of inequity between hirers.

Based on the usage proposed by each group, if the Bush Kindy were charged as per the Fees and Charges Schedule, they would pay approximately \$70 per day or \$770 this year for their 11-day program. Under the revised fees they would pay \$25 per day or \$275 per annum. For the School's four sessions they would pay approximately \$280 per annum for the four-day program. Under the revised fee they would pay \$100 per annum.

➤ **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:

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

➤ **Additional Analysis**

Historically, there has been an arrangement in place where both the Kindergarten and Primary School have been charged a lower fee for some years. At this point in time, Council staff do not have the delegation to amend, vary or waive fees and charges once they have been adopted by Council each year.

The Lobethal Community Kindergarten and Lobethal Primary School are public education sites that rely on State Government funding to run their respective programs.

This fee example has highlighted that council staff do not have delegation to amend, vary or waive fees and charges once they have been adopted by Council each year. Building in some flexibility on delegations around minor changes to fees and charges has the ability to avoid unnecessary reports to Council. A separate council report to Council through our Governance team will give consideration to granting the CEO delegation to waive and amend fees for minor matters.

3. OPTIONS

Council has the following options:

- I. Endorse the charging of a reduced rate hire of fees of \$25 per day in lieu of \$34 per three-hour block of time, for both Lobethal Community Kindergarten and Lobethal Primary School for their respective programs located at Bushland Park, Lobethal.
- II. Not to endorse the charging of a reduced rate of hire fees of \$25 per day in lieu of \$34 per three-hour block of time, for both Lobethal Community Kindergarten and Lobethal Primary School for their respective programs located at Bushland Park, Lobethal.

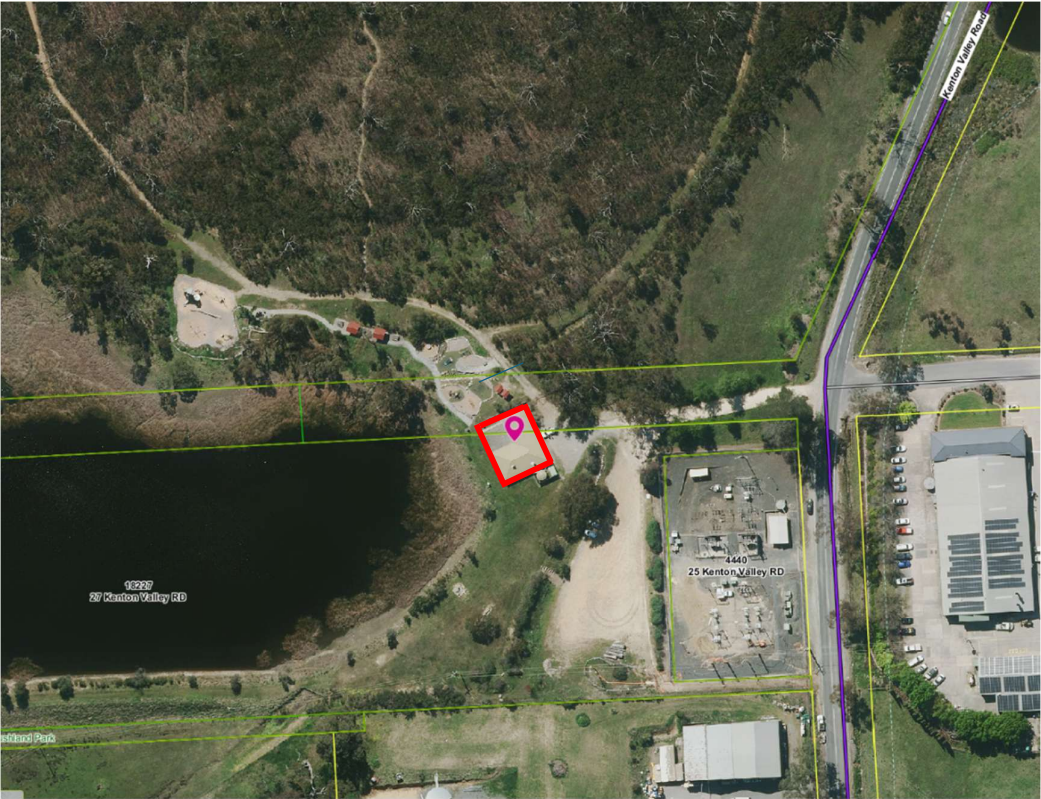
4. APPENDICES

- (1) Aerial photo of the Bushland Park Site
- (2) Fees and Charges 2024-2025

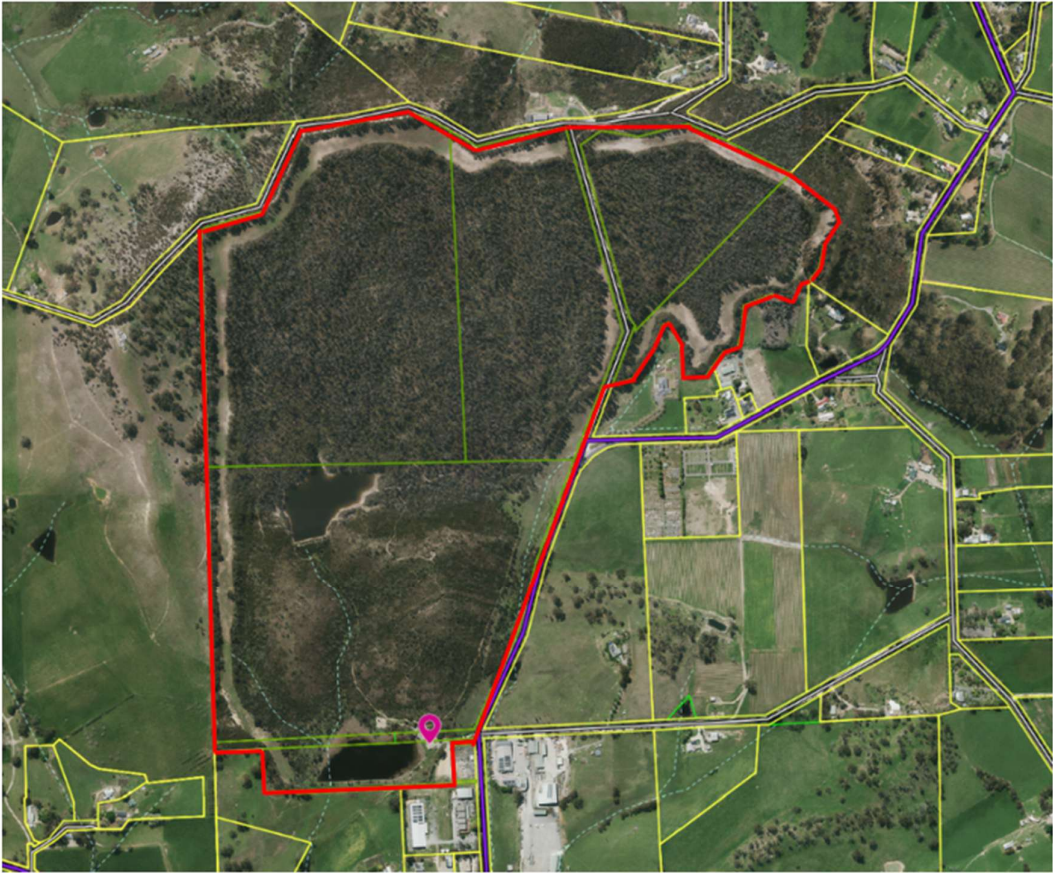
Appendix 1

Aerial photo of the Bushland Park site

Portion of site - Location of Bushland Park Building & Adjacent Pergola in Red



Whole of Site in Red



Appendix 2

Fees and Charges 2024-2025

DESCRIPTION		GST TAXABLE	Unit	Adopted Fees & Charges 2024/25 (incl. GST)
Attendance at burial				
	Monday to Friday	Yes		\$318.00
	After hours surcharge	Yes		\$385.00
Interment of Ashes (includes Installation of plaque & pedestal)				
	Monday to Friday	Yes		\$481.00
	After hours surcharge	Yes		\$385.00
Other Fees				
	Cutting and reinstatement of concrete floor	Yes		\$189.00
	Installation of plaque and/or pedestal only (no interment)	Yes		\$189.00
	Pegging of plot for burial or memorial	Yes		\$318.00
Memorial Permits (Memorial Fees will not be charged for memorial work undertaken by The Office of Australian War Graves)				
	New memorial & inscription	Yes		\$355.00
	Additional inscription	Yes		\$118.00
	Other memorial works	Yes		\$118.00
Administration Fees (Administration Fees are waived for interments of children 16yrs and under)				
	Application for Interment Right (new or renewal)	Yes		\$190.00
	Application for Transfer or Surrender of Interment Right	Yes		\$190.00
	Application for Burial or Interment of Cremated Remains	Yes		\$190.00
Other Fees				
	Bud Vase (for niche wall)	Yes		\$120.00
	Plaque & Pedestal	Yes		at cost
2.4 Reserves and Sporting Facilities				
Hiring of Bushland Park				
	Day & a half (9am to 1pm the following day)	Yes		\$475.00
	Full Day (9am to Midnight)	Yes		\$318.00
	Half Day (8am to 1pm or 1pm to 6pm)	Yes		\$159.00
	Bond (refundable)	Exempt		\$540.00
	Not for Profit Community Group use (per 3 hour session)	Yes		\$34.00
Hiring of Spring Oval				
	Key Deposit (casual hirer) (refundable)	n.a		\$65.00
	Key Deposit (seasonal hirer - per key) (refundable)	n.a		\$65.00
	General Oval Hire (per 3 hour session)	Yes		\$34.00
	Deposit (refundable) for General Oval Hire where vehicles have been approved on Oval (if turf remediation is required after event)	Exempt		\$540.00
Hiring of Gillman Reserve				
	Key Deposit (refundable)	n.a		\$65.00
	General Hiring (per 3 hour session)	Yes		\$34.00
Hiring of Woorabinda				
Note: the Woorabinda Building is managed by The Hut and all booking enquiries should be directed to them.				
	Toilets Only Per Day	Yes		\$20.00
	Key Deposit (refundable)	n.a		\$65.00
	Toilet Use Bond (refundable)	Exempt		\$175.00
Hiring of Aldgate Oval				
	Key Deposit (casual hirer) (refundable)	n.a		\$65.00
	Key Deposit (seasonal hirer - per key) (refundable)	n.a		\$65.00
	General Oval Hire (per 3 hour session)	Yes		\$34.00
	Hire of Long Room on a season licence	Yes	per month	\$35.00
2.5 Outdoor Dining				
	Outdoor Café Licence Application Fee	Exempt		\$196.00
	Fee per snack bars/pizza shops etc outdoor seat	Exempt		\$52.00
	Fee per restaurant/café outdoor seat	Exempt		\$67.00
	Fee per hotel outdoor seat	Exempt		\$81.00
2.6 Use of Public Road for Business Purpose - Townships and Urban Area				
Display and sale of horse manure adjacent to a residential property				
	Small temporary/seasonal from adjacent property			Nil
	Small temporary/imported			Nil
	Large temporary/seasonal from adjacent property or imported - annual fee	Yes		\$268.00
	Small permanent			Nil

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 22 April 2025
AGENDA BUSINESS ITEM**

Item: 12. 6

Responsible Officer: Greg Georgopoulos
Chief Executive Officer
Environment and Infrastructure

Subject: Woodforde Infrastructure Maintenance

For: Decision

SUMMARY

At the Ordinary Council Meeting on 25 March 2025, Council resolved that Administration report to Council by 22 April 2025 on the costs, implications and timeline of undertaking the following matters:

1. installing a storage shed for garden maintenance equipment in Hamilton Hill
2. completing a curved path between McIntyre Crescent and Kintyre Road
3. marking yellow lines on Glen Stuart Road outside Womma Oval, extending yellow lines on Kintyre Rd outside Rostrevor primary on the south side near the intersection and extending yellow lines on Heather Ave on the west side from Kintyre Rd
4. the installation of additional car parks in replacement of agreed verges in Hamilton Hill

Council also resolved that the report consider the Precinct Maintenance Plans, Annual Business Plan, and Long-Term Financial Plan of Council.

