ORDINARY COUNCIL MEETING

NOTICE OF MEETING

To: Mayor Bill Spragg

<table>
<thead>
<tr>
<th>Councillors</th>
<th>Ward</th>
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<td>Councillor Ron Nelson</td>
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<tr>
<td>Councillor Malcolm Herrmann</td>
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Notice is hereby 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 24 February 2015
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.

Andrew Aitken
Chief Executive Officer
AGENDA FOR MEETING  
Tuesday 24 February 2015  
6.30pm  
63 Mt Barker Road Stirling  

ORDER OF BUSINESS  

Council Vision  
Nurturing our unique place and people  

Council Mission  
Delivering activities and services which build a resilient community, sustain our built and natural environment and promote a vibrant economy  

1. COMMENCEMENT  

2. OPENING STATEMENT  
“Council acknowledges that we meet on the traditional lands of the Peramangk and Kaurna people and we recognise their connection with the land.  

We understand that we do not inherit the land from our ancestors but borrow it from our children 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  
3.2. Leave of Absence  
3.3. Absent  

4. MINUTES OF PREVIOUS MEETINGS  
Council Meeting – 27 January 2015  

That the minutes of the ordinary meeting held on 27 January 2015 as supplied, be confirmed as an accurate record of the proceedings of that meeting.  

5. DECLARATION OF INTEREST BY MEMBERS OF COUNCIL
6. PRESIDING MEMBER’S OPENING REMARKS

7. REPORTS
   7.1. Councillor Reports
   7.2. Reports of Members as Council/Committee Representatives on External Organisations
   7.3. CEO Report

8. QUESTIONS ADJOURNED/LYING ON THE TABLE
   8.1. Questions Adjourned
   8.2. Questions Lying on the Table

9. PETITIONS / DEPUTATIONS / PUBLIC FORUM
   9.1. Petitions
      9.1.1. Parking on Garrod Crescent Stirling
   9.2. Deputations
   9.3. Public Forum

10. PRESENTATIONS (by exception)

11. QUESTIONS ON NOTICE
   11.1. Parking Fines Budget Information – Cr M Herrmann

   For the years 2012/13 and 2013/14:

   1. What was the budget for and how much income was received from parking fines/Infringement notices?
   2. What was the reason for the variation?
   3. For 2014/15 what amount was included in the budget?

12. MOTIONS ON NOTICE
    Nil

13. REPORTS OF COMMITTEES
   13.1. Strategic Planning & Development Policy Committee – 10 February 2015

   That the minutes of the SPDPC meeting held on 10 February 2015 as supplied, be received and noted.
13.2. Special Development Assessment Panel – 21 January 2015

That the minutes of the CDAP meeting held on 21 January 2015 as supplied, be received and noted.


That the minutes of the CDAP meeting held on 3 February 2015 as supplied, be received and noted.

13.4. Audit Committee – 9 February 2015

That the minutes of the Audit Committee meeting held on 9 February 2015 as supplied, be received and noted.

13.5. CEO Performance Review Panel

Nil

14. OFFICER REPORTS

14.1. Lobethal Centennial Hall Matched Funding Grant

1. That the report be received and noted.
2. That $5,000 be provided under the Matched Funding Grants Program to the Lobethal Centennial Hall Inc to assist with the upgrade of the movie projection system at the Lobethal Centennial Hall.

14.2. Dog Registration Fees

1. That the report be received and noted
2. That the following schedule of dog registration fees for 2015/16 be forwarded to the Minister for Sustainability, Environment and Conservation for approval (see agenda item for details).


1. That the Operating Budget variations presented in Budget Review 2 (2014/15) totalling $(244)k unfavourable, bringing the Adjusted 2014/15 Budget Operating Surplus for the year from $355k to $111k, be adopted.
2. That the Capital Budget variations presented in Budget Review 2 (2014/15) including the addition of $37k (net) of new projects (with $12k of associated grant funding) offset by savings in renewals projects, and the deferral of the Heathfield Road project ($603k) until 2015/16, be adopted.
14.4. Advisory Group Membership

1. That the report be received and noted.
2. To approve the recruitment to the eleven (11) independent member vacancies of the Bushfire Advisory Group via the seeking of nominations from the member organisations for a 1 year period.
3. To approve the recruitment of up to nine (9) independent members for the vacancies of the Sport & Recreation Advisory Group for a 1 year period.
4. To appoint Crs … and … to the Selection Panel for the independent member vacancies of the Sport & Recreation Advisory Group.
5. To approve the recruitment of up to five (5) independent members for the vacancies of the Sustainability Advisory Group for a 1 year period.
6. To appoint Crs … and … to the Selection Panel for the independent member vacancies of the Sustainability Advisory Group.
7. To approve the recruitment of the one (1) independent member vacancy of the Adelaide Hills Business & Tourism Centre Advisory Group for a 1 year period.
8. To appoint Crs … and … to the Selection Panel for the independent member vacancies of the Adelaide Hills Business & Tourism Centre Advisory Group.

14.5. East Waste Chairman Appointment

1. That the report be received and noted
2. That Council approves the appointment of Mr Brian Cunningham as Independent Chairperson of East Waste for a period of 2 years from March 2015.

15. MISCELLANEOUS ITEMS

15.1. Documents for signing & sealing
Nil
15.2. Status Report – Council Resolutions Update

16. QUESTIONS WITHOUT NOTICE

17. MOTIONS WITHOUT NOTICE

18. CONFIDENTIAL ITEMS
Nil

19. NEXT MEETING

Tuesday 24 March 2015, 6.30pm, 63 Mt Barker Road, Stirling

20. CLOSE MEETING
### Council Meeting/Workshop Venues 2015

<table>
<thead>
<tr>
<th>DATE</th>
<th>TYPE</th>
<th>LOCATION</th>
<th>MINUTE TAKER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>February</strong></td>
<td></td>
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<tr>
<td>24 February</td>
<td>Council</td>
<td>Stirling</td>
<td>Pam Williams</td>
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<tr>
<td><strong>March</strong></td>
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<tr>
<td>3 March</td>
<td>CDAP</td>
<td>TBA</td>
<td>Karen Savage</td>
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<tr>
<td>4 March</td>
<td>Workshop</td>
<td>Stirling</td>
<td>N/A</td>
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<tr>
<td>10 March</td>
<td>SPDPC</td>
<td>Woodside</td>
<td>Pam Williams</td>
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<tr>
<td>17 March</td>
<td>Elected Member Training</td>
<td>Stirling</td>
<td>N/A</td>
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<tr>
<td>24 March</td>
<td>Council</td>
<td>Stirling</td>
<td>Pam Williams</td>
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<tr>
<td><strong>April</strong></td>
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<tr>
<td>7 April</td>
<td>CDAP</td>
<td>TBA</td>
<td>Karen Savage</td>
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<tr>
<td>8 April</td>
<td>Workshop</td>
<td>Stirling</td>
<td>N/A</td>
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<tr>
<td>14 April</td>
<td>SPDPC</td>
<td>Woodside</td>
<td>Leanne Llewellyn</td>
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<tr>
<td>21 April</td>
<td>Elected Member Training</td>
<td>TBA</td>
<td>N/A</td>
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<tr>
<td>28 April</td>
<td>Council</td>
<td>Stirling</td>
<td>Pam Williams</td>
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*Meetings are subject to change, please check agendas for times and venues. All meetings (except Workshops & Elected Member Training) are open to the public.*

### Community Forums 2015

<table>
<thead>
<tr>
<th>DATE</th>
<th>TYPE</th>
<th>LOCATION</th>
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</thead>
<tbody>
<tr>
<td>Tuesday 31 March 2015</td>
<td>Community Forum</td>
<td>Forreston</td>
</tr>
<tr>
<td>Tuesday 30 June 2015</td>
<td>Community Forum</td>
<td>Basket Range</td>
</tr>
<tr>
<td>Tuesday 29 September 2015</td>
<td>Community Forum</td>
<td>Balhannah</td>
</tr>
<tr>
<td>Tuesday 17 November 2015</td>
<td>Community Forum</td>
<td>Heathfield</td>
</tr>
<tr>
<td>Wednesday 3 February 2015</td>
<td>Community Forum</td>
<td>Mt Torrens</td>
</tr>
</tbody>
</table>
Item 4 Minutes of Council
In Attendance:

Presiding Member:  Mayor Bill Spragg

Members:

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In Attendance:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Andrew Aitken</td>
<td>Chief Executive Officer</td>
</tr>
<tr>
<td>Tim Piper</td>
<td>Director Corporate Services</td>
</tr>
<tr>
<td>Deb Richardson</td>
<td>Director Engineering &amp; Assets</td>
</tr>
<tr>
<td>Marc Salver</td>
<td>Director Strategy &amp; Development</td>
</tr>
<tr>
<td>David Waters</td>
<td>Director Community &amp; Customer Service</td>
</tr>
<tr>
<td>Lachlan Miller</td>
<td>Manager Governance &amp; Risk</td>
</tr>
<tr>
<td>John McArthur</td>
<td>Manager Health &amp; Regulatory Services</td>
</tr>
<tr>
<td>Chris Button</td>
<td>Senior Projects Coordinator</td>
</tr>
<tr>
<td>Pam Williams</td>
<td>Minute Secretary</td>
</tr>
</tbody>
</table>

1. **COMMENCEMENT**

   The meeting commenced at 6.30pm.

2. **OPENING STATEMENT**

   “Council acknowledges that we meet on the traditional lands of the Peramangk and Kaurna people and we recognise their connection with the land.

   We understand that we do not inherit the land from our ancestors but borrow it from our children 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

Nil

3.2. Leave of Absence

3.2.1. Cr Nathan Daniell

3.2.2. Cr Jan Loveday

Council granted a Leave of Absence for Cr Loveday from 2 – 13 March 2015.

3.3. Absent

Nil

4. MINUTES OF PREVIOUS MEETINGS

4.1. Council Meeting – 9 December 2014

Moved Cr Malcolm Herrmann
S/- Cr Jan-Claire Wisdom

That the minutes of the ordinary meeting held on 9 December 2014 as supplied, be confirmed as an accurate record of the proceedings of that meeting.

Carried Unanimously

5. DECLARATION OF INTEREST BY MEMBERS OF COUNCIL

Nil

6. PRESIDING MEMBER’S OPENING REMARKS

- Sampson Flat bushfire
- Recovery Centre at Gumeracha fully functioning
- Blaze Aid located at ex Lenswood Research Centre
- Santos Tour Down Under – Stirling & Paracombe
- Australia Day Citizenship Ceremony
- Country Cabinet feedback session

The Mayor undertook the following duties in December and January:

Wednesday 10th December
• Book launch @ Arbury Park Outdoor School
Thursday 11th December
• Country Cabinet response to community issues with Minister Close @ Mt Barker

Friday 12th December
• MLGG Executive meeting @ Adelaide

Tuesday 16th December
• TVCC Volunteers Xmas lunch @ Gumeracha
• AHC Biodiversity volunteers Xmas function @ Stirling

Wednesday 17th December
• The Hut Xmas breakfast @ Aldgate
• The Summit Volunteers Xmas lunch @ Norton Summit
• National Trust Xmas Party @ Aldgate

Thursday 18th December
• WHL presentation to AMLRNRNRM @ Parkside
• Woodside Xmas pageant @ Woodside

Friday 2nd January
• Book launch @ Marble Hill

Monday 5th January
• Visited Sampson Flat fire ground (including staging point at Gumeracha & incident control at One Tree Hill)

Tuesday 6th January
• Meeting with State Recovery Office @ Modbury
• Visited Paracombe CFS
• Community meeting re- Sampson Flat bushfire recovery @ Kersbrook

Friday 9th January
• Meeting with State Recovery Office @ Modbury

Monday 12th January
• Tour of Sampson Flat fire ground with Minister Bettison

Tuesday 13th January
• LGA Presidents creative ideas lunch @ Adelaide

Monday 19th January
• Press Club lunch with Phil Liggett & Paul Sherwen @ Adelaide
Tuesday 20\textsuperscript{th} January
- TDU Stage 1 finish @ Campbelltown

Wednesday 21\textsuperscript{st} January
- TDU Stage 2 finish @ Stirling
- MLGG meeting @ Adelaide
- Community meeting re Sampson Flat Bushfire @ Kersbrook

Thursday 22\textsuperscript{nd} January
- TDU Stage 3 finish @ Paracombe

Friday 23\textsuperscript{rd} January
- TDU Stage 4 finish @ Mt Barker
- Australia Day Award Ceremony @ Government House, Adelaide

Saturday 24\textsuperscript{th} January
- Crush event @ Pike & Joyce, Lenswood

Sunday 25\textsuperscript{th} January
- Montacute Progress Association Australia Day function @ Montacute
- Crush Event @ The Owl & Elephant, Uraidla

Monday 26\textsuperscript{th} January
- Mt Lofty/Manoah Australia Day breakfast @ Mylor
- Torrens Valley Australia Day breakfast @ Gumeracha
- Citizenship Ceremony @ Stirling
- Marble Hill Australia Day function @ Marble Hill

MEDIA
Monday 5\textsuperscript{th} January
- ABC news re-Sampson Flat bushfire

Tuesday 6\textsuperscript{th} January
- Studio10 Sarah Harris about Sampson Flat bushfire @ One Tree Hill

Wednesday 7\textsuperscript{th} January
- Channel 7 Sunrise program re Sampson Flat bushfire @ Paracombe

Thursday 8\textsuperscript{th} January
- ABC891Mornings with Deb Tribe re TDU
- ABC891 Statewide with Stan Thompson re Sampson Flat bushfire
- 5AA Andrew Reimer re Emergency Service Level

Monday 12\textsuperscript{th} January
- 5AA Matthew Pantelis re Sampson Flat Fire recovery process
7. REPORTS

7.1. Elected Member Reports

Elected Members undertook the following duties during the month:

- **Cr Herrmann**
  - Gumeracha Red Cross presentation, Kersbrook CFS Forum

- **Cr Hall**
  - Woodside Pageant, Lights of Lobethal, CFS breakfasts, Kersbrook CFS Forum, Santos Tour Down Under, Australia Day

- **Cr Green**
  - Gumeracha Red Cross presentation, Mt Torrens Primary School Celebrations, Santos Tour Down Under at Paracombe, Australia Day at Gumeracha

- **Cr Boyd**
  - Stirling Business Association, Santos Tour Down Under, Biodiversity Advisory Group, Biodiversity Volunteers Christmas function, National Trust Christmas function, Australia Day Citizenship

- **Cr Kemp**
  - Conservation Volunteers, Hut Christmas breakfast, LGA Planning Review Seminar, Santos Tour Down Under (traffic duty on oval), CDAP, Biodiversity Advisory Group, Australia Day at Mylor, Australia Day Citizenship ceremony

- **Cr Stratford**
  - Christmas Carols at Balhannah

- **Cr Bailey**
  - Lights of Lobethal, Santos Tour Down Under, Australia Day ceremonies

- **Cr Wisdom**
  - Mt Lofty Botanic Gardens, Lights of Lobethal, Biodiversity Advisory Group, Santos Tour Down Under, Biodiversity Advisory Group, Santos Tour Down Under, Bushfire meetings at Ashton, Red Cross presentation, Scott Creek Emergency Planning Group meeting, Recovery Centre

7.2. Reports of Members as Council/Committee Representatives on External Organisations

- **Cr Loveday** – Dog & Cat Management Board
- **Cr Green** – East Waste Board meeting

7.3. CEO Report

Andrew Aitken, CEO, provided Council with a verbal Corporate Update:

- Sampson Flat Bushfire
- Santos Tour Down Under
- Australia Day events & Citizenship
- Farewell to Tim Piper, Director Corporate Services

Mayor Spragg advised Council that SAPol had written to Council thanking Council staff for their assistance during the Sampson Flat bushfire emergency.
8. QUESTIONS ADJOURNED/LYING ON THE TABLE

8.1. Questions Adjourned
Nil

8.2. Questions Lying on the Table
Nil

9. PETITIONS / DEPUTATIONS / PUBLIC FORUM

9.1. Petitions
Nil

9.2. Deputations
Nil

9.3. Special Council meeting – 16 December 2014

Moved Cr Malcolm Herrmann 2
S/- Cr Kirrilee Boyd

That the minutes of the special meeting held on 16 December 2014 as supplied, be confirmed as an accurate record of the proceedings of that meeting.

Carried Unanimously

9.4. Public Forum
Nil

10. PRESENTATIONS (by exception)
Nil

11. QUESTIONS ON NOTICE

11.1. Cr Malcolm Herrmann - Information in Annual Reports – S270 & FOI

1. What was the nature and the outcome of the four Section 270 Internal Reviews conducted during 2013/14?
2. What was the nature of the six requests and the reasons for not approving the release of two FOI requests during 2013/14?
3. Will the CEO provide this information in future annual reports?
Officer’s Response – Tim Piper, Director Corporate Services

Internal Reviews

The four internal review applications were conducted under Section 270 of the Local Government Act 1999 and Council’s Internal Review of Council Decision Policy for the 2013/14 financial year.

There was one internal review application carried over from 2012/13 and as at the end of 2013/14, two applications received in that year were yet to be resolved.

The details of these applications are as follows:

<table>
<thead>
<tr>
<th>Ref</th>
<th>Matter</th>
<th>Outcome</th>
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<tbody>
<tr>
<td>1/2013</td>
<td>Green waste</td>
<td>Original decision upheld.</td>
</tr>
<tr>
<td>1/2014</td>
<td>Issues related to enforcement of by-laws</td>
<td>Original decisions upheld.</td>
</tr>
<tr>
<td>2/2014</td>
<td>Information presented to CDAP and ERD Court regarding a development application</td>
<td>Not accepted as an alternative statutory appeal mechanism existed.</td>
</tr>
</tbody>
</table>

It is reasonable to produce the information in the above summary format in future Annual Reports.

Freedom of Information

Council’s referencing system notes eight FOI applications for 2013/14 however two (FOI1 and FOI4) are excluded from the information required to be reported in the Annual Report for the reasons in the table below.

The six Freedom of Information applications listed in the Annual Report were processed in accordance with the requirements of the Freedom of Information Act 1991.

The details of these applications are as follows:

<table>
<thead>
<tr>
<th>Ref</th>
<th>Matter</th>
<th>Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOI1</td>
<td>Development application</td>
<td>Invalid due to error in application</td>
</tr>
</tbody>
</table>
FOI2  Development application  Full Access

FOI3  Documents from a former councillor  Refused due to the information being exempted under Schedule 1, Clause 6 – Documents affecting personal affairs

FOI4  FOI application made by AHC to another agency  Not applicable

FOI5  Documents regarding a dog attack  Refused due to the information being exempted under Schedule 1, Clause 4 – Documents affecting law enforcement and public safety, Clause 6 – Documents affecting personal affairs, Clause 9 – Internal working documents, Clause 13 – Documents containing confidential information and Clause 16 – Documents concerning operations of agencies

FOI6  Addresses on ratepayer roll  Full Access

FOI7  Documents relating to an aerobic waste system  Full Access

FOI8  Plans for a development  Full Access (inspection only)

It is reasonable to produce the information in the above summary format in future Annual Reports.

11.2. Cr John Kemp – Fire Prevention

1. Has Council had any discussions with the State Government, ARTC, CFS or other Councils regarding freight trains in the Adelaide Hills being an identified ignition source for bushfires?

2. If so, what actions are being contemplated or have actually been put in place to mitigate this acknowledged bushfire risk?

Officer’s Response – John McArthur, Manager Waste Health and Regulatory Services

Council has had ongoing discussions with the City of Mitcham and the CFS relating to bushfire mitigation and land owned by ARTC. There has also been correspondence exchanged between Council and ARTC. These discussions have focused on bushfire prevention and have not been specific to whether freight
trains are an ignition source in recognition that from time to time trains have started fires along the rail corridor.

The following actions have occurred since March 2014:

- In March 2014 a motion was endorsed at the SPDPC meeting seeking advice from the Bushfire Safety Committee and or other agencies on the relevant agencies management practices to reduce vegetation near the rail corridor (attachment 1).

- In March 2014 the Belair National Park fire was discussed at the Adelaide Mt Lofty Ranges Bushfire Management Committee (AMLRBMC) including the possibility of restricting train movements on extreme or catastrophic fire danger days.

- Based on the March AMLRBMC meeting the Chair wrote to the State Bushfire Coordination Committee (SBCC) in June regarding the restriction of freight train movements through the Adelaide Hills on extreme and catastrophic fire danger days.

- In July 2014 the AMLRBMC received a response (attachment 2) from the SBCC to its June 2014 correspondence. The response outlined the CFS does not have responsibility for making decisions about train movements or closing train corridors. The response from the SBCC also advised that the CFS had discussed the matter with ARTC and included a document from ARTC relating to operating trains on catastrophic fire danger days (attachment 2).

- Following discussions with the CFS the Adelaide Hills Council and the City of Mitcham wrote to ARTC in October 2014 seeking a copy of their Network Maintenance Program for the length of track through the Mitcham and Adelaide Hills Council area. A copy of the maintenance program was requested to provide more detailed information to satisfy Council that ARTC had appropriate bushfire mitigation actions in place.

- In October 2014 Council received correspondence from the ARTC Chief Executive Officer relating to bushfire management and prevention in the Adelaide Hills (attachment 3). This information was provided by ARTC to assist Council to respond to questions from residents about bushfire preparedness relating to the ARTC rail corridor. This correspondence was considered generic and general in nature and was not a specific response to the joint letter sent to ARTC in October 2014 by the Adelaide Hills Council and the City of Mitcham.

- In November 2014 a meeting was held with the CFS, the City of Mitcham and the Adelaide Hills Council to further discuss bushfire management and
the ARTC rail corridor. As a result of this meeting further correspondence was sent to ARTC by the City of Mitcham and the Adelaide Hills Council once again seeking a copy of their Network Maintenance Program. The CFS also wrote to ARTC seeking their proposed works program.

- In December 2014 an inspection of the rail corridor within the Adelaide Hills Council and the City of Mitcham areas was undertaken. The inspection was arranged by the CFS with ARTC. Fire Prevention Officers from both Councils and the CFS Region 1 Regional Prevention Officer undertook the inspection. The Adelaide Hills Council Fire Prevention Officer was satisfied at the time of the inspection that reasonable steps had been undertaken to prevent or inhibit the outbreak or spread of fire on or through ARTC land.

Attachment 2 and 3 outline the measures ARTC and rail operators have in place to mitigate bushfire risk. Attachment 2 provides ARTC response to stopping train movements.

Through the AMLRBMC Council will continue to seek a copy of ARTC Network Maintenance Program to provide more detailed information to that outlined in attachment 2 and 3. If and when forthcoming, the program will be considered and any issues identified will be raised with ARTC. The program will also be used to determine if ARTC are undertaking any bushfire prevention measures outlined in the program.

Council will also seek an update (through the AMLRBMC) from ARTC on the progress of the proposed ‘Additional Precautions on Catastrophic Fire Days’ outlined in attachment 2.

Investigations will also be undertaken to explore any options with relevant rail industry regulatory bodies to either restrict train movements on catastrophic fire danger days or to implement a system of monitoring for fires following train movements on catastrophic fire danger days.

Any rail corridor bushfire risk issue either observed or brought to the attention of Council’s Fire Prevention Officers will be pursued with ARTC.
8 Motions on Notice

8.1 Managing Rail Freight through Adelaide Hills

Moved Cr Malcolm Herrmann Carried Unanimously
Si: Cr Linda Green

I move that the CEO request the advice from the Bushfire Safety Committee and/or other agencies on the following matters and provides a report to Council or the SPDPC:

In terms of public land adjoining the rail corridor, (i.e. council or the government (Belair etc.) what are the relevant agencies’ management practices to reduce vegetation near the rail corridor and are there any restraints on vegetation removal?

Motion on Notice Response to be included in Minutes

Moved Cr Lynton Vonow Carried Unanimously
Si: Malcolm Herrmann

That the responses to this Motion be included as part of the Minutes of this Meeting.

I move that the CEO request the advice from the Bushfire Safety Committee and/or other agencies on the following matters and provides a report to Council or the SPDPC:

1. What are the conditions of the environmental licence referred to in the attached email dated 24 February 2014 from ARTC and who polices them?
2. What are the ARTC policies on vegetation clearance on its land?
3. In terms of public land adjoining the rail corridor, (i.e. council or the government (Belair etc.) what are the relevant agencies’ management practices to reduce vegetation near the rail corridor and are there any restraints on vegetation removal?
4. How often, in the past 12 months, has the CFS/MFS directed ARTC to not operate trains through the Adelaide Hills?

Mayor ________________________________ 24 February 2015
Attachment 2

STATE BUSHFIRE
COORDINATION COMMITTEE

14 July 2014

Mr Chris Martin
Chair AMLR BMC
73 Gawler St
Mt Barker
SA 5251

Dear Chris

Freight Trains on Extreme or Catastrophic days

Thank you for your letter regarding the restriction of freight train movement through the Adelaide Hills on Extreme and Catastrophic Fire Danger Days.

The matter has been discussed by the SBCC and they have been advised that CFS does not have responsibility for making decisions about train movements or closing train corridors. CFS however has discussed the matter with ARTC who own and manage the interstate rail network and they have provided a copy of a document (attached) which outlines their process and procedures.

ARTC are obviously acutely aware of the issues involved with their operation and have proposed a number of actions for implementation on Catastrophic fire danger days.

Yours sincerely,

Leigh Miller
Executive Officer
SBCC

24 February 2015
OPERATING TRAINS ON CATASTROPHIC FIRE DAYS

Background

ARTC owns and manages the interstate rail network between capital cities and an extensive coal network based around Newcastle in NSW. This network operates in 5 states.

Train operators use the network under access agreements and pay a fee for their usage.

Both ARTC (the track owner) and the train operators are required to be accredited under National Rail Safety Legislation which requires them to have a system and processes to control & manage safety risks which includes maintenance processes & procedures.

Definition

Given where the railway operates there is always a risk of fire during summer irrespective of the fire rating on any particular day.

However, the introduction of catastrophic fire days has led to the heightened awareness given that the recommended response is that people leave the declared area before the onset of the forecast conditions, unless they have a suitable Bushfire Management Plan.

Catastrophic Fire Days in a region are declared by the CFS in South Australia (and the equivalent fire authority in all other states) after advice from the Bureau of Meteorology about the likely weather conditions (wind & temperature).

The declaration may affect numerous regions in a number of states on the same day.

