



## Tatiara District Council

# Notice of Committee Meetings

**Tuesday 19<sup>th</sup> January 2016**

Notice is hereby given that the next meeting of Council's Major Committees, comprising of all members, is to be held in the Council Chamber, 43 Woolshed Street, Bordertown on **Tuesday 19<sup>th</sup> January 2016, commencing at 10.00 am**

Mr Robert Harkness  
**Chief Executive Officer**

13<sup>th</sup> January 2016



*Tatiara District Council*

*Our Vision....to be a progressive and well managed Council that works closely with its various communities*

*Our Mission....to make the Tatiara a better and safer place in which to live, work and visit*

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## **AGENDA SHORTCUTS**

### **ADMINISTRATION & FINANCE**

### **ENGINEERING**

### **DEVELOPMENT & STRATEGIC PLANNING**



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##### **MANAGER CORPORATE & COMMUNITY SERVICES**

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##### **FINANCE MANAGER**

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**LIBRARY MANAGER**

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**AWU SINGLE BARGAINING UNIT**

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**WORK, HEALTH & SAFETY COMMITTEE**

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**TATIARA TOURISM GROUP SUBCOMMITTEE**

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**OTHER BUSINESS**





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## ADMINISTRATION & FINANCE COMMITTEE

Meeting to be held on Tuesday 19<sup>th</sup> January 2016

In the Council Chamber, 43 Woolshed Street, Bordertown commencing at 10.00 am

### AGENDA

#### 1 APOLOGIES

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#### 2 DISCLOSURE OF INTERESTS

Any Councillor or staff member with a potential conflict of interest is asked to declare it at the start of each meeting and explain what the conflict is and why they will not be participating in any item relating to that issue.

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#### 3 CONFIRMATION OF THE MINUTES

[GO TO ATTACHMENT](#)

**Recommendation:** That the Minutes of the Administration & Finance Committee Meeting held on 6<sup>th</sup> October 2015 be taken as read and confirmed.

#### AF- 4 Matters Arising from the Minutes

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## ADMINISTRATION & FINANCE COMMITTEE

Minutes of meeting held on Tuesday 6<sup>th</sup> October 2015  
at the Council Chambers, Woolshed Street, Bordertown commencing at 3.00 pm

### MINUTES

**PRESENT:** Chairperson Cr D Edwards, Mayor GJ Excell & Councillors EA Goossens, MW Hannemann, KJ McInerney, RJ Mock, MF Murphy, MK Oliver & DE Penniment.

**In Attendance:** Chief Executive Officer (Mr R Harkness), Manager Technical Services (Mr S Prakash), Finance Manager (Mrs J Molineux) & Executive Assistant (Mrs M Clarke).

**APOLOGIES:** Councillor JK Jackson and Manager Corporate & Community Services (Mr K Green).

***Cr Murphy thanked Councillors and staff for their kind thoughts and the gift of flowers during his recent illness.***

### DISCLOSURE OF INTERESTS

- Cr Edwards declared an interest in *Item 6.3.3 2015-16 1<sup>st</sup> Budget Review – Round 2 Community Submissions* as he is employed by a company that is a member of the Padthaway Grape Growers Association.
- Cr Murphy declared an interest in *Item 6.3.3 2015-16 1<sup>st</sup> Budget Review – Round 2 Community Submissions* as he is a member of the Padthaway Grape Growers Association.
- Cr Goossens declared an interest in *Item 6.3.3 2015-16 1<sup>st</sup> Budget Review – Round 2 Community Submissions* as she is employed by a company that is a member of the Padthaway Grape Growers Association.
- Cr Mock declared an interest in *Item 5.1.10 Requirement for Councils to Pay Rubble Royalty* as he owns a rubble pit that Council utilises.

### CONFIRMATION OF THE MINUTES

**Res No 65** - Confirmation of the Minutes – **Moved** Cr McInerney **seconded** Mayor Excell that the Minutes of the Administration & Finance Committee held on 7<sup>th</sup> July 2015 be taken as read and confirmed as an accurate record of the proceedings of the meeting.

**CARRIED**

### MATTERS LAID ON THE TABLE FROM PREVIOUS MEETINGS

- Nil.

## CORRESPONDENCE

**Res No 66 - Correspondence – Moved** Cr Penniment **seconded** Cr Mock that the listed Correspondence be received:

**5.1 Chief Executive Officer – Robert Harkness**

- 5.1.1 Local Government Elections Discussion Paper
- 5.1.2 2016 CCTV Grants Program
- 5.1.3 LGA Conference and AGM
- 5.1.4 Stakeholder meeting re SE NRM 2016/17 Cost Pressures
- 5.1.5 South East Local Government Association 2014/15 Annual Report
- 5.1.6 Local Government Grants Commission Allocations
- 5.1.7 Local Government Finance Authority Annual Report
- 5.1.8 Auditor-General's Examination of Local Government Indemnity Schemes
- 5.1.9 Wood Enhancement Policy
- 5.1.10 Requirement for Councils to pay Rubble Royalty

**CARRIED**

**Res No 67 - Local Government Elections Discussion Paper – LGA SA – Moved** Cr McInerney **seconded** Cr Oliver that Council:

1. Is opposed to compulsory voting in Council elections.
2. Does not support the introduction of electronic voting due to the security risks and the costs involved.
3. Does support the inclusion of the automatic entitlement of property owners who are not on the House of Assembly electoral roll for a Council area to be included on the voters roll for Council elections.
4. Has had no issues with the Caretaker provisions.
5. Believes that all candidates should have access to electronic copies of the voters roll.
6. Can see little benefit to local government in having Council elections and State Government elections on the same day.
7. Can see no reason to change the current address arrangements on the nomination form.
8. Is not in favour of candidates having to disclose any political affiliations on the nomination form.

**CARRIED**

**Res No 68 - Stakeholder meeting re SE NRM 2016/17 Cost Pressures - Moved** Mayor Excell **seconded** Cr Penniment that Councillors Mock and Hannemann represent Council at the SE NRM Stakeholder Meeting at Keith on the 13<sup>th</sup> of October 2015.

**CARRIED**

**Res No 69 – Local Government Indemnity Schemes - Moved** Cr Mock **seconded** Cr Penniment that Council write to John Ross congratulating him on his tenure and successful involvement with the Local Government Indemnity Schemes – LGA Mutual Liability Scheme and LGA Workers Compensation Self – Insurance Scheme .

**CARRIED**

## REPORTS OF OFFICERS

**Res No 70 – Reports of Officers – Moved** Cr Goossens **seconded** Cr Murphy that the Reports of Officers be received.

**CARRIED**

**Res No 71 – State Cabinet Visit in November - Moved** Cr Penniment **seconded** Cr McNerney that Council write to the SA Premier expressing concern that Tatiara District Council has not been included in the visit to the South East by the State Cabinet in November.

**CARRIED**

**Res No 72 – Review of Council's Model Enforcement Policy – Moved** Cr Penniment **seconded** Cr Mock that Council adopt the revised Council Enforcement Policy, Revision 02 dated 13<sup>th</sup> October 2015.

**CARRIED**

**Res No 73 – Tatiara Visitor Information Outlets - Moved** Cr Penniment **seconded** Mayor Excell that the Manager of Corporate & Community Services provide a report to the Council meeting on the 13<sup>th</sup> of October 2015 on:

1. The costings of the Tatiara Visitor Information Outlets to date
2. Further information re: the free wifi
3. Progress on the contract with Morning Loaf Bakery

**CARRIED**

**Res No 74 – Service Review – Supply and Delivery of Bulk Fuel – Moved** Cr Penniment **seconded** Cr McNerney that Council:

1. Approves Caltex to supply and deliver bulk fuel to Council sites at the rates offered for the 12 month period, 1<sup>st</sup> October 2015 to 30<sup>th</sup> September 2016.
2. Agrees to review the supply and delivery of bulk fuel to Council sites on an annual basis.

**CARRIED**

**Res No 75 – Monthly Financial Report for September 2015 – Moved** Cr Penniment **seconded** Cr McNerney that the Monthly Financial Comparison Statement for September 2015 be received.

**CARRIED**

**Res No 76 – 2015-2016 1<sup>st</sup> Budget Review - Draft Budget Detail & Summary – Moved** Cr McNerney **seconded** Cr Hannemann that Council adopts the 2015-2016 1<sup>st</sup> Budget Review showing a Budgeted Cash Surplus of \$139,435 and an Operating Deficit of \$1,767,139.

**CARRIED**

**Res No 77 – 2015-2016 1<sup>st</sup> Budget Review – Round 2 Community Budget Submissions – Moved** Cr Penniment **seconded** Cr Murphy that Council allocates the following community grant for Round 2 of the 2015-16 Budget:

- Tatiara Karting Club – \$5,000 to support the Australian Independent Dirt Karting Association South Australian Titles being held in Bordertown in May 2016.

**CARRIED**

**Res No 78 – 2015-2016 1<sup>st</sup> Budget Review – Economic Development Grant – Moved** Cr McNerney **seconded** Mayor Excell that Council allocates the following economic development grant to:

- Padthaway Grape Growers Association - \$3,000 to upgrade their website and branding for the Padthaway Wine Region.

**CARRIED**

**Res No 79 – Community Consultation – Road Rent Permit – Moved** Cr Penniment **seconded** Cr Oliver that:

1. The following 5-Year Road Rent Permits require renewing and because they are classified as Community Land under *Community Land Regulations (Section 193 of the*

*Local Government Act 1999*), Council must seek public consultation in relation to the permits.

And

2. That pursuant to Section 38 of the *Local Government Act 1999*, if Council receives no objection, either verbal or written, in relation to the Road Reserve Permits authorises the Mayor and Chief Executive Officer to execute under the common seal of Council the following documents.

1.	DL & SK Hards	Road Rent north of Section 474 along Hundred Line, Hundred of Tatiara
2.	AJ Rowe	Road Reserve that separates Section 444 from Section 52, Hundred of Tatiara
3.	EE Jaeschke Nominees Pty Ltd	Road Rent Road 332 in to Water Reserve, Hundred of Wirrega
4.	ET & KA Schmidt	Road Rent between Section 528 & Lot 1, Hundred of Wirrega

**CARRIED**

#### QUESTIONS ON NOTICE

- Nil.

#### QUESTIONS WITHOUT NOTICE

- Nil.

#### MOTIONS ON NOTICE

- Nil.

#### MOTIONS WITHOUT NOTICE

- Nil.

#### OTHER BUSINESS

**Res No 80 – AWU Single Bargaining Unit – Moved** Cr Murphy **seconded** Cr Goossens that the Minutes of the AWU Single Bargaining Unit Meeting held on 16<sup>th</sup> September 2015 be received.

**CARRIED**

**Res No 81 – Work, Health & Safety Committee – Moved** Cr Goossens **seconded** Cr McInerney that the Minutes of the Work, Health & Safety Committee held on 20<sup>th</sup> August 2015 be received.

**CARRIED**

**Res No 82 – Clayton Farm Heritage Museum Management Subcommittee – Moved** Cr Penniment **seconded** Cr Goossens that the Minutes of the Clayton Farm Heritage Museum Management Subcommittee Meeting held on 3<sup>rd</sup> September 2015 be received.

**CARRIED**

**Meeting closed at 4.56pm.**

**CONFIRMED**

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**CHAIRMAN**

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**DATED**

## 4 MATTERS LAID ON THE TABLE FROM PREVIOUS MEETINGS

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## 5 CORRESPONDENCE

**Recommendation:** That the listed Correspondence be received.

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### 5.1 Chief Executive Officer – Robert Harkness

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- 5.1.2 Palliative Care in the South East
- 5.1.3 Safer Streets Programme Round Two
- 5.1.4 LGA Insurance Scheme Special Surplus Distributions
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### 5.2 Manager Corporate & Community Services – Kingsley Green

- 5.2.1 Geoff Strempe, Associate Director, Public Library Services – School Library Strategic Plan
- 5.2.2 Bordertown & District 8 Ball Association – 2016 State 8 Ball Carnival

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### 5.1 Chief Executive Officer – Robert Harkness

- 5.1.1 Revocation of Community Land Classification – Minister John Rau File A94

[\*\*GO TO ATTACHMENT\*\*](#)

Our application to revoke the community land classification of the land between Haynes St, South Terrace, DeCoursey Street and the Bordertown Hospital has been approved by the Minister for Planning, Hon John Rau MP. The Minister was aware that there were several objections but he states that he believes that on balance the revocation will be more positive than not in its effect.

Now that the Minister has approved our application then the revocation of the community land classification does not take effect unless the Council makes a resolution to give effect to the proposal. Council could decide that it does not wish to proceed with the revocation.

**Financial Implication:** N.A.

**Strategic Plan Reference:** N.A.

**Policy / Legislative implications:** Council has followed a very detailed process as listed in the Local Government Act

**Risk Assessment:** Several people are strongly opposed to this process. In the short term little is likely to change on the ground as:

- No one has funds for a \$2.2 million new medical centre

- Our Development Plan does not support the building of retirement units on this site

**Recommendation:** Council, after consulting with the community and obtaining the approval of the Minister for Planning, hereby revokes the Community Land classification of Council owned land being Sections 924 and 945 Bordertown contained within Certificate of Title Volume 6161 Folio 804 pursuant to subsection 194(3)(b) of the Local Government Act 1999.

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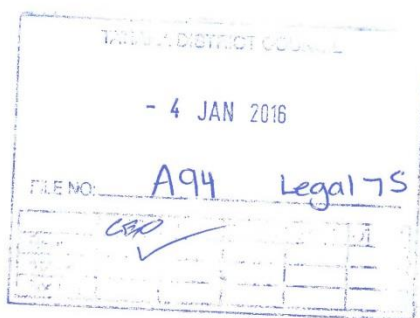


**The Hon John Rau MP**

15PLN1097

27 December 2015

Mr Robert J Harkness  
Chief Executive Officer  
Tatiara District Council  
43 Woolshed Street  
PO Box 346  
BORDERTOWN SA 5268



**Government  
of South Australia**

Deputy Premier  
Attorney-General  
Minister for Justice Reform  
Minister for Planning  
Minister for Housing and Urban  
Development  
Minister for Industrial Relations  
Minister for Child Protection  
Reform

45 Pirie Street  
ADELAIDE SA 5000  
GPO Box 464  
ADELAIDE SA 5001  
Tel 08 8207 1723  
Fax 08 8207 1736

Dear Mr Harkness

I write in response to your letter seeking approval for Tatiara District Council's proposal to revoke the community land classification of Sections 945 and 924 South Terrace, Bordertown.

I have considered the information provided to me by the Council and in making my decision I have taken into account the nature of the public consultation undertaken by Council. A number of community concerns were raised during the public consultation period and I note that the Council has considered those submissions.

After carefully considering the effect of the revocation on the area and the local community, I am of the opinion that, on balance, the revocation will be more positive than not in its effect. I therefore approve the Council's proposal to revoke the classification as community land of land being Sections 924 and 945 contained within Certificate of Title Volume 6161 Folio 804.

If the Council wishes to proceed with the revocation it will need to pass a motion to revoke the community land classification pursuant to subsection 194(3)(b) of the *Local Government Act 1999*.

Yours sincerely

**John Rau**  
Deputy Premier  
Minister for Planning

**GO TO ATTACHMENT**

Responding to our August 2015 letter expressing concern re cuts to Palliative Care services in the SE. Advising that the palliative care services have been reinstated.

*For Information*

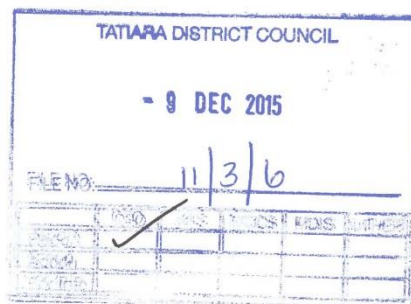
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Our ref: MH15-3648

4 December, 2015

Mr R. Harkness  
Chief Executive Officer  
Tatiara District Council  
P.O. Box 346  
BORDERTOWN S.A. 5268



Government  
of South Australia

The Hon. Jack Snelling M.P.

Dear Mr Harkness

Thank you for your letter of 5 August, 2015, about changes to palliative care services in the South East of South Australia.

Palliative care services remain an important part of health services in the South East and the State Government has reinstated frontline palliative care nursing and bereavement counsellor positions to the service, following the Federal Government's decision not to renew the \$374,000 in palliative care funding allocated to the South East.

The State Government has ensured the service continues to provide home visits using the Palliative Care Australia recommended approach of a multi-disciplinary team providing direct care to a person with complex needs and their family. The team of skilled professionals includes nursing, social work, occupational therapy, physiotherapy and dietetics who work in partnership with the patient's family and general practitioner. Services will continue to be available across the South East region.

The State Government has invested strongly in regional South Australia including the South East region. Since 2002, we have increased spending on county public health services by around \$399 million and will continue to invest in country services and building a world-class telehealth network.

Yours sincerely

A handwritten signature in blue ink that reads 'Jack Snelling'.

Jack Snelling M.P.  
Minister for Health

Minister for Health | Minister for Mental Health and Substance Abuse | Minister for Health Industries  
Minister for the Arts | Leader of Government Business in the House of Assembly  
9th Floor, Citi Centre Building, 11 Hindmarsh Square, Adelaide S.A. 5000 | G.P.O. Box 2555, Adelaide S.A. 5001 | DX 243  
Tel 08 8463 6270 | Fax 08 8463 6277 | Email [minister.health@health.sa.gov.au](mailto:minister.health@health.sa.gov.au)



**GO TO ATTACHMENT**

Advising that round 2 of the Australian Government's Safer Streets Program is now open. The Programme will deliver local projects to prevent, deter and detect crime in areas identified as having a crime or anti-social behaviour problem. The funding is non-recurrent and will be awarded following a competitive assessment process that will focus, in particular, on a demonstrated need for the project and the benefits expected supported by evidence where possible.

Funding is available for eligible organisations to fund projects to install security-related infrastructure or remove environmental characteristics (such as a lack of lighting or poor natural surveillance) that facilitate street crime in local retail, entertainment and commercial precincts or public parks that have been identified as experiencing problems with criminal or anti-social behaviour.

Applications **must** meet each of the following criteria in order to be eligible:

- include supporting material from external sources to demonstrate the **need** for the project in the identified location(s). Examples of supporting material include:
  - a letter from the local police which must include their agreement that there is a crime or antisocial behaviour problem in the specific location in which the project will be delivered (this is the preferred form of primary supporting material and will be given and inclusion of such a letter will improve an application's score against assessment criteria one and two).
  - crime statistics for the identified location/s (please note that these must be specific to the location of the proposed deliverables of the project).
  - letters or statements of support from the community or other organisations
  - photographs of criminal damage
  - police reports, and/or
  - media reports of crime or anti-social behaviour in the identified location(s).
- include supporting material from external sources to demonstrate that the project will be **likely to have a beneficial impact** in the identified problem. Examples of supporting material include:
  - a letter from the local police which includes their endorsement of the specifics of the project as being likely to provide beneficial impact on the identified problem (this is the preferred form of primary supporting material and will be given and inclusion of such a letter will improve an application's score against assessment criteria one and two).
  - letters or statements of support from the community or other organisations
  - published studies which supports that your proposed activity is established good practice in crime prevention, and/or
  - evaluations from previous similar initiatives.

At present we do have the odd occurrence of vandalism but I do not believe that we have a project that would meet the above criteria.

***For Information*****GO TO NEXT ITEM****BACK TO INDEX**

## Safer Streets Programme Round Two - Circular 52.6

To	Chief Executive Officer Community Services Staff Elected Members Emergency and Risk Management Staff Environment Staff Environmental Health Staff General Inspector Parks and Recreation Staff Policy and Strategic Planning Staff	Date	22 December 2015
Contact	Andrew Webster Email: <a href="mailto:andrew.webster@lga.sa.gov.au">andrew.webster@lga.sa.gov.au</a>		
Response Required	No		
Summary	<b>Funding applications under Round Two of the Safer Streets Programme are now being accepted. The Programme is an Australian Government initiative that will deliver local projects to prevent, deter and detect crime in areas identified as having a crime or anti-social behaviour problem.</b>		

A Federal Government initiative, funding applications under Round Two of the Safer Streets Programme are now being accepted. The program will facilitate and enable communities to deliver local projects in order to prevent, deter and detect crime in areas identified as having a crime or anti-social behaviour problem.

The program is divided into two streams for projects directed at either:

**Stream 1** - Crime Prevention Through Environmental Design Initiatives; and

**Stream 2** - Developmental Crime Prevention Initiatives by Police and Citizen Youth Clubs (PCYC) and Bluelight organisations.

To be eligible for funding under **Stream 1**, the applicant organisation must be either a Local Government organisation or a not for profit organisation, as defined by the Australian Tax Office, that is also incorporated in Australia.

1. Please refer to <https://www.ato.gov.au/Non-profit/Getting-started/Is-your-organisation-not-for-profit/>.
2. A not-for-profit (NFP) organisation does not operate for the profit or gain of its individual members, whether these gains would have been direct or indirect. This applies both while the organisation is operating and when it winds up. An NFP organisation is not an organisation that hasn't made a profit. An NFP organisation can still make a profit, but this profit must be used to carry out its purposes and must not be distributed to owners, members or other private people.
3. The Australian Taxation Office lists some of the following types of organisations as examples of NFP organisations:
  - community service organisations;
  - professional and business associations; and
  - cultural and social societies.

To be eligible for funding under **Stream 2**, the applicant organisation must be a **state or territory PCYC** and/or **Bluelight organisation**. Applications from individual branches are not eligible.

If your organisation is eligible and you wish for it to be considered for funding, please complete a project application form and project plan template in accordance with the Safer Streets Programme Round Two Guidelines and submit it online by **2pm (AEDT) on Wednesday 17 February 2016**.

The Guidelines and the application documents are available at

<https://www.ag.gov.au/CrimeAndCorruption/CrimePrevention/Pages/ProceedsofCrimeAct.aspx>. Please read the Guidelines before filling out the application form and associated documents. **Late applications will not be assessed.**

The funding is non-recurrent and will be awarded following a competitive assessment process that will focus, in particular, on a demonstrated need for the project and the benefits expected supported by evidence where possible.

Please note that this circular does not constitute an offer of funding. If your application is successful you will be notified in writing. If you have any enquiries in relation to this invitation please email [crimeprevention@ag.gov.au](mailto:crimeprevention@ag.gov.au) or call the Crime Prevention line on 02 6141 2711.

5.1.4 LGA Insurance Scheme Special Surplus Distributions – Local Government Risk Services  
File 7/48/3

**GO TO ATTACHMENT**

The LGA Asset Mutual Fund and the LG Income Protection Fund have resolved to provide a special surplus distribution to their members. Tatiara Council's share is:

- Property distribution amount - \$6,465.56
- Motor distribution amount - \$7,368.47
- LGIPF distribution amount - \$888.21

These amounts were not budgeted for.

***For Information***

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2 December 2015

Mr Robert Harkness  
Chief Executive Officer  
Tatiara District Council  
PO Box 346  
BORDERTOWN SA 5268

A division of  
**Jardine Lloyd Thompson Pty Ltd**  
ABN 69 009 098 864

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148 Frome Street  
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Mobile +61 421 610 282  
Fax +61 8 8235 6448  
Email [Anthony.Genovese@jita.com.au](mailto:Anthony.Genovese@jita.com.au)  
[www.lgrs.com.au](http://www.lgrs.com.au)

Dear Robert,

**LGA Asset Mutual Fund & LG Income Protection Fund Special Surplus Distribution**

The LGA Asset Mutual Fund (LGAAMF) and LG Income Protection Fund (LGIPF) are discretionary funds operated for the mutual benefit of its members within Local Government in South Australia with operating principals similar to those of existing Local Government Self Insured Funds.

The LGAAMF incorporates the protection of Council assets in respect of damage, loss or destruction to buildings, structures, contents, plant, electronic equipment, machinery, cyber protection and motor vehicles of every description as nominated on your asset schedule.

As a member of the LGIPF (if selected) you are facilitating the protection of employees lost wages should they suffer an injury or illness that prevents them from returning to their normal duties whilst incapacitated.

Both funds are overseen by individual Overview Committees made up of representatives from the LGA, Local Government Risk Services, Scheme Members, SAICORP (LGAAMF) and ASU/ AWU representatives (LGIPF).

In consultation with the Overview Committee's and taking into account the performance of both funds we have resolved to provide a Special Surplus Distribution for the LGAAMF totalling \$1,067,000 and LGIPF totalling \$200,000. The individual distribution to councils has taken into account the claims performance and loss ratio of each council over the past 3 years.

Your Special Surplus Distribution for 2015-2016 is now detailed:

- Property Distribution amount      \$6,465.56
- Motor Distribution amount          \$7,368.47
- LGIPF Distribution amount          \$888.21

No distribution is payable if the individual claims loss ratio exceeds 70%.

Please note, distribution payments do not attract GST.

We are very pleased to be able to provide this Special Surplus Distribution and it reinforces the long term benefits to all Local Government Authorities and Members of Local Government Self Insured Funds.

F:\LGRS\ASSET MUTUAL\ADMIN\SURPLUS DISTRIBUTIONS\2015-2016 - Property & Motor\Special Distributions AMF Prop, Motor & IP 2015-2016.docx



The LGAAMF and LGIPF will continue to regularly review it's financial performance along with its coverage and will seek independent advice from external actuaries and auditors. We will also look for future opportunities and continue to develop current initiatives for our Members.

We are very excited to be able to provide your Council with this Special Distribution and we hope that you see this as another valuable reason to support the mutual benefits offered by the LGAAMF and LGIPF.

Yours sincerely,



Anthony Genovese  
Divisional Manager

Encl

F:\LGRSIASSET MUTUAL\ADMIN\SURPLUS DISTRIBUTIONS\2015-2016 - Property & Motor\Special Distributions AMF Prop, Motor & IP 2015-2016.docx

**GO TO ATTACHMENT**

Advising that any Notices of Motion for the LGA's General meeting on 15<sup>th</sup> April must be received by the LGA by Friday 4<sup>th</sup> March.

*For Information*

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## LGA Ordinary General Meeting - 15 April 2016 - Notices of Motion and Voting Delegates - Circular 52.2

To	<b>Chief Executive Officer Corporate Services Staff Elected Members Governance Officers Librarian - Information Staff Policy and Strategic Planning Staff</b>	Date	<b>17 December 2015</b>
Contact	<b>Jacqui Kelleher</b> Email: <a href="mailto:jacqui.kelleher@lga.sa.gov.au">jacqui.kelleher@lga.sa.gov.au</a>		
Response Required	No		
Summary	<b>This circular outlines important information regarding Notices of Motion and Voting Delegates for the LGA Ordinary General Meeting to be held in April 2016.</b>		

An Ordinary General Meeting of the LGA is scheduled to be held on Friday 15 April 2016 at the Ridley Pavilion, Adelaide Showgrounds. Registrations for the Showcase (14 April) and the OGM will open early February 2016.

### Notices of Motion (due Friday 4 March 2016)

Pursuant to Clause 25 of the [LGA Constitution updated 6 December 2015](#)  (444 kb) *"any ordinary member may give the LGA notice of a motion it proposes to move at a General Meeting. Notices of Motion must be received by the LGA no later than 42 days prior to the meeting".*

The template to submit a Notice of Motion is available here: [2016 OGM Notice of Motion template](#)  (40 kb). Notices of Motion must be received **by 12.00 noon Friday 4 March 2016** and Councils are reminded that Clause 25.5 provides for absolute discretion of the LGA President to determine that a late notice of motion may be dealt with at the next general meeting.

The LGA is happy to assist Councils in the development of proposed notices of motion. This can include advice on endorsed policy positions and any other relevant factors in support of a motion.

### Voting Delegates (due Friday 1 April 2016)

Clauses 36 & 37 of the LGA Constitution outline the qualifications and appointment of voting delegates. Unless contrary advice is provided to the LGA, the nominated Council voting delegate as notified for the LGA Annual General Meeting held in October 2015, remains the same. Councils may appoint new voting delegates by completing and returning the form below by COB Friday 1 April 2016.

[2016 OGM Voting Delegate Form](#)  (280 kb)

**GO TO ATTACHMENT**

The full Forum of the Premier's State/Local Government Forum met in Adelaide on 16 December. The Forum brings together the leaders of State and Local Government and union leaders to discuss matters of mutual interest and to enhance cooperation for the benefit of South Australian communities. A shared priority is to drive jobs and investment across all communities.

Matters discussed included:

- South Australia State Public Service Medal
- Local Government Reform
- Collaboration on Road Investment
- Local Government Finances
- Public Lighting
- Schedule of Priorities

***For Information***

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## Premier's State/Local Government Forum meeting - Communique - Circular 2.1

To	<b>Chief Executive Officer Elected Members</b>	Date	<b>11 January 2016</b>
Contact	<b>Gwyn Rimmington</b> Email: <a href="mailto:gwyn.rimmington@lga.sa.gov.au">gwyn.rimmington@lga.sa.gov.au</a>		
Response Required	No		
Summary	<b>The Premier's State/Local Government Forum met in Adelaide on 16 December 2015 and the outcomes are summarised in the Communique attached to this Circular.</b>		

The Forum is chaired by the Premier and the Local Government sector is led by the President of the Local Government Association, Mayor Dave Burgess. LGA Vice Presidents Mayors Ann Ferguson and Lorraine Rosenberg were also in attendance.

The Forum brings together the leaders of State and Local Government, and union leaders, to discuss matters of mutual interest and to enhance collaboration for the benefit of South Australian communities.

Shared priorities are to drive job creation, investment and economic growth across communities in this State.

A summary of the discussions and outcomes can be found in the jointly issues Communique



## Premier's State/Local Government Forum



### **Communique 22 December 2015**

The full Forum of the Premier's State/Local Government Forum met in Adelaide on 16 December

The Forum brings together the leaders of State and Local Government and union leaders to discuss matters of mutual interest and to enhance cooperation for the benefit of South Australian communities. A shared priority is to drive jobs and investment across all communities.

The Forum is chaired by the Premier and the Local Government sector is led by the President of the Local Government Association (LGA), Mayor Dave Burgess.

The Full Forum meeting was attended by LGA Vice-Presidents, Mayor Ann Ferguson and Lorraine Rosenberg, Mr Peter Lamps from the Australian Workers' Union and Mr Joseph Scales from the Australian Services Union.

Key initiatives agreed by the State Government and the LGA at the Forum included:

South Australia State Public Service Medal (PSM)

The Forum agreed to encourage the Local Government sector to nominate employees for the PSM established in 1989 and awarded twice a year by the Governor General.

While all public sector employees of the Australian, State, Territory and Local governments are eligible for the medal, historically local government officers have not been nominated in South Australia.

Accordingly, the Forum agreed that the capacity to nominate local government employees for the PSM be widely promoted across the Local Government sector.

The PSM recognises outstanding service shown through innovation in program, project or policy development, service provider excellence, leadership and the achievement of more efficient processes and improved productivity.

Office of the Premier  
State Administration Centre 200 Victoria Square  
Adelaide SA 5000  
Telephone (08) 8463 3166 [www.premier.sa.gov.au](http://www.premier.sa.gov.au)

Local Government Association of South Australia  
PO Box 2693  
Adelaide SA 5001  
Telephone (08) 8224 2000 [www.lga.sa.gov.au](http://www.lga.sa.gov.au)

## **Local Government Reform**

The State Government commended the LGA on developing and endorsing a legislative framework for revising the Local Government Act 1999 on potential council boundary changes and structural reform. Those reforms could provide efficient and effective processes for achieving minor and significant shifts in council boundaries that deliver improved outcomes for communities.

The State Government is in the process of providing a formal response to the LGA's proposals and it is anticipated that legislation necessary to enable boundary change reform would be introduced into Parliament late in 2016.

The LGA also reported progress to the Forum about the development of effective regional governance models and agreed to provide suggested legislative amendments in early 2016, which could be progressed along with legislation enabling boundary change reform.

## **Collaboration on Road Investment**

The Forum noted constructive collaboration between the Department of Planning, Transport and Infrastructure (DPTI) and the LGA.

The Forum endorsed a recommendation that the LGA and the DPTI undertake joint work to explore initiatives aimed at sharing road resources and addressing duplication across the State and local road networks.

A critically important aspect of this joint effort will be to work closely with regional industries to ensure investments are strategically focused to support jobs and investment growth.

## **Local Government Finances**

Throughout 2015 the Forum explored a number of ways the capacity of local government capacity might be used to identify opportunities which better support the development of significant public projects, leading to job creation and economic benefits for South Australia, particularly through investing in infrastructure.

Preliminary canvassing of options having been conducted, the Forum agreed to pursue outcomes on this issue through the establishment of a 90-day Project that will involve both State and Local Government.

## **Public Lighting**

Currently, State and Local Government share the cost of providing approximately 230,000 street lights in SA.

The Forum noted that negotiations with SA Power Networks had not been successful to date and that alternative approaches will be considered in pursuit of appropriate pricing of public lighting services.

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Joint work will be undertaken by DPTI and the LGA and a report made to the next Executive meeting of the Forum.

The Forum noted there was an opportunity to develop the potential of new technologies to reduce costs and to utilise this infrastructure to provide greater benefits through a 'smart city' approach.

### **Schedule of Priorities**

The Forum agreed that discussions take place between the LGA, the Office of Local Government, the Australian Workers Union, the Australian Services Union and State agencies to draft a 2016 'Schedule of Priorities' for consideration at the next Forum Executive Meeting.

The Forum heard a report on regional development initiatives from the Minister for Regional Development, Geoff Brock and noted progress on South Australia's Economic Plan.

The Premier drew to the attention of the LGA innovative approaches to community engagement being undertaken around Australia through 'New Democracy'.

The Premier invited the LGA to contribute to identifying legislative and other barriers that might currently prevent the adoption by councils of contemporary and effective ways of engaging with their communities. The Premier welcomed the LGA commitment to participate in this work.

It is expected that, following four Forum meetings in 2015, another four will be scheduled in 2016, to continue this valuable high level discussion between State and Local Government.

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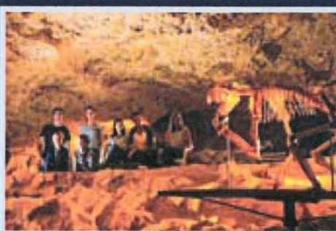
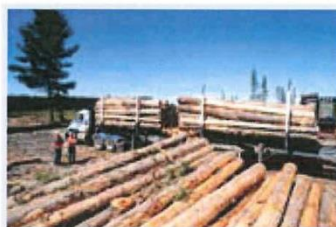
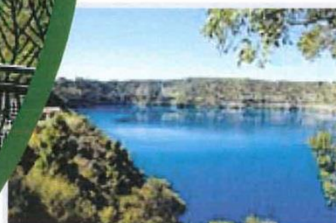
**GO TO ATTACHMENT**

The Limestone Coast RDA Board have provided a copy of their 2014/15 Annual Report.

*For Information*

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# Annual report

2014 - 2015

## Chair's Report

It is with pleasure that I present this report on the activities of Regional Development Australia Limestone Coast Board Members and Staff for the 2014/15 financial year.

Firstly, can I acknowledge the three spheres of government for their ongoing support and willingness to partner with the Board in our mission to facilitate growth and prosperity across the Limestone Coast region.

The Commonwealth Government, through Minister Truss and the Department of Infrastructure and Regional Development, has reinforced the important role that RDAs play in the economic development of regional Australia. It is their commitment to strengthening regions and building stronger communities through economic development, which provides the platform for all of the strategic and program delivery services that we are able to offer across the Limestone Coast.

Renewed funding support from the State Government, through Minister Brock and Primary Industries and Regions SA has allowed the RDALC to continue to deliver its extremely successful and long standing Small Business Advisory Service, as well as providing support for a variety of important strategic initiatives.

Local Government is a valuable contributor to the tripartite arrangement in South Australia and the importance of the strong collaborative working relationship between RDALC, the South East Local Government Association and the seven Member Councils across the region, cannot be underestimated. This region has, for in excess of 25 years, benefited from the high priority that our local government partners have placed on regional economic development and we look forward to continuing this cooperative relationship for many years to come.

This report outlines the many and varied strategic alliances and partnerships that the RDA participates in and I also take this opportunity to thank the business, industry and community stakeholders that have worked with Members and Staff during the 12 month period.

It would be remiss of me not to acknowledge the important and valuable role that our volunteer board members undertake annually on behalf of the entire region. Their willingness to dedicate time and effort to oversee the strategic direction of RDALC is to be commended and I publicly thank them for their commitment.

During the year we saw the retirement from the Board of our Chair and Deputy Chair. Gwenda Lawlor has been a passionate and committed Board Member of both the original Regional Development Board and then over the 5 years since RDAs' inception. Gwenda ultimately became the Deputy Chair and her services will be sorely missed.

Ruth Schubert was also a member of one of our formative organisations, the Area Consultative Committee. Ruth subsequently became a Deputy Chair and ultimately Chair of the RDA Board, a position she brought intelligence and outstanding collaborative skills to.

I again thank both Ruth and Gwenda for their significant contribution to the development of our wonderful region.

To Mike and his team of dedicated staff members, I also wish to record my thanks for the work they do on a daily basis at an operational level.

2014/15 has been a year of change for members and staff, with the renewed focus and priorities at the government level, several significant projects coming to an end of their contract term, and several board member terms expiring. Throughout all this RDALC has continued to drive ahead with its regional economic development agenda and as you will see detailed within this report, has again made a significant contribution.

I am particularly pleased to see the substantial investment being made within the forest and forest products sector through the South East Forestry Partnership Program, which has direct links to the Board managed Cellulose Fibre Value Chain project and the release of the "Future options for cellulosic fibre value chain in the Green Triangle, South Australia: strategic technology roadmaps, business cases and policy recommendations" report in September 2013.

This investment, combined with the Forestry Industry Employment Project, to be commenced in the 2015/16 financial year, provides renewed confidence for this important regional industry.

It is also pleasing to see benefits starting to flow to the region from the work of the Limestone Coast Economic Diversification Group. This group is a terrific example of what can be achieved by the region working collaboratively at a strategic level and the RDA looks forward to continuing to drive the work of this group, in partnership with SELGA, South East Natural Resources Management Board (SENRM) and Primary Industries and Regions SA.

On behalf of the RDALC Members and Staff, I commend this report to you.



*Mr Richard  
Vickery*  
CHAIR





## Chief Executive Officer Report

It has been another busy and prosperous year for the RDALC, with many of the strategic initiatives we are working on starting to see some results and the program delivery side of the business continuing to receive high enquiry numbers, as detailed in the main body of this report.

Board members and staff play a key role in providing regional intelligence to business, industry, government and other stakeholders and an important aspect of our day to day work is keeping abreast of local and regional initiatives, issues and opportunities. To that end, members and staff participate in and are members of a wide variety of associations, groups and committees.

During the year the Board also recommenced the process of undertaking business and industry visits across the region, as part of our scheduled board meetings. Over the past 12 months members and staff have participated in extremely informative tours of Holla-Fresh in the Wattle Range Council area, Naracoorte Seeds and Mini Jumbuk in the Naracoorte Lucindale Council area, and Robarra and Robe Dairy in the Robe District Council area. The diversity, strength, innovation and entrepreneurial thinking of all these businesses were impressive to all that participated in the visits and we thank those businesses for taking time out from their busy day to interact with us.

The two roles outlined above, together with participation in various planning sessions, forums, information sessions and presentations from government departments, are important mechanisms for continually updating this regional knowledge. During the 2015/16 financial year the board will commence development of a new regional planning document, with a full regional consultative process to be undertaken.

Chair, Richard Vickery and I have continued to participate in the South Australian peak body for RDAs, Regional Development South Australia, chaired by Mr Rob Kerin on a regular basis. This forum is a valuable mechanism to ensure that regional South Australia continues to be a leader in maximising the benefits of the Regional Development Australia framework. This united voice puts us in good stead at a National level when advocating for state-wide issues and initiatives.

The end of the 2014 calendar year saw the completion of the highly successful Partnership Broker program. Funded through the Commonwealth Government's School Business Community Partnership

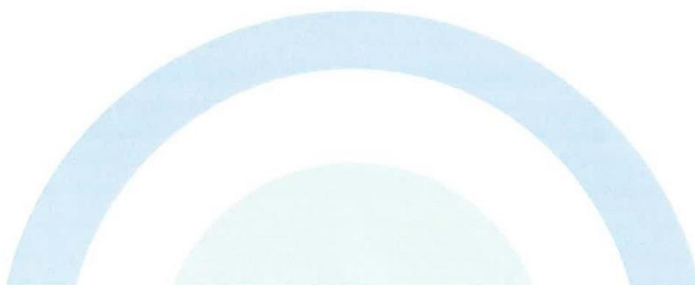
Program, the Partnership Broker program was run across the Limestone Coast region over a 5 year period and I take this opportunity to thank Helen Strickland and her staff for their efforts to make it such a success.

Through Commonwealth government funding under the Small Business Advisory Services program, the board delivered a dedicated small business advisory service in the mid to upper Limestone Coast region for the 2013 and 2014 calendar years. Business Advisor Steve Chapple brought a wealth of experience to this role, which worked in tandem with the longstanding small business advisory service that has been operating across the region for more than 20 years. Whilst disappointed that the program has now concluded, the mid to upper Limestone Coast will still receive advice and assistance through the ongoing business advisory service provided by Barbara Lightburn.

I take this opportunity to thank both past Chair Dr Ruth Schubert and current Chair Mr Richard Vickery for their guidance and support over the past 12 months and also acknowledge the time and commitment volunteered by the RDALC Board Members. Thanks also to all staff that were employed during this time, the dedication and effort displayed is certainly appreciated.



Mr Mike  
Ryan  
CHIEF EXECUTIVE  
OFFICER



**GO TO ATTACHMENT**

The Ombudsman's office has provided us with a copy of their Annual Report for 2014/15. He received 3436 complaints in 2014-15 with 932 of those to do with Local Government. Of that 932, 2 were to do with Tatiara Council. I am not aware who the complainants were or what they complained about.

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OmbudsmanSA

# Ombudsman SA

ANNUAL REPORT  
2014 / 2015



# The Year In Review

## Acknowledgment

On 18 December 2014, I was appointed as the sixth South Australian Ombudsman. This then is my first annual report. From the outset I wish to record my thanks and appreciation for the enormous contribution made to the Office by Ms Megan Philpot, the former Deputy Ombudsman. Ms Philpot was appointed Acting Ombudsman upon Mr Richard Bingham, the former Ombudsman, resigning in June 2014 and she ensured the high standard of the Office's work was maintained. By the time Ms Philpot left in January 2015 to take up an appointment as the Victorian Deputy Ombudsman, she had given over 20 years of service to the Office. Her influence on the staff and the quality of the Office's work cannot be overstated.

I also acknowledge the service rendered to this state by Mr Bingham in his capacity as the South Australian Ombudsman for the previous five years. Mr Bingham set the direction and focus of the Office that remains to this day.

When I took up the appointment, I inherited a team of dedicated staff who understand and unreservedly support the Ombudsman's function of promoting good administrative practice by local and state government agencies and due credit should be given to both Ms Philpot and Mr Bingham for that.

Every staff member has provided invaluable support to me as I have acclimatised to the new role and I extend my sincere thanks to them for their patience with me and their steadfastness during a time of transition.

## Complaints

My Office saw a 10% increase in complaint numbers in the 2014-15 financial year. The table below sets out the volume of complaints received and completed during the year:

	Received	Completed
Government Departments	1882	1857
Local Government	932	875
Other Authorities	622	607
<b>Total</b>	<b>3436</b>	<b>3339</b>

In addition, the Office received 557 general enquiries about the Office and a further 5,427 approaches that related to matters outside of my jurisdiction. The number of 'out of jurisdiction' enquiries is down from 7,353 in the previous year. There is no obvious explanation for this, but it is notable that the Office received almost 350 more complaints this year than last year. This means that a higher proportion of approaches to the Office have been within jurisdiction this year.

There has been a steady rise in the number of complaints referred back to an agency to address. In 2014-15, 1735 matters were referred back to an agency; up from 1406 in 2013-14 and 1181 in 2012-13. This is in line with the growing expectation that agencies will have the capacity and the policy framework to handle complaints emanating from their activities and that ideally my Office should be the last resort for complainants.

20 of the investigations completed by my Office for the year resulted in adverse findings. These in turn resulted in 33 recommendations and, of these, 29 were implemented as at the date of this report.

## The Independent Commissioner Against Corruption

In addition to the above complaint and investigation work under the Ombudsman Act, my Office completed its first full year of work arising from the *Independent Commissioner Against Corruption Act 2012 (the ICAC Act)*.