At the same meeting, Council also resolved that the CEO prepare an interim community engagement framework for Woodforde including but not limited to consulting on the progress of Hamilton Hill, to be presented to Council by the Ordinary Council meeting of 22 April, 2025.

This report responds to these resolutions.

RECOMMENDATION

Council resolves:

1. That the Woodforde Infrastructure Maintenance report be received and noted.
 2. To note the interim Community Engagement Plan - Woodforde Community Connect as per Appendix 1, noting it is a live and iterative document.
-

1. BACKGROUND

At the Ordinary Council Meeting on 25 March 2025, Council resolved:

MOTION AS VARIED

Moved Cr Louise Pascale
S/- Cr Pauline Gill

105/25

1. Council confirms its commitment to the organic mulching of reserve garden beds, backfilling sand and granite pathways and verge program for residents of Hamilton Hill as per residents correspondence of 11 March 2025.
2. That Council review the installation of a new BBQ and shelter installation and connection of tree up lights throughout the lower reserve in Hamilton Hill through stakeholder engagement which includes but not limited to Woodforde Residents Association, residents of Kelso Apartments and Lewis Walk.
3. That by 22 April 2025 Administration report on the costs and implications and timeline of undertaking the following activities:
 - a) installing a storage shed for garden maintenance equipment in Hamilton Hill
 - b) completing a curved path between McIntyre Crescent and Kintyre Road
 - c) marking yellow lines on Glen Stuart Road outside Womma Oval, extending yellow lines on Kintyre Rd outside Rostrevor primary on the south side near the intersection and extending yellow lines on Heather Ave on the west side from Kintyre Rd
 - d) the installation of additional car parks in replacement of agreed verges in Hamilton Hill

That the report consider the Precinct Maintenance Plans, Annual Business Plan, and Long-Term Financial Plan of Council.

4. The CEO prepare an interim community engagement framework for Woodforde including but not limited to consulting on the progress of Hamilton Hill, to be presented to Council by the Ordinary Council meeting of 22 April, 2025.
5. The CEO write to Kite Development advocating on behalf of Woodforde Residents Association the removal of the outdoor gym equipment in Hamilton Hill and that Kite Development replace it with a playground that is designed in consultation with the residents of Hamilton Hill and Adelaide Hills Council, to be delivered to Australian Safety Standards.

2. ANALYSIS

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

Strategic Plan 2024 – Your Place, Your Space

Goal Built Form and Economy

Objective BFE4 Improve the utilisation of Council and community facilities

Priority BFE4.2 Encourage greater utilisation and enhancement of community halls and facilities and foster multi-use spaces to maximise community benefit.

Strategic Plan 2024 – Your Place, Your Space

Goal Natural Environment

Objective NE5 Improve landscape character and amenity value on Council managed land

Priority NE5.3 Maintain parks and reserves to be fit for purpose and enhance liveability

➤ **Legal Implications**

In relation to the Hamilton Hill development, Council acknowledges that encumbrances are in place between the developer and property owners to control the style and types of development within the precinct and this can include obligations not to alter the road verge. These encumbrances may need to be considered to progress modifications to verges, for example to create additional car park spaces, in response to community consultation. The administration can liaise with the developer about issuing a waiver to property owners in relation to their obligations regarding verges, which may enable any alterations to the road verges by the Council.

➤ **Risk Management Implications**

There are no substantial risk management implications directly related to items contemplated in this report. However, undertaking the current community engagement exercise does itself mitigate risks associated with making an uninformed and sustainable decision. Any risk management implications with the community engagement exercise and subsequent actions itself will be considered in relevant future reports.

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

➤ **Financial and Resource Implications**

There are no financial implications related to producing this report.

The costs of the individual maintenance activities are discussed in the “further analysis” section of this report. The scope and budget for operational works are traditionally coordinated and implemented by Administration and are not generally an item for Council decision. It should be noted that there is a risk that consulting on operational works for one township/suburb may set community expectations or a precedent.

Some of the proposed maintenance works would have implications for the Annual Budget and the long-term financial plan, including initial cost and the renewal of created assets at the end of their useful life.

There are some resource implications associated with the interim Community Engagement Plan - Woodforde Community Connect. At this point in time, it is anticipated that these can be undertaken with existing resources.

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

The following communication and engagement activities have been recently undertaken or are currently being planned:

- Staff met with the Woodforde Residents Association in recent weeks and continue to maintain positive communication with the group regarding upcoming general maintenance and possible infrastructure modifications.
- In a Community Notification and Consultation letter dated 11 March 2025, distributed to all residents, ratepayers and property owners (totalling 553) within the

Hamilton Hill Estate boundary, Council outlined a series of works to be undertaken in the area in the near future. Recipients of the letter were also invited to provide feedback to Council via email regarding any issues they currently have. Customer Service staff are supporting this process. This letter can be found in **Appendix 1**.

- Council is seeking community feedback relating to the proposed installation of a new larger barbeque and public shelter located within Lewis Yarluperka O'Brien Reserve.
- an Engagement HQ (EHQ) web page has been created for residents titled Rostrevor, Woodforde and Hamilton Hill (RWH Hub) Hub. This will be used as a 'one stop shop' for all relevant Council communications for the Woodforde and Hamilton Hill Estate region.
- A landing page has been created on the Council's website with links to the RWH Hub and Boundary Reform page on EHQ. It will also link to the Residents Guide and any relevant news items on the main website. This facilitates easy searching for residents across both Council's website and Engagement HQ.

Information gathered via all engagement and correspondence avenues outlined above will be collated and analysed by staff to assist in determining the recommended next steps for verge maintenance and reserve upgrades.

➤ **Sustainability Implications**

There is no sustainability implications directly related to producing this report.

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

Consultation on the development of this report was as follows:

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

➤ **Additional Analysis**

Maintenance works

This section of the report discusses the costs, implications and timeline of undertaking the following matters:

1. installing a storage shed for garden maintenance equipment in Hamilton Hill
2. completing a curved path between McIntyre Crescent and Kintyre Road
3. marking yellow lines on Glen Stuart Road outside Womma Oval, extending yellow lines on Kintyre Rd outside Rostrevor primary on the south side near the intersection and extending yellow lines on Heather Ave on the west side from Kintyre Rd
4. the installation of additional car parks in replacement of agreed verges in Hamilton Hill

It should be noted that Maintenance Precinct Plans are not formally developed within the Open Space environment. The delivery of maintenance and operational services are based on a locality basis and works are based on seasonal and cyclic drivers across the whole of the Adelaide Hills Council area.

1. The costs, implications and timeline of installing a storage shed for garden maintenance equipment in Hamilton Hill

A new horticultural storage shed is currently not included within Council's existing capital works program. This could be included in future Annual Business Plan and budget cycles. The cost of the installation of a new shed would vary depending on purpose, ranging from an indicative cost of \$2,000-\$60,000.

2. The costs, implications and timeline of completing a curved path between McIntyre Crescent and Kintyre Road

The proposed path providing access between McIntyre Crescent and Kintyre Road would be estimated at \$60,000. A proposal has been included in the 2025/26 annual business planning process and would require the endorsement from Council.

3. The costs, implications and timeline of marking yellow lines on Glen Stuart Road outside Womma Oval, extending yellow lines on Kintyre Rd outside Rostrevor primary on the south side near the intersection and extending yellow lines on Heather Ave on the west side from Kintyre Rd

This work can be completed within the existing maintenance budget.

The following line locations have been repainted and extended in February 2025:

- Existing lines have been repainted on the corner of Glen Stuart and Morialta Road (Main Rostrevor Oval).
- Existing lines have been repainted on the corner of Glen Stuart and up Kintyre Road (Womma Oval), with a new line extended on the southern side of Kintyre Road ceasing at the traffic island.
- All existing lines on the intersection of Kintyre and Heather Avenue have been repainted, with lines currently extended on both sides of Heather Avenue down to Glengarry Drive. Various existing lines along Heather Avenue near the Morialta Road intersection have also been repainted.

Administration intends to further extend lines on the western side of Heather Avenue encompassing the Glengarry Drive intersection. These works will be carried out in the near future.

4. The costs, implications and timeline of the installation of additional car parks in replacement of agreed verges in Hamilton Hill

Council is currently consulting on the installation of additional car parks in replacement of agreed verges in Hamilton Hill. Upon completion of community engagement during the

month of May, Administration will review impacted stakeholder feedback and preferences relating to kerbside parking modifications.

Administration will then carefully consider the impacts of these preferences and develop a costed plan of proposed modifications. Administration will carefully consider how any proposed changes to verge landscaping or parking modifications would impact streetscape amenity. It will also consider the implications of the encumbrances on the verges.

Where the realignment of kerb and water table is required, this will require internal design, survey locating and a delivery through future Capital Works Delivery programs. Funding for the kerb works may be required through existing budget cycle options (Annual Business Plan or Budget Reviews).

Interim community engagement framework

This section of the report addresses Council's resolution that:

The CEO prepare an interim community engagement framework for Woodforde including but not limited to consulting on the progress of Hamilton Hill, to be presented to Council by the Ordinary Council meeting of 22 April, 2025.

A confidential Strategic Communications and Engagement Plan for the communities of Woodford, Teringie and Rostrevor was presented to Council at the Ordinary Meeting on 10 September 2024. Utilising this existing Plan, an interim Community Engagement Plan has been created specifically for Woodforde that incorporates relevant components of the September 2024 Plan as well as new initiatives and works that have been established over the following seven months (**Appendix 2**).

5. OPTIONS

Council has the following options:

1. That the report relating to planned maintenance and proposed infrastructure modification options is received and noted. **(Recommended)**
2. To note the interim Community Engagement Plan - Woodforde Community Connect **(Recommended)**
3. The Community Engagement Plan - Woodforde Community Connect is not endorsed by Council **(Not Recommended)**

6. APPENDICES

- (1) Adelaide Hills Council Works Notification Letter – 11 March 2025
- (2) Interim Community Engagement Plan - Woodforde Community Connect April 2025

Appendix 1

*Adelaide Hills Council Works Notification Letter
– 11 March 2025*

11 March 2025

NOTIFICATION OF UPCOMING WORKS - HAMILTON HILL ESTATE

Dear Resident,

Please be advised that Adelaide Hills Council and contractors working on behalf of Council will be delivering various work multiple upcoming works over the next couple of months throughout the Hamilton Hill estate.

Please take note of the dates and parking restrictions that will be in place during these works.

Works: Organic mulching of reserve garden beds. Due to the volume of mulch required, application of the mulch will be pumped into reserve area's utilising large spray hoses.

Date of works: Monday 24th March 2025 – Friday 28th March 2025

Location: Mulch will be applied to the highlighted sections on the map below



Vehicle restrictions: Due to the size of the truck required to deliver the much to site, additional space is required through the adjoining road network to access the reserves.

