



*Tatiara*  

---

*the good country*

# **AGENDA**

## **Ordinary Council Meeting**

**Tuesday, 12 November 2019**

I hereby give notice that an Ordinary Meeting of Council will be held on:

**Date: Tuesday, 12 November 2019**

**Time: 5.00 pm**

**Location: Council Chambers  
43 Woolshed Street  
Bordertown**

**Anne Champness  
Chief Executive Officer**



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**WE ACKNOWLEDGE THE TRADITIONAL OWNERS OF THE LAND ON WHICH WE MEET AND PAY OUR RESPECTS TO THEIR ELDERS, BOTH PRESENT AND PAST.**

**1 APOLOGIES**

**2 DISCLOSURE OF INTERESTS**

Any Councillor or staff member with a potential conflict of interest is asked to declare it at the start of the meeting and complete a Conflict of Interest Disclosure Form.

**Material** – where any of a defined list of persons (list as per LGA Conflict of Interest Guidelines February 2018) would gain a benefit, or suffer a loss (whether directly or indirectly, personal or pecuniary) depending on the outcome of the consideration of the matter at the meeting.

**Actual** – where a Member has a Conflict of Interest (not being a material conflict of Interest) between their own interests and the public interest that might lead to a decision that is contrary to the public interest.

**Perceived** – where from the perspective of an impartial, fair-minded person it could reasonably be perceived that a Member has a Conflict of Interest in a matter.

**3 PUBLIC FORUM / DEPUTATIONS**

At the start of each Council meeting time will be set-aside (approx. 30 minutes) for any member of the public to:

- Address Council on any issue
- Ask questions of Council on any issue

As a guide, a maximum of 10 minutes per person is allowed but this is at the discretion of the Presiding Member.

- John O'Brien from the Tatiara Men's Shed will be addressing Council foreshadowing a community grant.
- Jayce Dimitriadis will be addressing Council regarding his experience at Youth Parliament.
- Andrew Rowett from the Tatiara Karting Club will be addressing Council regarding a community grant.

**4 CONFIRMATION OF THE MINUTES****4.1 MINUTES OF COUNCIL MEETING HELD 8 OCTOBER 2019**

**File Number:** 9/24/1

**Author:** Executive Assistant

**Authoriser:** Chief Executive Officer

**ATTACHMENTS****1. Council Minutes - 8 October 2019**  **RECOMMENDATION**

That the Minutes of the Council Meeting held on 8 October 2019 and the Minutes of the Confidential Council Meeting held on 8 October 2019 be taken as read and confirmed as an accurate record of the proceedings of the meeting.



*Tatiara*  
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# **MINUTES**

**Tuesday, 8 October 2019**  
**Ordinary Council Meeting**

## ORDINARY COUNCIL MEETING MINUTES

8 OCTOBER 2019

**MINUTES OF TATIARA DISTRICT COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBERS, 43 WOOLSHED STREET, BORDERTOWN  
ON TUESDAY, 8 OCTOBER 2019 AT 5.00 PM**

**PRESENT:** Mayor Graham Excell, Cr Liz Goossens, Cr Miles Hannemann, Cr Jamie Jackson, Cr Cathy Langley, Cr Ken McInerney, Cr Robert Mock, Cr Diana Penniment (AM)

**IN ATTENDANCE:** Anne Champness (Chief Executive Officer), Aaron Hillier (Director Infrastructure & Operations), Judi Molineux (Finance Manager), Mandy Clarke (Executive Assistant)

The Mayor welcomed all present and acknowledged the traditional owners of the land on which we meet and pay our respects to their elders, both present and past.

## **1 APOLOGIES**

**RESOLUTION 2019/323**

Moved: Cr Robert Mock

Seconded: Cr Miles Hannemann

That apologies from Cr David Edwards and Cr Maureen Oliver be received and accepted.

**CARRIED**

## **2 DISCLOSURE OF INTEREST**

Nil.

## ORDINARY COUNCIL MEETING MINUTES

8 OCTOBER 2019

**3 PUBLIC FORUM / DEPUTATIONS**

- Andrew Rowett from the Tatiara Karting Club addressed council foreshadowing a community grant:
  - Foreshadowing a community grant for facility upgrades.
  - Have some major events coming up e.g. Masters Games and Dirt Kart Masters.
  - Trying to promote junior development and driver safety training.
  - Have three projects they would like to achieve:
    - would like to finish off the new entrance/roadway
    - lining of the clubrooms
    - airconditioning for clubrooms
- Dale Beck and Mark Verco from the Bordertown Football Club addressed Council foreshadowing a community grant:
  - Looking at installing a new 4 m x 3 m electronic video scoreboard.
  - Would also require a structure to hold the scoreboard and personnel required to complete the installation.
  - Can be used not only as a scoreboard but as live feed tv, promotional purposes at the local show etc.
  - Have been invited by Tony Pasin MP to apply for a Stronger Communities Grant in the vicinity of \$15,000. Outcome of this application will not be known until January 2020.
  - Would be seeking the maximum of \$10,000 under the facilities grant of the Tatiara Community Grant Guidelines, with the club funding the balance.
- Ben Harding (Frances Road Resident) addressed Council regarding the sheep pellet production facility on Frances Road.
  - His family's rural lifestyle has been affected by the very unpleasant smell coming from the facility.
  - Embarrassing for visitors to his home.
  - Dust has increased substantially.
  - Has concerns for his family's health. The noise is constant and not just seasonally.
  - Noticed an increase in mice and birds, especially galahs and corellas who are attracted to the ingredients used in the pellets.
  - Feels that this is now a commercial enterprise and is not appropriate for the rural living setting.
- Darryl Napper from the CFS will be addressed Council regarding fire prevention:
  - Believes that more needs to be done to reduce the fuel load on roadsides.
  - The roadside spraying that has been undertaken by Council is good, but not nearly enough.
  - While understanding the large road network makes slashing/spraying all roadsides difficult, it would be beneficial to reduce vegetation and create safe areas on roadways in the Tatiara where cars can pull off the road safely. This could build on current works on major intersections or on either side of driveways to reduce the additional work required.
  - Other Councils do have the same problems, however, they have not had the exceptional growing conditions that we have had in the Tatiara.
  - Darryl discussed past practice in Victoria where the CFA burnt vegetation on roadsides as a training exercise.
  - Perhaps need to liaise with Council and the Native Vegetation Council in relation to similar approach and areas that could be burnt back to provide safe areas.

**ORDINARY COUNCIL MEETING MINUTES****8 OCTOBER 2019****ADJOURNMENT OF MEETING****RESOLUTION 2019/324**

Moved: Cr Jamie Jackson

Seconded: Cr Diana Penniment

That Council adjourn the meeting.

**CARRIED**

5.39 pm the meeting was adjourned for supper.

**RESUMPTION OF MEETING****RESOLUTION 2019/325**

Moved: Cr Ken McInerney

Seconded: Cr Diana Penniment

That Council resume the meeting.

**CARRIED**

5.58 pm the meeting was resumed.

**4 CONFIRMATION OF THE MINUTES****4.1 MINUTES OF COUNCIL MEETING HELD 10 SEPTEMBER 2019****RESOLUTION 2019/326**

Moved: Cr Diana Penniment

Seconded: Cr Liz Goossens

That the Minutes of the Council Meeting held on 10 September 2019 and the Minutes of the Confidential Council Meeting held on 10 September 2019 be taken as read and confirmed as an accurate record of the proceedings of the meeting.

**CARRIED****5 MATTERS LAID ON THE TABLE FROM PREVIOUS MEETINGS**

Nil

**6 COMMUNICATIONS BY THE MAYOR**

- Wednesday 11 September, we met with Sports SA reps from Masters Games.
- Thursday 12 September, I presented Rae Bromley with a Certificate of Service, thanked Rae and wished her well in her retirement.
- Friday 13 September, I attended the Audit Committee meeting.
- Wednesday 18 September, we had a very successful Strategic Planning Workshop at Glenda Rowett's Art Studio.

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**ORDINARY COUNCIL MEETING MINUTES****8 OCTOBER 2019**

- Friday 25 September, we met and enjoyed afternoon tea with the Judges for the Tatiara Art Prize. That night I attended with approximately 100 other people the announcement of the winners of the Tatiara Art Prize.
- Monday 23 September, I attended the Tatiara Business Association meeting.
- Tuesday 24 September the CEO and myself attended the Limestone Coast Economic Development Group meeting in Naracoorte. In the afternoon we had a Tatiara Council Executive meeting.
- Thursday 26 September, I conducted a Citizenship ceremony.
- Wednesday 2 October, I attended the Tatiara District Council Audit Committee meeting. At 3pm the CEO and myself met with JBS for the quarterly update.
- Thursday 3 October, I conducted a Citizenship ceremony for a Nigerian family, it was well attended by twenty people.

**RESOLUTION 2019/327**

Moved: Mayor Graham Excell

Seconded: Cr Ken McInerney

That the Communications by the Mayor be received.

**CARRIED****7 REPORTS OF MEMBERS**

Cr Liz Goossens reported on the following:

- 17 September – Attended Cross Border Tourism Collaboration in Nhill. Biddie Shearing from LCLGA also attended which was invaluable. Great to see the facilities in Nhill.
- 18 September – Attended Strategic Planning Day at Glenda Rowett's Studio.
- 20 September – Attended the Tatiara Art Prize Opening at the Walkway Gallery.
- 24 September- Attended Executive Committee Meeting.
- 30 September – Attended Tatiara Road Safety Group Meeting to discuss the roles and future of the Group.
- 3 October – Attended Citizenship Ceremony.

Cr Miles Hannemann reported on the following:

- 18 September – Attended Strategic Planning Day at Glenda Rowett's Studio.
- 20 September – Attended the Tatiara Art Prize Opening at the Walkway Gallery.

Cr Cathy Langley reported on the following:

- 11 September – Attended Masters Games ROC Meeting with Sports SA.
- 17 September – Attended Cross Border Tourism Collaboration in Nhill.
- 18 September – Attended Strategic Planning Day at Glenda Rowett's Studio.
- 18 September – Attended Bordertown on the Move Meeting.
- 20 September – Attended the Tatiara Art Prize meet the Judges afternoon tea and the Art Prize Opening at the Walkway Gallery.
- 23 September – Attended the Health Advisory Committee Meeting .
- 4 October - Manned an information booth at the Australian Masters Games. They have over 6,000 competitors registered.

**ORDINARY COUNCIL MEETING MINUTES****8 OCTOBER 2019**

Cr Jamie Jackson reported on the following:

- Attended Men's Health Night in Keith. Approximately 140-150 people attended.
- Manned an information booth at the Australian Masters Games.
- 18 September – Attended Strategic Planning Day at Glenda Rowett's Studio.

Cr Diana Penniment reported on the following:

- 3 October – Attended Bordertown Health Hub Meeting.

Cr Ken McInerney reported on the following:

- 18 September – Attended Strategic Planning Day at Glenda Rowett's Studio.
- Was involved with the Rotary in bringing the National Boys Choir to the Tatiara Civic Centre.

**8 QUESTIONS ON NOTICE**

Nil

**9 QUESTIONS WITHOUT NOTICE**

**QUESTION:** CR MCINERNEY ASKED THE FOLLOWING: MR MAYOR, THE AUDIT COMMITTEE IS IN BREACH OF ITS TERMS OF REFERENCE. IN NOVEMBER 2018, MEMBERSHIP OF THE COMMITTEE WAS CHANGED FROM 3 ELECTED MEMBERS AND 2 INDEPENDENTS TO 3 INDEPENDENTS AND 2 ELECTED MEMBERS. TO DATE, THE THIRD INDEPENDENT MEMBER HAS NOT BEEN APPOINTED. ALSO, THE APPOINTMENT OF AN INDEPENDENT CHAIRPERSON HAS NOT HAPPENED ALTHOUGH WE HAVE TWO VERY SUITABLE CANDIDATES AND MR JIM KER IS THE CHAIR OF THE NARACOORTE AUDIT COMMITTEE AND WOULD BE AN IDEAL APPOINTMENT. MY QUESTION IS WHAT ACTION IS COUNCIL PROPOSING TO ADDRESS THESE BREACHES.

**ANSWER:** CEO RESPONDED THAT WE HAVE HAD MANY LEADS IN RELATION TO POTENTIALLY SUITABLE APPLICANTS, HOWEVER, THESE HAVE NOT COME TO FRUITION. WE WILL NEED TO REAPPOINT EXTERNAL MEMBERS IN NOVEMBER, THEREFORE THIS WILL BE COVERED IN A COUNCIL REPORT FOR THAT MEETING.

**QUESTION:** CR HANNEMANN ENQUIRED AS TO WHETHER SHIELD RESOURCES HAD PAID OUTSTANDING AMOUNTS.

**ANSWER:** FINANCE MANGER RESPONDED THAT IN ACCORDANCE WITH AGREED PAYMENT SCHEDULES, ONE THIRD OF THE OUTSTANDING AMOUNT HAD BEEN PAID.

**10 PETITIONS**

Nil

**11 MOTIONS ON NOTICE**

Nil

**ORDINARY COUNCIL MEETING MINUTES****8 OCTOBER 2019****12 MOTIONS WITHOUT NOTICE**

Nil.

**13 REPORTS OF COMMITTEES****13.1 MINUTES OF THE BORDERTOWN ON THE MOVE COMMITTEE MEETING HELD ON 18 SEPTEMBER 2019****RESOLUTION 2019/328**

Moved: Cr Diana Penniment

Seconded: Cr Liz Goossens

That the Minutes of the Bordertown on the Move Committee Meeting held on 18 September 2019 be received.

**CARRIED****13.2 MINUTES OF THE TATIARA DISTRICT COUNCIL AUDIT COMMITTEE MEETING HELD ON 13 SEPTEMBER 2019****RESOLUTION 2019/329**

Moved: Cr Jamie Jackson

Seconded: Cr Ken McInerney

That the Minutes of the Tatiara District Council Audit Committee Meeting held on 13 September 2019 be received.

**.CARRIED****13.2.1 INTERNAL CONTROL POLICIES****RESOLUTION 2019/330**

Moved: Cr Liz Goossens

Seconded: Cr Jamie Jackson

That the following policies have been reviewed by the Audit Committee and are recommended to Council for adoption:

- 5.1 Rates Rebates
- 5.2 Grants
- 5.3 User Pay Income – Fees for Service
- 5.4 Investment/Interest Income
- 5.5 Receipting
- 5.6 Other Revenue
- 3.4 Debtors

**ORDINARY COUNCIL MEETING MINUTES****8 OCTOBER 2019****CARRIED****13.3 MINUTES OF THE TATIARA DISTRICT COUNCIL EXECUTIVE COMMITTEE MEETING HELD ON 24 SEPTEMBER 2019****RESOLUTION 2019/331**

Moved: Cr Jamie Jackson

Seconded: Cr Liz Goossens

That the Minutes of the Tatiara District Council Executive Committee Meeting held on 24 September 2019 and Minutes of the Confidential Executive Committee Meeting held 24 September 2019 be received.

**CARRIED****13.4 MINUTES OF THE TATIARA DISTRICT COUNCIL AUDIT COMMITTEE MEETING HELD ON 2 OCTOBER 2019****RESOLUTION 2019/332**

Moved: Cr Liz Goossens

Seconded: Cr Robert Mock

That the Minutes of the Tatiara District Council Audit Committee Meeting held on 2 October 2019 be received.

**CARRIED****14 INFORMAL GATHERINGS****14.1 INFORMAL GATHERINGS****RESOLUTION 2019/333**

Moved: Cr Jamie Jackson

Seconded: Cr Diana Penniment

That the notes from the Informal Gatherings held 10 September 2019 and 18 September 2019 be received.

**CARRIED****15 CORRESPONDENCE****15.1 HAWKE HOUSE****15.2 NGARKAT HIGHWAY AND FRANCES, NARACOORTE AND ROWNEY ROADS**

## ORDINARY COUNCIL MEETING MINUTES

8 OCTOBER 2019

## 16 REPORTS OF OFFICERS FOR DECISION

## 16.1 REFORMING LOCAL GOVERNMENT IN SOUTH AUSTRALIA DISCUSSION PAPER

**RESOLUTION 2019/334**

Moved: Cr Robert Mock

Seconded: Cr Ken McInerney

That Council make a submission to the State Government's *Reforming Local Government in South Australia Discussion Paper*, as provided in Attachment 1.) 20191001 Tatiara District Council Submission Reforming LG in SA Discussion Paper.

**CARRIED**

## 16.2 CODE OF PRACTICE ACCESS TO COUNCIL AND COMMITTEE MEETINGS AND DOCUMENTS

**RESOLUTION 2019/335**

Moved: Cr Ken McInerney

Seconded: Cr Diana Penniment

That Council adopt the draft *Code of Practice Access to Council and Committee Meetings and Documents* Revision 8 (1 October 2019) for public consultation in accordance with its *Public Consultation Policy*.

**CARRIED**

## 16.3 COMMUNITY GRANTS - YOUTH SPONSORSHIP REQUEST

**RESOLUTION 2019/336**

Moved: Cr Robert Mock

Seconded: Cr Ken McInerney

That Council provides \$500 sponsorship to Ramesh Ghimire and Priyata Ghimire Kunwar, to help cover the cost of their son, Aaryan Ghimire, to represent the South Australian Under 16 Regional Boys State Soccer Team at the SingaCup 2019, held from 4 to 8 November 2019.

**CARRIED**

## 16.4 WELCOMING CITIES

**RESOLUTION 2019/337**

Moved: Cr Liz Goossens

Seconded: Cr Miles Hannemann

That Council

1. Commit to join and participate in the Welcoming Cities network as a free member;
2. Following assessment and outcomes of membership consider at a later date to join network at the Premium level.

**CARRIED**

## ORDINARY COUNCIL MEETING MINUTES

8 OCTOBER 2019

**16.5 MONTHLY FINANCIAL REPORT - SEPTEMBER 2019****RESOLUTION 2019/338**

Moved: Cr Diana Penniment

Seconded: Cr Liz Goossens

That the Monthly Financial Comparison Statement for September 2019 be received.

**CARRIED****16.6 2019/2020 BUDGET REVIEW 1****RESOLUTION 2019/339**

Moved: Cr Robert Mock

Seconded: Cr Diana Penniment

That Council adopts the 2019-20 1<sup>st</sup> Quarter Budget Review, showing a Budgeted Cash Surplus of \$138,949 and an Operating Deficit of \$1,124,263.**CARRIED****16.7 AUDITED EOY FINANCIAL STATEMENTS 2018/19****RESOLUTION 2019/340**

Moved: Cr Liz Goossens

Seconded: Cr Jamie Jackson

That Council

- Adopt the 2018-19 Audited Financial Statements
- Authorise the Mayor to sign the Certification of Financial Statement and that a copy of the Statements be forwarded to
  - The Minister for Local Government
  - Presiding Member of the Local Government Grants Commission;
- Having considered the report on the 2018-19 audited financial results against the budget, adopt the report.

**CARRIED****16.8 SNAPSHOT OF CASH BALANCES****RESOLUTION 2019/341**

Moved: Cr Ken McInerney

Seconded: Cr Diana Penniment

That Council agrees to deposit \$2,000,000 into higher interest bearing accounts.

**CARRIED**

**ORDINARY COUNCIL MEETING MINUTES****8 OCTOBER 2019****16.9 BRUCE AVENUE, KEITH - FOOTPATH AND KERB UPGRADE****RESOLUTION 2019/342**

Moved: Cr Robert Mock

Seconded: Cr Diana Penniment

That Council consult with the residents on Wirrega Avenue, Smith Street and Bruce Avenue to ascertain the community value for the footpath/kerbing project on Bruce Avenue, Keith, and report back to Council prior to giving final approval for the project to proceed.

**CARRIED****SUSPENSION OF MEETING PROCEDURES****RESOLUTION 2019/343**

Moved: Cr Miles Hannemann

Seconded: Cr Jamie Jackson

That Council suspend meeting procedures.

**CARRIED**

7.10 pm meeting procedures were suspended.

**RESUMPTION OF MEETING PROCEDURES****RESOLUTION 2019/344**

Moved: Cr Ken McInerney

Seconded: Cr Diana Penniment

That Council resume meeting procedures.

**CARRIED**

7.19 pm meeting procedures were resumed.

**16.10 FRANCES ROAD & STOTT ROAD INTERSECTION SAFETY IMPROVEMENT****RESOLUTION 2019/345**

Moved: Cr Liz Goossens

Seconded: Cr Cathy Langley

That Council staff continue to investigate the options to realign the Frances Road and Stott Road intersection and engage a consultant to carry out a native vegetation survey of the areas impacted by the proposed intersection realignment of Stott Road, Watson Road, Hutchings Road, Pooginagoric Road and Frances Road.

**CARRIED**

## ORDINARY COUNCIL MEETING MINUTES

8 OCTOBER 2019

**16.11 KEITH WAR MEMORIAL COMMUNITY CENTRE - BOOK EXCHANGE - DON MOSELEY PARK KEITH****RESOLUTION 2019/346**

Moved: Cr Miles Hannemann

Seconded: Cr Jamie Jackson

That Council allocate \$3,000 in this year's budget to install one picnic table in Don Moseley Park as per the proposed plan supplied by the KWMCC dated Sept 2019.

**CARRIED****17 REPORTS OF OFFICERS FOR INFORMATION****17.1 CEO - MEETINGS AND EVENTS ATTENDED - SEPTEMBER 2019****17.2 DCCS - MEETINGS AND EVENTS ATTENDED - SEPTEMBER 2019****17.3 DIO - MEETINGS AND EVENTS ATTENDED - SEPTEMBER 2019****17.4 WORKS UPDATE****17.5 DDES - MEETINGS AND EVENTS ATTENDED - SEPTEMBER 2019****17.6 DEVELOPMENT ACTIVITY - SEPTEMBER 2019****18 CONFIDENTIAL ITEMS****18.1 REPLACEMENT OF JOHN DEERE 6530 4X4 TRACTOR****Reason for Confidentiality**

The Council is satisfied that, pursuant to Section 90(2) & (3) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this agenda item is:

- (k) tenders for the supply of goods, the provision of services or the carrying out of works.

**RESOLUTION 2019/347**

Moved: Cr Robert Mock

Seconded: Cr Liz Goossens

It is recommended to Council that:

1. Pursuant to Section 90(2) & (3) of the *Local Government Act 1999*, Council orders, that the public be excluded from attendance at so much of the meeting as is necessary to receive,

## ORDINARY COUNCIL MEETING MINUTES

8 OCTOBER 2019

discuss and consider in confidence, information contained within the confidential report Item 18.1 Replacement of John Deere 6530 4x4 tractor, attachments and any associated documentation submitted by the Chief Executive Officer, specifically on the basis of the provisions of tender for the supply of goods.

2. At the completion of the confidential session the meeting be re-opened to the public.

**CARRIED**

7.19 pm the meeting moved into confidence.

**Confidential Motion – 2019/348**

7.35 pm the meeting moved out of confidence.

**RESOLUTION 2019/349**

Moved: Cr Jamie Jackson

Seconded: Cr Liz Goossens

1. In accordance with Sections 91(7) and 91(9) of the *Local Government Act 1999* the Council orders that the report 18.1 Replacement of John Deere 6530 4x4 tractor, the minutes arising from the report, attachments and any associated documentation, having been considered by the Council in confidence under Section 90(2) & (3) (k) be kept confidential and not available for public inspection until after the purchase is finalised, on the basis that the information received, discussed and considered in relation to this agenda item is:  
tenders for the supply of goods, the provision of services or the carrying out of works.
2. Further that Council delegates the power of review, but not the extension, of the confidential order to the Chief Executive Officer on a monthly basis in accordance with the provisions of Section 91(9)(c) of the *Local Government Act 1999*.

**CARRIED****18.2 SERVER REPLACEMENT AND CONFIGURATION AND ONGOING IT MAINTENANCE, MAINTENANCE AND SUPPORT - REDISTRIBUTION OF FUNDS****Reason for Confidentiality**

The Council is satisfied that, pursuant to Section 90(2) & (3) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this agenda item is:

- (k) tenders for the supply of goods, the provision of services or the carrying out of works.

**RESOLUTION 2019/350**

Moved: Cr Miles Hannemann

Seconded: Cr Liz Goossens

It is recommended to Council that:

1. Pursuant to Section 90(2) & (3) of the *Local Government Act 1999*, Council orders, that the public be excluded from attendance at so much of the meeting as is necessary to receive, discuss and consider in confidence, information contained within the confidential report Item 18.2 Server Replacement and Configuration and Ongoing IT Maintenance, Maintenance and Support - Redistribution of Funds, attachments and any associated documentation submitted by the Chief Executive Officer, specifically on the basis of the provisions of To

**ORDINARY COUNCIL MEETING MINUTES****8 OCTOBER 2019**

discuss tender in confidence.

2. At the completion of the confidential session the meeting be re-opened to the public.

**CARRIED**

7.35 pm the meeting moved into confidence.

**Confidential Motion – 2019/351**

7.37 pm the meeting moved out of confidence.

**RESOLUTION 2019/352**

Moved: Cr Diana Penniment

Seconded: Cr Robert Mock

1. In accordance with Sections 91(7) and 91(9) of the *Local Government Act 1999* the Council orders that the report 18.2 Server Replacement and Configuration and Ongoing IT Maintenance, Maintenance and Support - Redistribution of Funds, the minutes arising from the report, attachments and any associated documentation, having been considered by the Council in confidence under Section 90(2) & (3) (k) be kept confidential and not available for public inspection until contracts are signed, on the basis that the information received, discussed and considered in relation to this agenda item is:  
tenders for the supply of goods, the provision of services or the carrying out of works.
2. Further that Council delegates the power of review, but not the extension, of the confidential order to the Chief Executive Officer on a monthly basis in accordance with the provisions of Section 91(9)(c) of the *Local Government Act 1999*.

**CARRIED****18.3 CONFIDENTIAL MINUTES OF THE TATIARA DISTRICT COUNCIL EXECUTIVE COMMITTEE MEETING HELD ON 24 SEPTEMBER 2019****Reason for Confidentiality**

The Council is satisfied that, pursuant to Section 90(2) & (3) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this agenda item is:

- (a) information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).

**RESOLUTION 2019/353**

Moved: Cr Miles Hannemann

Seconded: Cr Liz Goossens

It is recommended to Council that:

1. Pursuant to Section 90(2) & (3) of the *Local Government Act 1999*, Council orders, that the public be excluded from attendance at so much of the meeting as is necessary to receive, discuss and consider in confidence, information contained within the confidential report Item 18.3 Confidential Minutes of the Tatiara District Council Executive Committee Meeting held on 24 September 2019, attachments and any associated documentation submitted by the Chief Executive Officer, specifically on the basis of the provisions of unreasonable disclosure of information concerning the personal affairs of any person..
2. At the completion of the confidential session the meeting be re-opened to the public.

## ORDINARY COUNCIL MEETING MINUTES

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**CARRIED**

7.38 pm the meeting moved into confidence.

**SUSPENSION OF MEETING PROCEDURES****RESOLUTION 2019/354**

Moved: Cr Jamie Jackson

Seconded: Cr Diana Penniment

That Council suspend meeting procedures.

**CARRIED**

7.39 pm meeting procedures were suspended.

**RESUMPTION OF MEETING PROCEDURES****RESOLUTION 2019/355**

Moved: Cr Miles Hannemann

Seconded: Cr Liz Goossens

That Council resume meeting procedures.

**CARRIED**

7.45 pm meeting procedures were resumed.

**Confidential Motion – 2019/356****Confidential Motion – 2019/357**

7.50 pm the meeting moved out of confidence.

**RESOLUTION 2019/358**

Moved: Cr Ken McInerney

Seconded: Cr Diana Penniment

1. In accordance with Sections 91(7) and 91(9) of the *Local Government Act 1999* the Council orders that the report 18.3 Confidential Minutes of the Tatiara District Council Executive Committee Meeting held on 24 September 2019, the minutes arising from the report, attachments and any associated documentation, having been considered by the Council in confidence under Section 90(2) & (3) (a) be kept confidential and not available for public inspection until December 2019, on the basis that the information received, discussed and considered in relation to this agenda item is:

information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).

2. Further that Council delegates the power of review, but not the extension, of the confidential order to the Chief Executive Officer on a monthly basis in accordance with the provisions of Section 91(9)(c) of the *Local Government Act 1999*.

**CARRIED**

**ORDINARY COUNCIL MEETING MINUTES****8 OCTOBER 2019****19 LATE ITEMS****20 URGENT ITEMS**

- Cr McInerney stated that the condition of the Bordertown Railway Station waiting room was terrible. He requested that Bordertown on the Move look at it.
- Cr Hannemann queried whether we could question Minister Knoll at the LGA State Conference about our State roads. The Mayor will ask the LCLGA if that can be done.

**21 CLOSE**

The Meeting closed at 7.55 pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 12 November 2019.

.....  
**CHAIRPERSON**

**5        MATTERS LAID ON THE TABLE FROM PREVIOUS MEETINGS**

Nil

**6        COMMUNICATIONS BY THE MAYOR**

That the Communications by the Mayor be received.

**7        REPORTS OF MEMBERS**

**8        QUESTIONS ON NOTICE**

Nil

**9        QUESTIONS WITHOUT NOTICE**

**10       PETITIONS**

Nil

**11       MOTIONS ON NOTICE**

Nil

**12       MOTIONS WITHOUT NOTICE**

**13 REPORTS OF COMMITTEES****13.1 MINUTES OF THE WORK HEALTH & SAFETY MEETING HELD ON 17 OCTOBER 2019**

**File Number:** 12/16/1

**Author:** Records & Information Officer

**Authoriser:** Director Corporate & Community Services

**ATTACHMENTS**

1. Work Health and Safety Minutes - 17 October 2019 [!\[\]\(0a8aebf11a5ed2efd202584bd784d4a2\_img.jpg\) !\[\]\(19775404b0b616ac4da3c6ca23641e1d\_img.jpg\)](#)

**RECOMMENDATION**

1. That the Minutes of the Work Health & Safety Meeting held on 17 October 2019 be received and the recommendations therein be adopted.

**TATIARA DISTRICT COUNCIL****Work, Health & Safety Committee**

Meeting held on Thursday 17<sup>th</sup> October 2019 at 7.30am  
in the Council Chambers – 43 Woolshed Street, Bordertown

**MINUTES****1. PRESENT****Employer Members**

Anne Champness (CEO)  
Andrew Pollock (OS)

**Employee Members**

Ty Devitt	Group 1
Karen Drabsch	Group 2
Tony Lee	Group 4
Adrian Packer	Group 5

**Non-Voting Participants**

WHS Co-ordinator / Minute Secretary – Heather Mewett

**APOLOGIES:**

Rocky Callisto (DDES)  
Kingsley Green (DCCS)  
Aaron Hillier (DIO)  
Daryl Nicholls - Group 3

**2. MINUTES OF PREVIOUS MEETING**

**Moved** K. Drabsch **seconded** T. Lee that the minutes of the Tatiara District Council Work Health and Safety Committee meeting held on 15<sup>th</sup> August 2019 be taken as read and confirmed.

**CARRIED**

**3. MATTERS ARISING FROM PREVIOUS MINUTES****4. ACCIDENT INCIDENT REPORTS / STATISTICS**

4.1 Accidents/Incidents reported since last meeting:

[N:\WHS\Injury & Accident Reports](#)

4.2 Accidents/Incidents involving chemicals:

- None reported

4.3 CATS (Claims Analysis & Tracking System) Injury Statistics – as at 30<sup>th</sup> September 2019

Reports provided are:

- 4.3a Dashboard
- 4.3b Lost Time Injury Analysis

4.4 Manual Handling

- No incidents reported

**Moved** T. Lee **seconded** T. Devitt that the Accident & Incidents reports be received.

**CARRIED**

## 5. WHS PROGRAM

Workplace Monitoring Calendar - Some of the areas that have been dealt with are:

- Workplace Inspections – Inspections for all sites were due by end of September.
  - Bordertown Depot and Bordertown Transfer Station were completed on 11<sup>th</sup> September.
  - Bordertown Library, Civic Centre & Officer were completed on 17<sup>th</sup> September.
  - Keith Depot was completed on 23<sup>rd</sup> September.
  - Keith Office was completed on 26<sup>th</sup> September.