The Independent Commissioner Against Corruption (ICAC) sought my view in relation to 44 proposed referrals and referred 30 matters to my Office for investigation. I completed 27 investigations; 9 of these resulted in adverse findings. The investigation of allegations of misconduct and maladministration under the ICAC Act now comprises a significant proportion of the formal investigation work of my Office. I note that most referrals related to local government and a significant proportion of those arose from allegations of breaches of the mandatory code of conduct for elected members. The ICAC determined to exercise my powers in relation to four matters raising potential issues of misconduct or maladministration.

The procedure between my Office and the Office for Public Integrity (OPI) and the ICAC has developed favourably in two important respects.



Firstly, the ICAC has delegated to the Deputy Ombudsman and myself his power under sections 54 and 56 to authorise disclosure and publication of information relating to investigations undertaken by my Office under the ICAC Act. This has had the effect of reducing the amount of correspondence between our respective Offices as I no longer need to obtain the ICAC's permission in individual cases to disclose or publish confidential information when I deem it necessary or in the public interest. It has also meant that the level of disclosure of information arising from investigations conducted by my Office under the ICAC Act is more consistent with disclosure of information obtained through Ombudsman Act investigations.

Secondly, the ICAC and I have been able to clarify that not every referral from him to me will require a full investigation, but in some cases it will be appropriate after assessing the information available or after making limited enquiries to advise that no further action is warranted. My Office has given that advice on several cases this year.

On 13 February 2015, the ICAC released a discussion paper concerning a review of the legislative schemes governing the oversight and management of complaints about police and the making of complaints to the Police Ombudsman, OPI and my Office. I provided a written submission and then appeared before the ICAC at a public hearing on 23 April 2015.

In terms of the handling of complaints about public administration, my submission made the following points:

- It would not be effective to have OPI as the central body for receiving complaints about public administration because an effective central body would require the capacity to carry out both assessment and investigation of complaints and OPI presently can only assess complaints about public administration and cannot resolve or investigate valid complaints at an early stage, whereas my Office already has the power and established processes to do both.
- ICAC's oversight of my Office is unnecessary because
  - prior to the ICAC Act, my Office's performance was satisfactory and ICAC's oversight is not needed to fix a problem
  - ICAC's oversight results in duplication of effort that does not add value to either Office
  - my Office's true line of accountability is to Parliament and ICAC's oversight is inconsistent with this

- ICAC and my Office are established for different purposes and each have a different focus.
- Legislative change would be required to reduce duplication and inefficiencies in the receipt, assessment and resolution of complaints about public administration.

I also made these submissions to the Crime and Public Integrity Committee which I appeared before in March 2015.

The ICAC released his report of his review of the legislative schemes on 30 June 2015. He has not recommended that there be a central body to handle complaints about public administration. Of major relevance to my Office, ICAC has recommended that the ICAC Act be amended to:

- remove the power to direct or provide oversight of matters referred to my Office (Recommendation 25), and
- to provide that a matter referred to my Office under the ICAC Act is deemed to be a complaint under the Ombudsman Act (recommendation 26).

These are important recommendations, which if implemented would definitely reduce the inefficiencies in the current scheme.

## Audits

In November 2014 a report of this Office's audit of state government agencies' complaint handling was tabled in Parliament. Five recommendations were made. As at 30 June 2015, 11 of the 12 government agencies had implemented Recommendation 2 which requires all agencies to have an agency-wide complaints management policy. The other four recommendations required action on the part of the State Government and have either been implemented or are in train.

The Office's audit of state government departments' implementation of the *Freedom of Information Act 1991* was tabled on 3 June 2014. The audit made 33 recommendations. In December 2014, my Office followed up the implementation of the recommendations and ascertained by way of a recommendation implementation survey that half of the recommendations had been wholly or partially implemented by a majority of the agencies and most agencies had plans to implement all of the recommendations.

In June 2015, my Office commenced Stage One of an audit of local councils' implementation of the obligation under section 270 of the *Local Government Act 1999* to establish a procedure for an internal review of council



decisions. The purpose of the audit is to identify how often internal reviews are conducted by councils and whether they encounter difficulties in conducting them. Following an in-depth Stage Two process involving a sample group of 12 councils in late 2015, I intend to make findings and recommendations about councils' application of their section 270 internal review procedures. A report will be tabled in the early part of 2016.

### Freedom of Information Reviews

During the year, the Office received 137 applications for external review of agencies' Freedom of Information decisions and completed 98 reviews. Only 20 of the completed reviews resulted in a reversal or variation of the agency's decision. However, a high proportion of applications received arose from the failure of the agency to either determine the request for access to documents within 30 days as required by section 19(2) of the *Freedom of Information Act 1991* or conduct an internal review within the 14 day period stipulated by section 29 of the Act with the result that the agency is deemed to have refused access. In turn, this has required my officers to spend more time corresponding with the agency to encourage the agency to consider the original application rather than leaving it to my Office to make a decision on very limited information.

### Presentations

Since the beginning of 2015, I have spoken at several different forums to introduce myself and explain the role of the Office. I list them here:

- Local Government Association of South Australia New Council Members' Residential Seminar
- City of Port Adelaide Enfield Elected Members Workshop
- Self Insurers of South Australia Return to Work Act Workshops (x3)
- Local Government Metro CEO Lunch Time Meeting
- Local Government Authorised Persons Association Seminar
- Rural City of Murray Bridge Council Members Workshop
- Australian Institute of Administrative Law Lunch Time Seminar.

Staff have also presented at the following events:

- Local Government Association of South Australia Procurement Contractors

- Department for Correctional Services recruits presentation
- Council members workshops
- SA Health and Local Health Network staff meeting
- Various Information Sharing Guidelines workshops.

These presentations and other outreach activity undertaken by Office provides me with the opportunity to be informed of issues facing agencies, service providers and other stakeholders, and allows me to share issues with those groups that I consider important to achieving administrative excellence in state and local government.

### Submissions

The Acting Ombudsman gave evidence to the Crime and Public Integrity Policy Committee in December 2014 and I appeared before the Committee in March this year. I also gave evidence to the Select Committee on Child Protection and Care in South Australia and appeared before the ICAC Public Inquiry for Legislative Review. In addition, members of staff appeared before the Child Protection Systems Royal Commission in December 2014.

The Office has provided written submissions in relation to the mandatory code of conduct for elected members and to the following draft bills that have since been introduced into Parliament:

- *Local Government (Accountability and Governance) Amendment Bill 2015*
- *Judicial Conduct Commissioner Bill 2015.*

### Information Sharing Guidelines

In October 2014, my office published the *Information Sharing Guidelines for Promoting Safety and Wellbeing* (ISG). These Guidelines have been endorsed by Cabinet and are designed to provide a consistent and practical framework for information sharing between agencies and across both adult and child service sectors where there is risk of harm to vulnerable people whether or not consent is given.

In addition to the ISG, my Office has published and made available on the Ombudsman SA website 'A Guide to Writing an ISG Appendix' and 'ISG Decision Making Steps and Practice Guide'. These resources assist with the implementation of the ISG.

## Summary tables - Local Government

### 1 July 2014 - 30 June 2015

#### Complaints: Received

Local Council	Received	%	Population 30 June 2014	Complaints/10 000 population
Adelaide, City of	110	12.7%	22 690	48.4
Adelaide Hills Council	18	2.1%	39 873	4.5
Alexandrina Council	16	1.8%	25 136	6.3
Barossa Council, The	15	1.7%	22 964	6.5
Barunga West, District Council of	2	0.2%	2 453	8.1
Berri Barmera Council	8	0.9%	10 530	7.5
Burnside, City of	20	2.3%	44 734	4.4
Campbelltown, Corporation of the City of	17	1.9%	51 344	33.1
Ceduna, District Council of	5	0.6%	3 696	13.5
Charles Sturt, City of	47	5.4%	112 714	4.1
Clare and Gilbert Valleys Council	7	0.8%	9 029	7.7
Cleve, District Council of	1	0.1%	1 808	5.5
Cooper Pedy, District Council of	7	0.8%	1 810	38.6
Coorong District Council	7	0.8%	5 585	12.5
Copper Coast, District Council of the	18	2.1%	13 924	12.9
Elliston, District Council of	2	0.2%	1 068	18.7
Flinders Ranges Council, The	6	0.7%	1 637	36.6
Franklin Harbour, District Council of	4	0.5%	1 227	32.5
Gawler, Corporation of the Town of	4	0.5%	22 219	1.8
Goyder, Regional Council of	4	0.5%	4 242	9.4
Grant, District Council of	5	0.6%	8 174	6.1
Holdfast Bay, City of	12	1.4%	37 006	3.2
Kangaroo Island Council	17	1.9%	4 583	37.0
Kingston District Council	1	0.1%	2 368	4.2
Light Regional Council	4	0.5%	14 648	2.7
Lower Eyre Peninsula, District Council of	5	0.6%	5 079	9.8
Loxton Waikerie, District Council of	3	0.3%	11 477	2.6
Mallala, District Council of	16	1.8%	8 692	18.4
Marion, Corporation of the City of	30	3.5%	88 292	3.3
Mid Murray Council	7	0.8%	8 262	8.4
Mitcham, City of	32	3.7%	66 182	4.8



Local Council	Received	%	Population 30 June 2014	Complaints/10 000 population
Mount Barker, District Council of	26	3.0%	31 950	8.1
Mount Gambier, City of	2	0.2%	26 246	0.7
Mount Remarkable, District Council of	7	0.8%	2 827	24.7
Murray Bridge, Rural City of	8	0.9%	20 740	3.8
Naracoorte Lucindale Council	2	0.2%	8 449	2.3
Northern Areas Council	2	0.2%	4 512	4.4
Norwood, Payneham & St Peters, City of	13	1.5%	37 074	3.5
Onkaparinga, City of	61	7.0%	167 659	3.6
Orororo/Carrieton, District Council of	1	0.1%	861	11.6
Peterborough, District Council of	3	0.3%	1 701	17.6
Playford, City of	28	3.2%	86 869	3.2
Port Adelaide Enfield, City of	39	4.5%	122 205	3.1
Port Augusta City Council	3	0.3%	14 557	2.0
Port Lincoln, City of	4	0.5%	14 888	2.6
Port Pirie Regional Council	7	0.8%	17 646	3.9
Prospect, City of	9	1.0%	21 247	4.2
Renmark Paringa, District Council of	4	0.5%	9 292	4.3
Robe, District Council of	4	0.5%	1 431	27.9
Roxby Council	2	0.2%	5 032	3.9
Salisbury, City of	43	4.9%	137 310	3.1
Southern Mallee District Council	1	0.1%	2 076	4.8
Streaky Bay, District Council of	3	0.3%	2 251	13.3
Tatiara District Council	2	0.2%	6 667	2.9
Tea Tree Gully, City of	33	3.8%	98 575	3.3
Tumby Bay, District Council of	3	0.3%	2 642	11.3
Unley, Corporation of the City of	21	2.4%	39 014	5.3
Victor Harbor City Council	11	1.3%	14 938	7.3
Wakefield Regional Council	1	0.1%	6 885	1.4
Walkerville, Corporation of the Town of	6	0.7%	7 401	8.1
Wattle Range Council	10	1.1%	11 578	8.6
West Torrens, City of	41	4.7%	58 625	6.9
Whyalla, Corporation of the City of	9	1.0%	22 754	3.9



Local Council	Received	%	Population 30 June 2014	Complaints/10 000 population
Yankalilla, District Council of	9	1.0%	4 630	19.4
Yorke Peninsula District Council	5	0.6%	11 068	4.5
<b>Total</b>	<b>873</b>	<b>100%</b>		



### Complaints: Completed

	Completed	%	Population 30 June 2014	Complaints/10 000 population
Adelaide, City of	110	12.6	22 690	48.4
Adelaide Hills Council	18	2.1	39 873	4.5
Alexandrina Council	16	1.8	25 136	6.3
Barossa Council, The	15	1.7	22 964	6.5
Barunga West, District Council of	2	0.2	2 453	8.1
Berri Barmera Council	7	0.8	10 530	6.6
Burnside, City of	19	2.2	44 734	4.2
Campbelltown, Corporation of the City of	17	1.9	51 344	3.3
Ceduna, District Council of	5	0.6	3 696	13.5
Charles Sturt, City of	46	5.3	112 714	4.0
Clare and Gilbert Valleys Council	6	0.7	9 029	6.6
Cleve, District Council of	1	0.1	1 808	5.5
Cooper Pedy, District Council of	4	0.5	1 810	22.0
Coorong District Council	7	0.8	5 585	12.5
Copper Coast, District Council of the	18	2.1	13 924	12.9
Elliston, District Council of	2	0.2	1 068	18.7
Flinders Ranges Council, The	10	1.1	1 637	61.0
Franklin Harbour, District Council of	4	0.5	1 227	32.5
Gawler, Corporation of the Town of	5	0.6	22 219	2.2
Goyder, Regional Council of	3	0.3	4 242	7.0
Grant, District Council of	5	0.6	8 174	6.1
Holdfast Bay, City of	13	1.5	37 006	3.5
Kangaroo Island Council	15	1.7	4 583	32.7
Kingston District Council	1	0.1	2 368	4.2
Light Regional Council	5	0.6	14 648	3.4
Lower Eyre Peninsula, District Council of	5	0.6	5 079	9.8

	Completed	%	Population 30 June 2014	Complaints/10 000 population
Loxton Waikerie, District Council of	3	0.3	11 477	2.6
Mallala, District Council of	18	2.1	8 692	20.7
Marion, Corporation of the City of	34	3.9	88 292	3.8
Mid Murray Council	7	0.8	8 262	8.4
Mitcham, City of	33	3.8	66 182	3.8
Mount Barker, District Council of	27	3.1	31 950	8.4
Mount Gambier, City of	2	0.2	26 246	0.7
Mount Remarkable, District Council of	6	0.7	2 827	21.2
Murray Bridge, Rural City of	8	0.9	20 740	4.3
Naracoorte Lucindale Council	2	0.2	8 449	2.3
Northern Areas Council	2	0.2	4 512	4.4
Norwood, Payneham & St Peters, City of	14	1.6	37 074	3.7
Onkaparinga, City of	59	6.7	167 659	3.5
Orroroo/Carrieton, District Council of	1	0.1	861	11.6
Peterborough, District Council of	3	0.3	1 701	17.6
Playford, City of	30	3.4	86 869	3.4
Port Adelaide Enfield, City of	39	4.4	122 205	3.1
Port Augusta City Council	3	0.3	14 557	2.0
Port Lincoln, City of	4	0.5	14 888	2.6
Port Pirie Regional Council	7	0.8	17 646	3.9
Prospect, City of	9	1.0	21 247	4.2
Renmark Paringa, District Council of	4	0.5	9 292	4.3
Robe, District Council of	4	0.5	1 431	27.9
Roxby Council	1	0.1	5 032	1.9
Salisbury, City of	41	4.7	137 310	2.9
Southern Mallee District Council	1	0.1	2 076	4.8
Streaky Bay, District Council of	3	0.3	2 251	13.3
Tatiara District Council	2	0.2	6 667	2.9
Tea Tree Gully, City of	34	3.9	98 575	3.4
Tumby Bay, District Council of	4	0.5	2 642	15.1
Unley, Corporation of the City of	21	2.4	39 014	5.3
Victor Harbor City Council	11	1.3	14 938	7.3



	Completed	%	Population 30 June 2014	Complaints/10 000 population
Wakefield Regional Council	2	0.2	6 885	2.9
Walkerville, Corporation of the Town of	5	0.6	7 401	6.7
Wattle Range Council	10	1.1	11 578	8.6
West Torrens, City of	41	4.7	58 625	6.9
Whyalla, Corporation of the City of	8	0.9	22 754	3.5
Yankalilla, District Council of	8	0.9	4 630	17.2
Yorke Peninsula Council	5	0.6	11 068	4.5
<b>TOTAL</b>	<b>875</b>	<b>100%</b>		

### Complaints: Outcomes

Outcome	Total	Percentage
Advice given	40	4.6%
Alternate remedy available with another body	51	5.8%
Complaint cannot be contacted	5	0.6%
Declined/Investigation unnecessary or unjustifiable	227	25.9%
Declined/No sufficient personal interest or not directly affected	2	0.2%
Declined/Out of time	2	0.2%
Not substantiated	12	1.4%
Referred back to agency	482	55.2%
Advice to authority	3	0.3%
Resolved with agency cooperation	27	3.1%
s25 Finding/Contrary to law	8	0.9%
s25 Finding/Unreasonable law or practice	1	0.1%
s25 Finding/Wrong	4	0.4%
Withdrawn by complainant	11	1.3%
<b>Total</b>	<b>875</b>	<b>100%</b>

## Complaints: Issues

Issue	Total	Percentage
Advice	3	0.3%
Complaint handling/Conflict of interest	1	0.1%
Complaint handling/Delay	13	1.4%
Complaint handling/Inadequate processes	72	7.8%
Complaint handling/Inadequate reasons	22	2.4%
Complaint handling/Inadequate remedy	9	1.0%
Complaint handling/Wrong conclusion	33	3.6%
Conduct/Discourtesy	9	1.0%
Conduct/Failure to declare conflict of interest	4	0.4%
Conduct/Failure to follow proper process	14	1.5%
Conduct/Misconduct	14	1.5%
Correspondence/Communications/Records/Access	14	1.5%
Correspondence/Communications/Records/Breach of privacy/confidentiality (CCR)	4	0.4%
Correspondence/Communications/Records/Delay/No response	25	2.7%
Correspondence/Communications/Records/Incorrect	16	1.7%
Correspondence/Communications/Records/Wrongful disclosure of information	1	0.1%
Council member code of conduct/Breach of part 2	17	1.8%
Council member code of conduct/Breach of part 3/Act honestly	1	0.1%
Council member code of conduct/Breach of part 3/Bias and conflict of interest	13	1.4%
Council member code of conduct/Breach of part 3/Use of council resources effectively and prudently	1	0.1%
Council member code of conduct/Breach of part 3/Use council resources for private purposes	1	0.1%
Council member code of conduct/Breach of part 3/Repeated or sustained part 2 behaviour	5	0.5%
Council member code of conduct/Breach of part 3/Failure to comply with part 2 finding	2	0.2%
Council member code of conduct/Breach of part 3/Perform duties with reasonable care	3	0.3%
Council member code of conduct/Breach of part 3/Divulge confidential information	8	0.9%
Council member code of conduct/Breach of part 3/Perform unauthorised function	1	0.1%
Council member code of conduct/Breach of part 3/External relationships improper influence	2	0.2%
Council member code of conduct/Breach of part 3/Seek or accept gifts or benefits	1	0.1%
Council member code of conduct/Breach of part 3/Accept campaign donations	1	0.1%
Financial/Procurement/Facilities/Compensation/Damage/Physical injury	3	0.3%
Financial/Procurement/Facilities/Compensation/Damage/Property lost/Damaged	22	2.4%



Issue	Total	Percentage
Financial/Procurement/Facilities/Debts/Recovery action	2	0.2%
Financial/Procurement/Facilities/Debts/Unreasonable charge	2	0.2%
Financial/Procurement/Facilities/Facilities owned/Controlled by Authority/Buildings	2	0.2%
Financial/Procurement/Facilities/Facilities owned/Controlled by Authority/Drainage	4	0.4%
Financial/Procurement/Facilities/Facilities owned/Controlled by Authority/Parks and gardens	2	0.2%
Financial/Procurement/Facilities/Facilities owned/Controlled by Authority/Recreational facilities	2	0.2%
Financial/Procurement/Facilities/Facilities owned/Controlled by Authority/Roads/Streets	24	2.6%
Financial/Procurement/Facilities/Other fees and charges	8	0.9%
Financial/Procurement/Facilities/Procurement by agencies/ Tenders	5	0.5%
Financial/Procurement/Facilities/Rates/Administration	4	0.4%
Financial/Procurement/Facilities/Rates/Amount	24	2.6%
Financial/Procurement/Facilities/Rates/Recovery action	21	2.2%
Financial/Procurement/Facilities/Rates/Valuations	2	0.2%
FOI advice	23	2.5%
Governance/Confidentiality	6	0.6%
Governance/Failure to follow proper process	27	2.9%
Governance/Prudential	1	0.1%
Governance/Public consultation	10	1.1%
Regulation and enforcement/Animals/Excessive action	13	1.4%
Regulation and enforcement/Animals/Failure to act on complaints	16	1.7%
Regulation and enforcement/Building/Failure/Delay to issue permit	1	0.1%
Regulation and enforcement/Building/Inappropriate construction allowed	2	0.2%
Regulation and enforcement/Building/Unreasonable enforcement	1	0.1%
Regulation and enforcement/Enforcement action/Unfair	1	0.1%
Regulation and enforcement/Environmental protection/Excessive action	4	0.4%
Regulation and enforcement/Environmental Protection/Failure to action on complaints	4	0.4%
Regulation and enforcement/Local laws/Failure to enforce	4	0.4%
Regulation and enforcement/Local laws/Improper/Inappropriate	5	0.5%
Regulation and enforcement/Local laws/Unreasonable enforcement	6	0.6%
Regulation and enforcement/Nuisances/Failure to action on complaints	9	1.0%
Regulation and enforcement/ Parking/Failure to enforce restrictions	9	1.0%
Regulation and enforcement/Parking/Permits22	4	0.4%



Issue	Total	Percentage
Regulation and enforcement/Parking/Restrictions	3	0.3%
Regulation and enforcement/ Parking/Unreasonable enforcement	156	16.8%
Regulation and enforcement/Planning & Development/Failure to enforce condition	12	1.3%
Regulation and enforcement/Planning & Development/Failure to notify	14	1.5%
Regulation and enforcement/Planning & Development/Failure/ Delay to issue permit	16	1.7%
Regulation and enforcement/Planning & Development/Inappropriate development allowed	87	9.4%
Regulation and enforcement/Planning & Development/ Unreasonable conditions imposed	34	3.7%
Regulation and enforcement/Planning & Development/ Unreasonable enforcement	20	2.1%
Regulation and enforcement/Public health/Failure to act on complaints	2	0.2%
Regulation and enforcement/Public health/Unreasonable enforcement	7	0.7%
<b>Total</b>	<b>934</b>	<b>100%</b>

**GO TO ATTACHMENT**

Local Padthaway Ambulance Officer Heather Edwards is trying to organise a defibrillator for Padthaway township. Aim is to have it mounted on an external wall of the Bowling Club-Medical Centre building. Reason is that they are having trouble recruiting new ambulance volunteers and Padthaway is some distance from other towns.

Defibrillation works by delivering an electrical current through the heart muscle via the defibrillation pads. All electrical activity in the heart is temporarily ceased in the hope that when it returns it will be in a rhythm compatible with an effective pumping motion.

The national road toll in 2013 was 1,193. Deaths from Sudden Cardiac Arrest (SCA) were over 30,000. Survival rates are highest when defibrillation is delivered within the first few minutes of the time of collapse. Through greater defibrillator availability and knowledge of location, survival rates of Sudden Cardiac Arrest victims will improve.

The cost all up is around \$5,000. Some funding is available from Padthaway clubs.

Heather has been conducting training at the school and within the community.

Keith has a defibrillator at the sports centre. Robe has one at the golf club and one at the chemist shop in the main street.

We have not budgeted to supply a defibrillator although we still have unallocated Community Grant funding (see Finance Manager's report).

**Recommendation:** Council advise Heather Edwards that Council:

1. Has no objections to a defibrillator being placed on an external wall of the Padthaway Bowling Club – Medical Centre building.
2. Will contribute \$1,500 towards the cost of purchasing a defibrillator.

**GO TO NEXT ITEM****BACK TO INDEX**

Hi everyone

Here's a quote from St John Adelaide for a FRX Heartstart Defib package ( this has wall mounted cabinet - needs to be under shelter (verandah OK). There's a red light and alarm that goes off when the cabinet is opened. Nova from St John said that they haven't had a problem with people pulling it out when not needed and haven't had them locked. There's a sign on the cabinet that says to ring 000 so that an ambulance can be dispatched (if someone hasn't already rung 000)

So if Council approves, could it be mounted on the external wall of the Medical Centre - easy access for the Bowling Club/football and netball club/ businesses and homes.

Most young children don't survive a cardiac arrest if they were born with a diseased, damaged or abnormal heart .....HOWEVER children with healthy hearts may have a heart attack caused by asphyxiation, anaphylaxis, choking or drowning resulting in a lack of oxygen to the heart itself which results in a heart attack, - they are more likely to be resuscitated than those with congenital heart complaint. (hope this makes sense) - so a child key and pads may be a worthwhile investment.

In the optional extras there's a "TRAINING HSI" This is to teach people how to use the real defibrillator and would also be a handy tool.

Rob Harkness mentioned that the Bendigo Bank had bought a defib for the Keith Football Club. I saw it at Keith, just tucked insignificantly on a ledge behind an external door with no sign. But how do they access it when the Club is closed? More phone calls or time used up to get a key from someone.

We may be able to get support from them if we ask.

The training blow up manikins - I will try to get our SA Ambulance station at Padthaway to buy them as we can use them at training and they can be made available for public training. THIS IS NOT AN AMBULANCE PROJECT but I am trying to instigate it as a community venture.

Any information please contact me - you can look up St John website to get pictures and more details of the defibrillator.

Thanks for reading this!

Heather Edwards

VTC Padthaway  
Limestone Coast  
SA Ambulance Service  
Government of South Australia

Tel: (08)87655065 home  
Fax: (08) 87655065  
Mobile: 0427608254  
Email: [heather.edwards@sa.gov.au](mailto:heather.edwards@sa.gov.au).

**Quotation for Padthaway Community**

**16<sup>th</sup> November 2015**

Hi Heather,

Please find below the quotation for the Philips Heartstart AED Trainer, CPR123 and FRX Accessories.

**Quote Expiry: 30<sup>th</sup> December 2015**

AED Heartstart Trainer (HSFR25)	<b>\$654.50</b>
AED Heartstart First Aid & FRX Battery (HSFR23)	<b>\$250</b>
AED Heartstart FRX Pads (HSFR36)	<b>\$103</b>
AED Heartstart FRX Infant/Child Key (HSFR32)	<b>\$165</b>
CPR123 Blow-up CPR Trainer	<b>\$55ea</b>



Nova Sturzebecher | Product Consultant Team Leader | 8306 6902 | [novas@stjohnsa.com.au](mailto:novas@stjohnsa.com.au)

**Quotation for Padthaway Community**

**16<sup>th</sup> November 2015**

Hi Heather,

Please find below the quotation for the Philips Heartstart FRX AED Saver Bundle.

**Quote Expiry: 30<sup>th</sup> December 2016**

The FRX is an easy to use model, which evaluates and administers a shock if required. It is also splash proof and dust proof and is a more robust model. Ideal to be used in a vehicle or an outdoor environment.

Units	Type
1 x	Defibrillator Heartstart FRX Carry Case Battery First Aid Pads
1 x	Alarmed Cabinet
1 x	AED Signage
10 x	Defib e-Learning Courses



**RRP Bundle Price \$3750**

**SA Bundle Price \$3500**

Nova Sturzebecher | Product Consultant Team Leader | 8306 6902 | [novas@stjohnsa.com.au](mailto:novas@stjohnsa.com.au)

## 5.2 Manager Corporate & Community Services – Kingsley Green

### 5.2.1 Geoff Stempel, Associate Director, Public Library Services – School Library Strategic Plan File 17/73/2

#### **GO TO ATTACHMENT – REPORT IS IN THE DROPBOX**

A letter was received from Geoff Stempel, Associate Director, Public Library Services, thanking Council's for its participation in the Tatiara Community Libraries Strategic Planning workshops with representatives from the Keith Area School and Libraries Board SA.

The workshop was attended by:

In recognition of Council's participation in the project it is offering Council an additional grant of \$3,700 in the 2015/16 financial year to help implement some of the initiatives identified during the workshops. However, the grant is offered on the basis that Council will match it "dollar for dollar".

I have attached a copy of the draft report for information, which highlights a number of ways that library services and activities can be expanded and/or enhanced through an integrated community library strategy.

Some of the key strategic objectives of the Draft Forward Plan include:

- Revise the role of the Keith Library Board of Management to focus on non-governance issues, develop Terms of Reference to ensure role clarity. Create an overarching Council-wide Library Strategy Group comprising Council, Principal and Public Library Services. The Library Strategy Group will oversee the implementation of the *Forward Plan*, monitor trends, and provide direction.
- The Library Strategy Group to discuss and document any expectations or agreements for funding and in kind support (e.g. expectations in return for additional funding; school holiday programs) to ensure continuity in the event of a change in key personnel.
- The Library Strategy Group will undertake regular reviews of progress against the *Forward Plan*, and review and reset Goals, Strategies and KPIs every three years.
- The Bordertown Library to convene a regular schedule of operational meetings that include Council and SCL library staff to implement coordinated programs, services and activities. This group addresses delivery of Tatiara Community/Public library services and does not include other libraries (e.g. school libraries).
- There is currently no funding for programs at the Keith SCL, while there is significant resourcing for programs in Bordertown. Council to fund additional hours in Keith to address this.
- Council to review library service funding and provision with the aim of ensuring reasonable equity between the two key towns.
- Council and Keith SCL work with the Keith community to establish reasonable expectations that specifically addresses opening hours/access and programs. The findings to inform Council's review of library services and funding.

**Strategic Implications:** The following strategic objective recognises that our community libraries and community facilities meet a range of educational, learning, social and cultural needs and bring together our diverse community.



**Objective: 5.1 Ensure adequate resources are provided to appropriately maintain & expand Council's infrastructure..**

No.	Strategy	No.	Activity	Timeframe
5.1.2	To promote the library service as a community information resource that is accessible & responsive to community need.	5.1.2.1	Promote the library service as a community information resource that is accessible & responsive to community need.	Ongoing
		5.1.2.2	Promote the state wide Library Management System to improve customer experience by extending access to all library resources within the State	Ongoing
		5.1.2.3	Provide facility based & outreach library services that can be accessed by all residents.	Ongoing
		5.1.2.4	Advocate for library programs to engage with young children, youth, aged & disadvantaged in the community.	Ongoing
		5.1.2.5	To work more closely with the Keith School community Library.	Ongoing

**Financial Implications:** A key condition in accepting the grant of \$3,700 in the 2015/16 financial year, Council would need to match it "dollar for dollar".

**Policy Implications:** An important objective for Council is to be an effective leader for the community, providing open and accountable government, advocating on behalf of local community needs, providing governance, and the custodians and trustees of local community resources, and providing balanced decision making considering the range of related economic, environmental and social factors.

Council will need to consider its level of involvement in this Board and how the information will help Council make informed decisions about library services and activities across the region. While these decisions will have both strategic and financial implications, it will provide the parameters and levers for the planning and the delivery of library services at the operational level.

So a key question for Council is, "Is the Board to be established as an "Advisory Board" or a "Section 41 Committee"? Currently it is being proposed as an "Advisory Committee" with 4 groups of representation:

- Council Management (i.e. CEO or MCCS)
- Principal Keith Area School
- Libraries Board SA
- Councillors

**Risk Implications:** Council has previously recognized community concerns about the delivery of community services and activities at the Keith Community Library. This initiative provides Council with the opportunity to provide further clarity about community library services and activities and to partner with the Keith Area School and the Libraries Board SA to better deliver services.

**Recommendation:** That Council respond to Mr Stempel:

1. Confirming Council's commitment to the future of the region's community's libraries through the partnership with the Keith Area School and the Libraries Board SA.
2. Accepting the additional grant of \$3,700, on the condition that this will be matched dollar for dollar by Council.

**GO TO NEXT ITEM**

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22 December 2015

Mr Robert Harkness  
Chief Executive Officer  
Tatiara District Council  
PO Box 346  
Bordertown SA 5268

Dear Mr Harkness

Re: School Community Library Strategic Planning

I am writing to you on behalf of the Libraries Board of South Australia to thank you for your council's participation in the project to implement community led planning for your future library services. The Board considers this project to be critical for the continued success of the School Community Library program and the future delivery of library services in small regional communities.

The Board and its project team at Public Library Services appreciate the enthusiasm and commitment displayed by Tatiara District Council to deliver the project and is particularly grateful for the leadership and support shown by Mr Kingsley Green, Manager Corporate & Community Services. It would be greatly appreciated if you could pass on our thanks.

The project itself has been highly successful, resulting in a strategic library plan that is realistic in terms of future resourcing and includes opportunities to stretch and grow to meet changing community expectations.

A key part of this project has been to engage with stakeholders to strengthen local partnerships and I am very pleased to report that the Keith Area School demonstrated through the project a continuing commitment to partnering with the Tatiara District Council to deliver library services into the future. This provides a stable foundation for you to build on your existing library services and realise new opportunities for local collaboration that will benefit the entire community.

In recognition of your willingness to participate in the project, and the significant contribution made by your team, the Libraries Board would like to offer the Tatiara District Council an additional grant of up to **\$3,700** in the 2015/16 financial year to enable council to implement some of the exciting initiatives identified through your planning exercise.

The additional grant, if accepted, would need to be matched dollar for dollar by council and will be paid on receipt of an invoice from Council. Council can elect to accept the entire grant or a portion thereof and will need to acquit the expenditure by way of an itemised expenditure report. Your response to this offer would be appreciated by **31<sup>st</sup> January 2016**.

If you have any questions regarding the Library Strategic Planning Project or the Board's grant process please contact Ms Jo Freeman, Manager Strategic Projects and Communication on 8348 2306 or at [joanne.freeman@sa.gov.au](mailto:joanne.freeman@sa.gov.au).

We look forward to continuing to work with the Tatiara District Council and its libraries as you deliver on your plan's objectives.

Yours sincerely



**Geoff Strempe**  
**Associate Director**

**GO TO ATTACHMENT**

A letter was received from Shane Neale, Vice President of the Bordertown and District 8 Ball Association, advising Council that they will be hosting the 2016 State 8 Ball Carnival during the 2016 June long weekend.

In his letter Shane highlights the economic benefits for the region in hosting the event:

- The event will attract 200 players from 32 teams from all over the State.
- In addition to the players, another 50 to 100 family will also be attending.
- The Tatiara Civic Centre has been booked for their dinner/cabaret.
- Accommodation should be fully booked.

In planning for this event, Shane is requesting financial assistance from Council to help cover some of the costs in hosting the event.

**Strategic Implications:** Council's strategic plan is committed to developing tourism opportunities, attracting more visitors from both South Australia and Victoria and bidding for major tourism and recreation events. The following strategic objectives highlight the importance of supporting this event.

**Objective: 4.3 To support and encourage a sustainable, innovative & resilient tourism sector.**

No.	Strategy	No.	Activity	Timeframe
4.3.1	To support and encourage a sustainable, innovative & resilient tourism sector.	4.3.1.1	Recognise, celebrate, maintain & enhance the character, heritage & amenity of our towns & localities.	Ongoing
		4.3.1.2	Attract & support the staging of events that have clear economic, social or promotional benefits.	Ongoing
		4.3.1.3	Work with Regional & State tourism bodies to identify, develop & promote local tourism opportunities.	Ongoing
		4.3.1.4	Embrace new technology to assist in the development of the Tatiara as a tourism destination (i.e. e-tourism strategy).	Ongoing
		4.3.1.5	Review the location & effectiveness of the Visitor Information Centre in Bordertown.	Ongoing

**Financial Implications:** The current estimated cost for hiring the Tatiara Civic Centre from Friday 10<sup>th</sup> to Monday 13<sup>th</sup> June 2016 is \$2,682, which includes hire of the facility, cleaning, setting up and down (particularly for the dinner/cabaret on the Sunday) and the cost of the liquor licence.

Council can provide financial support for this event in a number of important ways:

- The *Community Grants Policy*, which facilitates programs, activities/events or that will assist in the ongoing development or maintenance of the recreational, social, and cultural needs of the citizens of Tatiara District, thus contributing to the overall development of the Region.
- The *Managed Facilities Hire Grant Policy* enables Council to support non-profit groups to utilise managed facilities in order to participate in community activities, project or programs. This would entitle them to one of the following discounts:
  - A 70% discount of the scheduled hire fee shall be provided where deemed appropriate:

- *For a one-off special events or fundraising activities that are not for profit events that are conducted to benefit a local non-profit group.*
- *Where the event or activity is not held on a weekend.*
- *The Council is authorised to waive 100% of the hire fees for charitable or community groups seeking to establish where the group or individual members do not have the capacity to pay the hire fees.*
- The *Photocopying Facilities for Community Groups Policy* provides affordable access to Council photocopying facilities by eligible community organisations to support activities that benefit residents of the Council area.

**Policy Implications:** The request impacts on 3 key policies:

- *Community Grants Policy*
- *Managed Facilities Hire Grant Policy*
- *Photocopying Facilities for Community Groups Policy*

**Risk Implications:** Council needs to be consistent in the application of these policies, where they have assisted numerous community groups host regional, state and national events (i.e. Karting, Golf, Rural Women’s Gathering, Rotary District Conference, Gumbtree Quilters etc.)

### **Summary**

I believe the 70% discount under the *Managed Facilities Hire Grant Policy* would provide the financial support required to assist the Association host this event. Council has delegated the power to assess and decide on applications made under this policy to the Chief Executive Officer and Manager Corporate and Community Services.

### **For Information**

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Bordertown & District 8 Ball Association

P.O. Box 13

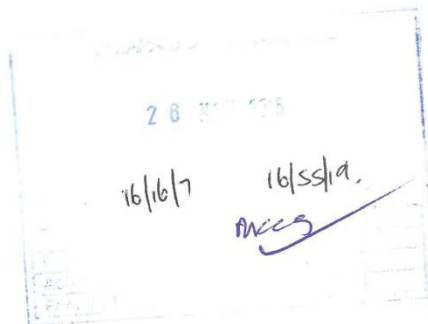
Bordertown S.A. 5268

Tatiara District Council

Rob Harkness

P.O. Box 346

Bordertown S.A. 5268



Hi Rob,

As you may be aware the Bordertown & District 8 Ball Association has earned the right to host the 2016 State 8 Ball Carnival next June long weekend. This will encompass 200 players split into 32 teams from all over the state coming to Bordertown to compete. We will be holding a knockout competition Friday night for competitors to warm up and adjust to the tables followed by a round robin on Saturday and Sunday. Presentation night will follow Sunday's competition with a dinner and the finals will then be completed on Monday finishing around lunch time.

Along with the 200 players there will be another 50-100 partners and officials bringing the total amount of visitors into the district to approximately 300 people. This should see the town's accommodation pushed to bursting point but with all the additional accommodation from the surrounding districts we feel everyone will find a place to stay. Along with this I'm sure many other local businesses will be looking forward to a bumper weekend they would not normally see at this time of year.

We also intend to use other sporting clubs to assist in food catering throughout the weekend as we simply do not have enough working members to do it all. As you can see many people in the Bordertown community will benefit from us holding this event.

We will be working very hard to sell as many raffles, food and drinks to make this as successful as possible. Our goal at the end of it all is to hopefully make enough money to purchase 2 tables at an approximate cost of \$5000 for all the hard work which will have to be put in by our members.

After speaking to Kingsley Green he advised the cost for hiring the hall will be over \$2000 at the normal rates but he thought the council may be happy to cover 70% of the costs with an option

of 100% due to the benefit the district would gain. Hall hire is something we definitely haven't budgeted too high for considering we have a pool table hire fee of \$8000.

We also need to apply for a liquor license for the weekend. We would like to put an application into the council to allow us to have patrons drinking at the rear of the civic centre as per plan attached. We know that the civic centre is surrounded by a dry zone, but if we erected fencing around the marked area would this be possible. We would be happy to conform with whatever you feel is appropriate to make this happen.

Keeping all this in mind we would like to request the council review this information and advise the association of what fees there may be for us to hire the civic centre for this weekend and if the dry zone exemption is possible at your earliest convenience. If you need any further information or need to organise a meeting with us please call Shane Neale on the below number.

Kind Regards

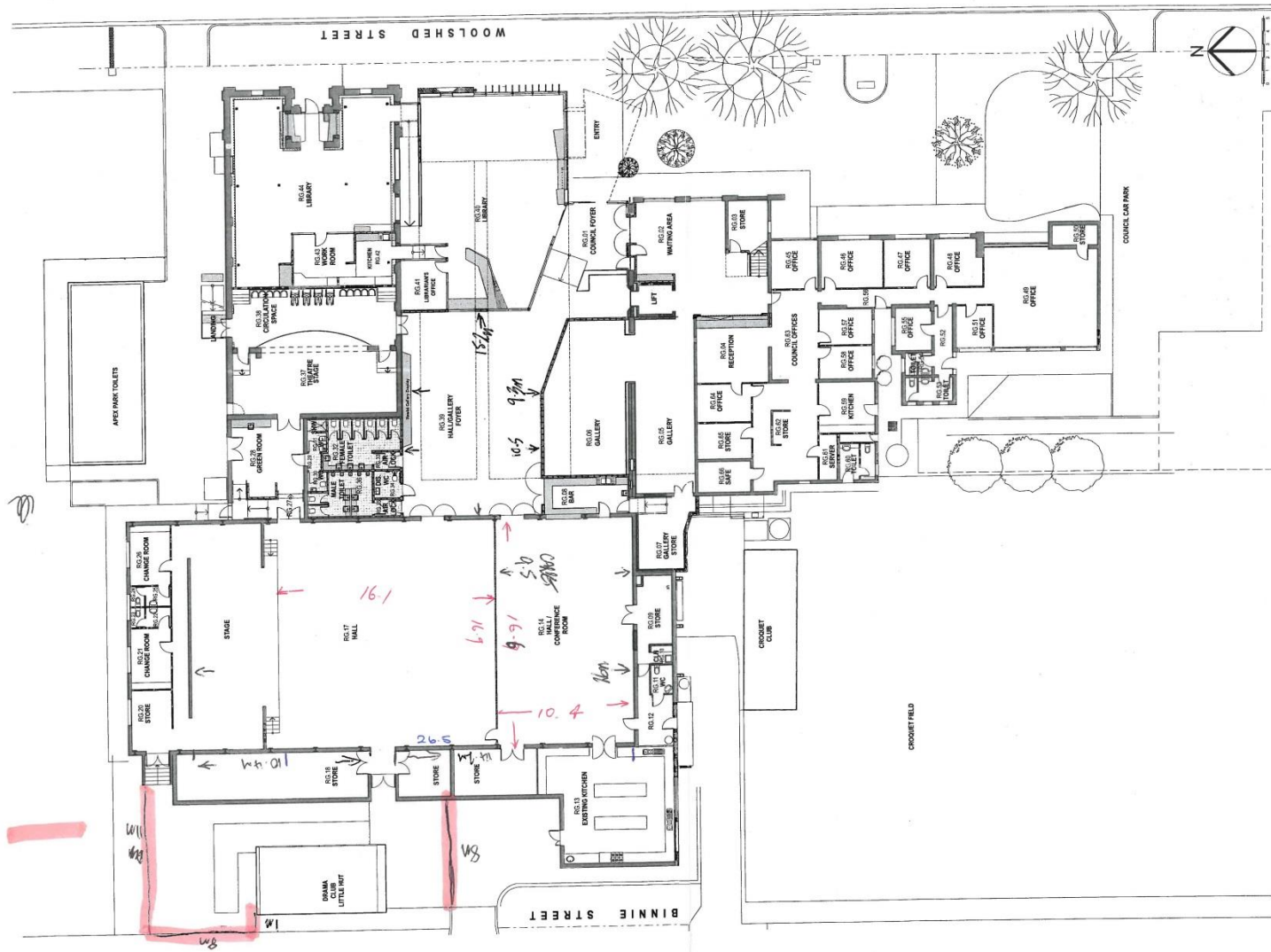
A handwritten signature in black ink, appearing to read 'Shane Neale', with a stylized flourish at the end.