'No parking' vehicle controls will be installed within the following highlighted roadways as indicated below. These vehicle controls are essential to enable the works to be completed. Please ensure that you obey the no parking signage as per the map & dates listed below:



Parking restrictions will be implemented between 7am – 4pm in the following locations and dates:

MacIntosh Crescent – Monday 24th & Tuesday 25th March 2025

Grant Street/Buchanan Drive – Monday 24th – Friday 28th March 2025

Lewis Walk – Wednesday 26th – Friday 28th March 2025

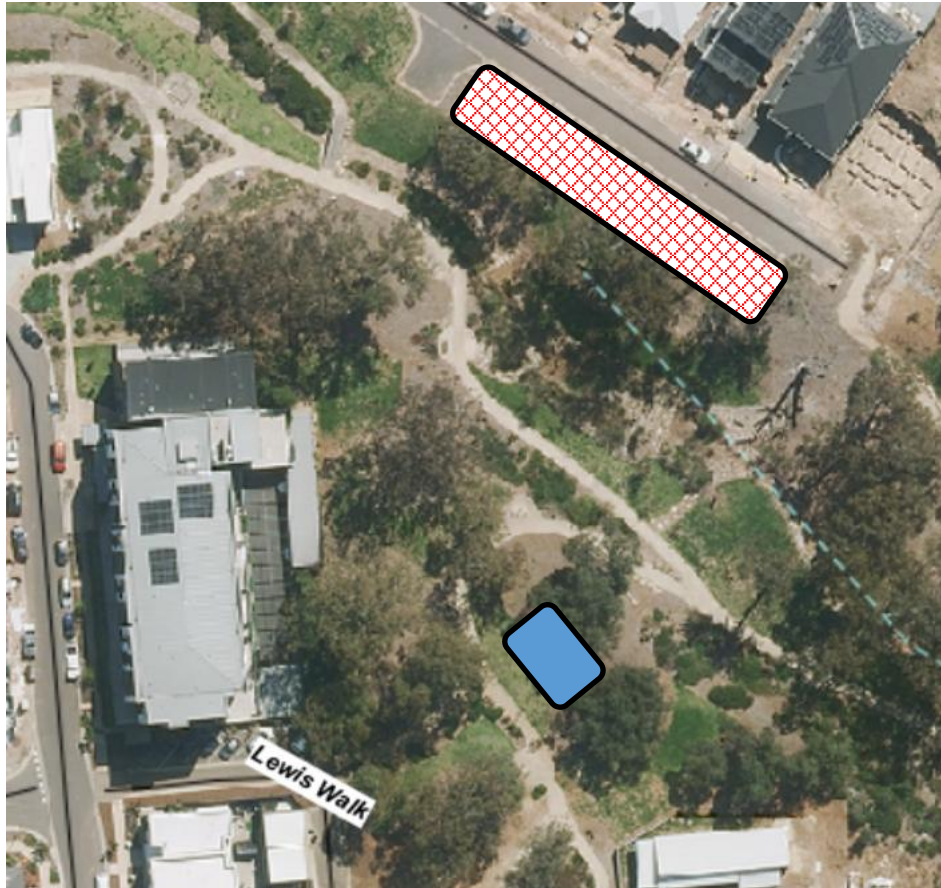
Macintyre Brae - Thursday 27th – Friday 28th March 2025

What the works mean for you: Residents of properties in the affected area will still be able to access their properties but are advised that delays may occur. To avoid disruption, we ask for impacted residents within the affected area to review the location of the worksite and select the appropriate street access point.

Works: New BBQ and shelter installation and connection of tree up lights throughout the lower reserve.

Date of works: April – June 2025

Location: New BBQ and shelter installation marked blue and location of power box to be within red/white checkered area as per the map below.



Vehicle restrictions: There may be some minor parking restrictions required at Lewis Walk and MacIntosh Crescent whilst works are undertaken. Please ensure that access to the maintenance gate off Lewis Walk is kept clear at all times.

What the works mean for you: A new larger sized BBQ and public shelter will be installed to provide residents with increased opportunities to congregate and utilise the reserve areas. Please note, the current BBQ (situated to the upper eastern side of the reserve area) will be removed and replaced with an electrical power outlet point. The existing shelter will be retained. Contractors working on behalf of Council are in the process of connecting various existing tree spotlights located underneath certain feature trees. Activation of this infrastructure will assist with lighting throughout the reserve space.

Works: Footpath maintenance works

Date of works: April – June 2025

Location: Paths throughout the reserve area, as per map below:



Vehicle restrictions: There may be some minor parking restrictions required at Lewis Walk and MacIntosh Crescent whilst works are undertaken. Please ensure that access to the maintenance gate off Lewis Walk is kept clear at all times.

Verge Maintenance - Community Consultation

A verge (or nature strip) is the area between the property boundary and the kerb (or edge of the roadway) and includes the footpath.

Verge maintenance is considered a joint responsibility between Council and residents. Council undertakes an annual verge maintenance program to provide for road safety and fire mitigation requirements, however Council is unable to maintain all road verges in the district. In urban areas of our district, property owners often maintain the verge in front of their property to achieve their desired level of appearance.

The developer and Council did maintain verges whilst the development was being completed. Many of these garden beds now require renewal or significant modifications to ensure they can be maintained in a sustainable manner. To ensure the verge standards within the Hamilton Hill area align with the level of service throughout the remainder of our Council district, we would like to offer residents the following options:

- (a) The property owner/resident elects to maintain the verge area. Please fill out the required S221 application form below and email to mail@ahc.sa.gov.au <https://www.ahc.sa.gov.au/assets/downloads/development/application-forms/Authorisation-to-Alter-a-Public-Road-Application-Form-2024.pdf> or;
- (b) Council will maintain the verge. The verge will then be topped up with mulch or replaced with compacted rubble. Irrigation and declining landscape plants may be removed, or;
- (c) Convert the verge area adjacent to your property to parallel vehicle parking. In some situations, this would require modifications to the kerbing and sealing with asphalt.

Please note in all options above, the verge area's will be considered non-irrigated spaces and irrigation will be decommissioned. We ask residents or property owners to please advise Council of your preference by emailing mail@ahc.sa.gov.au by 30th April 2025.

If Council does not receive a response, we will assume that you will not be maintaining your verge, and it will be added to the list for option B.

For further information regarding the responsibilities of verge maintenance within the Adelaide Hills Council region, please see the information is located on Council's website:
<https://www.ahc.sa.gov.au/environment/roadside-vegetation>

We apologise for any inconvenience and thank you for your cooperation in this matter. Should you require any special assistance during the works, please call contact Council on 08 8408 0400.

Updates about the works will be made available via our Community Engagement Hub Webpage engage.ahc.sa.gov.au

Yours sincerely,

Open Space Department
Adelaide Hills Council

Appendix 2

*Interim Community Engagement Plan – Woodforde
Community Connect April 2025*

Interim Community Engagement Plan for Woodforde Community Connect

Communication of works, engagement, and connection opportunities for residents of Woodforde.

PROJECT BACKGROUND

Woodforde is an area of high growth within the Adelaide Hills Council area.

Residents of Woodforde have received communication from Adelaide Hills Council in various formats in recent years in relation to the Boundary Change Proposal, community connection activities and events, engagement opportunities and upcoming notices of works.

At the Ordinary Council Meeting on 25 March 2025, Council resolved for the CEO to prepare an interim community engagement framework for Woodforde including but not limited to consulting on the progress of Hamilton Hill, to be presented to Council by the Ordinary Council meeting of 22 April 2025.

The Woodforde Community Connect Community Engagement Plan was developed in response to this resolution.

The Plan focuses on providing residents with clear and consistent messaging for the issues relevant to their community and highlights the range of opportunities for residents and property owners to get involved and provide feedback and ideas around upcoming works and activities.

LOCATION OF PROJECT

Woodforde, South Australia



ENGAGEMENT OBJECTIVES

- Create consistent and clear avenues for open communication between council staff and Woodforde residents.
- Provide factual and timely information about upcoming and ongoing works happening in the Woodforde area.
- Create opportunities for community members to provide feedback and shape projects happening within their community.
- Provide opportunities for residents of Woodforde to connect with each other, their local area and the surrounding community.
- Nurture a relationship of trust and transparency between Council staff and staff and residents of Woodforde by sharing clear and concise messages about the issues and opportunities at hand.

COMPLEXITY AND SENSITIVITY

Woodforde is an area of high growth. Residents of Woodforde and more specifically Hamilton Hill, have been contacted by Adelaide Hills Council, Campbelltown Council and the Boundary Reform Commissioner many times within recent years relating to the Boundary Change Proposal, upcoming council works, community connection activities and community engagement opportunities.

Messaging provided by different entities and by council, have at times been conflicting and confusing for residents and property owners to understand. It can be expected that some residents and homeowners are feeling frustrated by these different threads of communication and the uncertainty of their future relationship with Adelaide Hills Council. For these reasons, it is very important that we ensure that future communication and engagement from council has clear and transparent messaging and sends residents and property owners to a central location to find the information they are after (one point of truth). Project staff from across council are working closely together to understand the roles and activities of different teams and address the needs and concerns of residents in a structured manner.

STAKEHOLDERS – WHO ARE WE ENGAGING?

INTERNAL STAKEHOLDERS:

- AHC Mayor and Councillors, and CEO
- AHC Staff
 - Communications Team (signage, engagement, website and EHQ)
 - Open Space (maintenance, design, tree/plant advice)
 - Assets/Property Team (asset register/infrastructure)
 - Civil/Projects Team (infrastructure)
 - Sport and Recreation Team (play equipment)
 - Waste (bins)
 - Community Development (community connections/events/resources)
 - Customer Relations (communication)
 - Governance Team (boundary change proposal)

EXTERNAL STAKEHOLDERS:

- Woodforde Residents Association
- Local residents of the Woodfords area/Hamilton Hill Estate

Key Messages

- We are making it easier for residents of Woodforde and Hamilton Hill Estate, to find out about upcoming works, engagement opportunities, upcoming events and latest project updates for their community.
- Residents can get involved by visiting Adelaide Hills Engagement Hub (engage.ahc.sa.gov.au) to find latest project information and to provide their feedback or they can reach out to our Customer Relations team.
- We are asking residents of Woodforde to share their feedback on open engagement opportunities (verge maintenance and BBQ and shelter engagements) and to follow the Rostrevor, Woodforde and Hamilton Hill Hub project on Adelaide Hills Engagement Hub, to find answers to frequently asked questions and all latest project updates.

INTERNAL STAKEHOLDERS – COMMUNICATION AND ENGAGEMENT ACTIVITIES AND TOOLS

The table below provides an overview of the tools and methods we will use to communicate and engage internally with AHC staff and leadership.

Tool / Method	Details	Teams	Timeline
Steering Group Meetings	Staff from relevant departments across Council will meet monthly to review progress, plan and debrief on initiatives and ensure consistency and synergy across teams. Regular email and phone conversations will be maintained between steering group meetings.	Communication, Engagement and Events Open Space Sport and Recreation Civil Projects Customer Relations Community Development Governance	Monthly
Content Reviewing	All bulk letters, emails and flyers to be sent to residents of Woodforde and Hamilton Hill Estate, will be reviewed by the Community Engagement Coordinator and/or the Communications, Engagement and Events Team, prior to sending to ensure consistent messaging.	Communication, Engagement and Events	Ongoing

EXTERNAL STAKEHOLDERS - COMMUNICATION AND ENGAGEMENT ACTIVITIES AND TOOLS

The table below provides an overview of the tools and methods we will use to communicate and engage with residents of Woodforde.

Tool / Method	Details	Engagement level	Team	Timeline
Adelaide Hills Engagement Hub Rostrevor, Woodforde and Hamilton Hill Hub	One stop shop for information about works occurring around Woodforde and community engagement and connection opportunities. This site will be used to share feedback, ideas and project updates. The site features a range of Frequently Asked Questions providing information on the most common questions and concerns received from residents.	Inform and consult	Communication, Engagement and Events Open Space Sport and Recreation Civil Projects	Ongoing

	The site also allows for residents to 'follow' the project to receive regular updates and has an area to suggest 'ideas for your community'.			
Your Space Your Place campaign Print and digital communication campaign	Phase 2 of the communication and engagement campaign recognising and featuring the foothills across all channels and mediums. Roll out the campaign will feature on bus shelter and shopping centre advertising, social media advertising, signage, flyer or postcard delivery to every dwelling. This phase will also include an update of our online Residents Guide. This initiative is funded as part of the 24/25 ABP.	Inform	Communication, Engagement and Events	Commence prior to FY 2024/2025
Adelaide Hills Council Website	A homepage quick link to a dedicated landing page provides quick and easy access to upcoming works information and directs community members to Adelaide Hills Engagement Hub for further information.	Inform	Communication, Engagement and Events	Ongoing
Community meets Community events in local spaces/reserves	Community events to connect local residents and provide opportunities to find out about what's happening across the Hills. Select parks and reserves with supporting community infrastructure such as playground, shelter, recreation activities. Organise children's activities such as face painting, mobile library, sports activities. Provide opportunities for community members to speak with Council staff and Elected Members and bring foothill suburbs together.	Consult and involve	Communication, Engagement and Events Community Development	Two events to be organised between July 2025 and June 2026.
Connection resources for community	Investigate development of digital resources to build capacity of community to connect (neighbourly notes templates, templates for street party invitation, event		Communication, Engagement and Events	2025/2026 FY

	guides, video tips). Resources to be built on dedicated subpage of council website or EHQ.		Community Development	
Signage	Corflute signage is being designed to be installed around Woodforde and Hamilton Hill to promote Adelaide Hills Engagement Hub page where residents can find out information about works and engagement opportunities.	Inform	Communication, Engagement and Events Open Space Civil Projects	April/May 2025
Letters to residents	Various letters have been sent to residents of Woodforde and specifically Hamilton Hill, to inform them of engagement opportunities and notify them of upcoming works. These letters will continue under a structured internal staff review process to ensure consistent and clear messaging to residents.	Inform and consult	Communication, Engagement and Events Open Space Civil Projects Sport and Recreation	Ongoing
Engagement with Residents Association	Staff are actively engaging with the Woodforde Residents Association to continue positive communication with the group.	Inform, consult and involve	Open Space Civil Projects	Ongoing
Customer Relations Team	<p>Our Customer Relations Team are always available (within business hours) to provide information and support to residents.</p> <p>Phone: 8408 0400</p> <p>Email: engage@ahc.sa.gov.au</p> <p>Visit: Council Service Centre or Library at:</p> <ul style="list-style-type: none"> • Coventry Library, 63 Mount Barker Road, Stirling • Woodside Service Centre, 26 Onkaparinga Valley Road, Woodside • Gumeracha Civic Centre, 45 Albert Street, Gumeracha 	Inform	Customer Relations Communication, Engagement and Events	Ongoing

CURRENT AND UPCOMING WORKS

Current and upcoming works planned for Woodforde / Hamilton Hill Estate.