The following issues were highlighted:

- Bordertown Depot
  - A few areas need to be tidied up
  - Shower/Eyewash pipework leaking (plumber 30/9)
  - Emulsion area need repair (Being dealt with ASAP).
- Bordertown Transfer Station
  - New Hazchem sign required
  - Items to be tested and tagged (Dean W. due soon)
- Safety Shower & Eye Wash Check
  - Completed by Murch Plumbing on 30<sup>th</sup> September.
- Fire Evacuation Systems
  - Monthly check of the Fire Evacuation Alarm System by SE Fire Extinguisher Services took place on 2<sup>nd</sup> October.
  - The annual Fire Detection & Interconnection tests for the Civic Centre were conducted by Proficient Fire Protection on Thursday 29<sup>th</sup> August.
- Asbestos Inspections
  - A. Packer has completed inspections on Council sites
- Workplace Emergency & Evacuation Plans
  - The Workplace Emergency & Evacuation Plans for the Bordertown & Keith Swimming Pools to be adopted.

**Moved** K. Drabsch **seconded** T. Lee that the Workplace Emergency & Evacuation Plans for the Bordertown & Keith Swimming Pools be adopted.

**CARRIED**

## 6. CORRESPONDENCE

### 6.1 WHS Alerts –

- Second bully fined for category 1 WHS breach
- How to tackle incident under-reporting, transform culture

### 6.2 LGAWCS

- 2019 Health Assessment Report

**7. CORRECTIVE AND PREVENTATIVE ACTIONS REGISTER**The Corrective and Preventative Actions Register:

- No outstanding items to report.
- Need to advise Heather Mewett the date when Actions have been closed out so that they can be recorded as being completed.

**8. TRAINING / COMMUNICATION / PROMOTION****Staff**

- Raimond Stibbard commence as ME4 Construction & Maintenance Fieldworker on 3 September 2019
- Hayley Bawden commenced as the Library Manager on 10<sup>th</sup> September.
- Rae Bromley officially retired as the Library Manager on 12<sup>th</sup> September.

**Training**

- Jaidyn Box and Michelle Blackwell completed Work Zone Traffic Management Refresher training conducted by Access Training Centre on 20<sup>th</sup> August 2019.
- Jon Wright & Mikeal Butler completed Jetmaster Training conducted by Aus Roads on 27<sup>th</sup> – 29<sup>th</sup> August.
- Ty Devitt, Colin Hunt John Jozeps, Tony Lee and Daryl Nicholls completed Confined Space Entry refresher training on 15<sup>th</sup> October at the Bordertown Depot.

**9. POLICIES & PROCEDURES****9.1** Legislative changes which effect policies and procedures:

- Nil

**9.2** The following Procedures have been circulated to committee members, supervisors and worksites for review prior to the October Meeting:

- Hot Work Procedure
- Hazardous Manual Tasks Procedure
- Prevention of Fall Procedure
- Drug & Alcohol Procedure
- Pre-Placement Medical Procedure
- Stress Management Procedure
- Violence in the Workplace Procedure
- The Drug and Alcohol Procedure was deferred until the next meeting.
- The following procedures after discussion have been removed, as they are now doubled up in other procedures, the Workplace Emergency and Evacuation Plans or the Enterprise Bargaining Agreement :
  - Pre-Placement Medical Procedure
  - Stress Management Procedure
  - Violence in the Workplace Procedure

**Moved** T. Lee **Seconded** A. Pollock that the following Procedures be adopted as amended by the WHS Committee.

1. Hot Work Procedure
2. Hazardous Manual Tasks Procedure
3. Prevention of Fall Procedure

**CARRIED**

**10. INJURY MANAGEMENT (Claims & Rehabilitation)**

- Injury Management Elements and Performance Indicators.

	Performance Indicators	Progress	Status
1	LGAWCS Member to adopt WHS and IM Policy and Workplace IM Procedures. Completion and return to the LGAWCS of the adoption and implementation Checklist within 6 months of receipt from the LGAWCS.	<ul style="list-style-type: none"> <li>• Policy &amp; Procedure both adopted.</li> <li>• Implementation checklist forwarded to scheme.</li> </ul>	Adopted by WHS Committee 21/02/2019
2	80% of new or returning employees have undertaken induction.	In 2019 12 new staff members have commenced work. In 2018 10 new staff members commenced work	All inducted = 100%
3	80% of Managers and Supervisors have received IM training within last 3 years and records maintained.	<ul style="list-style-type: none"> <li>• 5 managers/supervisors completed on 11<sup>th</sup> October 2016.</li> <li>• 4 completed on 20<sup>th</sup> October 2016</li> </ul>	100%
4	Position Descriptions reflect IM responsibilities.	Position descriptions to be amended with 2017 (and again in 2019) performance appraisals	Completed 10/2017
5	80% of claims forwarded to the LGAWCS within 24 hours of notification from the worker.	Since last meeting 2 claims have been submitted.	100%
6	Agenda item with meeting minutes reflecting IM report. Corrective actions identified and actioned with the last 2 months (since last WHS meeting)	Since the previous WHS meeting on (15 <sup>th</sup> August 2019) <ul style="list-style-type: none"> <li>• 1 item has been added to the CAPA and closed off.</li> <li>• 1 item outstanding from 20<sup>th</sup> June meeting has been closed.</li> </ul>	100%

- Workers Compensation: 3 staff members on light duties and 1 staff member claiming ongoing expenses.
- Workplace assessment is to be completed for one staff member.
- WHS Claims as at 10<sup>th</sup> October 2019:
  - 3 open
  - 6 closed
  - 1 new claim waiting to be submitted
- Rehabilitation discussions continue to be held between staff and scheme.
- Council's Sickness & Accident Insurance.
  - One staff member is currently away utilising this insurance.

**Moved** A. Pollock **Seconded** T. Devitt that the Injury Management (Claims & Rehabilitation) Report be received.

**CARRIED**

**11. OTHER BUSINESS**

- Quarries and Rubble Raising:
  - Pollock advised that private quarry operators have more stringent rules.
  - As we only raise rubble, what we currently follow in the way of WHS with the 1 contractor we use is enough.
  - The contractor's equipment is checked before any work commences.
- Mock Emergency Event: K. Green has been in discussion with a representative from Bordertown SA Ambulance to hold a mock emergency training event. This will involve all the local emergency services and also help test Council's BCP.

**12. NEXT MEETING:** Thursday 19<sup>th</sup> December**13. CLOSE OF MEETING:** 8.15am

**13.2 MINUTES OF THE TATIARA CFS GROUP MEETING HELD ON 17 SEPTEMBER 2019**

**File Number:** 5/85/4  
**Author:** Records & Information Officer  
**Authoriser:** Director Corporate & Community Services

**ATTACHMENTS**

1. Tatiara CFS Group Minutes - 17 September 2019 [↓](#) 

**RECOMMENDATION**

1. That the Minutes of the Tatiara CFS Group Meeting held on 17 September 2019 be received.

**TATIARA CFS GROUP**  
**TATIARA DRY FIRE FIGHTING COMMITTEE**  
**General Meeting**  
**Minutes of meeting held at Emergency Services Centre**  
**Bordertown on Tuesday 17<sup>th</sup> September 2019 at 8.00 pm**

<b>PRESENT:</b>	Meeting Chairman	Bruce Hunt
	Group Officer	Darryl Napper
	Deputy Group Officers	Kyall Presgrave
		Kim Nicholls
		Phil Giles
		Bill Collins
		Deanne Butler
	Administration Co-ordinator	
	Training Officer	
	Fire Prevention Officer	Adrian Packer
	Tatiara Dry Fire Fighting Committee	Bruce Hunt
	R5 Rep	John Probert
	SE Volunteers Representative	Darryl Napper
	WH & S Representative	Adrian Packer
	Logistical Support Co-ordinator	Darryl Napper
	Equipment Officer	Darryl Napper
	Communications Co-ordinator	James Verco
	National Parks Representative	
	<i>Brigade Representatives:</i>	
	Bangham	
	Bordertown	James Verco
	Keith	Kyall Presgrave
	Kongal	Bruce Hunt
	Laffer	Sam Densley
	McCallum	
	Mundulla	
	Padthaway	Phil Giles
	Senior	Craig Muster
	Sherwood	Justin Cornish
	Western Flat	Bill Collins
	Willalooka	Fred Evans
	Wolseley	

**Others Present:**

Regional Commander	John Probert
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**Apologies:**

Gary Williams, Jason Wayman, Trevor Staude, Jake Rich, Deane Carter
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**Minutes:****Res No 2606 – Confirmation of the Minutes**

Moved James Verco Seconded Craig Muster that the minutes of the previous meeting be accepted as a correct record.

**CARRIED**

**Business arising from Minutes:**

Jump packs ordered. Discussion re Deanne's remuneration which has been reduced by the Government.

**Reports:****Res No 2607 – Finance Report – Deanne Butler reported**

Expenditure to end August \$4047. No budget figure provided as yet. Term deposit has come due. To be re-invested at the best rate possible.

**Res No 2608 – Group Officer – Darryl Napper reported**

Quiet. Missed the phone conference as attending an AGM at the time. Couple of minor VA's. Didn't get to the Group Officer's Seminar at The Bend. Deane Carter, Aaron Milne and Jake Rich deployed to Queensland. Still an issue with pagers. Ring 1300130495 to report problems e.g. scrambled messages etc. Problem with lack of numbers at McCallum.

**Res No 2609 – Region 5 Report – John Probert reported**

Fatal housefire at Mt Burr. Quiet other than that. Pre-season briefing has been reduced to half an hour. It will include how to get in and out of helicopters. To be conducted prior to the next meeting.

**Res No 2610 – Moved Darryl Napper Seconded James Verco that the next meeting commence at 7.30 to allow for preseason briefing.**

**CARRIED**

Video conferencing still being worked on. Tenders have been let for Padthaway and Willalooka and may have to be completed by 28<sup>th</sup> February.

**Res No 2611 – Bushfire Prevention – Adrian Packer reported**

Started submitting curing figures 3 weeks ago. No drying off yet. 1<sup>st</sup> round of inspections from next week. Discussion on bringing fire danger session forward. Will depend on spring rainfall. Decision will have to be made by 15<sup>th</sup> October. Kim queried placing another article in the Border Chronicle about burning off in town etc. Adrian to organise. Darryl thanked Adrian for his efforts and the flak that he receives.

**Res No 2612 – Tatiara Dry Fire Fighting Committee – Bruce Hunt reported**

Request to use Skidder A and the bars for a training exercise in Ngarkat. WHS issue with Skidder A – it needs a hinge so that the fire-retardant system doesn't have to be lifted right off.

**Res No 2613 – Communications – James Verco reported**

The new deep cycle battery is in place. Issues with digital with smoke, dust etc but no solution yet. Noted that iPhone don't always perform all that well and trialling Telstra Tough phones. Our Group has a phone in each command car. Would a tablet that can be used via blue tooth be better? Darryl noted that our phones don't stop working if the power goes out in the station as the modems have a backup sim card.

**Res No 2614 – SE Volunteers – Darryl Napper reported**

Attended AGM last week. Letter from Corey Wingard. New Chief Office has been appointed. Back to work settlements for volunteers much less than for paid staff. Issue of getting new, young members and retaining them. There will be a presentation at the RVMC meeting that John will bring to the next meeting.

**Res No 2615 – Training – Darryl Napper reported**

Jake wants feedback on what courses are required and when we want them held. Let him know asap on 0418877506. Operate Pumps is needed. Some can be held at night so that they don't take

up a whole weekend. Ring Jake and let him know. Damo still available to conduct training and help out.

**Res No 2616– Equipment – Darryl Napper reported**

Servicing well under way. In cab breathing masks had deteriorated in Keith and Mundulla trucks. Some radios to be swapped around as they are designated to DGO positions. HC licence needed to drive the bulk water carrier.

**Res No 2617 – National Parks – Darryl Napper reported**

Would like to hold a training day.

**Res No 2618 – Moved Justin Cornish Seconded Craig Muster that reports be received.**

**CARRIED**

**Correspondence:**

Various emails.

**Res No 2619 – Moved Kyall Presgrave Seconded Kim Nicholls that correspondence be received.**

**CARRIED**

**General Business:**

1. Darryl – Phone alerts list needs updating. Service to be held at the museum in Naracoorte April 4<sup>th</sup>. 60 tonne of bark chips to be spread out before then and Rex to advise when it needs to be done if anyone can help out. Claire Simcock has been appointed as the new Bushfire Prevention Officer. She will be the Region 5 rep at our meetings. Darryl suggested that the funds from the next Golf Club fundraiser be used to purchase more battery packs for Padthaway so they don't have to carry so much on their truck.
2. Willalooka – doing burn over drill in October. Willalooka and Padthaway will be having to cover a larger area and boundaries will have to be looked at. Discussion on farm fire units. They must log on and off the fire ground. Packs available. Lee Druwitt Community Engagement Officer 04281 14222.
3. Sherwood - doing burn over drill with Senior. Sam Densley is the new Captain.
4. James – station has been inspected. Lights and other items failed so will be changed over. Roller door didn't work.
5. Adrian – passed around contact info sheet for updating.
6. Kongal – need farm fire unit stickers.
7. Darryl – Damo happy to help out with burn over drills along with Darryl and Kyall. They have to be all completed prior to the FDS. SMD1 & 2 to be done and details to Region by 1<sup>st</sup> November. There will be an 8.00 am call on days of Total Fire Ban to advise available crew to Region 5.

**MEETING DECLARED CLOSED**

**9.50 pm**

**Confirmed**

**Next Meeting**

**Tuesday 15<sup>th</sup> October**

**Chairman**



**13.3 MINUTES OF THE BORDERTOWN ON THE MOVE COMMITTEE MEETING HELD ON 9 OCTOBER 2019**

**File Number:** 4/66/6  
**Author:** Executive Assistant  
**Authoriser:** Chief Executive Officer

**ATTACHMENTS**

1. Bordertown on the Move Minutes - 9 October 2019  

**RECOMMENDATION**

1. That the Minutes of the Bordertown on the Move Committee Meeting held on 9 October 2019 be received.

**Tatiara District Council****BORDERTOWN ON THE MOVE**

Meeting held on Wednesday 9 October 2019  
at Tatiara District Council Committee Room, Bordertown at 7:30pm

**MINUTES**

1. **PRESENT:** Cr D Penniment, (Chair), M Dollard (Deputy Chair),  
L Staude, M Ridgway, M Ballinger, H Lovelock, L Borillo, R  
Beare
2. **APOLOGIES:** Cr C Langley, B Hammond
3. **IN ATTENDANCE:** A Hillier (TDC DIO)
4. **CONFIRMATION OF MINUTES**  
**Moved** M Dollard and **seconded** L Staude that the minutes of the Bordertown on  
the Move Committee meeting held 18 September 2019 be received.

**CARRIED****5. DISCLOSURE OF INTERESTS:**

Nil

**6. BUSINESS ARISING:****6.1 Artwork on Fence at Bordertown Wildlife Park**

Images have been circulated to members and there wasn't much feedback. The artists have commenced work on the artwork and it expected to be installed by December.

**6.2 Old Shell Depot**

Staff are seeking quotes for the design of the carpark.

**6.3 Sculptures/Caricatures of Wildlife**

Ongoing

**6.4 Nature Playground**

Ongoing

**6.5 Water Tower Land**

Council have applied for a large grant (100K) to commission artwork in all of the five townships of the Tatiara.

**6.6 Dog Parks (proposed)**

Will be considered as part of the consultation process.

**6.7 Budget Submissions**

- Upgrade Tolmer Park Toilets
- Upgrade the toilet at the recreation lake
- Slides Tolmer Park utilising the existing slope

**6.8 Pump Track**

Council is forming a small subcommittee to assist with the project and then will call for quotes to engage a company to consult, design and construct the pump tracks in Bordertown and Keith.

**6.9 Recreation Lake – Art Trail sign**

- Council Staff are arranging David Fry to prepare designs which will come back to the committee for comment.
- Want a sluice gate sign coming off the inner path. This will be considered as part of the sign upgrade.
- Signs will be the same theme as what's in Tolmer Park (black on silver).
- Would like additional seats at the recreation lake. Will need a budget line for this as they cost approximately \$3,000 each.
- DIO met with L Staude, M Dollard and M Ballinger to look at the signage on North Tce. The history behind the new signs was investigated and the aim was to reduce the amount of fingerboards and visual clutter on the intersection of North Tce and Woolshed St. Therefore not comfortable placing a recreational lake fingerboard back on this intersection as we could end up with the same situation as before. May be able to place an "Art Trail" sign when the footpath to the Recreation Lake is complete.

**7. CORRESPONDENCE:**

Nil

**8. REPORTS:****8.1 Parks and Gardens – M Crombie (provided to Executive Assistant)**

- Park mowing and maintenance
- Cemetery and roadside weed spraying
- Roadside and reserve mowing
- Tolmer Park garden maintenance
- Picking up fallen limbs at the cemetery
- Town mowing commenced

**8.2 Reports of Members**

M Elsworthy – Wanted to know if Council look after the garden bed adjacent to the old primary school on Binnie St. DIO to confirm that it is Council's responsibility.

M Dollard – found perfect toilets in Renmark's and would like the committee to continue to think about what we can do to improve our toilets.

M Ballinger – How do we engage with community to provide leadership to make things happen?

Would like to see Kangaroos placed along North Tce starting with small kangaroos getting larger further along North Tce.

Wildlife signage on the Dukes Highway – Aaron circulated the DPTI Signage Guidelines – we do have the option of applying to DPTI to install signs on the highway. Currently have 3 signs on the highway so need to work out what is required. Would like to see a sign further out of the town.

Bob Hawke Museum – Council received a letter which didn't provide anything conclusive with the progress to date.

Proposing to re-elect chair at the November meeting. General consensus that the committee was happy with this. Diana will speak with Anne regarding holding the AGM and Christmas at the November meeting. Confirmation will be sent via email.

Members are asked to send apologies for meeting to either Mandy at Council or Diana.

## **9. GENERAL BUSINESS:**

### **9.1 Special Effort Award**

#### **ITEMS REQUIRING FURTHER REVIEW** (to stay on minutes)

- Area Promotion
- Memorial Park Concept Plan
- Signage
- Sculptures/Caricatures of Wildlife

**NEXT MEETING:** 13 November 2019 at 6.30 pm  
**MEETING CLOSE:** Meeting closed at 9:05pm

**14 INFORMAL GATHERINGS****14.1 INFORMAL GATHERINGS**

**File Number:** 9/24/1

**Author:** Executive Assistant

**Authoriser:** Chief Executive Officer

**INTRODUCTION**

Notes of the Informal Gatherings held 8 October 2019.

**ATTACHMENTS**

1. Informal Gathering Notes - 8 October 2019  

**RECOMMENDATION**

That the notes from the Informal Gatherings held 8 October 2019 be received.



### *Tatiara District Council*

*Our Vision.....shaping a sustainable future by realising the potential of our people and region*  
*Our Mission.....to make the Tatiara a better and safer place in which to live, work and visit*

## **Designated Informal Gathering - Notes**

Notes of the designated informal gathering held on Tuesday 8 October 2019  
 in the Tatiara District Council chambers, 43 Woolshed Street, Bordertown  
 commencing at 3.00 pm

### **PRESENT:**

#### **MEMBERS:**

Mayor GJ Excell  
 Cr EA Goossens  
 Cr MW Hannemann  
 Cr JK Jackson  
 Cr CE Langley  
 Cr KJ McNerney  
 Cr RJ Mock  
 Cr DE Penniment

#### **STAFF:**

Chief Executive Officer  
 (Ms A Champness)  
 Director Infrastructure & Operations  
 (Mr A Hillier)

### **GUESTS:**

nil

### **APOLOGIES:**

Cr D Edwards  
 Cr MK Oliver  
 Director Development & Environmental  
 Services (Mr R Callisto)  
 Director Corporate & Community  
 Services (Mr K Green)

### **LEAVE OF ABSENCE:**

nil

### **DISCUSSION:**

The following matters were discussed:

Item	Detail	Time	
1.	<b>Tatiara District Sporting Complexes Masterplanning</b>	3.00 pm - 4.00 pm	Confidential informal discussion
2.	<b>Strategic Planning – Next Steps</b>	4.00 pm – 5.00 pm	Confidential informal discussion

Gathering closed at 4.55 pm.

**15      CORRESPONDENCE**

Nil

**16 REPORTS OF OFFICERS FOR DECISION****16.1 CHIEF EXECUTIVE OFFICER LEAVE OF ABSENCE**

**File Number:** 12/62/4

**Author:** Chief Executive Officer

**Authoriser:** Chief Executive Officer

**INTRODUCTION**

The purpose of this report is for Elected Members to consider the Chief Executive Officer's request for annual leave during November 2019.

**DISCUSSION**

In accordance with the *Local Government Act 1999*, in the absence of the chief executive officer, a suitable person appointed by the chief executive officer after consultation with the council must act in the office.

The Chief Executive Officer hereby applies for a period of annual leave from Monday, 18 November 2019 to Friday, 29 November 2019, returning to work on Monday, 2 December 2019.

It is the Chief Executive Officer's recommendation that Mr Kingsley Green (Director Corporate & Community Services) be appointed to act as chief executive officer during her absence.

**OPTIONS**

Council can choose to approve leave and appointment of the ACEO as requested.

**STRATEGIC PLAN REFERENCE**

5 - Governance and Leadership

5.2 - Maintain a clear and effective short, medium and long term planning framework

5.2.2 - To continuously improve the health and safety of people within our workplace

5.2.2.1 - Implement and monitor health, safety and injury management services to provide a safe working environment for all workers and volunteers

**POLICY/LEGAL IMPLICATIONS**

n/a

**FINANCIAL IMPLICATIONS**

n/a

**RISK MANAGEMENT IMPLICATIONS**

n/a

**COMMUNICATION/CONSULTATION/ADVERTISING**

n/a

**ATTACHMENTS**

Nil

**RECOMMENDATION**

**That Council**

1. Approve the Chief Executive Officer's leave of absence from Monday, 18 November 2019 to Friday, 29 November 2019, returning to work on Monday, 2 December 2019.
2. Approve the appointment of Mr Kingsley Green (Director Corporate & Community Services) to act in the chief executive officer role during the Chief Executive Officer's absence.

**16.2 APPOINTMENT OF DEPUTY MAYOR**

**File Number:** 9/33/1  
**Author:** Executive Assistant  
**Authoriser:** Chief Executive Officer

**INTRODUCTION**

The report presents options for the election of a Deputy Mayor.

**DISCUSSION**

Section 51 of the *Local Government Act 1999* (the Act) provides:

(...)

(3) *If a council has a mayor, there may also be, if the council so resolves, a deputy mayor and if a council has a chairperson, there may also be, if the council so resolves, a deputy chairperson.*

(4) *If there is to be a deputy mayor or deputy chairperson, he or she will be chosen by the members of the council from amongst their own number and will hold office for a term determined by the council.*

*The term must not exceed 4 years.*

(5) *On the expiration of a term of office, a chairperson, deputy mayor or deputy chairperson is eligible to be chosen for a further term.*

(6) *In the absence of the mayor or chairperson, a deputy mayor or deputy chairperson may act in the office of mayor or chairperson.*

(7) *If the mayor or chairperson is absent from official duties and there is no deputy mayor or deputy chairperson, or the deputy mayor or deputy chairperson is not available to act in the office of mayor or chairperson, a member chosen by the council may act in the office of mayor or chairperson during the relevant period.*

(8) *If a person is to be chosen by the members of the council to fill an office under this section and the votes for two or more candidates for the office are equal, lots must be drawn to determine which candidate or candidates will be excluded.*

(...)

The appointment of a Deputy Mayor assists in ensuring that Council may be adequately and appropriately represented at all times, including when the Mayor is unavailable due to a planned or unplanned absence or another engagement.

Council has in the past elected to appoint a Deputy Mayor for a term of one year, most recently with the election of Cr David Edwards in November 2018.

In electing its Deputy Mayor, Council has a number of options, including:

- Show of Hands
- Secret ballot
- By resolution

Council must determine the method of voting to be used in the event that more than two nominations are received. The following examples outline the potential difference in outcome in a Council of 9 members. Different methods can produce different results.

**Example 1 - First past the post**

Candidate 1	4 votes
Candidate 2	3
Candidate 3	2
	9

Candidate 1 has the most votes and would be elected, but with a minority of the votes cast.

Example 2 - A preferential system with the elimination of the candidate with the lowest vote.

Candidate 1	4
Candidate 2	3
Candidate 3	2

Candidate 3 is eliminated then those votes are distributed to 3's second preference.

Assume 3's supporters prefer 2 over 1, then the result will be:

Candidate 1	4
Candidate 2	5
	9

Candidate 2 would be elected with a majority of the total votes cast.

NB 1. If four candidates contested the election then the votes of the one with the lowest number of votes would be allocated to their second preference first, with this process continuing, to the next preferred candidate until only two remained and a majority of votes were allocated to one member.

NB 2. If at any stage during the process there is an equal number of votes the CEO will decide the issue by the drawing of lots – e.g. placing the names of the candidates on an identical slip of paper and drawing the required number, in the case of two equal parties one slip, from a receptacle so that no party present, including the person withdrawing the name, has a view of the name on the slip until it is opened in the presence of the meeting. The name of the candidate/s withdrawn will be the one/s **excluded** from the ballot.

Given the potential variations if more than two nominations are received Council must determine the voting method to be used.

## OPTIONS

Council can choose to appoint a Deputy Mayor, the term of office, and voting method.

## STRATEGIC PLAN REFERENCE

5 - Governance and Leadership

5.1 - Provide community leadership through accessible, open and consultative government

## POLICY/LEGAL IMPLICATIONS

The appointment of a Deputy Mayor is in accordance with Section 51 of the *Local Government Act 1999*.

## FINANCIAL IMPLICATIONS

In accordance with Council's *Elected Members Allowances and Support Policy*, the Deputy Mayor receives an allowance that is equal to one and a quarter (1.25) times the annual allowances for Elected Members of the Council.

## RISK MANAGEMENT IMPLICATIONS

Not applicable.

## COMMUNICATION/CONSULTATION/ADVERTISING

Not applicable.

## ATTACHMENTS

Nil

**RECOMMENDATION**

1. That pursuant to Section 51(3) and (4) of the Local Government Act 1999 Council appoint a Deputy Mayor for a term of one year.
2. That the method of choosing the Deputy Mayor be an election process by secret ballot.
3. That Council accept first past the post voting method where two candidates accept nomination; and in the event of more than two candidates accepting nomination that the method of voting be preferential voting.
4. That the Chief Executive Officer be appointed Returning Officer for the election, and upon the completion of the election be authorised to declare the successful candidate elected to the position of Deputy Mayor for the term of office determined by this resolution.

**16.3 2018/19 ANNUAL REPORT**

**File Number:** 18/68/1  
**Author:** Executive Assistant  
**Authoriser:** Chief Executive Officer

**INTRODUCTION**

This report provides Tatiara District Council's 2018/19 Annual Report for consideration and adoption.

**DISCUSSION**

Councils are required to adopt an Annual Report for the previous financial year by the end of November each year.

Section 131 of the Local Government Act 1999 provides what must be included in the report and who it must be provided to:

**131—Annual report to be prepared and adopted**

- (1) *A council must, on or before 30 November in each year, prepare and adopt an annual report relating to the operations of the council for the financial year ending on the preceding 30 June.*
- (2) *The annual report must include the material, and include specific reports on the matters, specified in Schedule 4 as amended from time to time by regulation.*
- (3) *The annual report must comply with any requirement prescribed by the regulations.*
- (4) *A copy of the annual report must be provided by the council to each member of the council.*
- (5) *A copy of the annual report must be submitted by the council—*
  - (a) to the Presiding Members of both Houses of Parliament; and*
  - (b) to the persons or bodies prescribed by the regulations,**on or before a day determined under the regulations.*
- (6) *The Presiding Members of the Houses of Parliament must, within six sitting days after receiving a copy of an annual report under subsection (5), lay the copy before their respective Houses.*
- (7) *A council may provide to the electors for its area an abridged or summary version of its annual report.*
- (8) *A council must ensure that copies of its annual report are available for inspection (without charge) and purchase (on payment of a fee fixed by the council) by the public at the principal office of the council.*

The draft Annual Report, provided in OneDrive, complies with the requirements of the Act.

**OPTIONS**

Council is required to adopt its Annual Report by 30 November 2019.

**STRATEGIC PLAN REFERENCE**

5 - Governance and Leadership

5.1 - Provide community leadership through accessible, open and consultative government

5.1.1 - Provide accountable, open and transparent communication with the community

**POLICY/LEGAL IMPLICATIONS**

Required under Section 131 of the Local Government Act 1999.

**FINANCIAL IMPLICATIONS**

Not applicable.

**RISK MANAGEMENT IMPLICATIONS**

Not applicable.

**COMMUNICATION/CONSULTATION/ADVERTISING**

In addition to providing copies to the Presiding Members of both Houses of Parliament and the South Australian Local Government Grants Commission, copies will also be provided to:

- Minister for Local Government Relations;
- State Library of South Australia;
- Parliamentary Library;
- National Library of Australia;
- local councils in our region; and
- posted on Council's website and Facebook page.

**ATTACHMENTS**

Nil

**RECOMMENDATION**

That Council adopt the Tatiara District Council 2018/19 Annual Report as presented and send a copy to:

1. The Presiding Members of both Houses of Parliament, and
2. The South Australian Local Government Grants Commission.

**16.4 ELECTED MEMBERS ALLOWANCES AND SUPPORT POLICY**

**File Number:** 9/33/1  
**Author:** Executive Assistant  
**Authoriser:** Chief Executive Officer

**INTRODUCTION**

Section 76(9) of the LG Act requires Elected Members allowances to be adjusted on the first, second and third anniversaries of the periodic election in accordance with a calculation method prescribed in regulation 4(2) of the *Local Government (Members Allowances and Benefits) Regulations*. The first anniversary of the 2018 local government periodic election is 9 November 2019.

**DISCUSSION**

The Elected Members Allowances and Support Policy was first adopted in May 2000 and fulfils Council's obligations under sections 59, 76, 77, 78 and 79 of the Local Government Act 1999 and Local Government (Members Allowances and Benefits) Regulations 2010 to pay allowances and reimburse costs incurred for performing and discharging the functions and duties of their office as a member of the elected body of the Council.

In accordance with section 76 of the Act, elected members' annual allowances are determined by the Remuneration Tribunal on a 4 yearly basis before local government elections and to be adjusted on the first, second and third anniversary of the relevant Council election to reflect changes in the Consumer Price Index as described in the Local Government (Members Allowances and Benefits) Regulations 2010.

The 2019 adjusted annual allowances for a councillor who is not a Principal Member, Deputy Mayor, Deputy Chairperson or Presiding Member of a Prescribed Committee, in the Group of councils applicable to Tatiara District Council is \$14,417. Annual allowances for a Mayor, Deputy Mayor, Deputy Chairperson or Presiding Member of a Prescribed Committee, as well as sitting fees payable to a councillor who is the Presiding Member of a council committee that is not a Prescribed Committee, and travel time allowances payable to council members have been adjusted accordingly.

Under section 77 of the Act, a member of a council is entitled to receive from the council reimbursement of expenses incurred in performing or discharging official functions and duties. Any council policy approving such expenses lapses at a general election of the council.

The attached draft Elected Members Allowances and Support Policy is based on the previous policy which has been updated to reflect the new allowances (\$14,417) set by the Remuneration Tribunal of SA as well as updated sitting fees (\$177, capped at \$1,058/year) and travel time payment (\$426/\$726 for +50km).

The references to training have been updated to reflect the range of alternative providers of relevant training, rather than restricting training to LGA training.

**OPTIONS**

Council can choose to adopt the draft Policy with or without alterations.

**STRATEGIC PLAN REFERENCE**

5 - Governance and Leadership

5.1 - Provide community leadership through accessible, open and consultative government

**POLICY/LEGAL IMPLICATIONS**

Allowances have been adjusted as outlined in the Local Government Act and in the Local Government (Members Allowances and Benefit) Regulations.

**FINANCIAL IMPLICATIONS**

Allowances for Mayor and Councillors are budgeted for in Administration, 1050, of Council's 2019/20 Annual Budget.