Shane Neale

Vice President

0439 520436





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## 6 REPORTS OF OFFICERS

**Recommendation:** That the Reports of Officers be received.

### 6.1 Chief Executive Officer – Robert Harkness

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#### 6.1.1 Calendar of Forthcoming Events

Date	Details
<b>JANUARY 2016</b>	
19 <sup>th</sup>	Committee meetings Council meeting
20 <sup>th</sup>	Migrant Resource Centre meeting
25 <sup>th</sup>	Dinner with Mayor and David Malinda, Australia Day Ambassador
26 <sup>th</sup>	Australia Day celebration at Padthaway
27 <sup>th</sup>	AWU EB committee meeting
<b>FEBRUARY</b>	
5 <sup>th</sup>	LCLGA CEO's meeting at Naracoorte
9 <sup>th</sup>	Council meeting
11 <sup>th</sup>	MOA EB committee meeting
12 <sup>th</sup>	Limestone Coast LGA meeting at Robe
28 <sup>th</sup>	WHS Committee meeting
<b>MARCH</b>	
8 <sup>th</sup>	Council meeting
14 <sup>th</sup>	Adelaide Cup Public Holiday
17 <sup>th</sup> & 18 <sup>th</sup>	Australia Tidy Towns awards in Toodyay WA
25 <sup>th</sup> to 28 <sup>th</sup>	Easter holiday period

#### ***For Information***

#### 6.1.2 Meeting and Events Attended

Date	Details
<b>DECEMBER 2015</b>	
2 <sup>nd</sup>	Bob Mackereth funeral
3 <sup>rd</sup>	Regional Planning Forum at Naracoorte
4 <sup>th</sup>	PIRSA Drought workshop at Struan Councillors & staff Christmas party at Cockatoo Downs
8 <sup>th</sup>	ACC Care Presentation on Drought assistance SE NRM Board Presentation on Draft SE NRM Business Plan Tatiara Council meeting Tea with Mundulla on Move reps and Tidy Town judges
11 <sup>th</sup>	Limestone Coast LGA meeting at Kingston LC LGA CEO's meeting and dinner
15 <sup>th</sup>	Meeting with Bordertown land agents re current rental situation



16 <sup>th</sup>	AWU Enterprise Agreement meeting
17 <sup>th</sup>	Tatiara WHS Committee meeting MOA Enterprise Agreement meeting Meeting with RDA Limestone Coast reps at Bordertown
23 <sup>rd</sup> & 24 <sup>th</sup>	CEO Annual Leave
29 <sup>th</sup> to 31 <sup>st</sup>	CEO Annual Leave
<b>JANUARY 2016</b>	
1 <sup>st</sup>	New Years Day public holiday
4 <sup>th</sup>	Office and library staff returned to work
11 <sup>th</sup>	Special LCLGA meeting at Robe to meet with SE NRM reps

### ***For Information***

#### 6.1.3 Grant Application Status

Grant	Supplier	Status	Budgeted for 2015/16	Confirmed will receive 2015/16	Received 2014/15
Grants Commission general	Commonwealth Government	½ of 15/16 grant paid in 14/15	1,211,557	<b>1,231,803</b>	<b>3,579,265</b>
Grants Commission Roads	Commonwealth Government	½ of 15/16 grant paid in 14/15	227,865	<b>221,693</b>	<b>868,705</b>
Roads to Recovery	Commonwealth Government	Annual Allocation	1,143,647	<b>1,143,677</b>	<b>400,169</b>
Special Local Roads	Commonwealth via State Government	Emu Flat Rd	0	<b>0</b>	<b>454,000</b>
		Emu Flat Rd shoulders	219,000	<b>219,000</b>	<b>148,000</b>
		Wolseley Bunker access	142,500	<b>143,000</b>	<b>0</b>
Bordertown Pool training grant	Commonwealth Government		4,955	<b>4,955</b>	<b>0</b>
Bridges Renewal Program	Commonwealth Government	Winter Road Bridge	90,000	<b>90,000</b>	<b>0</b>
Willalooka Hall Parking area seal	Dep't Planning Transport & Infrastructure	To be spent prior to 30-6-2015	0	<b>0</b>	<b>15,000</b>
Ramsay Tce – Pig Flat Rd intersection	DPTI Road Safety grant		0	<b>0</b>	<b>50,000</b>
Library Grants	Dept. Arts	B'twn	18,000	<b>17,963</b>	<b>17,902</b>
		Keith	3,816	<b>3,823</b>	<b>3,816</b>
Traineeships – staff	Outside Staff		10,000	<b>0</b>	<b>8,636</b>
	Admin Staff		2,500	<b>1,364</b>	<b>3,636</b>
Youth Week	Office for Youth		2,000	<b>0</b>	<b>2,000</b>
Youth Advisory			0	<b>0</b>	<b>0</b>

Committee					
LGFA Bonus	LGFA	Annual Bonus	15,000	<b>22,668</b>	<b>21,615</b>
Workers Comp Insurance Bonus	LGAWCS	Annual Bonus based on performance	54,000	<b>53,826</b>	<b>53,752</b>
Workers Comp Insurance	LGAWCS	Once off special distribution	0	<b>0</b>	<b>9,432</b>
LG Mutual Liability Scheme	LGAMLS	Once off special distribution	0	<b>0</b>	<b>11,930</b>
LG Asset Mutual Fund	LGAAMF	Bonus Property	0	<b>6,466</b>	<b>18,698</b>
LG Mutual Liability Scheme Bonus	Local Gov't Mutual Liability Scheme	Bonus (motor)	0	<b>7,368</b>	<b>8,463</b>
LGMLS Bonus – Income protection	Local Gov't Mutual Liability Scheme		0	<b>3,850</b>	<b>822</b>
Road Safety Administration Grant.	Motor Accident Commission		500	<b>0</b>	<b>0</b>
Arts projects	Country Arts SA		0	<b>2,793</b>	<b>0</b>
<b>TOTAL</b>			<b>3,145,340</b>	<b>3,174,249</b>	<b>5,675,841</b>

**Financial Implication:** Received additional special surplus distributions totalling \$14,722 from Local Government Risk Services.

Grants reduce reliance on rates and help ensure projects proceed.

**Strategic Plan Reference:** Specify a focus for reducing costs & increasing income in the budget, each year.

**Policy / Legislative implications:** N.A.

**Risk Assessment:** N.A .

***For Information***

#### 6.1.4 Strategic Management Plan 2012 – 2016

Council has held a couple of workshops on reviewing and updating Council's Strategic Management Plan that was set by the old Council. Councillors have been elected for a 4 year term. The plan should set out what you want Council to achieve in that period!

Progress on achieving the Goals within our current Strategic Management Plan is listed below.

## **STRATEGIC GOAL 1: HEALTHY, ACTIVE, SAFE & ENGAGED COMMUNITY**

<b>Strategy</b>	<b>Actions/Targets</b>	<b>Responsible Officer</b>	<b>Progress</b>
Build community capacity & participation in community services, culture & recreation	Acknowledge the contribution made by 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 such events.	MCCS	2016 breakfast event is at Padthaway.
	In commemoration of the Anzac Centenary, support the RSL in remembering and honouring those who served in not only WW1 but all wars and conflicts and peace operations since 1914	MCCS	KWMCC & Wolseley funding applications to Fed Gov't were successful.
To promote a high level of community safety	Participate in & promote community safety forums including Neighbourhood Watch, Road safety & the Dry Zone Committee.	MCCS	Completed consultation on Dry Zone at Bordertown
To support communities in times of crisis	Work with emergency services & other agencies to develop a proactive approach to planning for crisis situations.	CEO	CEO or delegate attending Zone Emergency Management Planning committee meetings
Provide support to older people through the provision of services & facilities that enable & encourage participation in social life & recognise their achievements and contributions	To promote & support social recreational & cultural activities that encourages the participation of older people such as: libraries, men's sheds, walking trails, recreation & sporting venues.	MCCS	Council has supported the Men's Shed in Btwn and now the soon to be Men's Shed in Keith
	Encourage & facilitate, where appropriate, a range of housing options for older people, including retirement villages & independent living units to provide housing choices that are adaptable & affordable.	MDIS	Councillors made decision on Tatiara Retirement Village board's request at April meeting.
To support the development of integrated health provision to maximise the health & wellbeing outcomes for the community.	Maintain & improve Council's involvement in local & regional youth & aged networks and build on the existing relationship to increase their participation	MCCS	Youth Centre is now operating out of the Scouts & Guides building. What is its future?
To support families, older & younger people & people with disabilities to actively engage & participate in their community.	Develop & implement Council's Regional Health Plan which strengthens & improves co-ordination of public health programs within the community, making the Tatiara a stronger and healthier community for all generations	MCCS MDIS	6 of 7 SELGA Councils worked together to prepare a Regional Community Health Plan
Facilitate the development of Health Facilities.	Advocate support for a Health Hub in Bordertown.	Council	Council has purchased the land between Haynes St and the hospital. Met with hospital reps early August. Applied to revoke community land.
	Support the retention of the Keith Hospital.	Council	Keith Hospital's future now seems secure
	Ensure the Padthaway Medical Centre remains open and provides services to the community.	MCCS	Renewed lease with Keith Hospital. Trying to attract other health professionals to use centre
Improve opportunities for all residents to participate in a range of community activities.	Support Youth Committees / groups to design, promote & deliver a program of events, funded through Youth Week.	MCCS	Youth Week events in 2015 went well
	Identify & implement effective communication strategies with youth & aged, including the use of online social media such as Facebook & Twitter to improve youth engagement.	MCCS	Council Facebook site lists Council activities and links back to our web site.

Enable healthy, active & participative communities through provision of recreational & leisure services for people of all ages, cultures, abilities & gender by delivering a range of infrastructure & programs.	Implement the recommendations of the Parks & Gardens Masterplan to enhance the management and use of Council open space facilities	MTS	Updated Draft plan – out for public comment
	Optimise recreation opportunities by co-locating, where viable, sports facilities with community/family recreation places/spaces	MTS	Continually exploring opportunities
	Engage with Federal and State Gov'ts & other agencies to provide resources to meet the needs of diverse groups in our community	CEO	Council's new multicultural committee has met twice

## **STRATEGIC GOAL 2: ASSETS & INFRASTRUCTURE**

Strategy	Actions/Targets	Responsible Officer	Progress
Procedures & processes will be in place to prudently manage infrastructure that meets the needs of our community & that can be sustained within Council's financial resources.	Review & implement Council's 10 year Asset Management Plan to ensure Council's infrastructure assets (e.g. roads, storm water drains, footpaths, parks, waste facilities etc.) meet, as far as practicable, the community's economic, social, environmental & financial needs.	MANEX	Completed consultation on Parks & Gardens plan
	Update Asset Management Plans (AMPs) on a regular basis & define outcomes, service standards, & condition & investment requirements for each asset class.	MTS & MDIS	Roads Asset Plan completed.
	Implement best practice asset management planning, including an increase focus on sustainable maintenance & renewal of assets	MTS	
	Maintain capital funding across all asset classes, in line with recommendations in Council's Asset Management Plans.	MTS & MDIS	Ongoing
	Review Assets to enable disposal of assets not providing present or future community benefit.	MANEX	Old school blocks still for sale
	Provide Councillors & staff with training on the integration of asset management, annual budgeting & long-term financial planning.	Council	
Improve the safety of the community.	Review and improve lighting provided to public facilities, roads & open spaces.	MTS	Power SA have reviewed current street lights
	Plan a network of shared paths designed to provide walking & cycling access between townships & community facilities.	MTS	Updated Keith & Btwn Bike Plans are now being implemented
Establish effective flood mitigation measures	Develop a work program for the Flood Mitigation Committee, which includes reviewing relevant flood, storm water & other natural hazard management & prevention measures in development policies & asset management plans	MTS	Construction of new levy at Rouse reserve completed. Latest report indicates little flooding?

## **STRATEGIC GOAL 3: ENVIRONMENTAL SUSTAINABILITY**

Strategy	Actions/Targets	Responsible Officer	Progress
To responsibly manage the local environment.	Reduce stormwater & waste water pollution impact from town areas on waterways.	MTS	Will address as pollution issues come to hand.
	Implement guidelines & actions from Roadside Vegetation Management Strategy in Council operations & assist community to work to these guidelines.	MTS	Revised Draft plan was submitted to Native Vegetation

			Council for approval. Now working on adjusting slightly to meet their needs.
	Continue & enhance programs in litter control & dumping prevention.	MTS	Ongoing monitoring and taking action when appropriate.
To enhance community understanding of conservation values & provides opportunities to experience and contribute to the environment.	Improve access to & enjoyment of Council's bushland & waterway reserves through information, education & improved infrastructure.	MTS	
	Work with Parks & Wildlife to enhance access to facilities & experiences of local National Parks.	MDIS	
	Investigate projects to preserve & enhance areas of remnant vegetation or significant native flora & fauna on public & private land, including parks, reserves & roadsides	MDIS	
	Promote sustainability & conservation through Council education & public events such as Clean Up Australia Day & the like.	MDIS	Staff undertook information sessions at local schools on benefit of recycling
	Support community based climate change & sustainability initiatives.	MDIS	Tatiara LAP Committee is working well
To reduce impact of Council's activities & provide leadership in sustainability by demonstrating best practice.	Assess the potential impacts of Climate Change in relation to Council operations & services & implement adaption strategies.	MDIS	Ongoing
	Develop a business case for the conversion of street lights to energy efficient lights.	MDIS	SA Power Networks reviewed our street lights
Assist the community to proactively respond to climate change.	Advocate increasing sustainable standards in state planning & building provisions.	MDIS	Provide advice and literature
	Advocate for appropriate support & response to the social needs related to climate change.	MDIS	Provide advice and literature
	Investigate options to maximise environmentally sustainable design for new & retro fitted residential, industrial & commercial developments.	MDIS	Provide advice and literature
Efficient use of energy & reduction of greenhouse gases.	Lead & promote practices that support the sustainable use of energy.	MDIS	Installed solar panels on Civic Centre roof and on Btwn Depot roof.
To responsibly manage the natural environment to ensure its sustainability and to implement natural resource management principles.	To maintain Council's commitment to the Coorong & Tatiara Local Action Plan (LAP) Committee and staff.	MDIS	Funding is committed in 15/16 budget
	Proactively address weed and feral pest issues on Council land as well as foster a strong relationship with the local NRM Boards.	MDIS	Always discussing with NRM. LAP assisting with funding and programs.
Provide efficient and effective management of the Region's	Continue to seek opportunities to promote recycling, reuse & minimisation of waste materials to the community & industry through community education & public awareness programs.	MTS	Need to continue to publicise what can and can't be recycled

waste.	Ensure Council's waste services are managed according to a long-term waste management strategy which is consistent with waste minimisation principles & meet sound environmental, service & financial objectives.	MTS	Continually looking to recycle as much as possible to reduce amount to landfill.
	Develop a Waste Minimisation Strategy & Plan for the region.	MTS	SELGA CEOs looking at developing strategy together with our regional Waste Co-ordinator.
	Reduce cases of illegal dumping through community education, prosecutions & other deterrent methods.	MTS	Purchased hidden camera for hot spots for illegal dumping

#### **STRATEGIC GOAL 4: ECONOMIC DEVELOPMENT & TOURISM**

Strategy	Actions/Targets	Responsible Officer	Progress
To promote a strong & vibrant business community consisting of a diverse range of small, medium & large enterprises capitalizing on the key competitive strengths of our region.	Develop & implement a strategy to foster economic development & tourism, which includes partnering with Government bodies like the RDA to seek out & attract potential new industries.	CEO	Mayor Excell attending LC Economic Diversification committee meetings.
	Work in partnership with the business community in the development & promotion of business growth & employment opportunities, which includes Council visiting Tatiara businesses annually	CEO	Mayor and CEO inspected 3 Keith businesses in October.
	Maintenance & data updates of the Tatiara Community Profile on its website, which can be accessed by community groups, investors, business, students & the general public.	CEO	Need to allocate to another staff member.
	Coordinate long term strategic land use planning & infrastructure that assists economic development across the Tatiara with particular emphasis on the retail & commercial precincts, such as the Bordertown & Keith Industrial Estates.	MDIS	Have reviewed our Development Plan
Ensure Council's regulatory framework supports sustainable economic growth	Ensure that there is a sufficient supply of residential, commercial, rural & industrial land to cater for current & expected growth in the region.	MDIS	Has been looked at as part of Tatiara Development Plan Amendment
	Assist businesses to find suitable development sites & provide assistance through the approvals process.	MDIS	Ongoing
To capitalise on opportunities created by Information Communication Technology	To work collaboratively with NBN Co to assist the delivery of the National Broadband Network in our Region.	CEO	New tower at Mundulla is now operational. Btwn and Keith to be connected late 2016.
	Embrace technology as a key enabler of economic development & social networking by advocating for appropriate Information Communication Technology (ICT) infrastructure to support industry, business & the community.	CEO	Highlighted presence
Develop strategy to attract & retain people in the Tatiara.	Annually review & report on the Region's social, economic & demographic profile & changes & trends that are impacting on the District.	CEO	Happens each year
	Promote the region & its benefits to specific groups e.g. aged/retirees & families by building on the		

	strengths of the region.	CEO	
	Collaborate with the State Government & others to advocate for the provision of economic & social infrastructure which is fundamental to the Region's economic prosperity.	Mayor	Ongoing
	Advocate to Government, in conjunction with the RDA and industry, to ensure that the supply of energy to the region caters for current & future demand levels (e.g. cold storage).	Mayor	Ongoing. Was discussed at meeting with Minister Brock in late June. Sent survey to main businesses.
	Facilitate the provision of transport services for the aged & young families by a community bus system, encouraging local operators to provide bus service & lobbying State/Federal Governments for transport services for the aged/elderly.	MCCS	
	Identify & access external funding that will support infrastructure development & other strategies for families & the aged/elderly.	CEO	Applying where appropriate.
	Develop a footpath plan that provides accessibility for the aged, disabled & young families.	MTS	Completed with the entire community in mind
	Ensure the region has the education facilities, health & social services, employment opportunities, lifestyle & other attributes required to attract/retain/grow our population.	Council	Ongoing
To support and encourage a sustainable, innovative & resilient tourism sector.	Recognise, celebrate, maintain & enhance the character, heritage & amenity of our towns & localities	MCCS	Ongoing
	Attract & support the staging of events that have clear economic, social or promotional benefits.	MCCS	Ongoing
	Work with Regional & State tourism bodies to identify, develop & promote local tourism opportunities	CEO	Working with Biddie Shearing from SELGA
	Embrace new technology to assist in the development of the Tatiara as a tourism destination. i.e. a Tourism strategy	MCCS	Involved with new on line tourism application
	Review the location & effectiveness of the Visitor Information Centre in Bordertown.	MCCS	Council downgrading VIC as from September 2015.

### **STRATEGIC GOAL 5: ARTS, CULTURE & HERITAGE**

Strategy	Actions/Targets	Responsible Officer	Progress
To establish the Tatiara Civic Centre as a high quality, & accessible facilities.	Deliver a high quality & diverse performing arts program.	MCCS	Ongoing
	Operate within Arts Industry Standards for Regional & Public Art Galleries.	MCCS	Ongoing
	Increase the number, quality & variety of events that link with local artists (particularly emerging young artists) & local activities (culture, arts, music & food)	MCCS	New projectors being widely used with regular films at Brwn and Keith.

	Promote the Walkway Gallery as a major venue for touring & local art exhibitions.	MCCS	Ongoing
	Maximise the opportunities of the Tatiara Civic Centre to attract conferences & events.	MCCS	Ongoing. Holding films on regular basis.
To promote the library service as a community information resource that is accessible & responsive to community need.	Promote the library service as a community information resource that is accessible & responsive to community need.	MCCS	Ongoing
	Promote the state wide Library Management System to improve customer experience by extending access to all library resources within the State	MCCS	Happening
	Provide facility based & outreach library services that can be accessed by all residents.	MCCS	Ongoing
	Advocate for library programs to engage with young children, youth, the aged & disadvantaged in the community.	MCCS	Ongoing.
	To work more closely with the Keith School community Library.	MCCS	Ongoing

#### **STRATEGIC GOAL 6: GOVERNANCE, SERVICE DELIVERY & ORGANISATIONAL EFFICIENCY**

Strategy	Actions/Targets	Responsible Officer	Progress
To encourage the community to participate in a strategic approach to decision-making & the development of the Tatiara District.	Develop a new Community Engagement Strategy that includes the appropriate use of Social media & emerging technologies to enhance community participation.	MCCS	Council now has several new Facebook sites
	Conduct biennial "Community Satisfaction Surveys" to determine community perceptions of Council.	CEO	LGA has stopped doing surveys
	Take all opportunities for Council & Councillors to be actively involved in community events/groups.	CEO	ongoing
	Lead by example with decision-making to be open, transparent, collaborative & inclusive	CEO	Ongoing
To take a whole-of-government approach to the development & wellbeing of the TDC.	Advocate for continued investment into government services, including health, education, arts & culture, multiculturalism & recreation.	Mayor & CEO	Ongoing
To minimise risk as a way of providing a safer public & workplace environment.	Implement where appropriate, or review where needed Council's: <ul style="list-style-type: none"> <li>• Road Safety Plan;</li> <li>• Fire Prevention Plan;</li> <li>• Business Continuity Plan;</li> <li>• Emergency Management Plan;</li> <li>• Internal Audit Work Program;</li> </ul>	MANEX	Ongoing
Provide quality technology, information & communication systems.	Implement a & annually review Council's 5 year Information Technology & Telecommunications Strategic Plan	MCCS	Ongoing
	Maintain Council's website to ensure it is a user-friendly directory of services & facilities available in the Tatiara & provides access to relevant community & Council services, programs & information.	MCCS	Hello Friday have almost completed a new Tatiara Tourism website
	Ensure Council has up to date aerial photography imagery & other property identification tools.	MTS	Have new 2013 photos on our system
	Implement an organisation-wide Electronic Records Management Information System		Implemented but still a lot of work to do to



		MCCS	use effectively
To continuously improve the health & safety of people within our workplace.	Contribute to a safe environment for staff, elected members & the community through the implementation of Council's WHS & Injury Management Plan.	CEO	Ongoing
	Identify opportunities for improvement by continually evaluating the performance of the OHS & IM system against its OHS&W policy, objectives & targets.	CEO	Ongoing
Ensure Risk Management Policies & Procedures are implemented at every level of Council business.	Develop, implement & maintain an Organisational Risk Management Plan, incorporating OHSW&IM & internal controls.	MCCS	Working on
	Foster improved organisational probity, practices & risk management through effective operation of Council's Audit Committee.	MCCS	Ongoing
	Maintain a Risk Register & financial & risk management controls in accordance with the Risk Management Plan	MCCS	Ongoing
To implement prudent & professional financial & operational management	Fully integrate long term asset & financial plans with the annual business plan & annual budget to ensure our long term financial sustainability	MCCS	Happening
	Identify alternative income streams within acceptable levels of risk, in order to diversify Council's income base.	MCCS	Not a lot of options
	Develop & implement a comprehensive rating strategy that balances the needs of Council with community interest.	MCCS	Ongoing
Meet all legislative & compliance responsibilities	Develop & implement an Internal Audit Program to continually monitor & evaluate new legislation, compliance requirements & the risk &/or impact on the Council & its resources, including the financial implications.	CEO	Final new procedures going to Audit Committee and Council in August

Need to approve our revised Draft Strategic Plan and put it out on public consultation.  
The plan needs to list everything that is IMPORTANT and what Council wants to ACHIEVE!

**Financial Implication:** N.A.

**Strategic Plan Reference:** Implement the strategic objectives as detailed in the Council Plan; review it annually to ensure that it reflects community expectations & our commitments to financial responsibility.

**Policy / Legislative implications:** N.A.

**Risk Assessment:** N.A.

**For Information**

#### 6.1.5 Limestone Coast LGA Meeting at Kingston

#### **GO TO ATTACHMENT**

Mayor Excell, Councillor Mock and the CEO attended a general meeting of the Limestone Coast LGA at Kingston on 11<sup>th</sup> December. Matters discussed included:

1. Felicity Ann Lewis Chair of the Dog and Cat Management Board addressed the meeting:
  - Government is redrawing the Dog & Cat Management Act for the first time for 12 years.
  - A Community Panel recommended that de-sexing be included in the legislation. Existing dogs won't have to be desexed.
  - Looking into a new IT based database across Local Government for dogs and cat registrations. Should save time and funds. Looking into possible life time registrations, no registration discs, people inputting data about their animals themselves on line.
  - Draft bill at second reading stage. Regulations are yet to be formulated and that is where all the detail will be.
  - Can get grants to have cheap microchipping days (\$10). Hoping to do the same with desexing.
  
2. Planning and Development Act:
  - LGA have prepared a Draft Regional Governance framework which they will send out to Councils for comment in early 2016. Will assist those Councils who want to work together.
  - LCLGA agreed to work together 12 months ago on 3 possible projects:
    - Having a regional Development Assessment Panel or panels rather than 7 individual Council panels.
    - Having a regional Development Plan rather than 7 Council development plans. This is no longer a possibility as Draft bill creates a state wide Development Plan.
    - Creating a Regional Planning Authority in the Limestone Coast that would handle some of the current planning matters that go to Adelaide. Draft bill allows for such authorities.

Councils have now signed the MOU and plan to pursue the above using grant funding that is available. Reps of LCLGA will be meeting with Andrew Grear from DPTI re this project prior to Xmas.
  - Troy Bell MP gave an update on the draft bill:
    - State Government tries to get the planning bill through parliament by Christmas. Enforced extra sitting days and late night finishes.
    - Upper House considered 55 of 241 proposed amendments to the bill but have now postponed discussion on the bill until February 2016.
    - Liberal Party and some cross benchers do not support local gov't being left out of the planning process.
  
3. SE NRM Levy Increases
  - LCLGA carried a motion from Wattle Range Council that the NRM Board be asked to extend the consultation period by 1 months.
  - Troy Bell MP advised that:
    - The Liberal Party is calling for an enquiry into this matter through the Natural Resources Committee.
    - Liberals have concerns over blocking the Government's budget supply.
  
4. Troy Bell MP
  - Job losses in other parts of state create opportunities for the south east.
  - Population in SA is growing at 1% per year but jobs growth is only at 0.25%.

- If any region has a shortage of workers then likely that the Government will offer incentives to relocate employees from another area.
  - He doesn't support Rate Capping but majority of his colleagues do.
5. Tony Elletson – LCLGA StarClub Field Officer
- Planning a training session on how to apply for grant funding for reps from sports clubs and community organisations.
  - Work for the Dole program – several; local sports clubs have picked up grants that include funds for materials etc.
  - There are 40 fully registered Star clubs in SA with 40 in the south east. Mundulla Netball Club is the only Tatiara club.
6. Regional Waste Management
- June Saruwaka is LCLGA's new waste officer. She commenced in October.
7. Dominic Testoni
- Dominic is LCLGA's new Executive Officer. He commenced in early November.
  - A finance group have met and from now on LCLGA will be reporting on its finances more in line with what the Local Government Act requires.
  - Message out of recent country cabinet was that Councils need to work regionally.
8. Tourism – Biddie Shearing
- A new Limestone Coast Local Government Tourism Management Group is being established to support the work of the Tourism Industry Development Manager and the comprehensive Work Plan 2015 - 2017 and specifically to –
- Increase 2-way communication across the region and a closer connection to regional tourism activities;
  - Build and strengthen the network of tourism expertise across the region;
  - Identify opportunities to collaborate and create efficiencies.
- Kingsley Green will be our rep on this group.
9. LGA – Lisa Teburea
- Lisa is the LGA's Director Planning and Development who has done a lot of excellent work advising on the Government's new Draft Development bill. She has just won the new position of Executive Director Public Affairs.
  - See LGA Topical Report for December.

**Financial Implication:** N.A.

**Strategic Plan Reference:** N.A.

**Policy / Legislative implications:** N.A.

**Risk Assessment:** N.A.

**For Information**

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## LGA Topical Report

LGA representative	Lisa Teburea
Date	December 2015
Purpose	The Topical report is provided as an information update for LGA meetings and is current at the time it is supplied.
Recommendation	That the item be noted

### 1. Planning Review

A Bill to replace the Development Act was introduced in the Parliament on 8 September, with a number of major elements in the original Bill not reflecting LGA positions. In early discussions, Minister Rau had indicated he would not be shifting his position on major issues in the Bill. The LGA completed an extensive consultation process with 11 sessions run across the state in September and October and in the lead up to Parliamentary debate launched a "Keep Planning Local" campaign: <http://www.lga.sa.gov.au/keepplanninglocal>.



The LGA has also finalised a comprehensive submission on the Bill which has been made available to the Minister and other Members of Parliament and publicly. It includes a commentary on every clause in the Bill. The submission can be found here: <http://www.lga.sa.gov.au/planning>.

The Bill was passed in the Lower House on 17 November 2015 with a number of amendments that address some of the concerns raised by our sector. The LGA has met with the Minister and Departmental staff to negotiate further amendments and further progress has been made to address key issues. The government is maintaining its position in relation to DAPs. Debate in the Upper House will commence on 1 December and the LGA will continue to provide updates to Councils on the status of the Bill. Contact [lisa.teburea@lga.sa.gov.au](mailto:lisa.teburea@lga.sa.gov.au) for further information.

### 2. Legislation

The LGA is currently consulting on a list of 'ordinary business matters of a council' which will form an 'exemption' for council members from having to declare a conflict of interest under the new conflict of interest provisions in the Local Government Amendment Act – due to commence in March 2016. (Circular 47.6). The LGA is also consulting, in collaboration with the Dog and Cat Management Board, on an appropriate definition of a 'working livestock dog' and whether there should be a legislative exemption from mandatory de-sexing for such dogs (Circular 45.1) Contact [andrea.malone@lga.sa.gov.au](mailto:andrea.malone@lga.sa.gov.au) for further information.

### 3. Boundary Adjustment Reform

The LGA board endorsed a legislative framework for a more effective and streamlined approach to boundary adjustment issues. The framework will form the basis for further discussions with the State Government at the Premier's Forum in December, with a view to amending the Local Government Act in mid-2016. Contact [andrea.malone@lga.sa.gov.au](mailto:andrea.malone@lga.sa.gov.au) for further information.



#### **4. Local Nuisance and Litter Control Bill**

The LGA Board at their September meeting considered and finalised a formal submission to the EPA on the draft Local Nuisance and Litter Control Bill. The LGA received a significant response from Councils across the state and the issues identified were reflected in the LGA submission. Various elements of the Bill have already been highlighted by the EPA for amendment and the LGA is pleased with the response from the EPA. Regardless of the content of the Bill many Council responses reflected the lack of resources available to support the proposed transition and as such requested that the LGA not support any Bill that would increase responsibilities for Councils. The LGA has raised this issue with the EPA and Minister and requested that a compensation package be developed for consideration. A transition and implementation package is currently being negotiated between the EPA and LGA for consideration prior to the introduction of the Bill into Parliament in late 2015/early 2016. For further information contact [adam.gray@lga.sa.gov.au](mailto:adam.gray@lga.sa.gov.au)

#### **5. Natural Resource Management**

The LGA is aware of consultation in the regions by NRM Boards on budgets and business plans. As part of this consultation NRM Boards are indicating significant increases in costs to the Board from the new Department of Environment, Water and Natural Resources (DEWNR) corporate fee model and DEWNR water management/planning costs. Concern regarding the impact of these substantial costs on NRM Boards was raised at the LGA SAROC and Board November meetings with a request further information from the LGA Secretariat in a report provided to the January 2016 SAROC and Board meetings.

In March 2015 the LGA developed the 'Local Government and Natural Resources Management Discussion Paper'. This paper identified a series of policy positions for the LGA and discussed future opportunities for NRM reform with a focus on a greater role for councils in planning for, and delivering NRM services. To provide a structure for this outcome the LGA proceeded to develop a 'Local Government and Natural Resources Management Implementation Proposal' in June 2015 paper. This implementation proposal focussed on creating a legislative framework under a schedule in the LG Act. The LGA is currently in discussions with DEWNR and NRM Boards on this proposal. For further information please contact [adam.gray@lga.sa.gov.au](mailto:adam.gray@lga.sa.gov.au)

#### **6. Council Energy Future**

Councils across the state are demonstrating a strong appetite for energy efficiency, LED public lighting, renewable energy and energy storage. This interest is not only for councils own assets but for a whole of community response. It is widely recognised that we are on the cusp of significant reform in the energy sector with our states natural renewable energy (global) advantage at the heart of this reform. The LGA Board is currently investigating options for the LGA to take a leadership role in supporting the sector and providing a coordinated approach to energy reform. The key areas being considered by the Board include;

- Building council understanding and knowledge, and networking
- Providing or facilitating an advisory service for councils
- Facilitating joint-procurement of services and products
- Enhanced advocacy on behalf of councils.

For further information please contact [adam.gray@lga.sa.gov.au](mailto:adam.gray@lga.sa.gov.au)

#### **7. Cycling on Footpaths**

On 25 October 2015 new laws came into effect to enable all members of the community to cycle on footpaths (previously children under 12 and accompanying adults as well as persons with disabilities were able to cycle on footpaths). This regulatory amendment was done through repealing clause 33 of the Regulations. To assist councils with this regulatory amendment, the LGA held a technical workshop on the morning of 11 November 2015. Information and legal advice from this workshop will be disseminated to all Councils. A report on the new cycling laws has been provided to the MLGG.

#### **8. State Government**

The LGA President continues to meet with Minister Brock on a regular basis. The most recent meeting in October 2015 included discussions on progress with actions arising from the Premier's State/Local Government Forum Executive Meeting, the review of Local Government elections and the CWMS agreement. Meetings with Minister Hunter have included discussions on NRM, Coasts, CWMS, DCM, Waste and Climate Change. Meetings with other Ministers dealing with key issues and with the Treasurer continue. Contact [gwyn.rimington@lga.sa.gov.au](mailto:gwyn.rimington@lga.sa.gov.au)

#### **9. Financial Assistance Grants (FAGS)**

The ALGA is maintaining its campaign to restore growth to FAGs and will translate this into its Federal Election campaign which is currently in preparation. Contact [david.hitchcock@lga.sa.gov.au](mailto:david.hitchcock@lga.sa.gov.au) for further information.

#### **10. LGA Review**

Work is progressing on four key governance related priorities being an independent Governance Review of the LGA; responding to the findings of the Audit-General regarding the LGA Mutual Liability Scheme (LGAMLS) and the LGA Workers' Compensation Scheme (LGAWCS); establishing an Audit Committee for the LGA; and reviewing the membership subscription structure to ensure there is value for all members.

It is envisaged that members of the LGA Board and council CEOs representing metropolitan and regional councils will form a series of subcommittees with independent expert advice and LGA Secretariat assistance to guide this body of work. More specifically, the LGA's new Executive Director Corporate and Members Services Kathy Jarrett commenced work on 9 November 2015 and is starting to develop a series of detailed project plans. The ultimate goal of this work is a united sector receiving the maximum benefit from a transparent appraisal of our governance and insurance needs. Further information will be circulated in the coming weeks.

#### **11. 2016 Council Best Practice Showcase – 14 & 15 April 2016**

The 2016 Council Best Practice Showcase and LGA Ordinary General Meeting will be held at the Adelaide Showgrounds on 14 & 15 April. The Showcase Networking Dinner will be held on 14 April at the Intercontinental Hotel.

This event is an opportunity for SA Councils to share and demonstrate their projects and services with their peers/fellow Councils. The LGA is inviting Councils or any Local Government related organisations to submit a case study/best practice project or service to Showcase at this event. Councils can either submit a project/service to be displayed in the exhibition area of the Showcase and/or as a presentation as part of the program.

Online submissions will close on Friday 29 January 2016. Further information is available at [www.lga.sa.gov.au/2016showcase](http://www.lga.sa.gov.au/2016showcase)

#### **12. Royalties on Rubble**

The State Government as part of the 2014 - 15 budget announced the introduction of royalties on rubble raised from borrow pits, for road construction purposes, that are operated by Councils under the provisions of section 294 of the Local Government Act 1999 (LG Act). Legislation enabling this has now been assented to and has come into operation.

#### **13. LGA Procurement (LGAP)**

##### **• Temporary labour hire**

LGAP has completed the tender evaluation and selected Comensura as the preferred supplier for the sector and is in the process of negotiating a contract. This service will offer a significant opportunity for Councils to save costs, improve the controls and visibility of temporary labour hire, as well as reducing the risks of taking on a person who has not been correctly vetted for skills and compliance. The service will be provided for all Councils regardless of their location. Full



details of the service can be obtained from LGAP and will be placed on the website once a contract is in place

- **Procurement training**

Procurement training can be delivered for individual Councils or groups of Councils including regionally. The benefits from on-site training are; reduced accommodation, travel, time and costs associated with attending training in Adelaide.

- **Fuel Category management**

LGAP will be sending a fuel usage survey to Councils in November as the first stage of preparing for a sector wide fuel tender in 2016.

#### **14. Human Resources and Industrial Relations Service**

The LGA Human Resources and Industrial Relations panel is receiving excellent feedback from Councils that have engaged the various practitioners. Further details of the panel and contact details for the firms are in LGA Circular 40.12 of 2014. Contact [andrew.haste@lga.sa.gov.au](mailto:andrew.haste@lga.sa.gov.au)

#### **15. Water Management**

The LGA has been working with ESCOSA on the regulatory framework imposed on Councils through the Water Industry Act 2012. This has led to simplified reporting requirements for the next reporting period. The LGA continues to work with relevant Government agencies regarding the increasing cost of water to Councils, particularly in respect of irrigating public open space. Contact [simon.thompson@lga.sa.gov.au](mailto:simon.thompson@lga.sa.gov.au)

#### **16. Waste Management**

The EPA has released a proposed waste reform agenda for consultation to which the LGA has responded, refer LGA circular 35.1 <http://www.lga.sa.gov.au/page.aspx?c=65460>. A project will soon be commencing investigating potential for greater uptake of recycled materials in road construction. For further information contact [simon.thompson@lga.sa.gov.au](mailto:simon.thompson@lga.sa.gov.au)

#### **17. Climate Risk Management**

##### **Science to Solutions**

Stage two of the Science to Solutions Program is progressing as planned. A briefing session (which was attended by all regional climate change adaptation coordinators) was given on 11 September and the four projects incorporated into stage two were favourably received. The projects are:

1. Facilitating Implementation of Regional Adaptation Plans
  - a. Partnership Agreements developed with Resilient South and Central Region LGA
  - b. First workshop to be held on 14 October
2. Reforming Planning Policy
  - a. Planning practice statements developed for 30 policies in the SA Planning Policy Library (climate and health risks)
  - b. First steering group meetings on 29 September
3. Improving Risk Management and Decision Making
  - a. Steering committee for elected body support held on 15 September
  - b. Outline format and framework developed
4. Review/ Reset of Adaptation Activities

##### **Climate Adaptation Guidelines for Planners**

Policy practice statements have been developed for 15 policies relating to coastal and climate hazards. The practice statements will form the basis of policy logic modelling that will be undertaken in collaboration with Council planners in November. The logic models will form the basis of guidance that will be developed for planners as part of the Climate Adaptation Guidelines for Planners.

In light of the draft planning bill recommending a shift from the SA Planning Policy Library to a Development and Planning Code, the policy logic models will also be useful for the Department

of Planning, Transport and Infrastructure (DPTI) as they transition from a merit to a compliance based planning system. The LGA has been advised DPTI will begin a program of code policy development once the planning bill has been passed and the development of these guidelines will be aligned with DPTI's work program. Contact [Victoria.brown@lga.sa.gov.au](mailto:Victoria.brown@lga.sa.gov.au)

#### **18. My Local Services App and Unity Content Management System (CMS)**

The Electronic Services Program team continues to support Councils with development of new mobile responsive websites. Most recently City of Holdfast Bay <http://www.holdfast.sa.gov.au/> deployed a new Unity website with assistance from the ESP team. Version 6.15 of the Unity console has been rolled out to Councils. This upgrade has delivered a new **Point Of Interest** object that allows Councils to list Council Offices, Waste Transfer Stations and other points on their website and on the My Local Services App.

Version 1.2 of the My Local Services App has been released which has significant enhancements allowing Councils to display more information and give the community an easy way to discover and navigate to local facilities.

The new email subscription system for the weekly Circulars index report has been well received by members with close to 800 subscribers. (see Circular 33.7 <http://www.lga.sa.gov.au/page.aspx?c=65421>).

#### **19. Local Government Engagement with China**

The Shandong Local Government Working Group participated in the highly successful Shandong inbound mission in September (see *October November edition of the LGA News*), and is contributing to the development of the Economic Development Cooperation Platform between SA councils and Shandong prefectures and the preparation of the LGA China Engagement Strategy, drafts of which will be released for consultation early in December 2015. Eleven regional councils participated in a highly successful expo of their regions to over 100 Chinese business migrants at the Unley Town Hall on 27 November 2015. Planning has commenced for the outbound mission to Shandong in April 2016. Enquiries to [skana.gallery@lga.sa.gov.au](mailto:skana.gallery@lga.sa.gov.au) or 8224 2027, including any councils interested in participating in any Local Government China engagement activities.

#### **20. LG Research & Development Scheme**

A record 38 funding applications were received this year, from Councils and other organisations wanting to research various topics with and for Local Government. Applicants sought a total of \$1.2 million, but this had to be whittled down to the available budget of \$480,000. Following the Board meeting of 17 September, 16 successful applicants have been notified. The 16 projects authorised for funding were titled:

- Socio-economic impacts of regional owned and operated airports
- One Workforce - Libraries
- Private sector auditors compared to State Auditor General
- Parks Alive! Program - Refresh and Relaunch
- Helping Disadvantaged Communities through Collective Impact
- Strategic procurement risk management, compliance, governance and reporting model
- Local Government Leadership Competency Framework Development
- Why Local Government Matters in SA
- Managing mutual obligation volunteers
- Implications of capital investment for licensed council water retailers.
- MOU & Road Reserve Reinstatement Work Quality and Intervention Standard
- Evaluating the business case for urban trees
- Hoarding and Squalor website development & training materials
- South Australia Infrastructure Guidelines
- Review of the Better Practice Model – Financial Internal Controls
- GST Review of Local Government Fees & Charges



#### 6.1.6 Meeting with RDA Limestone Coast Reps

Present: Mayor Excell, CEO, MDIS, Mike Ryan, Bruce Rodda and Barbara Lightburn.

Mike Ryan, CEO of Limestone Coast RDA, explained that they were visiting Councils in the region and outlining the roles of two key staff positions. They need local feedback from Councils re what is happening in their Council areas to help them do their job.

##### Barbara Lightburn - Manager Economic and Business Development

Her role includes:

- To support and improve small and medium business sustainability and growth.
- To assist businesses to develop capability and build capacity.
- To facilitate mechanisms for employment and jobs growth.
- To foster the development and sustainability of clusters.
- To assist small and medium businesses with awareness of and access to Government programs.
- To develop, facilitate and source funding for programs that will deliver on increased employment in the region.

Barbara is:

- Upgrading the RDA's website. Looking at having a "Business Lounge" where businesses can share information – business plans, templates, access to Government websites.
- Will be assisting businesses to get into the "digital" space. Lots of people and businesses are not changing. Need to realise that their competitors are global.
- Businesses need to have a modern website. Websites need to be VISUAL with images and short video clips
- Happy to attend a Tatiara Business Association meeting to explain her role.

##### Bruce Rodda - Manager Investment Attraction and Economic Development

Bruce commenced in November 2015. He has had an enormous amount of experience in a similar role working for the Federal Government.

His role with RDA includes:

- To facilitate economic growth of the region through investment attraction.
- To work with businesses and Councils in the region to identify investment opportunities.
- To nurture and maintain strong working relationships with Invest in SA and Tradestart to maximise inward investment and export opportunities for the region.
- To facilitate linkages between potential investors and identified investment opportunities in the region.
- To provide regional support to Councils and businesses to maximise economic development opportunities arising from inbound and outbound trade and investment delegations.

Most of his work will be talking to businesses, investors and entities re: opportunities for business expansion that could include advice about:

- exporting product overseas

- obtaining external investment from within or from without Australia.
  - RDA Limestone Coast is working with two other RDA's re: assisting businesses to be investment ready. Will be a Tool businesses can use on the RDA website:
    - Need a business plan and prospectus
    - Most in SE will be in the Agribusiness area
    - Most investment will be for new infrastructure that local businesses cannot afford themselves.
    - Joint venture:
      - ✓ Australian partner needs capital and wants access to foreign market
      - ✓ Foreign partner wants product to distribute in home country and partnership gives access to foreign market
  - Dairies – Opportunities for additional dairies in South East and may extend to the Tatiara.
  - Not a lot has come out of Shandong Province visits so far but China market is massive and so are opportunities. Another visit planned in March 2016. Also opportunities in other countries to our north.

Mt Gambier, Wattle Range and Grant have, or are, putting on Economic Development Managers/Officers. RDA staff could see no need for a Council like Tatiara to follow suit.

**Financial Implication:** N.A.

**Strategic Plan Reference:** Council needs to have a strong mention of Economic Development and assisting our local businesses in our updated plan.

**Policy / Legislative implications:** N.A.

**Risk Assessment:** N.A.

### ***For Information***

#### **6.1.7 Mundulla Finalist in Australia Tidy Towns Competition**

With Mundulla winning South Australia's Sustainability Communities award they are now SA's entry in the Australia Tidy Towns competition. The awards are on 17<sup>th</sup> & 18<sup>th</sup> March 2016 at Toodyay in WA .

I am not sure about program as to when it starts on the 17<sup>th</sup> and when it finishes on the 18<sup>th</sup>? Assume there would be a dinner on the evening of 17<sup>th</sup>

Mundulla on the Move is the body who has been entering Mundulla in the SA competition. They are now representing the Tatiara and SA in Toodyay which is 87 kms north east from Perth. Mundulla and Council needs to be represented in WA and hence Council needs to make an allocation to cover expenses for the trip.