Works	Description	Timeline	Team
Mulch works	Organic mulching of reserve garden beds. Due to the volume of mulch required, application of the mulch will be pumped into reserve area's utilising large spray hoses.	March 2025	Open Space Team
BBQ and community shelter	<p>A new larger sized BBQ and public shelter may be installed at Yarluperka O'Brien Reserve to provide residents with increased opportunities to congregate and utilise the reserve areas, depending on outcome of the consultation.</p> <p>A survey is currently open, seeking feedback from residents about their preferred location for the replacement BBQ.</p> <p>The outcomes of the survey will be shared with residents along with the project next steps.</p>	<p>BBQ engagement closes 18 April 2025</p> <p>Outcomes to residents May 2025</p> <p>Delivery of BBQ and shelter May 2025 – June 2025</p>	Communication, Engagement and Events Open Space Team
Footpath maintenance works	<p>Council will be undertaking footpath maintenance works from April to June 2025. Residents can refer to a map to view location of works on EHQ page and inside resident letter on the 11 March 2025.</p> <p>During these works, there may be minor parking restrictions at Lewis Walk and MacIntosh Crescent.</p>	Delivering of footpath works April 2025 – June 2025	Open Space Team
Verge maintenance	<p>Council is consulting with Hamilton Hill residents around verge maintenance and future works.</p> <p>Residents have been invited to select their preferred verge maintenance option from three available options; self-maintenance, Council maintenance, conversion to parking.</p> <p>Once engagement has closed, council staff will consider all feedback received against verge maintenance criteria set in our draft Verge Management Policy and create a plan for future look, feel and maintenance of verges within Hamilton Hill.</p>	Verge maintenance consultation closes 30 April 2025	Communication, Engagement and Events Open Space Team

		Engagement around draft Verge design plan – late 2025 / early 2026	
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LIKELY RISKS AND PROPOSED MITIGATION

Risk	Low	Medium	High	Explanation
Misinformation amongst community	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Clear communication is required. Key stakeholders will be sent information so they can share amongst community. Information developed will be jargon free and easy to understand.</p> <p>Council staff have an internal process to ensure information shared with residents is consistent, clear and factual.</p>
Degree of political sensitivity of project	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Degree of sensitivity is medium. Will keep stakeholders and elected members informed/updated of this project.
Scope creep / parameters of works not clearly communicated / community disappointment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There is currently no scope for this project. Council are currenting undertaking community consultation, and residents feedback will help shape what works can be delivered. Once Council makes decisions, these must be communicated to residents clearly.
Negative media	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Council are committed to listening and working in collaboration with residents. We do not expect there to be much negative media spin.
Community requests/concerns are not responded to in a timely manner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>An engagement spreadsheet has been created to record all correspondents regarding works, engagements and activities happening in Woodforde and Hamilton Hill Estate that are received by council staff outside of Adelaide Hills Engagement Hub.</p> <p>This spreadsheet lists the enquiry type, feedback/concerns highlighted, next steps taken and the staff member/s who acted. This is to ensure a clear record is maintained of all correspondence with residents.</p>

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 22 April 2025
AGENDA BUSINESS ITEM**

Item: 12.7

Responsible Officer: Zoë Gill
Executive Governance Officer
Office of the Chief Executive

Subject: Audit Committee Independent Member Recruitment

For: Decision

SUMMARY

This report seeks Council's:

- Approval to commence an Independent Member recruitment process for one (1) Independent Member vacancy on the Audit and Risk Committee
- appointment of Senior Council Staff and Council Members and/or Independent Members of the Audit and Risk Committee to a selection panel.

The membership of the Audit and Risk Committee, as per the Committee's Terms of Reference (TOR), is two (2) Council Members and three (3) Independent Members.

The membership term for one (1) Independent Member (Sarah Beesley) concluded on 11 April 2025 after receiving written notice of resignation effective immediately.

RECOMMENDATION

Council resolves:

Decision 1 *(required if one candidate per position indicates intention to nominate)*

1. That the report be received and noted.
2. To undertake a recruitment process for the selection of one Independent Member for the Audit and Risk Committee, with the term commencing prior to 30 June 2025.
3. To appoint _____, _____ and the CEO (or delegates) as members of the Audit and Risk Committee Independent Member Selection Panel.

Decision 2 *(required if more than one candidate per position indicates intention to nominate)*

1. That the report be received and noted
2. To undertake a recruitment process for the selection of one Independent Member for the Audit and Risk Committee, with the term commencing prior to 30 June 2025.

3. To determine that the method of selecting the Audit and Risk Committee Independent Member Selection Panel by an indicative vote to determine the preferred person(s) utilising the process set out in this Agenda report.
4. To adjourn the Council meeting for the purposes of seeking nominations for and, if necessary, conducting an indicative vote to determine the preferred persons for Audit and Risk Committee Independent Member Selection Panel and for the meeting to resume once the results of the indicative voting has been declared.

Decision 3 *(required if meeting adjourned)*

1. To appoint _____ , _____ and the CEO (or delegates) as members of the Audit and Risk Committee Independent Member Selection Panel.
-

1. BACKGROUND

At the 11 April 2024 Council Meeting, Council appointed Ms Sarah Beesley as Independent Members of the Audit Committee:

Moved Cr Melanie Selwood
S/- Cr Malcolm Herrmann

86/23

Decision 2:

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

Carried Unanimously

As of 11 April 2025 Ms Sarah Beesley resigned from office by written notice to the Council with her resignation effective immediately.

At their 14 April 2025 meeting, the Audit and Risk Committee recommended to Council that the CEO begin the recruitment of the vacant Independent Member position as soon as possible.

Moved Cr Malcolm Herrmann
S/- Pamela Lee

ARC6/25

The Audit and Risk Committee resolves:

1. To acknowledge and thank Ms Sarah Beesley for her contribution from 1 May 2023 and notes her resignation effective 11 April 2025 due to work commitments (item 10.1, 14 April 2025 Audit and Risk Committee meeting).
2. Recommends to Council that the CEO begins the recruitment process for her replacement as soon as possible (item 10.1, 14 April 2025 Audit and Risk Committee meeting).

Carried Unanimously

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2024 – Your Place, Your Space

Goal 4 Organisation

Objective O2 Operate with integrity using best practice governance processes.

Priority O2.1 Demonstrate accountable and transparent decision making.

➤ Legal Implications

Section 41 of the *Local Government Act 1999* sets out the processes for the establishment of council committees. These committees may be formed to assist council in the performance of its functions; to enquire into matters; to provide advice to council and to exercise delegated powers, functions and duties. The Audit and Risk Committee is a s41 committee.

Council adopted the current Audit and Risk Committee Terms of Reference (TOR) at its 25 March 2025 meeting (Res: 109/25). The TOR sets out the role, functions and membership provisions which are compliant with the provisions of s126 of the Local Government Act.

Section 5 of the Terms of Reference outlines the recruitment process:

5. INDEPENDENT MEMBER

- 5.1. Recruitment of Independent Members will be undertaken by administration calling for expressions of interest.

- 5.2 A selection panel will be formed by the Council to assess applications and recommend to Council the preferred candidate for appointment to the Committee, and the term for which they should be appointed.
- 5.3 Senior Council Staff and Council Members and/or Independent Members of the Committee may be included on the selection panel. The selection panel is not a committee of the Council and will conduct its proceedings as it sees fit.
- 5.4 On the panel completing its assessment, a selection panel assessment and recommendation report will be prepared by the Panel and put to Council for a decision.
- 5.5 Appointments of Independent Members shall be made by resolution of Council.
- 5.6 Independent Member appointments will not align with timing of periodic Council elections (to maintain membership continuity over the Council election period). Each term of appointment for an Independent Member will be subject to the Act and these Terms of Reference.
- 5.7 Independent Member appointment terms will be for up to a maximum of four (4) years, as determined by the Council.
- 5.8 Independent Members may be re-appointed if assessed and subsequently recommended for re-appointment by an independent member selection panel at the time.
- 5.9 An independent member may not serve for more than eight (8) years continuously as a Committee member.

➤ **Risk Management Implications**

The Council's consideration of the Independent Member membership of the Audit Committee will assist in mitigating the risk of:

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

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

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

➤ **Financial and Resource Implications**

The costs specifically associated with this report relate to advertising for Expressions of Interest for membership of the Audit Committee. There is sufficient provision for this cost in the current budget.

The ongoing costs associated with Independent Members are the sitting fees paid for meeting attendance and any training-related costs. At its 28 August 2021 meeting Council resolved the sitting fees for Audit Committee Independent Members as follows:

Council resolves:

1. That the report be received and noted.
2. That in relation to the Audit Committee and the Chief Executive Officer Performance Review Panel:
 - a. To determine the sitting fees for Members, effective 1 December 2021, as follows:
 - i. Independent Presiding Member - \$575 (excl GST) per attended meeting.
 - ii. Independent Ordinary Member - \$450 (excl GST) per attended meeting.
 - iii. Authorised Training - \$75 (excl GST) per hour of training attended excluding travel time but with a travel allowance being paid at the standard Council rate.
 - b. That in the event that an Independent Ordinary Member is required to preside at a meeting in the absence of the Presiding Member, then that Member receives the \$575 (excl GST) sitting fee for that meeting.

Carried Unanimously

Independent members are paid a \$450 sitting fee per meeting. Audit committee generally meets 6 times a year which equates to \$3,450 annually for independent members.

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

There is a high expectation that Council has appropriate governance and accountability mechanisms in place in relation to its meeting structures and that Council Committee members are competent and understand the role and functions of the committee and their individual obligations with regard to conduct.

➤ **Sustainability Implications**

Not applicable.

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

Consultation on the development of this report was as follows:

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

➤ **Additional Analysis**

Selection Panel

If Council determines to commence a recruitment process for the selection of the one (1) Independent Member position, it will also need to determine a Selection Panel. In more recent times, the Selection Panel for Audit and Risk Committee Independent Members has consisted of the two Council Members currently appointed to the Audit an Risk Committee, along with staff panel members, but that does not have to be the case. It is proposed that

the CEO or delegates also be appointed to the Selection Panel due to the expertise of Council Officers in the disciplines associated with the Audit and Risk Committee's functions and in good recruitment practice.

If Council seeks to utilise a voting process for the determination of the Selection Panel members, the Appointments to Positions Process contained in Clause 4.7 Council's *Code of Practice for Council Meeting Procedures* is to be utilised.

The Selection Panel will need to complete its process and provide a recommendation for the appointment of the one (1) Independent Member to Council no later than the 24 June 2025 Ordinary Council Meeting.

Indicative Voting Process for Determining Council Appointed Positions

Due to the implications of the Material Conflict of Interest provisions under s75 (see Legal Implications above), it is proposed that the Council adjourn the meeting for the purposes of seeking nominations for and, if necessary, conducting an indicative vote (Indicative Voting Process) to determine the preferred persons for the Selection Panel.