**RISK MANAGEMENT IMPLICATIONS**

Not applicable.

**COMMUNICATION/CONSULTATION/ADVERTISING**

Not applicable.

**ATTACHMENTS**

1. **DRAFT Elected Members Allowances and Support Policy (Rev 24 - 12 November 19)** [!\[\]\(2902b48cbc991e7c44a1b3f17929ac66\_img.jpg\)](#)

**RECOMMENDATION**

That Council adopt the *Elected Members Allowances and Support Policy*, Version 24 dated 12 November 2019.



**TATIARA DISTRICT COUNCIL**

**ELECTED MEMBERS  
ALLOWANCES  
AND SUPPORT POLICY**



## ELECTED MEMBERS ALLOWANCES &amp; SUPPORT POLICY

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## ELECTED MEMBERS ALLOWANCES &amp; SUPPORT POLICY

## Introduction

- (1) The Local Government Act 1999 prescribes that all Elected Members are entitled to receive a general allowance, plus, in respect to attending Council and Committee meetings, reimbursement for expenses incurred in travelling within the Council area and for the care of a dependent.
- (2) The Act also makes provision for Council to resolve, on a discretionary basis, to reimburse Elected Members for a range of additional expenses, e.g. travel outside the Council area, attendance at conferences, or to be provided with support, e.g. computers, facsimile machines.

## Interpretation

**“Committee”** means a committee established by a council in terms of section 41 of the Local Government Act

**“Eligible journey”** means a journey (in either direction) between the principal place of residence, or a place of work, of a member of the council, and the place of a prescribed meeting;

**“Prescribed meeting”**, in relation to a member of a council, means a meeting of the council or council committee, or an informal gathering, discussion, workshop, briefing, training course or similar activity which is directly or closely related to the performance or discharge of the roles or duties of the member.

**“Prescribed Committee”** means a committee that endures, irrespective of whether the council has assigned any particular work for the committee to perform and assists the council or provides advice to the council in any of the following areas or any combination thereof:

- o Audit
- o CEO Performance Review
- o Corporate Services
- o Finance
- o Governance
- o Infrastructure & Works
- o Risk Management
- o Strategic Planning & Development

## The Support Policy

- (1) Tatiara District Council will ensure that the payment of Elected Member allowances and the reimbursement of expenses is accountable and transparent, and in accordance with the *Local Government Act 1999* and *Local Government (Members Allowances and Benefits) Regulations 2010* and the determination made by the Remuneration Tribunal of South Australia.
- (2) This policy summarises the provisions of the Act and Regulations in respect to Elected Members allowances, expenses and support, sets out the types of expenses and the circumstances in which those expenses will be reimbursed.
- (3) In setting this policy, Council took into consideration the overall support provided to Elected Members, i.e. annual allowances paid, expenses reimbursed and facilities/services provided pursuant to Sections 76, 77, and 78 of the Act.
- (4) The Elected Members allowances contained within this policy will be reviewed annually and the entire policy will lapse at the next general election of the Council.



## ELECTED MEMBERS ALLOWANCES &amp; SUPPORT POLICY

**The Local Government Act 1999 ("the Act")**

- (1) Section 77(1)(b) of the Act provides that Council may approve the reimbursement of certain prescribed expenses incurred by Elected Members, either on an individual basis or under a policy adopted by Council. Regulation 6 sets out the types of expenses that may be reimbursed under Section 77(1)(b).
- (2) This policy has been developed and adopted in accordance with Section 77(1)(b) of the Act to specify the types of expenses that will be reimbursed without the specific approval of Council, and the process for Elected Members to obtain reimbursement of those expenses.

**The Principles**

- (1) This policy is underpinned by the following principles:
  - (a) Elected Members should not be out-of-pocket as a result of performing and discharging their Council functions and duties.
  - (b) Any reimbursements claimed by Elected Members must be for expenses actually and necessarily incurred in performing and discharging their official Council functions and duties.
  - (c) Elected Members are entitled to receive:
    - (i) An annual allowance as provided in Section 76 of the Act and Regulation 4;
    - (ii) Reimbursement of prescribed travelling and child/dependent care expenses associated with attendance at Council/Committee meetings, pursuant to Section 77(1)(a) of the Act and Regulation 5.
  - (d) Council has also agreed to:
    - (i) Reimburse certain prescribed expenses pursuant to Section 77(1)(b) of the Act and Regulation 6;
    - (ii) Provide Elected Members with facilities and support to assist them in performing and discharging their functions and duties pursuant to Section 78 of the Act.

**Roles and Responsibilities**

- (1) This policy will apply to the Mayor and all Elected Members.
- (2) The Chief Executive Officer is responsible for:
  - (a) Implementing expense reimbursement procedures in accordance with this policy;
  - (b) Maintaining a Register of Allowances and Benefits as prescribed in Section 79 of the Act and Regulation 7;
  - (c) Ensuring a copy of this policy is available for inspection and purchase by the public.



## ELECTED MEMBERS ALLOWANCES &amp; SUPPORT POLICY

- (3) The Remuneration Tribunal of South Australia is responsible for:
- (a) Setting the Allowances to be paid to Elected Members as outlined in Section 76 of the Act
  - (b) An allowance determined under this section is to be adjusted on the first, second and third anniversaries of the relevant periodic elections to reflect changes in the Consumer Price Index. An allowance is to be adjusted by multiplying the allowance by a proportion obtained by dividing the Consumer Price Index for the September quarter last occurring before the date on which the allowance is to be adjusted by the Consumer Price Index for the September quarter immediately before the date on which the allowance was determined under section 76 of the Act (with the amount so adjusted being rounded up to the nearest dollar)

### Entitled Allowances and Reimbursements

#### (1) Allowances

- (a) Elected Members are entitled to receive the following annual allowances as from 8<sup>th</sup> November 2017 pursuant to Section 76 of the Act to help cover the cost of performing and discharging their official functions and duties:
  - Elected Members **\$14,417** per annum paid monthly in arrears
  - Mayor **\$57,668** per annum paid monthly in arrears
  - Deputy Mayor **\$18,021** per annum paid monthly in arrears
  - Standing Committee Chairs **\$18,021** per annum paid monthly in arrears
    - The Mayor's allowance is to be 4 times that of a Councillor.
    - The deputy mayor or an Elected Member who is the presiding member of one or more prescribed committees is equal to one and a quarter (1.25) times the annual allowances for Elected Members of that Council.
    - An additional allowance in the form of a sitting fee of **\$177** per meeting to a yearly maximum of **\$1,058** is also payable for Elected Members who are presiding members of other committees (who are not deputy mayors, deputy chairpersons or presiding members of prescribed committees).
- (b) An Elected Member, other than the Principal Member, whose usual place of residence is more than 30kms and less than 50 kms from the Council office via the nearest route by road will be paid a Travel Time payment of **\$426** per annum. A travel time payment of **\$726** is available to a councillor if they live at least 50 kms from the Council office via the nearest route by road.  
  
If eligible, this payment is made to a Council Member in addition to any entitlement to reimbursement of expenses incurred
- (c) In setting these allowances, the Tribunal took the following factors into consideration:
  - i) the role of members of council as members of the council's governing body and as representatives of their area;
  - ii) the size, population and revenue of the council, and any relevant economic, social, demographic and regional factors in the council area;



## ELECTED MEMBERS ALLOWANCES &amp; SUPPORT POLICY

- iii) such an allowance is not intended to amount to a salary for a member;
- iv) such an allowance should reflect the nature of a member's office;
- v) the Act's provisions to provide for the reimbursement of expenses of members.

(2) Leave of Absence

- (a) Any Elected Member granted leave of absence from Council for up to three months, shall receive their appropriate members allowance.
- (b) Any Elected Member granted leave of absence from Council for a period greater than three months, shall not receive their members allowance for the period that exceeds three months.
- (c) Any Elected Member appointed as Acting Mayor, Acting Deputy Mayor or major Committee Chairman during the leave of absence granted by Council, shall receive the applicable allowance of the Mayor or Deputy Mayor or major Committee Chairman for the period of leave of absence in lieu of the Councillor allowance.

(3) Travel and Dependent Care

- (a) In addition to any allowance paid under Section 76 of the Act, Elected Members are entitled to receive reimbursement for travelling **within** the area of Council and dependent care expenses associated with attendance at Council and Committee meetings pursuant to Section 77(1) (a) of the Act as detailed below:
  - (i) Reimbursement is restricted to 'eligible journeys' (as defined in Regulation 3) by the shortest or most practicable route and to the part of the journey **within** the Council area. Elected Members who live outside the Council boundary are only eligible for travel from the boundary to the place of the meeting.
  - (ii) Any traveling **outside** the Council area in order to attend Council activities is provided by this policy under "Additional Reimbursement and Support".
  - (iii) Where an Elected Member travels by private motor vehicle, the rate of reimbursement is as prescribed in Section 28.25 of the Income Tax Assessment Act 1997 of the Commonwealth. Travel by taxi, bus or other means of public transport is reimbursed on the basis of expenses 'actually and necessarily incurred', but is still limited to 'eligible journeys' by the shortest or most practicable route and to the part of the journey that is within the Council area.
  - (iv) Child/dependent care expenses are not reimbursed if the care is provided by a relative of the Member who ordinarily resides with the Member. A definition of "relative" is contained in Section 4 of the Act.

**Additional Reimbursement and Support**

- (1) Pursuant to Section 77(1)(b) of the Act, Council also approves the reimbursement of expenses and support to Elected Members as described below:



## ELECTED MEMBERS ALLOWANCES &amp; SUPPORT POLICY

(2) Travelling Expenses

- (a) In addition to eligible journeys (as defined in Regulation 3), Elected Members are entitled to receive reimbursement for expenses actually and necessarily incurred in travelling to a function or activity on the business of Council. The following conditions apply to these expenses:
- (i) Travel both within and outside the Council area must be incurred by the Elected Member as a consequence of attendance at a function or activity on the business of Council. A 'function or activity of Council' means official Council functions including Chairman receptions, opening ceremonies, dinners, citizenship ceremonies and official visits etc.; inspection of sites within the Council area which relate to Council or Committee agenda items; attendance at meetings of community groups and organisations as a Council appointed delegate (but not to attend meetings of community groups or organisations when fulfilling the role of local representative, as the Elected Members allowances provides for this).
  - (ii) Travel related to attendance at any of the above types of functions will be paid at the rates declared by the Australian Taxation Office.
  - (iii) Reimbursement is restricted to the shortest or most practicable route.
  - (iv) Travel by taxi, bus, plane or other means of public transport is reimbursed on the basis of expenses 'actually and necessarily incurred', but is still limited to the shortest or most practicable route.
  - (v) Costs incurred in attending any function or activity on the business of Council, outside the Council area is required to be approved by Council, the Mayor or the CEO.

(3) Use of Council Vehicles

Council will provide the Mayor with a vehicle for Council use under the following conditions:

- Conditions (a) to (g) as listed below; plus,
- The Mayor is responsible for ensuring that the vehicle is correctly serviced, cleaned and maintained.

Elected Members are encouraged to use one of Council's sedans, if available, when attending meetings or functions on behalf of Council. Council committee members when attending meetings or functions on behalf of Council may also use these vehicles. Council's Manager Corporate & Community Services is the contact person to arrange a vehicle.

Conditions of use of these vehicles are outlined in Council's Vehicle Use Policy which includes the following clauses:

- (a) Drivers must have a current and appropriate Driving Licence.
- (b) As the main use of the vehicle is to be Council business the Council shall meet all costs related to the use of the vehicle.



## ELECTED MEMBERS ALLOWANCES &amp; SUPPORT POLICY

- (c) The vehicle may be driven by other members of the public but only whilst the council representative is in the vehicle or whilst that person is assisting the Council representative to carry out Council business
  - (d) Should the Council incur any penalty other than the normal insurance excess on any insurance claim as a result of any illegal action whilst the vehicle is being used, the cost of such penalty shall be borne by that Council representative.
  - (e) Smoking is prohibited in the vehicle.
  - (f) The driver shall pay for speeding fines and any other traffic violations, which incur a penalty.
  - (g) The vehicle shall be used in a manner, which complies with the manufacturers specification (e.g. maximum load, weight of towed vehicles etc.).
- (4) Other Expenses
- (a) Pursuant to Section 77 (1) (b) of the Act Council approves reimbursement of:
    - (i) Expenses incurred for the care of a child of the Elected Member or a dependent of the Member requiring full time care as a consequence of the Member's attendance at a function or activity on the business of Council.
    - (ii) Expenses incurred by the Member as a consequence of the Elected Member's attendance at a conference, seminar, training course or other similar activity that is directly or closely related to the performance or discharge of the roles or duties of the Member. Expenses will only be reimbursed for attendance at conferences, seminars, etc. which have been approved by Council or under delegation/policy, e.g. under Council's "Elected Member Training and Development Policy". The following types of expenses will be reimbursed - airfares, registration fees, accommodation, meals, taxi fares, car parking, and incidentals.
    - (iii) Monies spent on meals and accommodation will be as outlined in Council's "Travel and Accommodation Policy".
- (5) Facilities and Support
- Pursuant to Section 78 of the Act, Council resolves to make available to Elected Members the following facilities and support to assist them in performing or discharging their official functions and duties:
- (i) Phone Allowance - Council will:
    - Provide the Mayor with a mobile phone for all Council business purposes and Council will meet the cost of the purchase and maintenance and will pay for a \$60 per month plan. Costs over that amount to be reimbursed to Council by the Mayor
  - (ii) Computer Access – Council will:
    - Supply an appropriate electronic device as approved by Council; (currently iPad and associated accessories).
    - Supply a Council e-mail address



## ELECTED MEMBERS ALLOWANCES &amp; SUPPORT POLICY

- Provide a level of information technology support to assist Members to use electronic devices in an effective manner
  - Pay for the cost of internet access to the iPad via wireless. If members are unable to receive adequate coverage to receive a wireless internet connection, Council will pay the member an allowance of \$300 per year for alternative ADSL or Satellite connection.
- (iii) Council will also supply:
- A reasonable supply of business cards
  - Access to meeting rooms as appropriate at any of Council Offices
- (iv) The Mayor is authorised to use a Credit Card to be charged to Tatiara District Council for the procurement of goods and services on behalf of Council, with terms and conditions to ensure adequate internal control.

These facilities and services are made available on the following basis:

- Additional allowances will be paid on a monthly basis as per the member's allowance
- they are necessary or expedient for the Member to perform or discharge his/her official functions or duties,
- the facilities remain the property of Council and will not be used for a purpose unrelated to official functions and duties unless Council has approved the use.

#### Expenses and Support Requiring Council Approval

- (1) All other expenses reimbursements and support not detailed above will require approval by Council on a case-by-case basis. If at all possible approval should be sought prior to the expense being incurred. This will ensure that Elected Members are aware of any potential financial implications prior to the event.

#### Claims for Reimbursement

- (1) Members are entitled to reimbursement for certain expenses actually and necessarily incurred by a member in attending meetings of Council, its Committees or other functions, or activities which the member has been authorised by the Council to attend on the business of the Council.
- (2) In order to encourage Elected Members to undertake appropriate training regarding their roles, responsibilities and procedures of Council, it is Council Policy to generally pay the full course costs (including the course fee, accommodation, meals and travel, if applicable) subject to:
- (a) The course being a relevant training course **and approved by the Mayor endorsed by the Local Government Training Authority (LGTA)**, and;
  - (b) **Within Being approved by the Manager Corporate & Community Services in regard to** the budget provision for such purpose.
- (3) In regard to training courses outside of the State, Council will meet the cost of the course fee only, to a maximum of \$1,000 per Member, per year, subject to:
- (a) The course being relevant and approved by the Mayor, and;
  - (b) **Within Being approved by the Manager Corporate & Community Services in regard to** the budget provision for such purpose.



## ELECTED MEMBERS ALLOWANCES &amp; SUPPORT POLICY

- (4) Any circumstance outside of the above policy is to be referred to Council for specific approval.
- (5) Elected Members are required to provide details of kilometres travelled and/or evidence of expenses incurred to support all reimbursements claimed. Procedures have been established which require evidence of expenses incurred to support reimbursements claimed. Details are not required of expenses paid out of the Elected Member's allowance. All claims for reimbursement must be submitted to the Chief Executive Officer (or other delegated officer) on the forms provided for this purpose.

**Register of Allowances and Benefits**

- (1) Pursuant to Section 79 of the Act, the Chief Executive Officer will maintain a record of the annual allowances paid to Elected Members under Section 76 of the Act, any expenses reimbursed to a Member under Section 77(1)(b) of the Act and any other benefits paid or provided to a Member, with the exception of reimbursements paid under Section 77(1)(a) of the Act.

**Review and Evaluation**

- (1) Elected Member allowances will be adjusted annually. The effectiveness of the Policy will be reviewed and evaluated annually.
- (2) This entire policy will lapse at the next General Election.

**Availability of the Elected Members' Allowances and Support Policy**

This Policy will be available for inspection:

- at Council's Bordertown and Keith offices during ordinary business hours.
- On Council's web site [www.tatiara.sa.gov.au](http://www.tatiara.sa.gov.au)

**Record of Amendments**

Date	Revision No	Reason For Amendment
2 May 2000	Rev. 00	Original Issue – A&F Res No: 800
6 June 2000	Rev. 01	Councillors' Allowances amended (see page 3) Council Res No's: 3, 4, 5 & 6
11 July 2000	Rev. 02	Clause 7 – Additional Reimbursement and Support amended to rates declared by the ATO – Council Res No: 44
8 May 2001	Rev. 03	Councillors' Allowances amended (see page 5) Council Res No's: 260, 261, 262, 263 & 283
15 January 2002	Rev. 04	Expenses and Support Requiring Council Approval amended (see page 8)
14 January 2003	Rev 05	Updated policy to reflect Annual Members Allowances increased effective 7 <sup>th</sup> May 2002 at a Special Council Meeting
20 May 2003	Rev 06	Readopted after periodical election as per Sec 77 of LG Act
14 October 2003	Rev 07	Addition re Councillors use of Council cars
11 May 2004	Rev 08	Yearly Review - altered
10 May 2005	Rev 09	Yearly Review – altered to account for increase in Councillors allowances
21 November 2006	Rev 10	Readopted after General Election
13 November 2007	Rev 11	Yearly Review – increases in Annual Member Allowances & Meal Allowance
11 November 2008	Rev 12	Yearly Review – increases in Annual Member Allowances and reference to Council's new Travel & Accommodation Policy
10 November 2009	Rev 13	Yearly Review – increases in Annual Member Allowances, change Chairman to Mayor
23 November 2010	Rev 14	Readopted after General Election. Allowances now set by Remuneration Tribunal Councillors allowances to be paid monthly instead of quarterly
8 November 2011	Rev 15	Yearly Review – allowances increased as per Remuneration Tribunal ruling.



## ELECTED MEMBERS ALLOWANCES &amp; SUPPORT POLICY

13 November 2012	Rev 16	Yearly Review – allowances increased as per Remuneration Tribunal ruling.
11 December 2012	Rev 17	Included additional allowances to be paid relating to phone and internet use
12 November 2013	Rev 18	Yearly Review – allowances increased as per Remuneration Tribunal ruling. Ref to policy being available on Council's web site
25 November 2014	Rev 19	Reviewed and readopted after General Election.
8 December 2015	Rev 20	Reviewed and updated - allowances increased as per Remuneration Tribunal ruling.
13 December 2016	Rev 21	Reviewed and updated - allowances increased as per Remuneration Tribunal ruling.
13 February 2018	Rev 22	Reviewed and updated - allowances increased as per Remuneration Tribunal ruling.
20 November 2018	Rev 23	Reviewed and updated - allowances increased as per Remuneration Tribunal ruling – dated 30 August 2018
12 November 2019	Rev 24	Reviewed and updated - allowances increased as per Remuneration Tribunal

**16.5 AUDIT COMMITTEE - REAPPOINTMENT OF INDEPENDENT MEMBERS AND PRESIDING MEMBER**

**File Number:** 9/14/1

**Author:** Executive Assistant

**Authoriser:** Chief Executive Officer

**INTRODUCTION**

The report recommends appointment of independent members and of a Presiding Member to Council's Audit Committee.

**DISCUSSION**

Council's Audit Committee is a prescribed committee established and required under s126 of the *Local Government Act 1999* (the Act). Under the Act and *Local Government (Financial Management) Regulations 2011*, the Audit Committee must have between three and five members (inclusive), and include at least one person who is not a member of Council and has relevant financial experience.

The Committee's Terms of Reference were updated in November 2018 following Council elections. At the time, the membership of the committee was updated in line with best practice to a majority of independent members. To ensure that the committee's operation is independent of the local government election cycle (e.g. independent members appointed for different timeframes), the initial term of appointment for independent members was set at one year. The Terms of Reference state:

**4. Membership**

*4.1 Members of the Committee are appointed by Council. The Committee shall consist of two (2) Elected Members and three (3) independent members.*

*4.2 Independent members of the Committee shall have recent and relevant financial experience.*

*4.3 Only members of the Committee are entitled to vote in Committee meetings.*

*4.4 Appointments to the Committee from among the Elected Members of Council shall be for a period of two years. Independent members of the Committee shall be appointed for a period of two years.*

*Where the appointment of an independent member coincides with the local government election cycle, the appointment shall be for a period of one year. Appointees may be reappointed by Council.*

*4.5 Council shall appoint the Presiding Member of the Committee.*

Current independent members of the Committee are Jim Ker and Sonia Winter. Council members are Crs Goossens and Mock.

Unfortunately, despite seeking nominations for independent members to the committee by public advertisement as well as numerous individual approaches, the third independent member position has proven difficult to fill. At the time of writing this report, officers were awaiting responses from other potential independent members.

In the absence of a third independent member, with the agreement of all committee members, Cr Mock has assumed the Chair at Audit Committee meetings.

It is recommended that Council reappoint the independent members of the Audit Committee, Jim Ker and Sonia Winter, both holding significant experience in this area and financial expertise.

It is furthermore proposed that Council appoint the Presiding Member of the Committee.

In accordance with the Terms of Reference, Council members will continue on the committee for a further year.

**STRATEGIC PLAN REFERENCE**

5 - Governance and Leadership

5.1 - Provide community leadership through accessible, open and consultative government

**POLICY/LEGAL IMPLICATIONS**

N/a.

**FINANCIAL IMPLICATIONS**

N/a.



**RISK MANAGEMENT IMPLICATIONS**

N/a.

**COMMUNICATION/CONSULTATION/ADVERTISING**

Council staff will liaise with committee members and advise of Council resolution.

**ATTACHMENTS**

1. **Audit Committee (Rev 01) 2018-2022**  

**RECOMMENDATION**

That Council:

1. Appoint Jim Ker and Sonia Winter as independent members to the Audit Committee for a term of two years.
2. Appoint XXXXX as the Presiding Member of the Audit Committee.



## **Tatiara District Council**

### **Audit Committee**

## **TERMS OF REFERENCE**

A Committee of Council established pursuant to the provisions of Sections 126 and 41 of the Local Government Act 1999

Terms of Reference for the conduct of the business of the Council Committee were approved and adopted by Tatiara District Council at its meeting held on 20 November 2018, Council Res No. 11.

## Audit Committee

### Powers and functions

The Committee is established for the following purposes:

#### Financial Reporting

- a) The Committee shall monitor the integrity of the financial statements of the Council, including its annual report, reviewing significant financial reporting issues and judgements which they contain.
- b) The Committee shall review and challenge where necessary:
  - o The consistency of, and/or any changes to, accounting policies;
  - o The methods used to account for significant or unusual transactions where different approaches are possible;
  - o Whether the Council has followed appropriate accounting standards and made appropriate estimates and judgements, taking into account the views of the external auditor;
  - o The clarity of disclosure in the Council's financial reports and the context in which statements are made; and
  - o All material information presented with the financial statements, such as the operating and financial review and the corporate governance statement (insofar as it relates to the audit and risk management).

#### Internal Controls and Risk Management Systems

The Committee shall:

- a) Keep under review the effectiveness of the Council's internal controls and risk management systems; and
- b) review and recommend the approval, where appropriate, of statements to be included in the annual report concerning internal controls and risk management.

#### Whistle Blowing

The Committee shall:

- a) Review the Council's arrangements for its employees to raise concerns, in confidence, about possible wrongdoing in financial reporting or other matters. The committee shall ensure these arrangements allow independent investigation of such matters and appropriate follow-up action.

#### Internal Audit

The Committee shall:

- a) Monitor and review the effectiveness of the Council's internal audit function in the context of the Council's overall risk management system;

- b) Consider and make recommendation on the program of the internal audit function and the adequacy of its resources and access to information to enable it to perform its function effectively and in accordance with the relevant professional standards.
- c) Review all reports on the Council's operations from the internal auditors;
  - o Review and monitor management's responsiveness to the findings and recommendations of the internal auditor; and
  - o Where appropriate, meet the "head" of internal audit (internal or outsourced) at least once a year, without management being present, to discuss any issues arising from the internal audits carried out. In addition, the head of internal audit shall be given the right of direct access to the Principal Member of the Council and to the Presiding Member of the committee.

### **External Audit**

The Committee shall:

- a) Develop and implement a policy on the supply of non-audit services by the external auditor, taking into account any relevant ethical guidance on the matter};
  - o Consider and make recommendations to the Council, in relation to the appointment, re-appointment and removal of the Council's external auditor. {The Committee shall oversee the selection process for new auditors and if an auditor resigns the committee shall investigate the issues leading to this and decide whether any action is required};
  - o Oversee Council's relationship with the external auditor including, but not limited to:
    - Recommending the approval of the external auditor's remuneration, whether fees for audit or non-audit services, and recommending whether the level of fees is appropriate to enable an adequate audit to be conducted;
    - Recommending the approval of the external auditor's terms of engagement, including any engagement letter issued at the commencement of each audit and the scope of the audit;
    - Assessing the external auditor's independence and objectivity taking into account relevant professional and regulatory requirements and the extent of Council's relationship with the auditor, including the provision of any non-audit services;
    - Satisfying itself that there are no relationships (such as family, employment, investment, financial or business) between the external auditor and the Council (other than in the ordinary course of business);
    - Monitoring the external auditor's compliance with legislative requirements on the rotation of audit partners; and
    - Assessing the external auditor's qualifications, expertise and resources and the effectiveness of the audit process (which shall

include a report from the external auditor on the audit committee's own internal quality procedures);

- Meet as needed with the external auditor. The Committee shall meet the external auditor at least once a year, without management being present; to discuss the external auditor's report and any issues arising from the audit;
- Review and make recommendations on the annual audit plan, and in particular its consistency with the scope of the external audit engagement};
- Review the findings of the audit with the external auditor. This shall include, but not be limited to, the following;
  - A discussion of any major issues which arose during the external audit;
  - Any accounting and audit judgments; and
  - Levels of errors identified during the external audit. The Committee shall also review the effectiveness of the external audit.}
- b) Review any representation letter(s) requested by the external auditor before they are signed by management;
- c) Review the management letter and management's response to the external auditor's findings and recommendations.

## Audit Committee

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**1. NAME**

The name of the Council Committee shall be Audit Committee (in these Terms of Reference referred to as "the Committee").

**2. DEFINITIONS**

2.1 For the purpose of these Terms of Reference, unless inconsistent with the subject matter or context: -

2.1.1 "Act" means the Local Government Act 1999 and includes all Regulations and Schedules.

2.1.2 "Committee" means the Committee of Council established pursuant to clause 3.

2.1.3 "Committee Member" means the persons appointed by the Council to the Committee pursuant to clause 5.

2.1.4 "Commencement Date" means the date on which the Committee is established and becomes operative pursuant to clause 3.

2.1.5 "Council" means the Tatiara District Council that established the Committee and to which the Committee reports.

2.1.6 "Prescribed Committee" means a Prescribed Committee as defined in the Remuneration Tribunal Determination 7 of 2014 (or any replacement determination)

2.1.7 "Presiding Member of the Committee of Council" means the person appointed to that position pursuant to clause 5.

2.1.8 "Observers" means those persons attending any meeting of the Committee of Council, but not having a vote on any matter to be determined by the Committee and not having been appointed as Committee Members.

2.1.9 "Sub-Committee" means a sub-committee established in accordance with the Act.

2.2 Any words, phrases or terms used in these Terms of Reference that are defined in the Act shall have the same meaning as are given in the Act.

2.3 A reference in these Terms of Reference to a "singular" includes a reference to the "plural" and a reference to a "plural" includes a reference to the "singular".

2.4 These Terms of Reference shall be interpreted in line with the provisions of the Act.

**2.5 Notices**

All communication to be given to the Committee shall be addressed to: -

The Presiding Member  
Tatiara District Council Audit Committee  
PO Box 346  
43 Woolshed Street  
BORDERTOWN SA 5268  
Email: [office@tatiara.sa.gov.au](mailto:office@tatiara.sa.gov.au)

**3. ESTABLISHMENT**

- 3.1 The Audit Committee is established under Sections 126 and 41 of the Local Government Act 1999.
- 3.2 The Committee will be established and become operative from the time a resolution of the Council is passed.
- 3.3 The Audit Committee has been established to:

**Financial Reporting**

- a) The Committee shall monitor the integrity of the financial statements of the Council, including its annual report, reviewing significant financial reporting issues and judgements which they contain.
- b) The Committee shall review and challenge where necessary:
  - o The consistency of, and/or any changes to, accounting policies;
  - o The methods used to account for significant or unusual transactions where different approaches are possible;
  - o Whether the Council has followed appropriate accounting standards and made appropriate estimates and judgements, taking into account the views of the external auditor;
  - o The clarity of disclosure in the Council's financial reports and the context in which statements are made; and
  - o All material information presented with the financial statements, such as the operating and financial review and the corporate governance statement (insofar as it relates to the audit and risk management).

**Internal Controls and Risk Management Systems**

The Committee shall:

- a) Keep under review the effectiveness of the Council's internal controls and risk management systems; and
- b) review and recommend the approval, where appropriate, of statements to be included in the annual report concerning internal controls and risk management.

**Whistle Blowing**

The Committee shall:

- a) Review the Council's arrangements for its employees to raise concerns, in confidence, about possible wrongdoing in financial reporting or other matters. The committee shall ensure these arrangements allow independent investigation of such matters and appropriate follow-up action.

**Internal Audit**

The Committee shall:

- a) Monitor and review the effectiveness of the Council's internal audit function in the context of the Council's overall risk management system;
- b) Consider and make recommendation on the program of the internal audit function and the adequacy of its resources and access to information to enable it to perform its function effectively and in accordance with the relevant professional standards.
- c) Review all reports on the Council's operations from the internal auditors;

- Review and monitor management's responsiveness to the findings and recommendations of the internal auditor; and
- Where appropriate, meet the "head" of internal audit (internal or outsourced) at least once a year, without management being present, to discuss any issues arising from the internal audits carried out. In addition, the head of internal audit shall be given the right of direct access to the Principal Member of the Council and to the Presiding Member of the committee.

#### **External Audit**

The Committee shall:

- a) Develop and implement a policy on the supply of non-audit services by the external auditor, taking into account any relevant ethical guidance on the matter};
- Consider and make recommendations to the Council, in relation to the appointment, re-appointment and removal of the Council's external auditor. {The Committee shall oversee the selection process for new auditors and if an auditor resigns the committee shall investigate the issues leading to this and decide whether any action is required};
- Oversee Council's relationship with the external auditor including, but not limited to:
  - Recommending the approval of the external auditor's remuneration, whether fees for audit or non-audit services, and recommending whether the level of fees is appropriate to enable an adequate audit to be conducted;
  - Recommending the approval of the external auditor's terms of engagement, including any engagement letter issued at the commencement of each audit and the scope of the audit;
  - Assessing the external auditor's independence and objectivity taking into account relevant professional and regulatory requirements and the extent of Council's relationship with the auditor, including the provision of any non-audit services;
  - Satisfying itself that there are no relationships (such as family, employment, investment, financial or business) between the external auditor and the Council (other than in the ordinary course of business);
  - Monitoring the external auditor's compliance with legislative requirements on the rotation of audit partners; and
  - Assessing the external auditor's qualifications, expertise and resources and the effectiveness of the audit process (which shall include a report from the external auditor on the audit committee's own internal quality procedures);
- Meet as needed with the external auditor. The Committee shall meet the external auditor at least once a year, without management being present; to discuss the external auditor's report and any issues arising from the audit;
- Review and make recommendations on the annual audit plan, and in particular its consistency with the scope of the external audit engagement};
- Review the findings of the audit with the external auditor. This shall include, but not be limited to, the following;
  - A discussion of any major issues which arose during the external audit;

- Any accounting and audit judgments; and
  - Levels of errors identified during the external audit. The Committee shall also review the effectiveness of the external audit.}
  - b) Review any representation letter(s) requested by the external auditor before they are signed by management;
  - c) Review the management letter and management's response to the external auditor's findings and recommendations.
- 3.4 The Committee shall be a Prescribed Committee that is enduring to perform, assist and provide advice to Council on matters described in these Terms of Reference.