- Cost of flight from Adelaide to Perth – around \$260 – leave Adelaide 2-05pm on 16<sup>th</sup> March and arrive Perth 3-00pm

- Cost of return flight around \$225 – leave Perth 8-30pm and arrive Adelaide 1-50pm
- Need to hire a car -\$70 per day per car
- Need accommodation – 2 nights at \$150/double/night
- Probably a cost to register that would include a dinner??
- Cost of parking at Adelaide airport

Rough cost per person \$900

Who should Council pay for ??? My thoughts are:

- 2 Councillor reps – Mayor Excell and Cr Goossens
- Hierarchy of Mundulla on Move – Marg Rowett and ??
- A Mundulla school rep ??

Partners and other interested attendees to pay their own way?

**Financial Implication:** Council did not budget for this expenditure of around \$5,000.

**Strategic Plan Reference:** N.A.

**Policy / Legislative implications:** N.A.

**Risk Assessment:** N.A.

**Recommendation:** Council allocate \$5,000 in its budget to cover the expenses of Mayor Excell, Councillor Goossens and 3 other Mundulla on the Move representatives to attend the Australia Tidy Towns event in Toodyay WA in mid March.

#### 6.1.8 Special Limestone Coast LGA Meeting

Mayor Excel and the CEO attended a special meeting of the LC LGA board at Robe on the 11<sup>th</sup> January. The meeting was called to discuss the South East NRM Board's Draft Business Plan. At the December LCLGA meeting it was carried that the NRM board extend its public consultation period but this was not agreed to by the NRM board as:

- They had already had a much longer consultation period than they were required to have.
- They were running out of time to meet all the timelines to get the draft plan adopted and accepted by the minister.

Frank Brennan and Tim Collins addressed the meeting:

- In April 2015 the Board adopted a Business Plan for 2016/17. However since then 2 major changes occurred that meant that adopted plan was now unworkable:
  - The State Government informed the Board that they needed to raise an additional \$2.24 million to cover costs related to water planning and management.
  - The Department Environment Water and Natural Resources advised the board that the costs of using departmental staff was increasing by approx. \$22,000 per FTE to cover on costs. This resulted in an additional \$1 million in expenses.

- The Board prepared a new Draft Business Plan based on:
  - Maintaining its proposed works program
  - an additional \$3.7 million in revenue from levies
  - A different way of collecting the land levies – capital value rather than fixed charge
- In the region there are 160 staff working on environmental; type projects. 117 of those report to Tim Collins. 42 do work for the SE NRM board.
- Public consultation expires on Friday 15<sup>th</sup>. Up until the 11<sup>th</sup> they have only received 20 written responses. They have addressed 6 of the 7 Councils with Mount Gambier City to happen in the next couple of days.

Troy Bell MP – will be very difficult to get the State Government to change its position as this extra revenue is entrenched within their budget which has been passed.

Mitch Williams – doesn't agree with the Board's proposal to change from a fixed levy to a levy based on capital value. He wants the Department to provide more information on what the water management costs entail and whether the split between the various regions is equitable.

LCLGA then carried several motions:

1. That the region write to the LGA via SAROC requesting them to lobby the state Government to have the imposition of additional costs related to reimbursing water planning and management fees waived.
2. That the Minister be asked to do an independent review of water planning and management costs that are being charged against the South East NRM Board.
3. That the SE NRM Board be requested to identify and implement cost savings in their 2016/17 Business Plan.
4. Requested NRM Board to provide more information on their website relating to their programs and expenditure.

Carried Council's notice of Motion with 1 word change (solely to predominantly)

*That the LCLGA write to the Premier and Minister Hunter stating that the SE NRM Board should be acting sustainably and competitively and to enable it to operate in this way it must be able to use the best resources and services available and not be limited predominantly to using government employees.*

Council members expressed concern that although there was little comment now, Council staff are going to cop plenty of flack when Council rate notices with much larger NRM levies are sent out. A motion calling on the LGA to ask the State Government to change the NRM Act so that Councils do not have to include a state government tax on their rate notices was not supported.

**Financial Implication:** N.A.

**Strategic Plan Reference:** N.A.

**Policy / Legislative implications:**

**Risk Assessment:** N.A.

***For Information***

#### 6.1.9 Round 3 of National Stronger Regions Fund

The Federal Government has \$1 billion available over 5 years for infrastructure projects that support economic growth and sustainability in regions.

The desired outcomes of the programme are:

- improved level of economic activity in regions;
- increased productivity in the regions;
- increased employment and a more skilled workforce in regions;
- increased capacity and improved capability of regions to deliver major projects, and to secure and manage investment funding;
- improved partnerships between local, state and territory governments, the private sector and community groups; and
- more stable and viable communities, where people choose to live.

Round 3 opens on 15<sup>th</sup> January and closes on 15<sup>th</sup> March.

Councils and Not for Profit organisations are only groups eligible to apply.

Grants are minimum of \$20,000 and maximum of \$10 million. Must be matched 1 for 1

Examples of infrastructure include:

- transport networks such as transport hubs, intermodal services, airports, or upgrades to wharves or cargo loading facilities,
- works that support an industrial estate or strengthen supply chains,
- water and waste services that support improved water management or enhance irrigation,
- pipelines to new industrial estates,
- convention centres, community or performance centres, and
- construction, expansion or upgrade of multi-purpose or local sporting facilities

Some of projects approved in Round 2 include:

- upgrade of Bathurst airport
- North Bega sewer project
- Medical Centre at Nyngan
- Aquatic facilities at Holbrook
- Gundagai main street development
- Upgrade of Terrigal Rugby Club clubhouse
- Three Rivers Retirement community project
- Riverland regional sports precinct
- George Town waste transfer station
- Installation of energy/cost saving infrastructure at Launceston city mission
- Construction RV and caravan friendly facilities at Cue
- Byford town centre access and safety improvements
- Mansfield Youth hub and skate park

In general, it is unlikely that a refurbishment of a building would be considered as construction of capital infrastructure. NSRF funding will be provided for capital projects which involve the construction of new infrastructure, or the upgrade of an extension of existing infrastructure. Repair or replacement of existing infrastructure will need to deliver

a significant increase in productivity, and the application will need to demonstrate the additional value that the refurbishment will deliver.

You can submit an application for a project which comprises a number of elements or locations. The application form will allow you to add multiple locations for your project. Eg You could seek funding for a number of playgrounds in a town?

Can I apply for a project that has already commenced or is scheduled to commence?

- Funding will not be provided for projects that have been budgeted for and would proceed without NSRF funding.
- Funding will not be provided for activities commenced prior to announcement of the funding decision.
- Funding may be available for a project which is underway. However, that funding will only be available for a new stage of the project.

Please think about possible projects for Tatiara – as you see from list above NSRF covers a large range of different areas.

A couple of possible projects were floated by Councillors:

- Upgrade of lights at Keith Airfield – already budgeted and called tenders for project – ineligible
- A new way of disposing of rubbish – EPA are opposed to incineration. If it did prove economical it would take at least several years to get a project brief and required approvals.

**Financial Implication:** N.A.

**Strategic Plan Reference:**

**Policy / Legislative implications:**

**Risk Assessment:**

***For Information***

#### 6.1.10 Confidential Report Unity Housing

In November 2015 Council went into confidence to hear a verbal report from the CEO to do with Unity Housing. Council then carried the following resolution:

*Res No 611 – Confidentiality of Verbal Report by CEO - Moved Cr Edwards seconded Cr Penniment that, pursuant to section 91(7) of the Local Government Act, Council orders that the verbal report given by the CEO in relation to this matter be retained in confidence and that this order be reviewed at the January 2016 Council meeting.*

Some progress has been made on this matter but it still needs to remain confidential.

**Financial Implication:** N.A.

**Strategic Plan Reference:** N.A.

**Policy / Legislative implications:** N.A.

**Risk Assessment:** N.A.

**Recommendation:** that, pursuant to section 91(7) of the Local Government Act, Council orders that the verbal report given by the CEO at the November 10<sup>th</sup> 2015 Council meeting in relation to Unity Housing be retained in confidence and that this order be reviewed at the March 2016 Council meeting.

## 6.2 Manager Corporate & Community Services – Kingsley Green

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### 6.2.1 Dry Zone Evaluation

**REPORT CAN BE FOUND IN THE DROPBOX**

#### **Results:**

The stated purpose of the Bordertown Dry Zone (alcohol free zone) is to reduce anti-social behaviour by irresponsible drinkers on roads, parks and footpaths. A consideration of previous research concerning the links between alcohol and crime and the effects of tighter controls on drinking in public areas suggest that, whatever the intended effects of such zones, the possible incidental effects include a rise or fall in some forms of offending and/or a displacement of crime into other areas. The existing research evidence suggests that the establishment of dry zones may bring about an increase in arrests and deterioration in relations with police. In re-establishing the purpose and value of the Bordertown Dry Zone, the evaluation, *Standing on Dry Ground, Keeping it Dry: Report No. 4*, focused on the following criteria of efficiency, effectiveness and appropriateness:

#### ***Efficiency:***

The evaluation of the Dry Zone required an analysis of the efficiency of the Dry Area, which included the following:

- The efficiency impacts of the Dry Zone on the community and businesses.
- The impact of location.
- The sustainability of the current approach.
- Alternatives to the current approach which might increase efficiency.

#### ***Effectiveness:***

The Dry Zone was analysed in terms of its effectiveness and whether its implementation has achieved the following:

- Does it continue to meet Council's expectations and obligations?
- Has it experienced any major barriers in its implementation?
- Does it continue achieved appropriate levels of acceptance by local residents, businesses, community groups and stakeholders?
- Has it improved the incidence of public intoxication?

- Has it reduced the incidence of anti-social behaviour and crime?

***Appropriateness:***

While the Bordertown Dry Zone may have been developed in a manner appropriate to the local area, it was important to ensure analysis focused on whether the Dry Area has been appropriately implemented in relation to the following criteria:

- Meeting the original Council objectives and to what extent these are still appropriate.
- Meeting Council needs and demands.
- Governance.

**Results:**

- The evaluation provides:
  - No indication of any change in the recorded rates of offences (i.e. assaults, malicious damage to property or offensive behaviour) as a consequence of declaring the Bordertown Dry Zone.
  - No indication of either a displacement of offences (i.e. such as assault) to the domestic environment or an increase in the rate of arrest.
  - No obvious reason why these two changes would have resulted from the introduction of the Dry Zone. Therefore, in the circumstances it is perhaps best to regard them as random incident characteristics over time.
- There were a number of respondent's comments suggesting the introduction of outdoor dining at both the Bordertown and Woolshed Hotels. This was also raised during the last evaluation and during the 2015 petition presented to Council. This presents an important point for Council's consideration:
  - Should Council seriously consider the social and economic benefits of outdoor dining areas? Clearly outdoor dining can make a significant contribution to the quality of public spaces in the Tatiara. Outdoor dining provides an active street frontage that is alive and ever changing and result in:
    - Revitalising the town area by promoting an active, vibrant environment.
    - Supporting economic development and commercial vitality.

***Recommendation:*** That Council receives the 2015 Bordertown Dry Zone evaluation report, *Standing on Dry Ground: Keeping it Dry: Report No. 4.*

## 6.2.2 Monthly Facilities & Event Report

**Facility Report:** This report provides a monthly summary of activities held in the Tatiara Civic Centre and Keith Institute, which comprises the following facilities:

- Bordertown:
  - Cinema/Theatre
  - Convention Room / Hall
  - Council Committee Room and Chambers



- Keith Institute.

This report provides the following information for the Tatiara Civic Centre and Keith Institute:

- Monthly activity report.
- Future activities report for the Tatiara Civic Centre.

In summary this report highlights the following 2 key points:

- That the Civic Centre & Keith Institute are multipurpose Centres with flexible spaces to optimize current uses and enable adaptation for future needs.
- The Centres represent good value for money balancing quality and function and costs associated with design and ongoing operation.

### **Tatiara Civic Centre**

#### **Monthly Report – December Events - Civic Centre (Theatre, Hall, Conference Room & Meeting Rooms)**

Date	Venue Activity	Facility	\$
1/12/2015	Debbie Davis Ballet School (Rehearsal)	Hall	\$22.00
2/12/2015	Bordertown Kindergym	Hall	\$33.00
4/12/2015	Debbie Davis Ballet School (Rehearsal)	Hall	\$22.00
6/12/2015	Debbie Davis Ballet School Performance	Hall	\$176.00
9/12/2015	Bordertown Kindergym	Hall	\$33.00
11/12/2015	Fat Mango Market	Hall	\$264.00
16/12/2015	RUOK Community Event	Hall	-
17/12/2015	Linda Andersen	Kitchen	\$176.00
			<b>\$726.00</b>

#### **Monthly Report – December Film Screenings - Civic Centre**

Date	Film	No. Attended	Income (Exc. Gst)	Expenses \$	Profit \$
4/12/2015	The Dressmaker	51	525	333	192
7,9,10/12/2015	Minions	294	-	632	-632
8/12/2015	Oddball	120	-	150	-238
8/12/2015	Inside Out	90	-	88	-88
10/12/2015	Maze Runner	40	-	88	-88
11/12/2015	Spectre	68	691	438	253
17 & 20/12/2015	Hotel Transylvania 2	55	522	501	21
18 & 19/12/2015	The Hunger Games: Mockingjay Part 2	84	824	637	187
8 & 9/1/2015	Star wars: The Force Awakens	107	1,073	819	254
		<b>909</b>	<b>3,635</b>	<b>3,686</b>	<b>-139</b>
<b>Key Statistics</b>		<b>2014/15</b>	<b>2015/16</b>		
• Total No. of screenings		122	62		
• Total Number of people		5,291	2,705		
• Average No. of people attending		43	44		
• Total Revenue		\$49,549	\$21,637		

• Total Expenses	\$47,063	\$22,580		
• Net Profit (Preliminary)	\$2,486	-944		
• No. of students attended free screening	462	544		
• Recovery of Costs:				
o Commission to film distributor	\$23,654	\$11,877		
o Internal Hire Charge of Cinema	\$10,824	\$5,368		
o Cleaning	\$1,160	\$1,145		
o Marketing & promotion	\$4,115	\$1,495		
o Funding initiatives for community groups	\$5,685	\$1,715		
o Freight charges	\$1,625	965		

### **Keith Institute**

#### **Monthly Report – December Events – Keith Institute**

Date	Venue Activity	Facility	\$
2/12/2015	Yoga Classes	Ruth Wheal Room	\$40.00
3/12/2015	Yoga Classes	Ruth Wheal Room	\$60.00
7/12/2015	Keith Drama Club	Hall	\$22.00
8/12/2015	Tatiara LAP Committee	Ruth Wheal Room	-
9/12/2015	Yoga Classes	Ruth Wheal Room	\$40.00
10/12/2015	Yoga Classes	Ruth Wheal Room	\$20.00
16/12/2015	Yoga Classes	Ruth Wheal Room	\$40.00
17/12/2015	Yoga Classes	Ruth Wheal Room	\$40.00
			<b>\$262.00</b>

#### **Monthly Report – December Film Screenings – Keith Institute**

Date	Film	No. Attended	Income (Exc. Gst)	Expenses \$	Profit \$
6/12/2015	The Dressmaker	46	464	356	107
10/12/2015	Oddball	230	-	416	-416
17/12/2015	Hotel Transylvania 2	71	665	471	-286
18/12/2015	Hunger Games: Mockingjay Part 2	17	185	495	170
		<b>364</b>	<b>1,345</b>	<b>1,739</b>	<b>-424</b>

<b>Key Statistics</b>		<b>2014/15</b>	<b>2015/16</b>		
• Total No. of screenings		12	21		
• Total number of people		423	815		
• Average No. of people attending		35	39		
• Total Revenue		\$4,022	5,660		
• Total Expenses		\$3,959	8,419		
• Net Profit (Preliminary)		\$62	-2,759		
• No. of students attended free screening		-	230		
• Recovery of Costs:					
o Commission to film distributor		\$1,857	4,755		
o Internal Hire Charge of Cinema		\$792	1,386		
o Cleaning		\$246	323		

○ Marketing & promotion	\$435	880		
○ Projectionist	\$600	1,050		
○ Freight charges	\$30	25		

#### **Future Event Bookings**

Date	Venue Activity	Venue	(\$)
19/3/2016	Stcb 30 Year celebration Function	Hall	TBA
16/4/2016	Wedding	Hall	TBA
8/5/2016	Tatiara Karting Club Function	Hall	TBA
10-13/6/2016	State 8 Ball Event	Hall	TBA

#### ***For Information***

#### **6.2.3 Meetings & Events Attended – December 2015**

1 <sup>st</sup>	Teleconference with LGA Workers Compensation Scheme
2 <sup>nd</sup>	Teleconference with LGA Workers Compensation Scheme
3 <sup>rd</sup>	Teleconference with Council's Auditors
4 <sup>th</sup>	Teleconference with LGA Workers Compensation Scheme
4 <sup>th</sup>	Attended Keith
9 <sup>th</sup>	Meeting with Tobias O'Connor, Principal, Keith Area School
10 <sup>th</sup>	Teleconference with LGA Workers Compensation Scheme
10 <sup>th</sup>	Manex Meeting
10 <sup>th</sup>	Attended Keith – setting up film at Keith Institute
11 <sup>th</sup>	Meeting with representatives from Bordertown Gun Club
15 <sup>th</sup>	Teleconference with Country Arts SA re. partnership agreement
16 <sup>th</sup>	AWU Single Bargaining Unit Committee Meeting
17 <sup>th</sup>	WH&S Committee Meeting
17 <sup>th</sup>	MO Enterprise bargaining Committee Meeting
18 <sup>th</sup>	Teleconference with Vintek regarding wi-fi.
23 <sup>rd</sup>	Meeting regarding wedding booking for Civic Centre

#### ***For Information***

#### **6.3 Finance Manager – Judi Molineux**

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#### **6.3.1 Monthly Financial Report for December 2015**

The Monthly Budget Comparison Statement for December 2015 is attached.

**Financial Implication:** This will be reviewed today at the 2nd Budget Review.

**Strategic Plan Reference:** 6.3 Ensure that Council's plans and budgets are both responsible and sustainable.

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

**Risk Assessment:** N/A

**Recommendation:** That the Monthly Financial Comparison Statement for December 2015 be received.

### 6.3.2 2015-2016 Budget Review 2

#### **2015-2016 2nd Budget Review – Budget Detail & Summary**

Budget Managers have reviewed all accounts, where some redistributions have occurred within the total sub-programme, in particular in Parks & Gardens, Sanitary & Garbage and Road Construction.

Some points to note are:

- Decrease in Parks & Gardens by \$76,000
- Increase in Road Construction by \$27,000 and a corresponding decrease in Road Maintenance by \$30,000
- Decrease in SLR Road Loan by \$141,000
- Final position of the VIC, all costings should be closed, a variance of \$17,000 from Review 1 which included \$11,000 of staff termination payouts
- Extra \$15,000 in adjustments from a fuel tax credit audit over the past 5 years, the adjustment included our water trucks are allowed to claim off road at 80% of time when they use the carts for spraying etc. Previously claimed all on road.
- Summary Review 2 shows a:
  - Cash Budget Surplus of \$18,273 as shown in our Cash Budget Statement.
  - Operating Deficit of \$1,573,756 as shown in the Income Statement.
- This compares to Budget 1<sup>st</sup> Review, which showed,
  - Cash Budget Surplus of \$42,435
  - Operating Deficit of \$1,770,139

#### **2015-2016 2nd Budget Review – Financial Statements**

The budgetary Financial Statements are attached.

- Income Statement
- Balance Sheet
- Cash Flow Statement
- Statement of Changes in Equity
- Uniform Presentation of Finances
- Key Financial Indicators

**Financial Implication:** Council needs to review the cash budget & financial statements regularly to ensure that the financial obligations set by Council at budget adoption are within the required and acceptable ranges.

**Strategic Plan Reference:** 6.3 Ensure that Council's plans and budgets are both responsible and sustainable.

**Policy / Legislative implications:** Local Government (Financial Management) Regulations 2011 Part 2 – 9 Review of Budgets: Council must at least twice between 30<sup>th</sup> September & 31<sup>st</sup> May (dates inclusive) show a revised forecast of its operating & capital investment activities for the relevant financial year, to be presented in a manner consistent with the note in the Model Financial Statements entitled Uniform Presentation of Finances; a revised forecast of each item in the budgeted financial statements & report the Financial Indicators in the manner consistent with the note in the Model Financial Statements.

**Risk Assessment:** If Council did not review quarterly its budget, the Council would not be compliant under the Local Government Act and Regulations, and to this end may not be reviewing and revising budgets in a timely and sustainable manner.

**Recommendation:** That Council adopts the 2015-2016 2nd Budget Review showing a Cash Budget surplus of \$18,273 and an Operating Deficit of \$1,573,756.

### 6.3.3 2015-2016 2<sup>nd</sup> Budget Review – Round 3 Community Budget Submissions

#### **GO TO ATTACHMENT**

Council has allocated within its 2015/16 budget \$53,827 in funding to be allocated as community Grants in 4 funding rounds. In funding round 1 & 2 the following was allocated:

#### Round 1

• Tatiara Chaplaincy – Annual Operating Request	\$ 5,000
• Stand Like Stone – Annual Operating Request	\$ 2,000
• Bordertown High School – Cyber Safety Workshops	\$ 3,000
• Tatiara Men’s Shed – Cover for Wood Sawing area	\$ 3,000
• Keith Pony Club – Final stage of tidying up the Common	<u>\$ 4,540</u>
	<b>TOTAL <u>\$17,540</u></b>

#### Round 2

• Padthaway Grape Growers Assoc. – Website & Rebranding (funded from Business Assistance)	\$ 3,000
• Tatiara Karting Club – Support for AIDKA in 2016	\$ 5,000
• Keith Men’s Shed – Upgrade Shed in 16 McBain St Keith	<u>\$10,000</u>
	<b>TOTAL <u>\$15,000</u></b>

Community Grants balance left after Rounds 1 & 2 is **\$21,287**

Council has received 3 Budget Submissions for Round 3 of the Community Grants. Three staff have assessed the applications and provide the following comments for your consideration.

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Community Budget Submission - COMMUNITY ASSETS/PROGRAMMES 2015/16 - ROUND 1									
No.	Date Received	Submitted By	Committee Group	Description of Activity/Service	GRANT REQUEST	LOAN REQUEST	COMPLIANT GRANT	GRANT ALLOCATION	COA/Job
			Stand Like Stone	Annual donation	2,000		Yes	2,000	Cnc Res 300 12/5/15
			Bordertown High School	Cybersafety Workshops	3,000		Yes	2,727	Cnc Res 359 9/6/15
1	12/06/2015	Neil Smedley	Tatiara Mens Shed	Cover for wood sawing area	4,472		Yes	3,000	13212C
2	4/06/2015	Stephen Probert	Tatiara Schools Chaplaincy	Annual Funding request for Pastoral Care Workers	10,000		Discretionary	5,000	1330070
3	19/06/2015	James De Barro	Keith Pony Club	Final Stage of tidying up the "common"	4,540		Yes	4,540	164209
4	29/06/2015	Tim Cadzow	Keith District Basketball Assoc.	Grand Stand seating	2,264.00		Yes	-	
5	29/06/2015	Katie Manser	Keith USE Netball Club	Grand Stand seating	2,264.00		Yes	-	
				<b>SUB TOTAL ROUND 1</b>	<b>28,540</b>			<b>17,267</b>	
				<b>Total Allowance</b>				<b>53,827</b>	
Community Budget Submission - COMMUNITY ASSETS/PROGRAMMES 2015/16 - ROUND 2									
6	27/09/2015	Cathy Cobbledick	Padthaway Grape Growers Assoc.	Website Development, Social Media and Re-branding	5,000		Discretionary	-	\$ 3,000
7	28/08/2015	Barry Butler	Tatiara Karting Club	Support for 2016 AIDKA (Aust. Independent Dirt Karting Assoc)	5,000		Discretionary	5,000	164189
8	7/10/2015	Warren Ingerson	Keith Men's Shed	Upgrade shed 16 McBain St - Toilet, Kitchen & Concrete floor	10,000		Yes	10,000	164198
				<b>SUB TOTAL ROUND 2</b>	<b>20,000</b>	<b>-</b>		<b>15,000</b>	
				<b>Balance Allowance after Round 1</b>				<b>\$ 36,560</b>	
				<b>Balance Allowance after Round 2</b>				<b>\$ 21,560</b>	
Community Budget Submission - COMMUNITY ASSETS/PROGRAMMES 2015/16 - ROUND 3									
9	18/11/2015	Julia Materne	SACWA Tatiara Group	SAWCW Country State Council Event	984		Yes	\$ 750	
10	17/12/2015	Brian Jarrett	Bordertown Gun Club	Upgrade of Clay Target Trap	9,000		Yes	9,000	
11	24/12/2015	Kathy Nagel	Keith & District Hospital Inc.	Seed Funding for Scoping of Aged Care Redevelopment	7,500		Discretionary	7,500	
				<b>SUB TOTAL ROUND 3</b>	<b>17,484</b>			<b>17,250</b>	
				<b>Balance for Rounds 4</b>				<b>\$ 4,310</b>	

Funded from Bus Assis

Funding Stream 2: Events & Festivals Grant

(Maximum funding \$2,000)

**GO TO ATTACHMENT**

The Tatiara Group of the CWA has requested funds towards the State Council meeting to be held in Bordertown over 2 days in March 2016. This group has not sought funds from Council before.

Date	Organisation/Community Group	Requested	Received
Community Grants – Similar to the Tatiara Group – SA Country Women's Association request to support the State CWA Country State Council to be held in Bordertown			
2013/14	Bordertown Rotary – District Conference Bordertown	\$10,000	\$2,000 + inkind hire of hall etc.
2012/13	Padth. Womens Ag & Business – Regional Conference	\$2,000	\$1,000
2011/12	Keith Show Society – Diesel and Dirt Event	\$2,000	\$500
2007/08	Tatiara Karting Club – State Titles (Inkind works)	\$5,000	\$5,000

In considering this application staff have rated this request as reasonable and suggest a part contribution from Council. The request probably falls into the smaller donation category of \$750 or less as there is no apparent contribution from the members towards the event.

However, the event brings a significant number of visitors to the Tatiara over 2 days and this in itself is worthwhile from the strategic goals of Council. Council looks to promote the Tatiara in experiences and events and this fits well under those parameters.

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# Tatiara District Council COMMUNITY GRANTS POLICY



## APPENDIX A

### APPLICATION FORM – ORGANISATION INFORMATION

Organisation	Tatiara Group - SA Country Women's Assoc Inc		
Contact Person:	Julia Materne	Position:	Group President
Address:	6 Halifax Street Keith SA 5267		
Telephone:	B/H:	A/H:	Mobile: 0428562755
Email:	jmaterne@bigpond.net.au		
Incorporation No.	A 604	ABN:	84 028 749 294
Public Liability Policy No.	05 500 057484	Registered for GST?:	Yes/No Yes
Is your organisation Auspiced?	<input type="checkbox"/> Yes		<input checked="" type="checkbox"/> No
Is Your Organisation: (Please Tick)	<input type="checkbox"/> Non-Government <input type="checkbox"/> Government <input checked="" type="checkbox"/> Not for Profit <input type="checkbox"/> For Profit		
Name of Project	SACWA Country State Council		
Amount of Funding Sought	\$984-00		
What Funding Stream are you Applying For?	<input type="checkbox"/> Funding Stream No. 1: Small Grant ("Quick Response Grants")		
	<input checked="" type="checkbox"/> Funding Stream No. 2: Events & Festivals Grant		
	<input type="checkbox"/> Funding Stream No. 3: Recreational Facilities Upgrade Grant		
	<input type="checkbox"/> Funding Stream No. 4: Community Environmental Grants		
	<input type="checkbox"/> Funding Stream No. 5: Individual Achievement Grants		
	<input type="checkbox"/> Funding Stream No. 6: Discretionary Grants		
When was your organisation formed?	1929		
How many members does your group have?:	60 members in Tatiara Group		
What geographic area does your group cover?	Bordertown, Keith, Coomandook		
What are the main activities, events, programs, or projects your group conducts or has conducted in the past?	Three State Council meetings per year, one being in a regional area each March		
If you do not receive the full amount requested, can/will the project still go ahead?	<input type="checkbox"/> No		<input checked="" type="checkbox"/> Yes



# Tatiara District Council COMMUNITY GRANTS POLICY



## APPENDIX C

### Application Form

#### Funding Stream No. 2: Events & Festivals Grant Scheme

Questions that need to be addressed by the applicant.

Your answers to each of the following questions will be weighed against the selection criteria, so it is important that you provide as much information as possible to support your application.

#### Project Information

Project Name: SACWA Country State Council

Project Location: Border town

Outline of Project: Approximately 150 members plus some partners from across SA will travel to Bordertown for their annual Country State Council meeting for 2 days. We will discuss the business of the Association and hear guest speakers from the Tatiara. Local businesses will have promotional displays at a venue, the Bordertown Football Clubrooms and bus tours will take partners on a day trip around the area visiting businesses and points of natural & historic interest. All members including State Officers are volunteers meeting all expenses themselves.

1. Has the event been held before?

☒ Yes, When? each year in March Where? 2015 Angaston, 2014 Whyalla, 2013 Victor Harbor, 2012 Wallaroo, 2011 Ceduna

☐ No

2. Is this a new component to an existing event?

☒ No ☐ Yes,

3. Please provide a brief description of the event, including how your event will be innovative & flexible. Attach additional information if required to support your application.

The whole purpose of our Country State Council is to showcase an area of the state where many members have not been and to enable members living in that area to attend a State Council meeting which is otherwise held twice a year in Adelaide. Guest speakers from the area give insights into its industry and social history. Bus tours will be provided for members and partners to visit points of interest in the area. Hopefully everyone will go home with a better understanding of our part of the Upper South East.

4. Where will the event take place (venue)? Bordertown Football Clubrooms

Rev 07 13<sup>th</sup> August 2013

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5. When will the event take place?

Day/s & Dates	Time (From / To)
Day 1: <i>Wed. 9<sup>th</sup> March 2016</i>	<i>8-30 am — 4-00 pm</i>
Day 2: <i>Thurs. 10<sup>th</sup> March 2016</i>	<i>9-00 am — 3-00 pm</i>
Day 3:	
Day 4:	

6. Will there be a cost to enter this event?

☐ Yes, entry fee of \$..... ☐ Gold coin donation only ☒ No entry charge

7. What marketing and promotional activities will be implemented?

Type	Please Specify
<b>Media Liaison</b> (e.g. Media releases, Media conferences, Response to issues)	<i>5 TCB Mt Gambier ABC Border Chronicle</i>
<b>Advertising</b> (e.g. Print (newspaper, magazine), Radio, Television, Internet)	<i>Radio, Internet, SACWA Magazine, Stock Journal</i>
<b>Digital Solution</b> (e.g. Websites, Social networking, Blogs, Search engine optimisation, Podcasting)	<i>SACWA Website + Facebook Page</i>
<b>Collateral</b> (e.g. Flyers, Brochures, Invitations, Business cards, Published reports)	<i>NA</i>
<b>Direct Mail</b>	<i>NA</i>
<b>Promotions</b> (e.g. Competitions, Merchandise)	<i>Promotional displays by local businesses, Sale of SACWA merchandise.</i>
<b>Other</b>	<i>Tours of Tatiara organised for partners during meeting and members after finish of meeting.</i>

8. Events & Festivals Grants applications will be assessed against the criteria listed below.

Therefore, for each criterion applicable to your event/festival, please indicate how outcomes will be addressed and achieved.



# Tatiara District Council COMMUNITY GRANTS POLICY



How well is your Festival / Event aligned to Council's Strategic Plan 2012-2016		V
1. Will your festival/activity involve people from the following groups:		
<input checked="" type="checkbox"/> Culturally Diverse Backgrounds	Speaker on Aboriginal culture in Tatiara	✓
<input checked="" type="checkbox"/> Young People	choir/musical performance	✓
<input checked="" type="checkbox"/> Disability		✓
<input checked="" type="checkbox"/> Other Target Groups (Specify)	Aged	✓
2. Will your festival/activity involve community participation/volunteers?		
	Tatiara CWA members	✓
3. Will your festival/activity foster supportive social relationships?		
	yes, community and CWA members	✓
4. Will your festival/activity promote community development?		
	yes, bringing the Tatiara to intrastate members	✓
5. Will you be providing any in-kind contribution? (Specify):		
	and g.fts, table decorations, morning & afternoon teas.	✓
6. Will you be providing any other in-kind contribution? (Specify):		
	The organisation of bus tours on both days.	✓
7. Will you be providing any cash contribution (relative to grant) (Specify):		
	No	✓
8. Will you be providing any other cash contribution (relative to grant) (Specify):		
	No	✓
9. Have you identified the development potential of the festival/activity? (Specify):		
	showcasing the Tatiara & Bordertown in particular to members	✓
10. Will the festival/activity be sustainable over 1, 2, 3 or 5 years? (Specify):		
	Only as an example and encouragement to other CWA rural areas	✓
11. Continuing innovation and flexible thinking		
	yes	✓
12. Will your festival/activity be promoted locally?		
	yes	✓
13. Will your festival/activity be promoted regionally?		
	yes	✓
14. Will your festival/activity be promoted state-wide?		
	yes	✓
15. Will your festival/activity be promoted nationally?		
	NA	✓
16. Event/festival attendance:		
16a. Number of <b>visitors</b> estimated (Please tick (☐) one only)		
<input type="checkbox"/> Up to 100		
<input checked="" type="checkbox"/> 101-200		✓

# Tatiara District Council COMMUNITY GRANTS POLICY



<input type="checkbox"/> 201-300	
<input type="checkbox"/> 300 +	
16b. Number of <i>locals</i> estimated (Please tick (☑) one only)	
<input checked="" type="checkbox"/> Up to 50	✓
<input type="checkbox"/> 51-100	
<input type="checkbox"/> 101-200	
<input type="checkbox"/> 300 +	

# Tatiara District Council COMMUNITY GRANTS POLICY



## APPENDIX F

### PROJECT BUDGET

(Please indicate your proposed budget for the project)

#### Proposed Project INCOME

Council Grant / Loan (i.e. amount requested)	\$ 984-00
Your Group's Financial Contribution (if applicable)	\$ 0-00
Your Group's In Kind Contribution (if applicable)	\$ 0-00
Other Funding Sources	\$ 0-00
<b>TOTAL PROJECT INCOME (should equal total project expenditure)</b>	<b>\$ 984-00</b>

#### Proposed Project EXPENDITURE

Venue hire \$120 x 2 days	\$ 240-00
Guests dinner costs 4 x \$30	\$ 120-00
Guests lunch costs 2 x \$12	\$ 24-00
Accommodation subsidy to help 6 State Officers attend @ \$100 each	\$ 600-00
	\$
	\$
	\$
	\$
<b>TOTAL PROJECT EXPENDITURE (should equal total project income)</b>	<b>\$ 984-00</b>

# Tatiara District Council COMMUNITY GRANTS POLICY



## APPENDIX G

### APPLICATION CHECKLIST

- ☒ Have I met the selection criteria?
- ☒ Have I listed our ABN number?
- ☒ Have I listed our incorporation number?
- ☒ Have I listed our Public Liability Policy Number and Certificate of Currency?
- ☒ Have I answered every question on the application form?
- ☒ Have I provided at least 1 relative quote on the project idea?
- ☒ Is the budget correct?
- ☒ Have I attached our organisations last financial statement or Treasurers most recent monthly report?
- ☒ Have I included other attachments/evidence which will assist the application (e.g. Annual report, detailed business plan)?
- ☒ Have I kept a copy of this application for my records?





## Certificate of Currency

This is to certify that this Ansvar Insurance Limited policy of insurance is current as at the date of issue of this Certificate of Currency, subject to the terms and conditions of the policy indemnifying the Insured as follows:

**Policy number:** 05 500 0574840

**Name of insured:** **The South Australian Country Women's Association Incorporated**

**Type of policy:** Ansvar Insurance Ltd Heritage Special Risks Insurance Policy AUSHERPDSV1.4 July 2012

**The business:** Principally: Not for Profit Women's Association & related activities

**Situation:** Australia Wide

**Limits of Liability:** Public Liability \$20,000,000  
Any one occurrence  
Products Liability \$20,000,000  
Any one period of insurance

**Period of insurance:** From 30/06/15 4pm to 30/06/2016 4pm

**Signed for & on behalf of Ansvar Insurance Limited**



Helen Auricht – Business Development Underwriting Manager

**Date: 30<sup>th</sup> June 2015**

**Victoria**  
**AD** GPO Box 1655  
Melbourne 3001  
**FX** +61 3 9614 1545

**New South Wales**  
**AD** PO Box 1410  
Parramatta 2124  
**FX** +61 2 9687 9564

**Queensland**  
**AD** GPO Box 747  
Brisbane 4001  
**FX** +61 7 3011 8999

**South Australia**  
**AD** PO Box 630  
Fullarton 5063  
**FX** +61 8 8338 1920

**Western Australia**  
**AD** PO Box 840  
West Perth 6872  
**FX** +61 8 9324 2013

**Tasmania**  
**AD** PO Box 330  
Launceston 7250  
**FX** +61 3 9614 1545

**1300 650 540**  
**ansvar.com.au**

# Tatiara District Council COMMUNITY GRANTS POLICY



## APPENDIX H

### DECLARATION & UNDERTAKING BY APPLICANT

*If this application is successful, we undertake to:*

- Supply Council with a suitable invoice dependent on GST status, for the grant amount.
- Use the grant only for the purpose outlined in the application.
- Seek written approval from Tatiara District Council for any significant changes in the budget or project.
- Spend grant monies within stated period.
- Acknowledge Council's assistance in any material relating to the project.
- Complete and submit a Funding Acquittal Form detailing income/expenditure within three (3) months of completing the project and no later than June 30 20.....
- Return any unspent grant monies with the Financial Acquittal Form.

Signature: *J. Mateme*  
(committee member)

Name: *Julia Mateme*  
(please print clearly)

Signature: *Rosalie Craker*  
(committee member)

Name: *Rosalie Craker*  
(please print clearly)

Date: *9<sup>th</sup> November 2015*

*If you are Auspiced by an Incorporated Association, a representative from that parent body will also need to sign this application below:*

Signature: .....

Name: .....



# Tatiara District Council COMMUNITY GRANTS POLICY



## APPENDIX I

### KEY ELIGIBILITY CRITERIA

(If you answer yes to any of the questions below, your organization is ineligible for funding)

Does your Group have an outstanding debt owing to Council (other than compliant loan arrangements)?

YES ☐ NO ☒

Will the Grant be used for:

Payment of Salaries (Outside of project parameters)	YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>
Recurrent operational costs (e.g. postage, stationery, telephone)	YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>
Training or Education	YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>
Conference attendance costs	YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>
Interstate or Overseas travel	YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>
Individual, Private, Political or Commercial Enterprise	YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>

(If you answer yes to ALL of the questions below, your organization is eligible for funding)

Does the project fit a Project Category?	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
Has the Application Form been completed?	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
Have you provided Financial Statements?	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
Are you prepared to acknowledge Council?	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>

Funding Stream 3: Recreational Facilities Upgrade Grant (Maximum funding \$10,000)

### **GO TO ATTACHMENT**

The Bordertown Gun Club is seeking funds to towards the upgrade of a Clay Target Trap. The funds requested are approximately 50% of the project.

The Bordertown Gun Club was also successful in seeking funds from Council in 2013/14 towards the upgrade and repairs to their Clubrooms. The Gun Club sought \$6,500 and \$5,000 from Council was awarded at that time.

Date	Organisation/Community Group	Requested	Received
<b>Community Grants – Similar to the Bordertown Gun Club request to upgrade the Clay Target Trap</b>			
2013/14	Bordertown Band aids- Trailer for Murray To Moyne cyclists	\$10,000	\$3,000
2012/13	Keith Pony Club – Trailer Production Project	\$4,850	\$2,500
2009/10	Bordertown Table Tennis Club – 7 new tables	\$2,000	0

Although Funding Stream 3 is the most frequently used and supported request by Community Groups, requests for equipment within this funding stream is seen less often.

In considering this application staff have rated this request as more than reasonable and suggest a full contribution from Council. The request will keep the club moving forward with current & reliable facilities, increasing the attractiveness to the sport and the club, within the district and the region.

### **GO TO NEXT ITEM**

### **BACK TO INDEX**

# Tatiara District Council COMMUNITY GRANTS POLICY



## APPENDIX A

### APPLICATION FORM – ORGANISATION INFORMATION

Organisation	BORDERTOWN GUN CLUB		
Contact Person:	BRIAN JARRETT	Position:	PRESIDENT
Address:	P.O. BOX 155, BORDERTOWN S.A. 5268		
Telephone:	B/H (08) 87521051	A/H (08) 87521-051	Mobile:
Email:	jeanja@bigpond.com		
Incorporation No.	A6761	ABN:	6652349320
Public Liability Policy No.	08080207	Registered for GST?:	Yes/No
Is your organisation Auspiced?	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No
Is Your Organisation: (Please Tick)	<input type="checkbox"/> Non-Government <input type="checkbox"/> Government <input checked="" type="checkbox"/> Not for Profit <input type="checkbox"/> For Profit		
Name of Project			
Amount of Funding Sought			
What Funding Stream are you Applying For?	<input type="checkbox"/> Funding Stream No. 1: Small Grant ("Quick Response Grants")		
	<input type="checkbox"/> Funding Stream No. 2: Events & Festivals Grant		
	<input checked="" type="checkbox"/> Funding Stream No. 3: Recreational Facilities Upgrade Grant		
	<input type="checkbox"/> Funding Stream No. 4: Community Environmental Grants		
	<input type="checkbox"/> Funding Stream No. 5: Individual Achievement Grants		
	<input type="checkbox"/> Funding Stream No. 6: Discretionary Grants		
When was your organisation formed?	1966		
How many members does your group have?:	31		
What geographic area does your group cover?	TATIARA-UPPER SOUTH EAST		
What are the main activities, events, programs, or projects your group conducts or has conducted in the past?	MONTHLY SHOOT. SCHOOL STUDENT TRAINING. AREA AND ZONE SHOOT		
If you do not receive the full amount requested, can/will the project still go ahead?	<input type="checkbox"/> No		<input checked="" type="checkbox"/> Yes

Rev 07 15<sup>th</sup> August 2013

TATIARA DISTRICT COUNCIL

15 of 43



# Tatiara District Council COMMUNITY GRANTS POLICY



## APPENDIX D

### Application Form

#### Funding Stream No. 3:

#### Recreation Facilities Upgrade Grant Scheme

Questions that need to be addressed by the applicant.

Your answers to each of the following questions will be weighed against the selection criteria, so it is important that you provide as much information as possible to support your application.

#### Project Information

Project Name: UPGRADE OF CLAY TARGET TRAP.

Project Location: PIGEON FLAT ROAD, BORDERTOWN.

Outline of Project: REPLACEMENT OF UNRELIABLE CANTERBURY CRUSADER TRAP, (THAT LAUNCHES TARGETS OUT INTO THE FIELD.)

What is the potential of the project to increase or maintain recreation opportunities available to the community?

1. How will this Project maintain or increase participation?

BY HAVING AN UNRELIABLE TRAP, WHICH THROWS ILLEGAL TARGETS, THAT ARE NOT IN THE PARAMETERS OF A.S.T.A. COMPETITION RULES, WHICH MAKES OUR EVENTS UNATTRACTIVE TO SHOOTERS, LEADING TO A DECLINE IN NUMBERS ATTENDING OUR SHOTS. WE ARE EXPECTED TO CONDUCT STATE AND ZONE TITLE EVENTS FOR WHICH CORRECT TARGETS ARE REQUIRED AND DESIRED.

2. Does this Project offer a new experience or recreation opportunity?

BY PURCHASING A NEW TRAP IT WILL THROW TARGETS FOR A WIDER VARIETY OF EVENTS, IE. DOUBLE RISE, CONTINENTAL, DOWN THE LANE AND DEAUVILLE DOUBLES.

# Tatiara District Council COMMUNITY GRANTS POLICY



3. How will this Project benefit current & potential participants/club members?

PROVIDE RELIABLE TARGETS FOR A WIDER RANGE OF EVENTS.

4. Does this Project benefit the community in general and if so, how?

BY ATTRACTING MORE COMPETITORS, NOT ONLY FOR OUR MONTHLY SHOTS BUT PARTICULARLY FOR STATE AND ZONE TITLES AND TWO DAY SHOTS, THEY WILL HAVE THE POTENTIAL TO SPEND MORE MONEY IN OUR DISTRICT. BY PROVIDING TOP QUALITY FACILITIES AND TARGETS WE WILL ATTRACT MORE SHOOTERS. THIS WILL BE A BENEFIT TO OTHER BUSINESSES IN OUR TOWN. AT OUR LAST 2 DAY SHOOT WE HAD OVER 100 SHOOTERS WITH THEIR WIVES & FAMILIES.