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

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

The proposed Indicative Voting Process is:

1. On reaching the Agenda item, and prior to any motion being moved, the Acting Mayor enquires as to how many members intend to nominate for the position of Panel Member;
2. if only one (1) person indicates their candidacy per position, if that person is an elected member that member will declare a material conflict of interest and leave the meeting, whilst the Acting Mayor invites a motion to appoint that member to the position (Decision 1);
3. the meeting will then deal with the motion;
4. if there are more candidates than positions, the Acting Mayor will call for a formal motion to adjourn the meeting, until the conclusion of an informal secret ballot process (Decision 2);
5. once the meeting is adjourned, the Chief Executive Officer (or their delegate) will ask for confirmation of the candidates;
6. The method of voting will be by secret ballot utilising the preferential counting system;
7. Each Council Member (including the Acting Mayor) shall have one vote;
8. Ballot papers will be provided to each Member;
9. The nominees' names will be drawn to determine the order on the ballot paper;

10. Each nominee will have two (2) minutes to speak in support of their candidacy. The speaking order will be as listed on the ballot paper.
11. Completed ballot papers will be collected by the Returning Officer and the count will be undertaken in a separate room with an observer (another Council staff member) present.
12. In the event of a tie, the result will be decided by the Returning Officer drawing lots, the candidate first drawn being the candidate excluded.
13. After all votes have been counted, the Returning Officer shall formally declare the result of the election.
14. The process from steps (1) through to (15) can then be repeated for the Selection Panel position.
15. The ballot papers will be shredded.

3. OPTIONS

Council has the following options:

- I. To determine to commence the Audit and Risk Committee Independent Member recruitment process (Recommended).
- II. To determine to appoint the Selection Panel Members (Recommended).
- III. To determine an alternative course of action (Not Recommended).

4. APPENDIX

Nil

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 22 April 2025
AGENDA BUSINESS ITEM**

Item: 12.8

Responsible Officer: Zoë Gill
Executive Governance Officer
Office of the Chief Executive

Subject: LGA Draft Strategic Plan 2025-29

For: Decision

SUMMARY

This report seeks Council authorisation for the CEO to prepare and lodge a submission to the LGA's draft *Strategic Plan 2025–2029*, which is currently open for consultation until 9 May 2025.

The draft *Strategic Plan 2025–2029* outlines the LGA's long-term direction and strategic priorities for the next four years and is structured around four strategic pillars – to enhance sector capacity, foster innovation, deliver value to members, and strengthen advocacy efforts.

Elected Members are encouraged to provide comments on the LGA's draft *Strategic Plan 2025–2029* to the CEO as soon as practicable for incorporation into the submission.

The submission will be provided to Elected Members for reference on completion.

RECOMMENDATION

Council resolves:

1. That the report be received and noted.
 2. To authorise the CEO to prepare and lodge a submission on the LGA's draft *Strategic Plan 2025–2029* on behalf of Council.
-

1. BACKGROUND

The draft *LGA Strategic Plan 2025–2029* (the draft Plan) outlines the LGA's long-term direction and key areas of focus over the next four years. It is structured around four strategic pillars that aim to enhance sector capacity, foster innovation, deliver value to members, and strengthen advocacy efforts.

The development of the draft Plan was informed by feedback from councils on LGA’s performance, insights into future sector challenges and opportunities, strategic input from the LGA Board and Committees, and consultation with the LGA team.

To support sector engagement, LGA has engaged Scyne Advisory to lead the consultation process. Scyne has distributed the draft Plan to all councils and is currently conducting workshops (2–28 April 2025) to facilitate discussion and gather feedback. Feedback on the draft Plan is open until 9 May 2025.

Given the relevance of the LGA’s strategic direction to the support and representation of councils across South Australia, it is considered appropriate for the CEO to provide feedback on behalf of Council.

Authorising the CEO to prepare and submit the feedback will ensure Council can participate meaningfully in the consultation process within the required timeframe.

2. ANALYSIS

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

Strategic Plan 2024 Your Place, Your Space

Goal 4 Organisation

Objective O4 Engage and advocate for our communities

Priority O4.2 Advocate on behalf of the community to represent its needs and views with relevant stakeholders and decision makers.

➤ **Legal Implications**

Not applicable

➤ **Risk Management Implications**

Failure to make a submission results in Council views not being considered

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

➤ **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 this report**

Consultation on the development of this report was as follows:

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

➤ **Additional Analysis**

Not applicable

3. OPTIONS

Council has the following options:

- I. To note the report and support the CEO making a submission on behalf of Council (recommended)
- II. To note the report and not support Council making a submission (not recommended).

4. APPENDICIES

- (1) *LGA Draft Strategic Plan 2025-29*

Appendix 1

LGA Draft Strategic Plan 2025-29

Helping local government
build stronger communities.



DRAFT FOR CONSULTATION

Strategic Plan 2025-29

lga. South
Australia



Contents

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Acknowledgement of country

LGA acknowledges First Nations people as the traditional custodians of the land and offer our respect to Elders past, present and emerging. We operate on Kurna land and our work extends across many First Nations communities in South Australia.

We are committed to strengthening connections between First Nations people, councils and the broader community as the peak body for local government in South Australia.

Foreword

For more than a century, LGA South Australia has served as the peak body promoting and advancing the interests of local government. We achieve this through advocacy, leadership and support to achieve greater influence on matters important to our members.

Local government shapes communities and places. It's where decisions are made closest to the people they impact, supporting the places we live and work.

Yet, the landscape of local government is constantly changing. With evolving policy issues, emerging technology and innovation opportunities at hand, a strategic approach is needed to manage these complexities.

To support our members and successfully adapt and navigate in this rapidly changing environment, we have developed the LGA Strategic Plan 2025 – 2029.

This sets out the strategic direction LGA will take over the next four years to achieve outcomes most valued by our members and how we will advance the interests of local government.

It reflects our commitment to not just respond to change but to drive it.

At LGA we stand proudly as a leader for our sector to advocate, empower and deliver purposeful services.

This Strategic Plan serves as a guiding framework to drive our continued value. It compels our actions to support a culture of innovation, address skills capacity and achieve ongoing sustainability in today's dynamic environment.

Our plan is built on collaboration. In the strategy process, we've worked with key stakeholders to build shared objectives – including our member Councils, LGA's Board of Directors, GAROC and SAROC Committees, CEO Advisory Group, LGA Procurement Board, LGA Mutual Board and our people.

Our focus over the coming four years will be to lead with impact as a united voice that is engaged with the community and across all levels of government, to magnify value for our members and ensure we can build capacity and innovation in the local government sector.

Through our strategic plan we deliver on our purpose to help local governments build stronger communities in South Australia.



A handwritten signature in blue ink.

Mayor Dr Heather Holmes-Ross
LGA President



A handwritten signature in blue ink.

Clinton Jury GAICD
Chief Executive Officer

Vision

We are valued and respected for empowering local government in meaningful and influential ways.

Mission

To lead, support and advocate for local government by fostering collaboration, building capacity and delivering innovative solutions that promote thriving communities.

Our role and services

At LGA South Australia our purpose is to help local government build stronger communities.

As the peak body proudly representing 68 councils across South Australia and the Anangu Pitjantjatjara Yankunytjatjara, we champion the needs of our members every single day.

Working for and with our members, we represent the interests of local government at both state and federal levels and provide robust and innovative solutions to local challenges.

Whether it's policy development, advice and advocacy or delivery of training and development, our work is about empowering local government to deliver a real, lasting impact for South Australians.

Our trusted services also include tailored cover and risk services for the sector, and access to pre-qualified suppliers and panels to save councils time and money.

With a focus on leadership and representation, our work is driven by a shared passion for making a difference in the lives of the communities across South Australia.

Working for members

- Environment and natural resources
- Planning and development
- Financial sustainability
- Community and wellbeing
- Transport and infrastructure
- Building sector development
- Governance and reform
- Emergency management
- Digital leadership

Advocacy leadership

- State and federal government engagement
- Policy submissions
- Media and community campaigns

Funding for projects

- Special Local Roads Program
- Community Wastewater Management System Program
- Research and Development Scheme
- State and federal government grants

LGA Procurement

- Procurement services

LGA Mutual

- Mutual Liability Scheme
- Workers Compensation Scheme

Our strategic pillars

Our strategic pillars over the next four years aim to strengthen the sector by enhancing skills and capacity, fostering service delivery and innovation, and serving as a powerful advocate for sector-related issues.

1

Lead with impact

We lead through advocacy, public engagement and policy influence to position local government as a trusted partner to strengthen our communities.

2

Magnify member value

We strengthen local government by encouraging strategic collaboration and sector-wide efficiencies through shared services and systems to reduce administrative burdens.

3

Build capacity and leadership

We empower councils with leadership opportunities, learning programs, talent pipelines and forums to support continuous development and build the sector's capabilities.

4

Foster innovation and collaboration for growth

We innovate by connecting councils with advice and strategies needed to navigate emerging challenges and leverage growth-enabling opportunities.

LGA continuously strives to foster a resilient and sustainable local government sector which enables all local communities across South Australia to thrive, both now and well into the future

Our guiding principles underpin everything we do, ensuring that our strategic direction is aligned with the evolving needs of our members.

These principles define how we operate, engage, and support local government in delivering the best outcomes for South Australians. They support our organisation's growth, culture and enhance the experience of our members.

Guiding principles

- **Driven** by our members in the services offered and decisions made.
- **Advocate** for the collective interests of the local government sector.
- Empower our members to **build capability** and advance the long-term sustainability of local government.
- Enhance **community trust** and engagement by lifting the public's perception of councils, demonstrating the value they bring to local communities.

These principles serve as a platform for our Strategic Plan. They help us to create an environment which strengthens collaboration and inspires innovative ways of working across our organisation.

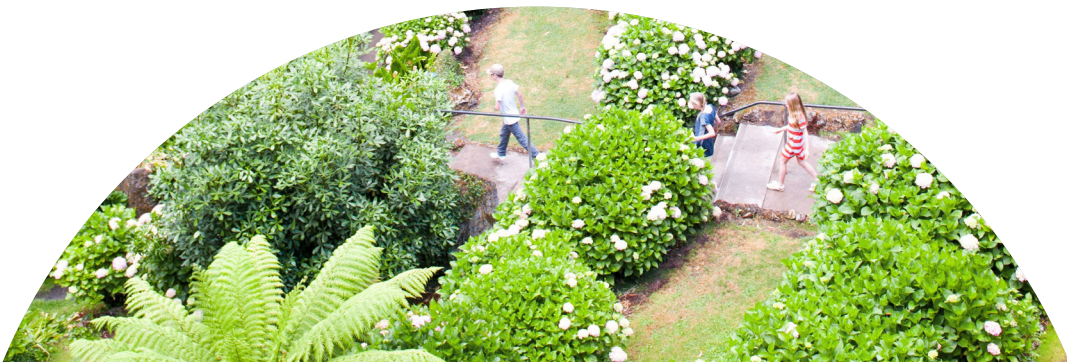
We proudly represent South Australian councils, across both metropolitan and regional areas of the state, and remain dedicated to ensuring our member benefit remains strong.