#### **4. MEMBERSHIP**

- 4.1 Members of the Committee are appointed by Council. The Committee shall consist of two (2) Elected Members and three (3) independent members.
- 4.2 Independent members of the Committee shall have recent and relevant financial experience.
- 4.3 Only members of the Committee are entitled to vote in Committee meetings.
- 4.4 Appointments to the Committee from among the Elected Members of Council shall be for a period of two years. Independent members of the Committee shall be appointed for a period of two years.
- Where the appointment of an independent member coincides with the local government election cycle, the appointment shall be for a period of one year. Appointees may be reappointed by Council.
- 4.5 Council shall appoint the Presiding Member of the Committee.

#### **5. MEETINGS OF THE COMMITTEE**

- 5.1 The Committee shall meet on an 'as required' basis at times and places determined by the Committee.
- 5.2 Notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the Committee and observers, no later than three clear days before the date of the meeting. Supporting papers shall be sent to Committee members (and to other attendees as appropriate) at the same time.
- 5.3 The Presiding Member, when physically present, shall preside at all meetings of the Committee and at any other time the Committee shall appoint an Acting Presiding Member who shall preside at that meeting.
- 5.4 No business shall be transacted at any meeting of the Committee unless a quorum of Committee Members is present.
- 5.5 Each Committee Member including the Presiding Member present at any meeting of the Committee must vote on any matter requiring determination and all decisions shall be decided on a simple majority of votes cast.
- 5.6 Each Committee Member of the Committee including the Presiding Member present at any meeting of the Committee shall have one deliberate vote only.

#### **6. PROCEDURES AT MEETINGS**

- 6.1 The procedure to be observed in relation to the conduct of meetings of the Committee is in accordance with the Act and the Local Government (Procedures at Meetings) Regulations 2013, Parts 1, 3 and 4.

- 6.2 In accordance with s89 of the Act, insofar as a procedure is not prescribed by regulation, it shall be as determined by the Council, and insofar as a procedure is not determined by the Council, it shall be as determined by the Committee itself.

**7. QUORUM**

- 7.1 At all Meetings of the Committee a quorum must be present.  
7.2 A quorum shall consist of half the appointed members plus one.

**8. ATTENDANCE AT MEETINGS BY TELEPHONE OR OTHER ELECTRONIC MEANS**

- 11.1 A Committee Member (including, subject to the operation of clause 11.2, the Presiding Member) may be considered as being present at a Committee Meeting despite not being physically present at the meeting, subject to the following conditions:
- 8.1.1 Written approval to participate in the meeting by telephone or other electronic means has been sought and obtained from the Committee's Presiding Member and confirmed to the Chief Executive Officer not less than 24 hours prior to the meetings scheduled commencement time, and;
  - 8.1.2 The Chief Executive Officer having confirmed prior to the scheduled commencement time of that meeting that the necessary technologies are available to accommodate the Committee Member's participation in the meeting and compliance with the Act, and;
  - 8.1.3 A Committee Member participating by such means being for the specified meeting only and not for 2 or more consecutive meetings of the Committee, and;
  - 8.1.4 All Committee Members being able to hear each other Committee Member whilst a Committee Member is participating by telephone or other electronic means, and;
  - 8.1.5 The Committee Member that is participating by telephone or other electronic means expressing their vote on each and every question in a manner that can be identified by all other persons present at the meeting (whether all other persons at the meeting are physically present or present by telephone or other electronic means), and;
  - 8.1.6 The Presiding Member (or Acting Presiding Member) being authorised to disconnect the Committee Member in the event that the technology causes any disruption or inconvenience to the Committee meeting, and;
  - 8.1.7 Should the telephone or other electronic connection fail, any attempt(s) to re-connect are made at the discretion of the Presiding Member, and;
- 11.2 Whilst participating in a Committee Meeting in accordance with this clause a Committee Member shall be considered as being present at the meeting for all purposes.

**12. MINUTES OF THE COMMITTEE**

- 12.1 The Chief Executive Officer or his/her appointee must cause minutes to be kept of the proceedings of the Committee.  
12.2 Minutes of the Committee shall be available to all Committee Members, Council and the public.  
12.3 The Minutes of the proceedings of a meeting are to comply with the requirements of the Act.

12.4 Minutes of the Committee Meeting shall be submitted for confirmation at the next meeting of the Committee and if confirmed, shall be signed by the Presiding Member or other person presiding at the subsequent meeting.

12.5 Minutes of the Committee Meeting and any recommendations (including the minutes and recommendations of any Sub-Committee established by the Committee) shall be submitted to Council and shall be of no effect until endorsed as a resolution of Council.

### **13. LIABILITY OF THE COMMITTEE**

13.1 A liability incurred by the Committee rests against Council.

13.2 No liability attaches to a Committee Member of the Committee for an honest act or omission by that Committee Member in the performance or discharge, or purported performance or discharge, of the Member's or the Committee's functions or duties.

### **14. CONFLICT OF INTEREST**

14.1 The provisions of Section 73, 74, 75 and 75A of the Local Government Act 1999 will apply to all members of the Committee, in relation to meetings and any business or proposed business of the committee.

14.2 If a member of the Committee believes that a conflict of interest exists or would be perceived to exist in respect of any matter placed before the Committee, that member should declare the interest and not take any part in the discussions or decisions in respect of that matter.

### **15. DISPUTES**

Should a dispute arise over any matter, then the Council shall determine the dispute and the decision of the Council shall be final and binding.

### **16. DELEGATION**

The Committee has no delegation to act, with all recommendations of the Committee (and of any Sub-Committees established by the Committee) to be considered by the full Council for final decision and resolution.

### **17. SUB-COMMITTEES**

17.1 The Committee may establish a Sub-Committee to assist it in a matter.

17.2 When establishing a Sub-Committee, the Committee must set out the Terms of Reference for the Sub-Committee.

17.3 The Committee may appoint to a Sub-Committee Council Members who are not members of the Committee, Council Officers and members of the public with skills or expertise in a field relevant to the matters which the Sub-Committee is established to assist with.

17.4 A Sub-Committee established in accordance with this clause will report to the Committee and will have the same meeting notice, minute keeping and procedural obligations as the Committee and defined in the Act.

17.5 If a Sub-Committee Member is absent from two or more consecutive meetings of the Sub-Committee without an apology accepted by the Committee then that Sub-Committee Member's position shall be considered vacant.

17.6 If a Sub-Committee established under this Clause 17 fails to achieve quorum on three consecutive occasions then the Sub-Committee will be considered to be in

recess and the Chief Executive Officer is to present a report to the Committee for consideration.

**18. AMENDMENTS TO THESE TERMS OF REFERENCE**

- 18.1 The Council may by resolution revoke, vary or add to any of the provisions of these Terms of Reference at its own discretion within the parameters of the Local Government Act and other relevant legislation.
- 18.2 Notwithstanding clause 18.1, before the Council resolves to revoke, vary or add to any of the provisions of these Terms of Reference the opinion of the Committee shall be obtained.

**19. TERM OF THE COMMITTEE**

The Committee is formed for the term of the Council.

**RECORD OF AMENDMENTS**

<b>Date</b>	<b>Revision No.</b>	<b>Comment</b>
20 Nov 2018	Rev 01	Reformed Committee, adopted new TOR, due to Council elections

**16.6 COMMUNITY GRANTS - YOUTH SPONSORSHIP REQUEST**

**File Number:** 17/72/2

**Author:** Director Corporate & Community Services

**Authoriser:** Director Corporate & Community Services

**INTRODUCTION**

A letter was received from Brayden Pilgrim, dated 26 September 2019, informing Council that he has been selected in the South Australian 12 and Under State Golf Team to participate at the School Sport Australia Championship in Toowoomba from 10 to 14 November 2019.

Unfortunately, this request was overlooked and not presented at the October Council meeting.

**DISCUSSION**

The Individual Achievement Grant Program provides funding to people who are participating in a national or international event held either in this state, interstate or overseas or an approved development program. Eligible categories for funding are academic, arts and culture, environment, community leadership and ambassadors, heritage and history and sport and recreation. Funding is available by application throughout the year.

The maximum funding available to any one individual per financial year in this category is \$350 for attending National Events and \$500 for attending International Events (not including GST).

To be eligible for funding, applications for Individual Achievement Grants must be made by an individual residing in the Tatiara. Applicants must apply only once per financial year.

This is the first time that Brayden has applied for financial support from Council. Brayden is a member of the Bordertown Golf Club and has demonstrated his ongoing development in golf at various state primary schools events. These sporting events have the potential to provide Brayden with numerous social and developmental opportunities which are an important element of the "Individual Achievement Grant".

**STRATEGIC PLAN REFERENCE**

1 - Outcome One: A Safe and Connected Community

1.1 - Provide innovative and effective community services

1.1.1 - Build community capacity and participation in community services, culture and recreation

1.1.1.1 - Acknowledge the contribution made by the community members through their individual areas of excellence, through appropriate avenues such as Australia Day Awards, Volunteer of the Year, ANZAC Day celebrations and other events

Council's strategic objective, "Community Wellbeing, recognises community wellbeing and safety being essential for social and community development. All members of our community (i.e. students, young adults, families etc.) should be able to learn and develop in safe, supportive and respectful environments.

The objective further states that Council must focus on building relationships and working closely with stakeholders to ensure the best result for our community.

**POLICY/LEGAL IMPLICATIONS**

In assessing and supporting this request, the application has been considered against Council's Community Grants Guidelines. I have provided the relevant sections from Council's Community Grants Policy:

**FINANCIAL IMPLICATIONS**

Would be funded through Council's Community Grants Program.

**RISK MANAGEMENT IMPLICATIONS**

As an organisation that believes in the power of inspired young people, Council is committed to supporting opportunities for young people to participate in programs and/or events that provide them with social and developmental benefits.

**COMMUNICATION/CONSULTATION/ADVERTISING**

Nil

**ATTACHMENTS**

1. Youth Sponsorship Request - Brayden Pilgrim [↓](#) 

**RECOMMENDATION**

That Council provides \$350 sponsorship to Brayden Pilgrim, to help cover costs for him to represent the South Australian 12 and Under State Golf Team at the School Sport Australia Championship in Toowoomba from 10 to 14 November 2019.



26/9/19

Brayden

Pilgrim

Bordertown, SA, 5268

Dear Anne Champness CEO,

I'm writing this letter to apply for the Youth Sponsorship Grant through the Tatiara District Council.

I'm applying for this Youth Sponsorship Grant because I made the 12 and under Sports SA State Team for Golf. I'm playing golf at Toowoomba Queensland from the 10<sup>th</sup> of November until the 14<sup>th</sup> of November and I will be flying out of Adelaide with the team early on the 10<sup>th</sup> to attend the Opening Ceremony, then a few days of golf then flying home late Thursday night 14<sup>th</sup> after the Closing Ceremony.

The reason while I'm asking for some support is the large cost involved. The plane flight up and back, somewhere to stay, golf competition fees and food all must be covered by my family.

I have been playing golf in the local district for 3 years now and I am currently a member of the Bordertown Golf Club. In the last year I have broken my handicap from 32 down to 23. I really love my golf and want to may be become a Professional one day.

The first qualifier for the Primary Schools State Event was held in Bordertown, which I won and went to Naracoorte for the Regional qualifier, I came second in that one, meaning I got to go represent my school in Adelaide. The first day in Adelaide, I competed against 160 students from all around SA, I came 2<sup>nd</sup> out the Country Boys section, and got to play on the much bigger course the following day. The day started off raining and very windy, but I finished 7<sup>th</sup> out of boy's competition that day and I was selected in the 12 and under State Team.

I have a letter from School Sports SA supporting the above.

I am very excited about going to Toowoomba to play on another course. I would really appreciate any help you could give me and my family to help with the cost of my trip.

Hope to hear back from you soon.

Kind Regards

Brayden Pilgrim



Government of South Australia

Department for Education and  
Child Development**School Sport SA**ABN 49 579 937 754  
32a Dew Street  
Thebarton SA 5031  
Ph: 08 8416 5900  
Fax: 08 8354 23259<sup>th</sup> September 2019**TO WHOM IT MAY CONCERN**

Dear Sir / Madam,

The purpose of this letter is to introduce Brayden Pilgrim, a student from Bordertown Primary School who has been selected in the following team:

**SAPSASA – Primary School Sport 12 and Under Golf Team**

The team will participate in the School Sport Australia Championship that will be held in Toowoomba, Queensland during the period November 10 – 14, 2019.

The cost for each team member will be approximately \$1000 for levies, uniforms and travel plus family accommodation is an additional expense. We seek support for this highly skilled player representing South Australia. The player and his family will gratefully appreciate any assistance towards the cost of this championship. If you are able to assist please make payments direct to the family.

Thanking you in anticipation of your support.

Kind regards

R J [Gus] Wenzel  
State Team Manager

0439 846 421

Alice Lange  
State Team Manager

0419 846 216

**PRIMARY SCHOOL SPORT - SAPSASA**

**16.7 MONTHLY FINANCIAL REPORT - SEPTEMBER 2019**

**File Number:** 7/11/1

**Author:** Finance Manager

**Authoriser:** Director Corporate & Community Services

**INTRODUCTION**

The Monthly Budget Comparison Statement for October, 2019 can be found in Onedrive.

**DISCUSSION**

Not Applicable

**OPTIONS**

Not Applicable

**STRATEGIC PLAN REFERENCE**

5 - Governance and Leadership

5.3 - Ensure that Council's plans and budgets are both responsible and sustainable

**POLICY/LEGAL IMPLICATIONS**

Section 123(10) of the *Local Government Act 1991* requires Council to have a budget aligned to the Annual Business Plan.

**FINANCIAL IMPLICATIONS**

Council's Annual Budget is monitored by Council each month and reviewed each quarter.

**RISK MANAGEMENT IMPLICATIONS**

Not Applicable

**COMMUNICATION/CONSULTATION/ADVERTISING**

Not Applicable

**ATTACHMENTS**

Nil

**RECOMMENDATION**

That the Monthly Financial Comparison Statement for October 2019 be received.

**16.8 2019-20 COMMUNITY GRANT SUBMISSIONS - ROUND 2.****File Number:** 17/73/2**Author:** Finance Manager**Authoriser:** Director Corporate & Community Services**INTRODUCTION**

Council has an allocation of \$82,911 for this financial year for the Community Grants programme.

In July 2019, being Round 1 of the programme, Council received 5 Community Grant submissions. The community group, project and funds received are tabled below.

Round 1

1. Mundulla Sport & Rec Centre (Seal Road at oval btwn toilets & courts)	\$6,000
2. Bordertown BJMA (State of a Warrior 2019)	\$1,700
3. Keith & Tintinara Show Society (New Shed)	\$10,000
4. Cancer Council SA (Relay for Life event in Bordertown)	\$0
5. Keith Golf Club (New bore pump)	<u>\$7,000</u>
Sub Total	\$24,700

Balance for Rounds 2 & 3                      \$58,211

Council has received four Community Grant submissions for Round 2, Funding Stream 4: Recreational Facilities Upgrade Grants, listed below:

Round 2

6. Bordertown Keith Gliding Club (Upgrade power for camping area)	\$3,046
7. Mundulla Netball Club (Upgrade Netball courts)	\$10,000
8. Bordertown Football Club (Video Scoreboard)	\$10,000
9. Tatiara Karting Club (Facility Upgrade – entrance, clubrooms)	<u>\$30,000</u>
Sub Total	\$53,046

**DISCUSSION**

Council's community grants program was established in 2003. The guidelines were last reviewed in September 2019 and a third funding round established.

The Community Grants were promoted through the local media, Council's newsletter and Facebook page. Applications to Round 2 of the Community Grants closed on 20 October 2019.

Applications from the Bordertown Keith Gliding Club and Mundulla Netball Club were received prior to the closing date. The Bordertown Football Club requested that its application be accepted on 21 October 2019, as the closing date fell on a Sunday, which Council officers agreed to. Due to miscommunication, the Tatiara Karting Club mistakenly believed that the presentation to Council's October meeting constituted a valid funding application, and it has therefore also been considered in the below assessment, despite being received on 5 November 2019.

**Applications**No. 6 Bordertown Keith Gliding ClubRequest: \$3,046

The Bordertown Keith Gliding Club has applied for a \$3,046 community grant from Council to assist with the upgrade of power outlets in the camping area. The club acknowledges that the current power outlets are substandard and the new power outlets will provide increased safety and compliance in the camping area.

The camping area caters for several events per year, and will also host gliding at the Tatiara Masters Games in April 2020.

The application by the Gliding Club represents 92% of the total cost of \$3,296.

The following table lists the Community Grants previously received by the Bordertown Keith Gliding Club in the past 10 years.

Year	Project	Amount \$
2008/09	Renovations to toilets & showers, applied for \$45,000	\$0
<b>Total</b>		<b>\$0</b>

#### No. 7 Mundulla Netball Club

Request: \$10,000

The Mundulla Netball Club has applied for a \$10,000 community grant from Council to assist in their major project, "Mundulla Netball Needs a Makeover", including:

- Ground preparation
- Supply and installation of Masters Float cushion surfacing
- Line marking of courts

The new court surface proposes to replace a significantly cracked court surface, which is considerably uneven. The netball club has been maintaining the surface to the best of their ability, however the continual maintenance of cracks and sweeping off excess water (ponds develop during wet weather), has become less than satisfactory for a competitive, and safe, playing surface.

The facilities upgrade will make an important contribution to the Region's Economic Development and Tourism Strategy and will be utilised when the Tatiara hosts the 2020 SA Masters Games.

The application for funding by the Netball Club represents 6.5% of the total project cost of \$152,738. The Club will contribute \$57,740, the Mundulla Football Club will contribute a further \$10,000 and the remainder (\$75,000) will be sought from the Office of Sport and Recreation.

The following table lists the Community Grants previously received by the Mundulla Netball Club in the past 10 years.

Year	Project	Amount \$
2007/08	Resurface netball courts & lighting upgrade	\$5,000
<b>Total</b>		<b>\$5,000</b>

#### No. 8 Bordertown Football Club

Request: \$10,000

The Bordertown Football Club has applied for a \$10,000 community grant from Council to assist in the purchase of an electronic video scoreboard.

The new electronic video scoreboard replaces the current manual scoreboard and will be made available for other community users, making it a significant multi-use community asset.

The facilities upgrade will make an important contribution to the Region's Economic Development and Tourism Strategy and will be utilised when the Tatiara hosts the 2020 SA Masters Games.

The application for funding by the Football Club represents 17% of the total project costs of \$59,460. The Football Club will contribute \$34,460 to the project, and funding of \$15,000 from the Federal Government's *Stronger Communities Programme* towards this project has recently been announced.

The following table lists the Community Grants previously received by the Bordertown Football Club in the past 10 years.

Year	Project	Amount \$
2008/09	Replacement of light towers	\$20,000
2013/14	Construction of shed for umpires room	\$5,000
2016/17	Upgrade to change rooms	\$6,000
2017/18	Upgrade to barbecue facility	\$6,500
<b>Total</b>		<b>\$37,500</b>

No. 9 Tatiara Karting Club (Facility Upgrade – entrance, clubrooms) Request: \$30,000

The Tatiara Karting Club has applied for a \$30,000 community grant from Council to assist resurfacing the pit entrance and renovations to the canteen with internal lining and air-conditioning.

The application by the Karting Club represents 37% of the total project cost of \$80,000 (the budget provided included a further \$20,000 in event prize money not directly related to this project). The Club will contribute \$50,000 of its own funds to the project.

The following table lists the Community Grants previously received by the Tatiara Karting Club in the past 10 years.

Year	Project	Amount \$
2016/17	Grid Shelter Shed	\$9,600
2015/16	Support for 2016 Aust Titles – Aust. Independent Dirt Karting	\$5,000
2012/13	Canteen Renovations	\$8,000
<b>Total</b>		<b>\$22,600</b>

### Assessment & Eligibility Criteria

The Tatiara Community Grants are competitive. Applications have been assessed by the Assessment Panel (Chief Executive Officer, Director Corporate & Community Services, Finance Manager) using the criteria and weightings as detailed below.

<b>WHY</b> do you want to do this project? <b>30%</b>	Explain the need for the project. Describe the problem/ opportunity, how the project will respond, and why the community needs it.  How will it make the community stronger? To what extent will it increase people's involvement and participation? Is the project supported locally? Does it link to other plans (your organisation's strategic plans, community plans, Council plans etc.)?
<b>WHAT</b> are you going to do? <b>30%</b>	Describe the project. What are you going to do? When will the project happen?
<b>WHO</b> will be involved? <b>20%</b>	Who will manage the project, who will be involved? Who are the partners? Will there be voluntary and in-kind contributions?
<b>HOW</b> will the project be delivered? <b>20%</b>	How will you know if your project was successful? What will the outcomes/outputs be? (If possible provide measurable objectives e.g. 10 people/day will use the new equipment, 100 people will attend the event, story in local paper etc.) Will it be sustainable?  How will you pay for it?

Project No	Date Received	Project	Organisation	Amount Requested	Cash Contribution	In-kind contribution	Total Project Cost	Eligible (Y/N)t	WHY (6)	WHAT (6)	WHO (4)	HOW (4)	Total Assessment Score (20)
6	14/10/19	Upgrade power outlets camping area	Bordertown Keith Gliding Club	\$3,046	\$0	\$250	\$3,296	Y	6	6	4	4	20
7	18/10/19	Resurfacing netball courts	Mundulla Netball Club	\$10,000	\$67,740	\$600	\$152,738	Y	6	6	4	4	20
8	21/10/19	Electronic video score board	Bordertown Football Club	\$10,000	\$49,460	\$10,000	\$59,460	Y	1	4	4	1	10
9	5/11/19	Driveway and Canteen Upgrades	Tatiara Karting Club	\$30,000	\$50,000	\$0	\$80,000	Y	6	6	4	4	20

**Assessment matrix**

Applications have subsequently been assessed against the following matrix to determine the amount of funding to be allocated.

Criteria	Max Funding	Assessment Scoring										
Project Value	\$5,000	Value	\$10K	\$20k	\$30k	\$40k	\$50k	\$60k	\$70k	\$80k	\$90k	\$100k
		Funding	\$500	\$1,000	\$1,500	\$2,000	\$2,500	\$3,000	\$3,500	\$4,000	\$4,500	\$5,000
Existing Infrastructure	\$1,500	Value	<\$10,000			\$10,001 - \$50,000			>\$50,000			
		Funding	\$500			\$1,000			\$1,500			
Merit (per Assessment Criteria)	\$3,500	maximum funding multiplied by assessment score - <b>Why What, Who, How</b> - out of 20										
Total Funding Provided	\$10,000											
Notes:	Description of Assessment / Merit Criteria											
1	Value of Project: Recognises that smaller value projects should be expected to deliver fewer benefits than higher value projects.											
2	Current Infrastructure: Recognises that organisations with large facilities would be expected to deliver greater benefits than facilities of lower values. Facilities must have been erected by the applicant.											
3	Merit: Recognises the previously undertaken assessment of a proposal’s merit (Why, What, Who, How) in relation to the funding requested.											
4	Total Funding provided: Proposals predominately aimed at increasing their facilities are generally scored more highly against criterion 1, 2 and 3, placing them above the value for money threshold.											

The following table provides a summary of the assessment against the Assessment Matrix:

Criteria	Max Funding	Value	Assessment Scoring
<b>Bordertown Keith Gliding Club</b>	<b>Upgrade power outlets camping area</b>		
Project Value	\$5,000	\$3,296	\$500
Existing Infrastructure	\$1,500	>\$50,000	\$1,500
Merit (per Assessment Criteria above)	\$3,500	20	\$3,500
<b>Total Funding</b>			<b>\$5,500</b>
<b>Mundulla Netball Club</b>	<b>Resurfacing netball courts</b>		
Project Value	\$5,000	\$152,738	\$5,000
Existing Infrastructure	\$1,500	>\$50,000	\$1,500
Merit (per Assessment Criteria above)	\$3,500	20	\$3,500
<b>Total Funding</b>			<b>\$10,000</b>
<b>Bordertown Football Club</b>	<b>Electronic video score board</b>		
Project Value	\$5,000	\$59,461	\$3,000
Existing Infrastructure	\$1,500	>\$50,000	\$1,500
Merit (per Assessment Criteria above)	\$3,500	10	\$1,750
<b>Total Funding</b>			<b>\$6,250</b>
<b>Tatiara Karting Club</b>	<b>Driveway, canteen upgrade</b>		
Project Value	\$5,000	\$80,000	\$4,000
Existing Infrastructure	\$1,500	>\$50,000	\$1,500
Merit (per Assessment Criteria above)	\$3,500	20	\$3,500
<b>Total Funding</b>			<b>\$9,000</b>

**OPTIONS**

Council can decide to follow the Community Grants Policy using the criteria above, or choose to fund or not fund the applications as it deems fit.

**STRATEGIC PLAN REFERENCE**

The impact of the community groups extends well beyond that is seen at each of the club's facilities. Community clubs are an integral part of the Region's sporting and recreational life, cultural traditions and, importantly, the economy of the Tatiara. Clearly, it closely aligns with Council's strategic objectives.

1 - Outcome One: A Safe and Connected Community

1.1 - Provide innovative and effective community services

1.1.2 - Create a safe community environment

1.1.2.2 - Promote and support recreational and cultural activities that encourage community participation (e.g. libraries, cinemas, men's sheds, walking trails, recreation and sporting venues)

**POLICY/LEGAL IMPLICATIONS**

Community Grants Policy (Rev 11 – 10 September 2019).

**FINANCIAL IMPLICATIONS**

Council makes an annual Community Grants budget allocation, with the allocation this financial year being \$82,911. The total allocation for Round 2, calculated by the matrix, totals \$28,276, leaving a balance of \$29,915 for Round 3.

**RISK MANAGEMENT IMPLICATIONS**

Nil.

**COMMUNICATION/CONSULTATION/ADVERTISING**

Nil.

**ATTACHMENTS**

1. Bordertown Keith Gliding Club Grant Application [↓](#) 
2. Mundulla Netball Club Grant Application [↓](#) 
3. Mundulla Netball Club Strategic Plan [↓](#) 
4. Bordertown Football Club Grant Application [↓](#) 
5. Tatiara Karting Club Grant Application [↓](#) 

**RECOMMENDATION**

That Council allocates

- \$3,046 to the Bordertown Keith Gliding Club towards the replacement of power outlets in the camping area;
- \$10,000 to the Mundulla Netball Club towards the resurfacing of the netball courts;
- \$6,250 to the Bordertown Football Club towards the purchase of a video scoreboard; and
- \$9,000 to the Tatiara Karting Club towards the driveway and canteen upgrade.

## TATIARA COMMUNITY GRANTS



## Events & Festivals Grants

## Recreational Facilities Upgrade Grants

Applications closing 20 October, 20 February, 20 June  
for consideration at November, March and July Council meetings

RECEIVED

14 OCT 2019

17/3/2

6

**Organisation information**

Organisation Name: BORDERTOWN KEITH GLIDING CLUB  
 Postal Address: P.O. Box 377 Bordertown 5268 S.A.  
 ABN/Incorporation Number: 2813  
 Public Liability Insurance Policy No.: Covered by Gliding Federation Australia  
 GST-registered: Yes ☐ No ☒ Auspiced by another organisation: Yes ☒ No ☐  
 How many members do you have? 28

Head of organisation (must sign the application, Executive Officer, President, Chair, etc.)

Mr ☒ Mrs ☐ Ms ☐ Name: TERRY RYAN  
 Position held: PRESIDENT Phone no: 87534048  
 Email: temaryn@bigpond.com Mobile: 0428 238447

Contact name: (the person we should talk to about this application)

Mr ☒ Mrs ☐ Ms ☐ Name: Terry Ryan  
 Position held: As Above Phone no: 87534048  
 Email: temaryn@bigpond.com Mobile: 0428 238447

**Project Information:**

Project title: upgrade Power for camping area.  
 Grant amount requested (max. \$2,000 events, \$10,000 facilities, whole \$ only): \$3,045.90

**WHY** do you want to do this project? Explain the need for the project. Describe the problem/opportunity, how the project will respond, and why the community needs it. How will it make the community stronger? To what extent will it increase people's involvement and participation? Is the project supported locally? Does it link to other plans (your organisation's strategic plans, community plans, Council plans etc.)?

B.K.G.C will be hosting masters games. Our current Power outlets in our camping area are sub standard and need upgrading. Our club hosts several events during the year ie Vintage glider rally in Jan each year. Scale scorers assoc twice yearly and various other events.

## TATIARA COMMUNITY GRANTS



**HOW MUCH** will the project cost? (Please provide quotes and confirmation of any other sources of funding or support.)

Income		Expenditure	
Cash	\$\$	Cash	\$\$
Grant Request:	3,045.90	Quote power outlets	3,045.90
Our organisation:			
Others (provide details):			
		In-kind (who? what? number of hours? \$/hour)	\$\$
		Trench for power	\$250
		man hours approx	
		8 hours	
Total:	3,045.90	Total:	3,295.90

Please complete the below certification:

- ☒ Our club/organisation is an incorporated community group or auspiced by such a group
- ☒ I agree to inform Council if our organisation has a significant change in its financial situation.
- ☒ I agree to expend any funding provided only for the purposes outlined in this application and seek written approval from Council for any significant changes to the project or budget.
- ☒ I agree to acknowledge Council's assistance in any material relating to the project and for Council to publish stories of grants funded.
- ☒ I agree to complete a funding acquittal on the forms provided detailing outcomes and income/expenditure within three (3) months of completing the project and no later than 30 June .....
- ☒ I agree to return any unspent funding with the acquittal form.

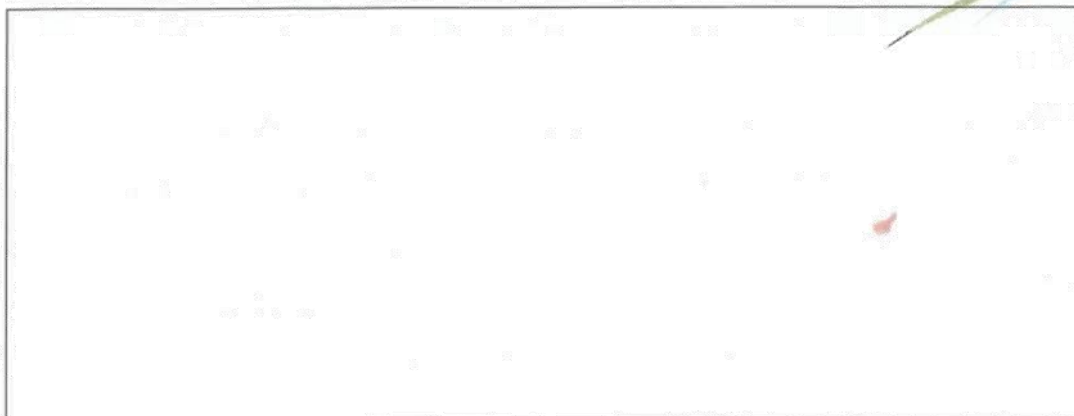
Head of Organisation

Name: Terry Ryan Signed: Terry Ryan  
 Position: President Date: 5-10-19  
 Organisation Name: Bordertown North Gliding Club

Please submit your application via post or email to

Post: Tatiara District Council  
 43 Woolshed Street  
 PO Box 346  
 Bordertown SA 5268  
 Email: [office@tatiara.sa.gov.au](mailto:office@tatiara.sa.gov.au)

## TATIARA COMMUNITY GRANTS



**WHAT** are you going to do? Describe the project. What are you going to do? When will the project happen?

WE WISH TO upgrade our power outlets in our camping area at the Bordertown airfield. As we will be hosting gliding at the upcoming masters games in April, there may be upwards of 100 people in attendance. We also expect the scale soakers from Vic & SA may well attend as well. We also host the AUSTRALIAN Vintage gliding week held in January each year and our camping area is fully utilized during this week. We would hope that if funding is approved the upgrade would be finalised before the games in April.