5. Will or can this Project be used by or benefit other user groups or activities?

YES. COME AND TRY DAYS AND BUSINESSES HAVE CORPORATE DAYS FOR CLIENTS AND EMPLOYEES. WE RECENTLY HOSTED SOME WOMEN FROM THE RURAL WOMENS GATHERING AND PROVIDED EVENTS FOR 20 WOMEN. THEY SENT A LETTER OF THANK YOU STATING HOW MUCH THEY ENJOYED THEIR TIME AT OUR CLUB.

## Evidence of adherence to social justice principles:

6. Will this Project increase accessibility for people with disabilities?

WE ALREADY CATER FOR PEOPLE WITH DISABILITIES.

7. Does this Project cater for a range of age groups (particularly juniors or older adults)? Please explain.

YES. WE PROVIDE FACILITIES FOR A WIDE RANGE OF AGE GROUPS 13 AND ABOVE. SOME PEOPLE ARE STILL PARTICIPATING OVER THE AGE OF 80.



# Tatiara District Council COMMUNITY GRANTS POLICY



THE CLUB SHOOTS PROVIDE SPECIAL TROPHIES FOR LADIES,  
JUNIORS UNDER 18 AND VETERANS OVER 65.

8. Does this Project benefit a range of groups such as cultural groups, women, rural remote communities, etc.

YES.  
LADIES, MEN, BOYS AND GIRLS ALL COMPETE.  
WE ARE OPEN TO ALL OF THE ABOVE INCLUDING MULTICULTURAL GROUPS,  
THE ONLY STIPULATION IS: THEY MUST HOLD A CURRENT  
FIREARMS LICENCE.

## Permanency of proposed works:

9. In what way will this Project have long term benefit to participants and the community?

A NEW TRAP WILL PROVIDE COMPLYING TARGETS, RELIABLE  
FOR 15-20 YEARS, AND IT WOULD HAVE THE LATEST SAFETY  
ATTACHMENTS. IT WOULD HAVE A LARGER HOPPER AND  
THEREFORE REQUIRE LOADING LESS OFTEN. THE SAFETY ASPECTS  
OF THIS PROJECT IS THE MOST IMPORTANT ELEMENT BEHIND THIS REQUEST.

10. How long will the facility / improvement last?

15-20 YEARS.

11. Will your Project require any ongoing maintenance and if so how will your club ensure maximum longevity?

ALL TRAPS REQUIRE REGULAR SERVICING AND MAINTENANCE,  
AND WE HAVE THE MANUFACTURERS TECHNICIAN VISITING  
REGULARLY.

## Non-duplication of existing facilities:

12. Are there any other facilities nearby similar to the Project, and if so, explain how they fail to meet the needs of you club?

NO

# Tatiara District Council COMMUNITY GRANTS POLICY



13. Where are the closest facility / club of this sort (how far would participants need to travel)?

MINIMUM OF 100KM TO KINGSTON, S.E. S.A.  
100KM TO JEPARIT, VICTORIA.

14. If there are nearby facilities of a similar nature why is this Project required?

N/A.

## Organisational Capacity:

15. What is your organisation's financial contribution to the Project?

LIMITED. THE CLUB CAN PARTIALLY FUND THIS PROJECT.

16. What is your organisation's in-kind contribution to the Project?

MEMBERS WILL BE REQUIRED TO CARRY OUT THE REMOVAL  
OF THE OLD TRAP AND SET UP THE NEW ONE. A NEW  
MAINTAINING BASE WILL NEED TO BE BUILT AND INSTALLED.

Do you currently have an unfinished Projects which have been funded through the Tatiara District Council's Community Grant Scheme (this includes outstanding final reports)?

~~Yes~~ / No

If yes, have you requested an extension – please provide details:

If your Project is on Council land, have you attached a letter with your application requesting permission to undertake the works?

# Tatiara District Council COMMUNITY GRANTS POLICY



Yes/No

## Further Information:

How will the success of the Project be determined?

BY THE INCREASE OF NUMBERS TO OUR SHOOT, BOTH MONTHLY  
AND LARGER EVENTS. QUALITY, RELIABLE FACILITIES MAKE  
THE CLUB MORE ATTRACTIVE FOR ACCOMMODATING THE ZONE,  
STATE AND COMMONWEALTH TITLES, WHICH WILL PROVIDE AN  
IMPORTANT ECONOMIC BENEFIT TO OUR REGION.

Do you have any other relevant supporting information (more detailed submissions may be attached):



# Tatiara District Council COMMUNITY GRANTS POLICY



## APPENDIX F

### PROJECT BUDGET

(Please indicate your proposed budget for the project)

#### Proposed Project INCOME

Council Grant / Loan (i.e. amount requested)	\$ 9,000.00
Your Group's Financial Contribution (if applicable)	\$ 6,500.00
Your Group's In Kind Contribution (if applicable) LABOUR	\$ 1,500.00
Other Funding Sources	\$
<b>TOTAL PROJECT INCOME (should equal total project expenditure)</b>	<b>\$ 17,000.00</b>

#### Proposed Project EXPENDITURE

CLAY TARGET TRAP	\$ 16,500.00
REMOVAL OF EXISTING TRAP	\$ 500.00
PREPARING SITE FOR NEW TRAP	\$ 1,000.00
MATERIALS ETC. & TRANSPORT	\$ 500.00
	\$
	\$
	\$
	\$
	\$
	\$
<b>TOTAL PROJECT EXPENDITURE (should equal total project income)</b>	<b>\$ 18,500.00</b>

# Tatiara District Council COMMUNITY GRANTS POLICY



## APPENDIX G

### APPLICATION CHECKLIST

- ☒ Have I met the selection criteria?
- ☒ Have I listed our ABN number?
- ☒ Have I listed our incorporation number?
- ☒ Have I listed our Public Liability Policy Number and Certificate of Currency?
- ☒ Have I answered every question on the application form?
- ☒ Have I provided at least 1 relative quote on the project idea?
- ☒ Is the budget correct?
- ☒ Have I attached our organisations last financial statement or Treasurers most recent monthly report?
- ☒ Have I included other attachments/evidence which will assist the application (e.g. Annual report, detailed business plan)?
- ☒ Have I kept a copy of this application for my records?

# Tatiara District Council COMMUNITY GRANTS POLICY



## APPENDIX H

### DECLARATION & UNDERTAKING BY APPLICANT

*If this application is successful, we undertake to:*

- Supply Council with a suitable invoice dependent on GST status, for the grant amount.
- Use the grant only for the purpose outlined in the application.
- Seek written approval from Tatiara District Council for any significant changes in the budget or project.
- Spend grant monies within stated period.
- Acknowledge Council's assistance in any material relating to the project.
- Complete and submit a Funding Acquittal Form detailing income/expenditure within three (3) months of completing the project and no later than June 30 20.....
- Return any unspent grant monies with the Financial Acquittal Form.

Signature: BH Jannett  
(committee member)

Name: BH JANNETT PRESIDENT  
(please print clearly)

Signature: [Signature]  
(committee member)

Name: M D McGee SECRETARY  
(please print clearly)

Date: 16<sup>th</sup> Dec 2015

*If you are Auspiced by an Incorporated Association, a representative from that parent body will also need to sign this application below:*

Signature: .....

Name: .....

# Tatiara District Council COMMUNITY GRANTS POLICY



## APPENDIX I

### KEY ELIGIBILITY CRITERIA

(If you answer yes to any of the questions below, your organization is ineligible for funding)

Does your Group have an outstanding debt owing to Council (other than compliant loan arrangements)?

YES ☐ NO ☒

Will the Grant be used for:

Payment of Salaries (Outside of project parameters) YES ☐ NO ☒

Recurrent operational costs (e.g. postage, stationery, telephone) YES ☐ NO ☒

Training or Education YES ☐ NO ☒

Conference attendance costs YES ☐ NO ☒

Interstate or Overseas travel YES ☐ NO ☒

Individual, Private, Political or Commercial Enterprise YES ☐ NO ☒

(If you answer yes to ALL of the questions below, your organization is eligible for funding)

Does the project fit a Project Category? YES ☒ NO ☐

Has the Application Form been completed? YES ☒ NO ☐

Have you provided Financial Statements? YES ☒ NO ☐

Are you prepared to acknowledge Council? YES ☒ NO ☐

**CANTAB PTY LTD**

37 Lorikeet Dr.,  
TAMAREE 4570  
Ph.0409 744 104

E.mail : cantab11@icloud.com

Abn:39 774 106 762

Date: 15/12/15

To: Bordetown CTC

Subject: Trap supply quotation

ATTN: Malcolm McGrice

Dear Malcolm,

Thank you for your phone call regarding the supply of of a new trap for your Clay Target Club, I have pleasure in submitting the following for the clubs perusal.

To supply (1) one only CT 45 trapmaster continental clay target machine.

The current cost for this purchase is \$15,000.00 (plus GST) = \$16,500.00.

These costs include the following:

Installation at your club as discussed.

Machine manufacture, packing, freight to either Melbourne or Adelaide.

GST is payable by the club on arrival of the equipment, freight from the shipper to the club is at the clubs arrangements and expense.

Purchasing this equipment from this company includes the first service free of charge, this includes our own upgrade to the throwing mechanism to improve target presentation and flight, something you are aware of having your present trap upgraded.

Thank you for choosing the premium supplier of this type of equipment.

Kindest Regards

Steve Whitehead  
(Director)

**No.11 Keith & District Hospital Inc – Scope of Aged Care Redevelopment Request: \$7,500**

**Funding Stream 6: Discretionary Grants**

(Maximum funding \$5,000)

**GO TO ATTACHMENT**

The Keith & District Hospital provides a vital service to the Keith and district community and as Councillors would be aware has been struggling for many years to be a viable entity.

It makes sense for the hospital and aged care facilities to explore the potential of growth in the Aged Care facility and as such the board needs to consult in a number of ways to be provided with enough information to go forward economically with such a project.

The Keith & District Hospital has in the past sought funding assistance from Council and these are documented below:

- 2012/13 – Tree removal in carpark \$3,000
- 2010/11 – Carparking vehicle & entry/exit for Hill Wing Refurbishment (successful in obtaining Federal funding for Medical Centre) \$10,000
- 2010/11 – Engage John Halsey (Consultant) \$3,000
- 2008/09 – Repair and Seal Driveway \$5,000
- 2006/07 – Reseal helipad and rear & front of driveway \$16,250

Other discretionary grants provided to community organisations over the past 10 years are also tabled below.

Date	Organisation/Community Group	Requested	Received
<b>Community Grants – Similar to the Keith Hospital request to engage consultants &amp; advice</b>			
2013/14 (and previous 10 years at least)	Mundulla Yellows Research	\$5,000	\$5,000
2015/16 (and previous 5 years)	Stand Like Stone Foundation - Sponsorship	\$4,850	\$2,500
2015/16 (and previous 10 years at least)	Tatiara Chaplaincy – Annual Operating	\$10,000	Various
2014/15	Tatiara Retirement Village – assist with LTFP costs	\$4,100	\$3,000
2012/13	Keith Bendigo Bank – Feasibility Study	\$8,000	\$7,500

The Keith Hospital seeks \$7,500 if possible from Council, although in its projected budget expenditure the hospital has acknowledged that the maximum funding for discretionary grants is only \$5,000 and has recorded their budget as such.

In considering this application staff have rated this request as “very high” and suggest a full contribution from Council. The future financial stability of the Keith Hospital is paramount to the strength of the economy of the Tatiara and it’s residents and as such is a sound proposal to support.



**Council's Community Grants Policy lists the Eligibility Criteria as:**

- *A community not-for-profit group or organisation serving residents of the Tatiara District Council.*
- *Can clearly demonstrate their contribution to the project, whether financial, in-kind or by some other means. (Applicants who cannot contribute to the project in some way or seek funding from other sources will generally not be awarded the total amount requested.)*
- *Have a limited capacity to raise funds*
- *The project must benefit residents of the Tatiara District Council.*
- *The applicant must provide either, an ABN although it is not necessary to be registered for GST or, a "Statement by Supplier" signed form.*
- *Applicants must provide evidence of financial management.*
- *Are located within the Tatiara District Council area and/or primarily serve Tatiara District Council residents.*

***In addition to the above to be eligible for a Significant Community Grant, groups, organisations and clubs must:***

- *Make a considerable and measurable contribution to the Tatiara District community.*
- *Demonstrate clear links between the Tatiara District Council's current Strategic Plan and endorsed strategies.*
- *Demonstrate the capacity to deliver the project/proposed outcomes.*
- *Request no more than the established funding ceiling per grant.*
- *Have not received a Significant Community Grant in the previous financial year.*

If Council were to support the recommendation below, the balance for Round 4 for Community Grants would be **\$4,310**

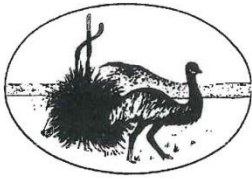
***Recommendation:*** That Council allocates the following community grants for Round 3 of the 2015-16 Budget:

- SACWA Tatiara Group – \$750 towards the Country State Council Event
- Bordertown Gun Club - \$9,000 towards the Upgrade of Clay Target Trap
- Keith & District Hospital - \$7,500 towards the scoping of Aged Care Redevelopment at the KDH

**GO TO NEXT ITEM**

**BACK TO INDEX**





KEITH AND DISTRICT HOSPITAL INC.

Phone: 08 8755 1555  
Fax: 08 8755 1178

ABN: 91 753 733 929

Box 282  
Keith SA 5267

Email: [keithhos@keithhospital.com.au](mailto:keithhos@keithhospital.com.au)

4 December 2015

Tatiara District Council  
PO Box 65  
KEITH SA 5267

Dear Finance Manager

Re: Seed Funding for the Scoping of an Aged Care Redevelopment at KDH

The Keith and District Hospital Inc. (KDH) is a private community owned and governed acute care hospital, consisting of 14 licensed beds, an 18 bed licensed aged care facility and the Keith Medical Centre.

KDH services the greater Tatiara and Coorong Districts with agreements for the provision of GP services to Padthaway and Tintinara. The hospital serves a population of approximately 4,000 people.

A Board of community elected Directors govern this community asset, with the day to day management of the hospital contracted to Western Facility Management Services under a management agreement.

One of the priority goals outlined in the Strategic Plan developed by the Board has been to explore the potential growth of the Aged Care facility to meet the increasing community demand. This goal involves the re development of the Aged Care Facility to increase the size, number of beds and provide an improved overall facility for the residents. The Board is currently reviewing the demographical needs of the community.

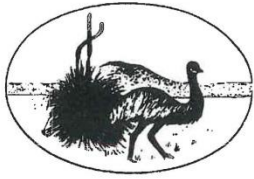
The Board of Directors of KDH are seeking the Council's assistant in the form of a Discretionary Grant of \$7500 as Seed Funding for Scoping of this project.

The Scoping of the Aged Care Redevelopment requires various tasks to be undertaken by Consultants (Ansell Strategic), Lawyers (O'Loughlins Lawyers) and Aged Care Funding Specialists (Provider Assist).

These tasks include:

- Demographic and Competitor Analysis
- Assessment of potential models for extended residential Aged Care Services
- Financial Analysis of the proposed extension
- Financial Modelling based upon redevelopment costs
- Feasibility report and recommendations

*Accredited by the Australian Council on Healthcare Standards &  
The Aged Care Standards and Accreditation Agency*



KEITH AND DISTRICT HOSPITAL INC.

Phone: 08 8755 1555

Fax: 08 8755 1178

ABN: 91 753 733 929

Box 282

Keith SA 5267

Email: [keithhos@keithhospital.com.au](mailto:keithhos@keithhospital.com.au)

The Board of Directors of KDH believe that the redevelopment of the Aged Care facility not only would benefit the entire community in providing a better equipped facility but will also assist in the ongoing self-sustainability of the hospital.

In closing, we thank you for your time and consideration and do hope for a positive outcome for both the Council and the community.

Should you have any questions related to this correspondence or the project, do not hesitate in contacting me directly on 08 8159 1178.

Kind Regards

Kathy Nagle MRCNA  
Principal Officer / Director of Nursing  
Keith and District Hospital

Q:\Keith Hospital\Grants\Tatiara District Council Grant Application Letter December 2015.doc

*Accredited by the Australian Council on Healthcare Standards &  
The Aged Care Standards and Accreditation Agency*

# Tatiara District Council COMMUNITY GRANTS POLICY



## APPENDIX A

### APPLICATION FORM – ORGANISATION INFORMATION

Organisation	Keith and District Hospital Inc.		
Contact Person:	Kathy Nagle	Position:	Principal Officer
Address:	35 Hill Ave Keith SA 5267		
Telephone:	B/H: 8159 1178	A/H:	Mobile: 0418890135
Email:	knagle@westernhospital.com.au		
Incorporation No.	1411E	ABN:	91 753 733 929
Public Liability Policy No.		Registered for GST?:	No
Is your organisation Auspiced?			No
Is Your Organisation: (Please Tick)	<input type="checkbox"/> Non-Government <input type="checkbox"/> Government	<input checked="" type="checkbox"/> Not for Profit <input type="checkbox"/> For Profit	
Name of Project	Seed Funding for Scoping of Aged Care Redevelopment at KDH		
Amount of Funding Sought	\$7500		
What Funding Stream are you Applying For?	<input type="checkbox"/> Funding Stream No. 1: Small Grant ("Quick Response Grants")		
	<input type="checkbox"/> Funding Stream No. 2: Events & Festivals Grant		
	<input type="checkbox"/> Funding Stream No. 3: Recreational Facilities Upgrade Grant		
	<input type="checkbox"/> Funding Stream No. 4: Community Environmental Grants		
	<input type="checkbox"/> Funding Stream No. 5: Individual Achievement Grants		
	<input checked="" type="checkbox"/> Funding Stream No. 6: Discretionary Grants		
When was your organisation formed?	1955		
How many members does your group have?:	All Community		
What geographic area does your group cover?	Whole of Tatiara and Beyond		
What are the main activities, events, programs, or projects your group conducts or has conducted in the past?	Acute care Private Not for Profit Hospital, GP Practice and Aged Care		
If you do not receive the full amount requested, can/will the project still go ahead?			Yes

# Tatiara District Council COMMUNITY GRANTS POLICY



## APPENDIX F

### PROJECT BUDGET

(Please indicate your proposed budget for the project)

#### Proposed Project INCOME

Council Grant / Loan (i.e. amount requested)	\$5,000
Your Group's Financial Contribution (if applicable)	\$5,000
Your Group's In Kind Contribution (if applicable)	\$5,000
Other Funding Sources	\$5,000
<b>TOTAL PROJECT INCOME (should equal total project expenditure)</b>	<b>\$20,000</b>

#### Proposed Project EXPENDITURE

<u>Consultants to coordinate the scope of project</u>	\$.....
<u>(fundraising, community alternate fundraising)</u>	\$.....
▪ <u>Consultants</u>	\$.....
▪ <u>Lawyer</u>	\$.....
▪ <u>Aged Care Funding Specialist</u>	\$.....
_____	\$.....
_____	\$.....
_____	\$.....
_____	\$.....
_____	\$.....
<b>TOTAL PROJECT EXPENDITURE (should equal total project income)</b>	<b>\$20,000</b>



# Tatiara District Council COMMUNITY GRANTS POLICY



## APPENDIX G

### APPLICATION CHECKLIST

- ☒ Have I met the selection criteria?
- ☒ Have I listed our ABN number?
- ☒ Have I listed our incorporation number?
- ☒ Have I listed our Public Liability Policy Number and Certificate of Currency?
- ☒ Have I answered every question on the application form?
- ☒ Have I provided at least 1 relative quote on the project idea?
- ☒ Is the budget correct?
- ☒ Have I attached our organisations last financial statement or Treasurers most recent monthly report?
- ☐ Have I included other attachments/evidence which will assist the application (e.g. Annual report, detailed business plan)?
- ☒ Have I kept a copy of this application for my records?

2 September 2015

To whom it may concern:

In our capacity as Insurance Brokers to Keith & District Hospital Inc, we hereby certify that the undermentioned insurance policy is current.

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policy detailed below, or assume continuity of the policy.

Class of Insurance:	Public and Products Liability
Insured:	Keith & District Hospital Inc
Period of insurance:	From 31 <sup>st</sup> August 2015 4.00pm LST To: 31 <sup>st</sup> August 2016 4.00pm LST
Interest Insured:	The Insured's legal liability to third parties to pay compensation in respect of death, bodily injury and/or property damage occurring during the period of insurance as a result of an occurrence and happening in connection with the business, as specified in the policy.
Geographical Limits:	Anywhere in the world except the United States of America and Canada where this Policy will only apply in respect of products exported into those countries and/or travelling directors or employees who are non-resident in such countries.
Limit(s) of Liability:	<b>Public Liability</b> \$20,000,000 any one occurrence <b>Products Liability</b> \$20,000,000 any one occurrence and in the aggregate any one period of insurance
Policy No:	LPP013299261
Insurer:	Vero Insurance Ltd

Yours sincerely



**Hayley Wells**  
**PSC Wright Fahey**  
E [hwells@pscinsurance.com.au](mailto:hwells@pscinsurance.com.au)  
T 08 8418 3906

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**Fax:** +61 8 8223 2377

**Email:** [info@pscinsurance.com.au](mailto:info@pscinsurance.com.au)

**Web:** [www.pscinsurance.com](http://www.pscinsurance.com)

ABN: 22 132 698 125 AFSL: 342 385

A member of the  **Brokerslink** Global Insurance Alliance

KEITH827869

# Tatiara District Council COMMUNITY GRANTS POLICY



## APPENDIX H

### DECLARATION & UNDERTAKING BY APPLICANT

*If this application is successful, we undertake to:*

- Supply Council with a suitable invoice dependent on GST status, for the grant amount.
- Use the grant only for the purpose outlined in the application.
- Seek written approval from Tatiara District Council for any significant changes in the budget or project.
- Spend grant monies within stated period.
- Acknowledge Council's assistance in any material relating to the project.
- Complete and submit a Funding Acquittal Form detailing income/expenditure within three (3) months of completing the project and no later than June 30 2016.
- Return any unspent grant monies with the Financial Acquittal Form.

Signature: \_\_\_\_\_  
(committee member)

Name: JANET ALLEN  
(please print clearly)

Signature: \_\_\_\_\_  
(committee member)

Name: Shane Heggett  
(please print clearly)

Date: 22/12/15



*If you are Auspiced by an Incorporated Association, a representative from that parent body will also need to sign this application below:*

Signature: \_\_\_\_\_

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



# Tatiara District Council COMMUNITY GRANTS POLICY



## APPENDIX I

### KEY ELIGIBILITY CRITERIA

(If you answer yes to any of the questions below, your organization is ineligible for funding)

Does your Group have an outstanding debt owing to Council (other than compliant loan arrangements)?

YES ☐ NO ☒

Will the Grant be used for:

<i>Payment of Salaries (Outside of project parameters)</i>	YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>
<i>Recurrent operational costs (e.g. postage, stationery, telephone)</i>	YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>
<i>Training or Education</i>	YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>
<i>Conference attendance costs</i>	YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>
<i>Interstate or Overseas travel</i>	YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>
<i>Individual, Private, Political or Commercial Enterprise</i>	YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>

(If you answer yes to ALL of the questions below, your organization is eligible for funding)

Does the project fit a Project Category?	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
Has the Application Form been completed?	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
Have you provided Financial Statements?	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
Are you prepared to acknowledge Council?	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>

#### 6.3.4 2016-17 Budget Timeline & Outline

The timeframe for developing the 2016-17 Budget is outlined below taking into consideration the following:

- Participation of up to 4 workshops.
- Public Consultation of the Draft Budget for 3 weeks in May/June (where a condensed draft budget is sent to all Tatiara residents) – 3 Workshops are usually held prior to going out to Public Consultation.
- And 1 hour Public Consultation available at the June Council Meeting to be held in the Council Chambers – 1 Workshop to be held after this Council Meeting to consider public comment.
- Adoption of the Budget on the first Tuesday of July, being 5<sup>th</sup> July 2016 (Special Council Meeting)

In doing so, staff will go through the recurrent costs to Council and the various income streams. These items are relatively fixed and are usually provided for information and don't normally require much discussion.

However the items that are discretionary and need input from the Councillors can be varied and a sample of some of these are listed below to discuss at the first 3 workshops. The discretionary items listed below have been chosen from recent agenda items and various comments from staff and elected members and are suggestions only.

#### Proposed dates for the 2016/17 Budget Process

In previous years Council has made decisions about the forthcoming budget over 4 workshops, usually a workshop in each of the months from March to June. Last year we changed to 4 workshops starting in February with a break in April (3<sup>rd</sup> Review), followed by May & June, however an extra workshop was sought in June (making 2 for June).

The table below makes some suggestions to the proposed scheduling for our Budget Workshops – all proposed days are Tuesdays.

Workshop	Proposal 1	Proposal 2
1	February 2 <sup>nd</sup> or 9 <sup>th</sup> Council Day	March 2 <sup>nd</sup> or March 9 <sup>th</sup> Council Day
2	March 2 <sup>nd</sup> or March 9 <sup>th</sup> Council Day	April 5 <sup>th</sup> Committee Day or April 12 <sup>th</sup> Council Day
3	May 3 <sup>rd</sup> – allows for workshop then staff to prepare documents for May 10 <sup>th</sup> Council Meeting for the 21 days for public consultation (Border Chronicle May 18 <sup>th</sup> plus 21 days)	May 3 <sup>rd</sup> – allows for workshop then staff to prepare documents for May 10 <sup>th</sup> Council Meeting for the 21 days for public consultation (Border Chronicle May 18 <sup>th</sup> plus 21 days)
4	June 14 <sup>th</sup> Council Day	June 14 <sup>th</sup> Council Day
5	July 5 <sup>th</sup> Special Council – Budget Adoption	July 5 <sup>th</sup> Special Council – Budget Adoption

### 2016/17 Draft Budget Workshop – No.1

#### **Items for Discussion:**

- Recurrent income/expenses including
  - INCOME
    - Net Rate Revenue
    - Grant Revenue
    - Statutory & User Charges Revenue
    - Other Revenue
  - EXPENSES
    - Asset Management Plans – Upgrades & Maintenance
      - Buildings
      - IT Services
      - Parks & Gardens
      - Roads
      - Plant
      - CWMS
      - Waste
    - Contractual Services
      - IT
      - Cleaning
      - Health Inspector
      - CWMS
      - Street Cleaning
      - Quarries
      - Mowing
      - Tree Trimming
      - Waste
    - Payroll
    - Borrowings
      - Loan Repayment schedules
      - Proposed Loans
- Discretionary income/expenses
  - Community Grants 0.7% or 1% of grant revenue
  - Land Development by Bordertown Hospital
  - Green Waste Service
  - Service charges
  - ??
- Public Consultation Strategy
  - What type of public consultation – meetings/brochures/website/radio
  - What topics for discussion
  - When & where to hold public meetings

### 2016/17 Draft Budget Workshop – No.2

#### **Items for Discussion**

- Recurrent income/expenses revised
- Discretionary income/expenses
  - ??

### 2016/17 Draft Budget Workshop – No.3

#### **Items for Discussion**

- Recurrent income/expenses revised and including

- ??
- Rating strategy prior to public consultation
  - Rate Modelling including
    - Rate in \$
    - Minimum Rate
    - Rate Capping
    - NRM Levy
    - Service Charges
      - Waste
      - CWMS

May 10<sup>th</sup> Council Meeting (after Budget Workshop 3)

**Items for Discussion**

- Ratification Draft Budget for Public Consultation

Tuesday 14<sup>th</sup> June 2016

Council Meeting (Council Chambers)

2016/17 Draft Budget Public Consultation 1 hour  
then

Draft Budget Workshop – No.4

**Items for Discussion**

- All income/expenses revised
  - Revision recurrent expenditure from 2014/15 May Review
  - Itemised carry forward budget items
  - Work through Community Consultation issues

Tuesday 5<sup>th</sup> July 2016

Special Council Meeting

2016/17 Budget Adoption

**Items for Council Agenda**

- Final Draft Budget for Adoption
  - Adoption of Annual Budget
  - Adoption of Valuations
  - Declaration of Rates
  - Declaration of Minimum Rates
  - Declaration of Separate Rates
  - Declaration of NRM Levy
  - Declaration of CWMS Service Charges
  - Declaration of Bin Levy
  - Declaration of Rebate Arrangements (including Rate Capping)
  - Declaration of Dates of Payment of Rates

**Financial Implication:** Nil

**Strategic Plan Reference:** 6.3 Ensure that Council's plans and budgets are both responsible and sustainable

***For Consideration and Decision regarding the timing of the workshops***

#### 6.3.5 External Grant Analysis

##### **GO TO ATTACHMENT**

As part of the Internal Controls and the associated policies that Council has adopted over the past 6 months, staff will prepare for Council on a quarterly basis the status of all External Grants as outlined in Appendix 1 of the External Grants Administration Policy.

Please find attached a schedule of incoming grants and their current status.

***For Information***

##### **GO TO NEXT ITEM**

##### **BACK TO INDEX**

## 2015-16 INCOMING GRANTS REGISTER

Printed: 12/01/2016

Completed Grants											
Date Completed	Grant Organisation	Grant Title	Grant Description	Requested Amount	Amount Received					Remarks	Responsible Officer
1/09/2015	Dept Industry	Traineeship	Jaala Hill	\$ 2,500.00	\$ 1,363.64					Balance received in 2014/15	MCCS/FM
4/08/2015	Country Arts	Regional Arts Fund Step UP Grant Program	Tutti Engage	\$ 2,793.00	\$ 2,793.00						CADO
19/08/2015	Dept Rec & Sport	Sport & Recreation Development & Inclusion Program	Migrant - Specific Swim & Survive Program	\$ 4,955.00	\$ 4,955.00						MDIS
9/09/2015	Adult Learning Australia	Families & Communities Programme, Strengthening Communities Activity	Broadband for Seniors	\$ 360.00	\$ 360.00						LM
15/09/2015	Public Library Services	Public Libraries Grant	Bordertown Public Library Allocation for 2015-16	\$ 17,963.00	\$ 17,963						LM/FM
15/09/2015	Public Library Services	Public Libraries Grant	Keith School/Community Library Allocation for 2015-16	\$ 3,823.00	\$ 3,823						LM/FM
2014-15	DPTI	Bridges Renewal Programme	Winter Road Bridge	\$ 90,000.00	\$ 90,000						MTS
Total Acquitted / Received Grants				\$ 122,394.00	\$ 121,257.64						

Declined Grants											
Date Declined	Grant Organisation	Grant Title	Grant Description	Requested Amount						Remarks	Responsible Officer
Total Declined Grants (during Quarter)				\$ -							

	Budgeted Amount	Amount Received
Total Grants for 2015-16	\$ 3,094,191.00	\$ 1,801,806.64

### 6.3.6 Outstanding Rates – Comparison current to previous years

A comparison of outstanding rates in various timeframes have been presented to the elected members from time to time.

It seems timely to provide some comparisons now, with the grain harvest mostly completed in the Tatiara after an extremely dry year, being the 2<sup>nd</sup> consecutive year of below average rainfall.

The impact of poor seasons to our district is wide and varied, affecting small to large businesses and in some cases a follow on to their staffing levels.

It is encouraging to note that sheep, cattle & hay prices are holding firm. The irrigated Lucerne harvest is yet to commence, with the dryland Lucerne harvest virtually non-existent.

The table of outstanding rates below relates to 2/12/15 being the due date of the 2<sup>nd</sup> rates instalment, as at the 8<sup>th</sup> January 2016.

<u>Rate Code</u>	<u>Description</u>	<u>Properties</u>	<u>Levied</u>	<u>Receipted</u>	<u>Balance</u>
07	RES IND COMM LU IN SAME ZONES	384	\$ 572,528.25	\$ 244,074.80	\$ 328,453.45
08	PIN LU IN RES IND COMM ZONES	0	\$ -	\$ -	\$ -
09	RES LU IN R/LIVING ZONE	30	\$ 31,483.09	\$ 18,698.15	\$ 12,784.94
10	IND COMM LU IN R/LIVING ZONE	2	\$ 2,119.05	\$ 2,100.35	\$ 18.70
11	PIN LU IN R/LIVING ZONE	10	\$ 5,819.66	\$ 4,868.74	\$ 950.92
12	RES IND COMM LU IN PIN ZONE	18	\$ 12,556.55	\$ 10,489.65	\$ 2,066.90
13	PIN LU IN PIN ZONE	174	\$ 366,730.99	\$ 234,989.98	\$ 131,741.01
TOTAL		618	\$ 991,237.59	\$ 515,221.67	\$ 476,015.92

The table below relates to the number of assessments that have been fined for outstanding rates, usually 1 week after the due date of rates being due for that quarter. It does not take into account those values under \$10.00.

<b>Financial Year</b>	<b>Quarter Due</b>	<b>Fines Letters</b>	<b>Quarter Due</b>	<b>Fines Letters</b>	<b>Quarter Due</b>	<b>Fines Letters</b>
<b>2015/16</b>	Sep-15	404	Dec-15	640	Mar-16	
<b>2014/15</b>	Sep-14	457	Dec-14	442	Mar-15	488
<b>2013/14</b>	Sep-13	547	Dec-13	530	Mar-14	451
<b>2012/13</b>	Sep-12	501	Dec-12	471	Mar-13	566
<b>2011/12</b>	Sep-11	571	Dec-11	550	Mar-12	427
<b>2010/11</b>	Sep-10	480	Dec-10	479	Mar-11	505

***For Information***



## 6.4 Library Manager – Rae Bromley & Wendy Crane

[\*\*GO TO NEXT ITEM\*\*](#)

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### 6.4.1 Key Library Statistics as at 31 December 2015

Please note that at the time of preparing this report:

- Figures for October, November and December are actual.

Indicator	Unit of Measure	October	November	December	December
		2015	2015	2015	2014
		Actual	Actual	Actual	Actual
Door Count	No.	4,345	3861	4319	4093
Loans	No.	3,556	3249	3345	3980
Internet Availability	Hours	573	654	586	594
Actual Computer Use	Hours	490	495	497	497
Level of Computer Use	%	85	77	85	84
Reference Queries	No.	252	215	180	263
Community Information Queries	No.	80	75	44	74
Story Telling	No.	n/a	n/a	n/a	n/a
Baby Rhyme	No.	14	18	n/a	19
New Members	No.	24	18	19	32
Overall Change (Index)*	No.	4,416	4070	4085	4865

- This index is only indicative and crudely attempts to measure the levels of interaction with the library as a measure of change in demand. The index excludes the door count to avoid double counting, which means that a number of people that attend the library will not be recorded by the indicators (e.g. those attending to read the paper, read a book, returning items etc.).
- Reference statistics include reference, internet, basic computer training and scanning documents
- Community Information statistics also include Local History Assistance
- Baby Rhyme and Story Telling Services are only offered during School Terms
- JP Documents sighted for **December - 65**

#### ***For Information***

### 6.4.2 Work Experience Student

Bordertown High School Year 10 student Zaheer Shaikh volunteered for work experience at the library during the first week of December.

#### ***For Information***

### 6.4.3 Friends of Bordertown Library (FOBL)

- FOBL members have been making greeting cards using photographs of the library's stained glass windows, the Bob Hawke statue and the clay mural. These were available for purchase at the Christmas Market held on 11<sup>th</sup> December in the Civic Centre. They are now available for purchase in the library.
- Library staff and FOBL members are working together to prepare an interesting program for History Month which is coming up in May.

#### ***For Information***

#### 6.4.4 Summer Holiday Programme

- Summer Reading Club was launched on Thursday December 10<sup>th</sup>. Seventy seven children ranging from preschool to secondary ages have joined up for the Club.
- Thirty children attended the free Christmas activities on Wednesday 16<sup>th</sup> December.
- Summer Reading Club movie launch was presented on Tuesday 22<sup>nd</sup> December. The movie “Descendants” was attended by 40 SRC Members.
- Father Christmas (Keith Lee) and Mary Christmas (Pat Martlew) visited the Civic Centre on behalf of the Library to a group of thirty five children and parents. Addie Smedley, Grace Lusher and Mary Christmas and her Library Staff Assistant Rachel McLellan read the children Christmas stories while waiting for Father Christmas to arrive.
- Various ‘do it yourself’ activities - Board games, puzzles, drawing, colouring-in pages are available to do with in the Library over the summer holiday break.

#### ***For Information***

#### 6.4.5 Up Coming Events

The following events are planned for January:

Fridays	Chess Challenge
1 <sup>st</sup> Tuesday	FOBL -Friends of Bordertown Library
1 <sup>st</sup> Wednesday	Historical Group
3 <sup>rd</sup> Tuesday	Third Tuesday Book Club
3 <sup>rd</sup> Wednesday	Up for a Yarn – Knitting and Crochet group
December/January	Summer Reading Club – sponsors Bordertown Pharmacy / Country Fire Service

#### ***For Information***

#### 6.5 **Records Management and Information Officer– Sally Bywater**

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#### 6.5.1 Tatiara Website

The following website statistics were recorded during December 2015:

Facts & Figures – Council Website		
	2015/2016	December 2015
	No.	No.
Sessions	13,821	2,501
Users	10,549	1,853
Total Number of Page Views	37,753	8,453
Average Pages per Session	2.73	3.38
Average time on Site	2:13	2:34
New Visitors to Site	8,596 (62.2%)	1,485 (59.38%)
Returning Visitors to Site	5,225 (37.8%)	1,016 (40.62%)

Website Flow 93.26% of users originate from Australia

Facts & Figures – Council Website		
Site	December 2015	
	Page Views	Average time on Page
Welcome to Tatiara Tourism	353	1:16
Explore Bordertown	235	0:55
Tourism Welcome	218	1:32
Upcoming Events	193	0:40
Waste Management	181	3:14
Bordertown Swimming Pool	147	5:43
Job Vacancies	111	0:16
Bordertown Wildlife Park	111	1:29
Bordertown Public Library	110	1:22
Keith Swimming Pool	103	5:14
Explore Keith	91	0:43
Council Officers	90	0:39
Stay	88	0:15
Keith Caravan Parks	86	2:11
Mapping	85	2:22
Contact Us	77	1:47
Explore	76	0:06
Got 30 Minutes?	75	0:38
Bordertown Services	73	0:24
Keith	55	0:25
Explore Mundulla	55	0:20

### ***For Information***

#### **6.5.2 Affixing the Common Seal**

##### ***Recommendation:*** That:

1. The following Lease Agreements require renewing and because they are classified as Community Land under *Community Land Regulations (Section 193 of the Local Government Act 1999)*, Council must seek public consultation in relation to the leases.

And

2. That pursuant to Section 38 of the Local Government Act 1999, if Council receives no objection in relation to the Lease Agreements authorises the Mayor and Chief Executive Officer to execute under the common seal of Council the following documents:
  - 5-year lease agreement between Tatiara District Council and Bordertown Racing Club Incorporated for Section 874 Winter Road (CR5648/25), Bordertown.

- 5-year lease agreement between Tatiara District Council and RM & MJ Rodda for 60 metres at the southern end of O'Halloran Street, Bordertown.

### 6.5.3 Customer Service Requests – December 2015

These requests include customer service queries, job dockets, complaints and feedback.

Received for Month	Completed for Month	Completed for Month	Total Received	Total Completed	Completed Overall
12	7	58%	158	131	83%

*For Information*

## 7 QUESTIONS ON NOTICE – NIL

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## 8 QUESTIONS WITHOUT NOTICE

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## 9 MOTIONS ON NOTICE – NIL

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## 10 MOTIONS WITHOUT NOTICE

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The Presiding Member may refuse to accept a motion without notice if, after taking into account the Guiding Principles, he or she considers that the motion should be dealt with by way of a written notice of motion.

## 11 ASU Workplace Consultative Committee

[GO TO ATTACHMENT](#)

**Recommendation:** That the Minutes of the ASU Workplace Consultative Committee Meeting held on 17<sup>th</sup> December 2015 be received.

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**TATIARA DISTRICT COUNCIL**

**Workplace Consultative Committee**

**MINUTES**

Minutes of meeting held on Thursday 17<sup>th</sup> December 2015 in the  
Mayor's Office Woolshed Street Bordertown at 9.05 am

**PRESENT:** K Green, H Mewett, A Hillier, R Harkness & R Callisto

**APOLOGIES:** K Drabsch

**ACTING CHAIR**

In K Drabsch's absence A Hillier was appointed Acting Chair

**CONFIRMATION OF MINUTES:**

**Moved** R Callisto **seconded** K Green that the minutes from the previous meeting held on 18<sup>th</sup> November 2015 be taken as a true and correct record.

**CARRIED**

**BUSINESS ARISING:**

- Office Extensions - Proposing to undertake the works in the Technical Services area in March next year and will need to relocate staff from this area for probably 6-8 weeks. Will be utilising the Mayor's office .

Work in MDIS office (take a weeks leave in March), Mandy's and toilets will only have minimal disruptions. We will also have an additional station at the front once Jaala finishes and we can use the civic centre toilets. There is also the option of staff going to the Keith office.

Plan to have much of the front office areas Deb, Kingsley, Rob, Sally, Judy offices painted between Christmas new year and trying to organise carpets to be laid in these areas over a weekend in Feb for minimal disruptions.

- Tourism Information:
  - New arrangements at Morning Loaf, Btwn council office and at Keith and VisitTatiara website are now live. More work to do such as extra photos needed on website.
- Keith office:
  - Have transferred some work from Btwn office to Georgie at Keith office to ensure she is kept busy. Additional Service SA tasks are being negotiated.

- Rabobank interested in leasing the office currently used by CentreLink. MCCS contacting CentreLink re alternate arrangements
- Bordertown staff have been busy working at Keith mainly due to Karen being on leave. Monitoring situation as to how much the office is used and whether we need 2 staff there all the time?
- Aligning Pay Work Fortnights - CEO has written to all staff members re possibly aligning Pay Work Fortnights so that staff are paid 1 week in arrears same as construction and maintenance staff. Options floated were:
  - Option 1 - Make change at first pay period in July 2016 – gives staff plenty of advance notice. Would receive 50% of normal pay
  - Option 2 - Make change in December 2016 to coincide with the pay run when Annual leave loading is paid to staff. Would receive 85% of normal pay (except for higher classified staff as max annual leave loading is based on Level 6)

Some staff prefer July whilst others prefer December. Why couldn't we offer both options?

Other option was to take say \$20 out a pay like we do with Tatslotto so when change happens have some funds available to make up for that lost week.

**CORRESPONDENCE: Nil**

#### **2016 WORKPLACE AGREEMENT**

- Our current enterprise agreement expires at the end of June 2016. Hence we need to negotiate a new agreement so that it can be ratified by the SA Industrial Relations Tribunal around that time. Both Council reps and staff need to list for the next meeting:
  - Clauses that they would like changed
  - Issues they would like discussed

#### **Matters under discussion**

<b>Staff Issues and Comments</b>	<b>Management Issues and comments</b>	<b>Status</b>
	Clause 10.4 to do with Voluntary Separation Packages. Most councils pay 8 to 10 weeks plus 3 weeks per year of service whilst ours is 10 weeks plus 4 weeks per year of service. Want to reduce the 4 to 3	Staff discussed but didn't have a lot present. Not totally against but need to do some research and advise
	It is very costly to pay staff double time on Sundays when working at our swimming pools. Looking at trying to reduce this in both AWU and MOA agreements.	Staff to look into further and advise
	<u>Clause 16 Training and Travel to Conferences/Training Courses</u> Management is suggesting that it be amended to include:	Staff generally happy with this addition.