Our team

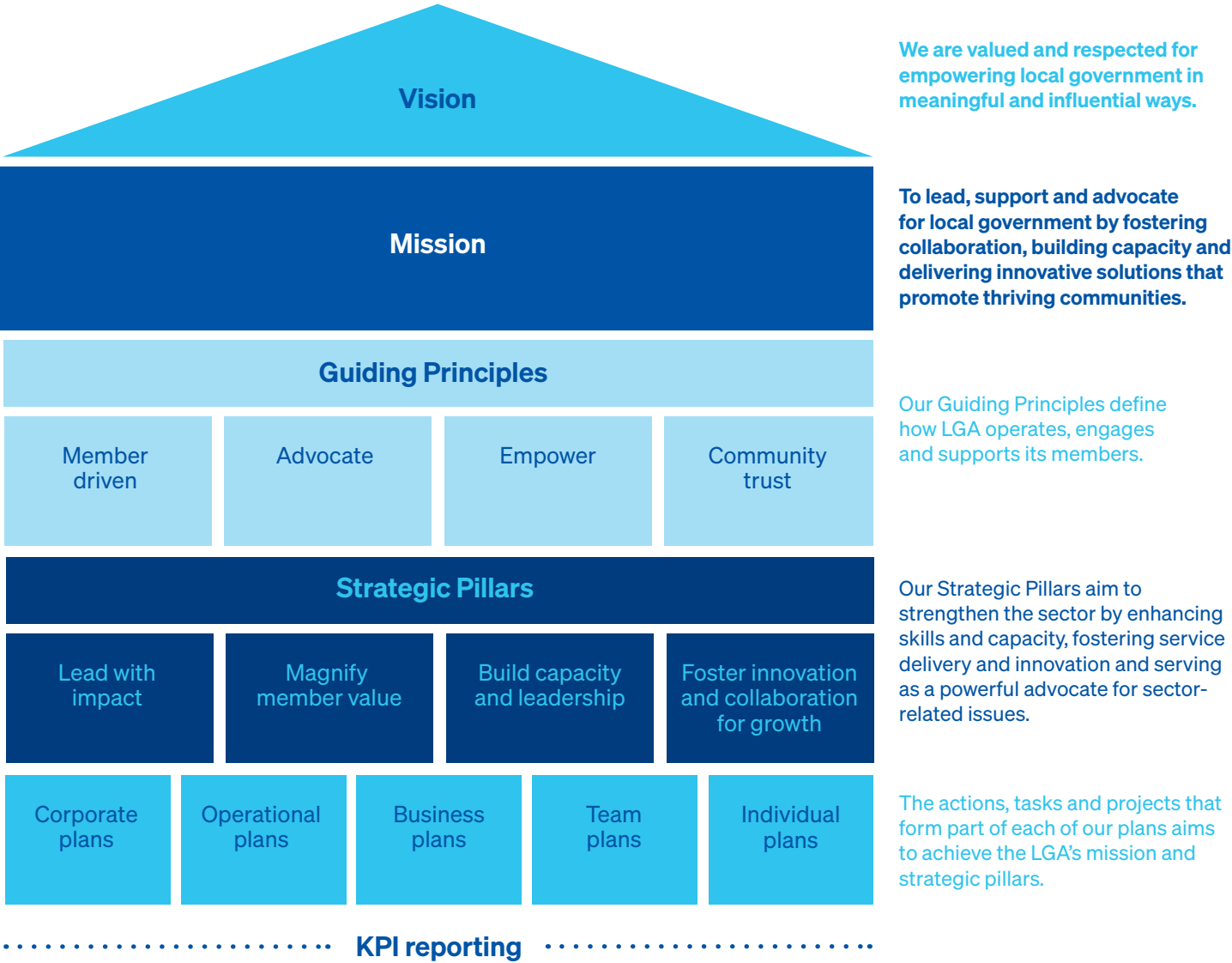
At LGA South Australia, we recognise the successful delivery of our strategic plan relies on an engaged and high-performing team. We're committed to attracting and retaining top talent, creating a workplace where everyone can thrive, grow and develop the skills needed to tackle future opportunities. We lead with inspiration, adapt swiftly, make informed decisions and are driven to serve our members. Our actions reflect our values, and we maintain a culture of member-focused customer service.

By investing in our people and promoting a culture of continuous improvement, we ensure LGA remains a dynamic and effective organisation, capable of achieving our strategic pillars and meeting member needs.





Strategic planning framework



Measuring our success

We track our performance in many ways, this includes using the following key indicators:

- Public trust
- Member value and satisfaction
- Advocacy outcomes
- Training and event participation
- Strategic partners
- Funding increases
- Sector benchmarking
- Diversified income streams
- Talent attraction and employment engagement.



Strategic drivers

Understanding the local government landscape

The local government sector in South Australia operates within an increasingly complex and demanding environment.

Councils are expected to deliver a broadening range of essential services while maintaining financial sustainability and compliance with evolving statutory and regulatory frameworks.

Activity which was once at the periphery of local government responsibility, such as sustainability initiatives, are now adjacent to the core, as services expand to meet community expectations and the operating environment.

In a time of rapid change including societal changes, these key strategic drivers will continue to shape the sector's future.

Key strategic drivers

Financial sustainability

The local government sector faces structural funding gaps due to increasing service demands and inflation, without proportionate increases in revenue streams. While the scope of council responsibilities continues to expand, revenue sources remain limited, requiring councils to explore innovative funding models, cost efficiencies and strategic partnerships to maintain financial viability.

Infrastructure and asset management

Councils manage essential infrastructure, from roads and community facilities to stormwater systems and public amenities. The challenge of maintaining and upgrading aging assets within budget constraints and a changing climate needs a shift toward smarter asset management, predictive maintenance and sustainable investment planning to support long-term service

Governance and decision-making effectiveness

Effective governance underpins the success of local government. Strengthening accountability, financial controls, leadership and evidence-based decision-making will enhance operational effectiveness, minimise risks and also build public confidence.

Cybersecurity and digital transformation

As councils embrace digital service delivery, cyber threats pose a growing risk to their operational integrity and public trust. Strengthening cyber and data security, investing in digital resilience and adopting innovative technology solutions will be important to ensure secure, efficient and user-friendly local government services.

Business continuity

The ability of councils to operate effectively in economic downturns or technological disruptions requires strong business continuity planning. Strengthening risk management capabilities and scenario planning will enhance councils' capacity to navigate uncertainty and sustain service delivery.

Disaster resilience and climate adaptation

Climate change and natural disasters are reshaping local government priorities, placing a heightened focus on disaster preparedness, emergency response coordination and climate resilience and adaptation planning. Councils must integrate sustainability initiatives and risk mitigation strategies to protect communities, infrastructure and local economies from environmental change.

Evolving regulatory and statutory compliance

The legislative environment for local government is becoming more complex, with increased oversight, reporting obligations and compliance requirements. Councils need to adapt to meet the evolving statutory frameworks while as a sector advocating for regulatory reform which enables efficiency and responsiveness.

Community expectations and engagement

Residents expect more from their councils in terms of service delivery, transparency and responsiveness. Strengthening community engagement, leveraging digital platforms for public participation and fostering inclusive decision-making processes will be key to maintaining public trust and satisfaction.

Workforce capability and leadership

The traditional council workforce model is changing, with greater demand for a mix of functions and accompanying workforce skills. Skill shortages in key roles, rising employment costs and housing shortages in regional areas exacerbate recruitment challenges. This imposes costs and complexity which pushes the experience and expertise of the traditional council workforce. Investing in workforce development, leadership training and talent retention strategies will be important to ensure councils have the capability to meet future challenges.

Global and national context

Global and national landscapes are shifting, driven by geopolitical tensions, economic change and evolving political dynamics. Competition between major powers is reshaping trade, security and diplomacy, which leads to greater political polarisation and public distrust. Councils must navigate these impacts, including the potential for funding pressures, social division and democratic tension, while fostering community engagement and maintaining public confidence.

Pillar 1:

Lead with impact

Aim

LGA is stronger when it works as a cohesive collective bringing together issues and needs of local government.

Through this pillar we lead on sector advocacy and policy influence, build strategic partnerships and strengthen public engagement to position local government as a trusted partner and a valued, transparent sector. Our work promotes public awareness, community engagement and data-driven advocacy.

Outcome

- Evidence informs legislation and policy outcomes to support the work of local government.
- Strategic relationships established, including with state and federal decision-makers to prevent unfunded mandates and secure equitable funding.
- Increased advocacy, influence and sector recognition.
- Strengthened government engagement driving policy changes and funding commitments.

Strategic activities

- 1.1 Implement a member engagement model that facilitates meaningful two-way engagement, supporting better communication and responsiveness.
- 1.2 Maximise funding from state and federal government to support the sector's key strategic priorities through targeted advocacy and engagement.
- 1.3 Improve public understanding of the role of local government and build sector reputation through proactive media campaigns and success stories.
- 1.4 Partner with organisations on shared priorities for members, elevating community awareness of councils and strengthening the sector's influence.
- 1.5 Highlight opportunities for community consultation and active citizen involvement in local governance.
- 1.6 Pilot opportunities to better capture sector-wide data collection to inform service delivery, efficiencies and community impact.
- 1.7 Lead long-term advocacy agenda to secure sustainable funding models and policy changes aligned with council needs.

Success indicators

- Achieve an increase in member engagement and satisfaction.
- Coordinated campaigns highlight advocacy successes and sector work.
- Strategic partnerships are effective with measurable outcomes to support sector-wide priorities.
- Achieve an increase in funding available for local government initiatives.
- Measurable improvements in public trust and community engagement rates.

Pillar 2:

Magnify member value

Aim

Create long-term value for local government in South Australia by leveraging our collective strengths, improving sector-wide efficiency through shared services and delivering co-designed solutions.

Through this pillar we aim to also increase sector cross-collaboration through effective facilitation of networks and communities of practice.

Outcomes

- Opt-in shared services create sector-wide efficiencies.
- Improved financial sustainability of councils through cost savings and operational improvements.
- Councils have access to expanded support services and systems.
- Enhanced collaboration and effective networking across the sector.

Strategic activities

- 2.1 Pilot opt-in shared service models and support systems to help members seeking to rethink their service delivery model or increase internal efficiencies across areas such as human resources, payroll, legal and information technology.
- 2.2 Support council financial sustainability by maximising cost savings through piloted procurement deals on high-demand items.
- 2.3 Facilitate increased opportunities for collaboration between members to share knowledge and co-design solutions to address shared challenges.
- 2.4 Establish digital knowledge hubs to share insights, encourage collaboration and develop communities of practice.
- 2.5 Develop a program for opt-in shared enterprise bargaining agreements for participating councils to streamline human resource processes while maintaining flexibility.

Success indicators

- Shared or support service models piloted and operational.
- Member use of LGA products and services increase over time.
- Digital hubs and networks created with active member participation.
- Maturity in our member networks with collaborative opportunities that see increased member participation year on year.

Pillar 3:

Drive capacity and innovation

Aim

Empower councils by providing leadership initiatives, talent pipelines, mentoring and learning programs. Through this pillar, we will foster a culture of continuous development to enhance workforce capabilities and effectively address current and future challenges.

Outcomes

- Members have access to learning opportunities, leadership and quality resources which support development and capability in councils.
- Enhanced governance, risk management, financial sustainability and workforce management within the sector.
- Strengthened talent pipelines and reduced skill gaps in critical roles.

Strategic activities

- 3.1 Implement leadership and mentorship programs to support our sector, including a focus on regional areas with limited leadership resources.
- 3.2 Develop and deliver evidence-based workforce development programs, including talent pipelines for critical roles, to help member councils address current and future workforce demands and reduce skills gaps.
- 3.3 Create and maintain comprehensive educational resources which support different roles in local government, improve best-practice and drive a culture of continuous growth.
- 3.4 Develop and maintain learning programs and training initiatives to support the skills and knowledge needed in the sector.

Success indicators

- Realise growth in workforce capabilities and expertise with a reduction in skill gaps for critical roles.
- Expanded learning and development programs available with robust member participation.
- Positive feedback from members about the quality and relevance of resources and training.

Pillar 4:

Foster innovation and collaboration for growth

Aim

Foster a forward-thinking approach by connecting councils with experts and innovative practices, enabling greater responsiveness to emerging trends, collaborative solutions and opportunities for growth.

Outcomes

- Councils are supported to anticipate and adapt to emerging trends and risks.
- Greater collaboration between councils and stakeholders to support solutions.
- Improved financial sustainability through innovative projects and partnerships.
- Research and development initiatives and innovation programs accelerate the adoption of new ideas and technological advancement within the sector.

Strategic activities

- 4.1 Adopt a forward-thinking approach to identify and monitor emerging sector trends, risks and guide decision-making
- 4.2 Create opportunities for innovation by connecting members with experts on emerging issues and innovative practices.
- 4.3 Investigate growth-enabling projects to support the long-term financial sustainability of councils.
- 4.4 Support research and development initiatives to drive innovation and digital transformation, improving services and efficiencies within the local government sector.
- 4.5 Collaborate with First Nations to strengthen governance capacity and integrate cultural expertise into local decision-making.
- 4.6 Provide guidance for councils on how they can effectively leverage artificial intelligence and new technologies, including predictive analytics, to improve how they operate and deliver services.

Success indicators

- Adoption of emerging technologies by councils, resulting in evident internal service delivery changes and efficiencies.
- Council risk culture, awareness and capacity to adapt to risk increases over time.
- Recognition as a trusted adviser and leader in local government innovation, evidenced through member surveys.
- Growth in research and development activities leading to measurable advancements and digital maturity within councils.

Implementation roadmap

This plan will be implemented over three phases.