## TATIARA COMMUNITY GRANTS



**WHO** will be involved? Who will manage the project, who will be involved? Who are the partners? Will there be voluntary and in-kind contributions?

The upgrade would be done by local electrical personnel. The project would be overseen by the gliding club, and any additional labour would be supplied by volunteer members of our club, to help keep the cost of the project down.

In 100 words or less, **HOW** will the project be delivered? How will you know if your project was successful? What will the outcomes/outputs be? (If possible provide measurable objectives e.g. 10 people/day will use the new equipment/ 100 people will attend the event, story in local paper etc.) Will it be sustainable? How will you pay for it?

THE PROJECT CAN BEST BE SUMMED UP, HOPEFULLY upgrading our park & camping facilities, to keep the people who currently use our facilities to keep coming back. Our club relies on these groups to remain viable. These groups spend money in our town whilst here. If our funding application is unsuccessful we will have to fund the project with our club savings which would have a detrimental effect on the viability of our organisation, and we may have to cancel holding gliding at the masters games.

# TATIARA COMMUNITY GRANTS



Please complete the below certification:

- ☒ Our club/organisation is an incorporated community group or auspiced by such a group.
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- ☒ I agree to expend any funding provided only for the purposes outlined in this application and seek written approval from Council for any significant changes to the project or budget.
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- ☒ I agree to complete a funding acquittal on the forms provided detailing outcomes and income/expenditure within three (3) months of completing the project and no later than 30 June .....
- ☒ I agree to return any unspent funding with the acquittal form.

## Head of Organisation

Name: Terry Ryan Signed: [Signature]  
 Position: President Date: 5-10-19  
 Organisation Name: Bordertown Kest Gliding Club

## Other Member of Organisation

Name: Anthony Quilter Signed: [Signature]  
 Position: Club Secretary Date: 05-10-2019  
 Organisation Name: Bordertown Kest Gliding Club

**Head of Auspice Organisation** (if you are auspiced by an incorporated association, a representative from that organisation will also need to sign your application.)

Name: Gliding Federation of Aust. Signed: \_\_\_\_\_  
 Position: \_\_\_\_\_ Date: 5-10-19  
 Organisation Name: GLIDING FEDERATION OF AUSTRALIA

Please submit your application via post or email to

Post: Tatiara District Council  
 43 Woolshed Street  
 PO Box 346  
 Bordertown SA 5268  
 Email: [office@tatiara.sa.gov.au](mailto:office@tatiara.sa.gov.au)

[illegible]

- ☒ Our club/organisation meets the eligibility criteria.
- ☒ I have listed our ABN and Public Liability Insurance and provided a Certificate of Currency.
- ☒ I have answered every question in the application form and checked that the budget is correct.
- ☒ I have attached our club's/organisation's latest financial statements/bank statements.
- ☐ I have attached at least one (1) quote for products and services.

# T. D. & S. A. CARTER

30 NARACORTE ROAD, BORDERTOWN 5268 — PHONE (08) 8752 1718

Domestic Refrigeration & Air Conditioning, Electrical Appliance Service and  
Switch Board Upgrades

(Electrical Licence No. PGE133420, Refrigerant Handling Licence No. L024268, Refrigerant Trading Authorisation No. AU00888)  
ABN 27 691 568 847

## TAX INVOICE

M. Bordertown/Kelley of Bldg Club 87532048 9285  
Box 377  
Bordertown  
Date 14/10/19

Circuit - Supply Install 1 Quad Pole mount Cardan Outlet - Replace (old one).		
2-	2 x Double Outlets on Meter Box (15A)	
3-	4 x Safety Switches for incoming 4 outlets	
* ALL SAFETY SWITCH PROTECTED *		
SUB TOTAL		2769 00
GST \$		276 90
TOTAL (Inc. GST) \$		3045 90

Due Date: / /

Direct Payment Details - Bank SA  
BSB 105-088  
A/C No. 284130740  
Please quote invoice no.

CUSTOMERS PLEASE TAKE NOTE — All goods supplied will remain the property of  
T. D. & S. A. Carter until the invoice on which they were supplied has been paid in full.



## TATIARA COMMUNITY GRANTS



## Events & Festivals Grants

## Recreational Facilities Upgrade Grants

Applications closing 20 October, 20 February, 20 June  
for consideration at November, March and July Council meetings

**Organisation information**

Organisation Name: Mundulla Netball Club Incorporated \_\_\_\_\_

Postal Address: PO Box 17 Bordertown, SA, 5268 \_\_\_\_\_

ABN/Incorporation Number: 36 151 268 868 \_\_\_\_\_

Public Liability Insurance Policy No.: 161 A6 43 548 BPK Richard Ray Insurance Brokers.

GST-registered: Yes ☒ No ☐ Auspiced by another organisation: Yes ☐ No ☐

How many members do you have? 104

Head of organisation (must sign the application, Executive Officer, President, Chair, etc.)

Mr ☐ Mrs ☒ Ms ☐ Name: Laura Excell \_\_\_\_\_

Position held: President \_\_\_\_\_ Phone no: 0419 853 107 \_\_\_\_\_

Email: slexcell@activ8.net.au \_\_\_\_\_ Mobile: \_\_\_\_\_

Contact name: (the person we should talk to about this application)

Mr ☐ Mrs ☒ Ms ☐ Name: Laura Excell \_\_\_\_\_

Position held: President \_\_\_\_\_ Phone no: 0419 853 107 \_\_\_\_\_

Email: slexcell@activ8.net.au \_\_\_\_\_ Mobile: \_\_\_\_\_

**Project Information:**

Project title: Mundulla Netball Needs a Makeover \_\_\_\_\_

Grant amount requested (max. \$2,000 events, \$10,000 facilities, whole \$ only): \$10000.00 \_\_\_\_\_

**WHY** do you want to do this project? Explain the need for the project. Describe the problem/opportunity, how the project will respond, and why the community needs it. How will it make the community stronger? To what extent will it increase people's involvement and participation? Is the project supported locally? Does it link to other plans (your organisation's strategic plans, community plans, Council plans etc.)?

The existing court surface is significantly cracked and uneven due to ground movement and tree roots below the surface. This increases the risk of injury to various participants, including players, umpires, supporters and school students from the local school who use the courts. Wet weather conditions make the court surfaces become extremely slippery. Ponding develops in multiple areas, creating large and unavoidable puddles. Up-keep and maintenance strategies, for example filling cracks and sweeping excess water are becoming less satisfactory measures for ensuring the quality of the playing surface.

Resurfacing will significantly ensure users of the facility safety and improve the courts to comply with the Netball Australia and Netball Victoria's netball court compliant standard:

## TATIARA COMMUNITY GRANTS



1. Having a firm consistent surface on a constant and even plane without gradient change. This includes court and run-off zones.
2. Not pose a trip or slip hazard in either the court or run-off zones.
3. Comply with the current Slip Resistance Classification.
4. Be fit for purpose.

Mundulla Netball Club is a community club that encourages positive participation and provides opportunities for all members despite age or ability to have fun, improve fitness and build friendships. MNC is run by a committee of volunteers and encourages players and parents to become involved in the club and support our players. Participants can join the committee, coach a team, umpire, become team managers or get involved with club administration and fundraising efforts. Importantly, MNC is committed to ensuring the sport of netball is accessible and safe in order for members of this small community to enjoy their netball experience and therefore have prioritised the need to resurface the existing playing surface.

**WHAT** are you going to do? Describe the project. What are you going to do? When will the project happen?

## TATIARA COMMUNITY GRANTS



The MNC would aim to have the works completed in March 2020, once all grant funding has been finalised and per conditions of the SA Office of Sport and Recreation Services that works can not commence prior to 29/02/2020. This will ensure that all surfacing works will be completed prior to the commencement of the KNTNA 2020 netball season and Masters Games.

**WHO** will be involved? Who will manage the project, who will be involved? Who are the partners? Will there be voluntary and in-kind contributions?

## TATIARA COMMUNITY GRANTS



The MNC would like to assign Tatiara District Council Rocky Callisto as Project Manager to oversee the progress and completion of the new surface, to ensure works are completed in accordance as per the project specifications.

In 100 words or less, **HOW** will the project be delivered? How will you know if your project was successful? What will the outcomes/outputs be? (If possible provide measurable objectives e.g. 10 people/day will use the new equipment/ 100 people will attend the event, story in local paper etc.) Will it be sustainable? How will you pay for it?

The Mundulla Netball Club will be applying to the South Australian Office of Sport and Recreation Services for the Grassroots Football, Cricket and Netball Facility Program Grant to fund half the total cost of the project. If successful the club proposes the following stages:

### Stage One:

Small works, including the cleaning and clearing of any unnecessary materials and equipment around the courts including leaves, sticks, goal posts and other debris will be completed by and include in-kind volunteer work. The Mundulla Football/Netball/Tennis Club members (15-20 people) will participate throughout the preparation process, prior to the commencement of professional work.

### Stage Two:

The supply and installation of the Masters Float premium cushioned surface including line-marking over the existing area will be completed over a two-week period by professional court surfacing company TEB Contractors Pty Ltd.

## TATIARA COMMUNITY GRANTS



**HOW MUCH** will the project cost? (Please provide quotes and confirmation of any other sources of funding or support.)

<b>Income</b>		<b>Expenditure</b>	
Cash	\$ \$	Cash	\$ \$
Grant Request:	10 000.00		
Our organisation:	57 740.00		
Mundulla Football Club	10 000.00		
Office of Sport & Recreation Services	75 000.00		
		In-kind (who? what? number of hours? \$/hour)	\$ \$
		15 volunteers working bee 2 hours @ \$20 per hour	600.00
Total:	152 740.00	Total:	

## Application Checklist

- ☒ Our club/organisation meets the eligibility criteria.
- ☒ I have listed our ABN and Public Liability Insurance and provided a Certificate of Currency.
- ☒ I have answered every question in the application form and checked that the budget is correct.
- ☒ I have attached our club's/organisation's latest financial statements/bank statements.
- ☒ I have attached at least one (1) quote for products and services.

# TATIARA COMMUNITY GRANTS



## Please complete the below certification:

- ☒ Our club/organisation is an incorporated community group or auspiced by such a group.
- ☒ I agree to inform Council if our organisation has a significant change in its financial situation.
- ☒ I agree to expend any funding provided only for the purposes outlined in this application and seek written approval from Council for any significant changes to the project or budget.
- ☒ I agree to acknowledge Council's assistance in any material relating to the project and for Council to publish stories of grants funded.
- ☒ I agree to complete a funding acquittal on the forms provided detailing outcomes and income/expenditure within three (3) months of completing the project and no later than 30 June .....
- ☒ I agree to return any unspent funding with the acquittal form.

### Head of Organisation

Name: Laura Excell \_\_\_\_\_ Signed: 

Position: President \_\_\_\_\_ Date: 18/10/2019 \_\_\_\_\_

Organisation Name: Mundulla Netball Club Incorporated \_\_\_\_\_

### Other Member of Organisation

Name: Tracey Hillier \_\_\_\_\_ Signed: 

Position: MNC Committee Member \_\_\_\_\_ Date: 18/10/2019 \_\_\_\_\_

Organisation Name: Mundulla Netball Club Incorporated \_\_\_\_\_

**Head of Auspice Organisation** (if you are auspiced by an incorporated association, a representative from that organisation will also need to sign your application.)

Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

Organisation Name: \_\_\_\_\_

Please submit your application via post or email to

Post: Tatiara District Council  
43 Woolshed Street  
PO Box 346  
Bordertown SA 5268  
Email: [office@tatiara.sa.gov.au](mailto:office@tatiara.sa.gov.au)

## QUOTATION | TERMS AND CONDITION OF TRADE

TEB Contractors Pty Ltd (ABN 29 759 202 971)  
as trustee for The Burgess Sporting Surfaces Trust trading as TEB Contractors



**WARNING:** IF YOU DO NOT UNDERSTAND THIS DOCUMENT, YOU SHOULD SEEK INDEPENDENT LEGAL ADVICE. Please do not use correction fluid or tape as this is a legal document. Any corrections should be crossed out and initialled.

**EXPIRATION DATE: 60 DAYS**

Date: September 20, 2019

To:

<b>CLIENT</b>	Mundulla Netball Club Laura Excell 0419 853 107 slexcell@activ8.net.au
<b>ADDRESS</b>	
<b>POSITION</b>	
<b>SITE</b> (i.e. delivery address if applicable)	
<b>ID</b> (Driver's Licence, Passport etc)	

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
Tom Burgess		Deposit/Completion	

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1,623.16 m2	Supply & Installation of Masters Float premium cushioned surface over existing area 43.4m x 37.4m Scope of works:		
	<b>Base preparation:</b> <ul style="list-style-type: none"> <li>- Patch low lying areas to <u>reduce</u> water pooling</li> <li>- Grind off any high spots</li> </ul> (Some areas may need cutting out & re-levelling prior to installation of the surface)		4,000
3 Tennis 2 Netball	<b>Accessories:</b> <ul style="list-style-type: none"> <li>- Removal of existing sleeves – 3 tennis, 2 netball</li> <li>- Supply &amp; Install new 'flip top' sleeves</li> <li>- Supply &amp; Install 3 sets new tennis posts; Powder coated black, square with internal winder mechanism</li> <li>- Supply &amp; Install 2 sets Netball SA approved netball posts</li> <li>- Supply &amp; Install 3 new tennis nets</li> </ul>		5,000
	<b>Surface:</b> <ul style="list-style-type: none"> <li>- Supply &amp; Install Masters Float premium cushioned system</li> </ul>		129,852.80
<b>SUBTOTAL</b>			138,852.80
<b>GST,</b>			13,885.28
<b>TOTAL</b>			152,738.08

Quotation | Terms and Conditions of Trade | Page 1 of 7

## Strategic Plan Overview

### Mundulla Sport and Recreation Committee

#### About Us

Past	The Mundulla Sport and Recreation Committee have long provided both the local community and those from further abroad access to safe and welcoming facilities in order to maintain an active and healthy lifestyle along with opportunities to participate in organised sport and community organised functions.
Today	<p>The Mundulla Sport and Recreation Committee runs and maintains the grounds and facilities located at the Mundulla Oval which are used by:</p> <p>General public for both recreation and camping  Mundulla Primary School  Mundulla Football Club  Mundulla Netball Club  Mundulla Cricket Club  Mundulla Hockey Club  Mundulla Tennis Club  Mundulla Show Society  Mundulla Cutting Club</p>
Vision	It is our vision that we must continue to provide the safest and most up to date facilities possible for our community to remain physically active and engaged with each other.
Mission	We the Mundulla Sport and Recreation Committee work in conjunction with all members of our committee, members of the participating clubs and the general public to continue to develop new opportunities to help guarantee the opportunity for future generations to enjoy the sport and recreation facilities we provide. We believe that for a small town we punch well above our weight range in both success of clubs and the number of members that have the opportunity to interact and participate because of the facilities provided.
Core Values	<p>The Mundulla Sport and Recreation Committee and its participating clubs have always had strong core values. These are, but not limited to -</p> <p>Providing a safe and welcoming place for all members of the community.  Working hard to be as self-sufficient as possible.  Strong collaboration between all members of the participating clubs and groups.</p>

### Goals

Short Term Goals	To maintain our current facilities to a safe and usable standard whilst taking on small to medium size infrastructure upgrades.
Long Term Goals	To work towards a full upgrade of our change rooms and our clubroom facilities whilst maintaining current facilities.
Obstacles	Attracting the appropriate amount of funding to offset the financial costs to the participating clubs.
Measurements of Success	We have achieved minor to medium upgrades to infrastructure over the past few years including fully self-funding new hot water services for the change rooms, light tower upgrades, new electronic scoreboard, goal post netting and bollards for traffic management. We see this as an indicator that we are on our way to achieve both our short and long term goals.

### Strategy

Resource Assessment	The Mundulla Sport and Recreation Committee along with its participating clubs have many personnel resources to help facilitate our goals and vision along with significant financial backing from the interested parties.
Financing	We have a number of financial avenues to achieve our goals. We will be contributing capital from our own clubs and providing in kind donations of time and expertise from the members our clubs. We will also be applying for financial assistance in the form of grants and or loans from our local council as well as State and Federal Governments.
Implementation	The Mundulla Sport and Recreation Committee in conjunction with its clubs has formed a Development Committee to undertake the planning and facilitation of our Short and Long Term goals.
Dissemination	Our short term goals are already announced and assigned with the Mundulla Netball Club well advanced in its planning to upgrade the courts and other short term goals have been assigned to the Mundulla Football Club and completed. Our long term goal of a new facilities will be announced to a public meeting once developed and the Development Committee will be open to consultation and will also be assigned with completing the upgrades.
Progress Assessment Plan	The Development Committee will oversee the upgrades and report back to both the Mundulla Sport and Recreation Committee and the clubs involved. They will monitor the success of the goals and recommend any revisions required in the strategy moving forward.

## Events & Festivals Grants Recreational Facilities Upgrade Grants

Applications closing 20 October, 20 February, 20 June  
for consideration at November, March and July Council meetings

### Organisation information

Organisation Name: Bordertown Football Club Inc \_\_\_\_\_

Postal Address: PO Box 267, Bordertown SA 5268 \_\_\_\_\_

ABN/Incorporation Number: 88 736 291 338 / A2015 \_\_\_\_\_

Public Liability Insurance Policy No.: B0901L61819233000 \_\_\_\_\_ (copy attached)

GST-registered: Yes ☒ No ☐ Auspiced by another organisation: Yes ☐ No ☒

How many members do you have? 308 \_\_\_\_\_

Head of organisation (must sign the application, Executive Officer, President, Chair, etc.)

Mr ☒ Mrs ☐ Ms ☐ Name: Mark Verco \_\_\_\_\_

Position held: President \_\_\_\_\_ Phone no: 87501000 \_\_\_\_\_

Email: markverco@wickhamflower.com.au \_\_\_\_\_ Mobile: 0429979246 \_\_\_\_\_

Contact name: (the person we should talk to about this application)

Mr ☒ Mrs ☐ Ms ☐ Name: Dale Beck \_\_\_\_\_

Position held: Treasurer \_\_\_\_\_ Phone no: 87528888 \_\_\_\_\_

Email: daleb@murraynankivell.com.au \_\_\_\_\_ Mobile: 0408520544 \_\_\_\_\_

### Project Information:

Project title: Video Scoreboard \_\_\_\_\_

Grant amount requested (max. \$2,000 events, \$10,000 facilities, whole \$ only): 10,000 \_\_\_\_\_

**WHY** do you want to do this project? Explain the need for the project. Describe the problem/opportunity, how the project will respond, and why the community needs it. How will it make the community stronger? To what extent will it increase people's involvement and participation? Is the project supported locally? Does it link to other plans (your organisation's strategic plans, community plans, Council plans etc.)?

At present we have an old manual scoreboard which is in need of repairs (internal flooring) and also requires an attendant to operate it for approximately 8 hours continuously on match days. By installing an electronic scoreboard, we will overcome these issues but will have a one dimensional asset – useful only to our club. By taking the project a step further and installing a video scoreboard, we will not only address the football scoring issues, but provide a significant, multi-use community asset. Having a video scoreboard at the Showgrounds would be a real feature and provide many opportunities and an enhanced experience for players and spectators alike, not only during sporting events, but also at the annual Spring Festival, the upcoming Masters Games, Relay for Life, Carols by Candlelight and other events.

We believe there is strong community support for the project and the added features flowing from it would lead to an increase in participation at the Showgrounds from existing users and attract new users.  
Nothing like this currently exists in the Tatiara, so opportunities to utilise it are many and varied.

**WHAT** are you going to do? Describe the project. What are you going to do? When will the project happen?

We have obtained several quotes from suppliers around the country and looked into the various options available. Our preferred supplier is "Electronic Signage Australia" (ESA) whose quote we presented to Council at their recent meeting (8<sup>th</sup> October 2019) ESA have provided a comprehensive pricing list including structural and electrical installation requirements. By fitting the frame to the existing scoreboard structure and using local tradespeople and club members and supporters, we anticipate saving a substantial amount from the quoted price.

Depending on the timing of funding – we have been invited by Tony Pasin's office to apply for a \$15,000 grant under the Federal Government's "Stronger Communities Programme Round 5" – we would hope to commence the project as soon as possible. With Council's support, the project should be completed prior to the 2020 football season and the SA Masters Games

*Notified 21/10/19 by Dale Beck successful grant of \$15,000 from Federal Govt, has been approved*

**WHO** will be involved? Who will manage the project, who will be involved? Who are the partners? Will there be voluntary and in-kind contributions?

ESA will co-ordinate the project, but we will use local engineering and electrical service providers to facilitate installation. Other club members and supporters will be involved providing skilled and unskilled assistance during this project. The club has a very strong volunteer culture and there are numerous examples around the venue of this occurring. There will be substantial voluntary and in-kind contributions saving at least \$10,000 from the quoted cost.

In 100 words or less, **HOW** will the project be delivered? How will you know if your project was successful? What will the outcomes/outputs be? (If possible provide measurable objectives e.g. 10 people/day will use the new equipment/ 100 people will attend the event, story in local paper etc.) Will it be sustainable? How will you pay for it?

Purchase and installation of a video scoreboard at the Bordertown Showgrounds.  
Success of the project will be measured by the enhanced experience of ground users during events, increased usage of grounds due to the multi-functional scoreboard and additional revenue streams likely from sponsors of events.  
We would hope that the scoreboard becomes a feature of the district and creates future opportunities to host events at the ground.  
The Football Club would maintain the facility and expect that the additional sponsorship/hire revenue would enable this.  
It will be paid for by grants sought from Federal, State and local government as well as club funds and in-kind support.

**HOW MUCH** will the project cost? (Please provide quotes and confirmation of any other sources of funding or support.)

<b>Income</b>		<b>Expenditure</b>	
<b>Cash</b>	<b>\$</b>	<b>Cash</b>	<b>\$</b>
Grant Request:	10,000	ESA per quote (less in kind)	49,460.50
Our organisation:	34,460.50		
Others (provide details): <i>Federal Grant</i>	15,000		
**Organisation contribution above			
Includes GST refund of up to \$5,405			
***We will also seek an additional			
\$5,000 grant via the ORS Active Club			
Program when the next round opens			
early in 2020 (with support from the			
SANFL			
		In-kind	\$
		(who? what? number of hours? \$/hour)	
		Anticipated saving from using existing	10,000
		structure, frame to be fabricated by	
		Tatiara Industrial Repairs and electrical	
		services from Bordertown Pumps and	
		Refrigeration. Volunteers will provide	
		additional time/skills during the process	
<b>Total:</b>	<b>59,460.50</b>	<b>Total:</b>	<b>59,460.50</b>

## Application Checklist

- ☒ Our club/organisation meets the eligibility criteria.
- ☒ I have listed our ABN and Public Liability Insurance and provided a Certificate of Currency.
- ☒ I have answered every question in the application form and checked that the budget is correct.
- \* ☒ I have attached our club's/organisation's latest financial statements/bank statements.
- ☒ I have attached at least one (1) quote for products and services.

\* Please note that our financial year ends on 31<sup>st</sup> October  
The report provided is up to date but not completed.  
Prior (completed) year reports can be provided if required,

**Please complete the below certification:**

- ☒ Our club/organisation is an incorporated community group or auspiced by such a group.
- ☒ I agree to inform Council if our organisation has a significant change in its financial situation.
- ☒ I agree to expend any funding provided only for the purposes outlined in this application and seek written approval from Council for any significant changes to the project or budget.
- ☒ I agree to acknowledge Council's assistance in any material relating to the project and for Council to publish stories of grants funded.
- ☒ I agree to complete a funding acquittal on the forms provided detailing outcomes and income/expenditure within three (3) months of completing the project and no later than 30 June ~~2020~~.....
- ☒ I agree to return any unspent funding with the acquittal form.

**Head of Organisation**Name: Mark Verco \_\_\_\_\_ Signed: 

Position: President \_\_\_\_\_ Date: 21/10/19 \_\_\_\_\_

Organisation Name: Bordertown Football Club \_\_\_\_\_

**Other Member of Organisation**Name: Dale Beck \_\_\_\_\_ Signed: 

Position: Treasurer \_\_\_\_\_ Date: 21/10/19 \_\_\_\_\_

Organisation Name: Bordertown Football Club \_\_\_\_\_

**Head of Auspice Organisation** (if you are auspiced by an incorporated association, a representative from that organisation will also need to sign your application.)

Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

Organisation Name: \_\_\_\_\_

Please submit your application via post or email to

Post: Tatiara District Council  
43 Woolshed Street  
PO Box 346

Email: Bordertown SA 5268  
[office@tatiara.sa.gov.au](mailto:office@tatiara.sa.gov.au)

14 October 2019



Jardine Lloyd Thompson Pty Ltd  
ABN 69 009 098 864

Level 8/570 Bourke Street  
MELBOURNE VIC 3000

Tel +61 3 9613 1415  
Fax +61 3 9614 3600

www.au.jlt.com

## CERTIFICATE OF CURRENCY

<b>INSURANCE CLASS</b>	Public & Products Liability		
<b>INSURED</b>	Bordertown Football Club		
<b>GEOGRAPHICAL SCOPE</b>	Worldwide excluding USA, Canada and their protectorates		
<b>PERIOD OF INSURANCE</b>	From: 1 November 2018 at 4pm Local Time (VIC) To: 1 November 2019 at 4pm Local Time (VIC)		
<b>INTEREST INSURED</b>	Legal liability to third parties for bodily injury and property damage arising out of the activities of the Insured		
<b>LIMITS OF LIABILITY</b>	Public Liability	\$30,000,000	any one occurrence
	Products Liability	\$30,000,000	in the aggregate
	Errors & Omissions	\$20,000,000	in the aggregate
<b>DEDUCTIBLE/EXCESS</b>	\$1,000 each and every occurrence (inclusive of Defence Costs)		
<b>INSURER</b>	<b>POLICY NUMBER</b>	<b>LAYER</b>	
Lloyd's of London through JLT (UK)	B0901L61819233000	Primary \$20m	
Liberty International Underwriters	ME-CAS-15-462798	\$10m in excess of \$20m	

Authorised Representative of JLT

This certificate of currency provides a summary of the policy cover and is current on the date of issue. It is not intended to amend, extend, replace or override the policy terms and conditions contained in the actual policy document. This certificate of currency is issued as a matter of information only and confers no rights upon the certificate holder. We accept no responsibility whatsoever for any inadvertent or negligent act, error or omission on our part in preparing these statements or in transmitting this certificate by email or for any loss, damage or expense thereby occasioned to any recipient of this letter.

2017 / 2018 Australian Football National Risk Protection Programme



Government of South Australia  
Office for Recreation, Sport and Racing

## LANDOWNER CONSENT FORM

<b>Your organisational name:</b>	Tatiara District Council
<b>In relation to the grant application from:</b>	Bordertown Football Club
<b>For the following project:</b>	Electronic Video Scoreboard
<b>To be undertaken at:</b>	Bordertown Oval
<b>The property is owned by:</b>	Tatiara District Council
<b>Land Title Status</b> <small>(only to be completed where land owner is the Council)</small>	<input type="checkbox"/> Operational <input checked="" type="checkbox"/> Community

The applicant's arrangement with the landowner is:

☒ Leaseholder

Expiry date of lease: 31/12/2022

☐ Seasonal Permit Holder (re-negotiated annually)

☐ Permanent Seasonal Permit Holder Expiry date of permit:

How long (years) has the applicant operated at this location

Since early 1900's

As landowner, we give consent for the project and in addition we will be providing the following support:

☐ Other than consent, no other support is provided

☒ Financial Support

Amount: \$

Are there any conditions attached to this support? (please list e.g. funding is subject to following year's budget being approved etc.)

Council will consider a request for financial assistance from the Bordertown Football Club in accordance with its Community Grants Policy.

**As landowner we have the following requirements for any work undertaken** (please list e.g. only licensed tradespersons will be permitted to undertake work on this site, owner will project manage works undertaken, etc.)

That the work undertaken is in accordance with; Council's Planning and Development approval process; and all standard building codes and regulations.

#### Authorisation

I am authorised to complete this document on behalf of the landowner

**Signed:**

**Name of signatory:**

Kingsley Green

**Position held:**

Director Corporate and Community Services

**Contact Number:**

**Phone:**

87521044

**Email:**

[kingsleygreen@tatiara.sa.gov.au](mailto:kingsleygreen@tatiara.sa.gov.au)

#### Additional comments



**ESA ELECTRONIC SIGNAGE AUSTRALIA**

Electronic Signage Australia  
 P.O. Box 368,  
 Nunawading LPO, Vic, 3131  
 Unit 10, 56 Norcal Road,  
 Nunawading, Vic, 3131  
 (03) 9894 1963  
[www.esignsaus.com](http://www.esignsaus.com) • [info@esignsaus.com](mailto:info@esignsaus.com)



**Video Board size 3840mm X 2880mm (Pitch 10mm)**



A screen with a  
10mm pitch has  
a pixel density of  
10,000 dots/m<sup>2</sup>



Electronic Signage Australia

P.O. Box 368,  
Nunawading LPO, Vic, 3131Unit 10, 56 Norcal Road,  
Nunawading, Vic, 3131

(03) 9894 1963

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**QUOTATION**

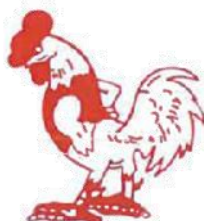
30/09/2019

QUOTATION / ESTIMATE NUMBER: BM005309

To: Bordertown Football Club  
Naracoorte Rd, Bordertown SA 5268

	DESCRIPTION	TOTALS
<b>LED Video Board</b> (3840mm w X 2880mm h with a 10mm pitch)	Full Colour LED Video Board 3840mm wide X 2880mm high with a 10mm pitch	\$31,890.00
<b>Steel Structure</b> 4m w x 5m h	Steel structure to engineer's specification (galvanised and 2 pack painted) <i>Note: Scoreboard will be 3m above ground</i>	\$8,800.00
<b>Laptop + Wireless system</b>	Laptop for scoreboard operation and wireless system for connectivity up to 1km away from the screen	\$3,285.00
<b>Installation</b>	Please see page 3 for installation requirements	\$9,260.00
<b>Electrical &amp; Data work</b>	Please see page 4 for electrical and data work requirements	P.O.A
<b>Delivery</b>	Delivery of scoreboard to Bordertown	\$820.00
	Subtotal	\$54,055.00
	GST 10%	\$5,405.50
	<b>TOTAL</b>	<b>\$59,460.50</b>

Our quote is provided on a best endeavors basis and the customer agrees to meet the cost of any additional work, services or materials that are required to address any event or situation which arises during the works that was unexpected or was not known or disclosed by the customer at the time of the quote being prepared.