Fire Sources

There are potentially two sources from which fires may be started on the railway which are:

- Ignition sources as a consequence of track maintenance from activities such as grinding, welding and mainline operations; and
- Ignition sources from the operation of a train which could include: (a) locomotive exhaust; (b) the dynamic brake; the train brake itself; and failed wheel bearings

Network Maintenance

ARTC as the track owner seeks to reduce the risk of fire by:

- Managing as far as practical fuel sources in the corridor by removal; spraying or pruning (noting there are stringent environmental restrictions on clearing);
- Where required by law or where it is practical firebreaks are created & maintained (in many cases they also serve as vehicle access roads to allow access to the corridor which can be used for fire fighting). There are circumstances where fire breaks are not practical because of terrain or adjoining land uses;
- Only undertaking maintenance of high fire risk days under "hot work permit" with appropriate fire fighting equipment and suppression available on site (and as a matter of principle such works are avoided where possible on high or greater, fire risk days);
- ARTC maintains a network of acoustic bearing detectors which is a predictive system that monitors early bearing detection. This information is transmitted in real time to train operators which allows for maintenance intervention and this system has significantly reduced bearing failures on the network & thus eliminated potential ignition sources.
Train Maintenance

Train operators seek to reduce the risk of fire by:-

- All locomotives and wagons are maintained in accordance with industry practice which includes scheduled maintenance testing and rehabilitation of all critical systems.
- All trains are inspected prior to departure including a brake test to ensure the brakes are working properly.
- Whenever a train passes another train the crews undertake a roll-by inspection and if one train is stationary (which is most often the case on the interstate network) the crew stand by the line to inspect the passing train.
- If a member of the public or any other person reports an issue with a train, Network Control stops the train so the crew can check the anomaly.

Additional Precautions on Catastrophic Fire Days

Whilst the industry believes it has sound maintenance and operating practices & that fires caused by trains are rare, it understands community concerns and has reviewed the actions it would take in relation to catastrophic fire days.

The industry proposes to implement the following:-

- Prior to the commencement of summer either as part of scheduled maintenance or as a special inspection, train operators will develop and use a checklist to identify those operating features of the train that are possible ignition sources and are in good working order with a clear focus on fire reduction;
- ARTC Network Control Centres will monitor the relevant fire authorities’ websites (in the case of South Australia the CFS website) during the fire season;
- When a catastrophic fire day is forecast ARTC will issue a Train Notice advising all operators of the forecast (Train Notices are the formal way that issues affecting the network are communicated to Operators);
- Operators will remind train crews to be especially vigilant on those days and to minimise risk as far as possible, use the dynamic brake system rather than the train brake;
- They will also advise crews to be observant of fires and unusual activity during the journey and immediately report any suspicions;
- Ensure that pre-departure checks & inspections focus on key areas such as handbrake release.

Requests from the CFS (or relevant authorities) to Stop Train Movements

There will be occasions where the CFS will request ARTC to stop trains.

This can arise because of:-

- The requirement of CFS to use the corridor (and particularly the access road) to undertake firefighting;
- To assist in managing egress from the fire zone;
- To ensure trains do not enter a fire zone where there is risk to the train;
- For management of other non-fire emergencies such as nearby road vehicle accidents.

ARTC will always comply with any such requests which are currently managed by our respective operational control centres in a very mature process.
28 October, 2014

Andrew Aitken
CEO, Adelaide Hills Council
PO Box 44
Woodside SA 5244

Dear Mr Aitken,

Bushfire management and prevention in the Adelaide Hills

We recognise that with the hotter, drier months approaching, you will be fielding enquiries from the local community about vegetation management and bush fire preparedness.

We understand that some of these enquiries may ask about land related to the rail corridor, or rail operations more generally, so in anticipation of this please find some information that we hope will help you respond to these sorts of questions from residents or Council Staff.

Feel free to circulate this information more widely, and we have included specific contact details for residents in this letter.

While we carry out many fire-preventative works as part of our year round regular maintenance programs, during this time of year we do pay extra attention to clearing vegetation and green waste. Additionally, it's important to clarify the role ARTC plays as track manager, the responsibilities that are held by our customers (rail operators), and the ways in which ARTC responds during high fire danger periods.

Vegetation maintenance activities:

While the geography of the Adelaide Hills can limit the extent of vegetation clearance, the kind of fire prevention work we do includes:

- Clearing vegetation throughout the Adelaide Hills on a regular basis, and in conjunction with routine track and corridor maintenance activities (in most areas track inspections take place at least once every 72 hours, and these give us a very regular opportunity to spot areas that might need clearing urgently)
- Pruning of overhanging trees and larger shrubs
- Scheduled weed-spraying activities
- Responding to community requests regarding high-vegetation and fire hazards, from councils, residents, and other community groups

Mayor ___________________________ 24 February 2015
12. MOTIONS ON NOTICE
Nil

13. REPORTS OF COMMITTEES
13.1. Strategic Planning & Development Policy Committee
Nil

Moved Cr Linda Green
S/- Cr Lynton Vonow

That the minutes of the Development Assessment Panel meeting of 2 December 2014 as distributed, be received and noted.

Carried Unanimously

13.3. Audit Committee – 1 December 2014
Moved Cr Malcolm Herrmann
S/- Cr John Kemp

That the minutes of the Audit Committee meeting of 1 December 2014 as distributed, be received and noted.

Carried Unanimously

13.4. CEO Performance Review Panel
Nil
14. OFFICER REPORTS

14.1. Sampson Flat Bushfire, January 2015

Moved Cr Ian Bailey
S/- Cr Linda Green

That Council resolves:

1. That the report be received and noted.

2. That the Council recognises the impact of the Sampson Flat Bushfire on the communities within the Adelaide Hills Council district, the City of Tea Tree Gully and the City of Playford and, in particular, recognises the personal impact on those directly and indirectly affected by the fires.

3. That the Council recognises the exceptional work of, and sincerely thanks, the various emergency services, government and non-governmental support agencies, community groups, volunteers, Council Staff and members of the community alike who worked on the bushfire response and recovery.

4. That the Council expresses its sincere thanks and gratitude to those Councils, both locally and interstate, which have offered support of various kinds.

5. That the Council commits to the National Principles of Disaster Recovery and acknowledges the long term nature of the recovery effort.

6. That the Council commits to working with other affected Councils and agencies on behalf of its community as part of the local recovery structure including the Local Recovery Coordinator and the Local Recovery Committee.

7. That the Chief Executive Officer or delegate reports regularly to the Council on the progress of the bushfire recovery effort.

8. That the Council notes the range of activities already carried out in the immediate response and recovery phases of the emergency and endorses the following initiatives which have already commenced to support community recovery:
a. Hosting and supporting the Local Recovery Centre at its facilities in Gumeracha.

b. Working in partnership with the State Government to establish a dedicated resource to work on identifying community recovery needs and implementing appropriate initiatives over the next 12 month period.

c. Working with community groups and other organisations to facilitate community gatherings, forums and debriefs.

d. Working with the appropriate governing bodies to advocate for the fair and equitable distribution of emergency relief funding.

e. Facilitating, where a need is identified, the work of non-governmental support agencies among the affected communities.

Carried Unanimously

14.2. Review of Community Wastewater Management Schemes Operations – Project Update

Moved Cr John Kemp
S/- Cr Val Hall

That Council resolves:

1. That the report be received and noted
2. To approve the call for tenders seeking expressions of interest for the operation, maintenance and/or ownership of Council’s CWMS assets
3. That subject to the approval of the call for tenders, a further report be presented to Council on the outcome of the tender process not later than 31 May 2015

Carried Unanimously

7.30pm Cr Hall left the meeting room
7.33pm Cr Hall returned to the meeting room
14.3. East Waste Charter Review

Moved Cr Linda Green
S/- Cr John Kemp

That Council resolves:

1. That the report be received and noted.

2. That the CEO advise the Eastern Waste Management Authority that Council seeks the Charter be amended to allow each Constituent Council to appoint the following to the Board:

   (a) One Elected Member or independent person appointed by each Constituent Council; and

   (b) One Officer, Employee or independent person appointed by each Constituent Council.

3. Each Constituent Council will also appoint a deputy Board Member for the Elected Member appointment and the Officer / Employee appointment. The deputy Board Members are entitled to act in place of a Board Member if the Board Member is unable for any reason to be present at a Board meeting.

4. In the absence of the Board Member, a deputy Board Member will be deemed to be the Board Member and can exercise all rights, privileges and obligations of the Board Member during the absence of that Board Member.

5. That the Eastern Waste Management Authority provide the revised Charter to Council for endorsement.

Carried Unanimously
14.4. Submission to the Expert Panel on the Planning Reform Recommendation

Moved Cr John Kemp
S/- Cr Malcolm Herrmann

That Council resolves:

1. that the report be received and noted.

2. to approve the submission forming Appendix 1 of this report with the following alterations for submission to the Expert Panel on Planning Reforms:

   - in the last sentence of the first paragraph under the heading of Funding “not only should start up funding be considered, but if there is an increase in council costs, these should be reimbursed by the State Government on an ongoing basis for the implementation of the proposed planning reforms”

   - a replacement sentence be inserted for the last sentence of the first paragraph under the heading of Regional Planning Boards “a significant concern for Council is still the replacement of Council Development Assessment Panels with Regional Development Assessment Panels. Council in this regard supports the LGA’s previous submission in relation to Reform 11 on the basis that Council panels should continue in their current form with an ongoing role for Council Members”.

   Carried Unanimously
14.5. Disposal of Unmade Public Roads and Road Reserves

Moved Cr John Kemp
S/- Cr Lynton Vonow

That Council resolves that the report advising the intention to commence the road process order processes under the Roads (Opening and Closing) Act 1991 for unformed public roads and road reserves be received and noted.

AMENDMENT

Moved Cr Andrew Stratford
S/- Cr Malcolm Herrmann

That the following be included:

That if the sale of land is not progressed, the fee for the internal assessment be refunded.

Cr Stratford, with consent of Cr Herrmann, sought and was granted leave of the meeting to vary the motion as follows:

That if the sale of land is not progressed at Council’s volition, the fee for the internal assessment be refunded.

Carried

The Motion as amended:

1. That Council resolves that the report advising the intention to commence the road process order processes under the Roads (Opening and Closing) Act 1991 for unformed public roads and road reserves be received and noted.

2. That if the sale of land is not progressed at Council’s volition, the fee for the internal assessment be refunded.

Carried
Moved Cr Jan-Claire Wisdom
S/- Cr Val Hall

That the meeting adjourn for a 10 minute break.

Carried Unanimously

8.55pm The meeting adjourned for a short break
9.05pm The meeting resumed without Cr Wisdom & Cr Nelson

9.07pm Cr Wisdom & Cr Nelson returned to the meeting room

14.6. Nomination for Board Member of Local Government Association Board

Moved Cr Malcolm Herrmann
S/- Cr Lynton Vonow

That Council resolves that:

1. The report be received and noted

2. Mayor Spragg be nominated for a position of Board Member or Deputy Board Member of the Local Government Association Board.

Carried Unanimously

14.7. SHLGA Proposed Amendment to Charter

Moved Cr Jan Loveday
S/- Cr Jan-Claire Wisdom

That Council resolves:

1. That the report be received and noted

2. That Council approves the following amendment to the Charter of the Southern and Hills Local Government Association (S&HLGA):

2.1 That it remove clause 10.3 of the Charter which stipulates a Board member cannot be elected to the same office for more than two terms (a term being defined as 2 years); and

2.2 That office bearers (President and Deputy President) are appointed annually at each February meeting of the S&HLGA.

Carried Unanimously
14.8. Membership of External Groups

Moved Cr Kirrilee Boyd
S/- Cr Jan-Claire Wisdom

That Council resolves:

1. That the report be received and noted.

2. That in relation to The Hut Community Centre Incorporated Board, to nominate Cr Kemp to the Board member position for a term of 2 years.

3. That in relation to the Upper Torrens Land Management Project Committee, to nominate Cr Malcolm Herrmann for the Committee member position for a term of 2 years.

4. That in relation to the Stirling Business Association Committee of Management, to nominate Cr Kirrilee Boyd to Committee of Management position meetings for a term of 2 years.

5. That in relation to the Ranges to River NRM Local Government Advisory Group, to nominate Cr Jan-Claire Wisdom and Cr Lynton Vonow to the Advisory Group member positions for a term of 2 years.

Carried Unanimously

14.9. Council Member Email Accounts

Moved Cr John Kemp
S/- Cr Lynton Vonow

That Council resolves that:

1. the report be received and noted

2. all Council members are required to only use Council email addresses for Council business

3. the CEO prepare a suitable policy incorporating those recommendations and associated guidelines for Council to consider at a future SPDPC meeting.
Formal motion

Moved Cr Malcolm Herrmann  
S/- Cr Andrew Stratford

That this item be adjourned until the 28 April 2015 Council meeting.

Carried

15. MISCELLANEOUS ITEMS

15.1. Documents for signing & sealing

Nil

16. QUESTIONS WITHOUT NOTICE

Cr Bailey – Citizenship ceremony on Australia Day

17. MOTIONS WITHOUT NOTICE

Nil

18. CONFIDENTIAL ITEMS

Nil

19. NEXT MEETING

The next ordinary meeting of the Adelaide Hills Council will be held on Tuesday 24 February 2015 from 6.30pm at 63 Mt Barker Road, Stirling.

20. CLOSE MEETING

The meeting closed at 9.58pm.
Item: 9.1.1

Originating Officer: Lachlan Miller, Manager Governance & Risk

Responsible Director: Tim Piper, Director Corporate Services

Subject: Petition re Parking on Garrod Crescent Stirling

SUMMARY

A petition has been received with 48 signatories concerned about the potential problems regarding parking and road blockage on Garrod Crescent, Stirling.

RECOMMENDATION

That Council receives and notes the petition signed by 48 signatories, requesting that ‘no standing’ signs be erected on Garrod Crescent Stirling near the shopping area, and patrolled regularly.

Council has received a petition containing 48 signatories concerned about the potential problems regarding parking and road blockage on Garrod Crescent, Stirling.

The Head Petitioner is Mr Graham Coldwell of 30 Garrod Crescent, Stirling.

The petition states:

The residents of Garrod Cres, Duncraig Lane, Golding Rd and Pritchard Drive. We the undersigned wish to bring to the attention of the Council our deep concern with indiscriminate and dangerous parking on the hill outside of Mitre 10 hardware.

Some years ago the Stirling East Ratepayers Association (SERA) met at this point to discuss potential problems regarding parking and road blockage. We were then assured by (name redacted) that there would never be a problem in the area. Subsequently Council placed at least three no standing signs along the kerb in question. Since then these signs have disappeared.

We believe there is potential for a very serious accident in this area as one whole lane is often completely blocked off, making it impossible to see oncoming traffic coming up the hill. Apart from the inconvenience and danger it is assumed that Council would have to accept responsibility should an accident occur.

Our request is that the signs be replaced and that Council assures that a parking inspector polices the zone regularly.
Item 13 Reports of Committees
Present

Acting Presiding Member
Alistair McHenry

Members
Daniel Bennett
Linda Green
John Kemp
Jan Loveday

In Attendance
Deryn Atkinson
Tom Victory
Karen Savage

Acting Director Strategy & Development
Senior Statutory Planner
Minute Secretary

1. Commencement
The meeting commenced at 6.02pm

2. Apologies/Leave of Absence

2.1 Apologies

Moved Daniel Bennett Carried unanimously (1)
S/- Jan Loveday

That the apologies from Stephen Hains and Wendy Stubbs for unavoidable absence be accepted and leave of absence from the meeting granted.

2.2 Leave of Absence
Nil

3. Previous Minutes

3.1 Meeting held 2 December 2014

Moved Linda Green Carried unanimously (2)
S/- Daniel Bennett

That the minutes of the meeting held on 2 December 2014 be confirmed as an accurate record of the proceedings of that meeting.
4. **Delegation of Authority**
   Decisions of this Panel were determined under delegated authority as adopted by Council on 8 October 2013.

5. **Presiding Member’s Report**
   Nil

6. **Declaration of Interest by Members of Panel**
   Nil

7. **Matters Lying on the Table/Matters Deferred**
   7.1 Matters Lying on the Table
   Nil
   7.2 Matters Deferred
   Nil

8. **Development Assessment Applications**
   The Panel remained in ‘open’ session to hear the staff presentations, representations and applicants’ responses for all the applications.

   7:51pm The Panel went into ‘closed’ session in order to allow for discussion and determination of all the applications and adjourned for a short break

   8:01pm The Panel resumed in ‘closed’ session

8.1 **Development Application 14/691/473 by Mark Bryce Anderson for a split level, two storey detached dwelling, attached verandah & deck (maximum height 3.4m), retaining walls (maximum height 1.8m) & freestanding double garage at 116 Piccadilly Road, Crafers**

   8.1.1 **Representations**
   Nil

   The applicant's representative, Brenton Moss from Accent Design & Drafting, was invited to answer questions from the Panel.
8.1.2 Decision of Panel

The following was adopted by consensus of all members

That the Council Development Assessment Panel considers that the proposal is not seriously at variance with the relevant provisions of the Adelaide Hills Council Development Plan, and GRANTS Development Plan Consent to Development Application 14/691/473 by Mark Bryce Anderson for Split level, two storey detached dwelling, attached verandah & deck (maximum height 3.4m), retaining walls (maximum height 1.8m) & freestanding double garage at 116 Piccadilly Road, Crafers SA 5152 subject to the following conditions:

1) Development In Accordance With The Plans
The development herein approved shall be undertaken in accordance with the following plans, details and written submissions accompanying the application, unless varied by a separate condition:
   • amended plans DS 4/10/2014 Sheets 1B to 9B prepared by Accent Design and Drafting received by Council on 13 January 2015
   • stormwater details received by Council on 6 November 2014 and
   • email dated 7 January 2015 from Brenton Moss, Accent Design and Drafting

REASON: To ensure the proposed development is undertaken in accordance with the approved plans.

2) External Finishes
The external finishes to the building herein approved shall be as follows:
   WALLS: Antique white weatherboard or similar
   ROOF: Colorbond © windspray or similar

REASON: The external materials of buildings should have surfaces which are of a low light-reflective nature and blend with the natural rural landscape and minimise visual intrusion.

3) Vehicle Access Point(s) Line Of Sight
The vehicle access point(s) and cross-over(s) shall be kept free of any obstructions that may obscure the line of sight of a driver e.g. vegetation, letterboxes, fences.

REASON: For safe and convenient movement of vehicles.
(4) **Vehicle Turning Area**
A vehicle turning area shall be provided within the surveyed property boundaries, to facilitate the forward entry and exit of vehicles to and from the land. This turning area shall be substantially completed prior to occupation of the development.

**REASON:** To reduce interference with the free flow of traffic on adjoining roads.

(5) **Enclosing Of Under Floor Area**
The space between floor and natural/existing ground level reflected on the elevations shall be enclosed prior to occupation of the approved dwelling to the reasonable satisfaction of Council staff.

**REASON:** To maintain the residential amenity of the locality, buildings raised above ground level on poles or other supports should have the space below floor level enclosed in fire resistant material.

(6) **Retention Of Screening Trees**
The screen of trees and shrubs along the southern (side) boundary shall be retained and maintained in good health and condition at all times with any dead or diseased plants being replace as necessary in the next planting season.

**REASON:** To maintain and enhance the visual amenity of the locality in which the subject land is situated.

(7) **Soil Erosion Control**
Prior to construction of the approved development hay 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 periods of rainfall.

**REASON:** Development should prevent erosion and stormwater pollution before, during and after construction.

(8) **Firefighting Water Supply - Mains Water Supply Available**
A supply of water independent of reticulated mains supply shall be available at all times for fire-fighting purposes:

- 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 is accessible by the fire authority; 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.

**REASON:** To minimise the threat and impact of fire on life and property as your property is located in a MEDIUM Bushfire Prone Area.

(9) **Residential Lighting**
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.

**REASON:** Lighting shall not detrimentally affect the residential amenity of the locality.

(10) **Stormwater calculations**
Prior to Building Rules Consent being issued, further calculations shall be prepared by a Civil Engineer and provided to Council in relation to stormwater disposal, particularly in reference to the depth and capacity of the proposed trench.

**REASON:** To minimise erosion and protect the environment and ensure that no ponding of stormwater resulting from development occurs on adjacent sites.

(11) **Overflow From Rainwater Tanks**
To prevent erosion, overflow from rainwater tanks shall be treated on site to the satisfaction of Council, using design techniques such as:

- grassed swales
- stone-filled trenches
- small infiltration basins

The trench shall be installed prior to the roof drainage being connected.

Drainage shall also be disposed of without jeopardising the integrity and safety of the arterial road.

**REASON:** To minimise erosion and protect the environment and ensure that no ponding of stormwater resulting from development occurs on adjacent sites.
(12) **Access driveway gradient**  
The access/driveway gradient shall be in accordance with AS/NZS 2890.1:2004  

**REASON:** To maximise driver sightlines.

(13) **Sealing of access driveway**  
The access shall be sealed from the property boundary to the edge of the road seal incorporating shoulder sealing either side of the access, as per Figure 7.2 Austroads Guide to Road Design Part 4.

**REASON:** To minimise the risk of dust and debris being thrown onto the carriageway and to maximise traction for vehicles exiting the site.

**NOTES**

1. **Development Plan Consent Expiry**  
   This Development Plan consent (DPC) is valid for a period of twelve (12) months commencing from the date of the decision (or if an appeal has been commenced the date on which it is determined, whichever is later). Building Rules Consent must be applied for prior to the expiry of the DPC, or a fresh development application will be required. The twelve (12) month time period may be further extended by Council agreement following written request and payment of the relevant fee.

2. **Erosion Control During Construction**  
   Management of the property during construction shall be undertaken in such a manner as to prevent denudation, erosion or pollution of the environment.

3. **EPA Environmental Duty**  
   The applicant is reminded of his/her general environmental duty, as required by Section 25 of the Environment Protection Act 1993, to take all reasonable and practical measures to ensure that the activities on the whole site, including during construction, do not pollute the environment in a way which causes, or may cause, environmental harm.
8.2 Development Application 14/663/473 by Cattleyard Promotions and Sunset Events for a one day music festival to be held annually with a maximum capacity of 20,000 (non-complying) at 46 Oakwood & Shillabeer Roads, Oakbank

8.2.1 Representations

<table>
<thead>
<tr>
<th>Name of Representor</th>
<th>Address of Representor</th>
<th>Nominated Speaker</th>
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<tbody>
<tr>
<td>Jemima Jensen</td>
<td>Oakbank</td>
<td>Personally</td>
</tr>
<tr>
<td>John Glatz</td>
<td>Oakbank Racing Club</td>
<td>Chris Biggs</td>
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<tr>
<td>Ruth &amp; Graham Bettany</td>
<td>7 Elizabeth Street Oakbank</td>
<td>Graham Bettany</td>
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<tr>
<td>Jennifer &amp; Robert Collins</td>
<td>10 Dorset Lane Oakbank</td>
<td>Jennifer Collins</td>
</tr>
<tr>
<td>Geoffrey Ridings</td>
<td>11 Oakwood Drive Oakbank</td>
<td>Personally</td>
</tr>
<tr>
<td>Bill Clifford</td>
<td>1 Elizabeth Street Oakbank</td>
<td>Personally</td>
</tr>
</tbody>
</table>

The applicants’ representatives, Emma Barnes from Planning Studio, James Legge, Director of Sunset Events, and Jon Cooper from Resonate, addressed the Panel.

8.2.2 Decision of Panel

Moved                     Daniel Bennett   Carried
S/-                       Linda Green     (4)

That the Council Development Assessment Panel considers that the proposal is not seriously at variance with the relevant provisions of the Adelaide Hills Council Development Plan, and seeks the CONCURRENCE of the Development Assessment Commission to GRANT Development Plan Consent to Development Application 14/663/473 by Cattleyard Promotions and Sunset Events for One day music festival to be held annually with maximum capacity of 20,000 (non-complying) at 46 Oakwood & Shillabeer Roads, Oakbank SA 5243 subject to the following conditions:

(1) **Development In Accordance With The Plans**

The development herein approved shall be undertaken in accordance with the following plans, details and written submissions accompanying the application, unless varied by a separate condition:

- Planning Studio Statement of Effect received by the Council on 14 October 2014
- Planning Studio response to representations received by the Council on 1 December 2014
• Amended Noise Management Plan received by the Council on 4 December 2014
• Amended Traffic Management Plan received by the Council on 5 December 2014
• Carparking Plan received by the Council on 15 December 2014

REASON: To ensure the proposed development is undertaken in accordance with the approved plans.

(2) Soil Erosion Control
In the event of wet weather on the day of the festival, hay bales (or other soil erosion control methods as approved by Council) shall be placed and secured below areas of carparking to prevent materials and liquids entering the river.

REASON: Development should prevent erosion and stormwater pollution before, during and after construction.

(3) The festival shall operate once per calendar year with a maximum capacity of 20,000 patrons.

REASON: To ensure the proposed development is undertaken in accordance with the approved plans, to ensure that neighbouring properties are not impacted negatively by this development.

(4) Finishing time for music
The main stage music shall conclude at 10.30pm with Big Top stage music concluding at 11.00pm.

REASON: To ensure the development operates in accordance with the approval.

(5) In accordance with Section 5.4 of the Resonate Acoustic Report dated 3 December 2014, noise measurements shall be undertaken during sound checks prior to commencement of and during the festival. Where sound levels exceed the levels as per the report, the acoustic engineer shall adjust the sound system to bring these levels into compliance.

REASON: To maintain and enhance the amenity of the locality.

(6) Portable toilets at the rate of 1 per 75 patrons shall be provided

REASON: To ensure the development operates in accordance with the approved plans and to ensure adequate provision of toilet facilities.
(7) All food waste, dishes, linen and effluent waste water from the portable toilets located at the festival shall be disposed of offsite. Records/documentation shall be retained for 12 months by the applicant to verify the above, and such records shall be made available to Council on request.

REASON: To protect the environment and maintain the amenity of the locality.

(8) No event platforms, stalls or the like shall be erected within the designated on-site car parking areas provided for each festival.

REASON: To provide adequate, safe and efficient off-street parking for spectators, event entrants, officials and volunteers.

(9) A large scale detailed final pedestrian and traffic management plan (A1 size) shall be prepared showing the location of all crossing points, barriers and bunting, and shall be submitted to Council for final approval six weeks prior to each festival.

REASON: To ensure adequate, safe and efficient pedestrian and traffic movement.

(10) A copy of the approved Emergency Response Plan and Risk Assessment and Management Plan shall be submitted to Council no later than two weeks prior to each festival.

REASON: To ensure Council has adequate information regarding emergency and risk management procedures for the event.

(11) A copy of the updated Certificate of Professional Indemnity and Public Liability Insurance which includes cover for the associated car parking areas and entertainment areas associated with the festival, shall be submitted to Council no later than two weeks prior to each festival.

REASON: To ensure adequate public liability and professional indemnity insurance cover for the festival is in place.

(12) A register of complaints received during and after each festival shall be kept and provided to Council upon request.

REASON: To ensure Council has adequate information regarding the event.
(13) A report shall be provided to Council within 3 months of each festival summarising:
   - Community consultation undertaken (including post festival debrief);
   - Complaints;
   - Mitigation measures implemented; and
   - Details of sound checks undertaken and changes implemented during the festival to comply with the Noise Management Plan referred to in Condition 1.

   **REASON:** To ensure Council has adequate information regarding the event.

(14) Car parking/bus parking areas, and areas where large numbers of people will congregate on the subject land, shall be located at least 25m from any watercourse.

   **REASON:** To minimise impacts on water quality and the environment from the event.

(15) A detailed locality plan of the adjoining streets shall be provided to Council showing the location of additional pedestrian lighting, rubbish bins and portable toilets at least six weeks prior to each festival.