	<i>Where staff are required to undertake a training course eg Lifeguard update and the training is provided locally, employees will only be paid travel costs and the time taken from their normal place of residence to where the training is being undertaken Eg Keith to Bordertown. If the employee decides to undertake the training at an alternative location they will not be paid travel, accommodation or any additional time taken to attend the training unless they have a legitimate reason for not being able to attend the local course.</i>	
Clause 38 Key Target Areas some of targets set 3 years ago may have expired. Need new targets		Management to look at and send our revised clauses.
Clause 12.5 and reference on training on Counselling skills. Look at rewording to maybe counselling/Performance Management skills.		Agreed
<u>Clause 25.3.2 Higher Duties</u> Clause isn't all that clear. Look at other council clauses and reword. Situations to look at include: <ul style="list-style-type: none"> <li>▪ Heather filled in for Rae at Library for 3 days 1 week then 3 days the next week but didn't get higher duties which seems wrong.</li> <li>▪ Josie and Jayne when they do payroll for Karen -</li> </ul>		M'angt to look at and send out a possible rewording of the clause.
<u>Clause 16 Training</u> . Staff queried whether council was meeting its 3% of staff salaries on training.	Karen supplied a list of expenditure which didn't include MOA staff wages or traveling costs which are not charged to training. With inclusion of those costs we are well over the 3%.	
Staff want to look at total agreement before discussing wage increases. Noted that Tatiara Council pay rates are at the low end compared to other councils.	Management has advised AWU staff that depending on what is in the agreement council would be looking at increases in the range of: <ul style="list-style-type: none"> <li>▪ 2.3% on July 1 2016</li> <li>▪ 2.0% or cpi plus 0.35% on July 1 2017</li> <li>▪ 2.0% or cpi plus 0.35% on July 1 2018</li> </ul>	<b>No discussion</b>

#### OTHER BUSINESS

- **Christmas Closure:**
  - Keith Office – 5pm on Wednesday 23<sup>rd</sup> December
  - Bordertown Office & library – 1-00pm on Thursday 24<sup>th</sup> December

- B'twn and Keith depots - 23<sup>rd</sup> December
- Rocky and Karen to attend Geoff Hill Consulting training on Enterprise Agreements. May be held in South East

**NEXT MEETING:**            **Early February 2016**

**MEETING CLOSE:**       Meeting closed at 9.55 am.

**[GO TO ATTACHMENT](#)**

***Recommendation:*** That the Minutes of the AWU Single Bargaining Unit Meeting held on 16<sup>th</sup> December 2015 be received.

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**TATIARA DISTRICT COUNCIL**

**AWU SINGLE BARGAINING UNIT**

**MINUTES**

Minutes of meeting held on Wednesday 16<sup>th</sup> December 2015 in the Council Mayor's Office at Bordertown, commencing at 10.10 am

**PRESENT:** Employee reps - Alan Holloway, Jeff Makin & Ty Devitt (Chair)  
Employer reps - Rob Harkness (CEO), Surya Prakash (Manager Technical Services) & Kingsley Green (Manager Corporate & Community Services)

**IN ATTENDANCE:** Trish Stringer (AWU Branch Representative)

**APOLOGIES:** Nil

**CONFIRMATION OF MINUTES:**

**Moved** J Makin **seconded** K Green that the minutes of the previous meeting of the AWU Single Bargaining Unit held on Friday 20<sup>th</sup> November 2015 be received and confirmed.

**CARRIED**

**BUSINESS ARISING:**

- Phone Allowance – Agreement was reached at last meeting and payments have since been made to staff

**NEW ENTERPRISE AGREEMENT**

Since our last meeting staff have met and discussed matters being considered which include:

Staff Issues and Comments	Management Issues and comments	Status
Orthotics – staff still believe that council should supply.	Every employee is slightly different and may require different items of equipment or clothing to be able to attend work and carry out their normal duties. Management does not believe that it is Council's responsibility to fund or partly fund.	Staff still want council to supply orthotics.  <b>No agreement</b>  Staff to supply additional reasons
Mobile Phone clause – want it changed so that staff are not losing out when they use their own phones on council business	Need to strengthen the current clause up.  <i>It is agreed that in circumstances during normal working, or approved overtime hours, where a Council owned telephone or two-way radio is not available, that an employee may use their own mobile phone to contact the Council Depot or</i>	Staff <b>agreed</b> with clause.

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	<p><i>Supervisor for important operational requirements.</i></p> <p><i>Such use of private mobile phones shall be kept to an absolute minimum and it is agreed that where possible, a return call from the Council Depot/Office should be arranged.</i></p> <p><i>Reimbursement for related telephone call costs will be paid by an annual allowance based on average usage. The amount will be monitored by the Single Bargaining unit and will be paid each December.</i></p>	
Mixed functions clause – want that changed so that staff can rise to a higher classification	<p>Management agrees to add in a clause that staff will automatically be reclassified from Grade 4 to Grade 5 once they have:</p> <ul style="list-style-type: none"> <li>acquired a minimum Certificate iii in Horticulture or Civil Works, and</li> <li>served 3 years with council</li> </ul>	<b>Agreed</b>
Overtime - Clause 6.4.3 – concerned over a recent monitoring of overtime which they believe is unreasonable.	Staff are complimented on wanting to work overtime but the decision as to when and how much overtime needs to be worked is the decision of the Manager Technical Services and his Supervisors	<b>Agreed</b>
TOIL Bank – Clause 6.8 – concerned that staff are being constantly reminded to comply with this clause prior to what the agreement states	If staff meet the terms of the clause they will not be bothered by Supervisors.	<b>Agreed</b>
	Management looking at reducing maximum accrued TOIL from 114 hrs to 76 hours	Staff did not agree. Mang't <b>Agreed</b> to retain at 114 hours.
Compassionate Leave – Clause 7.3 – staff want word de facto added in.	Clause already includes partner so no problems with adding in de facto.	<b>Agreed</b>
Productivity days – staff want to include provision of 3 productivity days. Taking them is at discretion of employer and could be used when conditions are too hot or too wet or between Christmas and New Year	Management can see no reason to include 3 Productivity Days in the agreement as staff already have ample opportunity to take time off via Annual Leave, RDOs, Public Holidays, TOIL and for longer serving staff members Long Service Leave.	<p>CEO advised that Management will not agree to this inclusion!</p> <p><b>No Agreement</b></p> <p>Staff agreed to change to “up to 3 days could be used for inclement weather if needed. If no days were used for inclement weather after each 12 month period they would not accumulate and would not be paid out or used”</p>
<p>Wages – staff are asking for:</p> <ul style="list-style-type: none"> <li>5% on July1 2015</li> <li>5% on July 1 2016</li> <li>4% on July 1 2017</li> </ul> <p>Staff agreed to reduce</p>	<p>The request by staff for wage increases of 5%, 5% and 4% over the next 3 years is not in line with the current economic situation. Depending on what is in the agreement council would be looking at increases in the range of:</p> <ul style="list-style-type: none"> <li>2.3% on July 1 2016</li> </ul>	<p>Mangt's offer remains at 2.3%, 2.0% or cpi plus 0.35% and 2.0% or cpi plus 0.35% .</p> <p><b>No Agreement</b></p>

their claim to 4%, 3.5% and 3.5%. They do not believe that cpi is the only measure. Staff agreed in December to reduce their claim to 4%, 3.0% and 3.0%.	<ul style="list-style-type: none"> <li>• 2.0% or cpi plus 0.35% on July 1 2017</li> <li>• 2.0% or cpi plus 0.35% on July 1 2018</li> </ul> <p>However as cpi is currently 1.1% and as staff are rejecting most suggested changes, manag't may consider reducing this offer</p>	
Staffing Levels – want the position of Loader Driver reinstated and then for the position to be advertised internally. Other advantages: <ul style="list-style-type: none"> <li>• Loader is looked after better</li> <li>• Operator becomes more proficient at loading</li> </ul>	Under the enterprise agreement an employee who drives a wheeled loader is to be classified as ME5. Hence we have a large number of staff members who have the right classification to operate the loader as long as they have been adequately trained to do so. Whether we have a specific loader driver position is a decision of the Manager Technical Services and his Supervisors. Our Kawasaki 70ZV-2 is a 137 kw machine that weighs 16 tonnes. It has a 3m3 bucket. If we were paying the wrong rate the AWU would have highlighted this long ago.	<p><b>No Agreement.</b></p> <p>Award states loaders are being reviewed. Trish to look into</p>
	Changes to Overtime clauses relating to :	
	Swimming Pool Attendants - currently get time and a half and double time on weekends. Reduce to a 25% loading on weekends.	Staff did not agree but willing to look at
	Transfer Station Operators – currently gets double time on Sundays – reduce to 50% loading on Sundays	Staff very strong that they did not agree
	Peak Times – include Special Local road projects as well as carrying out poisoning programs	Staff did not agree – need more information
	Extra hours at ordinary time – increase from 10 hrs per day to 10.5 hours per day and from 85 hours per fortnight to 90 hrs per fortnight	Staff very strong that they did not agree
	Saturday overtime – increase payment of 50% loading from 1 <sup>st</sup> 3 hours to up until 12 noon	Staff did not agree
Suggested not needed.	To include a Disciplinary Process and a Poor Performance Process in the agreement	<b>Agreed</b> that would not be in the Agreement and that council would have a separate policy.
	Change to Higher Duties Clause - change from 2 hours to 4 hrs before you get whole day at the higher classification	Staff did not agree
	Inclusion of Customer Service Clause <i>Council and its employees are committed to providing high quality service to its customers. Customers include ratepayers, members of the community, councillors and all council employees.</i>	<b>Agreed</b>
	Changing the starting on the job clause to include reference to staff aiming to: <ul style="list-style-type: none"> <li>• Leave the depot within 15 minutes of the nominated start time, and,</li> </ul>	Parts of this are already in the agreement in clause 6.12. <b>Agreed</b> that



	<ul style="list-style-type: none"> <li>• Have prepared materials sufficient to complete the work day by the time of departure from the depot</li> <li>• Return to the depot no earlier than 15 minutes prior to the end of the nominated finish time</li> </ul>	Mangt to amend clauses 6.10 and 6.12 and insert "where practical"
	Change to RDO Clause to have half staff working and half not working each Monday to ensure that jobs can continue	Staff did not agree. Mang't <b>agreed</b> to drop
Training Clause – staff want an additional clause that states that new staff will have an opportunity to commence Certificate 3 training ASAP after they have completed their probationary period.	Management to review and include suggested change	<b>Agreed</b>
Work Boot Allowance – staff advised that latest cost of Blue steel boots is \$168 so \$130 current allowance will need to be around \$170 in new agreement	Management to chase up current costs of purchasing boots	Council has to supply boots. Look at in March 2016 when we will know what boots are worth

#### **CORRESPONDENCE:**

- Nil.

#### **OTHER BUSINESS:**

- Dispute over disciplinary letter - A staff member was issued with a first warning letter relating to a tractor and roller incident at the Bordertown industrial estate. He did not believe the letter was justified and instigated a dispute via the AWU and the Industrial Relations Tribunal. On further investigation it was discovered that we can only tow rollers without brakes at a maximum of 10km/hr. As no one was aware of this and it was not listed in our Safe Work Procedure the letter has been withdrawn. SWP to be amended.

**NEXT MEETING: 10.00 am Wednesday 27<sup>th</sup> January 2016**

**Meeting Closed at 11.10 am.**

**GO TO ATTACHMENT**

**Recommendation:** That the Minutes of the Work, Health & Safety Committee Meeting held on 17<sup>th</sup> December 2015 be received.

**Recommendation:** That Council note the following Policies which have been reviewed and adopted by the Work, Health & Safety Committee:

- Prevention of Falls Procedure
- WHS Construction Activities Guidance Checklist

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## TATIARA DISTRICT COUNCIL

### Work, Health & Safety Committee

Meeting held on Thursday 17<sup>th</sup> December 2015 at 7.30am  
in the Council Chambers – 43 Woolshed Street, Bordertown

#### MINUTES

#### 1. PRESENT

##### Employer Members

Robert Harkness (CEO)  
Kingsley Green (MCCS)  
Rocky Callisto (MDIS)  
Surya Prakash (MTS)

##### Employee Members

Ty Devitt	Group 1
Tony Lee	Group 4
Adrian Packer	Group 5

##### Non-Voting Participants

WHS Co-ordinator / Minute Secretary – Heather Mewett

#### APOLOGIES

Andrew Pollock (OM)  
Karen Drabsch Group 2  
Daryl Nicholls Group 3

#### 2. MINUTES OF PREVIOUS MEETING

**Moved** R. Callisto **seconded** R. Harkness that the minutes of the Tatiara District Council Work, Health and Safety Committee meeting held on 15<sup>th</sup> October 2015 be taken as read and confirmed.

**CARRIED**

#### 3. MATTERS ARISING FROM PREVIOUS MINUTES

##### 1. Injury Management Training

Spoke with Stevie Sanders and he has been in contact with the Injury Management team concerning our Injury Management training request and they will be in touch to set a date.

#### 4. ACCIDENT INCIDENT REPORTS / STATISTICS

4.1 Accidents/Incidents reported since last meeting included:

INCIDENT TYPE	INJURY/ BODY PART	HOW	REMEDIAL ACTION
Minor Injury Log	Left forearm	Burnt left forearm when picking up the wacker.	Pick up evenly

Incident Report Form (Contractor-Downer)	N/A	While driving water cart along job shoulder, it has slipped off the exposed shoulder and the drive tyres dropped into the boxed out shoulder.	Work was stopped and it was reiterated to all staff that there is a boxed out shoulder and to keep a minimum of 500mm away from it.
Accident/Incident Analysis (Contractor – Mowat Electrical)	N/A	Employee from Mowat Electrical was contracted by Westpac to remove signage at Keith Office. They thought they had isolated the power to the light and proceeded to cut the wires. The power was still live and it sparked, made a noise, broke the pliers and smelt.	RCD to office switched off. There was a separate power board for the Westpac equipment, which contractor was unaware of.
Minor Injury Log	Elbow	Trying to start post hole motor.	Sent to mechanics to check motor.
Minor Injury Log	Finger	Sliced finger on frame whilst hanging art exhibition	Be more careful

4.2 Accidents/Incidents involving chemicals: Nil

4.3 CATS (Claims Analysis & Tracking System) Injury Statistics – as Viewed reports provided as at 30<sup>th</sup> November 2015.

**Moved** K. Green **seconded** S. Prakash that the Accident & Incidents reports be received.

**CARRIED**

4.4 Manual Handling  
No issues raised.

## 5. WHS PROGRAM

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

- Workplace Inspections – Inspections are due by end of December.
  - Bordertown Swimming Pool was completed on 3<sup>rd</sup> December.
  - Bordertown Civic Centre Completed on 8<sup>th</sup> December.
  - Bordertown Office & Library completed on 9<sup>th</sup> December.
  - Keith Office and Keith Depot completed on 10 December.

The following issues were highlighted:

- External door in civic centre kitchen needs repair.
- Workbench needs tidying up.
- Emergency Evacuations – All areas require an emergency evacuation.
  - Bordertown Library completed theirs on Thursday 8<sup>th</sup> October 2015.
  - Bordertown Depot completed theirs on Thursday 10<sup>th</sup> December 2015.

## 6. CORRESPONDENCE –

- Single WHS Code of Practice replaced with 10 guides.

## 7. CORRECTIVE AND PREVENTATIVE ACTIONS REGISTER

### 7.1 The Corrective and Preventative Actions Register –

- Outstanding items attached
- Need to advise Heather Mewett date when Actions have been closed out so that they can be recorded as being completed.

### 7.2 Hazard Register

- During the KPI audit process we were informed that the only Safe Work Method Statements (SWMS) that were required were for the 18 High Risk Construction Works as detailed in WHS Regulation 291—meaning of high risk construction work.
- Job Safety Analysis (JSA) were required for all activities, so Heather has started to covert what was changed top SWMS back to JSAs and they are being sent out to both depots for staff top review at tool box meetings.
- Heather & Andrew are meeting to create the SWMS.

## 8. TRAINING / COMMUNICATION / PROMOTION

### Staff

- Elizabeth Gibbs has resigned and finished on 25<sup>th</sup> November 2015.
- Traineeship for Parks & Gardens has been advertised. Interviews commence 17<sup>th</sup> December. Trainee to start by the end of January to meet guidelines.
- James Carpenter has resigned and finished end of November.

### Training

- Tony Lee, Jeff Makin, Mervyn Williams, Gavin Stuckey, James Carpenter, John Edwards, Dennis Mullan, Daniel Pix, Nigel Clarke, Shaun Mackay & Andrew Pollock attended a new plant induction for the Dynapac CC1200 Rollers, Tandem Vibratory conducted by Stuart Pocock from SA Lift & Loader on 14<sup>th</sup> October 2015.
- Karen Drabsch, Georgie Clark, Colin Hunt, Daniel Pix, Mandy Clarke, Heather Mewett, Nigel Clarke, Brad Crisp, Jonathon Edwards, Rae Bromley, Wendy Crane, Philip Salmon, Shirley Smedley & Neil Smedley completed Fire Warden Training conducted by Owen Godfrey from Fire Evacuation Safety Training on 23<sup>rd</sup> October 2015.
- Keith Braun, James Carpenter, Nigel Clarke, Brad Crisp, Malcolm Crombie, Sam Devitt, Ty Devitt, Jon Edwards, Alan Holloway, John Jozeps, Tony Lee, Shaun Mackay, Jeff Makin, Darryl Nash, Daryl Nicholls, Colin Rowett, Gavin Stuckey, Josh Tink, Don Virgin, David Western, Frank Mastrangelo & Devi Pokhrel attended 4hr WHS Venomous Animals Awareness & Safety Course conducted by Julian Craig from Working with Wildlife on 4<sup>th</sup> November 2015.
- Daniel Pix, John Edwards, Dennis Bittner & David Western completed forklift training on 18<sup>th</sup> & 19<sup>th</sup> November 2015 conducted by Mick @ Wickham Flower.
- Andrew Smedley and Nigel Clarke attended a new plant induction for the Padfoot Roller Vibe conducted by Darryl Nash on 7<sup>th</sup> December 2015.

- Alan Holloway, Daniel Pix & Darryl Nash attended grader refresher training on 8<sup>th</sup> December.
- Surya Prakash attended an Incident Management Workshop conducted by Scott Loechel from LGA at Naracoorte on 9<sup>th</sup> December.

## 9. POLICIES & PROCEDURES

9.1 Legislative changes which effect policies and procedures:

- Work Health & Safety Variation Regulations 2015.

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

- Prevention of Falls Procedure
- WHS Construction Activities Guidance Checklist

Feedback received from staff

**Moved** S. Prakash **Seconded** T. Devitt that that the following Policies & Procedures be accepted and that they be forwarded to Council for adoption:

- Prevention of Falls Procedure
- WHS Construction Activities Guidance Checklist

**CARRIED**

## 10. INJURY MANAGEMENT (Claims & Rehabilitation)

- Injury Management Elements and Performance Indicators.

Performance Indicators	Progress	Status
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.	Policy & Procedure both adopted. Implementation checklist forwarded to scheme.	Adopted by WHS Committee 15/10/15
80% of new or returning employees have undertaken induction.	Since January 2015 we have taken on 5 new staff and 1 staff member returned to work	6 were inducted but can only locate forms for 5 = 83%
80% of Managers and Supervisors have received IM training within last 3 years and records maintained.	Chasing up training provider	Waiting on notification from scheme
Position Descriptions reflect IM responsibilities.	Need to amend PDs	Noted on CAPA
80% of claims forwarded to the LGAWCS within 24 hours of notification from the worker.	Since last meeting 3 submissions have been submitted, all within 24 hours.	100%
Agenda item with Meeting Minutes reflecting IM report.	Presented to WHS	

Corrective actions identified and actioned within 3 months.	Committee and added to Agenda for the June 2015 meeting.	
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- There is currently one staff member off work part time due to workplace injuries.
- There are two staff members currently on modified and or light duties.
- One existing claim being processed but no Lost Time Injury.
- One ongoing claim for medical expenses.
- Continuing to undertake teleconferences as required with staff and the Local Government Association Workers Compensation Scheme to assess their injuries and rehabilitation plan, if needed or required.
- There are currently no staff members on sick leave covered by Council's Sickness & Accident Insurance.

**Moved** K. Green **seconded** T. Lee that the Injury Management (Claims & Rehabilitation) Report be received.

**CARRIED**

## 11. OTHER BUSINESS

- Setting of Meeting Dates for 2016 - We are currently holding meetings bi-monthly on the third Thursday at 7.30am. Dates for 2016 will be:
  - 18<sup>th</sup> February
  - 21<sup>st</sup> April
  - 16<sup>th</sup> June
  - 18<sup>th</sup> August
  - 20<sup>th</sup> October
  - 15<sup>th</sup> December
- WHS Survey
  - Heather has finished collating the survey responses and will have the report ready for the next meeting.
- KPI Audit
  - Sean Power an external auditor appointed by LGAWCS to undertake our WHS KPI Audit, was here from Monday 16<sup>th</sup> November – Wednesday 18<sup>th</sup> November. Report arrived Wednesday 16<sup>th</sup> December and was distributed to WHS Committee for perusal. KPI action plan needs to be submitted for review by end of January 2016.
- First Aid Officer
  - Jon Wright is now the first aid officer at the Keith Depot, replacing Keith Braun.
- LGAWCS Return to Work SA WHS Partnership
  - The first meeting was to be held 8<sup>th</sup> & 9<sup>th</sup> December but was postponed. New dates have just been proposed for 29<sup>th</sup> February – 2<sup>nd</sup> March 2016. This would combine the first and second sessions.



- Towing of Rollers
  - Safe Work Procedure 13 – Combination Roller was amended to reflect that the:
    - Maximum speed for a towed roller that does not have brakes over 6 tonnes and under 12 tonnes is **10kms/hr**
  - This was highlighted at both depots toolbox meeting this morning.

**12. NEXT MEETING:** Thursday 18<sup>th</sup> February 2016

**13. CLOSE OF MEETING: 8.23am**

**GO TO ATTACHMENT**

***Recommendation:*** That the Minutes of the Tatiara Tourism Group Subcommittee Meeting held on 30<sup>th</sup> November 2015 2016 be received.

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## **Tatiara Tourism Group**

Minutes of meeting held on Monday 30<sup>th</sup> November 2015 at Cockatoo Downs Farmstay, Keith, at 10am.

### **Minutes**

**Present:** Chairman A Morcom, M Newbold, A Finlayson, L Staude, Cr L Goossens, W Gogel, R Roberts, R Hayes, M Small, K Green proxy for R Harkness

**Apologies:** C Mackereth, R Campbell,

Chairman A Morcom welcomed all members, meeting open 10am.

### **Confirmation of the Minutes**

**Moved** Cr L Goossens, **seconded** W Gogel that the minutes of the Tatiara Tourism Group meeting held 17<sup>th</sup> August 2015 at One Church, Keith, at 1.20pm, be taken as read and confirmed.

**Carried**

### **Business arising from the minutes**

- Moreton Bay Fig trees site now has no access signage.
- ? Woolshed sign, to check with ladies from Padthaway, (not yet arrived at meeting)
- Town district entrance signs, in process with Naomi and will be reviewed by Tatiara council.

### **General Business- addressed early due to Kingsley Green having another engagement in Naracoorte at 12pm.**

Kingsley Green spoke at length discussing the future delivery of visitor information services and what is considered to work best for the Tatiara district.

Future plan to go live on the 11<sup>th</sup> December with review in April 2016 giving an exemption to accreditation.

Plan- there will be Wi-Fi hotspots located in and around the morning loaf bakery, civic centre and Gallery, also a hotspot to be located at Keith institute, which will allow visitors to access for free the Tatiara tourism website, there will be 2 iPads for public use located in the Morning loaf bakery. All businesses will be listed and any specials for business will be advertised. A 6m x 2.4m displaying the Tatiara attractions with images portraying up close people having fun enjoying the attractions, rather than just long shots of the attractions. One to be located at Keith Institute and one at the Bordertown Civic centre. These display boards to be updated on a yearly basis along with the website information. Ensure it is a continuous maintained project.

The need to upgrade the interior of the Keith Institute was discussed as it is lacking in its ability to attract the public.

Discussion on how are Grey Nomads who do not use computer technology being targeted. The Morning Loaf bakery staff are trained to assist with questions from visitors. The council are not excluding personal contact they are broadening the advertising and delivery of services by introducing the Wi-if hot spots. By having Morning loaf Bakery hotspots this will also come of benefit for the bakery as visitors are inclined to stay longer purchase food and drink and spend time finding out what the Tatiara District has to offer.

Discussion about movie that did not screen on Sunday 29<sup>th</sup> November due to Universal not releasing the key, public unhappy about this but are possibly unaware of the agreement between universal and the release of the movies and number of screenings required each week in order to have access to the movie.

#### **Business Arising –**

**Famil-** Suggested that there is brown historical marker signs at historical sites. Lynette Staude to look at developing a school sites route map.

**Wirrega-** camels eating the trees, a letter has been written to express the issues, ? If council responsibility as it is Viterro property, ? Fence lines.

**Tourism-** for Famil to pre organise with businesses involved in the visit to have some information provided to guests. Eg Henry's Drive info about local wine etc.

#### **Correspondence-**

**Service with a smile Award** – nomination for De Kupke, photographer for Rural women's gathering.

Employees at Foodland Bordertown were recognised for their professional, helpful friendly manner. Foodland employee Lexie Thorpe awarded. Decision made based on the local encouragement it will provide to other local employees. Cr Liz Goossens to organise and present.

#### **Reports:**

1. **Finance:** Financial Report dated 20<sup>th</sup> November 2015, was tabled, showing 2015-2016 budget.

**Expenses-** Budget \$20,108 Actual \$1,946

**Income –** Budget \$ 0 Actual \$0

**Moved** W Gogel **seconded** A Morcomb that the financial report as tabled be accepted.

**Carried**

## 2- Chairman

- Camp draft Keith, entries capped as excessive number of entries.
- Art exhibition in the Keith institute.
- Successful Photography workshop at the Library held by A Morcomb.
- Harvest in the area disappointing due to rainfall and frost.
- "Keith a great place to be" updated by A Morcomb.
- Hoods Earth Eggs local business has taken off and expanding.
- Alan Morcom to retire as Chairman.
- This the last meeting as members, denomination. In February 2016
- Adrian Packer on financial report ? Unsure of where/when staff time.

## 3- Bordertown on the Move (L Staude)

- Last meeting cancelled as 6 apologies
- September new member Chris Wurst
- Rotary Club unable to get land released of old depot.
- November meeting rescheduled for 17<sup>th</sup> December 2015
- SES and Probus signs to put back on the road as they have been on the ground.

**Moved** L Staude **seconded** L Goossens that reports by both the Chairman and Bordertown on the move representative be accepted.

**Carried**

## General Business

- Mundulla Street Parade 14<sup>th</sup> December 2015
- Drought Relief for Women, hosted at Cockatoo Downs Farmstay March long weekend 2016.
- **Claytons Farm** – Heavy horses, June long weekend 2016, AGM in February, date yet to be advised.
- Strategic Plan to be reviewed with Chris Mackereth
- **Tractor Trek** great success AMP site Inglewood, Barry Carter who is still in residence spoke about the history of the AMP scheme has a film on USB which is now copyright. Suggested that we have Barry as a guest speaker at tourism committee meeting.
- **Lynette Staude**- will not be continuing as a committee member next year. She will endeavour to construct the school sites historical map.
- **Padthaway** Caravan Park very busy coming into Christmas and new year. Many compliments on the neat and tidiness of the towns parks and gardens, thank you to the council. Query hosting Australia Day breakfast in the park.

- **Mundulla-** A big congratulations to Mundulla, who were the overall winners of KESAB sustainable best small town in SA, now nominated for the national title, held in Western Australia. A Judge to arrive on the 8<sup>th</sup> December and stay for 24 hours. In this time they will have a tour of the council chambers and the lay of the land, meet with reps from local sporting teams, attend a dinner and early morning walk along the walking trail followed by breakfast with the local community, visit the school and pub.

On Sunday the 29<sup>th</sup> of November the community held a working bee where 25 people attended.

The community is rewarded for their community spirit and achievements.

### **Upcoming Events**

Events are now being listed on the Councils Facebook Page as well as the website.

### **2015**

12<sup>th</sup> December Bordertown Speedway

13<sup>th</sup> December Bordertown Cup- Racing Club

### **2016**

6<sup>th</sup> February. Tolmer Park Speedway

7<sup>th</sup> February. Bordertown Summer Race Day – Racing Club

1<sup>st</sup>-7<sup>th</sup> March Creative Stiches Exhibition

5<sup>th</sup> & 6<sup>th</sup> March Moot-Yang-Gunya Festival

9<sup>th</sup>&10<sup>th</sup> March SA CWA state council approx 120-140 delegates

18<sup>th</sup> March. Autumn Race Day – Racing club.

2<sup>nd</sup> April. Diesel and Dirt

3<sup>rd</sup> April. Bordertown Sunday Races – Racing Club

6<sup>th</sup>-8<sup>th</sup> May. 2016 Dirt Kart state title

11<sup>th</sup>& 12<sup>th</sup> June Claytons farm Heavy Horses

17<sup>th</sup> July Winter Race day- Bordertown Racing Club

Alan Morcom, thank you for all the support from members as Chairman and wishes Tatiara as a whole a very Merry Christmas.

Alan Finlayson- issues in Bordertown that need addressing.

- Flags on eastern side of town need attention they are fraying. Referred to 'Bordertown on the move' representative.
- Caravan Park, needs work, tin fences old caravans high grass needs cutting.
- Mowing of the highway long grass needs tidying up.

Liza Goossens, showed appreciation and thanks to Alan Morcomb for his role as Chairman.

There being no further business, meeting closed at 12.10pm

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*Tatiara District Council*

*Our Vision....to be a progressive and well managed Council that works closely with its various communities*

*Our Mission....to make the Tatiara a better and safer place in which to live, work and visit*

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**PLANT & MACHINERY SUBCOMMITTEE**

**12 OTHER BUSINESS**

**OTHER BUSINESS**



## *Tatiara District Council*

*Our Vision....to be a progressive and well managed Council that works closely with its various communities*

*Our Mission....to make the Tatiara a better and safer place in which to live, work and visit*

### **ENGINEERING COMMITTEE**

Meeting to be held on Tuesday 19<sup>th</sup> January 2016

In the Council Chamber, 43 Woolshed Street, Bordertown

*(Commencing after the completion of the Administration & Finance Committee Meeting)*

### **AGENDA**

#### **1 APOLOGIES**

**[GO TO NEXT ITEM](#)**

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#### **2 DISCLOSURE OF INTERESTS**

Any Councillor or staff member with a potential conflict of interest is asked to declare it at the start of each meeting and explain what the conflict is and why they will not be participating in any item relating to that issue.

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#### **3 CONFIRMATION OF THE MINUTES**

**[GO TO ATTACHMENT](#)**

**Recommendation:** That the Minutes of the Engineering Committee Meeting held on 6<sup>th</sup> October 2015 be taken as read and confirmed.

#### **E-4 Matters Arising from the Minutes**

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*Tatiara District Council*

*Our Vision....to be a progressive and well managed Council that works closely with its various communities*

*Our Mission....to make the Tatiara a better and safer place in which to live, work and visit*

## ENGINEERING COMMITTEE

Minutes of meeting held on Tuesday 6<sup>th</sup> October 2015  
at the Council Chambers, Woolshed Street, Bordertown commencing at 5.15pm

### MINUTES

**PRESENT:** Mayor GJ Excell & Councillors D Edwards, E A Goossens, MW Hannemann, KJ McInerney, RJ Mock, MF Murphy, MK Oliver & DE Penniment.

**In Attendance:** Chief Executive Officer (Mr R Harkness), Manager Technical Services (Mr S Prakash) & Executive Assistant (Mrs M Clarke).

**APOLOGIES:** Councillor JK Jackson and, Manager Corporate & Community Services (Mr K Green).

*In the absence of the committee chair Cr JK Jackson, Cr Oliver nominated Cr Mock as acting Chairperson and he was elected unopposed.*

### DISCLOSURE OF INTERESTS

- Nil.

### CONFIRMATION OF THE MINUTES

**Res No 35 - Confirmation of the Minutes – Moved** Mayor Excell **seconded** Cr Penniment that the Minutes of the Engineering Committee Meeting held on 7<sup>th</sup> July 2015 be taken as read and confirmed as an accurate record of the proceedings of the meeting.

**CARRIED**

### MATTERS LAID ON THE TABLE FROM PREVIOUS MEETINGS

- Nil.

### CORRESPONDENCE

**Res No 36 - Correspondence – Moved** Cr Murphy **seconded** Cr McInerney that the listed Correspondence be received:

**5.1 Manager Technical Services – Surya Prakash**

5.1.1 Enviro Tec S.E. Pty Ltd. – Increase in Cost of Recycling Waste

5.1.2 South Australian Community Achievement –Awards - Judging Results

**CARRIED**

## REPORTS OF OFFICERS

**Res No 37 - Reports of Officers** – **Moved** Cr Oliver **seconded** Cr Goossens that the Reports of Officers be received.

**CARRIED**

**Res No 38 - Wildlife Park Upgrade** – **Moved** Cr McInerney **seconded** Cr Murphy that Council approve the engagement of Lindell Andrews to work with Council staff on the development of the Wildlife Park for an estimated cost of \$2,500.

**CARRIED**

**Res No 39 - Keith Airstrip Lights** – **Moved** Cr Oliver **seconded** Cr Hannemann that Council proceed to install new lights at the Keith Airstrip powered by a solar panel at an approximate cost of \$92,000 made up of:

- Solar panel, battery and inverter \$14,000
- New lights and fittings \$40,000
- Installation of cable and connections \$38,000

**CARRIED**

**Res No 40 - Request to Re-name Road** – **Moved** Cr McInerney **seconded** Cr Penniment that pursuant to the provisions of section 219 of the Local Government Act 1999, Council resolve to change the section of road currently named Swedes Flat Extension Road to Martlew Road and notify the Register-General, the Surveyor-General and Valuer-General of the name change.

**CARRIED**

## QUESTIONS ON NOTICE

- Nil.

## QUESTIONS WITHOUT NOTICE

- Nil.

## MOTIONS ON NOTICE

- Nil.

## MOTIONS WITHOUT NOTICE

- Nil.

## OTHER BUSINESS

**Res No 41 - Mundulla on the Move** – **Moved** Cr Murphy **seconded** Cr Oliver that the Minutes of the Mundulla on the Move Meeting held on 28<sup>th</sup> September 2015 be received.

**CARRIED**

**Res No 42 – Plant & Machinery Subcommittee - Minutes** – **Moved** Cr McInerney **seconded** Cr Oliver that the Minutes of the Plant & Machinery Subcommittee Meeting held on 28<sup>th</sup> September 2015 be received.

**CARRIED**

**Res No 43 – Plant & Machinery Subcommittee – Replacement Tractor – Moved** Cr McInerney **seconded** Cr Hannemann that the purchase of the replacement tractor as recommended be postponed until other options have been investigated. This option to include keeping the current John Deere tractor and trading in one of the MultiPac rollers and purchasing a second-hand combination roller.

**CARRIED**

**Res No 44 – Plant & Machinery Subcommittee – Plant & Machinery Policy – Moved** Cr Murphy **seconded** Cr Oliver that the MTS prepare an amended Plant & Machinery Replacement policy for Council's consideration that is more based on condition assessment rather than only "hours run", kilometres and years in service.

**CARRIED**

**Res No 45 – Plant & Machinery Subcommittee – Council Vehicle Use – Moved** Mayor Excell **seconded** Cr Hannemann that MTS emphasise to all employees:

1. The importance of keeping Council vehicles and heavy plant and machinery in acceptable condition and cleanliness.
2. The need to comply with Council's Council Vehicle Use Policy.

**CARRIED**

**Res No 46 - Keith Urban Development Subcommittee – Moved** Mayor Excell **seconded** Cr Goossens that the Minutes of the Keith Urban Development Subcommittee Meeting held on 25<sup>th</sup> September 2015 be received.

**CARRIED**

**Res No 47 – Bordertown on the Move Subcommittee Minutes – Moved** Cr Oliver **seconded** Mayor Excell that the minutes of the Bordertown on the Move Subcommittee held on the 16<sup>th</sup> September 2015 be received.

**CARRIED**

**Res No 48 – Bordertown on the Move Subcommittee – Shell Lease – Moved** Cr McInerney **seconded** Mayor Excell that Bordertown on the Move asks the MDIS on behalf of Council to renegotiate with Shell on the basis of obtaining a sub-lease of the property.

**CARRIED**

**Meeting Closed at 6.17pm**

**CONFIRMED**

-----  
**CHAIRMAN**

-----  
**DATED**

#### 4 MATTERS LAID ON THE TABLE FROM PREVIOUS MEETINGS

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#### 5 CORRESPONDENCE

**Recommendation:** That the listed Correspondence be received:

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##### 5.1 Manager Technical Services – Surya Prakash

- 5.1.1 Tony Carbone – Manager Traffic Operations - DPTI – Keith Truck Parking Bay Pedestrian Lighting
- 5.1.2 Colleen & Bruce Cavanagh – Dangerous Corner Heron Road
- 5.1.3 Ingrid Srubjan – Volunteer for Wildlife Park

---

##### 5.1 Manager Technical Services – Surya Prakash

- 5.1.1 Tony Carbone – Manager Traffic Operations - DPTI – Keith Truck Parking Bay Pedestrian Lighting File: 20/14/1

[\*\*GO TO ATTACHMENT\*\*](#)

Tony Carbone has responded to the Council's request that DPTI should install pedestrian lighting at the truck parking bay on Dukes Highway at Keith.

Council made this request in response to Tatiara Road Safety Group recommendations.

DPTI do not consider this to be a priority and have also suggested that installation of pedestrian solar lights may not comply with Australian Standards.

Council has maintained that installing of lights on Dukes Highway is a DPTI responsibility and has not supported previous recommendation to install lights in this area.

With the reduction of the speed limit to 60km/hour on this section of the highway, this has made pedestrian crossing safer and further lights should be the responsibility of the business owner.

**For Information**

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Government of South Australia

Department of Planning,  
Transport and Infrastructure

In reply please quote 2015/00322 #9961278  
Enquiries to Jeff Overall  
Telephone (08) 7223 6071  
[dpti.eastern@sa.gov.au](mailto:dpti.eastern@sa.gov.au)

Chief Executive Officer  
Tatiara District Council  
PO Box 346  
BORDERTOWN SA 5268

ATTENTION: Mr Surya Prakash  
Manager Technical Services

TATIARA DISTRICT COUNCIL	
- 9 DEC 2015	
FILE NO:	20/14/1
	MDIS

SAFETY AND SERVICE –  
Traffic Operations

GPO Box 1533  
Adelaide SA 5001

Telephone: 08 7223 6011  
Facsimile: 08 7223 6023

ABN 92 366 288 135

Dear Mr Prakash,

**DUKES HIGHWAY - KEITH TRUCK PARKING BAY PEDESTRIAN LIGHTING**

I refer to your letter dated 8 October 2015, regarding lighting to improve road safety for pedestrians crossing the Dukes Highway at Keith to access the BP Service Station from the truck parking bay.

The department uses solar lighting in truck parking areas to illuminate the parking area, however the use of solar lights to provide adequate lighting for pedestrians crossing the highway is not considered appropriate. In accordance with the Australian Standards, lighting to improve safety for pedestrians crossing a highway should be to an appropriate standard.

The installation of lighting at this location is considered to be a low priority for the department when compared to many other sites across the State. It is necessary for the interests of all road users to be considered on a statewide basis when determining the priority of particular projects. This approach ensures that the funds available are allocated to the projects where the greatest benefit can be provided to the community as a whole.

Should you have any further enquiries relating to this matter, please contact Jeff Overall, Concept Planner, Rural on (08) 7223 6071.

Yours sincerely,

Tony Carbone  
MANAGER, TRAFFIC OPERATIONS

30 November 2015

Document #9979865

5.1.2 Colleen & Bruce Cavanagh – Dangerous Corner Heron Road – Files: 14/55/3, Road R172

**GO TO ATTACHMENT**

Colleen and Bruce Cavanagh submitted a petition signed by local residents raising concerns on the section of Heron Road south west of Keith. In the petition they have alleged that there have been a number of incidents at the bend in the road which involved rollover of vehicles.

MTS and Maintenance Supervisor met with Collen & Bruce Cavanagh and some of the local residents on site to inspect the road and discuss possible remedies that Council can apply to rectify the issues raised.

It was agreed that Council will install appropriate signs and chevron alignment markers at the bend as soon as possible.

Council will also sometime in the near future undertake works to correct the camber in the road and widen the pavement at the bend.

Actions proposed by the Council was accepted by the residents as appropriate to the concerns raised in their petition.

***For Information***

**GO TO NEXT ITEM**

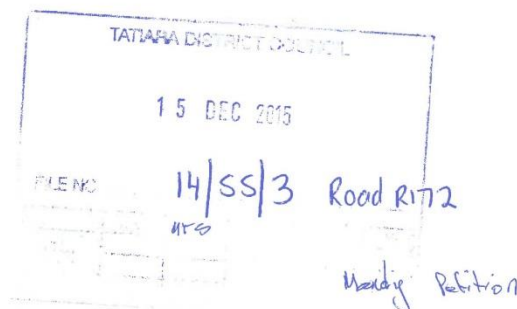
**BACK TO INDEX**

Colleen & Bruce Cavanagh  
562 Heron Rd  
Mt Charles  
PO Box 299  
Tintinara SA 5266

1/12/15

Tatiara District Council  
Box 346  
Bordertown 5268

Tatiara District Council  
Councillors,



I wish to draw your attention to a dangerous corner on the Heron Road –Tintinara/Mt Charles.

The corner is 762 approx Heron road. This corner is not signed posted from either direction.

We personally know of numerous rollovers occurring on the corner. This is made particularly dangerous now that the SE drain is near the corner. In the last accident that is known to us, it was fortunate that the car did not end up in the drain with very serious consequences.

The alignment and curve of the road appears to be incorrect. It is difficult to allow vehicles travelling in an opposite directions to pass each other on the corner. On the Eastern side there is a deep ditch which is also hazardous if an accident occurs.

The minimal requirement would be to sign post the corner. This is especially important when community members utilise road and are unaware of the camber of the corner.

Awaiting your reply on this dangerous corner.

Yours Faithfully

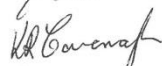
Colleen & Bruce Cavanagh

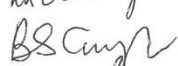
Signed below is concerned community members.

 Natalie Allen

 Mark Cavanagh


 Stuart Allen

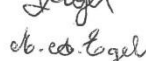
 KEVIN CAVANAGH

 BRUCE CAVANAGH

 Helen Egel

 MARK EGEL

 Daniel Egel

 MARGARET EGEL

 Pam Egel

 Brendan Mickan

 DARREN EGEL

 Susan Mickan

**GO TO ATTACHMENT**

Ms. Ingrid Srubjan has written to the Council registering her interest to become a volunteer for the Bordertown Wildlife Park. She has been involved with Clayton Farm and her desire to serve as a volunteer is due to the works Council has already done to improve the Wildlife Park.

***Recommendation:*** That:

1. Council facilitate a meeting between Ingrid Srubjan and Rosemary Dohnt so that they can discuss how services of Ms Srubjan can be best utilised at the Wildlife Park.
2. MTS send a response letter to Ingrid Srubjan informing her that Council welcomes her service as a volunteer at the Wildlife Park.

**GO TO NEXT ITEM****BACK TO INDEX**

The CEO  
Tatiara District Council  
Woolshed Street  
Bordertown  
SA 5268  
23 December 2015



Dear Mr. Green,

Further to our conversation on 23 December 2015, I am writing to express my interest in being a volunteer with the Bordertown Wildlife Park.

I have just purchased a property at 72 Adamson Terrace, overlooking the park and I would be in a good position to assist possibly with keeping a lookout for the wildlife through to helping with feeding and everyday park maintenance.

Since moving into my property I have noticed the new investment by Council in the park environment and I have noted the significant numbers of tourists and visitors to the facility.

My eldest sister has been a park caretaker and an accredited macropod carer for many years in Kakadu National Park and she informs me both that South Australia's Lynda Staker is a recognised authority on the care of macropods and that the care of these animals requires commitment and responsibility. I am also aware that there are other animal species in the park requiring attention and the balancing of needs.

In addition, I have had some involvement with tourists through my work at Clayton Farm and I am very aware of their importance to the Tatiara district.

I would be grateful if you could let the Park management committee know of my interest and would be happy to attend a meeting to find out more about what is involved with keeping the Wildlife Park going.

Yours Sincerely,

A handwritten signature in blue ink, appearing to read 'Ingrid Srubjan'.

Ingrid Srubjan.

Telephone : 0417 857 633

## 6 REPORTS OF OFFICERS

**Recommendation:** That the Reports of Officers be received.

### 6.1 Manager Technical Services – Surya Prakash

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#### 6.1.1 Wildlife Park Upgrade

##### **Relocation of Peacocks**

***Res No 626 – Bordertown Wildlife Park Peacocks** – Moved Cr Edwards seconded Cr Murphy that Council approve that the peacocks in the Bordertown Wildlife Park to be relocated to other venues such as offered by Councillor Robert Mock.*

**CARRIED**

The action on the above resolution was delayed due to the holiday break.

Other parties have expressed their interest to the CEO to take some of the peacocks from the park, this is being handled by Adrian Packer.

Parks & Garden staff are not experienced in catching or trapping the peacocks and will require assistance externally to trap them.

##### **Report from Lindell Andrews**

Draft report from Lindell Andrews on the development of the wildlife park was forwarded to the Councillors in December 2015. Any comments or amendments proposed by Councillors should be forwarded to MTS by end of January. Final report will be submitted at the February Council meeting.

The report has highlighted some issues which previously may not have been brought to Council's attention, especially risks associated with in-breeding.