**Payment Terms:** 50% deposit required upon order / 40% required once scoreboard is received by ESA / 10% required upon commissioning

**Lead Time:** 10-12 weeks from deposit date

BizMac DeSign Pty Ltd trading as Electronic Signage Australia • ABN 60 162 569 452



**ESA ELECTRONIC SIGNAGE AUSTRALIA**

Electronic Signage Australia  
 P.O. Box 368,  
 Nunawading LPO, Vic, 3131  
 Unit 10, 56 Norcal Road,  
 Nunawading, Vic, 3131  
 (03) 9894 1963  
[www.esignsaus.com](http://www.esignsaus.com) • [info@esignsaus.com](mailto:info@esignsaus.com)

**Video Board Inclusions:**

- Laptop controller
- Electronic Signage Australia scoring software for AFL including:
  - Screen 1 – Gameplay mode**
  - Screen 2 – Sponsor display**
  - Screen 3 – Player display**
  - Screen 4 – Full screen mode**
- Electronic Signage Australia scoring software for cricket
- Video board compatibility for Total Cricket Scorer (TCS) and MyCricket
- Ability for users to input any message or content required (club/sponsor videos, etc.)
- Electronic Signage Australia 3D Animations (automatically played following a goal in AFL and following a 4, 6, wicket or duck in cricket).
- Scoreboard setup (includes calibration with control system)
- On-site training and operator instruction manual

**Servicing:**

- On-call support (phone and email)
- 24-month warranty on all equipment supplied and works performed by ESA
- Inspections for repairs to be attended to within 1-3 business days of first call-out
- Repairs to be performed within 3-5 business days of first inspection
- Cost of replacement LED panels depends on size of area needing replacement

**Installation Requirements:**

***The following is what is needed for installation of the scoreboard and the amount shown for Installation on Page 1 is an estimate only subject to factors as listed below:***

- Soil test and service locator at proposed scoreboard location
- Building permit to Council requirements  
**Note: Extra charges will apply if a registered commercial builder is required by the Council for the building permit**
- Engineering certification of and documentation for steel structure
- Excavation for and concreting of footings  
**Note: Price dependent on soil test results and engineer specifications for certification. Extra charges will apply for excavation and removal of rock**
- Installation of steel structure and video board including crane truck and boom lift hire
- Temporary fencing to be positioned around worksite
- Make good of excavated area after excavation



**ELECTRONIC  
SIGNAGE**  
AUSTRALIA

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#### Electrical & Data Requirements:

*The following electrical and data works are required and can be priced subject to an on-site inspection by a registered electrician*

- Any works required to upgrade the power at the source of supply
- Running of power and data from the proposed scoreboard location to the source of power
- Electrical and data works at scoring location, that is where the scoreboard will be operated from
- Supply and fitting of power distribution box and comms box on scoreboard structure
- Fitting off and connecting power and data to video board once installed

**Note: A scoreboard size of 4m wide X 3m high requires 50 amps upon in-rush (start-up) and D-Curve circuit breakers to allow for start-up current. A certificate of electrical safety must be provided upon completion of all electrical works.**

#### Terms

- This quotation is valid for a period of 30 days and is subject to our trading Terms and Conditions as displayed on our website ([www.esignsaus.com](http://www.esignsaus.com))
- Payment terms are 50% deposit required upon order / 40% required once scoreboard is received by ESA / 10% required upon commissioning

#### PREFERRED SUPPLIER OF

Kind Regards

**Nick Birrell**  
Product Development Executive  
[nick@esignsaus.com](mailto:nick@esignsaus.com)  
0423 009 665



# FUTURE PROOFING FOR VIDEO BOARDS



(AN AFFORDABLE OPTION)

## Future proof scoreboard

What we mean by 'Future-proofing' your board that it becomes a more affordable way of getting type of board installed as you can 'ADD' panels you can afford them.

The example provided shows how the club has installed panels that are 3m x 2m but they are in a frame that is 4m x 3m. By doing this the club can possibly obtain another Grant OR Fundraise the funds to ADD the extra panels.



# BENEFITS FOR CLUBS FOR VIDEO BOARDS



*Electronic Boards are more than just a scoreboard these days. Below is a list of benefits / reasons as to why a club should invest in;*

## Generating Revenue

Full screen logos & advertising of businesses / companies / organisations etc.  
Individual player profiles – Sponsorship exposure for supporting certain players  
Goal Sponsor - Rights to featuring on animation supplied by ESA  
Individual OR multiple sponsors rights over 1 – 5 years

## Movie Nights

TV / Live feed – Ability to have special TV events on the board Eg AFL straight match for supporters to watch / Carols by Candlelight / Melbourne Cup etc.  
Auskick profiles of kids (Sponsorship opportunity) – Kids see their own profiles on boards whilst having fun.



# BENEFITS FOR CLUBS FOR VIDEO BOARDS



requires only one person to score which means less volunteers required Eg Timekeeper / Score  
ne person. Easy to use Laptop computer.

aching Education - We have a remote control program that allows coaches to use the board  
ely to display game plan / vision from the middle of the ground whilst training.

munity use - Hiring of venue / Weddings / Birthday's etc.

uation area - Board use to assist with details of Bushfires or Disasters.

ognition - Support volunteers with acknowledgement of Photos / Information of special people

ouncements – Things happening within Club / Community / Business

## TATIARA COMMUNITY GRANTS



## Events & Festivals Grants

## Recreational Facilities Upgrade Grants

Applications closing 20 October, 20 February, 20 June  
for consideration at November, March and July Council meetings

**Organisation information**

Organisation Name: Tatiara Karting Club Inc  
 Postal Address: 692 Bordertown 5268  
 ABN/Incorporation Number: 296 33991 745  
 Public Liability Insurance Policy No.: Documents to follow on Wed 6/11  
 GST-registered: Yes ☐ No ☒ Auspiced by another organisation: Yes ☐ No ☒  
 How many members do you have? 130



Head of organisation (must sign the application, Executive Officer, President, Chair, etc.)

Mr ☒ Mrs ☐ Ms ☐ Name: Andrew Rowett  
 Position held: President Phone no: 08 8753 4114  
 Email: president@tatiarakartingclub.net.au Mobile: 0428 520 908

Contact name: (the person we should talk to about this application)

Mr ☒ Mrs ☐ Ms ☐ Name: Andrew Rowett  
 Position held: President Phone no: \_\_\_\_\_  
 Email: andrew@sunnysideinstantlawn.com.au Mobile: 0428 520 908

**Project Information:**

Project title: Tatiara Karting Club Facility Upgrade  
 Grant amount requested (max. \$2,000 events, \$10,000 facilities, whole \$ only): \_\_\_\_\_

**WHY** do you want to do this project? Explain the need for the project. Describe the problem/opportunity, how the project will respond, and why the community needs it. How will it make the community stronger? To what extent will it increase people's involvement and participation? Is the project supported locally? Does it link to other plans (your organisation's strategic plans, community plans, Council plans etc.)?

also see letter attached / information

The need for the projects is to be able to access our facilities when wet condition are upon us. The Conditions we operate under when it is wet can be quite Slippy & Slippery. The Carreen Project is to make the environment that our members and Spectators are Subject to Comfortable & enjoyable.

## TATIARA COMMUNITY GRANTS



**WHAT** are you going to do? Describe the project. What are you going to do? When will the project happen?

also see attached letter / information

Resurface Kart club pit entrance & line  
and aircondition the Canteen.

Approx 10 truck loads of 40mm rubble  
will be required to resurface the entrance  
Kart Club have their own Grader & roller.  
With Volunteers help & our water truck  
We will have this project completed with  
ease.

Lining the Canteen will provide a warm  
environment in winter & a cool one  
in summer. Sand deadening will be  
an advantage as well, as one of our  
meetings this year it was raining and  
We couldn't hear each others discussions.

## TATIARA COMMUNITY GRANTS



**WHO** will be involved? Who will manage the project, who will be involved? Who are the partners? Will there be voluntary and in-kind contributions?

Andrew Rowett - President / Manager  
 Volunteers - Tatiara Karting Club  
 Tatiara District Council  
 Quotes & Details attached

In 100 words or less, **HOW** will the project be delivered? How will you know if your project was successful? What will the outcomes/outputs be? (If possible provide measurable objectives e.g. 10 people/day will use the new equipment/ 100 people will attend the event, story in local paper etc.) Will it be sustainable? How will you pay for it?

The project will be based on improving our facilities. The road that we enter the premises on currently is in need of repair, when we have rain fall the day before the event the road & surrounds of the Canteen and Kart grid gets quite sloppy. Some help from Council to get this improved would be greatly appreciated. We believe currently our facilities are up there with the best in Australia in our Sport & would like to improve them even more. The Canteen is another project we would like to improve by lining & Airconditioning the building. This will improve the comfort of our members and Spectators. With our upcoming events planned for 2020 there will be an influx of people into our region.

quotes & Details attached

Rev 1.1 - 10 September 2019

20 of 29

TATIARA DISTRICT COUNCIL

# TATIARA COMMUNITY GRANTS



HOW MUCH will the project cost? (Please provide quotes and confirmation of any other sources of funding or support.)

Income		Expenditure	
Cash	\$\$	Cash	\$\$
Grant Request:	30 000		
Our organisation:	50 000	maloney Builders	20 000
Others (provide details):		B'n Pumps + Refr.	5 000
Event Prize money		Tatiara District Council	5 000
Local Sponsorship	20 000	Tatiara Karting Club Prizes	20 000
		Tatiara Karting Club	
		Toilet Block maint	20 000
		Racing Transponders	30 000
		In-kind	\$\$
		(who? what? number of hours? \$/hour)	
Total:	100 000	Total:	100 000

## Application Checklist

- ☒ Our club/organisation meets the eligibility criteria.
- ☐ I have listed our ABN and Public Liability Insurance and provided a Certificate of Currency. *Documents to follow ASAP - ~~Fri~~ Wed 6<sup>th</sup> Nov*
- ☒ I have answered every question in the application form and checked that the budget is correct.
- ☒ I have attached our club's/organisation's latest financial statements/bank statements.
- ☒ I have attached at least one (1) quote for products and services.

## TATIARA COMMUNITY GRANTS



**Please complete the below certification:**

- ☒ Our club/organisation is an incorporated community group or auspiced by such a group.
- ☒ I agree to inform Council if our organisation has a significant change in its financial situation.
- ☒ I agree to expend any funding provided only for the purposes outlined in this application and seek written approval from Council for any significant changes to the project or budget.
- ☒ I agree to acknowledge Council's assistance in any material relating to the project and for Council to publish stories of grants funded.
- ☒ I agree to complete a funding acquittal on the forms provided detailing outcomes and income/expenditure within three (3) months of completing the project and no later than 30 June .....
- ☒ I agree to return any unspent funding with the acquittal form.

**Head of Organisation**

Name: Andrew Rowett Signed: [Signature]  
 Position: President Date: Tues 5<sup>th</sup> Nov 2019  
 Organisation Name: Tatiara Karting Club

**Other Member of Organisation**

Name: Scott Williamson Signed: [Signature]  
 Position: Secretary Date: Tues 5<sup>th</sup> Nov 2019  
 Organisation Name: Tatiara Karting Club

**Head of Auspice Organisation** (if you are auspiced by an incorporated association, a representative from that organisation will also need to sign your application.)

Name: \_\_\_\_\_ Signed: \_\_\_\_\_  
 Position: \_\_\_\_\_ Date: \_\_\_\_\_  
 Organisation Name: \_\_\_\_\_

Please submit your application via post or email to

Post: Tatiara District Council  
 43 Woolshed Street  
 PO Box 346  
 Bordertown SA 5268  
 Email: [office@tatiara.sa.gov.au](mailto:office@tatiara.sa.gov.au)



8<sup>th</sup> October 2019

Tatiara District Council  
Att: Kingsley Green  
PO Box 346 Bordertown

Dear Kingsley

I am writing to you on behalf of the Tatiara Karting Club in request of your support and funding. The Tatiara Karting Club has been running in Bordertown since 2004, with over 130 members. We are proud to hold a reputation for having a family-friendly environment and a supportive community-focused culture.

The Tatiara Karting Club are a part of the Australian Independent Dirt Kart Association, AIDKA, who have come together to create safety standards, rules and structure for dirt karting across the nation. We run nine AIDKA affiliated events each year with additional meets scheduled for practice and training. Our track is 600m long and is equipped to run meetings at night under lights.

Our club is continually growing with a recent meet in March 2019 called the Grand Annual Dirt Kart Masters. This was a successful event with over 170 nominations and received great feedback from AIDKA and other participating clubs. Support crews, officials and spectators saw over 600 people attend this weekend.

In 2020, we have scheduled a further nine events, including three major meets noted below. Our club will also apply for the National Dirt Kart Title in 2022 which could see up to 300 nominations.

- March 2020 - Grand Annual Dirt Kart Masters
- April 2020 - Masters Games
- October 2020 - Junior Kart Championship

To ensure the club continues to encourage people to attend our events we must undergo necessary maintenance and upgrades to our facilities. This will increase community engagement within our sport and encourage new members.

To date we have managed maintenance and upgrades through fundraising and much appreciated local sponsorship. We could not have achieved such a reputable club without the support of our community, our volunteers and our local council.

We are focusing on three major projects for completion prior to the 2020 Grand Annual Dirt Kart Masters in March.

1. Entrance Road and Pit area - resurfacing (Estimated Cost \$5000)
2. Club Rooms – Insulation lining (Maloney Builders)
3. Club Rooms – Air Conditioning Unit (Bordertown Pumps and Refrigeration)



Can you please review funding contributions for these three projects? These upgrades will increase the growth and ambience of our club, create a safer environment and will encourage a lasting impression for visitors to return to our community. I have attached the relevant quotes for you to view.

Future planning also includes a second amenities facility and timing transponders for recording accuracy which is essential for state and national events. These projects are necessary for the growing volume of participants which we plan to budget for in the future.

We appreciate you taking the time to review funding for these projects and await your response.

Please contact me at any time for more information.

Thank you in advance.

A handwritten signature in blue ink, appearing to read 'Andrew Rowett'.

Andrew Rowett  
President  
Tatiara Karting Club  
Ph 0428 520 908

**MALONEY BUILDERS**

PO Box 112  
Mundulla SA 5270  
Phone: 8753 4109 Mobile:0407 799443  
Fax: 8753 4199

**Estimate**

Date	Estimate #
4/10/2019	873
ABN 28 104 757 191	
Builders Lic. no. BLD 178519	

Tatiara Karting Club

Description	Qty	Cost	TAX AMT	Total
Materials and Labour to line walls and ceiling of shed. Using 6mm cement sheet on the walls and perforated corrugated Colourbond on the ceiling. Insulated with foam cell sisalation and R2 bats in both the walls and ceiling. Shed posts and trusses lined with Colourbond flashings. Four skylight sheets replaced with corrugated Colourbond.				
Materials to line walls, ceiling, around posts and trusses.	1	11,880.00	1,188.00	11,880.00
Foam cell sisalation	1	1,314.00	131.40	1,314.00
R2 isulation bats	1	876.00	87.60	876.00
Labour	1	11,560.00	1,156.00	11,560.00

Thank you for the Opportunity to Quote

**Subtotal** \$25,630.00

**Tax** \$2,563.00

**Total** \$28,193.00



**Bordertown Pumps & Refrigeration Pty Ltd** Licence # BLD181008  
 22 Milne Street AU06746  
 Bordertown SA 5268  
 Tel. 08 8752 1959  
 ABN 87098161632  
 www.bordertownpumps.com.au  
 accounts@bordertownpumps.com.au

**CUSTOMER QUOTATION NO. 90568**

President  
 TATIARA KARTING CLUB  
 PO Box 126  
 KEITH SA 5267

Date: 04/10/2019  
 Quote No: 90568  
 Site: Golf Course Road  
 Site Contact:  
 Salesperson: Bradley Milligan  
 Phone:  
 Valid For: 30 Day(s)  
 Valid Until: 03/11/2019

**Description**

Quote to supply and install a Braemar evaporative air conditioner to condition the kitchen area. A colorbond dropper to be fitted with a 4 way plenum. Includes:

- A circuit run to a powerpoint to supply the air conditioner.
- Water supply run and plumbed to the unit from existing plumbing.
- MagiQtouch wall control fitted in an agreed position.
- Auto winterseal and automatic drain valve fitted.
- Drainage from the air conditioner to waste position.
- Materials and labour.

**Air Conditioning**

Sub-Total ex GST	\$4,429.38
GST	\$442.94
Total inc GST	\$4,872.32

Labour	\$1,454.55
Materials	\$2,974.83
Total	\$4,872.32
Incl. GST of	\$442.94

This is a Claim Under the Construction Contracts Act 2002

**How To Pay****Direct Deposit**

Bank: Banksia  
 Acc. Name: Bordertown Pumps & Refrigeration Pty Ltd  
 BSB: 105066  
 Acc. No.: 034540640



Mail

QUOTATION NO. 90568

**16.9 KEITH CHRISTMAS STREET PARTY - TEMPORARY ROAD CLOSURE**

**File Number:** 20/16/1  
**Author:** Executive Assistant  
**Authoriser:** Chief Executive Officer

**INTRODUCTION**

A request has been received to temporarily close sections of Anzac Terrace and Heritage Street in Keith, from the Keith War Memorial Sport and Recreation Committee. This is in relation to the Keith Christmas Street Party to be held on Friday 6 December 2019.

**DISCUSSION**

In the interests of safety of their patrons, the Keith War Memorial Sport and Recreation Committee is requesting a temporary road closure of the following roads:

- Anzac Terrace (section from Heritage Street to Hender Street); and
- Heritage Street (section from Dukes Highway to Anzac Terrace)

From 4.30 pm to 9.30 pm on the abovementioned date.

**OPTIONS**

- Council elects to support the application to close Anzac Terrace and Heritage Street, Keith, for the Keith Christmas Street Party.
- Council elects not to support the application to close Anzac Terrace and Heritage Street, Keith, for the Keith Christmas Street Party.

**STRATEGIC PLAN REFERENCE**

- 1 - Outcome One: A Safe and Connected Community
- 1.1 - Provide innovative and effective community services
- 1.1.2 Create a safe community environment.

**POLICY/LEGAL IMPLICATIONS**

Council is required to comply with the Road Traffic Act Section 33 when closing roads for events.

**FINANCIAL IMPLICATIONS**

There are some costs involved with closing the road. These include:

- Advertising costs
- Cost of staff to install and remove traffic control signage
- Administration costs to prepare the relevant paperwork

All costs can be accommodated within Council's existing budget.

**RISK MANAGEMENT IMPLICATIONS**

Closing Anzac Terrace and Heritage Street, Keith will improve the safety of those attending the event.

**COMMUNICATION/CONSULTATION/ADVERTISING**

Temporary road closure will be advertised in the newspaper and on Council's Facebook page.

**ATTACHMENTS****1. Proposed Road Closures - Keith Christmas Street Party**  **RECOMMENDATION**

1. That Council exercises the power pursuant to Section 33 of the Road Traffic Act 1961 and Clause F of the Instrument of General Approval and Delegations to Council of the Minister dated 22 August 2013 to:

- 1.1 Pursuant to Section 33(1) of the Road Traffic Act 1961, declare that the event described below ("the Event") that is to take place on the road described below ("the Road") is an event to which Section 33 of the Road Traffic Act 1961 applies; and

- 1.2 Pursuant to Section 33(1)(a) of the Road Traffic Act 1961, make an order directing that the Road on which the event is to be held be closed to traffic for the following periods:

Roads

- Anzac Terrace (section from Heritage Street to Hender Street); and
- Heritage Street (section from Dukes Highway to Anzac Terrace)

Date & Time

- Friday 6 December 2019 from 4.30 am to 9.30 pm.

Event      Keith Christmas Street Party

- 1.3 Pursuant to section 33 (1) (b) of the Road Traffic Act 1961, make an order directing that persons taking part in the event be exempted in relation to the road, from the duty to observe the Australian Road Rules specified below subject to any conditions described below and attending to the exemption.

- Rule 230: Crossing a Road - General
- Rule 238: Pedestrians travelling along a road.

2. That Council advertise this road closure in the Border Chronicle and notify the Department of Planning, Transport and Infrastructure and SAPOL.
3. Council notify the applicant of Council's decision.



## Proposed Road Closure

0 20 40 80 Meters

**16.10 NOMINATIONS FOR TATIARA LAP COMMITTEE**

**File Number:** 5/14/8

**Author:** Director Development & Environmental Services

**Authoriser:** Director Development & Environmental Services

**INTRODUCTION**

Nominations were sought from individuals to fill the vacant community member positions on the Tatiara Local Action Plan Committee.

The Tatiara Local Action Plan Committee is to be made up of:

- Up to 2 Tatiara District Councillors and
- Up to 7 Community representatives

**DISCUSSION**

The Tatiara LAP is formed pursuant to Section 41 of the Local Government Act 1999.

The primary objective of the Tatiara Local Action Plan Committee is to implement and review the Tatiara District Local Action Plan, maintain and improve the physical resources for agriculture, protect and enhance the natural environment of the Tatiara District and provide support and a regional overview to the Sustainability Officers.

The Committee has been very active and achieved a significant amount of funding for NRM activities in the district and also for the recent Sherwood Fire Recovery activities.

The appointment of the Council representatives is undertaken at a Council meeting.

Crs Mock and Hannemann were the Council representatives on the Committee. Cr Mock chaired the committee. This role is determined at the first meeting of the new committee.

The following are the community nominations:

- Josie Jackson
- Trevor Thomas
- Tiffany Bennett
- Anna Smart

All the people have excellent natural resource management skills therefore would be excellent contributors to this committee.

**OPTIONS**

1. Continue with the current membership of Tatiara LAP Committee (would have to readvertise for additional community members and no guarantee of additional nominations).
2. Amend Clause 4 of the Terms of Reference to state "Up to seven (7) community representatives" rather than being specific in numbers. (If the TOR were to be amended it would provide greater flexibility with membership which would be beneficial)
3. Do not continue with the Tatiara LAP Committee. (would not be a good option)

**STRATEGIC PLAN REFERENCE**

4 - Natural Environment and Sustainable Living

4.2 - Support our community to experience and appreciate a healthy, diverse and exciting natural environment

4.2.1 - Maintain Council's commitment to the Coorong and Tatiara Local Action Plan (LAP) Committee and staff

4.2.1.1 - To achieve a better informed community on key NRM issues and actions to help protect and enhance biodiversity across our region

### **POLICY/LEGAL IMPLICATIONS**

There is no requirement to have a Committee but historically it has provided excellent support to the LAP officers.

### **FINANCIAL IMPLICATIONS**

There is minimal cost to Council in having a committee.

### **RISK MANAGEMENT IMPLICATIONS**

There would be a substantial loss of natural resource management expertise if there was not a committee formed.

### **COMMUNICATION/CONSULTATION/ADVERTISING**

Council has advertised and contacted various individuals to nominate for the committee.

### **ATTACHMENTS**

1. **DRAFT Tatiara Local Action Plan - Terms of Reference** [!\[\]\(a09b07598e0d9ed3a8b97c22a9286218\_img.jpg\)](#) 

### **RECOMMENDATION**

1. That Council form the Tatiara Local Action Plan Committee under Section 41 of the Local Government Act 1999 with the attached Terms of Reference.
2. That Council appoint Councillors XXXX and XXX to the Tatiara Local Action Plan Committee.
3. That Council appoint Josie Jackson, Trevor Thomas, Tiffany Bennett and Anna Smart as Community Members to the Tatiara Local Action Plan Committee.



## **Tatiara District Council**

### **Tatiara Local Action Plan (LAP)**

### **TERMS OF REFERENCE**

A Committee of Council established pursuant to the provisions of Section 41 of the Local Government Act 1999

Terms of Reference for the conduct of the business of the Council Committee were approved and adopted by Tatiara District Council at its meeting held on XXXX 2019, Council Res No XXXX.

## Tatiara Local Action Plan (LAP)

### Powers and functions

The Tatiara Local Action Plan Committee has been established to exercise Council's functions and powers and to perform Council's duties in relation to the maintenance and improvement of the physical resources for agriculture and to protect and enhance the natural environment of the district.

1. The LAP project addresses a range of NRM issues by implementing an on-ground works and capacity building program and the provision of technical support. Issues addressed include;
  - a) Wind erosion and water repellent soils,
  - b) Climate change,
  - c) Dry land salinity,
  - d) Native vegetation and wetland decline, loss of biodiversity,
  - e) Unsustainable agricultural practices,
  - f) Groundwater resource management,
  - g) Weeds and feral animals,
  - h) An extensive community skills, knowledge and engagement program in NRM.
  - i) Provision of technical support for on-ground works.
  - j) Provision of Natural Resource Management support to community conservation groups, Indigenous Communities, schools and individuals.
  - k) Renewable energy and energy efficiency.
2. Implementation and review of the Tatiara District Local Action Plan.
3. Management of Commonwealth and State Funds and other funds obtained for the implementation of the Local Action Plan.
4. Making recommendations to Council.
5. Provision of accurate and timely advice as requested

### Exceptions, conditions and limitations

The Committee has no separate legal identity to the Council.

It cannot enter into legally binding agreements or hold property.

## Tatiara Local Action Plan Committee

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**1. NAME**

The name of the Council Committee shall be Tatiara Local Action Plan (LAP) (in these Terms of Reference referred to as "the Committee").

**2. DEFINITIONS**

2.1 For the purpose of these Terms of Reference, unless inconsistent with the subject matter or context: -

2.1.1 "Act" means the Local Government Act 1999 and includes all Regulations and Schedules.

2.1.2 "Committee" means the Committee of Council established pursuant to clause 3.

2.1.3 "Committee Member" means the persons appointed by the Council to the Committee pursuant to clause 5.

2.1.4 "Commencement Date" means the date on which the Committee is established and becomes operative pursuant to clause 3.

2.1.5 "Council" means the Tatiara District Council that established the Committee and to which the Committee reports.

2.1.6 "Presiding Member of the Committee of Council" means the person appointed to that position pursuant to clause 5.

2.1.7 "Observers" means those persons attending any meeting of the Committee of Council, but not having a vote on any matter to be determined by the Committee and not having been appointed as Committee Members.

2.1.8 "Sub-Committee" means a sub-committee established in accordance with the Act.

2.2 Any words, phrases or terms used in these Terms of Reference that are defined in the Act shall have the same meaning as are given in the Act.

2.3 A reference in these Terms of Reference to a "singular" includes a reference to the "plural" and a reference to a "plural" includes a reference to the "singular".

2.4 These Terms of Reference shall be interpreted in line with the provisions of the Act.

**2.5 Notices**

All communication to be given to the Committee shall be addressed to: -

Tatiara District Council  
Tatiara Local Action Plan (LAP)  
PO Box 346  
43 Woolshed Street  
BORDERTOWN SA 5268  
Email: [office@tatiara.sa.gov.au](mailto:office@tatiara.sa.gov.au)

**3. ESTABLISHMENT**

- 3.1 The Tatiara Local Action Plan (LAP) Committee is established under Section 41 of the Local Government Act 1999.
- 3.2 The Committee will be established and become operative from the time a resolution of the Council is passed.
- 3.3 The Tatiara Local Action Plan Committee has been established to exercise Council's functions and powers and to perform Council's duties in relation to the maintenance and improvement of the physical resources for agriculture and to protect and enhance the natural environment of the district.
- 3.4 The LAP project addresses a range of NRM issues by implementing an on-ground works and capacity building program and the provision of technical support. Issues addressed include;
  - a) Wind erosion and water repellent soils,
  - b) Climate change,
  - c) Dry land salinity,
  - d) Native vegetation and wetland decline, loss of biodiversity,
  - e) Unsustainable agricultural practices,
  - f) Groundwater resource management,
  - g) Weeds and feral animals,
  - h) An extensive community skills, knowledge and engagement program in NRM.
  - i) Provision of technical support for on-ground works.
  - j) Provision of Natural Resource Management support to community conservation groups, Indigenous Communities, schools and individuals.
  - k) Renewable energy and energy efficiency.
- 3.5 Implementation and review of the Tatiara District Local Action Plan.
- 3.6 Management of Commonwealth and State Funds and other funds obtained for the implementation of the Local Action Plan.
- 3.7 Making recommendations to Council.
- 3.8 Provision of accurate and timely advice as requested

**4. MEMBERSHIP**

- 4.1 Membership of the Committee will comprise of up two (2) Elected Members and up to seven (7) community representatives as determined by resolution of Council.

Only members of the Committee are entitled to vote in Committee meetings.

In addition, Council's Director of Development & Inspectorial Services or his/her nominee shall be a non-voting member of the Committee.
- 4.2 Members shall be appointed or removed by resolution of Council and may consist of or include persons who are not members of the Council.
- 4.3 The Mayor will at all times be an ex-officio of the Committee but will not be taken to be included in the membership of the Committee unless actually present at a meeting of the Committee.

- 4.4 The Committee will determine the Committee Member to be appointed to the position of Presiding Member of the Committee, which appointment will be reviewed by the Committee every 12 months.
- 4.5 Members shall hold office from the date of their appointment, for a term as deemed by Council and shall be eligible for re-appointment.

#### **5. CASUAL VACANCIES AND REPLACEMENT MEMBERS**

- 5.1 If a Committee Member is absent from three or more consecutive meetings of the Committee without an apology accepted by the Committee, then that Committee Member's position shall be considered vacant.
- 5.2 The Council will determine the filling of any vacancy in the Committee Membership in accordance with clause 4.

#### **6. NO PROXY**

The appointment of a person as proxy for any Committee Member on the Committee is not permissible.

#### **7. RESIGNATION OF COMMITTEE MEMBER**

Any Committee Member may resign from the Committee, but such resignation shall not be effective until the Presiding Member and Council have received written notice to that effect.

#### **8. MEETINGS OF THE COMMITTEE**

- 8.1 The Committee shall meet on an 'as required' basis but at least quarterly at times and places determined by the Committee.
- 8.2 Notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the Committee and observers, no later than three clear days before the date of the meeting. Supporting papers shall be sent to Committee members (and to other attendees as appropriate) at the same time.
- 8.3 The Presiding Member, when physically present, shall preside at all meetings of the Committee and at any other time the Committee shall appoint an Acting Presiding Member who shall preside at that meeting.
- 8.4 No business shall be transacted at any meeting of the Committee unless a quorum of Committee Members is present.
- 8.5 Each Committee Member including the Presiding Member present at any meeting of the Committee must vote on any matter requiring determination and all decisions shall be decided on a simple majority of votes cast.
- 8.6 Each Committee Member of the Committee including the Presiding Member present at any meeting of the Committee shall have one deliberate vote only.

#### **9. PROCEDURES AT MEETINGS**

- 9.1 The procedure to be observed in relation to the conduct of meetings of the Committee is in accordance with the Act and the Local Government (Procedures at Meetings) Regulations 2013, Parts 1, 3 and 4.
- 9.2 In accordance with s89 of the Act, insofar as a procedure is not prescribed by regulation, it shall be as determined by the Council, and insofar as a procedure is not determined by the Council, it shall be as determined by the Committee itself.

**10. QUORUM**

- 10.1 At all Meetings of the Committee a quorum must be present.
- 10.2 A quorum shall consist of half the appointed members plus one, but shall not include the Mayor unless actually present.

**11. ATTENDANCE AT MEETINGS BY TELEPHONE OR OTHER ELECTRONIC MEANS**

- 11.1 A Committee Member (including, subject to the operation of clause 11.2, the Presiding Member) may be considered as being present at a Committee Meeting despite not being physically present at the meeting, subject to the following conditions:
  - 11.1.1 Written approval to participate in the meeting by telephone or other electronic means has been sought and obtained from the Committee's Presiding Member and confirmed to the Chief Executive Officer not less than 24 hours prior to the meetings scheduled commencement time, and;
  - 11.1.2 The Chief Executive Officer having confirmed prior to the scheduled commencement time of that meeting that the necessary technologies are available to accommodate the Committee Member's participation in the meeting and compliance with the Act, and;
  - 11.1.3 A Committee Member participating by such means being for the specified meeting only and not for 2 or more consecutive meetings of the Committee, and;
  - 11.1.4 All Committee Members being able to hear each other Committee Member whilst a Committee Member is participating by telephone or other electronic means, and;
  - 11.1.5 The Committee Member that is participating by telephone or other electronic means expressing their vote on each and every question in a manner that can be identified by all other persons present at the meeting (whether all other persons at the meeting are physically present or present by telephone or other electronic means), and;
  - 11.1.6 The Presiding Member (or Acting Presiding Member) being authorised to disconnect the Committee Member in the event that the technology causes any disruption or inconvenience to the Committee meeting, and;
  - 11.1.7 Should the telephone or other electronic connection fail, any attempt(s) to re-connect are made at the discretion of the Presiding Member, and;
- 11.2 Whilst participating in a Committee Meeting in accordance with this clause a Committee Member shall be considered as being present at the meeting for all purposes.

**12. MINUTES OF THE COMMITTEE**

- 12.1 The Chief Executive Officer or his/her appointee must cause minutes to be kept of the proceedings of the Committee.
- 12.2 Minutes of the Committee shall be available to all Committee Members, Council and the public.
- 12.3 The Minutes of the proceedings of a meeting are to comply with the requirements of the Act.
- 12.4 Minutes of the Committee Meeting shall be submitted for confirmation at the next meeting of the Committee and if confirmed, shall be signed by the Presiding Member or other person presiding at the subsequent meeting.