Phase 1

(0-12 months). This phase prioritises benchmarking and achieving early wins such as strategic partnership opportunities and learning programs.

Phase 2

(12-36 months). This phase will focus on exploring shared services and support systems, initiating pilots and enhancing sector-wide collaboration platforms.

Phase 3

(3-4+ years). This phase will see the scaling of successful projects, leadership and mentorship programs and the full maturity of our initiatives.







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**Helping local government
build stronger communities.**

Minutes of Committees

**ADELAIDE HILLS COUNCIL
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING
WEDNESDAY 9 APRIL 2025
63 MOUNT BARKER ROAD, STIRLING
AND
ZOOM VIRTUAL MEETING ROOM**

[Please Note: These minutes are unconfirmed until 14 May 2025]

In Attendance

Presiding Member

Geoff Parsons

Members

Ross Bateup

Leith Mudge

Tim Pride

In Attendance

Jess Charlton

Deryn Atkinson

James Booker

Doug Samardzija

Mike O'Donnell

Jess Tonkin

Director Community & Development

Assessment Manager

Team Leader Statutory Planning

Senior Statutory Planner

ICT Support Officer

Minute Secretary

1. Commencement

The meeting commenced at 6:30pm

2. Opening Statement

"Council acknowledges that we meet on the traditional Country of the Peramangk and Kaurna people. We pay our respects to Ancestors and Elders past and present as the Custodians of this ancient and beautiful land".

3. Apologies/Leave of Absence

3.1 Apologies

Nil

3.2 Leave of Absence

Myles Somers

Paul Mickan

**ADELAIDE HILLS COUNCIL
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[Please Note: These minutes are unconfirmed until 14 May 2025]

4. Previous Minutes

4.1 Meeting held 12 March 2025

The minutes were adopted by consensus of all members

(7)

That the minutes of the meeting held on 12 March 2025 be confirmed as an accurate record of the proceedings of that meeting.

5. Presiding Member's Report

Nil

6. Declaration of Interest by Members of Panel

Nil

7. Matters Lying on the Table/Matters Deferred

7.1 Matters Lying on the Table

Nil

7.2 Matters Deferred

Nil

**ADELAIDE HILLS COUNCIL
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8. Development Assessment Applications – Planning, Development and Infrastructure Act

8.1 Development Application Number 24033741 by Jack Korcz for two storey detached dwelling, ancillary accommodation, swimming pool with associated safety features, front masonry fence with associated outbuilding (gatehouse), retaining walls & associated landscaping at 11 Braeside Road, Stirling

8.1.1 Representations

Name of Representer	Address of Representer	Nominated Speaker
Grant Patterson	61 Old Belair Road, Mitcham	Grant Patterson
Gary Viezzi	15 Braeside Road, Stirling	Gary Viezzi
Sam Como	42 Country Lane, Highbury	Did not attend

The applicant's representative, James Levinson and Ben Clements addressed the Panel and answered questions from the Panel.

8.1.2 Decision of Panel

The following was adopted by consensus of all members (8)

The Council Assessment Panel resolved that:

- 1) The proposed development is not considered seriously at variance with the relevant Desired Outcomes and Performance Outcomes of the Planning and Design Code pursuant to section 107(2)(c) of the *Planning, Development and Infrastructure Act 2016*; and**
- 2) Development Application Number 24033741 by Jack Korcz for two storey detached dwelling, ancillary accommodation, swimming pool with associated safety features, front masonry fence with associated outbuilding (gatehouse), retaining walls & associated landscaping at 11 Braeside Road, Stirling is GRANTED Planning Consent subject to the following reserved matter and conditions:**

**ADELAIDE HILLS COUNCIL
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING
WEDNESDAY 9 APRIL 2025
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[Please Note: These minutes are unconfirmed until 14 May 2025]

RESERVED MATTER

Pursuant to section 102 (3) of the Planning, Development and Infrastructure Act of 2016, the following matter(s) shall be reserved for further assessment prior to the granting of Development Approval. The Assessment Manager is delegated to undertake this further assessment:

A detailed landscaping plan, by a suitably qualified person which documents the type and species of plants, locations of plantings, number of plants, plant spacings and maturity of plants at the time of planting.

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

Pursuant to Section 127(1) of the Planning, Development and Infrastructure Act 2016, the power to impose further conditions of consent in respect of the reserved matter above is delegated to the Assessment Manager.

CONDITIONS

Planning Consent

- 1) The development granted shall be undertaken and completed in accordance with the stamped plans and documentation, except where varied by conditions below.
- 2) All external lighting shall be directed away from residential development and shielded if necessary to prevent light spill causing nuisance to the occupiers of those residential properties.
- 3) All external materials and finishes shall be of subdued colours and of a low-light reflective nature which blend with the natural features of the landscape.

NOTE: browns, greys, greens and beige are suitable and galvanised iron and zincalume are not suitable.

- 4) Access to habitable buildings where the distance from the public road to the building is greater than 60 m shall be designed and constructed to facilitate the safe and effective:

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- access, operation and evacuation of fire-fighting vehicles and emergency personnel
- evacuation of residents, occupants and visitors.

Driveways shall be

1. no greater than 600m in length
 2. constructed with a formed, all-weather surface
 3. connected to a formed, all-weather public road with the transition area between the road and driveway having a gradient of not more than 7 degrees (1-in-8)
 4. a gradient of not more than 16 degrees (1-in-3.5) at any point along the driveway
 5. crossfall of not more than 6 degrees (1-in-9.5) at any point along the driveway
 6. a minimum formed width of 3m (4m where the gradient of the driveway is steeper than 12 degrees (1-in-4.5)) plus 0.5 metres clearance either side of the driveway from overhanging branches or other obstructions, including buildings and/or structures
 7. incorporate passing bays with a minimum width of 6m and length of 17m every 200m
 8. provide overhead clearance of not less than 4.0m between the driveway surface and overhanging branches or other obstructions, including buildings and/or structures
 9. allow fire-fighting services (personnel and vehicles) to travel in a continuous forward movement around driveway curves by constructing the curves with a minimum external radius of 12.5m
 10. allow fire-fighting vehicles to safely enter and exit an allotment in a forward direction by using a 'U' shaped drive through design or by incorporating at the end of the driveway either:
 - a) a loop road around the building OR
 - b) a turning area with a minimum radius of 12.5m OR
 - c) a 'T' or 'Y' shaped turning area with a minimum formed length of 11m and minimum internal radii of 9.5m (Figure 4)
 11. incorporate solid, all-weather crossings over any watercourse that support fire-fighting vehicles with a gross vehicle mass (GVM) of 21 tonnes.
-
- 5) Prior to commencement of work, straw bales (or other soil erosion control methods as approved by Council) shall be placed and secured below areas of excavation and fill to prevent soil moving off the site during construction.
 - 6) A supply of water independent of reticulated mains supply shall be available at all times for fire fighting purposes:

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- a minimum supply of 2,000 (two thousand) litres of water shall be available for fighting purposes at all times; and
 - the water supply shall be located such that it provides the required water; and
 - the water supply shall be fitted with domestic fittings (standard household taps that enable an occupier to access a supply of water with domestic hoses or buckets for extinguishing minor fires); and
 - the water supply outlet shall be located at least 400mm above ground level for a distance of 200mm either side of the outlet; and
 - a water storage facility connected to mains water shall have an automatic float switch to maintain full capacity; and
 - where the water storage facility is an above-ground water tank, the tank (including any support structure) shall be constructed of non-combustible material.
- 7) Accommodation of persons within the ancillary accommodation building (outhouse) shall be genuinely ancillary to the use of the existing, proposed dwelling and must include the following:
1. Only a single point of connection for services such as electricity, water and sewer installed on the land to service the dwelling and ancillary accommodation.
 2. Only one electricity meter and one water meter installed on the land to service the dwelling and ancillary accommodation.
 3. The ancillary accommodation building must share the same on-site wastewater system as the dwelling.
- 8) Stormwater management shall be undertaken in accordance with the plan prepared by Gama Consulting, drawing number 2410109 revision D, with all stormwater runoff generated by the development hereby approved to be managed on-site to the satisfaction of Council within one month of the roof cladding being installed.
- 9) Stormwater overflow management shall be designed so as to not permit trespass into the effluent disposal area. All stormwater including hard surface runoff shall be managed on site with no stormwater to trespass onto adjoining properties.
- 10) Backwash water from swimming pool filter(s) shall be directed to the sewer. In non-sewered areas, backwash water shall not be directed to any watercourse,

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dam, stormwater or septic system. A separate on-site dedicated soakage or irrigation area shall be designed for this purpose.

ADVISORY NOTES

General Notes

- 1) You as an Applicant may have a right of appeal if this notification is:
 - a refusal
 - conditions of consent

Such an appeal must be lodged within two months of the date of this decision or such longer time as the Environment, Resources and Development Court allows. For assistance with the lodgement of an appeal and its associated costs it is suggested you contact the Court which is located in the Sir Samuel Way Building, Victoria Square, Adelaide, or phone the Court on (08) 8204 2444.

- 2) This Planning Consent is valid for a period of twenty four (24) months commencing from the date of the decision, subject to the below or subject to an extension having been granted by the relevant authority. If applicable, Building Consent must be obtained prior to expiration of the Planning Consent.
- 3) Where an approved development has been substantially commenced within 2 years from the operative date of approval, the approval will then lapse 3 years from the operative date of the approval (unless the development has been substantially or fully completed within those 3 years, in which case the approval will not lapse).
- 4) No work can commence on this development unless a Development Approval has been obtained. If one or more consents have been granted on this Decision Notification Form, you must not start any site works or building work or change of use of the land until you have received notification that Development Approval has been granted.
- 5) This consent is strictly limited to works on the subject land. This consent does not permit any alteration to road verge. Works including tree pruning/removal, earthworks, kerbing, storage of material or any alteration to the verge or a reserve requires a separate approval under Section 221 of the *Local Government Act 1999*. For more information regarding this process please visit:

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<https://www.ahc.sa.gov.au/development/roads-and-construction/authorisation-to-alter-a-public-road>

- 9. Development Assessment Applications – Development Act**
Nil
- 10. Development Assessment Applications – Review of Decisions of Assessment Manager**
Nil
- 11. ERD Court Appeals**
OTR Hearing on 7 April 2025
Assessment Manager provided a verbal update on hearing proceedings regarding PC Infrastructure. Leith Mudge requested an update to all Council Members
- 12. Policy Issues for Advice to Council**
Nil
- 13. Other Business**
Ross Bateup requested Staff provide a potted summary of ancillary accommodation to all CAP members
- 14. Order for Exclusion of the Public from the Meeting to debate Confidential Matters**
Nil
- 15. Confidential Item**
Nil
- 16. Next Meeting**
The next ordinary Council Assessment Panel meeting will be held on Wednesday 14 May 2025.
- 17. Close meeting**

**ADELAIDE HILLS COUNCIL
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING
WEDNESDAY 9 APRIL 2025
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[Please Note: These minutes are unconfirmed until 14 May 2025]

The meeting closed at 8:11pm on 9 April 2025.

**ADELAIDE HILLS COUNCIL AUDIT AND RISK COMMITTEE
MINUTES OF MEETING
MONDAY 14 APRIL 2025
63 MT BARKER ROAD STIRLING**

In Attendance

Members:

Cr Malcolm Herrmann	Presiding Member
David Moffatt	Independent Member
Pamela Lee	Independent Member
Cr Melanie Selwood	Council Member

In Attendance:

Greg Georgopoulos	Chief Executive Officer
Gary Lewis	Director Corporate Services
Bruce Smith	Manager Financial Services
Jess Charlton	Director Community and Development
Zoë Gill	Executive Governance Officer
Lauren Jak	Minute Secretary

Guests in Attendance:

David Papa, Partner	Bentleys
Peter Kalala, Senior Consultant	Bentleys

1. COMMENCEMENT

The meeting commenced at 6.00pm.

1.1 Acknowledgement of Country

Council acknowledges that we meet on the traditional Country of the Peramangk and Kaurna people. We pay our respects to Ancestors and Elders past and present as the Custodians of this ancient and beautiful land.