   **REASON:** To maximise public safety and minimise nuisance to residents.

(16) Appropriate additional lighting shall be provided to the proposed car parking and bus parking areas within the subject land to the reasonable satisfaction of Council staff.

   **REASON:** To maximise public safety.

(17) The festival shall operate on a “no pass out” basis for patrons once they have entered the site.

   **REASON:** To minimise nuisance to residents.

(18) If dry conditions prevail prior to the event, then adequate dust suppression measures shall be implemented on the day of the festival.

   **REASON:** To minimise nuisance to residents.
(19) Community consultation shall be undertaken in accordance with the Community Consultation & Communication Plan provided in the Statement of Effect dated 8 October 2014, for each festival. The general timelines indicated for the 2015 festival shall be used as a guide for future festivals. A letterbox drop to Oakbank residents and businesses, and the Event Notification in the Courier, shall be undertaken a minimum of six weeks prior to each festival.

**REASON:** To provide advance notice of each festival and consider community feedback.

**NOTES**

(1) **Development Approval Expiry**
This development approval is valid for a period of twelve months commencing from the date of the decision notification. However, if the development hereby approved is substantially commenced within the twelve (12) month period then it shall be completed within three (3) years of the date of such notification. This time period may be further extended beyond the 3 year period by written request to and approval, by Council prior to the approval lapsing. Application for an extension is subject to payment of the relevant fee. Please note that in all circumstances a fresh development application will be required if the above conditions cannot be met within the respective time frames.

(2) **Compliance with Food Act SA 2001**
This approval under the Development Act 1993 does not in any way imply compliance with the Food Act SA 2001 and/or Food Safety Standards. It is the responsibility of the owner of other person operating the food business from the building to ensure compliance with the relevant legislation before opening the food business on the site.

(3) The applicant is reminded of his/her general environmental duty, as required by Section 25 of the Environment Protection Act 1993, to take all reasonable and practical measures to ensure that the activities on the whole site, including during construction, do not pollute the environment in a way which causes, or may cause, environmental harm.

(4) **Food Handling Notification**
Food business notification must be provided prior to commencing any food (or consumable product) handling activities. This may be provided on-line at www.fbn.sa.gov.au or by obtaining a notification form from Adelaide Hills Council.

(5) The provision of public toilets for each event shall be in accordance with the Department of Health Guide to Public Events.

John Kemp requested that his vote against this decision be recorded.
9. Policy Issues for Advice to Council

9.1 CDAP recommends that SPDPC considers the adoption of a Noise Policy/Standard Operating Procedure for music events and explores the requirement for a noise bond for such events.

Moved Daniel Bennett Carried unanimously
S/- John Kemp (5)

10. Other Business
Nil

11. Next Meeting
The next ordinary Development Assessment Panel meeting will be held on Tuesday 3 February 2015.

12. Close meeting
The meeting closed at 8.52pm.
Present

Presiding Member
Stephen Hains

Members

Linda Green
John Kemp
Jan Loveday
Alistair McHenry
Dr Wendy Stubbs

In Attendance

Marc Salver                          Director Strategy & Development
Deryn Atkinson             Manager Development Services
Tom Victory                          Senior Statutory Planner
Melanie Scott                          Statutory Planner
Karen Savage                          Minute Secretary

1. Commencement
The meeting commenced at 6.30pm

2. Apologies/Leave of Absence

2.1 Apologies

Moved Wendy Stubbs                          Carried unanimously
S/-                         Alistair McHenry (6)

That the apology from Daniel Bennett for unavoidable absence be accepted and leave of absence from the meeting granted.

2.2 Leave of Absence
Nil
3. Previous Minutes

3.1 Meeting held 21 January 2015

Moved Alistair McHenry Carried unanimously
S/- John Kemp (7)

That the minutes of the meeting held on 21 January 2015 be confirmed as an accurate record of the proceedings of that meeting.

4. Delegation of Authority

Decisions of this Panel were determined under delegated authority as adopted by Council on 8 October 2013.

5. Presiding Member’s Report

The Presiding Member has been involved in a review of the State Planning system, and the final report, which proposed some quite substantial changes to the Planning system, was submitted to the Minister before Christmas. This is currently being considered by the Ministers and Government, and their response is expected in March.

6. Declaration of Interest by Members of Panel

Nil

7. Matters Lying on the Table/Matters Deferred

7.1 Matters Lying on the Table

Nil

7.2 Matters Deferred

Nil

8. Development Assessment Applications

The Panel remained in ‘open’ session to hear the staff presentations, representations and applicants’ responses for all the applications.

7:41pm The Panel went into ‘closed’ session in order to allow for discussion and determination of all the applications and adjourned for a short break

7:50pm The Panel resumed in ‘closed’ session
8.1 Development Application 13/488/473 by K Sirrah Pty Ltd for winery in association with existing vineyard (maximum annual crushing capacity 200 tonnes), two 150kL water storage tanks, wastewater tanks, retaining walls (maximum height 5.5m) and associated earthworks at 196 Newman Road Charleston

8.1.1 Representations

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<tr>
<th>Name of Representor</th>
<th>Address of Representor</th>
<th>Nominated Speaker</th>
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</thead>
<tbody>
<tr>
<td>Paula Kulas &amp; Kevin Tinkler</td>
<td>190 Newman Road Charleston</td>
<td>Personally</td>
</tr>
<tr>
<td>R J &amp; M J Hennig</td>
<td>31 Five Lanes Road Charleston</td>
<td>Personally</td>
</tr>
</tbody>
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The applicant’s representatives, Steve Harris (Owner) and David Eastham (Eastham Winery Construction & Maintenance), addressed the Panel.

8.1.2 Decision of Panel

The following was adopted by consensus of all members (8)

That the Council Development Assessment Panel considers that the proposal is not seriously at variance with the relevant provisions of the Adelaide Hills Council Development Plan, and authorises staff to GRANT Development Plan Consent to Development Application 13/488/473 by K Sirrah Pty Ltd for a winery in association with existing vineyard (maximum annual crushing capacity 200 tonnes), two 150kL water storage tanks, wastewater tanks, retaining walls (maximum height 5.5m) and associated earthworks at 196 Newman Road, Charleston subject to the following conditions, and confirmation from the EPA regarding amending the hours of operation in Condition (17) to 7.00am to 6.00pm, as required by the Panel:

(1) Development In Accordance With The Plans

The development herein approved shall be undertaken in accordance with the following plans, details and written submissions accompanying the application, unless varied by a separate condition:

- Amended Site Plan by Eastham Winery Construction and Maintenance, Drawing No.KS006, Revision 6, Sheet 1 of 4, dated 14 May 2014 and date stamped as received by Council 27 June 2014
- Environmental Noise Assessment by Sonus Pty Ltd (S4394C2) dated 24 June 2014 and date stamped as received by Council 27 Jun 2014
- Amended Planning Report from Mr D Eastham dated 7 March 2014 and date stamped as received by Council 11 Mar 2014
Amended General Plan View and Layout Plan by Eastham Winery Construction and Maintenance, Drawing No.KS006, Sheet 2 of 4, date stamped as received by Council 11 Mar 2014

Amended Elevations Plan by Eastham Winery Construction and Maintenance, Drawing No.KS006, Sheet 3 of 4, date stamped as received by Council 11 Mar 2014

Amended Floor Plan and Winery Waste Layout Plan by Eastham Winery Construction and Maintenance, Drawing No.KS006, Sheet 4 of 4, date stamped as received by Council 11 Mar 2014

REASON: To ensure the proposed development is undertaken in accordance with the approved plans.

(2) Commercial Access Points
The vehicle access point(s) and cross-over shall be constructed at a maximum width of 12 metres with splays. Any existing crossing places not providing vehicle access shall be considered redundant and shall be closed off.

REASON: For safe and convenient movement of vehicles.

(3) Sealing Of Vehicle Access
The vehicle and cross-over shall be sealed in Hot mix bitumen, concrete, brick paving or similar material, from the edge of the sealed carriageway of Newman Road to the property boundary.

NOTE: The access shall be constructed to ensure no construction materials are deposited onto the carriageway of Newman Road.

REASON: To maintain safe and convenient movement of vehicles.

(4) Commercial Lighting
Flood lighting shall be restricted to that necessary for security purposes only and shall be directed and shielded in such a manner as to not cause nuisance to adjacent properties.

REASON: Lighting shall not detrimentally affect the amenity of the locality.

(5) External Finishes
The external finishes to the building herein approved shall be as follows:

WALLS: Colorbond Woodland Grey® or similar
ROOF: Colorbond Woodland Grey® or similar
TANKS: Colorbond Woodland Grey® or similar

REASON: The external materials of buildings should have surfaces which are of a low light-reflective nature and blend with the natural rural landscape and minimise visual intrusion.
All car parking spaces, driveways and manoeuvring areas shall be designed, constructed, drained and line-marked in accordance with Australian Standard AS 2890.1:2004. Line marking and directional arrows shall be clearly visible and maintained in good condition at all times. Vehicle manoeuvring and parking areas shall be constructed of compacted gravel prior to occupation and maintained in good condition at all times to the reasonable satisfaction of the Council

REASON: To provide adequate, safe and efficient off-street parking for users of the development.

(7) Unloading And Storage Of Materials And Goods
All materials and goods shall at all times be loaded and unloaded within the confines of the subject land. Materials and goods shall not be stored on the land in areas delineated for use as car parking.

REASON: To provide safe and efficient movement of people and goods.

(8) Car parking Spaces For Persons With A Disability
One car park shall be designated as a space for people with a disability and designed in accordance with Australian Standard 2890.1:2004.

REASON: To provide adequate, safe and efficient off-street parking for users of the development

(9) Soil Erosion Control
Prior to construction of the approved development hay 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 periods of rainfall.

REASON: Development should prevent erosion and stormwater pollution before, during and after construction.

(10) Provision Of Drainage Channels
Drainage channels are to be provided above and below the cut and fill area to minimise water entry.

REASON: Development should prevent erosion and stormwater pollution before, during and after construction.
(11) **Timeframe For Landscaping To Be Planted**
Landscaping detailed in the Site Plan shall be planted in the planting season following development approval and maintained in good health and condition at all times. Any such vegetation shall be replaced if and when it dies or becomes seriously diseased in the next planting season.

**REASON:** To maintain and enhance the visual amenity of the locality in which the subject land is situated and ensure the survival and maintenance of the vegetation.

(12) **Overflow From Rainwater Tanks**
To prevent erosion, overflow from rainwater tanks shall be treated on site to the satisfaction of Council via directing it to the adjacent watercourse.

**REASON:** To minimise erosion and protect the environment and ensure that no ponding of stormwater resulting from development occurs on adjacent sites.

(13) **Hours of Operation**
The hours of operation of the winery shall be limited to 7.00am to 6.00pm, seven days per week (except for the delivery of grapes to the winery during harvest and the operation of essential infrastructure such as refrigeration units, waste management systems and the like which may be required to operate in an ongoing manner outside of these hours).

**REASON:** To ensure that amenity impacts to surrounding properties are minimised.

**Conditions Directed by the Environment Protection Authority**

(14) **Dust Prevention**
Dust from excavation and construction activities must be controlled and minimised through implementation of dust suppression measures, including watering and screening where required.

(15) **Waste Management**
All marc, settled solids and sludge must be collected and deposited on an area with an impervious base with any leachate being directed to the wastewater management system.

(16) **Bunding**
The bunding must provide for 120% of the capacity of the largest vessel within the bund and must be established prior to operation. Note: EPA Guideline – Bunding and Spill Management will assist with appropriate design and management of bunded areas: http://www.epa.sa.gov.au/xstd_files/Waste/Guideline/guide_bunding.pdf
(17) **Noise minimisation**

The following work practices and acoustic treatments specified in the Sonus Environmental Noise Assessment S4394C2 and dated 24 June 2014 must be implemented:

i. Onsite truck movements and winery activities shall only occur between 7.00am and 10.00pm. (The exception to this is the operation of refrigeration equipment which may be required to operate at any time).

ii. Crushing, pressing, loading and unloading activities must only occur inside the winery building.

iii. Construction of the winery building walls (other than the roller doors, personal access doors, roof air vents and roof) must be of thermal insulation sandwiched between two layers of sheet steel.

iv. Broadband noise reversing alarms must be used on mobile equipment wherever possible, in lieu of tonal reversing alarms, to reduce off site noise impacts.

v. Forklift trucks must be gas powered.

vi. Vehicles engines must be turned off whilst being loaded and unloaded.

**NOTES**

(1) **Development Plan Consent Expiry**

This Development Plan consent (DPC) is valid for a period of twelve (12) months commencing from the date of the decision (or if an appeal has been commenced the date on which it is determined, whichever is later). Building Rules Consent must be applied for prior to the expiry of the DPC, or a fresh development application will be required. The twelve (12) month time period may be further extended by Council agreement following written request and payment of the relevant fee.

(2) **Erosion Control During Construction**

Management of the property during construction shall be undertaken in such a manner as to prevent denudation, erosion or pollution of the environment.

(3) **DEWNR Native Vegetation Council**

The applicant is advised that any proposal to clear, remove limbs or trim native vegetation on the land, unless the proposed clearance is subject to an exemption under the Regulations of the Native Vegetation Act 1991, requires the approval of the Native Vegetation Council. The clearance of native vegetation includes the flooding of land, or any other act or activity that causes the killing or destruction of native vegetation, the severing of branches or any other substantial damage to native vegetation. For further information visit:

www.environment.sa.gov.au/Conservation/Native_Vegetation/Managing_native_vegetation
Any queries regarding the clearance of native vegetation should be directed to the Native Vegetation Council Secretariat on 8303 9777. This must be sought prior to Full Development Approval being granted by Council.

4) Works On Boundary
The development herein approved involves work in close proximity to the boundary. The onus of ensuring development is in the approved position on the correct allotment is the responsibility of the land owner/applicant. This may necessitate a survey being carried out by a licensed land surveyor prior to the work commencing.

5) Water Storage Tanks
A water storage tank (and any supporting structure) which:
   a) is not part of a roof drainage system; or
   b) has a total floor area exceeding ten (10) square metres; or
   c) is not wholly above ground; or
   d) has a part higher than four (4) metres above the natural surface of the ground,
will require Council approval.

6) Signage Requires Separate Development Application
A separate development application is required for any signs or advertisements (including flags and bunting) associated with the development herein approved.

7) Duty In Relation to NRM Act
The applicant is reminded of their duty to act reasonably in relation to the management of natural resources within the State, in accordance with Section 9 of the Natural Resources Management Act 2004.

8) State Heritage Unit
Any changes to the proposal as assessed by the State Heritage Unit may give rise to heritage impacts requiring further consultation with the Department of Environment, Water and Natural Resources, or an additional referral to the Minister for Sustainability, Environment and Conservation. Such changes would include for example:
   a) an application to vary the Development Plan Consent, or
   b) Building Rules documentation that differs from the planning documentation

9) Requirements Under the Heritage Places Act
Please note the following requirements under the Heritage Places Act 1993:
   a) If an archaeological artefact believed to be of heritage significance is encountered during excavation works, disturbance in the vicinity shall cease and the SA Heritage Council shall be notified.
b) Where it is known in advance (or there is reasonable cause to suspect) that significant archaeological artefacts may be encountered, a permit is required prior to commencing excavation works.

Environment Protection Authority Advisory Notes

(10) EPA General Environmental Duty
The applicant is reminded of its general environmental duty, as required by Section 25 of the Environment Protection Act, to take all reasonable and practicable measures to ensure that the activities on the whole site, including during construction, do not pollute the environment in a way which causes or may cause environmental harm.

(11) The applicant is reminded that wastewater to be irrigated will need to be made fit for the intended use (i.e. fit for purpose) in accordance with the Australian Guidelines for Water Recycling: Managing Health & Environmental Risks’ (Phase 1) 2006 and irrigated onto the woodlot at a rate and in a manner which is designed to maximise the use of water, soluble organic carbon and nutrients by the soil, turf or crop without causing offensive odour or degradation of soil or water resources.

(12) An environmental authorisation in the form of a licence is required for the operation of this development. The applicant is required to contact the Environment Protection Authority before acting on this approval to ascertain licensing requirements.

(13) A licence may be refused where the applicant has failed to comply with any conditions of development approval imposed at the direction of the Environment Protection Authority.

(14) A likely condition of the EPA licence would require the proponent to undertake groundwater monitoring at the irrigation site to assess any potential impacts. This should be undertaken in accordance with the EPA Guidelines for Wineries and Distilleries (2004).

(15) A likely condition of the EPA licence would require the proponent to develop and implement a Wastewater Irrigation Management Plan in accordance with EPA Guideline, Wastewater Irrigation Management Plan (WIMP), a drafting guide for wastewater irrigators (2009).
(16) The applicant is reminded that demolition and construction must be carried out so that it complies with the mandatory construction noise provisions of Part 6, Division 1 of the Environment Protection (Noise) Policy 2007.

Any information sheets, guidelines documents, codes of practice, technical bulletins etc. that are referenced in this response can be accessed on the following web site: http://www.epa.sa.gov.au

8.2 Development Application 12/639/473 by Ashton Co-Operative Society Ltd for filling of land (non-complying) at 69-75 Woods Hill Road, Ashton

8.2.1 Representations

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<tr>
<th>Name of Representor</th>
<th>Address of Representor</th>
<th>Nominated Speaker</th>
</tr>
</thead>
<tbody>
<tr>
<td>Angela Noack &amp; Sean Lyons-Reid</td>
<td>177 &amp; 181 Ridge Road Ashton</td>
<td>Sean Lyons-Reid</td>
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</tbody>
</table>

The applicant, Peter Larner, General Manager at the Ashton Co-Op, addressed the Panel.

8.2.2 Decision of Panel

Moved John Kemp

S/- Jan Loveday Carried (9)

That the Council Development Assessment Panel considers that the proposal is not seriously at variance with the relevant provisions of the Adelaide Hills Council Development Plan, and seeks the CONCURRENCE of the Development Assessment Commission to GRANT Development Plan Consent to Development Application 2012/639/473 by Ashton Co-Operative Society Ltd for Filling of land (non-complying) at 69-75 Woods Hill Road, Ashton SA 5137 subject to the following conditions:

(1) Development In Accordance With The Plans

The development herein approved shall be undertaken in accordance with the following plans, details and written submissions accompanying the application, unless varied by a separate condition:

- Survey/Cross Section Plan by Veska and Lohmeyer date stamped as received by Council 2 Sep 2013
- Statement of Effect by Mr Peter Larner, date stamped as received by Council 23 Sep 2014

REASON: To ensure the proposed development is undertaken in accordance with the approved plans.
(2) **Reserved Matter**
Prior to the issuing of final Development Approval, pursuant to Section 33 (3) of the Development Act, 1993, the following shall be submitted to the satisfaction of the Manager Development Services, Adelaide Hills Council:

A report prepared by a suitably qualified engineer that addresses and makes recommendations in relation to the stability of the fill and any additional compaction or other treatments (if required) as well as stormwater management techniques to ensure stability of the fill.

**REASON:** To ensure the filled area is appropriately engineered to be stable.

(3) **Treatment To Fill**
The filled area shall be:

a) rounded off and battered to match and blend with the natural contours of the land;
b) covered with approximately 100mm of topsoil;
c) seeded to avoid erosion and visual concerns; and
d) screened with trees, shrubs and ground covers to the reasonable satisfaction of Council.

**REASON:** To maintain the visual amenity of the locality in which the subject land is located.

(4) **Soil Erosion Control**
Prior to construction of the approved development hay 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 periods of rainfall.

**REASON:** Development should prevent erosion and stormwater pollution before, during and after construction.

(5) **Requirement For Screening Plantings**
A landscape screening strip planted on top of the fill along the western edge of the fill with a dense screen of advanced, locally indigenous shrubs and trees (to grow up to 3m in height), shall be established in the planting season following Development Approval, and maintained in good health and condition at all times with any dead or diseased plants being replaced in the next planting season.

**REASON:** To minimise the visual impact of the development and ensure the survival and maintenance of the vegetation.
(6) **Stormwater Be Dealt With On-Site**

All runoff generated by the development hereby approved shall be treated on-site to the satisfaction of Council using design techniques such as:

- Grassed swales
- Stone filled trenches
- Small infiltration basins

Stormwater overflow management shall be designed so as to not permit trespass into the effluent disposal area. Stormwater should be managed on site with no stormwater to trespass onto adjoining properties.

**REASON:** To minimise erosion, protect the environment and to ensure no ponding of stormwater resulting from development occurs on adjacent sites.

**NOTES**

(1) **Development Plan Consent**

This Development Plan Consent is valid for a period of twelve (12) months commencing from the date of the decision (or if an appeal has been commenced, the date on which the appeal is determined, whichever is later). Building Rules Consent must be applied for prior to the expiry of the Development Plan Consent, or a fresh development application will be required. The twelve (12) month period may be further extended by written request to, and approval by Council. Application for an extension is subject to payment of the relevant fee.

(2) The development herein approved involves work within close proximity to the boundary. The onus of ensuring development is in the approved position on the correct allotment is the responsibility of the land owner/applicant. This may necessitate a survey being carried out by a licensed land surveyor prior to the work commencing.

(3) Management of the property during construction shall be undertaken in such a manner as to prevent denudation, erosion or pollution of the environment.

(4) The applicant is reminded of his/her general environmental duty, as required by Section 25 of the Environment Protection Act 1993, to take all reasonable and practical measures to ensure that the activities on the whole site, including during construction, do not pollute the environment in a way which causes, or may cause, environmental harm.
(5) **Department of Environment, Water & Natural Resources (DEWNR) – Native Vegetation Council Note**

The applicant is advised that any proposal to clear, remove limbs or trim native vegetation on the land, unless the proposed clearance is subject to an exemption under the Regulations of the Native Vegetation Act 1991, requires the approval of the Native Vegetation Council. The clearance of native vegetation includes the flooding of land, or any other act or activity that causes the killing or destruction of native vegetation, the severing of branches or any other substantial damage to native vegetation. For further information visit:  

Any queries regarding the clearance of native vegetation should be directed to the Native Vegetation Council Secretariat on 8303 9777. This must be sought prior to Full Development Approval being granted by Council.

8.3 **Development Application 13/1055/473 by W G Bartsch & J M Bartsch for change of use to tourist accommodation (bed & breakfast for a maximum of two guests) (non-complying) at 7 Wilson Road, Mylor**

8.3.1 **Representations**

Nil

The applicant, Warren Bartsch, and his representative, Paul Emes from Integral Property Development Solutions, were invited to answer questions from the Panel.

8.3.2 **Decision of Panel**

The following recommendation was adopted by consensus of all members (10)

That the Council Development Assessment Panel considers that the proposal is not seriously at variance with the relevant provisions of the Adelaide Hills Council Development Plan, and seeks the CONCURRENCE of the Development Assessment Commission to GRANT Development Plan Consent to Development Application 13/1055/473 by W G Bartsch & J M Bartsch for Change of use to tourist accommodation (bed & breakfast maximum 2 guests) (non-complying) at 7 Wilson Road, Mylor subject to the following conditions:

1) **Development In Accordance With The Plans**

The development herein approved shall be undertaken in accordance with the following plans, details and written submissions accompanying the application, unless varied by a separate condition:
• Statement of Effect dated 18 September 2014 prepared by Integral Property Development Solutions.
• Plans from Hills Timber Constructions date issued 21 September 2013, drawing 1-1 fire suppression and existing floor layout and drawing 4(b) of 4 site location.

**REASON:** To ensure the proposed development operates in accordance with the approved plans

(2) **Maximum Number of Guests for Tourist Accommodation**
The tourist accommodation (bed and breakfast) shall accommodate a maximum number of two guests at any given time.

**REASON:** To ensure the proposed development operates in accordance with the approved plans.

(3) **Building Shall Not Be Used For Separate Accommodation**
Accommodation of persons within the building shall be genuinely ancillary to the use of the existing dwelling and only as a bed and breakfast.

**NOTE:** This consent does not permit the use of the building (or any part thereof) for the provision of accommodation upon commercial terms except as the herein approved bed and breakfast for two persons (for example without limitation as a lodging house, motel, serviced apartment, or tenancy), or as a separate dwelling.

**REASON:** To ensure that the development results in only one habitable dwelling on the subject land.

(4) **CFS Existing Access – Access to Dwelling**
The Code Part 2.3.3.1 describes the mandatory provision for ‘Private’ roads and driveways to buildings, where the furthest point to the building from the nearest public road is more than 30 metres, shall provide safe and convenient access/egress for large Bushfire fighting vehicles.

**NB:** CFS has no objection to the existing access as observed on site and as detailed in statement of effect prepared by Integral Property Development Solutions dated 18th September 2014, providing the access is retained to meet the following requirements:

- Access to the building site shall be of all-weather construction, with a minimum formed road surface width of 3 metres, and must allow forward entry and exit for large fire-fighting vehicles.
- The all-weather road shall allow fire-fighting vehicles to safely enter and exit the allotment in a forward direction by incorporating either:
  - A loop road around the building, OR
  - A turning area with a minimum radius of 12.5 metres, OR
- A ‘T’ or ‘Y’ shaped turning area with a minimum formed length of 11 metres and minimum internal radii of 9.5 metres.
  - Vegetation overhanging the access road shall be pruned to achieve a minimum vehicular clearance of not less than 4 metres width and a vertical height clearance of 4 metres.
  - The all-weather road shall incorporate passing bays with a minimum formed width of 7 metres including the road or driveway width, and a minimum formed length of 17 metres. The passing bays should be constructed at 200 metre intervals along the road or driveway. Where it is necessary to provide adequate visibility, such as the nearest point to the public road or other passing bay, passing bays may be required at intervals of less than 200 metres.
  - The gradient of the access road shall not exceed 16 degrees (29%), in steep terrain the construction of the public road or driveway shall be a sealed surface.

Access to Dedicated Water Supply
The Code Part 2.3.4.1 requires a dedicated and accessible water supply to be made available at all times for fire-fighting.

Ministers Specification SA 78 describes the mandatory provision for access to the dedicated water for fire-fighting vehicles where the path of travel from the entrance to the property to the water storage facility is more than 30 metres in length, by an all-weather roadway:
  - Access to the dedicated water supply shall be of all-weather construction, with a minimum formed road surface width of 3 metres.
  - The driveway shall be constructed to be capable of supporting fire-fighting vehicles with a gross vehicle mass (GVM) of 21 tonnes, AND
  - Provision shall be made adjacent to the water supply for a hardstand area (capable of supporting fire-fighting vehicles with a gross vehicle mass (GVM) of 21 tonnes) that is a distance equal to or less than 6 metres from the water supply outlet.
  - CFS appliance inlet is rear mounted; therefore the outlet/water storage shall be positioned so that the CFS appliance can easily connect to it rear facing.

(NOTE: The water supply outlet may be remotely located from the tank to provide adequate access).