12.5 Minutes of the Committee Meeting and any recommendations (including the minutes and recommendations of any Sub-Committee established by the Committee) shall be submitted to Council and shall be of no effect until endorsed as a resolution of Council.

**13. LIABILITY OF THE COMMITTEE**

13.1 A liability incurred by the Committee rests against Council.

13.2 No liability attaches to a Committee Member of the Committee for an honest act or omission by that Committee Member in the performance or discharge, or purported performance or discharge, of the Member's or the Committee's functions or duties.

**14. CONFLICT OF INTEREST**

13.1 The provisions of Section 73, 74, 75 and 75A of the Local Government Act 1999 will apply to all members of the Committee, in relation to meetings and any business or proposed business of the committee.

13.2 If a member of the Committee believes that a conflict of interest exists or would be perceived to exist in respect of any matter placed before the Committee, that member should declare the interest and not take any part in the discussions or decisions in respect of that matter.

**15. REGISTER OF INTEREST**

Pursuant to Section 72 (1) of the Local Government Act, the register of interest provisions as described in Division 2 'Register of Interest' do not apply to the committee members.

**16. DISPUTES**

Should a dispute arise over any matter, then the Council shall determine the dispute and the decision of the Council shall be final and binding.

**17. DELEGATION**

The Committee has no delegation to act, with all recommendations of the Committee (and of any Sub-Committees established by the Committee) to be considered by the full Council for final decision and resolution.

**18. SUB-COMMITTEES**

18.1 The Committee may establish a Sub-Committee to assist it in a matter.

18.2 When establishing a Sub-Committee, the Committee must set out the Terms of Reference for the Sub-Committee.

18.3 The Committee may appoint to a Sub-Committee Council Members who are not members of the Committee, Council Officers and members of the public with skills or expertise in a field relevant to the matters which the Sub-Committee is established to assist with.

18.4 A Sub-Committee established in accordance with this clause will report to the Committee and will have the same meeting notice, minute keeping and procedural obligations as the Committee and defined in the Act.

18.5 If a Sub-Committee Member is absent from two or more consecutive meetings of the Sub-Committee without an apology accepted by the Committee then that Sub-Committee Member's position shall be considered vacant.

18.6 If a Sub-Committee established under this Clause 18 fails to achieve quorum on three consecutive occasions then the Sub-Committee will be considered to be in

recess and the Chief Executive Officer is to present a report to the Committee for consideration.

**19. AMENDMENTS TO THESE TERMS OF REFERENCE**

- 19.1 The Council may by resolution revoke, vary or add to any of the provisions of these Terms of Reference at its own discretion within the parameters of the Local Government Act and other relevant legislation.
- 19.2 Notwithstanding clause 19.1, before the Council resolves to revoke, vary or add to any of the provisions of these Terms of Reference the opinion of the Committee shall be obtained.

**20. REVIEW**

- 20.1 The Committee will review its performance at least annually and no later than the anniversary date of its establishment.
- 20.2 In reviewing its performance the Committee will have regard to:
  - 20.2.1 completion of tasks as set out in its annual (indicative) work programme;
  - 20.2.2 length of meetings and effective use of available meeting time;
  - 20.2.3 attendance by members;
- 20.3 The results of these reviews will be reported to Council at its next full Council Meeting.

Date	Revision No.	Comment
12 November 2019	Rev 01	Formed due to 2018 Council Election

**16.11 COMMUNITY LAND AND PROCESS TO REVOKE COMMUNITY LAND****File Number: 16/16/2****Author: Director Development & Environmental Services****Authoriser: Director Development & Environmental Services****INTRODUCTION**

Council has a Register of land classed as Community Land and a separate register of Council land that has been excluded from Community Land classification.

Excluded land includes:

- Land at the Industrial Estates at Keith and Bordertown,
- Allotments 159 & 160 Seventh Street Bordertown
- Various Allotments in Brown Terrace Bordertown
- 2 Allotments at the old Bordertown Primary School
- Sections 924 & 945 South Tce Bordertown (Proposed Medical Centre)

Local Government land (other than a road, easement, or right of way) is taken to be classified as community land unless:

- the Council resolves before the land is acquired or comes under its care, control and management that it is excluded from classification (s193 (4) (a)); and
- the land is not affected by provisions of a reservation, dedication, trust or other instrument that would prevent or restrict its alienation (s193(4)(b)).

The following parcels of land namely, Allotment 39 Edward St Bordertown and Allotment 105 Bennett St Keith have not been excluded from Community Land therefore if they were to be developed for residential purposes; Council is required to undertake the process to revoke the community land classification.

**DETAILS OF THE LAND**

Allotment 39 Edward St Bordertown, is a freehold allotment comprising of 4,421<sup>m</sup><sup>2</sup> of vacant land which was transferred to Council in 1956. The subject land was identified some time ago as a suitable site for a possible affordable housing (= no more than 75 per cent of the market rent) project which is now progressing from some preliminary discussions to the scoping stage. It is envisaged there could be up to eight dwellings constructed on the land.

Allotment 105 Bennett St Keith has a total area of 2.32ha. The land was purchased by Council in 2007 but unfortunately was not excluded from the community land classification, therefore if it is to be developed needs to go through the revocation process.

Multiple parcels of land may be dealt with in the one revocation process but the report will need to address the required points set out in Section 194 of the Local Government Act 1999 in relation to each parcel. The consultation will need to clearly specify there are multiple separate parcels of land involved.

**DISCUSSION**

The Local Government Act 1999 establishes a framework for the classification of most land owned by a Council or under a Council's care, control and management as "community land". The framework aims to ensure a consistent, strategic and flexible approach to the administration and management of local government land. Its objectives are to protect community interests in land for current and future generations.

Once classified, community land –

- cannot be disposed of, except in prescribed cases (s201(2));
- may require the preparation and adoption of a management plan (s196);
- can be leased or licensed but only in accordance with prescribed requirements (s202); and
- can be used for business or commercial purposes, subject to the use being authorised in an approved management plan for the land (s200).

Before the Council submits a proposal to the Minister for revocation of the classification of community land, it must prepare and make publicly available a report on the proposal. This report forms the basis of the Council's consultation with the community. It must contain all of the information listed in subsection 194(2) (a) of the Act.

1. a summary of the reasons for the proposal;
2. a statement of any dedication, reservation or trust to which the land is subject; and
3. a statement of whether revocation of the classification is proposed with a view to the sale or disposal of the land and, if so, details of any Government assistance given to acquire the land; and a statement of how the Council proposes to use the proceeds;
4. an assessment of how implementation of the proposal would affect the area and the local community;

If any of the required information is not included in the report, the proposal will not comply with the legislative requirements and the Minister will not be able to exercise his/her discretion. If any of the information is not provided in sufficient detail, the Minister may consider that the community has not been given the appropriate opportunity to fully understand the proposal, and this may affect the assessment of the merits of the proposal.

Public Consultation Requirements - After the report has been prepared, the Act requires that it be made publicly available. The information in that report is intended to inform members of the public of the Council's proposal, enable them to form a view on that proposal, and should they choose, make a submission in support of that view. The Act (s194 (2) (b)) also requires that the Council consult with the public on the proposal in accordance with its own public consultation policy.

Consideration of Submissions - The Act (s50 (4) (b)) requires that the Council's public consultation policy must provide for the consideration by the Council of any submissions made. Once the public notification period has ended, there must be compliance with this aspect of the policy. The Act (s194 (3) (a)) also requires that the Council submit to the Minister a report on all submissions made as part of the consultation process.

Seeking the Approval of the Minister - After considering public submissions, the Council may resolve to seek Ministerial approval for the proposal. Only then, can an application be made to the Minister. The Council may not delegate the power to make an application to the Minister (s44 (3)). *The Council must make a resolution to submit the proposal to the Minister for approval. When submitting the proposal to the Minister the Council should provide a copy of its resolution to submit the proposal.*

Notification of the Minister's decision - The Council will be advised of the Minister's decision in writing. If the Minister does not approve the proposal, or the application does not comply with the Act, it is open to the Council to submit a further proposal in relation to that land at a later time. The revocation of the community land classification does not take effect unless the Council makes a resolution to give effect to the proposal. It may decide that it does not wish to proceed with the revocation. In that case, it is desirable that an appropriate resolution is made.

If the Council resolves to revoke the classification, the land is freed from any dedication, reservation or trust affecting the land, other than a dedication, reservation or trust under the Crown Lands Management Act 2009 (s.195(1))

**OPTIONS**

If Council wishes to develop the land or dispose of the land it must undertake the legislative process to revoke the land from Community Land.

It should be noted that Council may undertake a process to revoke a parcel of land but once the public consultation has been completed it may resolve not to proceed to revoke the classification.

**STRATEGIC PLAN REFERENCE****3 - Economic Development**

3.1 - Create an environment which encourages new and existing businesses to achieve their aspirations for growth

3.1.1 - To have a strong and prosperous economy built on diversifying our established industries, businesses and enterprises and attracting new industries and investors

**POLICY/LEGAL IMPLICATIONS**

The relevant provisions of the Local Government Act 1999 must be followed if the revocation process is to commence and be successful.

**FINANCIAL IMPLICATIONS**

There are minimal costs associated with the revocation process but it will consume staff resources in preparing the necessary consultation reports. There will be a cost in advertising the proposals.

**RISK MANAGEMENT IMPLICATIONS**

The land in Bennett St Keith was identified for residential development when purchased; therefore it is assumed the revocation should not be the subject to objections.

Allotment 39 Edward St Bordertown is a reserve within the Residential zone. It is surrounded by dwellings with substantial areas of parkland and open space in close proximity. Council has not considered developing this land previously.

If there are strong objections to the revocation:

- Council may resolve not to pass a motion to revoke the community land classification.
- The Minister may not agree to revoke the community land classification.

**COMMUNICATION/CONSULTATION/ADVERTISING**

Council will undertake public consultation in accordance with its own public consultation policy.

**ATTACHMENTS**

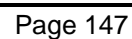
1. Allotment 39 Edward St, Bordertown - Plan  
2. Allotment 105 Bennett St, Keith - Plan  

**RECOMMENDATION**

That Council, after receiving and considering a report titled "Community Land and Process to Revoke Community Land" - advises that:

1. Council intends to proceed with the Community Land Revocation of Allotment 39 Edward St Bordertown CT 1625/59 and Allotment 105 Bennett St Keith, CT 5435/273 to facilitate possible disposal of the land to be used for Residential Developments and
2. Authorise staff to prepare a Consultation Report pursuant to Section 194 of the Local Government Act 1999 and undertake public consultation on the proposal, in accordance with Council's public consultation policy.



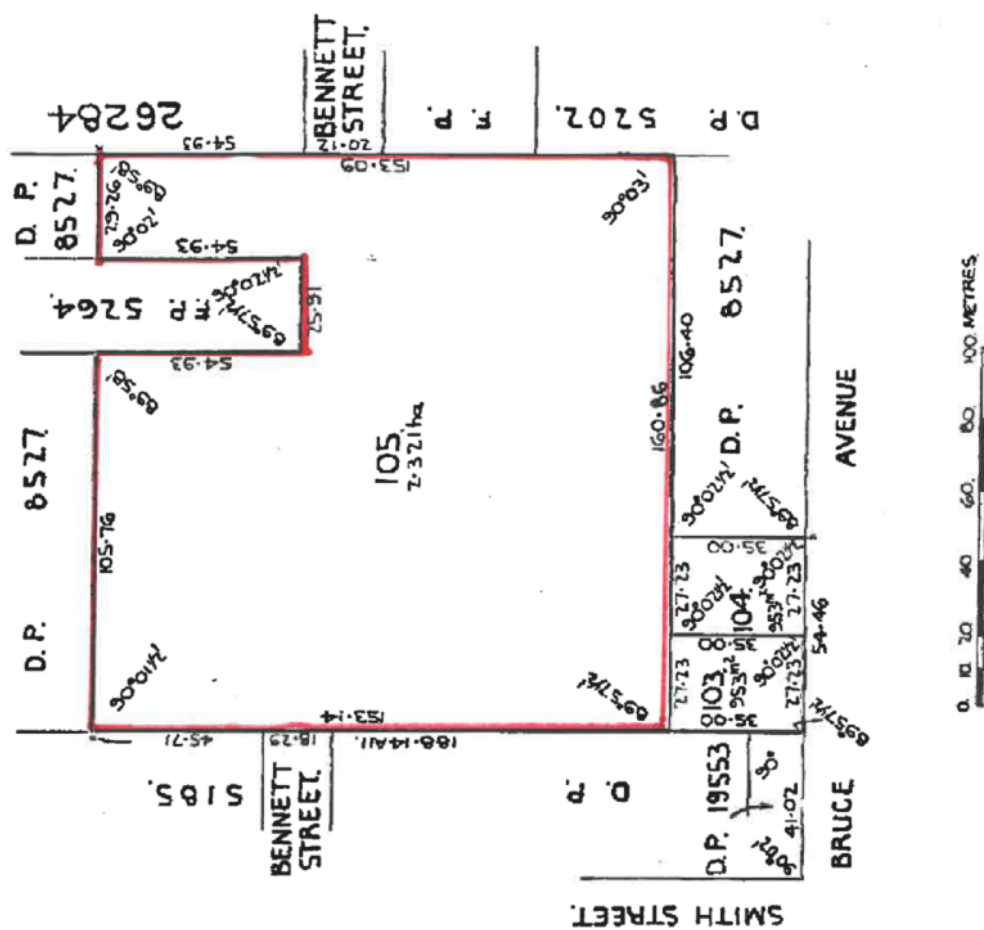


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## LANDS TITLES OFFICE ADELAIDE SOUTH AUSTRALIA

DIAGRAM FOR CERTIFICATE OF TITLE VOLUME 5435 FOLIO 273

SEARCH DATE: 19/04/2005 TIME: 14:23:14



**16.12 DRAFT PLANNING AND DESIGN CODE****File Number: 3/3/2****Author: Director Development & Environmental Services****Authoriser: Director Development & Environmental Services****INTRODUCTION**

The Draft Planning and Design Code is a single set of rules which proposes to replace the planning policy in the 72 individual Council Development Plans. The Code was released for public consultation on 1 October 2019 with the consultation period closing at the end of November. It is legislated to begin operation in rural councils from April 2020.

**DISCUSSION**

Recently Council staff met with Jeffery Stewart and Tom Victory, both Senior Planners from Department of Planning, Transport and Infrastructure (DPTI), to discuss the draft Planning and Design Code and more specifically the Tatiara District Council Code Extract.

At the time of writing this report, the interactive electronic planning system is yet to be established (expected by February 2020). The consultation drafts of the Code provided to councils are convoluted, difficult to read, and over 1,000 pages long for Tatiara District Council alone (almost 3,000 pages for the entire Code). The draft code is written in a way that is not conducive to planners working with/understanding it, let alone the community who don't deal with planning matters all the time. Even though the new electronic planning system may be beneficial in the longer term, early indications suggest there will be numerous issues to work through in the short term.

The Code is divided into following parts;

1. Rules and Interpretation
2. Zones & Sub-zones
3. Overlays
4. General Modules
5. Designated areas
6. Technical & numeric variations
7. Definitions
8. Referrals
9. Amendments

Many of the zone names have been changed and not necessarily for the better.

Some examples are;

- Commercial to Suburban Employment
- Industry to Employment
- Residential to General Neighbourhood
- Town Centre to Township Activity Centre

The release of the draft Code has highlighted significant differences in comparison to Council's current Development Plan, with much of the local content not reflected in the Code. This has the potential to create some inconsistencies when assessments are undertaken.

Some examples are:

- Council has numerous concept plans which provide guidance on how land should be developed in specific areas. No concept plans have been incorporated into the Code.
- Water Protection zone is now simply a Rural Zone.
- Contributory Items in the Historical Conservation area, McLeod Street, Bordertown, have been removed completely.
- Mundulla Policy Area has been removed, therefore Mundulla is subject to the provisions of the Township zone. The minimum allotment size of 1,500<sup>m</sup><sup>2</sup> has been retained.
- 1 in 100 year flood mapping of the Tatiara Creek has not been included.
- Land Management Agreements have not been included.
- Allotment sizes in Padthaway Commercial zone well in excess of the acceptable area.

There seems to be significant issues with the Code as it currently stands, including anomalies in the overlays provided to reflect local content and it is going to take substantial time to work through these issues. DPTI acknowledge the Code is not 100% complete at consultation and are also aware of errors in the text and maps. The Department is relying on Council staff with their local expertise, knowledge and experience to identify where the errors, inconsistencies or gaps exist.

It is also of concern that without local variations included in the Code this may contribute to inconsistencies in the future. A simple example may be a private garage. A 40<sup>m</sup><sup>2</sup> garage subject to meeting certain criteria is Accepted development. Council's current policy allows up to 81<sup>m</sup><sup>2</sup> as complying development and with a 10% variance we allow 90<sup>m</sup><sup>2</sup>.

If an application was to be Code assessed in the future and it did not meet the Deemed to Satisfy provisions, it is possible the application may be refused which is a concern. There may be increased flexibility to deal with local issues but this may also lead to inconsistencies.

DPTI have said that the short time frame for public consultation will not change as they are of the opinion that Council can always run a Code Amendment once it comes in if something gets overlooked in the April release. Whilst the format of a Code Amendment is apparently still being worked through by DPTI, such amendments are still likely to cost money for Councils to instigate and run when that would not be necessary if the code was developed accurately now.

A Code Amendment to amend something that was missed also means that there may be a loop hole in the planning policy that could potentially allow inappropriate development to occur in inappropriate areas until such time as the loop hole is able to be closed.

A majority of Councils strongly support the LGA with the position they are taking in lobbying for more time to get this right. Whilst it is acknowledged that the Code has been written to ultimately be 'electronic', that doesn't help Council staff who have to read, absorb and assess the changes in such a tight timeframe (2 months) whilst trying to do other work which the ratepayers still expect to be done.

Unlike larger metro Councils, most rural Councils don't have dedicated planning policy teams to be doing the review. It is also interesting that city councils have a longer period to review the Code so they could recommend changes which could be included after the consultation period for rural councils has closed.

Over the years Tatiara Council has spent significant funds to develop Planning Policy in a manner acceptable to Council and in most parts to the general community, and it is of great concern that the Code writers in DPTI appear to have taken a single minded, metro-focused, one-size-fits-all approach to the new Code.

The Development Plan has traditionally been owned by Council, and it is important that the Council itself are familiar with a document which will guide future development in the district. Not sure that this new system will provide that outcome.

The introduction of E Planning does have merit but it will take a substantial period of time to work through all the differences between local content, overlays and the new code which is sufficient justification why the consultation period should be extended.

**OPTIONS**

1. A submission to DPTI advising;
  - The consultation time frames for rural councils are too short, and it is unclear why this should be any different for the larger centres that have greater resources.
  - Council is concerned that the format and hard copy of the draft Planning and Design Code which is currently on consultation is difficult to work through and not easy to interpret.
  - Due to the Development Application processing component of the ePlanning system progressing with testing to commence in February 2020 there is minimal time to rectify issues or train staff in the use of this system. ePlanning and the operation of the Planning and Design Code both need to commence together, preferably 1 July 2020 in the lead up to Phase Two implementation.
  - There are significant differences when comparing the draft Code to Council's current Development Plan. It is imperative for Council to understand what the potential impacts may be for the Tatiara.
2. Accept the time frames and policy content as provided and do not provide a submission to DPTI.

**STRATEGIC PLAN REFERENCE****3 - Economic Development**

3.1 - Create an environment which encourages new and existing businesses to achieve their aspirations for growth

3.1.1 - To have a strong and prosperous economy built on diversifying our established industries, businesses and enterprises and attracting new industries and investors

3.1.1.2 - Develop and implement a strategy to foster economic development and tourism, which includes partnering with Government bodies (like the RDA) to seek out and attract potential new industries

**POLICY/LEGAL IMPLICATIONS**

The Planning and Design Code is a Statutory Instrument under the Planning, Development and Infrastructure Act 2016.

**FINANCIAL IMPLICATIONS**

There are both financial and human resources required to implement the new system which will be ongoing especially once Code amendments are initiated and maintaining the ePlanning system. Substantial training will be required for planning staff which also comes at a cost.

**RISK MANAGEMENT IMPLICATIONS**

There is a risk if Councils do not highlight the significant differences and accept the Planning and Development Code in its current format; this has the potential for ramifications in the future.

**COMMUNICATION/CONSULTATION/ADVERTISING**

There has been consultation undertaken by DPTI staff but this has very been poorly attended which may be a reflection of the poor advertising undertaken.

**ATTACHMENTS**

1. Tatiara Transition Table - Key Overlays [!\[\]\(bb206d59201365f58a8cc6891ea4396b\_img.jpg\)](#) 
2. Tatiara Transition Table - Zone Descriptions [!\[\]\(69dae4446dbd46e6946cf02fa4d30ef1\_img.jpg\)](#) 

**RECOMMENDATION**

That Council authorise staff to prepare a submission to the Department of Planning, Transport and Infrastructure which reflects the issues highlighted in the “Draft Planning and Development Code” report provided by the Director of Development and Environmental Services.

## TATIARA TRANSITION TABLE – Key Overlays

Current Development Plan Zone	Planning & Design Code Zone	Relevant Environmental Overlays	Other Relevant Overlays
<b>Bulk Handling</b> ➤ Mill Policy Area 1	<b>Employment (Bulk Handling)</b>	Native Vegetation Overlay Water Protection Area Overlay	State Heritage Place Overlay Hazards (Bushfire Urban Interface) Overlay
<b>Caravan and Tourist Park</b>	<b>Caravan and Tourist Park</b>	Native Vegetation Overlay Water Protection Area Overlay	
<b>Commercial</b> ▪ Brown Terrace (Bordertown) Precinct 1 ▪ Weir Drive (Bordertown) Precinct 2 ▪ Naracoorte Road (Keith) Precinct 3 ▪ Riddoch Highway (Keith) Precinct 4	<b>Suburban Employment</b>	Native Vegetation Overlay Water Protection Area Overlay	Hazards (Bushfire Urban Interface) Overlay
<b>Community</b>	<b>Community Facilities</b>	Native Vegetation Overlay Water Protection Area Overlay	Local Heritage Place Overlay Hazards (Bushfire Urban Interface) Overlay
<b>Community</b> ➤ Recreation Policy Area 2	<b>Recreation</b>	Native Vegetation Overlay Water Protection Area Overlay	Local Heritage Place Overlay Hazards (Bushfire Urban Interface) Overlay
<b>Conservation</b> ▪ Ngarkat Conservation Park Precinct	<b>Conservation</b>	State Significant Native Vegetation Overlay Water Protection Area Overlay	Hazards (Bushfire - High Risk) Overlay
<b>Deferred Urban</b>	<b>Deferred Urban</b>	Native Vegetation Overlay Water Protection Area Overlay	Hazards (Bushfire - General) Overlay
<b>Industry</b> ▪ Industrial Estate (Bordertown) Precinct 6	<b>Employment</b>	Native Vegetation Overlay Water Protection Area Overlay	Hazards (Bushfire Urban Interface) Overlay
<b>Industry</b> ➤ Infrastructure Policy Area 3	<b>Infrastructure</b>	Water Protection Area Overlay Water Resources Overlay Native Vegetation Overlay	Hazards (Bushfire - General) Overlay Hazards (Flooding - General Risk) Overlay
<b>Primary Production</b>	<b>Rural</b>	Native Vegetation Overlay Water Protection Area Overlay	State Heritage Place Overlay Limited Land Division Hazards (Flooding - General Risk) Overlay
<b>Primary Production</b> ➤ Stock Slaughter Works Policy Area ▪ Dark Island Well Road (Keith) Precinct ▪ Meatworks Road (Bordertown) Precinct	<b>Intensive Rural Enterprise</b>	Water Protection Area Overlay Water Resources Overlay Native Vegetation Overlay	Hazards (Bushfire - General) Overlay
<b>Residential</b> ➤ Home Industry Policy Area 5	<b>General Neighbourhood</b>	Native Vegetation Overlay Water Protection Area Overlay	Hazards (Bushfire Urban Interface) Overlay
<b>Rural Living</b> ▪ Cannawigara Road North (Bordertown) Precinct ▪ Cannawigara Road South (Bordertown) Precinct ▪ Emu Flat Road (Keith) Precinct ▪ Golf Course (Keith) Precinct ▪ Golf Course Road (Bordertown) Precinct ▪ Mundulla Precinct ▪ Naracoorte Road (Bordertown) Precinct ▪ Padthaway Precinct ▪ Pigeon Flat Road (Bordertown) Precinct ▪ Stirling Road (Keith) Precinct ▪ Western Drive (Bordertown) Precinct ▪ Wolseley Precinct ▪ Horse Keeping (Bordertown) Precinct	<b>Rural Living</b> ➤ Animal Husbandry	Native Vegetation Overlay Water Protection Area Overlay	Hazards (Bushfire - General) Overlay
<b>Town Centre</b> ▪ East Terrace (Bordertown) Precinct ▪ Retail Core (Bordertown) Precinct ▪ Retail Core (Keith) Precinct	<b>Township Activity Centre</b>	Native Vegetation Overlay Water Protection Area Overlay	State Heritage Place Overlay Local Heritage Place Overlay Hazards (Flooding - General Risk) Overlay
<b>Township</b> ➤ Mundulla Policy Area	<b>Township</b>	Native Vegetation Overlay Water Protection Area Overlay	State Heritage Place Overlay Local Heritage Place Overlay Hazards (Bushfire Urban Interface) Overlay
<b>Water Protection</b>	<b>Rural</b>	Native Vegetation Overlay Water Protection Area Overlay	State Heritage Place Overlay Limited Land Division Hazards (Flooding - General Risk) Overlay

## TATIARA TRANSITION TABLE – Zone Descriptions

Current Development Plan Zone	Planning & Design Code Zone	Relevant Environmental Overlays
<b>Bulk Handling</b> ➤ Mill Policy Area 1	Employment (Bulk Handling)	<p>The <b>Employment (Bulk Handling) Zone</b>, is a specific employment zone to accommodate agriculture and other commodities which are received, stored and dispatched in bulk.</p>
Caravan and Tourist Park	Caravan and Tourist Park	<p>The <b>Caravan and Tourist Accommodation Zone</b> is a specific zone to support tourist accommodation, including caravan and camping sites, cabins and transportable dwellings, along with associated services and facilities for enhanced tourism experiences and enjoyment.</p>
<b>Commercial</b> <ul style="list-style-type: none"> <li>▪ Brown Terrace (Bordertown) Precinct 1</li> <li>▪ Weir Drive (Bordertown) Precinct 2</li> <li>▪ Naracoorte Road (Keith) Precinct 3</li> <li>▪ Riddoch Highway (Keith) Precinct 4</li> </ul>	Suburban Employment	<p>The <b>Suburban Employment Zone</b> supports a diverse range of low impacting light industrial, commercial (including bulky goods) and business activities that may complement the role of other zones with significant industrial, shopping and business activities.</p>
Community	Community Facilities	<p>The purpose of the <b>Community Facilities Zone</b> is to provide for a range of community and institutional type developments. This includes social, health, welfare, educational and recreation facilities that provide a service to the local community and larger scale community facilities that provide a service to the wider community and beyond, such as, schools and hospitals.</p> <p>The Community Facilities Zone therefore is primarily used to define a location where community uses exist or are anticipated and, as such, does not provide a detailed policy framework that can be used to guide the assessment of development.</p>
<b>Community</b> ➤ Recreation Policy Area 2	Recreation	<p>The <b>Recreation Zone</b> provides for a wide range of sporting, entertainment and recreation land uses and activities that are accessible to the community, including associated spectator and administration facilities.</p>

		<p>In a majority of existing Development Plans recreation land uses and activities are not currently located within a Recreation Zone. Therefore, if these areas are currently located within an existing recreation policy area or precinct, they have been incorporated into the Code Recreation Zone. It is anticipated that recreational areas, which are not currently located within recreation zone, policy area or precinct, will eventually be accommodated within the Code Recreation Zone.</p>
<b>Conservation</b> <ul style="list-style-type: none"> <li>Ngarkat Conservation Park Precinct</li> </ul>	<b>Conservation</b>	<p>The <b>Conservation Zone</b> will apply over conservation parks and reserves, ordinarily under State and Federal ownership as well as publicly and privately owned land where coastal or riverine processes occur.</p> <p>The zone provides for a limited mix of development/land uses, including signage related to conservation and tourist information, small scale recreational facilities/amenities, campgrounds and structures for conservation purposes. The Conservation Zone seeks to balance appropriate and reasonably contemplated land uses with conservation objectives.</p> <p>Reflecting the current policy framework, the Conservation Zone identifies tourist accommodation, dwelling and land division as restricted forms of development to enable a greater level of rigour around assessment.</p>
<b>Deferred Urban</b>	<b>Deferred Urban</b>	<p>The purpose of the <b>Deferred Urban Zone</b> is the retention of land for future development at an appropriate time. The Deferred Urban Zone provides a policy framework that can be used to restrict, minimise or prevent land uses and activities that are likely to be incompatible with or detrimental to the future orderly and efficient development of the land for long-term urban development.</p> <p>The policies in the zone allow for a limited range of low intensity land uses and activities, which are necessary to support the existing use of the land without impeding the ability of the land to be developed for alternative forms of urban development, in the future.</p>

<b>Industry</b> ▪ Industrial Estate (Bordertown) Precinct 6	<b>Employment</b>	The <b>Employment Zone</b> supports a comprehensive range of industrial (including general industry), logistical, warehousing, storage, research and training land uses, typically higher impacting activities.
<b>Industry</b> ➤ Infrastructure Policy Area 3	<b>Infrastructure</b>	The <b>Infrastructure Zone</b> caters for the protection, provision, maintenance and expansion of infrastructure services and facilities, supporting orderly development and vehicular movements, along with infrastructure services and facilities that manage environmental impacts.
<b>Primary Production</b>	<b>Rural</b>	The <b>Rural Zone</b> covers the majority of the incorporated areas of the State and supports a wide range of primary production activities. There will be increased opportunities for value-adding and improved renewable energy opportunities, including updated windfarm/solar farm provisions.
<b>Primary Production</b> ➤ Stock Slaughter Works Policy Area ▪ Dark Island Well Road (Keith) Precinct ▪ Meatworks Road (Bordertown) Precinct	<b>Intensive Rural Enterprise</b>	The <b>Rural Intensive Enterprise Zone</b> provides for the large scale commercial production of animal and animal products (intensive animal keeping, broiler sheds, feedlots, and piggeries), processing facilities and supporting ancillary industries that are important economic and employment assets to the State. The zone generally contains larger allotment sizes to deal with significant external impacts (noise, odour, waste) and large buffers.
<b>Residential</b> ➤ Home Industry Policy Area 5	<b>General Neighbourhood</b>	The <b>General Neighbourhood Zone</b> primarily provides for residential development and will be applied to most of the residential land in Greater Adelaide as well as some areas of Regional South Australia. Development will generally retain a suburban character + scale of 1 or 2 storey and will primarily involve replacing an existing building with 2 or more dwellings. In most circumstances the current Residential Code applies to these areas, in addition to Development Plan policies.
<b>Rural Living</b> ▪ Cannawigara Road North (Bordertown) Precinct ▪ Cannawigara Road South (Bordertown) Precinct ▪ Emu Flat Road (Keith) Precinct ▪ Golf Course (Keith) Precinct ▪ Golf Course Road (Bordertown) Precinct	<b>Rural Living</b> ➤ Animal Husbandry	The <b>Rural Living Zone</b> , provides for low density residential living consisting of detached dwellings on large allotments and associated small-scale, non-intensive rural activities that do not adversely impact the amenity of the locality. Ancillary land uses, such as small scale animal keeping, will be of a scale and type that will not interfere with the residential function of the land or adjoining land, or the semi-rural character desired for the zone. Allotments of a size capable of supporting hobby rural activities such as horse keeping, small scale horticulture and small scale businesses. Site areas will vary between 4000m <sup>2</sup> and 4 hectares.