The concept of allowing public access to animals in the park also requires to be re-considered and whether Council can provide a full-time resource to oversee the park during opening hours.

##### **Wildlife Park Upgrade & Maintenance**

Seeding of kangaroo and wallaby grass at the western end of the park has been unsuccessful, the seeds have not germinated this has left whole Park barren. Loss suffered is the cost of the seeds, approximately \$2000.

Another attempt to grow grass for feed in the Park will be considered in late autumn.

All the park maintenance is currently being performed by Council staff and this keeps adding up as the current committee has shown no commitment towards the upkeep of park and its surroundings.

Park maintenance budget will be increased to allow future maintenance of the park.

Plans to develop the park will be presented to Council in February meeting. This will allow any approved works to be completed within the 2015/16 financial year.

***For Information***

6.1.2 Construction Works

**GO TO ATTACHMENT**

**Tatiara Road Upgrade**— civil and earthworks are complete. Pavement will be two-coat spray sealed in late February. Final trimming will be carried out prior to the sealing works.

*Budget - \$104,000      Year to Date Expenditure: - \$72,000*  
*Budget Remaining - \$32,000*

**Emu Flat Road Re-construction** – construction works have been completed and sealing to be completed in February.

*Budget - \$100,000      Year to Date Expenditure: - \$74,000*  
*Budget Remaining - \$26,000*

**Padthaway Road Renewal** – new section has been sealed, still waiting for line marking to be completed and guide posts to be installed. All of this will be completed later this month.

This renewal was completed under the budget and will allow us to extend the renewal by an additional 500m. This additional work will commence in February.

*Budget - \$317,000      Year to Date Expenditure: - \$246,000*  
*Budget Remaining - \$71,000*

**Six Mile Well Road Upgrade** – works commenced on this project in December. Majority of the earthworks has been completed and rest of the works will be completed by end of January. Sealing will be completed in February.

*Budget - \$175,000      Year to Date Expenditure: - \$52,000*  
*Budget Remaining - \$123,000*

**Chark Road/Pigeon Flat Road/ Rowney Road Intersection Safety Upgrade** – several safety related issues were raised by local residents as well as some reported “near misses”. Provisions were made in 2015/16 Council budget to improve the safety at this intersection. Design of the proposed improvements was undertaken by HDS consulting engineers.

This design was submitted to DPTI for their approval and this was only received just prior to the Christmas break.

This has delayed the site works which will now be undertaken by Council’s construction team later this month.

*Budget - \$115,000      Year to Date Expenditure: - \$22,000*  
*Budget Remaining - \$93,000*



**Hillier Road Mundulla** – minor civil works will be completed later this month and sealing will be completed in February.

*Budget - \$150,000      Year to Date Expenditure: - \$60,000*  
*Budget Remaining - \$90,000*

**Road Reseal** – this year’s reseal programme as well as some of the construction projects were delivered under budget which has allowed Council to add Cuppa Cup and Don Hunts Road to the reseal programme. This additional sealing will be completed in February.

**Sealed Road Maintenance** – The Jet Patcher has been out patching potholes in sealed roads. New technology has been developed with the asset management plan to use an iPad to capture data on areas requiring maintenance works as well as recording where work has been completed. This is a work in progress as we train our staff in using this technology. This will provide us with meaningful data on when a road needs to be re-sealed.

*2015-16 Sealed Rd Maint. Budget - \$322,000      Year to Date Expenditure - \$155,000*  
*Budget Remaining - \$167,000*

**Unsealed Road Maintenance** – increase number of “rabbit holes” are being reported in our rubble roads. This has potential to costs a lot more in road maintenance. An active rabbit baiting programme needs to be initiated urgently before the issue escalates to unmanageable proportions.

*2015-16 Un-Sealed Rd Maint. Budget - \$260,000      Year to Date Expenditure - \$68,000*  
*Budget Remaining - \$192,000*

**McLeod Street Kerb & Gutter and Footpath** – kerb & gutter works have been completed.

Construction of footpath along the church will commence later this month.

New trees have been planted as well. These are “Manchurian Pears” which will grow up to 5m in height.

***For Information***

**GO TO NEXT ITEM**

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8/01/2016	Sub-Programme Description	COA	Description	Job	Description	Original Budget	Current Budget	YTD Budget	YTD Actual	Variance (%)	Expenditure Progress (Green under budget, Red Over Budget)	Status
Road Construction	2000000	ROAD CONSTRUCTION - UPGRADES				\$1,688,230.00	\$1,794,074.00	\$1,794,074.00	\$983,439.29	-45.18%		Complete
Road Construction	2000000	20002	Emu Flat Road - Cutting & Shoulder Widening			\$438,000.00	\$438,000.00	\$438,000.00	\$369,859.51	-15.56%		Complete
Road Construction	2000000	20034	Road Construction - Six Mile Well Road			\$175,000.00	\$175,000.00	\$175,000.00	\$52,252.79	-70.14%		Commenced
Road Construction	2000000	20040	Wolesey Rail Crossing & Intersection Upgrad			\$285,000.00	\$285,000.00	\$285,000.00	\$16,349.68	-94.26%		Commenced
Road Construction	2000000	20041	Winter Bridge Upgrade			\$75,000.00	\$75,000.00	\$75,000.00	\$55,580.65	-25.89%		Complete
Road Construction	2000000	20047	Rd Construction - Chark Rd Pigeon Flat Intersection			\$115,000.00	\$115,000.00	\$115,000.00	\$21,727.18	-81.11%		Commenced
Road Construction	2000000	20048	Hillier Road - Construct & Seal			\$150,000.00	\$150,000.00	\$150,000.00	\$59,672.25	-60.22%		Commenced
Road Construction	2000000	20049	Stirling Road Keith - Construct & Seal			\$10,000.00	\$10,000.00	\$10,000.00	\$6,172.02	-38.28%		Commenced
Road Construction	2000000	20050	South Tce Mundulla - Construct & Seal			\$13,500.00	\$13,500.00	\$13,500.00	\$7,586.84	-43.80%		Commenced
Road Construction	2000000	20051	Tatiara Road Reconstruction			\$104,000.00	\$104,000.00	\$104,000.00	\$71,464.85	-31.28%		Commenced
Road Construction	2000000	20052	Padthaway Road Reconstruction & Widen			\$211,000.00	\$316,844.00	\$316,844.00	\$245,738.32	-22.44%		Commenced
Road Construction	2000000	20053	Emu Flat Road Reconstruction			\$100,000.00	\$100,000.00	\$100,000.00	\$74,252.82	-25.75%		Commenced
Road Construction	2000200	ROAD CONSTRUCTION - RESHEETS				\$900,000.00	\$794,156.00	\$794,156.00	\$433,754.15	-45.38%		
Road Construction	2000200	202011	Resheet - Browns Rd (2.4Km)			\$0.00	\$0.00	\$0.00	\$0.00	0.00%		Complete
Road Construction	2000200	202025	Resheet - West McCallum Rd (3.8Km)			\$232,000.00	\$77,390.00	\$77,390.00	\$77,389.92	0.00%		Planned
Road Construction	2000200	202027	Resheet - Monkoora Extension Road (2.3Km)			\$61,500.00	\$61,500.00	\$61,500.00	\$95.96	-99.84%		Planned
Road Construction	2000200	202028	Resheet - Two Wells Road (4.5Km)			\$120,000.00	\$120,000.00	\$120,000.00	\$143.95	-99.88%		Complete
Road Construction	2000200	202029	Resheet - Kynoch Road (3.9Km)			\$103,500.00	\$87,157.00	\$87,157.00	\$87,156.56	0.00%		Complete
Road Construction	2000200	202030	Resheet - Paviers Road (0.4Km)			\$8,200.00	\$8,200.00	\$8,200.00	\$5,448.31	-33.56%		Complete
Road Construction	2000200	202031	Resheet - Cannawigara Road (2.7Km)			\$73,000.00	\$73,000.00	\$73,000.00	\$191.93	-99.74%		Planned
Road Construction	2000200	202032	Resheet - Mcleans Road (1.3Km)			\$35,500.00	\$45,000.00	\$45,000.00	\$0.00	-100.00%		Planned
Road Construction	2000200	202033	Cantara Road (1.2Km)			\$0.00	\$37,909.00	\$37,909.00	\$39,079.14	3.09%		Complete
Road Construction	2000200	20211	Resheet - Dark Island Well Rd 2 Sections (10.1Km)			\$266,300.00	\$226,000.00	\$226,000.00	\$224,248.38	-0.78%		Complete
Road Construction	2000300	ROAD CONSTRUCTION - RESEALS				\$565,000.00	\$565,000.00	\$565,000.00	\$498,305.84	-11.80%		Complete
Road Construction	2000300	20310	Reseals			\$565,000.00	\$565,000.00	\$565,000.00	\$498,305.84	-11.80%		Complete
Road Construction	2000400	CONSTRUCTION - STORMWATER DRAINAGE				\$130,000.00	\$130,000.00	\$130,000.00	\$55,213.44	-57.53%		Planned
Road Construction	2000400	20411	Stormwater - Victoria Pde (Power House Rd To High St)			\$0.00	\$130,000.00	\$130,000.00	\$55,213.44	-57.53%		Commenced
Road Construction	2000500	CONSTRUCTION - KERB & GUTTER				\$166,934.00	\$166,934.00	\$166,934.00	\$78,026.42	-53.26%		Commenced
Road Construction	2000500	20519	Re-Construction Kerb & Gutter			\$70,000.00	\$70,000.00	\$70,000.00	\$5,551.59	-92.07%		Commenced
Road Construction	2000500	20530	Kerb & Gutter			\$48,600.00	\$0.00	\$0.00	\$0.00			
Road Construction	2000500	20543	Kth K&G - Mcbain Street			\$15,000.00	\$15,000.00	\$15,000.00	\$0.00	-100.00%		Complete
Road Construction	2000500	20548	Btn K&G Reconst. - Mcleod St (Farquhar To Crocker)			\$30,000.00	\$30,000.00	\$30,000.00	\$27,251.92	-9.16%		Complete
Road Construction	2000600	CONSTRUCTION - FOOTPATHS				\$230,724.00	\$230,724.00	\$230,724.00	\$42,622.04	-81.53%		Planned
Road Construction	2000600	20614	Footpath - Street Furniture Development			\$17,739.00	\$17,739.00	\$17,739.00	\$0.00	-100.00%		Planned
Road Construction	2000600	20617	Re-Construction Footpaths			\$50,000.00	\$50,000.00	\$50,000.00	\$27.97	-99.94%		Planned
Road Construction	2000600	20625	Kthfootpaths - Mcbain Street			\$12,985.00	\$12,985.00	\$12,985.00	\$7,355.60	-43.35%		Complete
Road Construction	2000600	20639	Construction Footpaths			\$150,000.00	\$0.00	\$0.00	\$0.00			
Road Construction	2000600	20646	Kth Footpaths - Morris St (Subway To Showground Pde)			\$0.00	\$51,000.00	\$51,000.00	\$7,829.18	-84.65%		Planned
Road Construction	2000600	20647	Wols Footpaths - Railway Tce Nth ( Garnett To Arabian St)			\$0.00	\$45,500.00	\$45,500.00	\$20,145.92	-55.72%		Planned
Road Construction	2000600	20648	Padth Footpaths - Memorial Drive ( Bowling Club To Toilets)			\$0.00	\$15,000.00	\$15,000.00	\$6,901.18	-53.99%		Complete
Road Construction	2000600	20649	Btn Footpaths - South Tce (Nara Rd To Woolshed St Southern			\$0.00	\$24,000.00	\$24,000.00	\$0.00	-100.00%		Planned
Road Construction	2000600	20650	Btn Footpaths - Mcleod St ( Uniting Church To Benjamin St W)			\$0.00	\$14,500.00	\$14,500.00	\$362.19	-97.50%		Commenced
Maintenance Works	2010000	PATROL GRADING				\$625,000.00	\$625,000.00	\$625,000.00	\$269,213.21	-56.93%		Commenced
Maintenance Works	2010010	SEALED ROAD REPAIRS				\$321,707.00	\$321,707.00	\$321,705.00	\$154,834.03	-51.87%		Commenced
Maintenance Works	2010020	UNSEALED ROAD REPAIRS				\$260,000.00	\$260,000.00	\$260,000.00	\$67,557.68	-74.02%		Commenced
Maintenance Works	2010040	SHOULDER MAINTENANCE				\$75,000.00	\$75,000.00	\$75,000.00	\$5,366.51	-92.84%		Commenced



#### 6.1.3 Special Local Road Programme Grant

##### **Emu Flat Road:**

All the works are now complete. This project was delivered under the budget which was used in re-construction of Emu Flat Road east of Senior's Road.

The contractor, Downer EDI, should be commended for their performance on this project.

##### **Wolseley Intersection Widening:**

Work on the intersection will commence in late January. Civil and earthworks will be undertaken by Council staff and sealing works will be contracted out.

*Total Project Budget - \$285,000*

*Year to Date Expenditure - \$16,000*

*Budget Remaining - \$269,000*

##### ***For Information***

#### 6.1.4 Keith Airstrip Lights

Tenders for this project have been called through Tenders SA website as well as advertising in the local newspaper. Tenders close on 12<sup>th</sup> February and recommendations will be forwarded to Council at the March meeting.

Scope of works for this upgrade includes installation of off-grid solar power system, LED lights and associated cabling and control cabinet. Council will undertake the trenching works required for the underground cables.

##### ***For Information***

#### 6.1.5 Heritage Street, Keith Power Line Undergrounding

***Res No 204 – PLEC – Heritage Street Undergrounding of Powerline*** - Moved Cr Penniment seconded Cr Oliver that:

- 1. The Council approve the MTS to respond to the email from Stuart McPherson.*
- 2. The response will include confirmation that Council will budget to spend \$15,000 - \$20,000 on a streetscape project on Heritage Street once the powerlines have been undergrounded.*

***CARRIED***

The above resolution was passed at the March 2015 Council Meeting.

Stuart McPherson from PLEC has confirmed commencement of the process to get PLEC undergrounding projects underway for the January to June 2017 Draft Undergrounding Program. Heritage Street Keith will be one of the projects to be included in this programme. The projects will be submitted for approval in May this year.

SA Power Networks will soon provide the network design that defines the trench route and location of any required equipment.

Stuart will shortly write to Council requesting a formal submission. Most importantly Council will need to include the project in its 2016/17 budgeting.

MTS will meet with Stuart on 25<sup>th</sup> January to discuss and clarify provisions Council will need to make for this project in Council's 2016/17 budget. Further details on this will be provided at the February Council meeting.

### ***For Information***

## **6.2 Operations Manager – Andrew Pollock**

### **6.2.1 Tender 6 – 15/16 CWMS CCTV Survey**

Council went back to the market place to review prices for the continuation of the CWMS CCTV survey work done last year on our CWMS lines in Bordertown Keith, Mundulla, and Wolseley. The CWMS CCTV survey inspects our CWMS pipes from the inside utilising robotic tracked cameras that view and record all issues and faults in the lines, pipe to pipe connections, household connections, manholes and inspection points. The camera records the data, and the data is evaluated, condition assessed and fed into our Asset Management System.

### **For Discussion**

Council has received Tenders from A & L Pipelines, APMS, PPS (they did our survey last year), Smith Brothers, and Statewide Hydrojet. The various contractors gave a schedule of rates and a per metre price, there were some variances with setup fees, travel and accommodation etc. I have standardised the rates and worked on an average distance of 3km. All of the contractors are competent and have been in business for a long time.

We created a team to evaluate the tender comprised of the MTS, OM and the Assets Systems Coordinator.

From a purely monetary perspective, it looks simple but I need the Assets Systems Coordinator to review the tenders and ensure the data we get will be in an appropriate form to enter into our assets management system without difficulty before the team makes a final decision. Difficulty with the final data could significantly increase costs.

<b>A &amp; L</b>	<b>APMS</b>	<b>PPS</b>	<b>Smith Brothers</b>	<b>Statewide Hydrojet</b>
\$8,800.00	\$13,800.00	\$18,711.00	\$16,500.00	\$15,000.00

### **Conclusion**

I have has some difficulty getting in touch with the Contractors due to the Christmas/New Years shutdown and I need to discuss the options with the Assets Systems Coordinator when he returns from leave before finalising our decision.

So we are not delayed any further I ask that Council gives the MTS the authority to employ the tenderer after the team finishes its evaluation.

**Financial Implication:** There would be no increase in the allocated budget for this work.



**Strategic plan reference:** It is in the strategic plan, and the evidence we get from these surveys will help us plan our replacement works for the next 20 + years.

**Policy/Legislative Implications:** There are no policy or Legislative issues.

**Risk Assessment:** There is no risk associated with the survey, the contractors are all experienced competent operators.

**Recommendation:** Tatiara District Council gives the MTS the authority to employ whichever contractor the evaluation team considers the best value for money.

## 7 QUESTIONS ON NOTICE – NIL

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## 8 QUESTIONS WITHOUT NOTICE

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## 9 MOTIONS ON NOTICE – NIL

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## 10 MOTIONS WITHOUT NOTICE

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The Presiding Member may refuse to accept a motion without notice if, after taking into account the Guiding Principles, he or she considers that the motion should be dealt with by way of a written notice of motion.

## 11 Plant & Machinery Subcommittee

[GO TO ATTACHMENT](#)

**Recommendation:** That the Minutes of the Plant & Machinery Subcommittee Meeting held on 8<sup>th</sup> December 2015 be received.

**Recommendation:** That Tatiara District Council bring forward both of the Multipac roller replacement P5563 and P5572 budgets forward 1 year to be replaced in 16/17 and 17/18 and replace both units with Tractors.

**Recommendation:** That Tatiara District council purchase two used combination rollers as soon as they become available this year for a maximum value of \$30,000 per unit.

**Recommendation:** That:

1. Tatiara District Council purchase two used combination rollers, of similar brand to existing , as soon as they become available this year for a maximum value of \$30,000 GST exclusive per unit and this to be funded from the savings from the tractor purchase and from postponing the replacement of utilities P574, P575 and P589.

2. Tatiara District Council bring forward the replacement of both current Multipac Rollers P5563 and P5572 to 2016/17 and 2017/18 financial years and potentially replace both units with Tractors.

**Recommendation:** that the current Multipac rollers shall only be sold or traded-in for not less than \$30,000 otherwise they should remain in Council fleet.

**GO TO NEXT ITEM**

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**TATIARA DISTRICT COUNCIL**

**Plant & Machinery Subcommittee**

Minutes of meeting held on Tuesday 8<sup>th</sup> December 2015, in the Bordertown Depot, Bordertown, commencing at 12.00pm

**MINUTES**

**PRESENT:** Councillors Jamie Jackson, Cr Miles Hannemann, Cr Mark Murphy, Manager Technical Services (Surya Prakash), Operations Manager (Andrew Pollock), Maintenance Supervisor (Colin Hunt), Construction Supervisor (Dennis Mullan)

**APOLOGIES:** Nil

**CONFIRMATION OF MINUTES**

**Moved:** Cr Murphy **seconded** Cr Hannemann that the Minutes of the Plant & Machinery Subcommittee Meeting held on 25th September 2015 be taken as read and confirmed.

**CARRIED**

**MATTERS ARISING FROM MINUTES**

- Plant and Machinery Replacement Policy adopted by the Council at the November 2015 Council meeting.
- Vehicle inspection report sent to the Committee members and action taken to re-emphasise the requirements to comply with Council's Vehicle Use Policy.
- Tractor Replacement - recommendation going to Council in the December meeting.
- Kerb Roller – already in use at various jobs. Cr Murphy raised concerns why kerb roller was used with Jet Patcher as the Jet Patcher should be used to roll the new seal. MTS informed that use of kerb roller for rolling sealing area achieved better results especially where sections were boxed out to repair weak spot in the pavement.

**CORRESPONDENCE – Nil.**

**REPORTS OF OFFICERS**

**Moved** Cr Hannemann **seconded** Cr Murphy that the Reports of Officers be received.

**CARRIED**

Reporting Officer – Andrew Pollock

**Replacement of Multipac Roller with a Tractor and Roller combination.**

The Multipac rollers are very good machines for compaction on construction jobs but not so effective on Patrol grading where they are very slow and steel is required to push the loose stone down. To counteract this the graders have been working in pairs with one self-propelled Multi roller and one tractor and combination roller. Unfortunately, the reality of this is that they cannot always work in pairs and the tractor and roller is doing a lot more travelling than it should, and not covering all areas it needs to. This has led to substandard grading results on some roads. To counteract this we are hiring tractors and combination rollers.

### **For Discussion**

Tractors cost \$4500 a month to dry hire. Rollers cost \$2640 a month to dry hire combined that is \$7,140 a month.

With this in mind I believe, both the Multipac Rollers should be brought forward one year each in the 10-year plan for replacement to financial years 16/17 and 17/18 the aim would be to trade/Sell/Auction the Multipac rollers and purchase appropriate sized Tractors.

The Multipac replacement Budget is currently \$98,000 we anticipate the 2<sup>nd</sup> hand unit would sell for between \$35,000 and \$50,000. Based on this year's purchase of tractor pricing (Tender 8-15/16 Purchase of a Replacement Tractor) that would leave a balance in the Multipac budget of between \$13,760 and \$28,760.

Three work utilities that were in this year's (15/16) budget for replacement will not need to be changed over due to low mileage and can go out a further two years. P574, P575 and P589 each budget is \$16000 making a total of \$48,000 plus the \$19,330 left from the tractor purchase to make a grand total of \$67330 and enough to purchase two used Combination rollers this year.

The reasoning for purchasing 2<sup>nd</sup> hand as opposed to new Combination Rollers is that they are fairly simple hydraulic and mechanical towed units and as such are easy to repair. Good used units are worth approximately \$30,000 new units are worth between \$100,000 and \$130,000

This would mean if council purchased 2 used Combination rollers this year, council would only have to hire 1 tractor for patrol grading next year which takes up approximately 16 weeks a year and costs \$1,125 a week per tractor. This equates to a cost \$18,000 a year Instead of \$57,120 a saving of \$39,120

If council repeats, the process in 17/18 there is the potential to save another \$18,000 in hiring fees. Council would still have to hire a Self-Propelled Multi tired roller for final finish on our Construction jobs but this would be for one machine for est. 2 months at around \$4500 a month.

### **Conclusion**

It is our opinion that it would be beneficial to Council to bring forward both the Multipac rollers, 1 next year and 1 the following year and auction them for the best price and replace them with Tractors.

With the money saved from the Tractor replacement budget this year and the work vehicles, being pushed out 2 years council could purchase 2 used Combination rollers this year. If the unit were sold early in the financial year, the cost savings for machine rental next year would be substantial.

**Financial Implication** – *There would be no increase in capital spending and there would be a decrease in operational spending.*

**Strategic plan reference** – *Both Multipac Self-propelled Rollers are in the 10 year plan for replacement.*

**Policy/Legislative Implications-** *There are no policy or Legislative issues with the purchase.*

**Risk Assessment** – There is no risk in purchasing a new Tractor and used Combination roller. The use of Tractors and combination rollers will decrease risk on the roads we grade.

**Recommendation:** That Tatiara District council bring forward both of the Multipac roller replacement P5563 and P5572 budgets forward 1 year to be replaced in 16/17 and 17/18 and replace both units with Tractors.

**Recommendation:** That Tatiara District council purchase two used combination rollers as soon as they become available this year for a maximum value of \$30,000 per unit.

**Moved** Cr Hannemann **seconded** Cr Jackson that:

3. Tatiara District Council purchase two used combination rollers, of similar brand to existing , as soon as they become available this year for a maximum value of \$30,000 GST exclusive per unit and this to be funded from the savings from the tractor purchase and from postponing the replacement of utilities P574, P575 and P589.
4. Tatiara District Council bring forward the replacement of both current Multipac Rollers P5563 and P5572 to 2016/17 and 2017/18 financial years and potentially replace both units with Tractors.

**CARRIED**

## **OTHER BUSINESS**

**Moved** Cr Murphy **seconded** Cr Hannemann that the current Multipac rollers shall only be sold or traded-in for not less than \$30,000 otherwise they should remain in Council fleet.

**CARRIED**

**NEXT MEETING:** TBA.

**MEETING CLOSE:** Meeting closed at 1.25pm

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*Our Mission....to make the Tatiara a better and safer place in which to live, work and visit*

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

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#### **REPORTS OF OFFICERS**

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##### **MANAGER DEVELOPMENT & INSPECTORIAL SERVICES**

#### **6.2 Environmental Health Officer – Chris Congdon**

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### **7 QUESTIONS ON NOTICE**

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### **11 Tatiara District Memorial Pool Subcommittee**

#### **TATIARA DISTRICT MEMORIAL POOL SUBCOMMITTEE**

**12 OTHER BUSINESS**

**OTHER BUSINESS**



### *Tatiara District Council*

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## **DEVELOPMENT & STRATEGIC PLANNING COMMITTEE**

Meeting to be held on Tuesday 19<sup>th</sup> January 2016

In the Council Chamber, 43 Woolshed Street, Bordertown

*(Commencing after the completion of the Engineering Committee Meeting)*

### **AGENDA**

#### **1 APOLOGIES**

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#### **2 DISCLOSURE OF INTERESTS**

Any Councillor or staff member with a potential conflict of interest is asked to declare it at the start of each meeting and explain what the conflict is and why they will not be participating in any item relating to that issue.

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#### **3 CONFIRMATION OF THE MINUTES**

**[GO TO ATTACHMENT](#)**

**Recommendation:** That the Minutes of the Development & Strategic Planning Committee Meeting held on 6<sup>th</sup> October 2015 be taken as read and confirmed.

#### **D- 4 Matters Arising from the Minutes**

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## DEVELOPMENT & STRATEGIC PLANNING COMMITTEE

Minutes of meeting held on Tuesday 6<sup>th</sup> October 2015  
at the Council Chambers, Woolshed Street, Bordertown, commencing at 6.18pm

### MINUTES

- PRESENT:** Chairperson Cr EA Goossens, Mayor GJ Excell & Councillors D Edwards, MW Hannemann, KJ McInerney, RJ Mock (as from 6.22pm), MF Murphy, MK Oliver & DE Penniment.
- In Attendance:** Chief Executive Officer (Mr R Harkness), Manager Development & Inspectorial Services (Mr R Callisto), Manager Technical Services (Mr S Prakash) & Executive Assistant (Mrs M Clarke).
- APOLOGIES:** Councillor JK Jackson.

### DISCLOSURE OF INTERESTS

- Nil.

### CONFIRMATION OF THE MINUTES

**Res No 44** - Confirmation of the Minutes – **Moved** Mayor Excell **seconded** Cr McInerney that the minutes of the Development & Strategic Planning Committee Meeting held on 7<sup>th</sup> July 2015 be taken as read and confirmed.

**CARRIED**

### MATTERS LAID ON THE TABLE FROM PREVIOUS MEETINGS

- Nil.

### CORRESPONDENCE

**Res No 45** - Correspondence – **Moved** Cr Murphy **seconded** Mayor Excell that the listed Correspondence be received:

- 5.1 Manager Development & Inspectorial Services – Rocky Callisto**
- 5.1.1 Senator Sean Edwards – Plan for an Australian Nuclear Industry
  - 5.1.2 DPTI-Residential land development activity report to June 2015
  - 5.1.3 DPTI-Current and Forthcoming Planning Initiatives

**CARRIED**

**Cr Mock entered the meeting at 6.22pm**

**REPORTS OF OFFICERS**

**Res No 46 - Reports of Officers – Moved** Cr Oliver **seconded** Cr Penniment that the Reports of Officers be received.

**CARRIED**

**Res No 47 - Bordertown Council Offices Extension, Refurbishment and Upgrades – Moved** Cr Mock **seconded** Cr McInerney that Council proceed to construct a small extension plus modifications to the engineering department offices at an estimated cost of \$208,000.

**CARRIED**

**Res No 48 - Application for Business Assistance – Remedial Massage Health and Fitness – Moved** Cr Penniment **seconded** Cr Murphy that Council grants Remedial Massage, Health & Fitness Business Assistance funds amounting to \$3,500 which shall be paid as per the following:

1. 50% to be paid once the development is substantially commenced.
2. 50% to be paid when all conditions have been completed in accordance with the Development Approval.

**CARRIED**

**Res No 49 - Development Approvals – September 2015 – Moved** Cr Murphy **seconded** Cr Oliver that delegated approval on Development Applications numbered 400/066/15, 400/070/15, 400/074/15, 400/076/15, 400/078/15, 400/080/15, 400/083/15, 400/088/15, 400/090/15, 400/091/15, 400/092/15 and 400/094/15 is noted.

**CARRIED**

**QUESTIONS ON NOTICE**

- Nil.

**QUESTIONS WITHOUT NOTICE**

- Nil.

**MOTIONS ON NOTICE**

- Nil.

**MOTIONS WITHOUT NOTICE**

- Nil.

**OTHER BUSINESS**

- Nil.

**Meeting Closed at 6.47 pm.**

**CONFIRMED**

.....  
**CHAIRMAN**

.....  
**DATED**

#### **4 MATTERS LAID ON THE TABLE FROM PREVIOUS MEETINGS – NIL**

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#### **5 CORRESPONDENCE - NIL**

#### **6 REPORTS OF OFFICERS**

***Recommendation:*** That the Reports of Officers be received.

##### **6.1 Manager Development & Inspectorial Services – Rocky Callisto**

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##### **6.1.1 Bordertown Council Offices Extension, Refurbishment and Upgrades**

**[GO TO ATTACHMENT](#)**

Costs have been finalised for the above project and sub-contractors finalised as it is proposed to commence work in mid February. During the Christmas/ New Year holiday closure, the front reception area and some offices were painted prior to the new carpet being installed which is likely to be in mid February. Final costs are within the budget amount of \$208,000. Sub-contractors are being engaged by Council as the MDIS will manage and supervise the project. Where possible all local trades are being utilised.

We will endeavour to have minimal disruptions to staff during the works which is envisaged to be completed by mid April. During the construction phase the Technical Services staff will relocate into the Mayors office, General Inspector (Depot), WHS Officer (Library), EHO Keith/upstairs. Floor plans attached.

The works include the following:

- Create an opening of 1.2m into existing strong room which will house plotter, A1 printer and other equipment
- Remove the asbestos in the building (eaves and vinyl tiles)
- Convert the existing office located near the toilets to a storage area
- Increase the stations in the Engineering area from 5 to 7
- Relocate the Records Officer as that office will become a meeting room for MCCS, JP's, other staff, exams, etc. Wall will not be removed
- Remove existing window in Executive Assistant office and reinstate a new aluminum sliding window in existing opening.
- Remove existing windows in Tech Services area and replace with aluminum sliding windows in existing openings
- New window furnishings
- New Spandek colourbond roof (colour Gully) over all the single story offices and downpipes (colour Jasper)
- Urinal to be replaced in the male toilet with 2 ceramic wall hung urinals
- Commercial vinyl in passage and male toilet

- Hot water in female toilet hand basin.
- Paint the exterior of all the Mount Stone portion of the building
- Install partitions in Tech Services area
- New Carpet throughout the building (colour to match existing in foyer)
- Minor alterations to MDIS office
- 2.7m suspended ceiling in Tech Services area
- Relocate printer and plotter into existing strong room that adjoins Tech Services area
- New air-conditioning in Tech Services area and MTS, EA & MDIS offices
- Rewire and new network cabling.

***For Information***

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## 6.1.2 Green Army Round Four Projects

### **GO TO ATTACHMENT**

Minister for the Environment Hon. Greg Hunt has advised Council that it has been successful in obtaining funding for Natural Habitat Restoration Works throughout the Tatiara Council District (see attached correspondence). There are 397 projects that will receive funding in Round 4.

The Project will focus on high biodiversity value remnant vegetation protection and enhancement works. As a result this will increase the area, connectivity, condition and resilience of the region's native vegetation. On-ground works will contribute to the protection and conservation of the region's threatened species, ecological communities, migratory species and regionally significant species. Project activities will also work towards protecting, enhancing and conserving Australia's natural heritage thereby providing a variety of skills and experience for participants. This Project builds on existing Australian Government programs including Round 1 and 2 of the Clean Energy Future's Biodiversity Fund and Round 2 of the Green Army.

This Project will compliment current environmental on ground works being undertaken by the Coorong Tatiara Local Action Plan Group (CTLAP), Tatiara District Council, South East Natural Resources Management Board, Bordertown Field Naturalists (Harding Springs) and Friends of Mount Monster. The CTLAP undertakes revegetation and habitat restoration works on both private and public lands throughout the area. Through the propagation and planting of native seedlings and high biodiversity value site maintenance, project participants will have the opportunity to work alongside local environmental, community and service groups, as well as farmers to help raise awareness within the community of sustainable environmental values, whilst achieving the outcome of young motivated Australians helping communities deliver local priorities and outcomes in a safe environment.

The Australian Government has engaged five Service Providers to deliver the program on the ground and they are responsible for recruiting participants and team supervisors, managing work health and safety, providing training, paying allowances, and overseeing project management. Project Hosts work closely with their allocated Service Provider to ensure the project is consistent with community environmental plans and needs.

Green Army provides opportunities for young people aged 17-24 years to participate in land care and conservation projects. Participants get the opportunity to gain valuable on the job skills as well as receive accredited training. Green Army participants receive a training allowance while participating in Green Army projects.

Workskil Australia, one of the five providers, delivers Green Army in South Australia and they have been allocated this project. Green Army has a strong focus on supporting Indigenous young people and undertaking culturally relevant Indigenous heritage and conservation projects.

Workskil Australia is accredited in Work, *Health and Safety Management System AS/NZS 4801:2001* for the delivery of the Green Army Programme.

### ***For Information***

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**The Hon Greg Hunt MP**

**Minister for the Environment**

PDR: MS15-002692

Mr Graham Gates  
Coorong Tatiara Local Action Plans Manager  
Tatiara District Council  
ggates@coorong.sa.gov.au

Dear Mr Gates

I am pleased to advise that your Green Army Round Four projects are now ready to be issued to a Green Army Programme Service Provider for implementation. The following projects will be delivered by a Green Army Team working co-operatively with you:

- Natural Habitat Restoration Works Throughout the Tatiara Council District - Project 1
- Natural Habitat Restoration Works Throughout the Tatiara Council District - Project 2

I understand that information about the status of these projects is imperative to your planning, however, I ask that you treat this information as under embargo until I am able to publicly announce this important commitment.

Details of your successful Green Army projects, including approved project consumables to be provided by the Service Provider, are attached to this letter for your information. The following Service Provider has been allocated to your projects:

- Workskil Australia Inc.

Your Service Provider will be in contact with you over coming weeks to progress implementation of your projects.

Congratulations once again. I wish you well in working with your Service Provider and the Green Army Teams to implement your projects and look forward to hearing of the outcomes.

Yours sincerely

Greg Hunt  
Att

---

Parliament House, Canberra ACT 2600    Telephone (02) 6277 7920    Greg.Hunt.MP@environment.gov.au



**Application ID:** GAR4-127

**Project ID:** B0340012702G

**Project Title:** Natural Habitat Restoration Works Throughout the Tatiara Council District - Project 2

**Your Service Provider:**

- Workskil Australia Inc.

**Commencement of Activities**

Your Service Provider has been directed that the project should commence no earlier than 01 January 2017 and no later than 30 June 2017. You may negotiate a commencement date with your Service Provider that is within this range.

**Project Consumables**

Your request for Project Consumables and Non-basic materials has been assessed by the Department with a total value of \$3,100.00.

The approved Project Consumables and Non-basic materials will be:

- Additional safety gloves
- Chemicals - glyphosate
- Fuel and oils for hand tools
- Chainsaw
- Binoculars.

All eligible Project Consumables and Non-basic materials will be sourced and provided by your Service Provider. No cash is exchanged between the Service Provider and Project Host.

6.1.3 Review of the Liquor Licensing Act 1997 (MDIS wishes to declare a conflict of interest)

**GO TO ATTACHMENT**

The Government appointed T R Anderson QC to review all aspects of the Liquor Licensing Act as there has not been a total review for around 20 years. A discussion paper has been developed which focuses on three key themes; red tape reduction, safer drinking culture and vibrancy. Comments are being sought on the discussion paper and there has been some thought provoking questions on pages 17-19 if Council wishes to respond.

From a Council perspective we do have jurisdiction over “land use”. For example if there was an application for a new licensed facility or a change of use eg dwelling to a restaurant, Council would be the planning authority and issues such as zoning, appearance, scale, access, parking, hours of operation for the licensed premise would be considered as part of this process.

Council is also consulted by the Office of Liquor and Gambling when a business owner/club etc applies for a liquor license and comments are considered. Perhaps the development and the licensing process should be streamlined and red tape reduced as long as it does not place unreasonable responsibilities on Councils. The different classes of licenses seem excessive but they must have all served a purpose over a period of time.

The introduction of a dry area in Bordertown has certainly been positive especially when measured against the reduction in offences in the Town Centre area. As Council has experienced the process and outcomes perhaps it should have the power to declare short term dry areas if necessary.

***For Consideration***

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Tel: 8226 8475

CBSReforms@sa.gov.au  
www.cbs.sa.gov.au

Mr Robert Harkness  
Tatiara District Council  
PO Box 346  
BORDERTOWN SA 5268

TATIANA DISTRICT COUNCIL

21 DEC 2015

FILE NO: 16/16/7

NEW

✓

Y. H. K. K. K.

Attachment: Liquor Licensing Discussion Paper

# Liquor licensing discussion paper



**Consumer and Business Services  
Attorney-General's Department**



**Government of South Australia**  
Attorney-General's Department



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Submissions close 5pm, Friday, 29 January 2016.



Liquor licensing discussion paper

## Foreword

The liquor licensing framework has not been reviewed in its entirety for close to two decades. We must ensure it is still relevant and meeting the needs of today's community. It must be consumer focused with decisions concerning applications made in a timely manner using a holistic approach that incorporates relevant information from all agencies and members of the community for the overall benefit of the consumer.

This discussion paper focuses on three key themes; red tape reduction, a safer drinking culture and vibrancy. We need to reduce the red tape surrounding our liquor licensing framework with an overall goal of creating vibrancy and competition. The regulation of liquor should be modernised, promote greater flexibility and encourage entrepreneurs to emerge with new business models.

We need to consider opportunities to simplify the classification of licences while streamlining the development and liquor licensing application processes. Greater flexibility and simplicity will make it easier and more efficient for entrepreneurs to establish small licensed businesses such as small bars or food-focussed venues like tapas bars, strengthening the State's economy and enabling South Australia to nurture its diverse food and wine industry.

A number of measures such as the Liquor and Gambling Commissioner's Codes of Practice have already been implemented to minimise the harm and potential risks associated with the sale, supply and consumption of liquor. But we need to consider what other strategies may be introduced to create a safer drinking culture.

Adelaide is consistently rated as one of the world's most liveable cities. It is recognised internationally for its fine foods and wine. The South Australian food and wine industry is worth over \$17 billion and accounts for 40% of South Australia's total merchandise exports. South Australia must grow the recognition of our premium food and wine.

We must strike a reasonable balance between the regulation of the liquor industry and this Government's priority of creating a vibrant city. The introduction of the small venue licence saw the transformation of little-used laneways in Adelaide's Central Business District into vibrant spaces that attract people to the heart of our city.

The Government is inviting submissions to consider what other options may be available to encourage business activity and diversity in the liquor market, to promote the live music industry and provide for a safe, vibrant and enjoyable South Australia.

The release of this discussion paper will allow broad consultation with the South Australian public and industry about the existing liquor licensing framework with the view to identifying what improvements and efficiencies can be made.



The Hon John Rau MP  
Deputy Premier  
Attorney-General  
Minister for Justice Reform



## Our vision

Adelaide is consistently rated as one of the world's most liveable cities and was recently ranked the fifth most liveable city in the world. It is recognised internationally for its arts festivals, fine foods and wine.

Adelaide shares many qualities with the greatest cities in the world and is receiving recognition for the innovative ways, fresh energy and life that is being brought into the city.

Our vision is to create a simple and modern liquor licensing system that reflects community expectations and ensures that we continue to receive international recognition.

We need to consider how we can improve our present liquor licensing system to support innovation, create more South Australian jobs and provide consumers with choice. In order to do so, we need to identify where we can reduce red tape, encourage a safer drinking culture and contribute to vibrancy.

Where there is room for improvement, one of the symbols below will appear in the discussion paper:



### **Red tape reduction:**

This symbol indicates where there is an opportunity to streamline our current processes.



### **A safer drinking culture:**

This symbol indicates where there is an opportunity to consider implementing other strategies to reduce alcohol-related harm.



### **Vibrancy:**

This symbol indicates where there is an opportunity to consider implementing other strategies to encourage vibrancy.

## Submissions

The Government welcomes bold and brave ideas for proposed reform to ensure the best possible outcome for South Australia and invites all interested parties to make submissions on the discussion paper. For a summary of some of the key issues under consideration, see the section, 'Issues for consideration: tell us what you think', at the end of this paper.

Feedback on this discussion paper can be provided by email to [CBSReforms@sa.gov.au](mailto:CBSReforms@sa.gov.au) or by post to Consumer and Business Services, GPO Box 1719, ADELAIDE SA 5001. For queries about this discussion paper call our Customer Service Centre on 131 882.

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# Past changes

## Major changes

### 1984

The Government of South Australia approves the conduct of a comprehensive review of the liquor licensing legislative framework. The review recommended major changes to the way in which the legislation was administered including the creation of a licensing court for substantial applications and less formal applications to be referred to the Liquor and Gambling Commissioner (the Commissioner).

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### 1996

The then Attorney-General and Minister for Consumer Affairs asks Mr T. Anderson QC to undertake a review of the *Liquor Licensing Act 1985* and its operation. The review recommended relaxing the liquor laws to allow for outdoor eating and late night entertainment while increasing protections around the responsible service of alcohol. The *Liquor Licensing Act 1997* was introduced following this review.

## Minor changes

### 2009

Parliament passes the *Liquor Licensing (Producers, Responsible Service and Other Matters) Amendment Act 2009* in November. The legislation provided clarification around intoxication, enabled certain liquor products to be prohibited, allowed for the removal of unfinished liquor from restaurants, introduced entertainment consent, allowed for multiple codes of practice and made certain offences expiable. In December, the Attorney-General and Minister for Consumer Affairs announce a review focused on measures to address alcohol-related crime and anti-social behaviour.

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### 2010

The Government of South Australia releases 'A Safer Night Out' Discussion paper for public consultation. A total of 60 submissions were received and consideration was given to the submissions in drafting a revised General Code of Practice.

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### 2011

Parliament passes the *Liquor Licensing (Miscellaneous) Amendment Act 2011*. This amendment introduced a new expiable offence for offensive or disorderly behaviour, an ability for the Commissioner to suspend or impose licence conditions, an ability to issue a short term public order and safety notice, increased powers for the Commissioner of Police and increased penalties.

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### 2013

Parliament passes the *Liquor Licensing (Miscellaneous) Amendment Act 2013*. This amendment introduced the definition of 'intoxication' and 'public interest', redefined 'entertainment', broadened the scope of the codes of practice, created a new offence for behaving in an offensive or disorderly manner in the vicinity of a licensed venue, provided the Commissioner with the power to impose licence conditions on public interest grounds, enabled the Commissioner to vary trading hours, allowed for industry wide approvals and replaced the requirement for regulations to gazette dry area prohibition notices.

## Where are we now?

South Australia's *Liquor Licensing Act 1997* (the Act) regulates the sale, supply and consumption of alcohol in the State.

The Act governs liquor licence applications, approvals and compliance, and the activities of a licensed business.

It operates in the context of legislation, policy and programs introduced by other Government bodies such as South Australia Police (SAPOL), SA Health, local government and the Environment Protection Authority.

All decisions made by the Commissioner and the Licensing Court of South Australia are guided by the objects of the Act which are to:

- encourage responsible attitudes towards alcohol;
- minimise the harm associated with alcohol and the risk of intoxication;
- further the interests of the liquor industry and closely associated industries such as live music, tourism and hospitality;
- ensure that the liquor industry develops together with the needs of the community;
- ensure that alcohol does not detract from the amenity of community life; and
- encourage a competitive market.

A business that intends to sell liquor or have a gaming machine must apply to the Commissioner for a liquor licence.





## Applying for a liquor licence

### Business owners

Business owners often apply for a liquor licence after they have selected their premises, been through a rigorous development approval process and obtained finance.

Business owners may apply for one of twelve classes of liquor licence in their own name or as a trust or as a corporate entity. The twelve types of liquor licence are:

1. hotel licence
2. residential licence
3. restaurant licence
4. entertainment venue licence
5. club licence (including a limited club licence)
6. retail liquor merchant licence
7. wholesale liquor merchant's licence
8. producer's licence
9. direct sales licence
10. special circumstances licence
11. small venue licence
12. limited licence

Each type of liquor licence allows a business to sell or supply liquor provided that certain requirements are met relevant to each licence class such as the sale of food or trading during specified hours.