NB: CFS has no objection to the existing location for the dedicated water supply detailed in supporting documentation and drawing named Existing Fire Suppression System, providing the outlet is extended to a suitable location in accordance with the above that is easily accessible and clearly visible from the access way and manoeuvring area.
REASON: To provide safe access to properties in the event of a bushfire.

(5) CFS Water Supply
The Code Part 2.3.4.1 prescribes the mandatory provision of a dedicated and accessible water supply to be made available at all times for fire-fighting.

Ministers Specification SA78 provides the technical details of the dedicated water supply for bushfire fighting for the bushfire zone. The dedicated bushfire fighting water supply shall also incorporate the installation of a pumping system, pipe-work and fire-fighting hose(s) in accordance with Minister’s Specification SA78:

- A minimum supply of 22,000 litres of water shall be available at all times for bushfire fighting purposes.
- The bushfire fighting water supply shall be clearly identified and fitted with an outlet of at least 50mm diameter terminating with a fire service 64mm male London round thread adaptor which shall be accessible to bushfire fighting vehicles at all times.
- The water storage facility (and any support structure) shall be constructed of non-combustible material. The dedicated fire-fighting water supply shall be pressurised by a pump that has:
  - A minimum inlet diameter of 38mm, AND
  - Is powered by a petrol or diesel engine with a power rating of at least 3.7kW (5hp), OR
  - A pumping system that operates independently of mains electricity and is capable of pressurising the water for fire-fighting purposes.
- The dedicated fire-fighting water supply pump shall be located at or adjacent to the dwelling to ensure occupants safety when operating the pump during a bushfire. An ‘Operations Instruction Procedure’ shall be located with the pump control panel.
- The fire-fighting pump and any flexible connections to the water supply shall be protected by a non-combustible cover that allows adequate air ventilation for efficient pump operation.
- All bushfire fighting water pipes and connections between the water storage facility and a pump shall be no smaller in diameter than the diameter of the pump inlet.
- All non-metal water supply pipes for bushfire fighting purposes (other than flexible connections and hoses for fire-fighting) shall be buried below ground to a minimum depth of 300mm with no non-metal parts above ground level.
COUNCIL DEVELOPMENT ASSESSMENT PANEL
MINUTES OF MEETING TUESDAY 3 FEBRUARY 2015
63 MT BARKER ROAD, STIRLING

- A fire-fighting hose (or hoses) shall be located so that all parts of the building are within reach of the nozzle end of the hose and if more than one hose is required they should be positioned to provide maximum coverage of the building and surrounds (i.e. at opposite ends of the dwelling).
- All fire-fighting hoses shall be capable of withstanding the pressures of the supplied water.
- All fire-fighting hoses shall be of reinforced construction manufactured in accordance with AS 2620 or AS 1221.
- All fire-fighting hoses shall have a minimum nominal internal diameter of 18mm and a maximum length of 36 metres.
- All fire-fighting hoses shall have an adjustable metal nozzle, or an adjustable PVC nozzle manufactured in accordance with AS 1221.
- All fire-fighting hoses shall be readily available at all times.

REASON: To minimise the threat and impact of bushfires on life and property.

(6) CFS Vegetation
The Code Part 2.3.5 mandates that landscaping shall include Bushfire Protection features that will prevent or inhibit the spread of bushfire and minimise the risk to life and/or damage to buildings and property.

- A vegetation management zone (VMZ) shall be established and maintained within 20 metres of the dwelling (or to the property boundaries – whichever comes first) as follows:
  - The number of trees and understorey plants existing and to be established within the VMZ shall be reduced and maintained such that when considered overall a maximum coverage of 30% is attained, and so that the leaf area of shrubs is not continuous. Careful selection of the vegetation will permit the ‘clumping’ of shrubs where desirable, for diversity, and privacy and yet achieve the ‘overall maximum coverage of 30%’.
  - Reduction of vegetation shall be in accordance with SA Native Vegetation Act 1991 and SA Native Vegetation Regulations 2003.
  - Trees and shrubs shall not be planted closer to the building(s) than the distance equivalent to their mature height.
  - Grasses within the zone shall be reduced to a maximum height of 10cm during the Fire Danger Season.
  - No understorey vegetation shall be established within 1 metre of the dwelling. (Understorey is defined as plants and bushes up to 2 metres in height).
  - The VMZ shall be maintained to be free of accumulated dead vegetation.
REASON: To minimise the threat and impact of bushfires on life and property.

NOTES
(1) Development Plan Consent
This Development Plan Consent is valid for a period of twelve (12) months commencing from the date of the decision (or if an appeal has been commenced, the date on which the appeal is determined, whichever is later). Building Rules Consent must be applied for prior to the expiry of the Development Plan Consent, or a fresh development application will be required. The twelve (12) month period may be further extended by written request to, and approval by Council. Application for an extension is subject to payment of the relevant fee.

(2) Compliance with Food Act SA 2001
This approval under the Development Act 1993 does not in any way imply compliance with the Food Act SA 2001 and/or Food Safety Standards. It is the responsibility of the owner of other person operating the food business from the building to ensure compliance with the relevant legislation before opening the food business on the site.

(3) Food Handling Notification
Food business notification must be provided prior to commencing any food (or consumable product) handling activities. This may be provided on-line at www.fbn.sa.gov.au or by obtaining a notification form from Adelaide Hills Council.

(4) CFS Bushfire Attack Level
Compliance with the fire protection requirements is not a guarantee the dwelling will not burn, but its intent is to provide a “refuge” from the approach, impact and passing of a bushfire.

The Bushfire hazard for the area has been assessed as BAL 19.

The buildings shall incorporate the construction requirements for buildings in Bushfire Prone areas in accordance with the Building Code of Australia Standard AS3959 “Construction of buildings in bushfire prone areas”.

(5) Bushfire Survival Plan
The CFS further recommends:
The applicants shall prepare and display a BUSHFIRE SURVIVAL PLAN (BSP) designed specifically for the purpose of any guests that may be in residence during a bushfire event, especially during the Fire Danger Season.
This BSP should give clear directions to persons that may be unfamiliar with the area/locality and unfamiliar with what protective actions they may need to take to protect their lives during a bushfire event and when to take such protective actions.

The BSP should address the possibility that the owners may not be present at the time of the bushfire event.

The BSP should not expect guests to be involved in fire-fighting operations.

The SA CFS ‘Prepare, Act, Survive’ document (refer CFS web site) should be utilised as a basis for the drafting of the (GUEST) BSP.

6. **Signage Requires Separate Development Application**
   A separate development application is required for any signs or advertisements (including flags and bunting) associated with the development herein approved.

7. **EPA Environmental Duty**
   The applicant is reminded of his/her general environmental duty, as required by Section 25 of the Environment Protection Act 1993, to take all reasonable and practical measures to ensure that the activities on the whole site, including during construction, do not pollute the environment in a way which causes, or may cause, environmental harm.

8. **EPA Information Sheets**
   Any information sheets, guideline documents, codes of practice, technical bulletins, are referenced in this decision can be accessed on the following web site: http://www.epa.sa.gov.au/pub.html

---

8:18pm The Panel resumed 'open' session

9. **Policy Issues for Advice to Council**
   Nil

10. **Other Business**
    Nil

11. **Next Meeting**
    The next ordinary Development Assessment Panel meeting will be held on Tuesday 3 March 2015.

12. **Close meeting**
    The meeting closed at 8.19pm.
Presiding Member: Peter Robertson

Members:

Peter Brass
Paula Davies
Cr Malcolm Herrmann
Cr John Kemp

In attendance:

Ian Painter Audit Partner BDO
Sam Hilbink Engagement Manager BDO
Andrew Aitken Chief Executive Officer
Paul Francis Financial Controller
Lachlan Miller Manager Governance & Risk

1. Commencement
The meeting commenced at 6.00pm.

2. Apologies
Nil

3. Previous Minutes
3.1. Audit Committee Meeting – 1 December 2014

Moved - Peter Brass Carried
S/- Paula Davies 1

That the minutes of the Audit Committee meeting held on 1 December 2014 as distributed, be confirmed as an accurate record of the proceedings of that meeting.

4. Delegation of Authority
In accordance with the Audit Committee Terms of Reference, the Committee has no delegated decision-making powers.
5. Declaration of Interest by Members of the Committee
   Nil

6. REPORTS


Moved - Paula Davies
S/- Cr John Kemp
Carried 2

That the Audit Committee resolves:

1. That the report be received and noted.
2. That the status of the Action Report and Work Plan be noted.

6.2. Long Term Financial Plan Update

Moved - Cr Malcolm Herrmann
S/- Peter Brass
Carried 3

That the Audit Committee notes the revised Long Term Financial Plan.

6.3. Risk Management Plan Update

Moved - Peter Brass
S/- Paula Davies
Carried 4

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

6.4. Internal Audit Quarterly Update

Moved - Paula Davies
S/- Cr Malcolm Herrmann
Carried 5

That the Audit Committee resolves to receive and note the report.

6.5. Implementation of Internal Audit Actions Progress Report

Moved – Paula Davies
S/- Cr Malcolm Herrmann
Carried 6

That the Audit Committee resolves to receive and note the report.
6.6. External Audit Management Letter

Moved – Peter Brass  
S/- Paula Davies  
Carried 7

That the Audit Committee note BDO’s 2013/14 final audit management letter and also Management’s response.

6.7. Whistleblowers Protection Policy Review

Moved – Cr John Kemp  
S/- Peter Brass  
Carried 8

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

6.8. Audit Committee Terms of Reference

Moved – Peter Brass  
S/- Paula Davies  
Carried 9

That the Audit Committee resolves:

1. That the report be received and noted
2. That the Committee’s Terms of Reference be revised in accordance with this report and recommend its adoption to Council.

7. Next Meeting

The next ordinary meeting of the Audit Committee will be held at 6.00pm on Monday, 11 May 2015, at 63 Mount Barker Road, Stirling.

8. Close Audit Committee Meeting

The meeting closed at 7.32pm
SUMMARY

The Lobethal Centennial Hall Committee is seeking financial assistance for its Save the Lobethal Cinema Project. The aim of the project is to upgrade the cinema’s movie projection system from analogue to digital which will enable the cinema to play modern, new release films. Since mid-2014 new release films are only available in the new digital format.

The change to a digital format has led to the cinema temporarily closing due to the inability to show contemporary movies. Prior to its closure the Lobethal Cinema was the only cinema between Tea Tree Gully and Mt Barker.

Over many years the cinema has provided a local place where the community of all ages could come together and connect at an affordable price. Proceeds from the cinema assisted with renovations, extensions and ongoing maintenance of the historical hall which is a hub for community events, school performances and the Lobethal Lights.

The Lobethal Centennial Hall Committee has requested $5,000 from Council as a matched funding grant towards this project. This request meets funding criteria and funds are available within the existing budget. The grant request is for less than 25% of the total project cost ($60,000) and is expected to have positive outcomes for a broad section of the community. The Committee has demonstrated that approval of the grant will enable the project to go ahead as they have accessed enough additional funding.

The grant request is separate to the previously approved request for a $20,000 loan from the Council.

RECOMMENDATION

That Council resolves:

1. That the report be received and noted.

2. That $5,000 be provided under the Matched Funding Grants Program to the Lobethal Centennial Hall Inc to assist with the upgrade of the movie projection system at the Lobethal Centennial Hall.
1. GOVERNANCE

➢ Strategic Management Plan/Council Policy

Goal 1 A Safe and Connected Community

Key Issue 1.2 Community Participation

Key Action 1.2.5 Give grants to support community initiatives and community participation

The provision of matched funding to support supports Council’s Strategic Plan action 1.2.5 which commits to give grants to support community initiatives and community participation.

➢ Risk Management Implications

The proposed funding is a low risk investment for the Council. The project is virtually certain to proceed as the Committee has confirmed the remaining funding from the other sources.

Should the Council not approve the $5,000 contribution, the Committee has indicated that it will need to make up the shortfall in total project funding from funds set aside for hall maintenance and other projects.

➢ Financial and Resource Implications

The grant amount requested meets matched funding criteria and funds are available within existing budget allocations.

➢ Customer Service and Community/Cultural Implications

The matched funding grants highlight the commitment Council has to supporting community initiatives and community participation. This grant supports the principles of community capacity building whereby the community have been working actively to meet their own needs.

➢ Environmental Implications

Nil

➢ Community Engagement/Consultation

The request for grant funding is a community initiative. It is not considered necessary for the Council to undertake broader community engagement as part of considering this request.
2. **BACKGROUND**

The Lobethal Centennial Hall Committee is looking to upgrade its movie projection system from analogue to digital to allow the playing new release films which are now (since mid-2014) only available in the new digital format.

The cinema is housed in Lobethal’s historical art deco styled Centennial Hall, built in the mid to late 1930s and is owned by the Council. It is managed under an agreement by Lobethal Centennial Hall Inc.

From the beginning the hall has been a place where all members of the community come together to support a good cause. Before the opening of the cinema young local residents assisted in the furnishing the hall/cinema by buying double seats for one pound with a name plate on the seat acknowledging their contribution, and there are still some name plates on the seats. Over the years local businesses have also supported the cinema including the Onkaparinga Woollen Mill which donated the money to the Centennial Hall Committee to help build the toilets inside the hall.

Now due to the demands of technology and the analogue film projectors being made redundant a new group has come together to fundraise. The group of dedicated volunteers have been very active in fundraising, including teaming up with local youth from Birdwood High school. Their website which is promoting crowd funding has been successful in raising part of the funds required and also has a message of support from Emmy Award winning Director Scott Hicks.

3. **ANALYSIS**

The $5,000 matched funding grant which the Committee is seeking is a small amount in the overall project cost of $60,000. As stated in the summary, this request is in line with funding criteria, is less than 25% of the total project cost and has ongoing positive outcomes for a broad section of the community. It is therefore recommended that Council support this application for funding.

It should be noted that the Council has already resolved to provide a ‘self servicing loan’ of up to $20,000 toward this project. This request for $5,000 is a cash contribution separate to the loan. The remaining $35,000 has been raised by the Committee from its own funds and range of fundraising initiatives.

The Lobethal Cinema was for many years a place for community to come together and enjoy locally provided entertainment and a reasonable price. The cinema is currently not operating due to the need for an upgrade to digital technology.

The community has been raising funds to install new systems and require the grant to complement their efforts.

The Adelaide Hills Council has not previously provided matched funding/ community grants to the Lobethal Centennial Hall Committee.
4. **OPTIONS**
   
a) The Council may resolve to provide matched funding.
b) The Council may resolve to provide partial match funding
c) The Council may resolve to not provide match funding

Option 1 is recommended to help the Committee upgrade the movie projection system to a digital format.

5. **APPENDIX**

1. Application for Matched Funding Grant
Appendix 1
Application for Matched Funding Grant Lobethal Centennial Hall Inc.
Matched Funding
Grants

APPLICATION FORM

This form may be completed electronically by clicking on the appropriate boxes or typing into the spaces, saving the form and then emailing it to us. Alternatively it can be printed and completed in writing.

Valuing our diversity, our landscape and our people.

Name of Organisation: Lethal Centennial Hall
Contact Person: Andrew Frohling
Contact Phone: 0411106078 Email: andrewfrohling@optusnet.com.au
Name of Project: Save the Lethal Cinema
Amount of funding sought: $5000

Office use only:
Funding approved □ yes □ no  Amount: $
The AHC Matched Funding Grants Program

Adelaide Hills Council has a strong commitment to the provision of support to its community. The purpose of the Matched Funding Grants Program is to assist local non-profit community groups and organisations to establish and undertake innovative projects or activities that are of benefit to the community.

How to apply:
Guidelines are available from the Council’s Service Centres, Libraries or website and application forms should be either:

Posted to:
Adelaide Hills Council
Matched Funding Grants
PO Box 44
Woodside SA 5244

Lodged at:
Council’s Service Centres or Library
28 Main St Woodside
63 Mt Barker Rd Stirling

Emailed to:
mail@ahc.sa.gov.au

It is strongly recommended that applicants also keep a copy of their application for future reference.

Adelaide Hills Council does not provide grants for:
- funding for individuals or commercial activities;
- the employment of staff;
- the production of Business Plans/Feasibility Studies etc;
- bodies that are primary funding responsibility of either the State or Federal Government (ie. Schools are ineligible as they are a primary funding responsibility of State Government);
- reimbursement of funds already spent. Council does not provide grant funds for activities that have already occurred or that will occur prior to notification of the outcome of the application;
- proposals that will lead to a dependence on Council funds;
- major events, fundraising or general sponsorship;
- sporting equipment (ie. disposable items of low cost and short life);
- major sports infrastructure (see Council’s website for information on Sports Recreation and Facilities Grants);
- institutions of religion unless there is a clear community benefit from the project.

SECTION 1 – ELIGIBILITY CRITERIA FOR GRANTS FUNDING

Are you eligible as an applicant?
- Are you a not-for-profit group that is legally constituted as an incorporated association or company limited by guarantee? OR Can you demonstrate that your application can be auspiced by an incorporated organisation that will take legal and financial responsibility for the administration of funds? ☑ yes ☐ no

- Is your organisation or group based within the Adelaide Hills Council or proposing a service or activity that will take place within the Adelaide Hills Council boundary? ☑ yes ☐ no

- Does your organisation/group have an appropriate management structure to effectively manage financial and accounting requirements? ☑ yes ☐ no

If you answered NO to any of the above questions your organisation is ineligible.

Is your project eligible for funding?
- Are you applying for a grant for funds already spent, or to be spent prior to notification of the outcome of the application? ☐ yes ☑ no

- Will your proposal lead to a dependence on Council funds? ☑ yes ☐ no

- Is your proposal:
  - for fundraising activities or sponsorships?
  - a commercial activity?
  - for training or education in government or private institutions, or research activities that will be offered for assessment in such institutions?
  - for academic research or conference costs?
  - for major sports infrastructure items (see sports and recreation facilities grants information on Council’s website http://www.ahc.sa.gov.au/site/page.cfm?u=703)

- Has you (or your group) received AHC Grant funds in the last 12 months? ☑ yes ☐ no

Groups who have received funds in the last 12 months are not considered eligible for this round of grants.

If you answered YES to any of the above questions your proposal is ineligible for matched grant funding.

If your responses to the questions in section 1 indicate that your organization and project are eligible, please continue.
SECTION 2 – APPLICANT INFORMATION

2.1 Contact details

<table>
<thead>
<tr>
<th>Name of Group/Organisation</th>
<th>Lethal Centennial Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postal address</td>
<td>P.O. Box 76 Lethal SA 5241</td>
</tr>
<tr>
<td>Contact person</td>
<td>Andrew Frohling</td>
</tr>
<tr>
<td>Position within the organisation</td>
<td>Treasurer</td>
</tr>
<tr>
<td>Daytime phone number</td>
<td>04 111 06 078</td>
</tr>
<tr>
<td>Mobile phone number</td>
<td>04 111 06 078</td>
</tr>
<tr>
<td>Fax number</td>
<td>08 8399 6291</td>
</tr>
<tr>
<td>Email address</td>
<td><a href="mailto:andrewfrohling@optusnet.com.au">andrewfrohling@optusnet.com.au</a></td>
</tr>
</tbody>
</table>

2.2 Organisation governance

| How is your organisation managed? | Management committee | ☑ |
|-----------------------------------|-----------------------|
|                                   | Board of Management   | ☐ |
|                                   | Advisory Board        | ☐ |
|                                   | Other – please specify| ☐ |

| Is your organisation legally constituted? | Is your organisation legally constituted? [If yes please indicated how, below] | ☑ Yes | ☐ No |
|-------------------------------------------|-------------------------------------------------------------------------------|
|                                           | Incorporated Association                                                     | ☑     |
|                                           | Limited Company                                                              | ☒     |
|                                           | Auspiced by an incorporated body [please complete details below and include copy of incorporation certificate/company registration papers] | ☐     |
|                                           | Auspicing body name                                                          | ☐     |
|                                           | Auspicing body address                                                       | ☐     |
|                                           | Name of contact person                                                       | ☐     |

2.3 Previous grants

Has council funded your organisation over the last three years? ☑ No ☐ Yes

If yes please provide details below. If no please go on to section 3 on the next page.

<table>
<thead>
<tr>
<th>Date funded</th>
<th>Amount received</th>
<th>For what purpose?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
SECTION 3 – APPLICATION SUMMARY

3.1 About your project

Please indicate the main category in which you are applying for grant funding.

- Community Development [✓]
- Sport and Recreation [ ]
- Arts and Cultural Development [ ]
- Health Promotion [ ]
- Lifelong Learning [ ]
- Environment [ ]

Name of project/activity: SAVE THE LOBETHAL CINEMA
Type of project/activity: REPLACE FILM PROJECTORS
Location (where service/activity is to be provided): LOBETHAL CENTENNIAL HALL
How many people will benefit?: WHOLE COMMUNITY

Proposed timeline
- Start date: FEBRUARY 2015
- End Date: ON GOING

Cost of project: $60,000
Estimated project total: $55,000
Cost to be met by your organisation: $5,000

Please Note: The level of support from Council for Matched Funding Grants is to be no more than 25% of the total project cost and maximum amount available for each group is $5,000

Description of Project/Activity (Please address the appropriate criteria for funding and attach an additional page if necessary):

REPLACE THE OLD OUT OF DATE MOVIE REEL FILM PROJECTORS WITH A NEW DIGITAL PROJECTOR.

BUDGET DETAILS (you must attach):
- An income and expenditure budget (valued as fully as possible and that identifies all program/service/activity costs) for your proposal
- A copy of your last financial year’s annual financial statements for your Organisation
- Could your project proceed if only partial funding was received? [✓] Yes [ ] No
Please elaborate on budget attachment.
SECTION 4 – SUPPORTING DOCUMENTATION

Certification by applicant

I certify to the best of my knowledge that the statements made in this application are true.

I have read the Adelaide Hills Council’s “Community Grants Policy” especially page 6 relating to Matched Funding Grants.

I understand that should this application be approved by the Adelaide Hills Council that I would be required to accept the conditions of the grant in accordance with the Council’s accountability and reporting requirements.

<table>
<thead>
<tr>
<th>Applicant’s full name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature (if printed copy)</td>
<td>Today’s Date</td>
</tr>
<tr>
<td>Chairperson/EO full name</td>
<td>Title</td>
</tr>
<tr>
<td>Signature (if printed copy)</td>
<td>Today’s Date</td>
</tr>
</tbody>
</table>

IF THIS GRANT IS TO BE AUSPIECED BY ANOTHER ORGANISATION PLEASE COMPLETE THE FOLLOWING DETAILS.

<table>
<thead>
<tr>
<th>Name of auspicing organisation</th>
<th>Osaka Centennial Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td>I certify that we are to be the auspicing organisation for this proposal</td>
<td></td>
</tr>
<tr>
<td>Chairperson/EO full name</td>
<td>Donald Kevin Hermann</td>
</tr>
<tr>
<td>Signature (if printed copy)</td>
<td>N. Y. Hermann</td>
</tr>
<tr>
<td>Today’s Date</td>
<td>16-11-14</td>
</tr>
</tbody>
</table>

SECTION 5 – GOODS AND SERVICES TAX (GST) (This section is mandatory)

- ☐ I/We am/are required to be registered for GST
  - Our / My Australian Business Number is
    - I / We will forward to you our Australian Business Number as soon as we receive it ☐

- ☑ I/We am/are not required to register for GST
  - Our / My Australian Business Number is: 79 161 264 543
    - We / I will forward to you our Australian Business Number as soon as we receive it.

- ☐ I am not required to have an Australian Business Number
  - I am not carrying out an enterprise under The New Tax System Definition
  - I am performing services for Council as: (please indicate which, below)
    - a private recreational pursuit or hobby ☐
    - an individual without a reasonable expectation of profit or gain ☐

  As such the Council is not obligated to withhold 46.5% from payments made to me, I have confirmed with the ATO that I do not have a need for an ABN ☐ yes ☐ no

SECTION 6 – CHECKLIST

Before submitting your application please ensure that you have undertaken the following:

- ☑ Submitted an evaluation of any previous Adelaide Hills Council Grants (including your auspicing body)
- ☑ Read the “Council’s Community Grants Policy” (especially page 6 relating to Matched Funding grants)
- ☑ Completed all sections of the application
- ☑ Signed the application (if submitting a hard copy)
- ☑ Submitted a budget for your proposal and an annual budget for your organisation
- ☐ Retained a copy of your application
How to Apply for a Grant

Published 27 November 2013 | Last updated 8 months ago | In Council Grants (/Council/council-grants)

The Adelaide Hills Council provides community grant funding in the following areas

Advertised Community Grants for Community Groups (max of $2,000)

This round is currently closed and will be closing on the August/September 2014

The aim of this program is to support organisations and groups in the delivery of local initiatives which in Council’s opinion make a positive contribution to the community life of residents in the Adelaide Hills Council through sport/recreation (non-infrastructure), cultural/community development, health promotion, lifelong learning and environmental enhancements or address important social and/or welfare needs.

Youth Incentive Grants for Individuals (one off donations of $100)

Open all year for youth in the AHC region attending state, national or international representative activities (sporting or cultural endeavours). Requests for this Grant are to be made in writing to Council detailing achievements and the travel required to fulfil representative duties.

Community "Matched Funding" Grants

This round is open all year and provides a funding source for projects with community benefit where a modest investment by the Council to supplement funding from other tiers of Government or bodies will ensure that a project can proceed. Level of support required by Council in relation to the overall project cost, is to be no more than 25% and maximum funding provided for projects is $5,000.
**Lobethal Centennial Hall**
**ABN 79 161 264 543**

**P&L Year-to-Date Comparison**
January through December 2013

<table>
<thead>
<tr>
<th>Income</th>
<th>Jan - Dec '13</th>
<th>Jan - Dec '12</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Building Fund</strong></td>
<td></td>
<td></td>
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<tr>
<td>Fundraising</td>
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<tr>
<td>Cabaret</td>
<td>355.00</td>
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<tr>
<td>Cans</td>
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<td>Catering</td>
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<td>Dance</td>
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<td>Donations</td>
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<tr>
<td>Lights</td>
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<td>Pictures Canteen</td>
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<td>Raffles</td>
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<td>Tour Down Under</td>
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<tr>
<td><strong>Total Fundraising</strong></td>
<td>41,361.00</td>
<td>40,967.00</td>
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<tr>
<td><strong>Total Building Fund</strong></td>
<td>41,361.00</td>
<td>40,967.00</td>
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<table>
<thead>
<tr>
<th>Income</th>
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<th>Jan - Dec '12</th>
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<tbody>
<tr>
<td>Hall Hire</td>
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<td>Centennial Hall Hire</td>
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<td>35.00</td>
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<tr>
<td>Front Room</td>
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<tr>
<td>Senior Citizens</td>
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<td>1,144.00</td>
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## Lobethal Centennial Hall
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### Capital Purchases

- Digital Film Equipment: 77000
- Total Capital Costs: 0 0 0 77000 0 0

### Finance Repayments

- Council Loan: 12341 13296 13296 13296 13296
- Total Finance Rep.: 12341 0 0 13296 13296 13296
- Add Loan Capital: 35000
- Total Cashflow: 7841 21487 35159 -32101 10654 10299

Prepared by Andrew Frohling
DELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 24 February 2015
AGENDA BUSINESS ITEM

Item: 14.2

Originating Officer: John McArthur, Manager Waste, Health & Regulatory Services

Responsible Director: Marc Salver, Director Strategy & Development

Subject: Dog Registration Fees

SUMMARY

The Dog and Cat Management Board has written to all councils asking that their schedule of dog fees be forwarded to them no later than 13 March 2015 to ensure Ministerial approval is achieved in time for the 2015/16 financial year.