<ul style="list-style-type: none"> <li>▪ Mundulla Precinct</li> <li>▪ Naracoorte Road (Bordertown) Precinct</li> <li>▪ Padthaway Precinct</li> <li>▪ Pigeon Flat Road (Bordertown) Precinct</li> <li>▪ Stirling Road (Keith) Precinct</li> <li>▪ Western Drive (Bordertown) Precinct</li> <li>▪ Wolseley Precinct</li> <li>▪ Horse Keeping (Bordertown) Precinct</li> </ul>		
<b>Town Centre</b> <ul style="list-style-type: none"> <li>▪ East Terrace (Bordertown) Precinct</li> <li>▪ Retail Core (Bordertown) Precinct</li> <li>▪ Retail Core (Keith) Precinct</li> </ul>	<b>Township Activity Centre</b>	<p>The <b>Township Activity Centre Zone</b> accommodates small-to-medium sized activity centres in regional areas that act as the focus of activity in the district.</p> <p>The zone will accommodate a range of retail, office, entertainment and recreational land uses. Housing may be appropriate where it will not prejudice the operation of envisaged non-residential uses. Building height up to 4 storeys may be appropriate, subject to appropriate interface with adjoining zones.</p>
<b>Township</b> <ul style="list-style-type: none"> <li>➤ Mundulla Policy Area</li> </ul>	<b>Township</b>	<p>The <b>Township Zone</b> provides for a range of residential, community, retail, business, commercial and light industry uses and facilities to serve the local community, businesses and the visiting public. Development will contribute to and enhance existing streetscapes and settlement patterns found in the township.</p>
<b>Water Protection</b>	<b>Rural</b>	<p>The <b>Rural Zone</b> covers the majority of the incorporated areas of the State and supports a wide range of primary production activities. There will be increased opportunities for value-adding and improved renewable energy opportunities, including updated windfarm/solar farm provisions.</p>

**17 REPORTS OF OFFICERS FOR INFORMATION****17.1 CEO - MEETINGS AND EVENTS ATTENDED - OCTOBER 2019****File Number:** 12/62/11**Author:** Chief Executive Officer**Authoriser:** Chief Executive Officer**DISCUSSION**

Meetings and Events attended by CEO during October 2019:

<b>Date</b>	<b>Details</b>
<b>OCTOBER 2019</b>	
01/10/2019	Keith Office
02/10/2019	Directions Hearing
02/10/2019	Audit Committee Meeting
02/10/2019	JBS Meeting
03/10/2019	Citizenship Ceremony
03/10/2019	Bordertown Health Hub Meeting
04/10/2019	LG Professionals, SA CEO Network Forum
09/10/2019	LGA Procurement Discussion
10/10/2019	Citizenship Ceremony
14/10/2019	Cross Border Tourism Meeting
15/10/2019	SE Region Affordable Housing Project Steering Group
15/10/2019	Growing SA's food, wine and agribusiness sector
17/10/2019	WHS Meeting
17/10/2019	Meeting with Mundulla Netball Club
17/10/2019	Citizenship Ceremony
21/10/2019	Tourism Management Group Meeting
21/10/2019	DPTI – Release of Planning and Design Code Phase 2
22/10/2019	Local Government Chief Executives - Roundtable
28/10/2019	Crown Lands Introduction and Discussion
28/10/2019	Landcare Conference – Welcome Reception
29/10/2019	Welcome to the Landcare Conference
29/10/2019	2019 State Community Landcare Conference Gala Dinner and Landcare Awards
30/10/2019	LGA Conference and Annual General Meeting
30/10/2019	JPB Agreement Review
31/10/2019	LGA Conference and Annual General Meeting
31/10/2019	South East Affordable Housing Steering Group Meeting

**ATTACHMENTS****Nil**

**17.2 DCCS - MEETINGS AND EVENTS ATTENDED - OCTOBER 2019****File Number:** 12/62/11**Author:** Director Corporate & Community Services**Authoriser:** Director Corporate & Community Services**INTRODUCTION**

Meetings and Events attended by DCCS during October 2019.

<b>Date</b>	<b>Details</b>
<b>OCTOBER 2019</b>	
01/10/2019 – 11/10/2019	Annual Leave
14/10/2019	Meeting with Terry Hutchings, State of a Warrior event
14/10/2019	Meeting with David Ciampa, Lions Club of Bordertown
14/10/2019	Meeting with Neil Smedley and John O'Brien, Tatiara Men's Shed
14/10/2019	Meeting with Michael and Vicki Eckert, Clayton Farm caretakers
16/10/2019	Attended Keith Office
18/10/2019	Meeting with Sports SA – Tatiara Masters Games Meeting
21/10/2019	CSO Traineeship Interviews
22/10/2019	CSO Traineeship Interviews
23/10/2019	CSO Traineeship Interviews
23/10/2019	Masters Games Sports Co-Ordinator meeting
23/10/2019	Masters Games ROC meeting
25/10/2019	Meeting with David Petersen, Bordertown Caravan Park
25/10/2019	Setting up for State Landcare Conference
28/10/2019	Setting up for State Landcare Conference
28/10/2019	Meeting with Kieran O'Donovan, Good Country Physiotherapy re: Masters Games
29/10/2019	Meeting with Chris Wood (Cancer Foundation) re: Relay for Life
30/10/2019	Keith Office

**ATTACHMENTS****Nil**

**17.3 DIO - MEETINGS AND EVENTS ATTENDED - OCTOBER 2019****File Number:** N/A**Author:** Director Infrastructure & Operations**Authoriser:** Director Infrastructure & Operations**INTRODUCTION**

Meeting and Events attended by DIO during October 2019.

<b>Date</b>	<b>Details</b>
<b>OCTOBER 2019</b>	
01/10/2019	Vendor Panel Training
08/10/2019	Informal Gathering – Multiple Sporting Complexes Masterplanning
08/10/2019	Informal Gathering – Strategic Planning, the next steps
08/10/2019	Council Meeting
09/10/2019	Bordertown on the Move meeting
10/10/2019	Meeting with Ryan Hayman re: pump tracks
14/10/2019	Keith Office
15/10/2019	Cert III Civil Construction Trainee Interviews
16/10/2019	Jetmaster Operator Interview
16/10/2019	Parks & Gardens Contract Interview
23/10/2019	Parks & Gardens Contract Interview
23/10/2019	Jetmaster Operator Interview
28/10/2019	Annual leave – until 11/11/2019

**ATTACHMENTS**

Nil

**17.4 WORKS UPDATE**

**File Number:** N/A  
**Author:** Director Infrastructure & Operations  
**Authoriser:** Director Infrastructure & Operations

**INTRODUCTION**

Update on the Works Program.

**DISCUSSION**

Crews continue with the construction program including resheets, sealed road reconstruction and kerb renewal works.

**Patrol Grading**

Round 1 of the patrol grading program has been completed.

**Resheets**

Resheets continue with the completion of Pier Point Road and Brimbago South Road and work is currently underway on Swedes Flat Road.

**Road Reconstructions/Constructions**

Grosser Road construction has been completed and the construction crew have begun the Carew Road reconstruction.

### Kerb Renewal

A segment of kerbing on Binnie Street adjacent to the Caltex service station is near completion. Another section of kerb replacement on Binnie Street between Crocker and Farquhar Streets will then commence.



**Image 1: Binnie Street kerb renewal works.**

### Tree Trimming

Contractors are half way through this year's rural road tree trimming program.

### Parks and Gardens

Gardening staff are working on the following projects:

- Roadside and reserve mowing in Keith and Mundulla
- Roadside weed spraying
- Fertilising and irrigation maintenance of parks across the district
- Completed tree removal on Victoria Parade
- Completed round of park mowing and maintenance in Keith

**Plant & Machinery**

The John Deere 4x4 tractor (P5528) replacement has been ordered and will arrive shortly.

Quotes have been received for the replacement of two tip trucks (2 tonne), subject of a separate report.

A request for quote will be put out for the replacement of a 6 tonne truck and for the mechanic's workshop ute.

**Grants**Black Spot Funding

Council will not apply for funding in 2020-21. The next step in addressing the Frances Road Stotts Road intersection safety issue is to appoint a consultant to undertake a vegetation assessment on the proposed by-pass route. DPTI have agreed to contribute to these costs.

Bicycle Paths – Cannawigara Road Bicycle Track Survey

We continue to await an announcement on the grant application for an off road bicycle path along Cannawigara Road.

Open Spaces and Places for People Grant

With the reallocation of \$50,000 for the development of pump tracks in Keith and Bordertown we are preparing to go out to tender for the design and construction including public consultation.

Bridges Renewal Funding

The parameters and opening date for Round Five have not yet been decided, however, it is expected nominations will be called later in the year.

A consultant has completed an assessment of the condition of the Victoria Parade bridge and found that there has been no significant degradation of the structure over the past year. Thus Council can wait for the funding round to open and submit an application for replacing the bridge.

**OPTIONS**

N/A

**STRATEGIC PLAN REFERENCE**

2 - Infrastructure and Assets

2.1 - Plan for and provide infrastructure appropriate to the community's needs

2.1.1 - Prudently review and manage Council's AMPs with its LTFP

2.1.1.3 - Deliver works to develop and maintain Council's physical assets for long-term sustainability, amenity and safety

**POLICY/LEGAL IMPLICATIONS**

N/A

**FINANCIAL IMPLICATIONS**

See attachment




**RISK MANAGEMENT IMPLICATIONS**

N/A

**COMMUNICATION/CONSULTATION/ADVERTISING**

N/A

**ATTACHMENTS**

1. Project Status Report [!\[\]\(102923edf8e086b370c11ff070910739\_img.jpg\)](#) 
2. Budget Summary [!\[\]\(c97965c1f05080feb302b06baabcaf97\_img.jpg\)](#) 
3. Budget Summary Detail [!\[\]\(d3ac1e01ae27e14ff1f929191fe7e612\_img.jpg\)](#) 

Tatiara Distract Council  
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Monthly Status Report 1920.xlsx  
as at 6/11/2019

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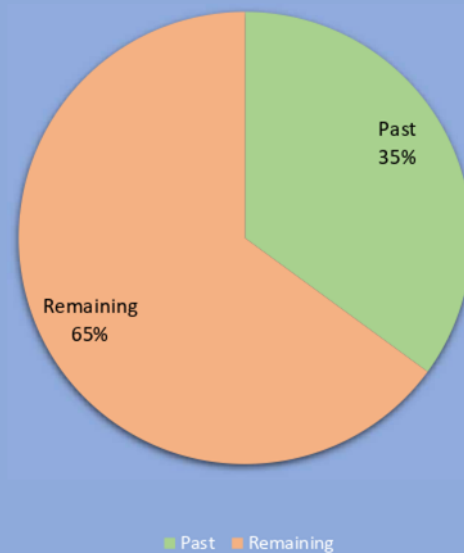
SP	Sub-Programme Description	Description	Original Budget	YTD Budget	YTD Actual	Variance (%)	Expenditure Progress	Status
2000	Road Construction	ROAD CONSTRUCTION - UPGRADES						
2000	Road Construction	Wirrega North Rd - Reconstruct & Seal	\$220,000.00	\$220,000.00	\$0.00	-100.00%	<div></div>	Planned
2000	Road Construction	Tatiara Road Widening	\$200,000.00	\$200,000.00	\$2,600.62	-98.70%	<div></div>	Planned
2000	Road Construction	Rd Construction - Ramsay Tce - Cannawigara To Pigeon Flat	\$200,000.00	\$150,000.00	\$8,327.63	-94.45%	<div></div>	Commenced
2000	Road Construction	Rd Construction - Service Road Keith Adj To Duke Highway	\$53,000.00	\$53,000.00	\$7,650.96	-85.56%	<div></div>	Commenced
2000	Road Construction	Road Constr. - Wols.Railway Tce South	\$10,000.00	\$14,000.00	\$7,737.96	-44.73%	<div></div>	Commenced
2000	Road Construction	Pine Hill North Road - Sealed Road Renewal	\$86,000.00	\$86,000.00	\$56,733.31	-34.03%	<div></div>	Commenced
2000	Road Construction	Beeamma Parson Road - Sealed Road Renewal	\$30,000.00	\$30,000.00	\$0.00	-100.00%	<div></div>	Planned
2000	Road Construction	Carew Road - Sealed Road Renewal	\$104,000.00	\$104,000.00	\$4,814.54	-95.37%	<div></div>	Planned
2000	Road Construction	Grosser Road Construct Rubble Road	\$200,000.00	\$200,000.00	\$108,573.33	-45.71%	<div></div>	Commenced
2000	Road Construction	Rd Constr. - Creecoona Tce & Victoria Pde Intersection	\$200,000.00	\$200,000.00	\$0.00	-100.00%	<div></div>	Planned
2000	Road Construction	Rd Constr. - Cannawigara Rd Widening	\$200,000.00	\$200,000.00	\$2,939.55	-98.53%	<div></div>	Planned
2000	Road Construction	ROAD CONSTRUCTION - RESHEETS						
2000	Road Construction	Various Resheets	\$1,050,000.00	\$0.00	\$0.00		<div></div>	Planned
2000	Road Construction	ROAD CONSTRUCTION - RESEALS						
2000	Road Construction	Reseals	\$820,000.00	\$820,000.00	\$1,800.00	-99.78%	<div></div>	Planned
2000	Road Construction	CONSTRUCTION - STORMWATER DRAINAGE						
2000	Road Construction	Keith - Stormwater Drainage Cnr Makin & Heritage	\$100,000.00	\$100,000.00	\$0.00	-100.00%	<div></div>	Planned
2000	Road Construction	Keith Drainage - Heritage Street Spoon Drain	\$8,368.00	\$20,000.00	\$82.12	-99.59%	<div></div>	Planned
2000	Road Construction	CONSTRUCTION - KERB & GUTTER						
2000	Road Construction	Kerb & Gutter	\$100,000.00	\$0.00	\$0.00		<div></div>	Planned
2000	Road Construction	Btn K&G Reconstruction - Western Service Road	\$80,000.00	\$0.00	\$0.00		<div></div>	Planned
2000	Road Construction	CONSTRUCTION - FOOTPATHS						
2000	Road Construction	Footpath - Street Furniture Development	\$5,000.00	\$5,000.00	\$377.26	-92.45%	<div></div>	Planned
2000	Road Construction	Btn East Tce Footpath - Btn Hotel	\$2,510.00	\$2,510.00	\$0.00	-100.00%	<div></div>	Planned
2000	Road Construction	Constr. Footpaths - Btn Recreation Lake To Cbd	\$30,000.00	\$30,000.00	\$0.00	-100.00%	<div></div>	Planned
2000	Road Construction	Constr. Footpaths - Btn East Tce To Wildlife Park	\$40,000.00	\$40,000.00	\$0.00	-100.00%	<div></div>	Planned
2000	Road Construction	Constr. Footpaths - Kth Ross Ave	\$40,000.00	\$40,000.00	\$0.00	-100.00%	<div></div>	Planned
2000	Road Construction	Constr. Footpaths - Kth Bruce Ave	\$80,000.00	\$80,000.00	\$1,879.45	-97.65%	<div></div>	Planned
2000	Road Construction	CONSTRUCTION - TRAFFIC CONTROL & CARPARKS						
2000	Road Construction	Carpark Renewals	\$32,000.00	\$25,998.00	\$0.00	-100.00%	<div></div>	Planned
2000	Road Construction	Carparks Keith - Railway Land - Beautify	\$83,250.00	\$83,250.00	\$7,362.61	-91.16%	<div></div>	Commenced
2000	Road Construction	CONSTRUCTION - OTHER						
2000	Road Construction	Land Aquisition & Survey Costs	\$5,000.00	\$5,000.00	\$0.00	-100.00%	<div></div>	Planned
2000	Road Construction	Bike Tracks - Bordertown Cannawigara Road	\$100,000.00	\$100,000.00	\$0.00	-100.00%	<div></div>	Planned
2000	Road Construction	Mundulla - Truck Parking Wirrega Road	\$12,000.00	\$12,000.00	\$0.00	-100.00%	<div></div>	Planned

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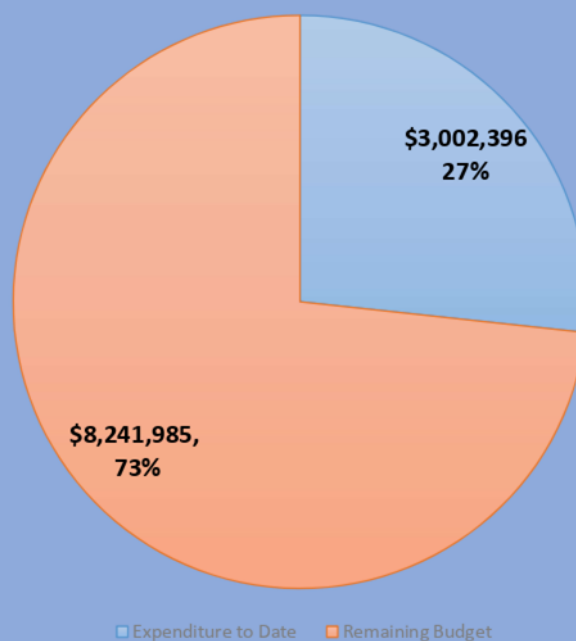
2019/20 Budget Progress

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### Progress through the year (Days)



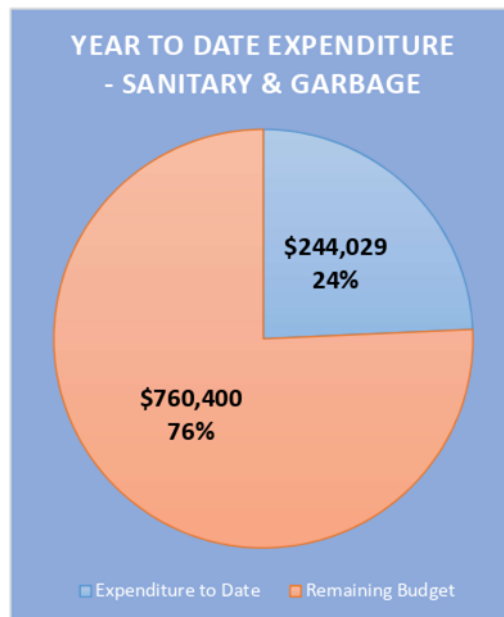
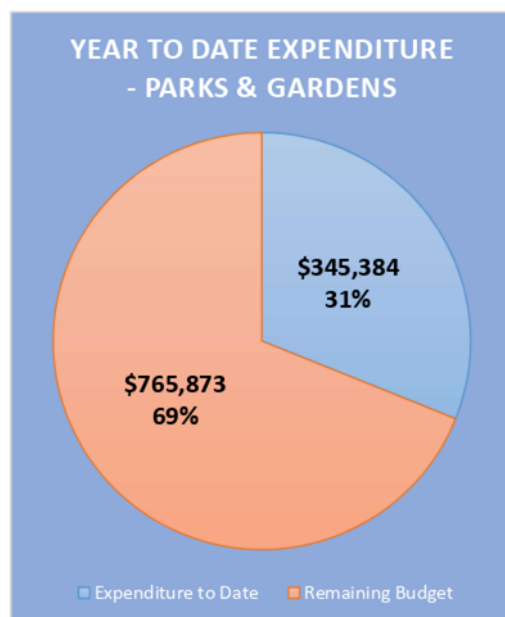
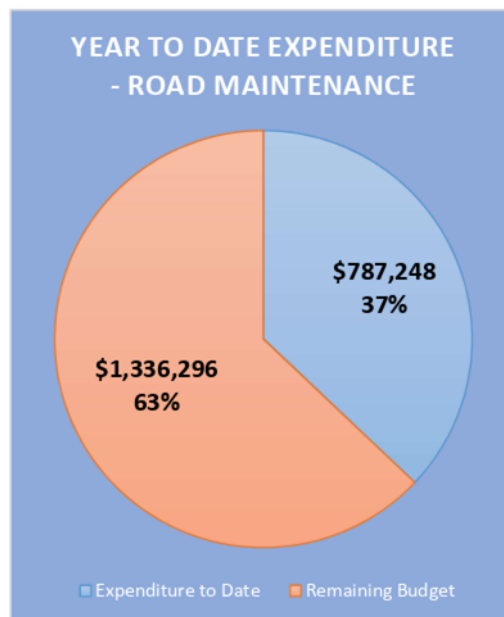
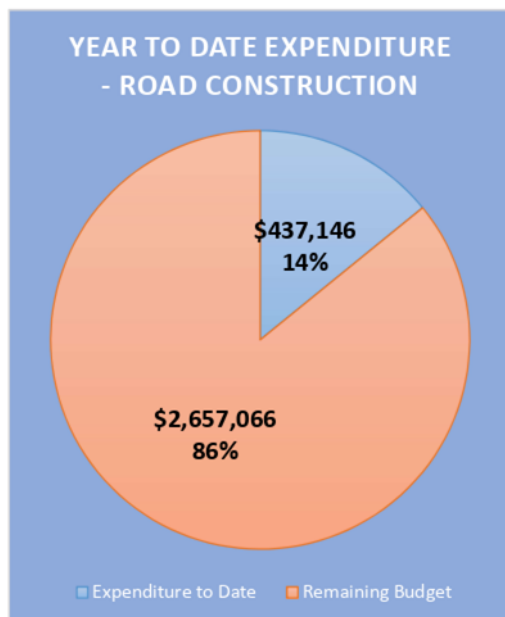
### YEAR TO DATE EXPENDITURE



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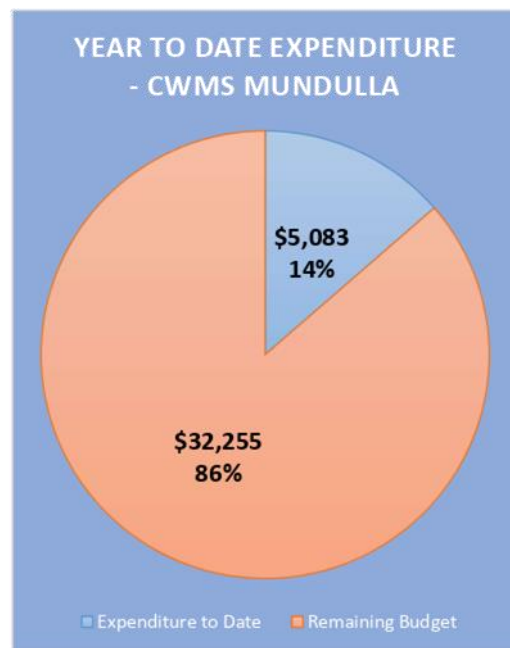
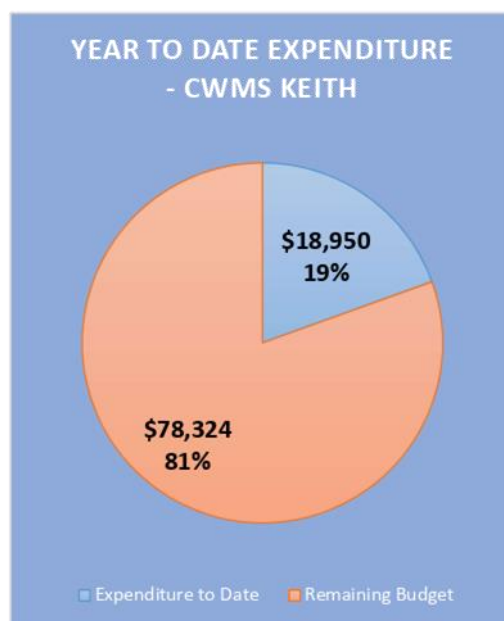
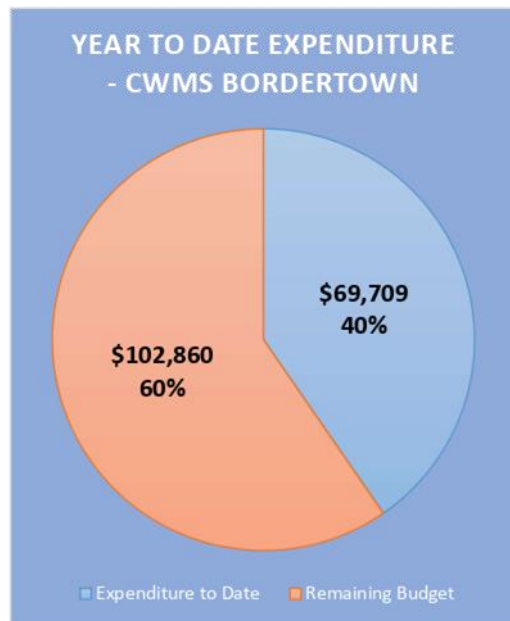
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2019/20 Budget Progress

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**17.5 DDES - MEETINGS AND EVENTS ATTENDED - OCTOBER 2019****File Number:** 3/3/2**Author:** Customer Service / Development**Authoriser:** Director Development & Environmental Services**INTRODUCTION**

Meetings and Events attended by DDES during October 2019.

<b>Date</b>	<b>Details</b>
<b>OCTOBER 2019</b>	
01/10/ 2019	Annual Leave until 11/10/2019
14/10/2019	ABC interview re Burning in Townships
16/10/2019	SACA and Mundulla Cricket re turf wicket
17/10/2019	Planning Briefing webinar - LGA
	Manex
18/10/2019	Planning Masterclass 2019 - Norman Waterhouse
21/10/2019	Planning Commission – Release of Planning and Design Code Phase 2
24/10/2019	Jeffery Stewart and Tom Victory DPTI-Transitional meeting to review Planning and Design Code
25/10/2019	David Peterson – Bordertown Caravan Park
28/10/2019	Mark May and Wendy Burley – Discuss Crown Land issue
30/10/2019	Bordertown Racing Club Opening
	Tony Stacey re funding opportunities

**ATTACHMENTS**

Nil

**17.6 DEVELOPMENT ACTIVITY - OCTOBER 2019****File Number:** 3/3/2**Author:** Customer Service / Development**Authoriser:** Director Development & Environmental Services**DISCUSSION**

Reference Number	Description	Locality	\$ Value
400/128/19	Hay Shed	Lot 2, 68 South Avenue Bordertown	\$ 17,010
400/125/19	Dwelling Additions & Private Garage	Lot 85 HD Parsons	\$ 120,000
400/127/19	Two shade structures	Lot 3 Dukes Highway Bordertown	\$ 69,000
400/131/19	Solar panels on ground mounted framework	Lot 3 Hd Stirling	\$ 200,000
400/109/19	Fire Safety Upgrade	1251 Tatiara Road, Wolseley	\$ 2,900
400/133/19	Freestanding Pergola & Deck	Lot 2 Haynes Street, Bordertown	\$ 10,000
400/130/19	Hay & Machinery Shed	Section 21, 98 Wadlawarra Road, Makin	\$ 47,750
400/134/19	Private Garage	Lot 19, 187 Victoria Parade, Bordertown	\$ 35,000
400/135/19	Private Garage & Attached Verandah on Dwelling	Section 496 Punjum Road, Mundulla	\$ 30,000
400/136/19	Private Garage	Lot 32 Osborne Court, Bordertown	\$ 32,851
400/139/19	Attached Pergola	Lot 5 Naracoorte Road, Bordertown	\$ 11,200
400/116/19	Private Detached Dwelling	Lot 1, 469 Cadell Road Western Flat	\$ 400,000
400/142/19	Shearing Shed	Section 54, 2112 Swedes Flat Road, Swedes Flat	\$ 125,000
			<b><u>\$ 1,100,711</u></b>

**ATTACHMENTS****Nil**

**18 CONFIDENTIAL ITEMS****18.1 REPLACEMENT OF HINO 300 614 AUTO TIPPER****Reason for Confidentiality**

The Council is satisfied that, pursuant to Section 90(2) & (3) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this agenda item is:

- (k) tenders for the supply of goods, the provision of services or the carrying out of works.

**RECOMMENDATION**

It is recommended to Council that:

1. Pursuant to Section 90(2) & (3) of the *Local Government Act 1999*, Council orders, that the public be excluded from attendance at so much of the meeting as is necessary to receive, discuss and consider in confidence, information contained within the confidential report Item 18.1 Replacement of Hino 300 614 Auto tipper, attachments and any associated documentation submitted by the Chief Executive Officer, specifically on the basis of the provisions of tender for the supply of goods.
2. At the completion of the confidential session the meeting be re-opened to the public.

**RECOMMENDATION**

1. In accordance with Sections 91(7) and 91(9) of the *Local Government Act 1999* the Council orders that the report 18.1 Replacement of Hino 300 614 Auto tipper, the minutes arising from the report, attachments and any associated documentation, having been considered by the Council in confidence under Section 90(2) & (3) (k) be kept confidential and not available for public inspection until after the purchase is finalised, on the basis that the information received, discussed and considered in relation to this agenda item is:  
tenders for the supply of goods, the provision of services or the carrying out of works.
2. Further that Council delegates the power of review, but not the extension, of the confidential order to the Chief Executive Officer on a monthly basis in accordance with the provisions of Section 91(9)(c) of the *Local Government Act 1999*.

**18.2 REPLACEMENT OF HINO 300 614 AUTO TIPPER WITH 3 TONNE TIPPER, WATER TANK ON SKID AND AUTOMATED WATERING ARM****Reason for Confidentiality**

The Council is satisfied that, pursuant to Section 90(2) & (3) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this agenda item is:

- (k) tenders for the supply of goods, the provision of services or the carrying out of works.

**RECOMMENDATION**

It is recommended to Council that:

1. Pursuant to Section 90(2) & (3) of the *Local Government Act 1999*, Council orders, that the public be excluded from attendance at so much of the meeting as is necessary to receive,

discuss and consider in confidence, information contained within the confidential report Item 18.2 Replacement of Hino 300 614 Auto tipper with 3 tonne tipper, water tank on skid and automated watering arm, attachments and any associated documentation submitted by the Chief Executive Officer, specifically on the basis of the provisions of tender for the supply of goods.

2. At the completion of the confidential session the meeting be re-opened to the public.

#### RECOMMENDATION

1. In accordance with Sections 91(7) and 91(9) of the *Local Government Act 1999* the Council orders that the report 18.2 Replacement of Hino 300 614 Auto tipper with 3 tonne tipper, water tank on skid and automated watering arm, the minutes arising from the report, attachments and any associated documentation, having been considered by the Council in confidence under Section 90(2) & (3) (k) be kept confidential and not available for public inspection until after the purchase is finalised, on the basis that the information received, discussed and considered in relation to this agenda item is:  
tenders for the supply of goods, the provision of services or the carrying out of works.
2. Further that Council delegates the power of review, but not the extension, of the confidential order to the Chief Executive Officer on a monthly basis in accordance with the provisions of Section 91(9)(c) of the *Local Government Act 1999*.

### 18.3 RFQ 10-19/20 RESEALING AND ASPHALT TENDER

#### Reason for Confidentiality

The Council is satisfied that, pursuant to Section 90(2) & (3) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this agenda item is:

- (k) tenders for the supply of goods, the provision of services or the carrying out of works.

#### RECOMMENDATION

It is recommended to Council that:

1. Pursuant to Section 90(2) & (3) of the *Local Government Act 1999*, Council orders, that the public be excluded from attendance at so much of the meeting as is necessary to receive, discuss and consider in confidence, information contained within the confidential report Item 18.3 RFQ 10-19/20 Resealing and Asphalt Tender, attachments and any associated documentation submitted by the Chief Executive Officer, specifically on the basis of the provisions of tender for the supply of goods.
2. At the completion of the confidential session the meeting be re-opened to the public.

#### RECOMMENDATION

1. In accordance with Sections 91(7) and 91(9) of the *Local Government Act 1999* the Council orders that the report 18.3 RFQ 10-19/20 Resealing and Asphalt Tender, the minutes arising from the report, attachments and any associated documentation, having been

considered by the Council in confidence under Section 90(2) & (3) (k) be kept confidential and not available for public inspection until after the purchase is finalised, on the basis that the information received, discussed and considered in relation to this agenda item is:

tenders for the supply of goods, the provision of services or the carrying out of works.

2. Further that Council delegates the power of review, but not the extension, of the confidential order to the Chief Executive Officer on a monthly basis in accordance with the provisions of Section 91(9)(c) of the *Local Government Act 1999*.

**19      LATE ITEMS**

**20      URGENT ITEMS**

**21      CLOSE**