2. APOLOGIES/LEAVE OF ABSENCE

2.1 Apology

Nil

2.2 Leave of Absence

Nil

2.3 Absent

Nil

Presiding Member _____ 19 May 2025

**ADELAIDE HILLS COUNCIL AUDIT AND RISK COMMITTEE
MINUTES OF MEETING
MONDAY 14 APRIL 2025
63 MT BARKER ROAD STIRLING**

3. MINUTES OF PREVIOUS MEETINGS

3.1 Audit and Risk Committee Meeting – 17 February 2025

**Moved Cr Melanie Selwood
S/- David Moffatt**

ARC18/25

That the minutes of the Audit and Risk Committee meeting held on 17 February 2025, as supplied, be confirmed as an accurate record of the proceedings of that meeting.

Carried Unanimously

4. PRESIDING MEMBER'S OPENING REMARKS

The Presiding Member gave the following update to the Committee:

- Council adopted the Audit and Risk Committee recommendation in relation to Budget review 2, which saw a deficit escalate to \$3.013m.
- Leave of Absence has been approved for Mayor Wisdom until September 2025. Deputy Mayor Nathan Daniell has been appointed Acting Mayor.
- Council has moved a step closer to finalising the Ashton Landfill issue. Item remains confidential.
- Council has resolved to submit a three ward by four members proposal to the Electoral Commission of South Australia. If approved the revised representation will be effective from the November 2026 election.
- The recruitment process for the position of Director Environment and Infrastructure is well advanced with a shortlist of nine candidates (which may be further refined).
- Council will consider funding the Technology Risk and Opportunities Review in its 2025/26 budget setting process.
- Council has approved the changes to the Audit Committee's Terms Of reference - principal changes are the name (Audit and Risk Committee) and the requirement that the Presiding Member be appointed from one of the independent members. Members will see out their terms of appointment, including the Presiding Member remaining in that role until November 2025.
- In late March, Council held an all-day workshop to consider the draft Budget and Annual Business Plan, and it was further briefed at an Information Session on 7 April 2025.
- Council has been briefed on Asset Management.
- Sarah Beesley has resigned from the Committee, effective immediately.

5. DELEGATION OF AUTHORITY

The Audit and Risk Committee operates in accordance with the relevant sections of the Local Government Act 1999, and its Terms of Reference.

**ADELAIDE HILLS COUNCIL AUDIT AND RISK COMMITTEE
MINUTES OF MEETING
MONDAY 14 APRIL 2025
63 MT BARKER ROAD STIRLING**

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

- 6.1.** Under section 75B of the Local Government Act 1999 Cr Melanie Selwood disclosed a General (section 74) Conflict of Interest in Item 9.

7. PRESENTATIONS, ACTION REPORT & WORKPLAN

7.1 Internal Audit Quarterly Report

Moved Pamela Lee
S/- David Moffatt

The Audit and Risk Committee resolves: ARC19/25

1. To receive and note the Internal Audit Quarterly Report (item 7.1, 14 April 2025, Audit and Risk Committee meeting).
2. Following robust discussion, to endorse the Internal Audit Report - AHC Assurance Mapping in Appendix 1 (item 7.1, 14 April 2025, Audit and Risk Committee meeting) as the three-year internal audit work plan.
3. To note that the three-year internal audit plan, as presented in the Bentleys report, will be embedded in the Audit and Risk Committee work plan (item 7.1, 14 April 2025, Audit and Risk Committee meeting).
4. To receive and note the Financial Assumptions and Reporting Audit Recommendations Roadmap in Appendix 2 (item 7.1, 14 April 2025, Audit and Risk Committee meeting).

Carried Unanimously

7.2 Directorate Risk Profile Presentation

Jess Charlton, Director Community and Development

7.3 Action Report and Work Plan Update

Moved David Moffatt
S/- Cr Melanie Selwood

The Audit and Risk Committee resolves: ARC20/25

1. To receive and note the Action Report and Work Plan Update Report (item 7.3, 14 April 2025 Audit and Risk Committee meeting).
2. To note the 2025 Action Report, April 2025, in Appendix 1 (item 7.3, 14 April 2025 Audit and Risk Committee meeting).

**ADELAIDE HILLS COUNCIL AUDIT AND RISK COMMITTEE
MINUTES OF MEETING
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3. To adopt the 2025 Work Plan and Reporting Schedule in Appendix 2 (item 7.3, 14 April 2025 Audit and Risk Committee meeting) with the following amendments:
 - a. ABP and LTFP be presented to the Audit and Risk Committee in May
 - b. Q2 and Q3 Quarterly performance report be presented to the Audit and Risk Committee in May
 - c. Placement of Councils Insurance Portfolio be presented to the Audit and Risk Committee in May

Carried Unanimously

8. OFFICER REPORTS – DECISION ITEMS

8.1 External Audit Plan Review

Moved Pamela Lee
S/- David Moffatt

ARC21/25

The Audit and Risk Committee resolves:

1. To receive and note the report (item 8.1, 14 April 2025, Audit and Risk Committee meeting).
2. After robust discussion, to note the 2024-25 Financial Statement Audit - Engagement Letter as contained in Appendix 2 and the 2024-25 Internal Financial Control Audit - Engagement Letter as contained in Appendix 3 (item 8.1, 14 April 2025, Audit and Risk Committee meeting).
3. To endorse the 2024-25 External Audit Plan (item 8.1, 14 April 2025, Audit and Risk Committee meeting).

Carried Unanimously

8.2 Director Corporate Services Update

Moved David Moffatt
S/- Cr Melanie Selwood

ARC22/25

The Audit and Risk Committee resolves to note:

1. That the report encompassing the Director Corporate Services Update be received and noted (item 8.2, 14 April 2025, Audit and Risk Committee meeting).

Carried Unanimously

**ADELAIDE HILLS COUNCIL AUDIT AND RISK COMMITTEE
MINUTES OF MEETING
MONDAY 14 APRIL 2025
63 MT BARKER ROAD STIRLING**

9. QUESTIONS WITHOUT NOTICE

- Pamela Lee requested an update on the proposed boundary change between Campbelltown and AHC.

Under section 75B of the Local Government Act 1999 Cr Melanie Selwood disclosed a General (section 74) Conflict of Interest in Item 9.

- My employer received a letter regarding the Boundary Change Proposal

Cr Melanie Selwood declared she would stay in the meeting room while the item was discussed due to there being no decision being made by the Committee.

10. MOTIONS WITHOUT NOTICE

10.1. Sarah Beesley Resignation

Moved Cr Malcolm Herrmann
S/- Pamela Lee

ARC23/25

The Audit and Risk Committee resolves:

1. To acknowledge and thank Ms Sarah Beesley for her contribution from 1 May 2023 and notes her resignation effective 11 April 2025 due to work commitments.
2. Recommends to Council that the CEO begins the recruitment process for her replacement as soon as possible.

Carried Unanimously

11. CONFIDENTIAL ITEMS

Nil

11. NEXT MEETING

The next ordinary meeting of the Audit and Risk Committee will be held on Monday 19 May 2025 from 6.00pm at 63 Mt Barker Road, Stirling.

12. CLOSE MEETING

The meeting closed at 8.29pm.

Confidential Items

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 22 April 2025
CONFIDENTIAL AGENDA BUSINESS ITEM**

Item: 19.1

Responsible Officer: Zoë Gill
Executive Governance Officer
Office of the CEO

Subject: Boundary Change Committee Confidential Minutes (15 April 2025)

For: Decision

1. Boundary Change Committee Confidential Minutes (15 April 2025) – Exclusion of the Public

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

- Chief Executive Officer, Greg Georgopoulos
- Director Corporate Services, Gary Lewis
- Director Community & Development, Jess Charlton
- Executive Governance Officer, Zoë Gill
- Minute Secretary, Brittany Priwer
- IT Support, Tom Portas

be excluded from attendance at the meeting for Agenda Item 19.1: (*Boundary Change Committee Confidential Minutes (15 April 2025)*) 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:

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

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.

2. Boundary Change Committee Confidential Minutes (15 April 2025) - Confidential Item

3. Boundary Change Committee Confidential Minutes (15 April 2025) – 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 19.1 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:

Item	Duration of Confidentiality NB: Item to be reviewed every 12 months if not released
Report	Nil
Related Attachments	Until Further Order
Minutes	Nil
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.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 22 April 2025
CONFIDENTIAL AGENDA BUSINESS ITEM**

Item: 19.2

Responsible Officer: Zoë Gill
Executive Governance Officer
Office of the CEO

Subject: CEO Performance Review Panel Confidential Minutes (16 April 2025)

For: Decision

1. CEO Performance Review Panel Confidential Minutes (16 April 2025) – Exclusion of the Public

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

- Chief Executive Officer, Greg Georgopoulos
- Director Corporate Services, Gary Lewis
- Director Community & Development, Jess Charlton
- Executive Governance Officer, Zoë Gill
- Minute Secretary, Brittany Priwer
- IT Support, Tom Portas

be excluded from attendance at the meeting for Agenda Item 19.2: (*CEO Performance Review Panel Confidential Minutes (16 April 2025)*) 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).

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.

2. CEO Performance Review Panel Confidential Minutes (16 April 2025) – Confidential Item

3. CEO Performance Review Panel Confidential Minutes – 16 April 2025 – 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 19.2 in confidence under sections 90(2) and 90(3)(a) of the *Local Government Act 1999*, resolves that an order be made under the provisions of sections 91(7) and (9) of the *Local Government Act 1999* to retain the Items in confidence as detailed in the Duration of Confidentiality Table below:

Item	Duration of Confidentiality NB: Item to be reviewed every 12 months if not released
Report	Nil
Related Attachments	Until Further Order
Minutes	Nil
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.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 22 April 2025
CONFIDENTIAL AGENDA BUSINESS ITEM**

Item: 19.3

Responsible Officer: Zoë Gill
Executive Governance Officer
Office of the CEO

Subject: CEO Performance Review Panel Recommendations (CEO Performance Review Report)

For: Decision

1. CEO Performance Review Panel Recommendations (CEO Performance Review Report) – Exclusion of the Public

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

- Chief Executive Officer, Greg Georgopoulos
- Director Corporate Services, Gary Lewis
- Director Community & Development, Jess Charlton
- Executive Governance Officer, Zoe Gill
- Minute Secretary, Brittany Priwer

be excluded from attendance at the meeting for Agenda Item 19.3: (CEO Performance Review Panel Recommendations (CEO Performance Review Report)) 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).

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.

2. CEO Performance Review Panel Recommendations (CEO Performance Review Report) – Confidential Item

3. CEO Performance Review Panel Recommendations (CEO Performance Review Report) – 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 19.3 in confidence under sections 90(2) and 90(3)(a) of the *Local Government Act 1999*, resolves that an order be made under the provisions of sections 91(7) and (9) of the *Local Government Act 1999* to retain the Items in confidence as detailed in the Duration of Confidentiality Table below:

Item	Duration of Confidentiality NB: Item to be reviewed every 12 months if not released
Report	Until Further Order
Related Attachments	Until Further Order
Minutes	Until Further Order
Other (presentation, documents, or similar)	Until Further Order

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 22 April 2025
CONFIDENTIAL AGENDA BUSINESS ITEM**

Item: 19.4

Responsible Officer: Zoë Gill
Executive Governance Officer
Office of the CEO

Subject: CEO Performance Review Panel Recommendations (CEO Annual Remuneration Review)

For: Decision

1. CEO Performance Review Panel Recommendations (CEO Annual Remuneration Review) – 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:

- Executive Governance Officer, Zoë Gill
- Minute Secretary, Brittany Priwer

be excluded from attendance at the meeting for Agenda Item 19.4: (CEO Performance Review Panel Recommendations (CEO Remuneration Review) 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).

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.

2. CEO Performance Review Panel Recommendations (CEO Annual Remuneration Review) – Confidential Item

3. CEO Performance Review Panel Recommendations (CEO Annual Remuneration Review) – 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 19.4 in confidence under sections 90(2) and 90(3)(a) of the *Local Government Act 1999*, resolves that an order be made under the provisions of sections 91(7) and (9) of the *Local Government Act 1999* to retain the Items in confidence as detailed in the Duration of Confidentiality Table below:

Item	Duration of Confidentiality NB: Item to be reviewed every 12 months if not released
Report	Until Further Order
Related Attachments	Until Further Order
Minutes	Nil
Other (presentation, documents, or similar)	Until Further Order

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.