The purpose of this report is to seek a Council decision setting the level of dog registration fees for 2015/16.

RECOMMENDATION

That Council resolves:

1. That the report be received and noted

2. That the following schedule of dog registration fees for 2015/16 be forwarded to the Minister for Sustainability, Environment and Conservation for approval

   2.1 Std full fee $80.00
   2.2 Std + Desexed (40%) $48.00
   2.3 Std + Desexed & M/C (50%) $40.00
   2.4 Std + Desexed & Trained (50%) $40.00
   2.5 Std + Desexed, M/C & Trained (60%) $32.00
   2.6 Std full + M/C (10%) $64.00
   2.7 Std full + M/C (10%) $72.00
   2.8 Std full + Trained (10%) $72.00
   2.9 Concession $40.00
   2.10 Concession + Desexed (40%) $24.00
   2.11 Concession + Desexed & M/C (50%) $20.00
   2.12 Concession + Desexed & Trained (50%) $20.00
   2.13 Concession + Desexed, M/C & Trained (60%) $16.00
   2.14 Concession + M/C (10%) $36.00
   2.15 Concession + M/C & Trained (20%) $32.00
   2.16 Concession + Trained (10 %) $36.00
2.17 Racing greyhound $15.00
2.18 Working dog $15.00
2.19 Guide Dog & fee free $0.00
2.20 Business involving dogs - all animals at full fee $80.00
2.21 Dog impounding fee - office hours $65.00
2.22 Dog impounding fee - after hours $90.00
2.23 Daily holding fee (applies after 24 hours) $22.50
2.24 Late registration payment fee $17.50
2.25 Transfer of dog with paid registration in another Council area $7.50
2.26 Replacement Disc $5.00

1. GOVERNANCE

➤ Strategic Management Plan/Council Policy

Goal 4 Recognised Leading Performer

Key Issue 4.1 Leadership

Key Action 4.1.4 Meet legislative, regulatory and good governance responsibilities and obligations.

➤ Legal Implications

Section 33 of the Dog and Cat Management Act 1995 (the Act) requires all dogs aged over three months to be registered. Under the Act, Councils are required to collect registration fees for dogs within their Council area. Section 26 of the Act requires money received by a Council under the Act to be expended in the administration or enforcement of provisions of the Act relating to dogs.

➤ Risk Management Implications

Dog registration fees need to be set to a level that ensures sufficient resources are provided for Council to meet its obligations under the Act.

➤ Financial and Resource Implications

Setting an appropriate level of dog registration fees should aim to incrementally achieve a ‘break even’ result in relation to dog management.

➤ Customer Service and Community/Cultural Implications

Setting dog registration fees at an appropriate level will ensure sufficient resources are provided to manage dogs in the community.

➤ Environmental Implications

Not applicable.
Community Engagement/Consultation

Community engagement on these fees will be undertaken as part of the 2015/16 budget consultation process. As the fees need to be provided to the Board by 13 March 2015 any changes proposed as a result of the budget community consultation may need to be referred to the Minister for consideration.

2. BACKGROUND

The Act requires councils to set the level of registration fees for dogs in their area. These fees are forwarded to the Dog and Cat Management Board (the Board) who then forward them to the Minister for Sustainability, Environment and Conservation (the Minister) for approval.

Prior to the 2014/15 financial year the Minister capped dog registration fees at $60. The Adelaide Hills Council reached the cap in 2012/13 and therefore there were no fee increases for the 2013/14 financial year. In early 2014 the Minister approved an increase in the maximum dog registration fee from $60 to $85 to apply from the 2014/15 financial year with the intent of allowing councils to fully recover dog management costs.

In March 2014, Council endorsed an increase in the maximum dog registration fee from $60 to $70. Due to rebate discounts for desexed, microchipped and trained dogs many dog owners did not pay the full $10 increase with the majority only paying $5 or less. Rebates are a requirement of the Act and apply as follows:

- Desexed dog = 40% rebate of the maximum fee
- Microchipped dog = 10% rebate of the maximum fee
- Trained dog = 10% rebate of the maximum fee

When two or more of the rebates apply they are to be aggregated to determine the final registration fee payable. The Act allows councils to charge other fees for meeting their obligations of the Act. A 50% concession is also provided to concession card holders. The Act prohibits charging a fee for the registration of an accredited disability dog, guide dog or hearing dog.

3. ANALYSIS

The 2014/15 budget includes $382,000 of income from dog management with $383,000 of projected expenditure.

Year to date income received for 2014/15 is $300,000 however this figure is not forecast to increase significantly as dog registrations are predominantly paid in July and August of each financial year.

A review of unpaid registrations has recently been completed and attempted recovery of these fees is about to commence. Many of the dogs showing as ‘unpaid’ may be deceased or may have relocated to another council area and therefore no additional income will be received for them. For the dogs still in the council area that are not registered it is forecast that approximately $20,000 will be recovered in unpaid registration fees.
Subject to receiving $20,000 in unpaid registration fees it is forecast the income received from dog management for the 2014/15 financial year will be approximately $327,000.

Based on year to date expenditure it is forecast $358,000 will be spent on dog management activities during the 2014/15 financial year. Subject to the forecasts outlined above materialising, there will be a net loss in dog management funding of $31,000 for the 2014/15 financial year.

Looking forward to the 2015/16 financial year, draft budgets have been produced for income and expenditure (*Appendix 1*) based on four registration fee options. These fee options include the current fee of $70 and the maximum fee approved by the Minister of $85. The budget income forecasts for 2015/16 are shown in Table 1.

Table 1: 2015/16 forecast dog management income by fee option

<table>
<thead>
<tr>
<th>Fee Option</th>
<th>Registration Income</th>
<th>Other Income*</th>
<th>Total Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>$70</td>
<td>$299,093</td>
<td>$24,000</td>
<td>$323,093</td>
</tr>
<tr>
<td>$75</td>
<td>$320,284</td>
<td>$24,000</td>
<td>$344,284</td>
</tr>
<tr>
<td>$80</td>
<td>$341,475</td>
<td>$24,000</td>
<td>$365,475</td>
</tr>
<tr>
<td>$85</td>
<td>$362,666</td>
<td>$24,000</td>
<td>$386,666</td>
</tr>
</tbody>
</table>

* Includes expiations, kennel registrations and impounding fees.

The income forecasts outlined in Table 1 are based on actual registrations paid (as of February 2015) for the 2014/15 financial year, take into account the rebates and concessions each dog owner is receiving and allow for a growth in paid registration numbers between February 2015 and 30 June 2015. In relation to dog management expenditure for the 2015/16 financial year, budgets have been produced based on the four registration fee options outlined in Table 1. The expenditure budget forecasts are shown in Table 2.

Table 2: 2015/16 forecast dog management expenditure budget by fee option

<table>
<thead>
<tr>
<th>Fee Option</th>
<th>Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>$70</td>
<td>$374,739</td>
</tr>
<tr>
<td>$75</td>
<td>$376,858</td>
</tr>
<tr>
<td>$80</td>
<td>$378,977</td>
</tr>
<tr>
<td>$85</td>
<td>$381,096</td>
</tr>
</tbody>
</table>

Expenditure on dog management varies based on the registration fee charged as it is a requirement of the Act that councils pay a proportion of dog registration fees received into the Dog and Cat Management Fund. The fund may be utilised by the Board to undertake a variety of services and activities relating to dog and cat management and for the administrative expenses associated with the operations of the Board. Annually, the Adelaide Hills Council is required to contribute 10% of registration fees to the fund.

*Appendix 2* lists the four registration fee options and the actual fee payable for each registration category taking into account rebates and concessions.

Taking into account forecast income and expenditure for the 2015/16 financial year Table 3 below shows the deficit or surplus resulting from each of the fee options presented.
Table 3: (Deficit) / Surplus for each fee option

<table>
<thead>
<tr>
<th>Fee Option</th>
<th>Deficit (-) / Surplus</th>
</tr>
</thead>
<tbody>
<tr>
<td>$70</td>
<td>-$51,646</td>
</tr>
<tr>
<td>$75</td>
<td>-$32,574</td>
</tr>
<tr>
<td>$80</td>
<td>-$13,502</td>
</tr>
<tr>
<td>$85</td>
<td>$5570</td>
</tr>
</tbody>
</table>

Based on the forecasts outlined in Table 1 and Table 2 for Council to achieve a small surplus will require the dog registration fee to be set at $85. If dog registration fees are set at $80 it is forecast that a loss of $13,502 will result for the 2015/16 financial year which would be an incremental improvement on the forecast loss of $31,000 for the 2014/15 financial year.

When considering registration fees it is important to note that due to the mandatory rebates set under the Act and concessions applied, there are significant discounts to the majority of dog owners. Based on February 2015 registrations 22.29% of owners will pay less than half the full increase, 51.23% will pay exactly half the total registration fee increase, 19.99% will pay between half and the full fee increase and only 6.6% of owners will pay the full fee increase.

4. OPTIONS

Option 1: Maintain dog registration fees at the current level of $70 resulting in a forecast net loss of $51,646 for the 2015/16 financial year.

Option 2: Increase dog registration fees by $5 to $75 resulting in a forecast net loss of $32,574 for the 2015/16 financial year.

Option 3: Increase dog registration fees by $10 to $80 resulting in a forecast net loss of $13,502 for the 2015/16 financial year.

Option 4: Increase dog registration fees by $15 to $85 resulting in a forecast net surplus of $5570 for the 2015/16 financial year.

Given the fee increase from $60 to $70 that took effect for the 2014/15 financial year, it is not proposed to increase dog registration fees to $85. It is recommended that dog registrations increase to $80 (Option 3 above) noting the applicable discounts discussed above.

5. APPENDICES

(1) 2015/16 Dog Management Budget by Fee Option
(2) 2015/16 Dog Registration Fees by Fee Option
Appendix 1

2015/16 Dog Management Budget by Fee Option
## 2015/16 Budget by Fee Option

<table>
<thead>
<tr>
<th>Registration Fee Option</th>
<th>Option 1</th>
<th>Option 2</th>
<th>Option 3</th>
<th>Option 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fee</td>
<td>$70</td>
<td>$75</td>
<td>$80</td>
<td>$85</td>
</tr>
</tbody>
</table>

### Income

<table>
<thead>
<tr>
<th>Item</th>
<th>Option 1</th>
<th>Option 2</th>
<th>Option 3</th>
<th>Option 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kennels Registration</td>
<td>$5,000</td>
<td>$5,000</td>
<td>$5,000</td>
<td>$5,000</td>
</tr>
<tr>
<td>Expiation</td>
<td>$11,000</td>
<td>$11,000</td>
<td>$11,000</td>
<td>$11,000</td>
</tr>
<tr>
<td>Pound Fees Income</td>
<td>$8,000</td>
<td>$8,000</td>
<td>$8,000</td>
<td>$8,000</td>
</tr>
<tr>
<td>Registration</td>
<td>$299,093</td>
<td>$320,284</td>
<td>$341,475</td>
<td>$362,666</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td><strong>$323,093</strong></td>
<td><strong>$344,284</strong></td>
<td><strong>$365,475</strong></td>
<td><strong>$386,666</strong></td>
</tr>
</tbody>
</table>

### Expenditure

<table>
<thead>
<tr>
<th>Item</th>
<th>Option 1</th>
<th>Option 2</th>
<th>Option 3</th>
<th>Option 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$245,079</td>
<td>$245,079</td>
<td>$245,079</td>
<td>$245,079</td>
</tr>
<tr>
<td>Contract Labour</td>
<td>$2,500</td>
<td>$2,500</td>
<td>$2,500</td>
<td>$2,500</td>
</tr>
<tr>
<td>Training</td>
<td>$4,000</td>
<td>$4,000</td>
<td>$4,000</td>
<td>$4,000</td>
</tr>
<tr>
<td>Vehicle Expenses</td>
<td>$27,000</td>
<td>$27,000</td>
<td>$27,000</td>
<td>$27,000</td>
</tr>
<tr>
<td>Legal Expenses</td>
<td>$10,000</td>
<td>$10,000</td>
<td>$10,000</td>
<td>$10,000</td>
</tr>
<tr>
<td>Equipment and Supplies</td>
<td>$10,000</td>
<td>$10,000</td>
<td>$10,000</td>
<td>$10,000</td>
</tr>
<tr>
<td>Advertising</td>
<td>$2,000</td>
<td>$2,000</td>
<td>$2,000</td>
<td>$2,000</td>
</tr>
<tr>
<td>Registration Discs</td>
<td>$4,000</td>
<td>$4,000</td>
<td>$4,000</td>
<td>$4,000</td>
</tr>
<tr>
<td>Registration Notices</td>
<td>$8,500</td>
<td>$8,500</td>
<td>$8,500</td>
<td>$8,500</td>
</tr>
<tr>
<td>Impounding Costs</td>
<td>$1,000</td>
<td>$1,000</td>
<td>$1,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>Dog and Cat Management Fund</td>
<td>$29,909</td>
<td>$32,028</td>
<td>$34,148</td>
<td>$36,267</td>
</tr>
<tr>
<td>Animal Management Initiatives</td>
<td>$30,000</td>
<td>$30,000</td>
<td>$30,000</td>
<td>$30,000</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>$750</td>
<td>$750</td>
<td>$750</td>
<td>$750</td>
</tr>
<tr>
<td><strong>Total Expenditure</strong></td>
<td><strong>$374,739</strong></td>
<td><strong>$376,858</strong></td>
<td><strong>$378,977</strong></td>
<td><strong>$381,096</strong></td>
</tr>
</tbody>
</table>

### Deficit (-)/Surplus

<table>
<thead>
<tr>
<th>Deficit (-)/Surplus</th>
<th>Option 1</th>
<th>Option 2</th>
<th>Option 3</th>
<th>Option 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deficit (-)</td>
<td>-$51,646</td>
<td>-$32,574</td>
<td>-$13,502</td>
<td>$5,570</td>
</tr>
</tbody>
</table>
Appendix 2
2015/16 Dog Registration Fees by Fee Option
## 2015/16 Registration Fee - Options 1, 2, 3, and 4

<table>
<thead>
<tr>
<th>Registration fee type</th>
<th>Option 1</th>
<th>Option 2</th>
<th>Option 3</th>
<th>Option 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Std full fee</td>
<td>$70.00</td>
<td>$75.00</td>
<td>$80.00</td>
<td>$85.00</td>
</tr>
<tr>
<td>Std + Desexed (40%)</td>
<td>$42.00</td>
<td>$45.00</td>
<td>$48.00</td>
<td>$51.00</td>
</tr>
<tr>
<td>Std + Desexed &amp; M/C (50%)</td>
<td>$35.00</td>
<td>$37.50</td>
<td>$40.00</td>
<td>$42.50</td>
</tr>
<tr>
<td>Std + Desexed &amp; Trained (50%)</td>
<td>$35.00</td>
<td>$37.50</td>
<td>$40.00</td>
<td>$42.50</td>
</tr>
<tr>
<td>Std + Desexed, M/C &amp; Trained (60%)</td>
<td>$28.00</td>
<td>$30.00</td>
<td>$32.00</td>
<td>$34.00</td>
</tr>
<tr>
<td>Std + M/C &amp; Trained (20%)</td>
<td>$56.00</td>
<td>$60.00</td>
<td>$64.00</td>
<td>$68.00</td>
</tr>
<tr>
<td>Std full + M/C (10%)</td>
<td>$63.00</td>
<td>$67.50</td>
<td>$72.00</td>
<td>$76.50</td>
</tr>
<tr>
<td>Std full + Trained (10%)</td>
<td>$63.00</td>
<td>$67.50</td>
<td>$72.00</td>
<td>$76.50</td>
</tr>
<tr>
<td>Concession</td>
<td>$35.00</td>
<td>$37.50</td>
<td>$40.00</td>
<td>$42.50</td>
</tr>
<tr>
<td>Concession + Desexed (40%)</td>
<td>$21.00</td>
<td>$22.50</td>
<td>$24.00</td>
<td>$25.50</td>
</tr>
<tr>
<td>Concession + Desexed &amp; M/C (50%)</td>
<td>$17.50</td>
<td>$18.75</td>
<td>$20.00</td>
<td>$21.25</td>
</tr>
<tr>
<td>Concession + Desexed &amp; Trained (50%)</td>
<td>$17.50</td>
<td>$18.75</td>
<td>$20.00</td>
<td>$21.25</td>
</tr>
<tr>
<td>Concession + Desexed, M/C &amp; Trained (60%)</td>
<td>$14.00</td>
<td>$15.00</td>
<td>$16.00</td>
<td>$17.00</td>
</tr>
<tr>
<td>Concession + M/C (10%)</td>
<td>$31.50</td>
<td>$33.75</td>
<td>$36.00</td>
<td>$38.25</td>
</tr>
<tr>
<td>Concession + M/C &amp; Trained (20%)</td>
<td>$28.00</td>
<td>$30.00</td>
<td>$32.00</td>
<td>$34.00</td>
</tr>
<tr>
<td>Concession + Trained (10 %)</td>
<td>$31.50</td>
<td>$33.75</td>
<td>$36.00</td>
<td>$38.25</td>
</tr>
<tr>
<td>Racing greyhound</td>
<td>$15.00</td>
<td>$15.00</td>
<td>$15.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>Working dog</td>
<td>$15.00</td>
<td>$15.00</td>
<td>$15.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>Guide Dog &amp; fee free</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Business involving dogs - all animals at full fee</td>
<td>$70.00</td>
<td>$75.00</td>
<td>$80.00</td>
<td>$85.00</td>
</tr>
<tr>
<td>Dog impounding fee - office hours</td>
<td>$60.00</td>
<td>$65.00</td>
<td>$65.00</td>
<td>$65.00</td>
</tr>
<tr>
<td>Dog impounding fee - after hours</td>
<td>$85.00</td>
<td>$90.00</td>
<td>$90.00</td>
<td>$90.00</td>
</tr>
<tr>
<td>Daily holding fee (applies after 24 hours)</td>
<td>$20.00</td>
<td>$22.50</td>
<td>$22.50</td>
<td>$22.50</td>
</tr>
<tr>
<td>Late registration payment fee</td>
<td>$15.00</td>
<td>$17.50</td>
<td>$17.50</td>
<td>$17.50</td>
</tr>
<tr>
<td>Transfer of dog with paid registration in another Council area</td>
<td>$5.00</td>
<td>$7.50</td>
<td>$7.50</td>
<td>$7.50</td>
</tr>
<tr>
<td>Replacement Disc</td>
<td>$5.00</td>
<td>$5.00</td>
<td>$5.00</td>
<td>$5.00</td>
</tr>
</tbody>
</table>

Option 1 is current fee, Option 4 is the maximum fee allowed.
Registrations of dogs under 3mths at 1 Jan are 50% of applicable fee.
All new dogs into the area from 1 May are at 50% of applicable fee.
All new dogs into the area from 1 June are $5.
Item: 14.3

Originating Officer: Paul Francis, Financial Controller

Responsible Director: Tim Piper, Director Corporate Services

Subject: 2014/15 Budget – Budget Review 2

SUMMARY

Under the requirements of the Local Government Act 1999, a Council must undertake a review of its Budget at least four times throughout the financial year, the final review being of the actual results for the prior financial year. This review considers actual results for the first half year ended 31 December 2014, and adjusts capacity for the remainder of the 2014/15 Budget Period accordingly. It also incorporates preliminary adjustments for the effect of the Sampson Flat Bushfire at the beginning of January 2015, demonstrating the impact of resources and staff time diverted to the incident response and the subsequent recovery programme.

Work to incorporate the effect of this budget review into the Long Term Financial Plan is ongoing and will be presented to Council when available. In the meantime, Council is required by the Local Government Financial Regulations to have considered its second budget review for the 2014/15 period by 15 March 2015. This report meets that obligation and includes recommendations from the administration regarding variations to the original budget. Due to timing and calendar constraints the Review has been circulated to the Audit Committee for comment prior to this Council meeting.

RECOMMENDATION

That Council notes this report and resolves:

1. That the Operating Budget variations presented in Budget Review 2 (2014/15) totalling $(244)k unfavourable, bringing the Adjusted 2014/15 Budget Operating Surplus for the year from $355k to $111k, be adopted.

2. That the Capital Budget variations presented in Budget Review 2 (2014/15) including the addition of $37k (net) of new projects (with $12k of associated grant funding) offset by savings in renewals projects, and the deferral of the Heathfield Road project ($603k) until 2015/16, be adopted.
1. GOVERNANCE

➢ Strategic Management Plan/Council Policy

**Goal 4:** A Recognised Leading Performer

**SMP Key Issue:** 4.2: Managing Risk & Responsibility

4.2.6 Manage and maintain the sustainable financial position of Council

➢ Legal Implications

The undertaking of formal budget reviews is a requirement of the *Local Government Act 1999*, and the Local Government (Financial Management) Regulations 2011.

➢ Risk Management Implications

Conducting the budget review process as required by Regulations will assist in mitigating the risk of:

*Inaccurate budgets, un-forecast deficits and inadequate resourcing for current and future activities*

<table>
<thead>
<tr>
<th>Inherent Risk</th>
<th>Residual Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medium (4D)</td>
<td>Low (2E)</td>
</tr>
</tbody>
</table>

It ensures that financial resources are deployed in areas that align with the Strategic Plan, are affordable and support Council’s Long Term Financial Plan

➢ Financial and Resource Implications

During the quarter, some items have been identified that require consideration as part of Budget Review 2, most notably the Sampson Flat Bushfire. Council’s administration has reviewed the 2014/15 budget and proposes an alteration to the Budgeted Operating Surplus of $355k by $(244)k unfavourable to show an Adjusted Operating Surplus of $111k. Ratepayer funds committed to capital budgets remain unchanged.

➢ Customer Service and Community/Cultural Implications

Not applicable.

➢ Environmental Implications

Not applicable.

➢ Community Engagement/Consultation

Not applicable.
2. **BACKGROUND**

Section 9(1)(b) of the Local Government (Financial Management) Regulations 2011 requires quarterly consideration of the Council’s budget for a particular financial year.

3. **ANALYSIS**

The budget review and quarterly reports (Appendices 1 - 3) have been prepared in consultation with Directors and Managers to obtain detailed information for each budget area.

**Audit Committee**

Council’s customary practice is to include Budget Reviews as an agenda item at Audit Committee meetings. Due to the timing of Audit Committee meetings and the prescribed timelines required by Section 9(1)(b) of the Local Government (Financial Management) Regulations 2011, it is not always possible for the Audit Committee to receive and note the Budget Review and recommend it to Council prior to adoption.

This Budget Review will be included as an item on the agenda at the Audit Committee meeting to be held on 11 May 2015, where it will be considered in conjunction with the associated LTFP implications. In the meantime the Review has been circulated to the Audit Committee for comment prior to this Council meeting.

**Favourable items:**

- The rebate received to recognise Council’s insurance claims experience in 2014 was $104k, exceeding budget by $30k.
- Property search fees totalled $42k in the first six months (budget $26k). The fully year budget has been increased by $20k.
- Burial fees for the year to date have exceeded budget by $15k, primarily at Houghton, Stirling and Summertown cemeteries.
- Year to date savings against budget for fuel costs have reached $40k due to the unprecedented reductions in fuel prices since June. A similar saving has been identified for fleet maintenance costs, still being fully investigated but attributed to revised processes and practices this year.
- Forecast interest costs have reduced favourably compared with budget as the February interest rate cut was immediately passed on in full by the LGFA.

**Unfavourable items:**

- Recruitment costs are expected to exceed budget by $13k as a result of increased activity recruiting senior positions since June.
- Legal fees are expected to exceed budget by $10k as a result of increased activity, particularly arising from internal review, election related and Ombudsman related matters.
- Rate rebates are expected to exceed budget by $10k due to a growing trend for co-operatively owned properties to be transferred into the names of Housing Associations, thus qualifying automatically for the mandatory rate rebate.
Miscellaneous favourable materials and contractor budget variations totalling $5k have been included.

**Sampson Flat Bushfire (unfavourable):**

- Additional costs incurred by Council in 2015 as a result of the Sampson Flat Bushfire had reached $176k by 13 February. This comprised $144k in relation to tree clearance work, $19k in relation to road repairs and $13k of staff overtime. Budget Review 2 has therefore assumed that additional costs by 30 June 2014 will reach $400k ie a further $224k yet to be incurred.
- Note that total Council resources applied to bushfire response and recovery by 13 February had reached $298k, including $98k of salaries and wages and $24k of plant/vehicle costs already included in the operating budget for the year. These “sunk” costs would have been incurred on other activities had the bushfire not occurred.

The combined effect of all these revisions is an adverse adjustment of $(244)k to Council’s adopted budget surplus revised at BR2 to $111k. A detailed “walkthrough” of BR2 Operating items is disclosed in Appendix 2 (together with an analysis of additional costs anticipated in relation to the Sampson Flat bushfire).

**Capital Budget Revisions**

There are two parts to the second Capital Budget Review for 2014/15. An overview walkthrough statement has been prepared at the front of Appendix 3 which sets out the adopted capital budget revised at BR1, the impact of items rescheduled within 2014/15, and the critical projects recommended by staff for addition to the 2014/15 capital budget. Supporting information for each of the additional projects is also provided.

A further comparison against the overall parameters for 2014/15 capital expenditure included in the Long Term Financial Plan is under preparation and will be considered by the Audit Committee at its meeting on 11 May 2015, along with the associated LTFP revisions.

**2014/15 Rescheduled Items**

The 2014/15 Annual Business Plan adopted $415k of new projects and $8,463k (net of grants) of renewals. A further $75k (net of $293k of grant funding) was adopted at BR1. After accounting for prior year projects and delayed asset sales rolled forwards, Council completed BR1 with a net commitment of $9,150k of ratepayer funds to capital projects in 2014/15.

Asset management staff have completed a detailed review of progress on all projects and made a number of budget transfers between projects, particularly asset types for transport infrastructure projects. Several projects have also been reprioritised to meet needs not apparent when the budget was originally adopted, and to address inconsistencies arising since the Asset Management Plan was originally prepared. Affected categories include CWMS, Stormwater and properties at the AHBTC. Finally, the opportunity has also been taken to include the $60k budget required for refurbishing retirement village units as they become vacant.
**2014/15 Additional Items**

There are only two minor new projects identified since BR1 which are assessed as sufficiently important to add to the 2014/15 capital budget for new (additional) infrastructure. These are risk driven projects at Protea Park ($24k, less $12k NRMB grant) and Ironbank Road ($25k).

The infrastructure renewal programme has also been comprehensively reviewed and three additional items added to the list originally adopted. These include additional work at the Kersbrook CWMS system, retirement village unit refurbishments (as they fall vacant) and the transformer removal at AHBTC foreshadowed in the draft Masterplan.

**Impact of the Sampson Flat Bushfire**

The resources required to address recovery from the Sampson Flat Bushfire will include some of the plant and staff time originally allocated to capital projects planned for the second half of 2014/15. However, Council still has sufficient capacity to complete the capital programme as planned because contractors have been engaged for much of the recovery work not dependent upon local knowledge.

The incremental cost of the bushfire will have an impact upon Council’s financial sustainability and its cashflow. Staff are therefore identifying a list of projects which are suitable for deferral to the 2015/16 financial year. These could be revised at Budget Review 3, included as a discrete item in the 2015/16 budget process and Annual Business Plan, and reflected in the next Asset Management Plan accordingly.

The most suitable project identified relates to the general refurbishment of Heathfield Road at Heathfield. This road reconstruction work is one of the final renewal projects scheduled for Autumn 2015, rendering it vulnerable to weather events. It is also subject to possible delay if SA Water need to complete works before the Council project starts. If deferred until Spring 2015 and included in the 2015/16 budget, it would delay $603k of payments, with a corresponding improvement in Council’s cashflow and year end borrowing position for 2014/15. It would also reduce the impact of the Sampson Flat Bushfire and bring Council back inside the parameters of the adopted LTFP.

In order for staff to provide sufficient notice to the project Contractors, Council needs to approve the deferral of the Heathfield Road project by the end of February 2015, hence its inclusion as part of recommendation 2.

Any further recommendation to defer capital projects at BR3 will need to be made in conjunction with the latest (draft) LTFP and the assessment of items revised at BR2 to ensure that Council does not over-commit itself to capital projects and remains within the parameters of the LTFP while addressing the most critical current needs i.e. bushfire recovery.
4. OPTIONS

Council has a range of options in relation to this report.

1. It can adopt the budget review as prepared without making any further amendment to the adopted budget.
2. It can determine required changes to the review and adopt a revised Budget Review 2, recognising the likely impact upon the operating result for 2014/15, future Budget Reviews and Council’s Long Term Financial Plan if the Sampson Flat bushfire recovery programme is not adequately resourced.
3. It can refuse to adopt the review, in which case it will risk breaching the requirements of the Local Government Financial Management Regulations (2011) unless an alternative review is adopted by 15 March 2015.

5. APPENDICES

(1)  Budget Review 2 – Statutory Financial Statements
(2)  Budget Review 2 – Detailed Walkthrough
(3)  Budget Review 2 – Capital Items
Appendix 1

Budget Review 2 – Statutory Financial Statements
<table>
<thead>
<tr>
<th>2013/14</th>
<th>2014/15</th>
<th>BR1</th>
<th>BR2</th>
<th>Revised Budget</th>
</tr>
</thead>
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<td>2014/15 Original $'000</td>
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<td>$'000</td>
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<tr>
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<td>32,265</td>
<td>20</td>
<td>(13)</td>
<td>32,272</td>
</tr>
<tr>
<td>811 Statutory charges</td>
<td>954</td>
<td></td>
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<td>969</td>
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<tr>
<td>1,175 User charges</td>
<td>1,195</td>
<td>(5)</td>
<td>109</td>
<td>1,299</td>
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<td>3,540</td>
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<tr>
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<td>68</td>
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<tr>
<td>254 Reimbursements</td>
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<td>12</td>
<td>28</td>
<td>269</td>
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<tr>
<td>398 Other income</td>
<td>349</td>
<td>13</td>
<td>15</td>
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<td>86 Net gain - equity accounted Council businesses</td>
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<tr>
<td><strong>Total Income</strong></td>
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<td>154</td>
<td>38,894</td>
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<tr>
<td><strong>EXPENSES</strong></td>
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</tr>
<tr>
<td>12,777 Employee costs</td>
<td>13,551</td>
<td>(42)</td>
<td>23</td>
<td>13,532</td>
</tr>
<tr>
<td>16,809 Materials, contracts &amp; other expenses</td>
<td>16,509</td>
<td>98</td>
<td>385</td>
<td>16,992</td>
</tr>
<tr>
<td>6,952 Depreciation, amortisation &amp; impairment</td>
<td>7,365</td>
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<td>7,365</td>
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<td>897 Finance costs</td>
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<td>894</td>
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<tr>
<td>227 Net loss - equity accounted Council businesses</td>
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<td></td>
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<tr>
<td><strong>Total Expenses</strong></td>
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<td>38,783</td>
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<tr>
<td>(256)</td>
<td>358</td>
<td>(3)</td>
<td>(244)</td>
<td>111</td>
</tr>
</tbody>
</table>

| Amounts received specifically for new or upgraded assets | 250 | | | 250 |
|**NET SURPLUS / (DEFICIT)** | | | | |
| transferred to Equity Statement | 1,358 | 290 | (244) | 1,404 |

| 33,847 Changes in revaluation surplus - infrastructure, property, plant & equipment | | | | |
| 58 Share of Other Comprehensive Income JV | | | | |
|**Total Other Comprehensive Income** | | | | |
| 33,905 | | | | |

|**TOTAL COMPREHENSIVE INCOME** | 1,358 | 290 | (244) | 1,404 |
# Adelaide Hills Council

## BUDGETED FUNDING STATEMENT
### 2014/15 Budget Review 2

<table>
<thead>
<tr>
<th>2013/14 Actual</th>
<th>2014/15 Original</th>
<th>BR1</th>
<th>BR2</th>
<th>Revised Budget</th>
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<tr>
<td><strong>INCOME</strong></td>
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</tr>
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<td>-</td>
<td>7,365</td>
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<td>904</td>
<td>-</td>
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<tr>
<td><strong>37,662 Total Expenses</strong></td>
<td></td>
<td>56</td>
<td>398</td>
<td>38,783</td>
</tr>
<tr>
<td><strong>(256) NET BUDGETED SURPLUS / (DEFICIT) BEFORE CAPITAL AMOUNTS</strong></td>
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<td>358</td>
<td>(3)</td>
<td>(244)</td>
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<td>(6,952) Depreciation</td>
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<td>(385)</td>
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<td>(7,750)</td>
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<td>(293)</td>
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# Adelaide Hills Council
## BALANCE SHEET
### 2014/15 Budget Review 2

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<th>Adj for 2014 result</th>
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<th>Revised Budget</th>
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<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
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<td>1,277</td>
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<td>5,000 Borrowings</td>
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<td>153</td>
<td>24</td>
<td>177</td>
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<td>- Liability - Equity accounted Council businesses</td>
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<td>275,770</td>
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<td>359</td>
<td>136,475</td>
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<td>137,017 Asset Revaluation Reserves</td>
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<td>137,017</td>
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<td>2,278 Other Reserves</td>
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<td>(1,770)</td>
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<td>2,278</td>
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<tr>
<td><strong>TOTAL EQUITY</strong></td>
<td>236,598</td>
<td>38,526</td>
<td>287</td>
<td>359</td>
<td>275,770</td>
</tr>
</tbody>
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### Adelaide Hills Council

**STATEMENT OF CHANGES IN EQUITY AND KPI’S**

2014/15 Budget Review 2

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<thead>
<tr>
<th></th>
<th>Accumulated Surplus</th>
<th>Asset Revaluation Reserve</th>
<th>Other Reserves</th>
<th>TOTAL EQUITY</th>
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<td>$’000</td>
<td>$’000</td>
<td>$’000</td>
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<td>Balance at end of previous reporting period</td>
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<td>-</td>
<td>-</td>
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<td>Restated opening balance</td>
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<td>137,017</td>
<td>2,278</td>
<td>275,124</td>
</tr>
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<td>Net Surplus / (Deficit) for Year</td>
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<td>646</td>
<td>-</td>
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<td><strong>Other Comprehensive Income</strong></td>
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<td>Gain on revaluation of infrastructure, property, plant &amp; equipment</td>
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<td>Transfers between reserves</td>
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<td>-</td>
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<tr>
<td>Balance at end of period</td>
<td>136,475</td>
<td>137,017</td>
<td>2,278</td>
<td>275,770</td>
</tr>
</tbody>
</table>

| **2014**               | $’000               | $’000                     | $’000         | $’000        |
| Balance at end of previous reporting period | 132,053             | 103,170                   | 4,048         | 239,271      |
| Adjustment due to compliance with revised Accounting Standards | -                   | -                         | -             | -            |
| Adjustment to give effect to changed accounting policies | -                   | -                         | -             | -            |
| Restated opening balance | 132,053             | 103,170                   | 4,048         | 239,271      |
| Net Surplus / (Deficit) for Year | 1,948               | 1,948                     | -             | 1,948        |
| **Other Comprehensive Income** |                     |                           |               |              |
| Changes in revaluation surplus - infrastructure, property, plant & equipment | 33,847              | 33,847                    | -             | -            |
| Share of Other Comprehensive Income JV | 58                  | 58                        | -             | -            |
| Transfers between reserves | 1,770               | (1,770)                   | -             | -            |
| Balance at end of period | 135,829             | 137,017                   | 2,278         | 275,124      |

**KEY PERFORMANCE INDICATORS**

<table>
<thead>
<tr>
<th></th>
<th>2013/14 Actual</th>
<th>2014/15 Original Budget</th>
<th>2014/15 BR2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating Surplus Ratio</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Surplus</td>
<td>(0.8%)</td>
<td>1.1%</td>
<td>0.4%</td>
</tr>
<tr>
<td>Rates - general &amp; other less NRM levy</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| **Net Financial Liabilities Ratio** |         |                         |             |
| Net Financial Liabilities       | 53%      | 54%                     | 54%         |
| Total Operating Revenue less NRM levy |        |                         |             |

| **Asset Sustainability Ratio**  |         |                         |             |
| Net Asset Renewals              | 149%     | 108%                    | 112%        |
| Infrastructure & Asset Management Plan required expenditure |       |                         |             |
### Adelaide Hills Council

#### CASH FLOW STATEMENT

**2014/15 Budget Review 2**

<table>
<thead>
<tr>
<th>2013/14 Actual</th>
<th>2014/15 Original</th>
<th>BR1</th>
<th>BR2</th>
<th>Revised Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
</tr>
</tbody>
</table>

#### CASH FLOWS FROM OPERATING ACTIVITIES

<table>
<thead>
<tr>
<th>Description</th>
<th>2013/14 $'000</th>
<th>2014/15 Original $'000</th>
<th>BR1 $'000</th>
<th>BR2 $'000</th>
<th>Revised Budget $'000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receipts</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rates - general &amp; other</td>
<td>31,052</td>
<td>32,265</td>
<td>20</td>
<td>(13)</td>
<td>32,272</td>
</tr>
<tr>
<td>Fees &amp; other charges</td>
<td>811</td>
<td>954</td>
<td>-</td>
<td>15</td>
<td>969</td>
</tr>
<tr>
<td>User charges</td>
<td>1,293</td>
<td>1,195</td>
<td>(5)</td>
<td>109</td>
<td>1,299</td>
</tr>
<tr>
<td>Investment receipts</td>
<td>41</td>
<td>68</td>
<td>13</td>
<td>-</td>
<td>81</td>
</tr>
<tr>
<td>Grants utilised for operating purposes</td>
<td>3,729</td>
<td>3,527</td>
<td>-</td>
<td>-</td>
<td>3,527</td>
</tr>
<tr>
<td>Reimbursements</td>
<td>274</td>
<td>229</td>
<td>12</td>
<td>28</td>
<td>269</td>
</tr>
<tr>
<td>Other revenues</td>
<td>2,333</td>
<td>449</td>
<td>13</td>
<td>15</td>
<td>477</td>
</tr>
<tr>
<td>Payments</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee costs</td>
<td>(12,733)</td>
<td>(13,551)</td>
<td>42</td>
<td>(23)</td>
<td>(13,532)</td>
</tr>
<tr>
<td>Materials, contracts &amp; other expenses</td>
<td>(16,470)</td>
<td>(16,509)</td>
<td>(98)</td>
<td>(385)</td>
<td>(16,992)</td>
</tr>
<tr>
<td>Investment payments</td>
<td></td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Finance payments</td>
<td>(889)</td>
<td>(904)</td>
<td>-</td>
<td>-</td>
<td>(904)</td>
</tr>
<tr>
<td>Total</td>
<td>9,441</td>
<td>7,723</td>
<td>(3)</td>
<td>(254)</td>
<td>7,466</td>
</tr>
</tbody>
</table>

#### CASH FLOWS FROM FINANCING ACTIVITIES

<table>
<thead>
<tr>
<th>Description</th>
<th>2014/15 Original $'000</th>
<th>BR1 $'000</th>
<th>BR2 $'000</th>
<th>Revised Budget $'000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receipts</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proceeds from Borrowings</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proceeds from Aged Care facility deposits</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payments</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repayment from Borrowings</td>
<td>(67)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repayments of Aged Care facility deposits</td>
<td>(166)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### CASH FLOWS FROM INVESTING ACTIVITIES

<table>
<thead>
<tr>
<th>Description</th>
<th>2014/15 Original $'000</th>
<th>BR1 $'000</th>
<th>BR2 $'000</th>
<th>Revised Budget $'000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receipts</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants for new or upgraded assets</td>
<td>2,055</td>
<td>750</td>
<td>293</td>
<td>12</td>
</tr>
<tr>
<td>Sale of replaced/ new assets &amp; other investment</td>
<td>70</td>
<td>-</td>
<td>400</td>
<td>400</td>
</tr>
<tr>
<td>Repayment of loans to Community Groups</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payments</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expenditure on new/ upgraded assets</td>
<td>(12,344)</td>
<td>(991)</td>
<td>(303)</td>
<td>(49)</td>
</tr>
<tr>
<td>Expenditure on renewal/ replacement of assets</td>
<td>(10,446)</td>
<td>(8,638)</td>
<td>(662)</td>
<td>640</td>
</tr>
<tr>
<td>Contribution to Associated entities</td>
<td>(227)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>(8,879)</td>
<td>(8,879)</td>
<td>(272)</td>
<td>603</td>
</tr>
</tbody>
</table>

#### NET CASH USED IN INVESTING ACTIVITIES

<table>
<thead>
<tr>
<th>Description</th>
<th>2014/15 Original $'000</th>
<th>BR1 $'000</th>
<th>BR2 $'000</th>
<th>Revised Budget $'000</th>
</tr>
</thead>
<tbody>
<tr>
<td>NET (DECREASE) IN CASH HELD</td>
<td>(1,072)</td>
<td>(1,156)</td>
<td>(275)</td>
<td>349</td>
</tr>
<tr>
<td>CASH AT BEGINNING OF YEAR</td>
<td>(7,226)</td>
<td>(8,298)</td>
<td></td>
<td>(8,298)</td>
</tr>
<tr>
<td>CASH AT END OF YEAR</td>
<td>(8,298)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

Page 5
# 2014/15 BUDGET WALKTHROUGH STATEMENTS

**NB: (brackets) denote adverse movement**

<table>
<thead>
<tr>
<th></th>
<th>Gross Income</th>
<th>Operating cost base</th>
<th>Operating Surplus/ (Deficit)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ADOPTED BUDGET FOR 2014/15</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$38,687</td>
<td>$(38,329)</td>
<td>$357</td>
</tr>
<tr>
<td><strong>REVISED TOTALS AFTER BR1</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$38,740</td>
<td>$(38,384)</td>
<td>$355</td>
</tr>
</tbody>
</table>

**Summary of SFBF to date**

- **Sampson Flat - contractors - trees & clearance**
  - $(250)
  - $(250)
  - $144k so far - tree work and excavator hire

- **Sampson Flat - materials - infrastructure**
  - $(50)
  - $(50)
  - $19k so far - Checker Hill Rd asphalt

- **Sampson Flat - overtime**
  - $(50)
  - $(50)
  - $13k so far - assume all incremental

- **Sampson Flat - other**
  - $(50)
  - $(50)
  - $176k total extra (ignores wages and plant/vehicle recovery)

- **Sampson Flat - grant & recovery case-worker (5 months)**
  - $50
  - $(50)
  - $0

- **Insurance Claims Experience rebate**
  - $30
  - $30
  - Extra rebate - $104k vs $74k budget

- **Property Searches fees**
  - $20
  - $20
  - $42k budget, $26k YTD

- **Burial Fees in excess of budget**
  - $15
  - $15
  - Net over budget at Houghton, Stirling and Summertown

- **Planning & Dev fees in excess of budget (and assoc costs)**
  - $30
  - $(10)
  - $20
  - $142k actual ytd vs $105k budget

- **Parking expiations budget revised downwards**
  - $(15)
  - $(15)
  - $70k revised down to $55k

- **HACC Over 65 Other Income**
  - $13
  - $13
  - $7k revised up to $20k - client fees growing above expectation

- **Additional Rate rebates (mandatory) required**
  - $(10)
  - $(10)
  - Housing association recategorisations

- **Fuel Costs**
  - $40
  - $40
  - YTD costs $67k vs budget $107k - low fuel prices

- **Fleet Maint Costs**
  - $40
  - $40
  - Still investigating, but ytd actuals considerably reduced

- **Recruitment costs**
  - $(13)
  - $(13)
  - Senior positions recruited in excess of normal “run rate”

- **Legal Fees**
  - $(10)
  - $(10)
  - Unbudgetted legal fees around s270, Ombudsman and similar.

- **Interest LGFA Overdraft**
  - $20
  - $20
  - RBA Rate cuts have been immediately passed on by LGFA

- **Other net variances**
  - $1
  - $5
  - $6
  - The rest

**REVISED 2014/15 TOTALS AFTER SAMPSON FLAT/BR2**

- $38,874
- $(38,762)
- $111
Appendix 3

Budget Review 2 – Capital Items
**ADELAIDE HILLS COUNCIL**
**BUDGET REVIEW 2**
**CAPITAL PROJECTS - WALKTHROUGH**

**DETAIL**

<table>
<thead>
<tr>
<th></th>
<th>RENEWAL</th>
<th>NEW</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adopted Budget</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Ratepayer funds committed</td>
<td>8,463</td>
<td>415</td>
<td>8,878</td>
</tr>
</tbody>
</table>

**Deferrals (cf LTFP)**

<table>
<thead>
<tr>
<th></th>
<th>$'000</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013/14 Capital projects carried forward</td>
<td>513</td>
</tr>
<tr>
<td>2013/14 Asset sales deferred into 2014/15</td>
<td>(400)</td>
</tr>
</tbody>
</table>

**Budget Review 1**

<table>
<thead>
<tr>
<th></th>
<th>$'000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subtotal - BR1 Ratepayer funds committed</td>
<td>65</td>
</tr>
</tbody>
</table>

**Cumulative Ratepayer funds committed by BR1**

<table>
<thead>
<tr>
<th></th>
<th>$'000</th>
</tr>
</thead>
<tbody>
<tr>
<td>9,041</td>
<td>109</td>
</tr>
<tr>
<td>9,150</td>
<td></td>
</tr>
</tbody>
</table>

**Budget Review 2**

<table>
<thead>
<tr>
<th></th>
<th>RENEWAL</th>
<th>NEW</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Protea Park Crafers, erosion control</td>
<td>24</td>
<td>24</td>
<td></td>
</tr>
<tr>
<td>Grants Associated (NMRB)</td>
<td>(12)</td>
<td>(12)</td>
<td></td>
</tr>
<tr>
<td>Ironbank Rd guardrails - new project, road safety issue</td>
<td>25</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Bridge Guardrail projects completed Sept</td>
<td>(20)</td>
<td>(20)</td>
<td></td>
</tr>
<tr>
<td>Bustop - Bridgewater - additional cost</td>
<td>20</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>CWMS - Birdwood/Mt Torrens design cost save</td>
<td>(120)</td>
<td>(120)</td>
<td></td>
</tr>
<tr>
<td>CWMS - Kersbrook flow meters</td>
<td>60</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>CWMS - Oval Rd pump station deferred</td>
<td>(50)</td>
<td>(50)</td>
<td></td>
</tr>
<tr>
<td>Stormwater - Copeland Ave Lobethal, extra cost</td>
<td>20</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Stormwater - James St Balhannah accelerated</td>
<td>130</td>
<td>130</td>
<td></td>
</tr>
<tr>
<td>Stormwater - Main St Woodside deferred</td>
<td>(110)</td>
<td>(110)</td>
<td></td>
</tr>
<tr>
<td>Stormwater - Shannon St Birdwood - DPTI contribution</td>
<td>(20)</td>
<td>(20)</td>
<td></td>
</tr>
<tr>
<td>Shoulders - Ridge Rd Woodside - savings</td>
<td>(30)</td>
<td>(30)</td>
<td></td>
</tr>
<tr>
<td>Bridge - Graebers Rd, Charleston - additional works</td>
<td>60</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>Kerbing - James St Balhannah cancelled</td>
<td>(34)</td>
<td>(34)</td>
<td></td>
</tr>
<tr>
<td>Retaining Wall - Crescent Dr, Norton Summit, extra cost</td>
<td>24</td>
<td>24</td>
<td></td>
</tr>
<tr>
<td>Roofing - Ashton Hall cancelled</td>
<td>(10)</td>
<td>(10)</td>
<td></td>
</tr>
<tr>
<td>Refurbishment - Retirement Villages (originally omitted)</td>
<td>60</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>AHBTC Transformer removal (safety/ Masterplan need)</td>
<td>65</td>
<td>65</td>
<td></td>
</tr>
<tr>
<td>AHBTC Bldgs 1, 4, 5A, 16,18 works deferred</td>
<td>(78)</td>
<td>(78)</td>
<td></td>
</tr>
<tr>
<td>Misc other project variances</td>
<td>(4)</td>
<td>(4)</td>
<td></td>
</tr>
</tbody>
</table>

**Cumulative Ratepayer funds committed by BR2**

<table>
<thead>
<tr>
<th></th>
<th>$'000</th>
</tr>
</thead>
<tbody>
<tr>
<td>9,004</td>
<td>146</td>
</tr>
<tr>
<td>9,150</td>
<td></td>
</tr>
</tbody>
</table>

* - BR2 Capex summarised to disclose all New projects and additional/cancelled Renewal projects separately, plus significant or noteworthy rescheduling of or reallocations between Renewal projects.
SUMMARY

Council has 12 Advisory Groups and 2 Working Panels (hereafter referred to collectively as Advisory Groups) that provide advice to staff members on matters defined in separate Terms of Reference for each Advisory Group.

The Advisory Groups generally comprise a mix of Council and Independent (Community) Members

The membership terms for the independent members of the following Advisory Groups have/will expire in the coming months:

- Sport & Recreation Advisory Group (SRAG) – expired
- Bushfire Advisory Group (BAG) – 1/3/2015
- Sustainability Advisory Group (SAG) – 22/5/2015

There is one independent member vacancy that still needs to be filled from the last recruitment round for the Adelaide Hills Business & Tourism Centre Advisory Group (AHBTCAG).

This report seeks Council’s approval to commence the recruitment process and to appoint Council Members to the Selection Panels.

Notwithstanding that a review of Council’s governance arrangements is currently underway, the purpose of this report is to determine the membership of these groups to enable continuity in the respective advisory roles. A more fulsome examination of the role and function of Advisory Groups will be a component of the Governance Review Report.

RECOMMENDATION

That Council resolves:

1. That the report be received and noted.

2. To approve the recruitment to the eleven (11) independent member vacancies of the Bushfire Advisory Group via the seeking of nominations from the member organisations for a 1 year period.
3. To approve the recruitment of up to nine (9) independent members for the vacancies of the Sport & Recreation Advisory Group for a 1 year period.

4. To appoint Crs … and … to the Selection Panel for the independent member vacancies of the Sport & Recreation Advisory Group.

5. To approve the recruitment of up to five (5) independent members for the vacancies of the Sustainability Advisory Group for a 1 year period.

6. To appoint Crs … and … to the Selection Panel for the independent member vacancies of the Sustainability Advisory Group.

7. To approve the recruitment of the one (1) independent member vacancy of the Adelaide Hills Business & Tourism Centre Advisory Group for a 1 year period.

8. To appoint Crs … and … to the Selection Panel for the independent member vacancies of the Adelaide Hills Business & Tourism Centre Advisory Group.

1. GOVERNANCE

➢ Strategic Management Plan/Council Policy

Goal 4: A Recognised Leading Performer
Key Issue 4.1: Leadership
Key Action 4.1.4 Meet legislative, regulatory and good governance responsibilities and obligations.

➢ Legal Implications

Advisory Groups do not have any legal status under the Local Government Act 1999.

Council Members’ involvement with an Advisory Group constitutes the exercise of official functions and duties of office of an elected member under the Local Government Act 1999. Council members are, therefore, protected from civil liability in their role as Advisory Group members pursuant to section 39 of the Local Government Act 1999.

Independent members are not indemnified by the Council against any liability arising as a result of their actions or omissions related to their involvement with the Advisory Group or undertaken in connection with their role as a member of an Advisory Group.

➢ Risk Management Implications

The appointment of Council Members on Advisory Groups 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.

<table>
<thead>
<tr>
<th>Inherent Risk</th>
<th>Residual Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extreme (5C)</td>
<td>Medium (3D)</td>
</tr>
</tbody>
</table>
Financial and Resource Implications

Council’s current budget contains provisions for the costs associated Advisory Groups.

Customer Service and Community/Cultural Implications

It is reasonable to assume that the community could expect Council to have mechanisms to provide advice and consideration of matters to assist the Council to discharge its responsibilities.

Environmental Implications

Not applicable.

Community Engagement/Consultation

Advisory Groups are an important community engagement mechanism.

Advertising for the independent member vacancies will be through Council’s website, newspapers (Courier and Weekender Herald), Council service centres and libraries, as detailed in Procedures for Advisory Groups.

2. BACKGROUND

At its December 2013 ordinary meeting, Council reviewed the terms of reference for its Advisory Groups and made a number of revisions to harmonise the arrangements for these groups including the establishment of Procedures for Advisory Groups.

The membership terms for these groups remain staggered and therefore, periodically, Council needs to recruit members as terms expire.

The following Advisory Groups have independent member terms that have/will expire in the coming months:

Bushfire Advisory Group (BAG)

Role:

The Bushfire Advisory Group provides advice to the Executive Officer on bushfire mitigation issues. This will include issues such as local bushfire risks, threat assessment and knowledge of other organisations' bushfire mitigation plans.

The Bushfire Advisory Group will provide links to other member organisations’ bushfire knowledge and skills and will be consulted by staff during the preparation of Council’s Bushfire Action Plan(s).

Expire: 1/3/2015

Independent Member Selection Criteria:

The 11 independent members shall be organisation representatives nominated by the following:
• Up to 2 representatives each from CFS Groups:
  • Onkaparinga Group
  • Gumeracha Group
  • East Torrens Group
  • Mt Lofty Group
• One representative from a Bushfire Region
• One representative from DEWNR
• One representative from SA Water.

(Note: Letters will be sent to each of the above organisations seeking their nominees)

Current Council Member membership: Crs Bailey and Vonow

Sport & Recreation Advisory Group (SRAG)

Role:

The Sport and Recreation Advisory Group was formed in order to provide:
• Representation for the various sport and recreation groups and
• Advice to Council staff involved with sport and recreation.

Expiry: Expired

Independent Member Selection Criteria:

Up to nine (9) independent members shall be selected on the basis of their skills, knowledge and experience in one or more of the following:

• Demonstrated association with local or regional sporting groups, organisations or associations;
• Held an organisational management role in a related area;
• Actively worked with similar committees;
• Demonstrated ability to achieve results and remain impartial.

It shall be a pre-requisite that community representatives live, work or have an active interest in the Council area.

Current Council Member membership: Crs Wisdom, Nelson and Daniell
**Sustainability Advisory Group (SAG)**

**Role:**

The Sustainability Advisory Group provides advice to Council staff on sustainability matters including climate change, energy management, water management, waste reduction, environment, conservation and biodiversity.

The Sustainability Advisory Group shall provide Council staff with access to external expertise, networks and links to other organisations with regard to sustainability issues including climate change, energy management, water management, waste reduction, environment, conservation and biodiversity.

Where applicable it is recognised that members of the SAG may provide informal feedback to the community on how the Council is pursuing its sustainability objectives.

**Expiry:** 22/5/2015

**Independent Member Selection Criteria:**

Up to five (5) independent members shall be selected on the basis of their skills, knowledge and experience in one or more of the following:

- Environmental sustainability, biodiversity, natural resource management, climate change, climate adaption or similar
- Energy, water and/or waste reduction strategies and/or technology
- Government grants process particularly as related to climate change, energy, water and waste reduction
- Advisory committees and/or community consultation
- Links to networks and/or groups with expertise in environment, sustainability, and climate change and/or climate adaption.

It shall be a pre-requisite that community representatives live, work or have an active interest in the Council area.

(Note: the Council established a Biodiversity Advisory Group (BioAG) in June 2014 and therefore the biodiversity and natural resource management elements of the SAG has been transferred over to the BioAG. On this basis the above selection criteria will be modified by the Administration accordingly for the recruitment process.)

**Current Council Member membership:** Crs Boyd, Daniell, Bailey and Nelson
Adelaide Hills Business & Tourism Centre Advisory Group (AHBTCAG)

The Adelaide Hills Business & Tourism Centre Advisory Group (AHBTCAG) undertook a recruitment round for its 3 independent member vacancies in March 2014. Only 2 positions were filled this round and therefore a vacancy exists. Details of the AHBTCAG are:

Role: The AHBTC Advisory Group will provide advice to Council staff on the operation of the Adelaide Hills Business & Tourism Centre (AHBTC) through the involvement of the Centre’s relevant public and private stakeholders.

Independent Member Selection Criteria:

Independent members (as per the TOR) shall be selected on the basis of their skills, knowledge and experience in one or more of the following:

- Small business
- Employment and training
- Business facilitation and investment
- Economic and community development (inc job creation)
- Business marketing and promotion
- Financial management and planning
- Tourism

It shall be a pre-requisite that community representatives live, work or have business interests in the Adelaide Hills Council area.

Current Council Member membership: Crs Hall, Green and Vonow.

3. ANALYSIS

Recruitment Process

As per the Procedures for Advisory Groups, the selection process will begin with an advertising campaign calling for nominations. Advertising will be through Council’s website, newspapers (Courier and Weekender Herald), council service centres and libraries. Interested parties will be requested to submit a written application which will identify responses to the selection criteria.

It is proposed to advertise for the independent member vacancies for The Summit Community Centre and to form a selection panel.

The selection process for independent members will be conducted by a panel comprising two (2) Councillors appointed by the Council, Council’s Chief Executive Officer (or delegate), and the Executive Officer.
The Panel will review applications against the criteria, undertake interviews and make recommendations to Council in terms of the most appropriate persons to be appointed as independent members.

The recommendations of the Selection Panels for appointment to the Advisory Groups will be reported back to Council for a decision.

As identified in the Summary of this report, the concept of Advisory Groups will be examined as part of the Governance Review and therefore it is not intended that Council’s consideration of this item will extend into the merits or otherwise of Advisory Groups in totality or of individual Groups.

The term of office for independent members on Advisory Groups, as per the Procedures for Advisory Groups, is two (2) years or such other time as resolved by Council at the time of appointment. It is proposed that Council considers one (1) year terms to avoid prejudicing any decisions Council makes regarding the future structure and composition of the Advisory Groups arising from the Governance Review and/or subsequent projects.

4. **OPTIONS**

The Council has the following options:

1. To accept the recommendations contained in this report
2. To amend any/all aspect(s) of the recommendations.
3. Take the opportunity to consider the composition of the Advisory Groups (i.e. a change in the number of independent members).

Option 1 is recommended at this stage as it is envisaged that a wider review of the Advisory groups and their memberships will be a project arising from the Governance Review.

5. **APPENDIX**

Nil
SUMMARY

The Eastern Waste Management Authority (East Waste) has written to Council seeking approval for the appointment of Mr Brian Cunningham as Independent Chairperson for a period of 2 years.

This appointment is subject to the absolute majority of member Councils, and a response by 6 March has been requested.

RECOMMENDATION

That Council resolves:

1. That the report be received and noted.
2. That Council approves the appointment of Mr Brian Cunningham as Independent Chairperson of East Waste for a period of 2 years from March 2015.

1. GOVERNANCE

- Strategic Management Plan/Council Policy

Goal 2: Sustainable Natural and Built Environments

Key Issue 2.3: Waste Management

Key Action 2.3.4: Provide waste collection services, re-use and recycling facilities and evaluation of waste collection service activities to determine success of the process, changes and continuing sustainable approaches

Goal 4: A Recognised Leading Performer

Key Issue 4.1: Leadership
Key Action 4.1.4  Meet legislative, regulatory and good governance responsibilities and obligations.

- **Legal Implications**

East Waste is created under section 43 of the Local Government Act 1999 and operates under a Charter approved by the Constituent Councils.

- **Risk Management Implications**

Ensuring that there are sound governance arrangements with East Waste 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.*

<table>
<thead>
<tr>
<th>Inherent Risk</th>
<th>Residual Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extreme (5C)</td>
<td>Medium (3D)</td>
</tr>
</tbody>
</table>

- **Financial and Resource Implications**

The Independent Chair of East Waste is remunerated. The level of remuneration is determined by the Board having regard to its Director/Chair Remuneration Policy.

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

There are no direct customer service implications regarding the appointment of the Independent Chair.

- **Environmental Implications**

There are no direct environmental implications regarding the appointment of the Independent Chair.

- **Community Engagement/Consultation**

There is no requirement for community consultation in relation the appointment of the Independent Chair.

2. **BACKGROUND**

The General Manager of East Waste, Adam Faulkner, has written to Council *(Appendix 1)* advising that the East Waste Board, at its 22 January 2015 meeting, had resolved that the General Manager write to each Constituent Council seeking approval for the current Independent Chair, Brian Cunningham, to be reappointed as Chair for a two-year term.

Clause 21.1.2 of the East Waste Charter requires the appointment of an independent person, who shall be Chair, for a 2 year term. The current chairperson, Brian Cunningham, was appointed in March 2013 and is eligible for reappointment.

The letter states that the Board’s preference for the reappointment recognises that East Waste benefits from the appointment of Mr Cunningham and would continue to benefit from a reappointment.
This appointment is subject to the absolute majority of member Councils, and a response by 6 March has been requested.

3. ANALYSIS

Council’s member on the East Waste Board, Cr Linda Green, has indicated that she is supportive of Mr Cunningham’s reappointment.

4. OPTIONS

The Council has the following options:

1. Council can choose to support the East Waste Board’s reappointment of Mr Brian Cunningham as Chairperson for a 2 year term from March 2015

2. Council can choose not to support the East Waste Board’s reappointment of Mr Brian Cunningham as Chairperson for a 2 year term from March 2015

Option 1 is the recommended option as East Waste’s Board has indicated that they have benefitted from Mr Cunningham’s term as Chairperson and would continue to benefit from his chairmanship and this has been supported by Council’s representative.

5. APPENDIX

(1) Letter from East Waste – Reappointment of Independent Chairperson, Mr Brian Cunningham
Appendix 1

Letter from East Waste – Reappointment of Independent Chairperson, Mr Brian Cunningham
12 February 2015

Mr Andrew Aitken
Chief Executive Officer
Adelaide Hills Council
PO Box 44
WOODSIDE·SA 5244

Dear Andrew

RE: Re-appointment of Independent Chairperson, Mr Brian Cunningham

As per Clause 21.1.2 of the East Waste Charter, an independent person (who shall be Chair) is to be appointed for a two (2) year term. The current independent chairperson, Mr Brian Cunningham, was appointed in March 2013. The appointment period is therefore due to expire. The Charter allows for the Chair to be re-appointed at the expiration of the term subject to the absolute majority of Member Council’s.

At their meeting held 22 January 2015 the East Waste Board (the Board) resolved for East Waste’s General Manager to write to Member Council’s seeking approval of Mr Cunningham’s appointment for a further two (2) years, recognising that East Waste benefits from the appointment of Mr Cunningham as Independent Chair, and would continue to benefit from a re-appointment.

Consistent with the requirements of Clause 21.1.2 of the Charter and the resolution of the Board, I am writing to seek the approval of the Adelaide Hills Council to re-appoint Mr Brian Cunningham as Independent Chairperson for a further two (2) year term.

The Board next meet on 19 March 2015, whereby the endorsement or otherwise of the Member Council’s will be tabled, therefore I would be pleased if you could provide a response to me no later than COB Friday 6 March 2015.

Please do not hesitate to contact me on (08) 8347 5105 or adam@eastwaste.com if you have any questions or require any clarification.

I look forward to receiving your response.

Yours sincerely

[Signature]

Adam Faulkner
General Manager – East Waste
ADLAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 24 February 2015
AGENDA BUSINESS ITEM

Item: 15.2

Originating Officer: Lachlan Miller, Manager Governance & Risk

Responsible Director: Tim Piper, Director Corporate Services

Subject: Information Report – Council Resolutions Update

SUMMARY

The Action List is updated each month and outlines actions taken on resolutions passed at Council meetings. The completed items are removed from the list each month.

RECOMMENDATION

That Council resolves:

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Action Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>22/1/13</td>
<td>Council</td>
<td>13</td>
<td>Water Reuse Birdwood CWMS</td>
</tr>
<tr>
<td>9/9/14</td>
<td>Council</td>
<td>59</td>
<td>Smith Rd &amp; Stone Quarry Reserves Kersbrook</td>
</tr>
<tr>
<td>28/10/14</td>
<td>Council</td>
<td>221</td>
<td>Evacuation Accommodation for Pets</td>
</tr>
<tr>
<td>25/11/14</td>
<td>Council</td>
<td>245</td>
<td>Section 41 SPDPC Membership &amp; Presiding Member</td>
</tr>
<tr>
<td>25/11/14</td>
<td>Council</td>
<td>246</td>
<td>S41 – Audit Committee membership</td>
</tr>
<tr>
<td>25/11/14</td>
<td>Council</td>
<td>247</td>
<td>CEO Performance Review Panel membership</td>
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<tr>
<td>25/11/14</td>
<td>Council</td>
<td>248</td>
<td>General Purpose Financial Statements 2013/14</td>
</tr>
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<td>25/11/14</td>
<td>Council</td>
<td>249</td>
<td>2014/15 Budget – BR1</td>
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<td>25/11/14</td>
<td>Council</td>
<td>250</td>
<td>Annual Report 2013/14</td>
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<td>25/11/14</td>
<td>Council</td>
<td>253</td>
<td>S43 – East Waste membership</td>
</tr>
<tr>
<td>25/11/14</td>
<td>Council</td>
<td>254</td>
<td>S43 – AHRWMA membership</td>
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<td>25/11/14</td>
<td>Council</td>
<td>255</td>
<td>S43 – GRFMA membership</td>
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<td>25/11/14</td>
<td>Council</td>
<td>256</td>
<td>S43 – SHLGA membership</td>
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<td>25/11/14</td>
<td>Council</td>
<td>258</td>
<td>Australia Day Awards Panel</td>
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<tr>
<td>25/11/14</td>
<td>Council</td>
<td>261</td>
<td>KPI Audit – congratulations to staff</td>
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<tr>
<td>9/12/14</td>
<td>Council</td>
<td>269</td>
<td>Pet Relocation – catastrophic fire days</td>
</tr>
<tr>
<td>9/12/14</td>
<td>Council</td>
<td>270</td>
<td>Review of Buffers Policy</td>
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<tr>
<td>9/12/14</td>
<td>Council</td>
<td>271</td>
<td>Review of Genetically Modified Crops Policy</td>
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<td>9/12/14</td>
<td>Council</td>
<td>272</td>
<td>Council Members Allowances &amp; Benefits Policy</td>
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<tr>
<td>9/12/14</td>
<td>Council</td>
<td>273</td>
<td>Register of Confidential Items</td>
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<tr>
<td>9/12/14</td>
<td>Council</td>
<td>274</td>
<td>Delegations Review</td>
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<tr>
<td>9/12/14</td>
<td>Council</td>
<td>278</td>
<td>Council Member Advisory Group Membership</td>
</tr>
<tr>
<td>27/1/15</td>
<td>Council</td>
<td>7</td>
<td>East Waste Charter Review</td>
</tr>
<tr>
<td>27/1/15</td>
<td>Council</td>
<td>9</td>
<td>Disposal of Unmade Public Road &amp; Reserves</td>
</tr>
</tbody>
</table>
1. GOVERNANCE

- Strategic Management Plan/Council Policy

Goal 4: A Recognised Leading Performer

Key Issue: 4.4: Strategic Planning and Performance

- Legal Implications

Not applicable

- Risk Management Implications

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

- Financial and Resource Implications

Not applicable

- Customer Service and Community/Cultural Implications

Not applicable

- Environmental Implications

Not applicable

- Community Engagement/Consultation

Not applicable

2. ANALYSIS

The Action List (Appendix 1) is updated each month and outlines actions taken on resolutions passed at Council meetings. The completed items are removed from the list each month.

3. APPENDIX

(1) AHC Action List
7/04/2009 Council 108 Building allotments - Highercombe Golf Club
Investigate options & prepare report
Lachlan Miller In Progress 22/10/14
Comment: Investigation still outstanding due to higher priorities for resource allocation.

20/10/2009 Council 354 Objection to Road Closure - Unmade Road off Lobethal Road Ashton
Explore alternative solutions for this portion of the road and potential liability issues that may arise due to the closing of the road
Lachlan Miller In Progress 22/10/14
Comment: Investigation reactivated and underway.

20/10/2009 Council 359 Basket Range Hall - Infrastruture Grant
As per minute - develop a draft policy for infrastructure funding support for Community-Owned Halls, including a financial impact assessment and investigate the merits or otherwise of incorporating an annual budgeted amount for urgent community building infrastructure maintenance.
David Waters In Progress 22/10/14
Comment: New policy which will cover this is being developed. Likely to go to Council for consideration in March 2015.

6/07/2010 Council B177 Approval to Register Drainage Easements Over Properties at 8 Tolmer Road and 2, 4 and 6 Gale Street Woodside
As per minute
Lachlan Miller In Progress 22/10/14
Comment: Matter still outstanding due to higher priorities for resource allocation.

23/08/2011 Council 256 Social Planning Reference Group Terms of Reference
Submit future report to Council on the range and scope of Council's grants
David Waters In Progress 22/10/14

22/11/2011 Council 342 MN - Highercombe Golf Course
Investigate the future use of vacant block at Highercombe Golf Course
Lachlan Miller In Progress 22/10/14

That Council informs the regular (ie at least monthly) users of our facilities that they may request a yearly bond and deposit for the key required to access the building or facility they use.
Lachlan Miller In Progress 22/10/14

27/03/2012 Council 72 Future Use of Sifting Community Shop Site
5 year lease approved with terms to be implemented as per adopted resolution
Lachlan Miller In Progress 16/08/14
Comment: CLLP amended. Lease being prepared

12/06/2012 Council 148 MN - Naming Park in Balhannah
For consultation
Deb Richardson In Progress 18/03/14
Comment: Research into history of the reserve complete. Community consultation planned during July 2014.

28/08/2012 Council 214 Kersbrook Stone Reserve - Heritage Agreement
Chief Executive Officer, or delegate, be authorised to take all necessary actions to bring the Heritage Agreement into effect
Lachlan Miller In Progress 22/10/14
Comment: Rededication request made to Crown, HA pending resolution of rededication request - also refer 164/13

22/01/2013 Council 13 Water Reuse Birdwood CVMS
Confidential Item - as per minute
Completion 25/01/15
Comment: Baseline and agreement in place. SA Health approval obtained for wastewater transfer to third party use.

27/08/2013 SPDPIC 43 Regional Tender for the Provision of Kerbside Waste Collection Services
CEO to participate in a regional kerbside collection tender process and report back to Council with the outcome
John McArthur In Progress 29/01/15
Comment: Tender submission have been received and currently being evaluated.

10/09/2013 Council 164 Handing back of Crown Land to be redeveloped - Section 426 H 105700 Kersbrook Stone Reserve
Finalise Documents - Mayor/CEO to sign Permission to proceed with DPA. Some minor arrangements across facilities.
Lachlan Miller 22/10/14
Comment: Approvals for bonds for key hire occur across a number of facilities. A review of fire arrangements will take place in 2015 with a view to standardising arrangements across facilities.

21/01/2014 Council 9 Riverview Road & Narme Road Intersection
Consider retention of rumble strips, request DPTI to give high priority to upgrade
Deb Richardson 20/05/14
Comment: Formal correspondence sent to DPTI.

21/01/2014 Council 14 Lobethal Recreation Ground Sports Club Club Proposal
Confidential Item - as per minute
Tim Piper In Progress 22/12/14
Comment: Matter in progress by LGRSC 108

25/03/2014 Council 61 CONFIDENTIAL - ARBTC Master plan
As per minute
Tim Piper In Progress 22/12/14
Comment: Council received the draft ARBTC Masterplan on the 26 August 2014 Council meeting.

22/04/2014 Council 91 CONFIDENTIAL - Local Heritage DPA
As per minute
Marc Salver In Progress 1/10/14
Comment: DPA submitted to the Minister for Planning for permission to proceed with the DPA. Some minor changes have been requested and the amended DPA was resubmitted for Ministerial approval.

13/05/2014 SPDPIC 29 Avenue of Trees - William Street, Birdwood
1. Support the replacement or pruning of dead Ash trees over a two year period where the Arborist Report indicates that such work is required;
2. Residents of William Street be advised of Council’s decision and the likely start date for maintenance work/tree removal
Deb McFadzean In progress 12/05/14
Comment: Residents were advised of upcoming work in early August 2014. During August seven trees were removed, others were pruned and replacement trees were planted. Further work will be required next year. This is likely to require removal of many trees. Further community engagement will be required.

13/05/2014 SPDPIC 30 Adelaide Hills Trails Network Strategy
1. The Adelaide Hills 20 Year Trail Network Strategy & Action Plan be adopted;
2. An implementation plan be prepared by staff in 2014 to inform spending priorities for consideration in future budgets
Rebecca Shepherd Not Started 22/10/14
Comment: Scoping of the project will occur in 2014 and has been delayed as a result of staff changes.
<table>
<thead>
<tr>
<th>No.</th>
<th>Date</th>
<th>Meeting</th>
<th>Res No.</th>
<th>Topic</th>
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<th>Responsible Manager</th>
<th>Progress</th>
<th>Date of Update</th>
<th>Estimated Completion Date</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>104</td>
<td>27/05/2014</td>
<td>Council</td>
<td>95</td>
<td>William St Birdwood Street, plaque</td>
<td>That Council, as a consequence of the SPDPC resolution No 29 dated 13 May 2014, approves: 1. The construction of a piece of street furniture and installation in William St Birdwood, in the vicinity of where the trees will be removed, provided suitable timber is available from those trees. 2. The erection of a plaque acknowledging the residents who donated funds to plant the street furniture. 3. Place a memorial with names in the Birdwood Institute in consultation with the Friends of the Birdwood Institute. 4. Suitable timber to be made available to the Friends of the Birdwood Institute (FBI) to enable the Committee to make some small wood pieces (eg bowls) to display in the Institute. 5. The CEO investigate a source of funds for the projects. 1 and 2 to be undertaken in consultation with the community.</td>
<td>Deb Richardson</td>
<td>In Progress</td>
<td>4/11/14</td>
<td>30/06/14</td>
<td>Preparing for consultation process</td>
</tr>
<tr>
<td>105</td>
<td>27/05/2014</td>
<td>Council</td>
<td>106</td>
<td>Lot 63 Hanson Lane, Charleston, Plan of Estate</td>
<td>1. Subject to DPTI agreeing to take on maintenance responsibility for this portion of roadway, approves the execution of the Certificate of Consent for the Deposit of a Plan of Division D9168 that vest Lot 63 in the Adelaide Hills Council. 2. Authorises the Mayor and Chief Executive Officer to sign and seal all necessary documentation. 3. Conducts community consultation to name the proposed Allotment 63 in DP 9168 as Hanson Lane in accordance with Council's Place and Road Naming Policy.</td>
<td>Lachlan Miller</td>
<td>In Progress</td>
<td>17/06/14</td>
<td>30/06/14</td>
<td>Consultation process to be commenced in August 2014</td>
</tr>
<tr>
<td>106</td>
<td>27/05/2014</td>
<td>Council</td>
<td>107</td>
<td>Lot 63 Hanson Lane, Plan of Estate</td>
<td>The Strategic Planning &amp; Development Policy Committee resolves to adopt the Communication Plan as shown in Appendix 1 and the plan be reviewed within 12 months.</td>
<td>Andrew Atkin</td>
<td>In Progress</td>
<td>15/07/14</td>
<td>30/06/15</td>
<td>Review within 12 months</td>
</tr>
<tr>
<td>107</td>
<td>10/06/2014</td>
<td>SPDPC</td>
<td>98</td>
<td>Communication Plan</td>
<td>That the CEO instructs staff to have discussions with Ms Joan Gibb, Chair of Mid Torrens Catchment Group, regarding her presentation to Council and that Council be advised of the outcomes of these discussions.</td>
<td>Russell King</td>
<td>In Progress</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>108</td>
<td>24/06/2014</td>
<td>Council</td>
<td>116</td>
<td>Renaming Stirling Linear Park to Woorabinda Bushland Reserve</td>
<td>Stirling Linear Park be renamed Woorabinda Bushland Reserves and the existing names of the four constituent reserves be retained.</td>
<td>Deb Richardson</td>
<td>In Progress</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>109</td>
<td>24/06/2014</td>
<td>Council</td>
<td>128</td>
<td>Proposed Road Closure Proposal of Schapel Road, Lobethal</td>
<td>That Council agrees in principle to close and sell the subject portion of Schapel Road, Lobethal according to the Roads Opening and Closing Act. Sale being subject to: 1. Borail Resources (SA) Ltd agreeing to meet all costs associated with proposed closure and sale 2. No substantive objections to proposed closure and sale being received. 3. Agreement on the value of subject land.</td>
<td>Lachlan Miller</td>
<td>In Progress</td>
<td>22/10/14</td>
<td>31/12/14</td>
<td>Survey and valuation completed. Preliminary plan and advertisements being prepared.</td>
</tr>
<tr>
<td>110</td>
<td>22/07/2014</td>
<td>Council</td>
<td>151</td>
<td>Woorabinda Reserve Facilities Concept</td>
<td>1. The report be received and noted. 2. To support in principle the proposed concept for facilities at Woorabinda Bushland Reserve (formerly Stirling Linear Park). 3. To consider Project 30053, $30,000 for upgrade of the toilet facility at Woorabinda Bushland Reserve in Budget Review 1. 4. To consider Project 30015, $30,000 for construction and installation of a new signage at Woorabinda Bushland Reserve in Budget Review 1. 5. To consider a budget allocation of $15,000 for a carkap at Woorabinda Bushland Reserve in Budget Review 1. 6. To consider a budget allocation to undertake a detailed design for the asbestos removal and refurbishment of the existing buildings at Woorabinda Bushland Reserve as part of Budget Review 1.</td>
<td>Deb Richardson</td>
<td>In Progress</td>
<td>12/09/14</td>
<td>28/10/14</td>
<td>To be considered as part of Budget Review 1.</td>
</tr>
<tr>
<td>111</td>
<td>22/07/2014</td>
<td>Council</td>
<td>152</td>
<td>Mt Torrens CFS Site Concept</td>
<td>1. The report be received and noted. 2. To have the SA Country Fire Service remove the CFS Shed. 3. That the preferred option is to build a new public toilet and a small facility for the storage of historical records. 4. That a budget be prepared to undertake detailed design and costing including heritage advice and a landscape plan be considered as part of Budget Review 1.</td>
<td>Deb Richardson</td>
<td>In Progress</td>
<td>12/09/14</td>
<td>30/10/14</td>
<td>CFS have been advised of the need to remove the building.</td>
</tr>
<tr>
<td>112</td>
<td>22/07/2014</td>
<td>Council</td>
<td>156</td>
<td>Primary Production Incentive Grants application</td>
<td>1. That the report be received and noted. 2. That the application received from the Permaculture Association of SA for a Primary Production Incentives Grant from the Revitalisation Fund for Primary Production Land not be funded. 3. That the applicant be informed in writing with the reasons for refusal.</td>
<td>Glyn Atkinson</td>
<td>In Progress</td>
<td>15/09/14</td>
<td>28/10/14</td>
<td>To be considered by the RLMAG in September after which the matter will be reported to Council for consideration</td>
</tr>
<tr>
<td>113</td>
<td>26/08/2014</td>
<td>Council</td>
<td>188</td>
<td>MON Trees in Parks</td>
<td>That the CEO prepares a report to be presented to Council no later than October 2014, outlining the current system for managing high risk trees and suggestions and timelines for improvement. The report should identify a plan for managing high risk trees which are large, aged, unhealthy or high risk species and are located in areas of frequent, or high public use within the Council area. The report may include, but not be necessarily limited to the following: 1. Issues surrounding risk management 2. Expected budgetary considerations 3. Possible type and number of locations to be considered 4. If necessary, the inclusion of a tree removal and replacement program 5. Possible hierarchy of time frames to achieve any associated works 6. A planned approach to general tree management.</td>
<td>Andrew Atkin</td>
<td>In Progress</td>
<td>12/09/14</td>
<td>28/10/14</td>
<td></td>
</tr>
</tbody>
</table>
**ADELAIDE HILLS COUNCIL - ACTION LIST**

<table>
<thead>
<tr>
<th>Date</th>
<th>Meeting</th>
<th>Res No.</th>
<th>Topic</th>
<th>Action</th>
<th>Responsible Manager</th>
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<th>Date of Update</th>
<th>Estimated Completion Date</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>28/08/2014</td>
<td>Council</td>
<td>174</td>
<td>Adelaide Hills Business &amp; Tourism Centre Draft Masterplan</td>
<td>That Council receive this draft masterplan report and proceed with: 1. Further work to obtain more detailed information and finalise the masterplan 2. Consider the allocation of a budget at Budget Review 1 to: a. Engage a historian/heritage advisor to provide advice on the display, interpretation and location of the Old Woolen Mill collection b. Engage a consultant to investigate diseminent options and staged process for the northern side 3. Provide an update during September to the AHBTC Advisory Group, tenants and the community detailing key outcomes from the draft masterplan and next steps 4. That a masterplan be brought back to Council by March 2015.</td>
<td>Tim Piper</td>
<td>In Progress</td>
<td>22/12/14</td>
<td>30/03/15</td>
<td>Council received the draft AHBTC Masterplan at the 26 August 2014 Council meeting.</td>
</tr>
<tr>
<td>28/08/2014</td>
<td>Council</td>
<td>178</td>
<td>Sthirling Community Children's Centre Lease of Community Land</td>
<td>That Council resolves (as varied): 1. That the report be received and noted 2. To approve the proposal in the officer's report titled 'Lease of Community Land - 25 Pine Street, Sthirling' to commence the public consultation process for a period of 21 days for 10 years with two further rights of a 5 year renewal of lease of the land and buildings at 25 Pine Street, Sthirling, (CR8753.722) to the Sthirling Community Child Care centre inc., and 3. That a further report be presented to Council regarding the outcome of the public consultation process.</td>
<td>Tim Piper</td>
<td>In Progress</td>
<td>22/10/14</td>
<td>25/11/14</td>
<td>Consultation has been completed and a report will be prepared for the November Council meeting.</td>
</tr>
<tr>
<td>24/08/2014</td>
<td>Council</td>
<td>181</td>
<td>Young Driver Awareness Course</td>
<td>That the report be received and noted. 2. Pursuant to Section 33(1) of the Road Traffic Act 1961 and Clause F of the Instrument of General Approval of the Minister dated 12 March 2001, to: 1. Declare that the Driver Education Programme that is to take place on Newman Road, Charleston is an event to which Section 33 of the Road Traffic Act 1961 applies 2. Make an order directing that a section of Newman Road, Charleston, be closed to traffic for the period between 9.00am and 6.00pm, on Thursday 05 October 2014 and Wednesday 22 April 2015 3. Make an order directing that persons taking part in the event be exempt from the duty to observe the Australian Road Rules in relation to the road, subject to the following exemption: • Exemption to include all Australian Road Rules pertaining to Pedestrian Movement. 4. Make an order directing that all vehicles except emergency and Participant vehicles be excluded from the closed section of road for the period of the closure.</td>
<td>David Waters</td>
<td>In Progress</td>
<td>03/09/15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>29/08/2014</td>
<td>SPDPC</td>
<td>54</td>
<td>August Street, Birdwood</td>
<td>That the CEO prepare a report with options for managing traffic in August Street. Birdwood.</td>
<td>Deb Richardson</td>
<td>In Progress</td>
<td>12/09/14</td>
<td>28/10/14</td>
<td>Consultation completed. Fire risk to be managed through woody weed removal and not burning as this would likely lead to increased fuel loads. All but one person contacted in the consultation was happy with this approach.</td>
</tr>
<tr>
<td>30/08/2014</td>
<td>SPDPC</td>
<td>59</td>
<td>Smith Road and Stone Quarry Reserves, Kersbrook</td>
<td>That the CEO consults with the Kersbrook CPS and adjoining landowners regarding fire risk reduction in the Smith Road and Stone Quarry Reserves.</td>
<td>Marc Salver</td>
<td>Completed</td>
<td>28/01/15</td>
<td>51/10/14</td>
<td></td>
</tr>
<tr>
<td>9/09/2014</td>
<td>Special</td>
<td>188</td>
<td>Merion Terrace Road Closing (Proposed Lot A - Discontinuation of Process</td>
<td>Discontinue the proposed road closure for proposed Lot A in Preliminary Plan 14/0017 for a portion of road reserve on Merion Terrace, Stirling adjacent to Lot 85 and determine that no road process order is to be made. Give notice in writing to the relevant parties (i.e. Surveyor-General, objectors and applicants) of Council's resolution</td>
<td>Lachlan Miller</td>
<td>In Progress</td>
<td>22/10/14</td>
<td>31/10/14</td>
<td>Notice to be given to relevant parties</td>
</tr>
<tr>
<td>9/09/2014</td>
<td>Special</td>
<td>189</td>
<td>Revocation of Community Land – Proposed Lot 9 Merion Tce, Stirling</td>
<td>Approve the submission of a report to the Minister seeking the revocation of the community land status of the portion of Apex Park</td>
<td>Lachlan Miller</td>
<td>In Progress</td>
<td>22/10/14</td>
<td>31/10/14</td>
<td>Report to be sent to Minister</td>
</tr>
<tr>
<td>9/09/2014</td>
<td>Special</td>
<td>190</td>
<td>Campsfield Reserve, Bridgewater</td>
<td>Install new fencing on the frontage of Campsfield Reserve with Mt Barker Road and install gates at the existing entrance. Existing dog access arrangements retained at Campsfield Reserve, Bridgewater</td>
<td>John McArthur</td>
<td>In Progress</td>
<td>29/01/15</td>
<td>28/02/15</td>
<td>Quotes being finalised for the completion of the works.</td>
</tr>
<tr>
<td>23/09/2014</td>
<td>Council</td>
<td>199</td>
<td>MON Review of Tree Management Policy</td>
<td>That the scheduled review of the Tree Management Policy includes broadening the scope of community consultation required for &quot;established avenues&quot; and &quot;notable plantations&quot; as defined in that Policy.</td>
<td>Andrew Atkin</td>
<td>In Progress</td>
<td>22/10/14</td>
<td>30/09/15</td>
<td></td>
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<tr>
<td>23/09/2014</td>
<td>Council</td>
<td>203</td>
<td>Merion Terrace, Stirling - Road Opening</td>
<td>1. To make a road process order for the opening of proposed Lots 1 and 2 in Preliminary Plan 14/0008 on Lots 79 and 86 Merion Terrace respectively 2. The Administration give notice in writing to the relevant parties (i.e. Surveyor-General, objectors and applicants) of Council's resolution.</td>
<td>Tim Piper</td>
<td>In Progress</td>
<td>22/10/14</td>
<td>31/10/14</td>
<td>Report to be sent to Minister</td>
</tr>
<tr>
<td>23/09/2014</td>
<td>Council</td>
<td>210</td>
<td>MWH Council Elections - Absentee Voting</td>
<td>That the CEO write to the Electoral Commission to ask that it investigate how absentee voting can be incorporated into Local Government elections.</td>
<td>Andrew Atkin</td>
<td>In Progress</td>
<td>22/10/14</td>
<td>30/11/14</td>
<td>Correspondence to include other feedback associated with election process.</td>
</tr>
<tr>
<td>14/10/2014</td>
<td>SPDPC</td>
<td>61</td>
<td>Festivals and Events Policy</td>
<td>1. That the review of the Festivals and Events Policy be commenced and a report brought back to Council for consideration within six (6) months. 2. That if an event or festival application is submitted during the review period, that it be considered under the current Festivals and Events Policy.</td>
<td>David Waters</td>
<td>In Progress</td>
<td>28/11/14</td>
<td>30/04/15</td>
<td></td>
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<tr>
<td>28/10/2014</td>
<td>Council</td>
<td>221</td>
<td>Evacuation Accommodation for Hills Residents with Pets on Catastrophic Fire Danger Days</td>
<td>I move that the CEO or his relevant delegates initiate urgent meetings with the CPS, the Royal Agricultural &amp; Horticultural Society of SA Inc and other locations to explore the possible use of suitable facilities as a place of refuge for hills residents evacuating with pets on days (and potentially nights) of Catastrophic fire danger and that a preliminary report be provided on the outcome of these discussions by the December 2014 Council meeting.</td>
<td>Andrew Atkin</td>
<td>Completed</td>
<td>25/01/15</td>
<td>31/12/14</td>
<td>Report provided to Council in December 2014. Council resolved that the CEO write to the LGA seeking their cooperation to advocate for a state wide outcome.</td>
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<td>28/10/2014</td>
<td>Council</td>
<td>222</td>
<td>Weed Control in the Council Area</td>
<td>That Council instructs that the CEO delegate the appropriate staff to determine the cost benefit of an integrated pest management program.</td>
<td>Deb Richardson</td>
<td>In Progress</td>
<td></td>
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<td>28/10/2014</td>
<td>Council</td>
<td>225</td>
<td>Boundary Changes - Millbrook, Cudlee Creek, Paracombe and Inglewood</td>
<td>1. That the report be received and noted</td>
<td>Marc Salver</td>
<td>In Progress</td>
<td>4/11/14</td>
<td></td>
<td>Submission lodged with the GNU 30/10/14 and will await final outcome of GNU process.</td>
</tr>
<tr>
<td>28/10/2014</td>
<td>Council</td>
<td>228</td>
<td>Revocation of Community Land Status - Summertown Institute 1102 Greenhill Road Summertown</td>
<td>To approve the submission of a report to the Minister seeking the revocation of the community land status of the land and buildings at 1102 Greenhill Road, Summertown, Certificate of Title Volume 6110 Folio 303</td>
<td>Lachlan Miller</td>
<td>In Progress</td>
<td>18/11/14</td>
<td>30/11/14</td>
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<tr>
<td>28/10/2014</td>
<td>Council</td>
<td>229</td>
<td>Free Management Program</td>
<td>A report be prepared by March 2015 to provide an update on tree management including the review of the Tree Management Policy</td>
<td>Deb Richardson</td>
<td>In Progress</td>
<td>18/11/14</td>
<td>30/03/15</td>
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<tr>
<td>28/10/2014</td>
<td>Council</td>
<td>232</td>
<td>Amy Gillett Bikeway Extension - Response from Minister</td>
<td>2. That the CEO apply for funding from the Planning &amp; Development fund in order to progress the next stage of the Amy Gillett Bikeway between Mount Torrens and Birdwood in collaboration with the Department for Planning, Transport &amp; Infrastructure</td>
<td>Marc Salver</td>
<td>In Progress</td>
<td>4/11/14</td>
<td>1/02/15</td>
<td>Internal staff meeting to be held to progress this project and meeting with DPTI to be held to discuss submitting a grant for development on their land.</td>
</tr>
<tr>
<td>28/10/2014</td>
<td>Council</td>
<td>233</td>
<td>Supplementary Council Roll</td>
<td>That Council advise the LGA of its strong support for a return to the pre 2009 system of preparation of the Supplementary Council Roll.</td>
<td>Lachlan Miller</td>
<td>In Progress</td>
<td>18/11/14</td>
<td>30/11/14</td>
<td>Correspondence to include other feedback associated with election process.</td>
</tr>
<tr>
<td>25/11/2014</td>
<td>Council</td>
<td>241</td>
<td>Determination of Time &amp; Place Council &amp; SPDPC meetings</td>
<td>Approve meeting schedule to be reviewed in March 2015 - SPDPC 2nd Tuesday, Council 4th Tuesday</td>
<td>Lachlan Miller</td>
<td>In Progress</td>
<td>25/11/14</td>
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<td>25/11/2014</td>
<td>Council</td>
<td>245</td>
<td>Section 41 - SPDPC</td>
<td>That Council resolves in relation to the Strategic Planning and Development Policy Committee:</td>
<td>Lachlan Miller</td>
<td>Completed</td>
<td>M.</td>
<td></td>
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<td>25/11/2014</td>
<td>Council</td>
<td>246</td>
<td>Section 41 - Audit Committee</td>
<td>That Council resolves in relation to the Audit Committee to appoint Cr Malcolm Herrmann and Cr Andrew Stratford as members for a 2 year term</td>
<td>Lachlan Miller</td>
<td>Completed</td>
<td>M.</td>
<td></td>
<td></td>
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<tr>
<td>25/11/2014</td>
<td>Council</td>
<td>247</td>
<td>Section 41 - CEO PR Panel</td>
<td>That Council resolves in relation to the Chief Executive Officer Performance Review Panel:</td>
<td>Lachlan Miller</td>
<td>Completed</td>
<td>M.</td>
<td></td>
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<tr>
<td>25/11/2014</td>
<td>Council</td>
<td>249</td>
<td>2014/15 Budget - Budget Review 1</td>
<td>1. That the Operating budget variations presented in budget review 1 (below) amounting to unfavourable, bringing the Adjusted 2014/15 Budget Operating Surplus for the year from $359k to $355k, be adopted 2. That the Capital Budget variations presented in Budget Review 1 (2014/15) comprising the carry forward of $597k from 2013/14, and the addition of projects as listed below (with $293k of associated Blackspot grant funding), be adopted: - Blocker Road emergency reconstruction - $25,000 - Waverley Court Craters staircase renewal - $30,000 - Corkscrew Road Guardrails - $90,750 - Stock Road Guardrails - $201,850 - Design facility on former Mt Torrens CFS Site - $10,000 - AHBTC – northern precinct divestment planning - $10,000 - Colonial Drive sealing project - $30,000</td>
<td>Tim Piper</td>
<td>Completed</td>
<td>22/12/14</td>
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| 25/11/2014 | Council   | 250     | Annual Report 2013/14                      | 1. Annual Report for the financial year ending 30 June 2014 be adopted with the following amendments:  
- Additional reference to the Section 41 Committee CEO Performance Review Panel  
- Inclusion of information on the Elector Representation Review 2013  
and copies be forwarded to:  
+ Minister for State/Local Government Relations  
+ SA Local Government Grant Commission  
+ Presiding Members of Both Houses for Parliament  
+ State Library of South Australia  
2. Copies of the Annual Report be available from:  
+ Council’s Service Centres  
+ Council’s Website                                                                 | Tim Piper            | Completed | 22/12/14 |                             |                                                          |
| 25/11/2014 | Council   | 253     | Section 43 - East Waste                    | That Council resolves in relation to the Eastern Waste Management Authority Board, to appoint Cr Linda Green to the board member position for a 2 year term | Lachlan Miller       | Completed |                |                          | Letter sent to East Waste advising of appointment/s                       |
| 25/11/2014 | Council   | 254     | Section 43 - AHRWMA                       | That Council resolves in relation to the Adelaide Hills Region Waste Management Authority Board:  
a. To appoint Cr Ian Bailey to the board member position for a 2 year term.  
b. To appoint Cr Lynett Vonow to the deputy board member position for a 2 year term | Lachlan Miller       | Completed |                |                          | Letter sent to AHRWMA advising of appointment/s                           |
| 25/11/2014 | Council   | 255     | Section 43 - GFRMA                        | That Council resolves, in relation to the Gawler River Floodplain Management Authority Board, to appoint Cr John Kemp to the board member position for a 2 year term | Lachlan Miller       | Completed | 17/02/15 | 1/12/14 | Letter sent to AHRWMA advising of appointment/s                           |
| 25/11/2014 | Council   | 256     | Section 43 - SHLGA                        | That Council resolves in relation to the Southern & Hills Local Government Association Board:  
a. To appoint Mayor Spragg and the Chief Executive Officer to the board member positions for a 2 year term.  
b. To appoint the Deputy Mayor to the deputy board member position for a 2 year term | Lachlan Miller       | Completed | 17/02/15 | 1/12/14 | Letter sent to SHLGA advising of appointment/s                           |
| 25/11/2014 | Council   | 258     | Australia Day Awards Panel                | That the following Council Members be and are hereby appointed to the Australia Day Awards Panel:  
- Cr Nelson  
- Cr Herrmann  
- Cr Hall  
- Cr Daniell  
- Cr Loveday  
That the appointments be for a period of two (2) years, i.e. for the Australia Day Awards for 2015 and 2016 | David Waters         | Completed | 17/02/15 |                             |                                                          |
| 25/11/2014 | Council   | 259     | Balhannah Rail Yards Drainage Easement     | That Council  
1. Approves the execution of the Certificate of Consent for the Deposit of a Plan of Division that creates Easement F over portion of Piece 100 in DP 94823, within CT 6040/564.  
2. Council authorises the Mayor and Chief Executive Officer to sign and seal all necessary documentation | Lachlan Miller       |                     |                |              |                                                          |
| 25/11/2014 | Council   | 261     | KPI Audit - congratulations to staff       | That Council staff, especially Megan Suthard and Tracey Ryan, be congratulated for the outcome of the WHS KPI Audit for 2013, resulting in a rebate cheque from Local Government Risk Services for over $276,000 | Andrew Aitken        | Completed | 26/11/14 |              | Staff verbally advised                                                  |
| 25/11/2014 | Council   | 263     | Primary Production Incentive Grants - CONFIDENTIAL | As per minute                                                          | Marc Salver          | In progress |                 |                          |                                                          |
| 9/12/2014  | Council   | 264     | Lobethal Centennial Hall Self Servicing Loan | 2. to borrow up to $20,000 by way of an up to five year Cash Advance Debenture loan with the Local Government Finance Authority with the quantum to be determined in consultation with the Lobethal Centennial Hall Inc. Committee  
3. to on-lend the borrowed quantum to Lobethal Centennial Hall Inc. under the conditions specified in a loan agreement with the Lobethal Centennial Hall Inc.  
4. to authorise the Mayor and Chief Executive Officer to sign and seal the debenture documentation | Tim Piper            | In progress | 22/12/14 |              |                                                          |
| 9/12/2014  | Council   | 269     | Pet Relocation - Catastrophic Fire Danger Days | 2. the CEO write to the Chief Executive Officer of the LGA to:  
+ Advise of the work Council has undertaken in regard to pets and Catastrophic fire danger days;  
+ Seek the cooperation of the LGA to advocate for a state wide outcome involving other Councils and relevant State Government Agencies | John McArthur        | Completed | 29/01/15 |              | Letter sent to the CEO of the Local Government Association in December 2014. |
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<th>Responsible Manager</th>
<th>Progress</th>
<th>Date of Update</th>
<th>Estimated Completion Date</th>
<th>Comment</th>
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| 9/12/2014   | Council | 270     | Review of Buffers Policy                     | 2. With an effective date of 1 January 2015, to revoke the 17 April 2012 draft December 2014 Buffers Policy  
3. A further review of the Buffers Policy deferred for twelve (12) months or until anticipated information from the Australian Pesticides and Veterinary Medicines Authority enables a comprehensive review to be undertaken | Marc Salver         | Completed |                |               |                     |                     |
| 9/12/2014   | Council | 271     | Review of Genetically Modified Crops Policy  | 2. The Genetically Modified Crops Policy dated 25 September 2012 be reapproved for 4 years or earlier if there are changes in State or Federal Government policies or legislation in this regard, or there is a compelling scientific justification for a further review. | Marc Salver         | Completed | 17/02/15       |               |                     |                     |
| 9/12/2014   | Council | 272     | Council Member Allowances & Benefits Policy | 3. With an effective date of 9 December 2014, to revoke the 22 May 2012 Elected Member Allowances and Support Policy and adopt the draft December 2014 Council Member Allowances and Benefits Policy. | Lachlan Miller      | Completed | 17/02/15       |               |                     |                     |
| 9/12/2014   | Council | 273     | Register of Confidential Items               | As per minute                                                                                                                                                                                                               | Lachlan Miller      | Completed |                |               |                     |                     |
| 9/12/2014   | Council | 274     | Delegations Review                           | As per minute                                                                                                                                                                                                               | Lachlan Miller      | Completed |                |               |                     |                     |
| 9/12/2014   | Council | 275     | Council Member Advisory Group Membership     | Appointments as per minute                                                                                                                                                                                                  | Lachlan Miller      | Completed |                |               |                     |                     |
| 9/12/2014   | Council | 276     | Council Member Allowances & Benefits Policy | 3. With an effective date of 9 December 2014, to revoke the 22 May 2012 Elected Member Allowances and Support Policy and adopt the draft December 2014 Council Member Allowances and Benefits Policy. | Lachlan Miller      | Completed |                |               |                     |                     |
| 27/01/2015  | Council | 277     | Sampson Flat Bushfire                       | 1. That the report be received and noted  
2. That the Council recognises the impact of the Sampson Flat Bushfire on the communities within the Adelaide Hills Council district, the City of Tea Tree Gully and the City of Playford and, in particular, recognises the personal impact on those directly and indirectly affected by the fires.  
3. That the Council recognises the exceptional work of, and sincerely thanks, the various emergency services, government and non-governmental support agencies, community groups, volunteers, Council staff and members of the community alike who worked on the bushfire response and recovery.  
4. That the Council expresses its sincere thanks and gratitude to those Councils, both locally and interstate, which have offered support of various kinds.  
5. That the Council commits to the National Principles of Disaster Recovery and acknowledges the long term nature of the recovery effort.  
6. That the Council commits to working with other affected Councils and agencies on behalf of its community as part of the local recovery structure including the Local Recovery Coordinator and the Local Recovery Committee.  
7. That the Chief Executive Officer or delegate reports regularly to the Council on the progress of the bushfire recovery effort.  
8. That the Council notes the range of activities already carried out in the immediate response and recovery phases of the emergency and endorses the following initiatives which have already commenced to support community recovery:  
   a. Hosting and supporting the Local Recovery Centre at its facilities in Gumeracha.  
   b. Working in partnership with the State Government to establish a dedicated resource to work on identifying community recovery needs and implementing appropriate initiatives over the next 12 month period.  
   c. Working with community groups and other organisations to facilitate community gatherings, forums and debates.  
   d. Working with the appropriate governing bodies to advocate for the fair and equitable distribution of interstate, which have offered support of various kinds. | Andrew Atkin        | In Progress | 18/02/15       | Letters of thanks sent to Councils |                     |                     |
| 27/01/2015  | Council | 278     | Review of CWMS Operations                  | 1. That the report be received and noted  
2. To approve the call for tenders seeking expressions of interest for the operation, maintenance and/or ownership of Council’s CWMS assets  
3. That subject to the approval of the call for tenders, a further report be presented to Council on the outcome of the tender process not later than 31 May 2015 | John McArthur       | In Progress |                |               |                     |                     |
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<th>Estimated Completion Date</th>
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| 27/01/2015| Council | 7       | East Waste Charter Review                     | 1. That the report be received and noted.  
2. That the CEO advise the Eastern Waste Management Authority that Council seeks the Charter to be amended to allow each Constituent Council to appoint the following to the Board:  
(a) One Elected Member or independent person appointed by each Constituent Council; and  
(b) One Officer, Employee or independent person appointed by each Constituent Council.  
3. Each Constituent Council will also appoint a deputy Board Member for the Elected Member appointment and the Officer / Employee appointment. The deputy Board Members are entitled to act in place of a Board Member if the Board Member is unable for any reason to be present at a Board meeting.  
4. In the absence of the Board Member, a deputy Board Member will be deemed to be the Board Member and can exercise all rights, privileges and obligations of the Board Member during the absence of that Board Member.  
5. That the Eastern Waste Management Authority provide the revised Charter to Council for endorsement. | Lachlan Miller     | Completed | 17/02/15 |                          |                          |                               |
| 27/01/2015| Council | 8       | Submission to Expert Panel Planning Reform     | 1. That the report be received and noted.  
2. to approve the submission forming Appendix 1 of this report with the following alterations for submission to the Expert Panel on Planning Reforms.  
- in the last sentence of the first paragraph under the heading of Funding “not only should start up funding be considered, but if there is an increase in costs, these should be reimbursed by the State Government on an ongoing basis for the implementation of the proposed planning reforms” a replacement sentence be inserted for the last sentence of the first paragraph under the heading of Regional Planning Boards “a significant concern for Council is still the replacement of Council Development Assessment Panels with Regional Development Assessment Panels. Council in this regard supports the LGA’s previous submission in relation to Reform 11 on the basis that Council panels should continue in their current form with an ongoing role for Council Members”. | Marc Salver           |                       |                      |                          |                             |
| 27/01/2015| Council | 9       | Disposal of Unmade Public Road & Reserves     | 1. That Council resolves that the report advising the intention to commence the road process order processes under the Roads (Opening and Closing) Act 1991 for unformed public roads and road reserves be received and noted.  
2. That if the sale of land is not progressed at Council’s volition, the fee for the internal assessment be refunded. | Lachlan Miller     | Completed | 17/02/15 |                          |                          |                               |
| 27/01/2015| Council | 11      | Nomination for LGA Board                      | 1. The report be received and noted  
2. Mayor Spragg be nominated for a position of Board Member or Deputy Board Member of the Local Government Association Board.  
3. That if the sale of land is not progressed at Council’s volition, the fee for the internal assessment be refunded. | Lachlan Miller     | Completed | 17/02/15 | Completed and posted to LGA 11/2/15 |                          |                               |
| 27/01/2015| Council | 12      | SHLGA Proposed Amendment to Charter          | 1. That the report be received and noted  
2. That Council approves the following amendment to the Charter of the Southern and Hills Local Government Association (SHLGA):  
2.1 That it remove clause 10.3 of the Charter which stipulates a Board member cannot be elected to the same office for more than two terms (a term being defined as 2 years); and  
2.2 That office bearers (President and Deputy President) are appointed annually at each February meeting of the S&HLGA. | Andrew Aitken      | Completed | 30/01/15 | Letter sent to SHLGA |                          |                               |
| 27/01/2015| Council | 13      | Membership of External Groups                | 1. That the report be received and noted  
2. That in relation to The Hut Community Centre Incorporated Board, to nominate Cr Kemp to the Board member position for a term of 2 years.  
3. That in relation to the Upper Torrens Land Management Project Committee, to nominate Cr Malcolm Herrmann for the Committee member position for a term of 2 years.  
4. That in relation to the Stirling Business Association Committee of Management, to nominate Cr Kerrilee Boyd to Committee of Management position meetings for a term of 2 years.  
5. That in relation to the Ranges to River NRIM Local Government Advisory Group, to nominate Cr Jan-Claire Wisdom and Cr Lynton Vonow to the Advisory Group member positions for a term of 2 years. | Lachlan Miller     | Completed | 30/01/15 | 30/01/15 | Letters sent advising of nominations - complete |                               |
<p>| 27/01/2015| Council | 14      | Council member email accounts                | That this item be adjourned until the 28 April 2015 Council meeting. | Lachlan Miller |                       |                      | For Council agenda 28/4/15 |                          |</p>
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| 10/02/2015 | SPDPC   | 2       | Regional Public Health Plan - Council Action Plan      | 1. That the report be received and noted.  
2. The draft Adelaide Hills Council Public Health Action Plan be released for community consultation.  
3. Upon completion of the community consultation, a further report be provided to Council on the feedback received and seeking endorsement of the Adelaide Hills Council Public Health Action Plan at the May 2015 meeting. | Marc Salver         |          |                |            |         |
| 10/02/2015 | SPDPC   | 3       | Community Forums                                        | 1. The report be received and noted.  
2. Five Community Forums be held across the district during 2015/2016 as per the format set out in the report at the following locations:  
   - 31 March 2015 Forreston  
   - 30 June 2015 Basket Range  
   - 29 Sept 2015 Balhannah  
   - 17 Nov 2015 Heathfield  
   - 3 Feb 2016 Mt Torrens | Marc Salver         |          |                |            |         |
| 10/02/2015 | SPDPC   | 4       | Policy Review Program                                  | That the Strategic Planning & Development Policy Committee resolves that the report be received and noted.                                                                                                 | Tim Piper           | Completed | 17/02/15       |            |         |