### Limited licences

In 2014-15, the Commissioner granted approximately 8,000 applications for limited licences. Limited licences are temporary liquor licences for one-off special events or a series of special occasions. These licences can range from major events like Schutzenfest and the Clipsal 500 to low risk events with BYO liquor such as art exhibitions or graduation nights.



Once a business owner has selected the type of liquor licence they want to apply for, they must lodge an application with the Commissioner that provides information as to whether:

- they are a fit and proper person to hold a liquor licence. This considers a person's reputation, honesty and integrity;
- the premises are suitable;
- the business is likely to disturb the surrounding community or prejudice the safety of children; and
- all development approvals have been obtained through the local council or the relevant development authority.

A business owner must also pay an annual fee to the Commissioner based on the liquor licence class, capacity and trading hours of the venue.

#### **Annual fees**

Licensed hotels, entertainment venues and special circumstances licences that have an authorised capacity of more than 400 people and trade past 4am pay the highest fee of \$11,337.

Hotels, sporting clubs and restaurants that have an authorised capacity of less than 200 people and close by 2am pay the base level fee of \$109.



In most cases, a business owner must also:

- provide written notice of the application to the local council and to their neighbours;
- advise that certain documents and material relevant to the application can be inspected;
- keep a notice of the application either on the premises or on the land where the premises will be constructed; and
- advertise the application in a newspaper circulating around the State and the local area.

#### **Did you know?**

Over 90% of licensed venues pay \$740 or less in annual fees. In fact, approximately 70% of all licensees are only required to pay an annual fee of \$109.

#### **Advertising**

In an online world, business owners who have to advertise their application for a liquor licence can pay up to \$600 for it to appear in the newspaper.

In most cases, business owners have already provided written notice of the proposed development to their neighbours or members of the public in order to obtain development approval.



Once an application is received, the Commissioner will then set a date and time to hear the liquor licence application.

All non-contested applications and limited licence applications are determined by the Commissioner. All other applications are determined by either the Commissioner or the Licensing Court of South Australia.

If a business owner provides all of the information on time, satisfies the conditions of the liquor licence class and there are no interventions or objections from SAPOL, the local council, landlords or members of the public, the Commissioner may grant the application.



If the Commissioner grants a liquor licence, the business owner must ensure that a number of requirements are met in order to retain the liquor licence. These requirements include:

- complying with the conditions of the liquor licence;
- displaying a copy of the licence near the front entrance of the premises;
- keeping records of all transactions involving the sale or purchase of liquor;
- not selling liquor to intoxicated persons or minors;
- not employing minors to sell alcohol; and
- complying with the relevant codes of practice.



### The 'needs test'

An application for a hotel licence or retail liquor merchant's licence (i.e. a bottle shop) also requires the business owner to demonstrate why the licence is necessary or why other licensed venues in the area do not adequately cater to the needs of the public. This is commonly known as the 'needs test'. South Australia is the only State to have a needs test. Other States have implemented different measures to balance competition and reduce alcohol-related harm.

#### Interstate considerations

New South Wales, Queensland and Western Australia require liquor licence applicants to consult with the local community before deciding to make an application. The details of the consultation must be provided in either a Community Impact Statement (CIS) in NSW and QLD or a Public Interest Assessment (PIA) in WA. Both the CIS and PIA allow the relevant authority to consider how the proposed licensed venue will impact upon the local community.

Victoria requires responsible planning authorities and local councils to consider the cumulative impact of licensed venues as part of the planning application process for the proposed licensed venue. The Victorian Commission for Gambling and Liquor Regulation must also consider the impact that may result from a concentration of licensed venues within designated inner Melbourne areas.

Tasmania and the Northern Territory require liquor licence applicants to provide a submission which sets out why granting the liquor licence is in the public interest. The relevant authority must then make a decision as to whether the liquor licence is in the best interests of the community.

#### Competition review recommendations

In 2003, the National Competition Review found that the needs test is a serious restriction on competition and should be abolished.

In 2015, the Commonwealth Government released its Competition Policy Review ('the Harper Review'). The Harper Review stated that some restrictions on the sale of alcohol appear to favour certain classes of competitors to the detriment of consumers. It recommended that all regulations must be assessed to determine whether there are other ways to achieve the desired policy objective that do not restrict competition.



## Other applications



### Entertainment and trading hours

Business owners who wish to provide entertainment such as live music or extend their trading hours must make a separate application to the Commissioner.

An application for entertainment or an extension of trading hours may be lodged at the same time as an application for a liquor licence. However, two separate applications must still be lodged.

#### Entertainment

If a business owner wants entertainment, they must specify what days and times the entertainment will be provided and what types of entertainment will be provided.

The Government has introduced a Bill into Parliament which, if passed, will only require applicants to apply for consent for entertainment after midnight or for certain prescribed entertainment.



### Responsible persons

Business owners who sell liquor are required to employ a responsible person to supervise and manage the sale of alcohol at the licensed venue.

A responsible person must be approved by the Commissioner. In order to be approved, the Commissioner must be satisfied that a responsible person is a fit and proper person and has the appropriate knowledge, skills and experience.

In 2014-15,  
4,000 responsible  
person applications  
were granted



#### Applications

Previously, when a person was approved as a responsible person, the approval applied to a specific venue. If a person was working as a responsible person at more than one licensed venue, or changed employment to a new licensed venue, a new application and approval was required for each venue. The Act has recently been amended so that approval as a responsible person now applies industry-wide.



### Crowd controllers



Business owners may also employ or engage crowd controllers. A crowd controller must be approved by the Commissioner under both the Act and the *Security and Investigation Industry Act 1995*. In order to be approved under the Act, a person must demonstrate that they have the appropriate knowledge, skills and experience to be a crowd controller. In order to be approved under the *Security and Investigation Industry Act 1995*, the Commissioner must be satisfied that the person is a fit and proper person.





### Dry areas

Applications for a dry area are generally made at the request of a local council who have decided that they want a particular area to be alcohol free.

The Commissioner and the Minister have the power to prohibit the consumption or possession of liquor in public places. Dry area prohibitions can be made for a short term to cover one-off major events such as New Year's Eve celebrations or for an ongoing period.



Presently, an application for a short-term dry area is determined by the Commissioner and an application for a long-term dry area is determined by the Minister. The dry area is enforced by SAPOL.

#### Example:

##### Short-term dry area

Each year a metropolitan local council applies for a dry area to cover a Christmas Pageant for a period of three hours.

##### Long-term dry area

In 2014, the Adelaide City Council applied for a dry area in the South Park Lands. The State Government introduced a dry area across all of the Adelaide Park Lands each day from 8pm until 11am the following day until September 2015. The dry area in the Adelaide Park Lands was extended to September 2016.

## Intervening and objecting to a liquor licence application



### South Australia Police

In most cases, liquor licence applications are sent to SAPOL to assist the Commissioner in considering whether the business owner is a fit and proper person to hold a liquor licence. Information obtained from SAPOL helps the Commissioner to determine whether or not to grant a liquor licence.

Once the liquor licence application proceeds to a hearing before the Commissioner, SAPOL has the right to introduce evidence, make a submission or intervene in the liquor licence application.

#### Example:

An application was made to extend the outdoor area of a licensed venue to provide entertainment to patrons. A number of noise complaints in relation to the licensed venue had previously been received by SAPOL. Consequently, SAPOL intervened in the liquor licence application. The Commissioner heard submissions from both the business owner and SAPOL. The application was granted by the Commissioner with conditions that the venue would have limited trading hours and be subject to a 12-month trial.

Applications for a responsible person or crowd controller are also sent to SAPOL to assist the Commissioner in considering whether the person is a fit and proper person.



SAPOL may also become involved where a liquor licence has been granted to a business owner and noise complaints are received from members of the public or they are called to address a disturbance at a licensed venue.

SAPOL also enforces compliance with the Act through general patrols and the Licensing Enforcement Branch.



### Local councils

All liquor licence applications need to demonstrate that development approval has been granted. In most cases, the local council will approve the development application.

Once a liquor licence application proceeds to a hearing before the Commissioner, the local council has the right to introduce evidence or make any representations on any question arising from the application.

This right is often used as a means of imposing a condition on a liquor licence. In most cases, disputes are resolved at a conciliation conference. Local councils may also become involved where noise complaints are received.

**Example:**

In May 2015, the Government invited licensees to apply for the removal of conditions on their liquor licences which required patrons to be seated while consuming liquor in licensed outdoor areas after a successful 9-month trial. At the time of publishing, interventions have been received for 11 of the 31 applications to remove this condition.

**Landlords**

Landlords can object to a liquor licence application. An objection may be made by the landlord as the lease agreement with the business owner requires the landlord's prior consent to apply for the liquor licence to sell or supply liquor at the premises.

**Members of the public**

Members of the public can object to a liquor licence application other than a small venue licence or limited licence. Objections can be made by a member of the public for the following reasons:

- it is not consistent with the objects of the Act;
- the business owner has a bad reputation or character;
- the premises are unsuitable;
- it would cause noise and disturbance;
- it would prejudice the safety or welfare of children in the area; or
- it would have an adverse effect upon the area.



Where an application is for a hotel licence or retail liquor merchant's licence (i.e. a bottle shop), a member of the public may object to the liquor licence due to the number of hotels or retail liquor merchants already in the area. Often objections are received from competitors.

**Liquor and Gambling Commissioner**

If a person wishes to intervene in or object to a liquor licence application, they must do so by informing the Commissioner in writing at least seven days before the hearing.

In some cases, late objections are accepted as the person objecting to the application may be unfamiliar with the process or may have received late notification of the liquor licence application.

Where an objection from a member of the public or an intervention from SAPOL or the local council is received, the person objecting or intervening and the business owner are called to a conciliation conference.

The aim of the conciliation conference is to provide the parties with an opportunity to discuss the liquor licence application and attempt to reach an agreement.

#### Conciliation conferences

In 2014-15, approximately 600 objections or interventions were received by the Commissioner in relation to liquor licence applications which resulted in 80 conciliation conferences.

Where parties are able to reach an agreement that is satisfactory to the Commissioner, an order will be made that reflects the outcome of the conciliation. In most cases, this will be done by placing conditions on the liquor licence.



#### Example:

Some conditions that have been imposed on a liquor licence by agreement between the person objecting or intervening and the business owner require a licensee to:

- remove glass, rubbish, vomit or urine from nearby residential streets, particularly on Sunday morning prior to Church service;
- provide their personal mobile telephone number to residents;
- refrain from exposing their genitals while selling, serving or supplying liquor;
- obtain advice from a landscaping architect to increase the density of existing planting and foliage;
- patrol the car park of a premises;
- refrain from placing carpet in the near vicinity of the licensed premises;
- sort bottles between the hours of 8am and 6pm; and
- ensure cleaners do not park on certain streets.

Where parties are unable to reach an agreement, the liquor licence application will be heard before the Commissioner or the Licensing Court of South Australia.

#### Licensing Court of South Australia

The Licensing Court is comprised of judicial members from the Industrial Relations Court who have the jurisdiction to deal with certain matters under the Act.

The Licensing Court may hear applications for disciplinary action, review the decisions of the Commissioner or hear applications referred by the Commissioner.

Matters referred to the Licensing Court are heard in public and the decision can be appealed with the permission of the Supreme Court of South Australia.





## Managing a liquor licence

### Codes of practice

The Commissioner has established a General Code of Practice (General Code), which applies to all licensed venues and a Late Night Trading Code of Practice (Late Night Code), which currently applies to venues that trade past 3am.

The Codes aim to encourage responsible attitudes towards the promotion, sale, supply and consumption of alcohol and to reduce alcohol-related harm and anti-social behaviour.

The General Code requires business owners to assess the risks associated with their business and, amongst other things, requires mandatory responsible service of alcohol training for all staff involved in the supply of alcohol.

The Late Night Code requires venues to implement a range of measures at various times of the evening including queue management, drink marshals (to monitor the behaviour and alcohol consumption of patrons), enhanced closed circuit television (CCTV) and metal detectors. It also restricts entry onto the licensed venue (excluding the Adelaide Casino) after 3am and places restrictions on the use of glassware and the supply of certain types of alcoholic beverages after 4am.

### Review of codes of practice

The Government recently released its response to the Final Report on the Review of Codes under the Act. The Final Report made a total of 18 recommendations that all related to the Late Night Code. Most of the recommendations were accepted by the Government. It is proposed to bring forward a number of the measures contained in the Late Night Code to apply to venues earlier in the evening. A revised Late Night Code has been drafted based on the Government's response to the Final Report's recommendations. In August 2015, the Commissioner commenced consultation on the proposed changes. A revised Late Night Code will be introduced subject to that consultation process.



### Inspections

The Commissioner has inspectors who visit licensed venues to ensure that a business is being conducted in accordance with the requirements of the liquor licence.

The frequency of inspections depends on the level of risk of the licensed venue. Factors that may influence the level of risk include a venue's trading hours and capacity. Approximately 2,000 routine inspections were conducted last year.



### Noise complaints

Noise complaints can be lodged with the Commissioner by SAPOL, local councils or a person claiming to be adversely affected by the noise of a licensed venue. The Commissioner will seek to resolve the complaint through conciliation. If the Commissioner is unable to resolve the complaint, it may be referred to the Licensing Court of South Australia.

General noise complaints can also be made to SAPOL, local councils and the Environment Protection Authority.



#### Noise complaints

17 noise complaints were received last year which resulted in conciliation conferences.



### Changing a liquor licence

Business owners who want to make any changes to their liquor licence need to apply to do so to the Commissioner. Changes may include altering or redefining the licensed venue, or extending the trading area of the licensed venue or varying the trading hours or other conditions imposed on the licence.

### Surrendering or revoking a liquor licence

The Commissioner may determine whether a liquor licence needs to be surrendered or revoked. This may occur where a business owner has ceased to carry on a business or at the request of a business owner in certain circumstances such as the premises being renovated.



## Adelaide: a vibrant city

In 2013, the South Australian Government introduced small venue licences as part of its overall strategy to increase vibrancy in the city and make Adelaide a better place to live, work and visit. Currently, small venue licences are limited to the Adelaide CBD.

The creation of the small venue licence has provided entrepreneurs with an opportunity to develop new business models with limited risk to offer consumers variety and choice. It has also created over 300 jobs for South Australians.

For an annual fee of \$109, a small venue licence allows a business to:

- sell liquor;
- have a maximum capacity of 120 persons;
- trade from 11am until midnight (and until 2am with an Extended Trading Authority); and
- provide entertainment during standard trading hours.

### Applications

As at August 2015, 66 small venue licence applications had been received, and

- 51 licences granted;
- 2 licences approved subject to finalisation of building alterations;
- 8 were case managed by licensing and planning authorities; and
- 5 were withdrawn by the applicant.

To obtain a small venue licence, a business owner must be a fit and proper person.

Business owners who are eligible to apply for a small venue licence can be assigned a Case Manager. Case Managers work together with the business owner to navigate and simultaneously lodge development and liquor licensing applications.

Once the development application is lodged, the Adelaide City Council and Consumer and Business Services take approximately six weeks to assess the applications.

Unlike other licence classes, only SAPOL can intervene in a small venue liquor licence application. Members of the public can still raise concerns through submissions rather than the objection process. Those concerns are taken into consideration by the Commissioner in determining whether or not to grant the small venue licence or any conditions to be imposed. However, there is no requirement on the business owner to attend a conciliation conference which reduces delay and cost.

Once a decision is made, only the business owner and the Commissioner of Police have the ability to seek a review of the Commissioner's decision in the Licensing Court of South Australia.

The feedback in relation to small venues has been overwhelmingly positive and has allowed Adelaide to develop a distinct and unique small bar culture.





## South Australia: premium food and wine

South Australia's food and wine industry is worth over \$17 billion and accounts for 40% of our total merchandise exports.

The growing world demand for high quality food and wine, combined with our strong reputation for food safety, biosecurity and product integrity, creates significant opportunities for South Australia.

Our challenge is to make sure that the world is aware of our premium food and wine, its high quality and the regions where it is produced.

We need to consider how we can simplify and modernise our liquor licensing system to support innovation and job creation in a retail space.

### Did you know?

The South Australian Government aims to increase international exports of differentiated and processed food and wine from \$2.8 billion in 2013-14 to \$3.2 billion in 2016-17.

## Issues for consideration: tell us what you think



The South Australian Government is committed to progressing reform to create a liquor licensing system that promotes a vibrant entertainment environment, and encourages a competitive market by removing barriers to entry and red tape while seeking to reduce alcohol related harm and anti-social behaviour.

### **Reducing red tape**

We need to reduce the red tape surrounding our liquor licensing system and enable business owners to easily navigate the liquor licence application process.

**Is there too much red tape when applying for a liquor licence?**

**Do we need twelve liquor licence categories?**

**Is there confusion as to the role of the liquor licensing framework and other legislative frameworks imposed by bodies such as planning, noise and health?**

The linear liquor licence approval process duplicates steps already taken by a business owner in the separate council development approval process. This means that prior approvals granted and consultation already undertaken in the development process is subject to further scrutiny.

**Should consultation on planning and liquor licence applications occur at the same time?**

**Should local councils have the right to intervene in a liquor licence application having already approved the development application?**

An objection to a liquor licence from a member of the public can cause unnecessary delay for the business owner and can provide a second forum for an objector to be heard. Change is needed to improve the reliability and predictability of the planning and liquor licensing systems.

**At what point in the process should a member of the public be able to voice their concerns?  
How?**

Individual liquor licence conditions imposed as a result of conciliation can create inconsistency and are difficult to enforce. We need to consider whether the conditions being imposed as a result of conciliation are the right solution.

**Should standard liquor licence conditions be developed and implemented where disagreements arise? If so, what should those conditions be based on? For example, should it be based on the licence class, zone or capacity of the venue?**

Business owners who wish to appeal a liquor or planning decision may have more than one appeal process to navigate. We need to consider whether we can streamline the appeal processes for business owners to reduce the time taken and the costs incurred.

**Should appeals against decisions where there are both elements of liquor and planning be heard together?**

The approval of crowd controllers under two separate Acts creates an administrative burden for the applicant.

**Should crowd controllers be approved under two Acts?**

We need to consider whether we can make further improvements to ease the administrative burden in relation to responsible person approvals while ensuring ongoing compliance.

**Would the removal of the requirement for the Commissioner to approve the responsible person reduce administrative burden?**

**Should other mechanisms be introduced to ensure appropriate responsible persons are in the industry?**

**Should responsible persons be tested for being under the influence of drugs and alcohol while on duty?**

We also need to consider whether we can improve the application process for dry areas and allow another authority to become responsible for responding to the needs of members of the community. We also need to consider whether the enforcement powers in dry areas should be expanded to include other authorities.

**Should local councils have the power to declare short-term dry areas?**

**Should other enforcement strategies in dry areas be considered?**



#### **A safer drinking culture**

Our liquor licensing system must place a high value on health and safety for the community. We must consider whether the current measures in place to reduce alcohol-related harm are effective and what we can do to improve.

**How can we improve the harm minimisation provisions in our legislation?**

**What role should SAPOL play in the application process?**

**Should the number and hours of trading of licensed venues in an area be a relevant consideration?**

**Should a retail liquor merchant's licence be limited or categorised by size?**

**Should closing times, lock-out times or last drinks be set for particular areas?**

We need to consider whether the needs test is still the appropriate mechanism to use in order to balance competition and alcohol-related harm.

**Is there a need to regulate competition? If so, what regulation is appropriate and in what circumstances?**

**Should alcohol be able to be sold in supermarkets?**

Penalties should act as a deterrent and enable liquor inspectors or SAPOL to respond quickly and effectively to breaches of our liquor licensing laws. Change is needed to increase inspectors' compliance and enforcement powers to ensure that any breaches of liquor laws are dealt with swiftly and public safety remains a priority.

**Should other mechanisms be introduced to detect breaches?**

**Should other penalties be introduced to assist with enforcement? (For example, expiation notices.)**

The liquor licensing system regulates the sale of alcohol in public places. The consumption or possession of alcohol at private events including those attended by minors is presently unregulated.

To enhance community protection, we need to consider the relationship between minors and alcohol and the role that the South Australian Government should play in the future.

**Should we regulate the consumption or possession of alcohol by minors at private parties?  
If so, how?**

The South Australian Government does not have the power to regulate the price of alcohol. We need to consider how the price of alcohol impacts upon alcohol-related harm and whether the State and Commonwealth Governments can work closely together to address this issue.

**Should the State Government be working together with the Commonwealth Government to reduce alcohol access and abuse?**



**Vibrancy**

Our liquor licensing framework should be modernised to promote greater flexibility and encourage entrepreneurs to emerge with new business models.

**Are the objects of the Act outdated?**

**Do annual liquor licence fees need to be reviewed?**

**Should small venue licences currently restricted to the CBD be available in other locations?**

**Is there a better way to regulate a producer's licence to meet the Government's strategic premium food and wine policy?**

We need to assess whether statutory liquor licence conditions and mandatory trading hours still reflect community expectations. Consideration should be given to the risk of reducing the administrative burden of applying for and extending trading hours within each licence category.

**Are the statutory liquor licence conditions outdated?**

**Is the requirement to apply separately for an extension of trading hours or entertainment consent unnecessary red tape that impacts vibrancy?**

**Should statutory liquor licensing conditions be captured within a code rather than legislated?**

## Next steps

We will work closely together with all those who are involved in the sale, supply and regulation of liquor.

The Government invites all interested parties to make submissions on the discussion paper which will be open until **5 pm, Friday, 29 January 2016**.

Feedback on this discussion paper can be provided by email to [CBSReforms@sa.gov.au](mailto:CBSReforms@sa.gov.au) or by post to Consumer and Business Services, GPO Box 1719, ADELAIDE SA 5001. For queries about this discussion paper call our Customer Service Centre on 131 882.

### Important information about your submission

If you don't want the public to read your answers, please write "confidential" on your submission.

Please be aware that unless you write "confidential" on your submission it will be made public.

If someone asks for your answer through the Freedom of Information Act process, and if you have told us your answers are confidential, we will contact you and explain what is happening.

However, we have to follow the law. Even if your answers are confidential, we will still have to let someone read your confidential answers, if they ask for them through the Freedom of Information Act process.

#### 6.1.4 Proposal for an Electric Vehicle Charging Station

##### **GO TO ATTACHMENT**

Tesla is proposing to build an electric charging station to accommodate 4 parking spaces plus an additional area to accommodate infrastructure. They recently engaged a network engineer to visit Keith to make a technical assessment of locations within the town.

The preferred location is on the Heritage Street road reserve at the end of Morcom Street. Due to the power supply there are very few locations that are suitable. There are two high voltage feeders at Keith one at the preferred location and the other at the western end of town near the football oval. Due to the technical limitations, the options are limited. Elected members and MDIS met in Keith with Evan Beaver (Supercharger Program Manager) late in 2015 to discuss potential options.

If a charging station is built in Keith it will be the only super charger between Horsham and Adelaide for the foreseeable future. Previous experience in other countries show that super chargers provide monetary benefits for townships and in Keith, Tesla believes there will 300 connections per month. Tesla survey data show about 70% of connecting customers use the local facilities and on average will spend \$30 each time. They estimate on these numbers \$75,000 per annum would be spent in Keith which would be very beneficial to the local businesses.

Tesla pays for all the costs to install and operate the supercharger station and charging is free. Tesla have charging stations operating around Australia mainly on the east coast with the most recent constructed at Goulbourn and Wodonga.

##### Next Step

Once the final documentation is provided there are two approvals required prior to any proposal proceeding;

- Development approval and a
- Permit to use portion of the road reserve for a business purpose.

A road is land that is subject to specific and unique statutory provisions and is accessible to the public (i.e. it is land to which the public has a right of access). The Local Government Act expressly restricts the Council from disposing of an interest in land forming a road or part of a road (such as by way of a lease or licence) other than in the circumstances specified under section 201(2) of the LG Act.

This includes:

- the issue of permits or authorisations as envisaged under sections 221 and 222 of the LG Act or under a By-law to authorise various activities to be undertaken on a road; or
- if a road (or portion of it) is closed under the *Roads (Opening and Closing) Act 1991*, the Council may lease or licence the resultant land;

The installation of a vehicle charging station on the road reserve as proposed, would amount to an alteration to a road for the purposes of section 221 of the LG Act. Further, the proposed use of the road reserve by Tesla would amount to the use of the road by Tesla for a business purpose. Such use requires permission under section 222 of the LG Act.



The term of any permit cannot exceed five years (Section 222(4) of the LG Act) and it may be subject to any conditions the Council sees fit (i.e. including appropriate indemnity and public liability insurance clauses).

Pursuant to Section 50 (4) of the LG Act, Council is required to undertake public consultation in accordance with its public consultation policy, which must provide for at least a minimum period of 21 days for submissions to be made.

The subject land is within the Town Centre zone – Zone Map Tat/16 and any Development with the Town Centre zone is assessed as a Category 1 development unless it is non-complying. As it is not a non-complying form of development the proposal would not require public notification or notification to adjacent land owners.

**Financial Implication:** Council will incur costs in administering the legislative process and legal costs to review the Licence Agreement and preparing a Section 222 Permit. This is subject to the proposal being approved but the cost would be insignificant as the benefits of the proposal in my view will outweigh the negatives.

**Strategic Plan Reference:** 4.1.2.2 Assist business to find suitable development sites & provide assistance through the approvals process.

**Policy/Legislation Implications:** Any proposal to use a portion of a road reserve for a business purpose is subject to the relevant provisions of the Local Government Act and Councils Public Consultation policy and a Change of Land Use is subject to the relevant provisions of the Tatiara Development Plan and Development Act 1993.

**Risk Assessment:** Subject to an appropriate Section 222 Permit being prepared, any risk should be minimised.

**Recommendation:** That:

1. Subject to site specific plans and specifications being submitted, Council has no objection to public consultation being undertaken pursuant to Section 223 of the Local Government Act for at least a minimum period of 21 days for submissions to be made in relation to using portion of the Heritage Street road reserve in Keith for a Electric Vehicle Charging Station.
2. Once the public consultation process has been completed a further report shall be provided to Council to consider any submissions and the proposal in detail to determine if a permit is to be granted to Tesla for an Electric Vehicle Charging Station.

**GO TO NEXT ITEM**

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# TESLA

"Tesla's mission is to accelerate the world's transition to electric vehicles and create the most compelling car company of the 21st century."

-Elon Musk, CEO

1



Made in Silicon Valley



Model S is manufactured in our dedicated Tesla factory in Fremont, California

## Company Overview

Founded: **2003**

Public since: **2010** [NASDAQ: TSLA]

Global Headquarters: **Palo Alto, CA**

Employees: **10,000+**

Market Cap: **US\$30 Billion**

Cars on the road in **37 countries**

Stores and Service Centers: **130+**

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## Our Cars



Roadster - Past



Model S – Present



Model X – Future - 2015



Model 3 – Future - 2017



Model 3 will be a fully electric car priced for the mass market

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## Tesla Model S



Certified range of 500 kilometres per charge

- 0-100km/h in 3.4 seconds for P85D
- 99% Consumer Reports rating
- Seating for 5 adults
- Over 50,000 Model S on the road worldwide



2014 *Drive* Luxury Car of the Year

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## Tesla in Australia



### Australia Overview

Arrived in Australia: **2010**

Headquarters: **St Leonards, NSW**

Retail locations: **2 - St Leonards and Chadstone, Victoria**

Service Centres: **2 - St Leonards NSW and Richmond, Victoria**

Superchargers: **4 with more coming...**



Richmond, Victoria

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### Media Coverage



- 2013 Car of the Year (*Motor Trend*)
- 2013 Car of the Year (*Automobile Magazine*)
- Tesla Model S Earns Top Overall Test Score (*Consumer Reports*)
- Supercharger - Technology of the Year (*AOL Auto*)
- Sturme Award for Innovation (*Autocar*)



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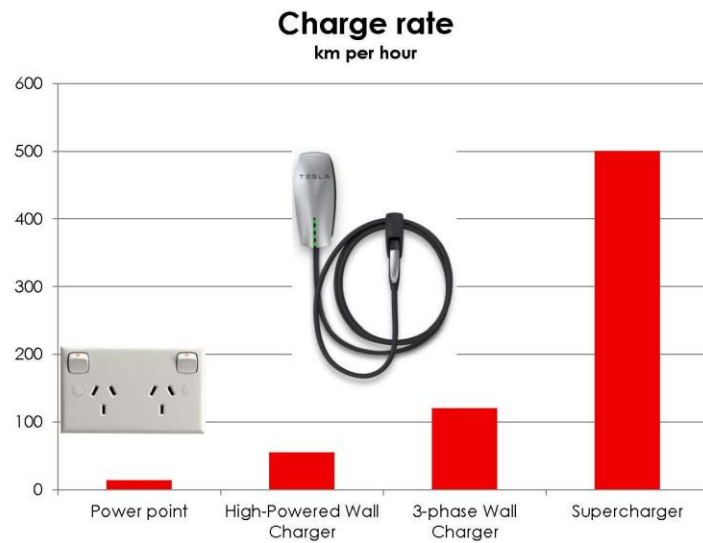
6



## Charging



- Customers install a High-Power Wall Connector at home – up to 40 amps
- These are also installed in places cars are parked overnight. Hotels, car parks.
- For long distance travel we have Superchargers
- Superchargers can deliver **200km of range in 20 minutes**, or 500km in 1 hour



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## Enabling the Long Distance Electric Road Trip



- Tesla builds a network of **strategically placed charging stations called Superchargers** so customers can drive free along Australia's most popular routes.
- Customers pull in, plug in, and charge up. **For free. For life.**
- These are installed near existing infrastructure, with businesses that benefit from extra customers



Goulburn, NSW

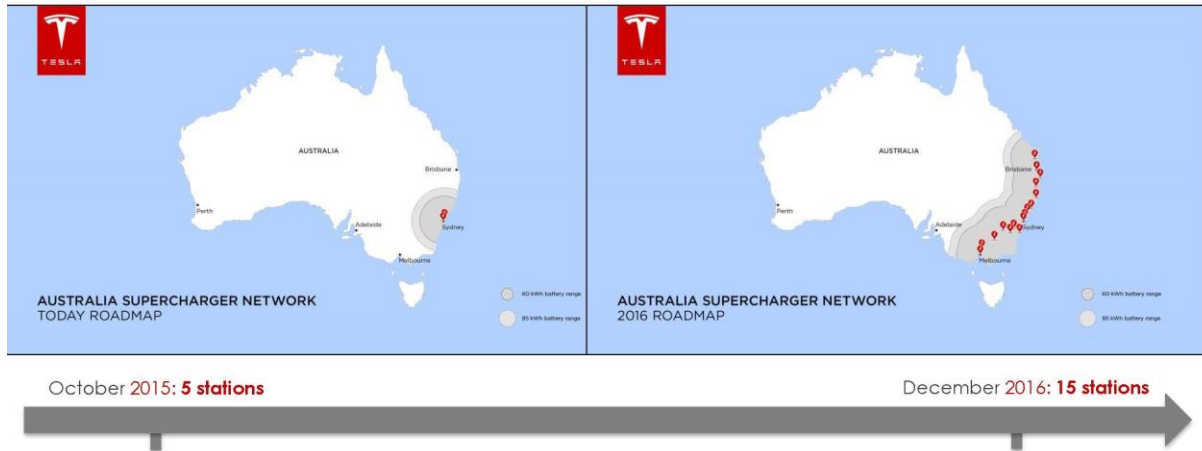
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## Network Growth – Australia

Currently: **5** Supercharger Stations in Australia

Supercharger expansion to the end of 2016

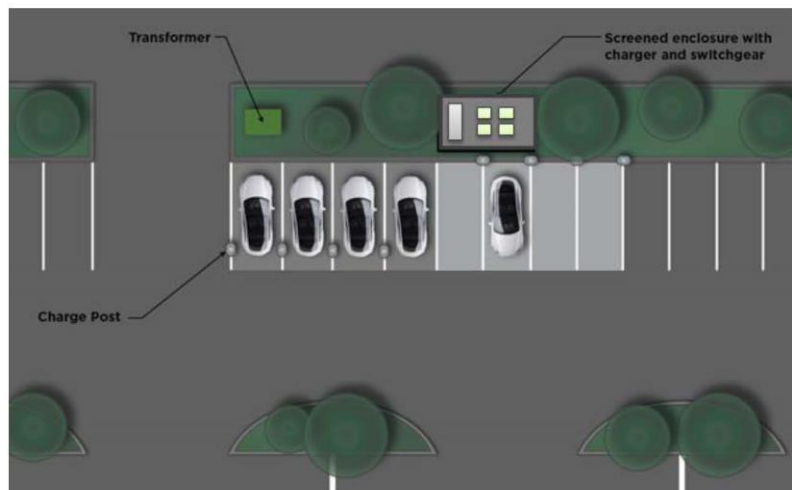


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### Site selection

- We are looking for existing car parks, with nearby amenities.
- The best sites are those where a supercharger supports the hosting business
  - Hotels
  - Restaurants
  - Shopping areas
- Tesla will work with potential sites to design a solution that suits your business



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## Supercharger Station Layout



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## Supercharger Station Layout



A typical installation requires:

- 6 existing parking spaces
- The space of a 7th for equipment
- 500kVA electricity connection

Tesla manage all construction works and costs

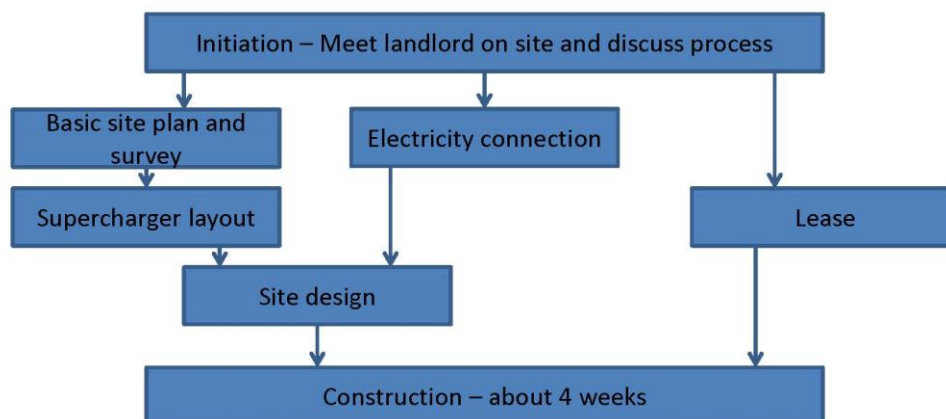


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## Supercharger site development process

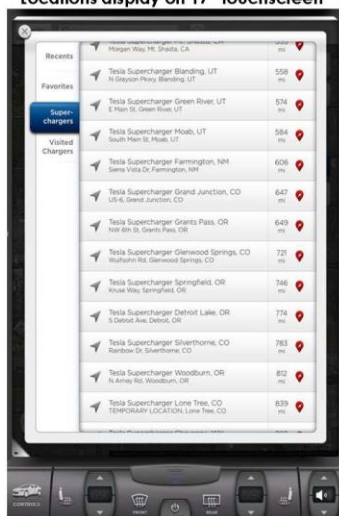
There are three main tasks to complete before construction can begin; a lease agreement, final design and electricity connection.





## Property Owner Benefits

### Locations display on 17" touchscreen



- **Tesla pays for 100%** of installation and operating costs for the Supercharger Station
- **Charging is free** to customers, encouraging them to patronise local businesses while charging
- **Tesla lists all Superchargers** on our website and in the car. Local amenities are also listed
- **Press and Media exposure** for the property upon opening



Increased traffic and sales

### Property name on teslamotors.com

www.teslamotors.com/supercharger	
Burlington, NC I-40 or I-85 exit 140 Alamance Crossing	Lumberton, NC I-95 exit 22 Texas Steakhouse and Saloon - Lumberton
Plymouth, NC US-64 Holiday Inn Express - Plymouth	Rocky Mount, NC US-64 exit 466 DoubleTree Rocky Mount
Hamilton Township, NJ I-195 exit 5A Hamilton Marketplace	Albany, NY I-87 exit 2E Colonne Center
JFK Airport, NY NY-27 exit 20 JFK Airport Travel Plaza	Syosset, NY I-495 at Robbins Ln Tesla Service
Macedonia, OH I-80 exit 180 Macedonia Commons	Maumee, OH I-80/90 exit 59 Meijer
Cranberry, PA I-76 exit 28 Residence Inn Cranberry Township	Somerset, PA I-76 exit 110 Wendy's
East Greenwich, RI I-95 exit 88A East Greenwich Square	Santee, SC I-95 exit 98 Clark's Inn and Restaurant

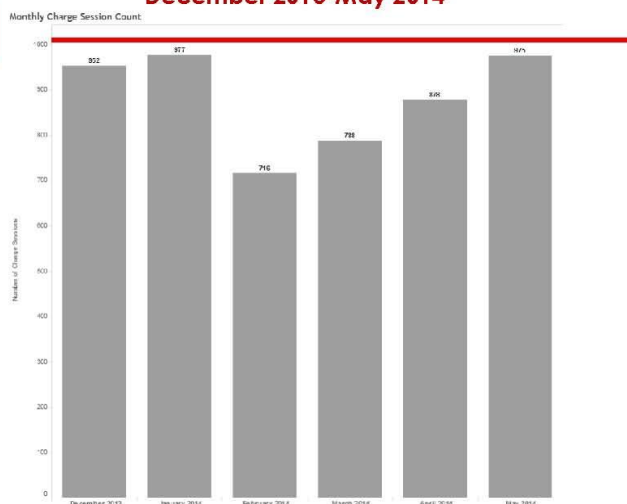
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## Property Owner Benefits

### Monthly Charge Sessions at a European Supercharger station December 2013-May 2014

1000 charging sessions/month



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## Site Examples

TESLA



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## Site Examples

TESLA



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## Site Examples

TESLA

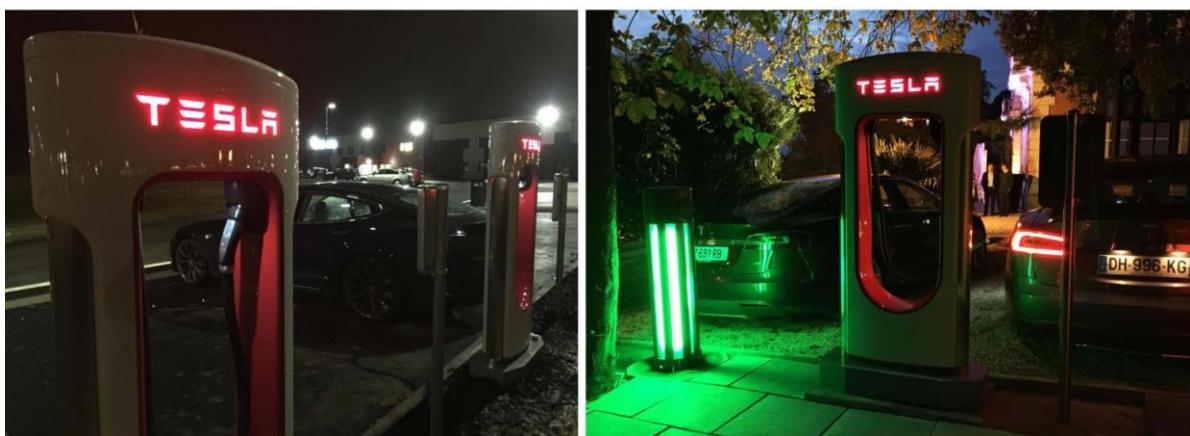


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## Site Examples

TESLA



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For more information:  
[http://www.teslamotors.com/en\\_AU/supercharger](http://www.teslamotors.com/en_AU/supercharger)  
ebeaver@teslamotors.com

#### 6.1.5 Local Nuisance and Litter Bill Update

##### **GO TO ATTACHMENT**

Kelley Jones Lawyers have provided Council with an update on the amendments made as a consequence of the public consultation process. The update is attached.

This Bill has been developed to establish consistency in the management of nuisance across the state and also to provide the community with more effective local management of nuisance complaints. Additionally, the proposed modernisation of litter regulation includes tiered penalties for various types of littering (including higher penalties for illegal dumping offences) and applying responsibility for littering offences from vehicles to the owner of the vehicle.

This Bill will not create new functions for Councils, as the majority of Councils are already actively engaged in the management of local nuisance, as well as littering and illegal dumping. However the type and volume of nuisances managed varies significantly between Councils, and there is still an expectation that the Environment Protection Authority (EPA) should manage some or all types of nuisance complaints. South Australia is the only state where Local Government responsibility in this area is not legislated to some degree.

##### ***For Information***

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# Bill Update

## Local Nuisance and Litter Control Bill Update

The *Local Nuisance and Litter Control Bill 2015* ("the Bill") was introduced into Parliament last week, with a number of amendments made as a consequence of the public consultation process. Encouragingly, a number of the issues identified during our lunchtime forums on the Bill have now been addressed. We summarise each of the amendments below.

- The definition of "operator" in relation to a vessel/vehicle in clause 3 of the Bill has been deleted, and the definition of "owner" has been refined to incorporate what is meant by an operator of a vessel/vehicle.
- Clause 7, which provides for the functions of councils, has been amended such that:
  - councils are no longer required to take action to detect and prevent local nuisance and littering, but rather, to manage local nuisance and littering within its area (refer Clause 7(2)(a)); and
  - the sub clause linking the proposed legislation to the *Development Act*, which arguably required development applications to be assessed "*In order to determine and respond to their potential for causing local nuisance and littering*", has now been deleted.
- Clause 8, empowering the Minister to request councils to cooperate with one another, and providing for a reporting mechanism to the Minister on such requests, has been deleted.
- Clause 9 has been deleted in its entirety. This clause had provided that where the Minister formed the opinion that a council has failed to perform a function conferred by the legislation, the Minister could perform the function and recover the costs of doing so from the relevant council.
- Clause 13 (now clause 15 in the Bill) has been amended such that a specific identity card under the legislation is not required to be issued where:
  - the authorised officer is appointed by a council; and
  - the Minister has designated a card issued to such an officer as an identity card for the purposes of this Act.

In our opinion, this is a response designed to overcome the administrative burden and cost of reprinting cards and/or obtaining new cards specific to the proposed legislation. It would, for example, enable the Minister to designate existing cards relating to appointments under the Local Government Act as an identity card under the proposed legislation.

- Clause 14 (clause 16 in the consultation Bill), which provides for powers of authorised officers, has been amended to expressly provide that authorised officers may, during the course of an inspection, open a part of or thing, in or on, the relevant premises, or vehicle. Further, pursuant to a warrant, reasonable force may be used to enter a premise or vehicle, or to open a part of or thing in, the premise or vehicle.

Applications for warrants may now be made to a justice of the peace or a Magistrate, provided that the justice of the peace is not a member, officer or employee of a council. This is of benefit to councils as warrants issued by a justice can be obtained more expeditiously than a warrant issued by a Magistrate.

- Clause 15 (clause 17 in the consultation Bill) has been amended so that the ability of an authorised officer to act outside of their council area (without having to seek permission from the relevant council) now applies to both nuisance and littering offences.
- Clause 17 (clause 18 in the consultation Bill), which defines what a "local nuisance" is, has been amended such that:
  - it does not include adverse effects on amenity value arising from light and heat (although there is scope for these to become actionable by way of regulation); and
  - Schedule 1 of the Bill will identify:
    - the types of agents or class of agents which may cause a "local nuisance";
    - the unsightly conditions said to constitute a "local nuisance";
    - the environment protection policies, the contravention of which, will amount to a "local nuisance";
    - any additional things that may constitute a "local nuisance"; and
    - any thing which is excluded from being a "local nuisance".
- With regards to Schedule 1, although clause 17 of the Bill provides for a number of functions for the Schedule, its present content only relates to things which are excluded from constituting a "local nuisance". Specifically, this includes:
  - noise or other nuisances from blasting operations, environment protection and rehabilitation activities under the *Mining Act 1971*;
  - noise or other nuisance from the keeping of animals as approved under the *Development Act 1993*;
  - noise or other nuisance from any activity carried on in accordance with an approval, consent, licence, permit, exemption or other authorisation or entitlement granted under any other Act;
  - noise or other nuisance from fireworks displays, sporting venues, community events run by or on behalf of a council, public infrastructure works, vehicles (other than vehicles operating within, or entering or leaving, business premises);
  - noise or other nuisance that may be the subject of proceedings under the *Community Titles Act 1996*, the *Strata Titles Act 1988* or the *Residential Tenancies Act 1995*;
  - an activity on, or noise emanating from, licensed premises, or behaviour in respect of which a complaint may be lodged with the Liquor Licensing Commissioner under section 106 of the *Liquor Licensing Act 1997*;
  - noise principally consisting of unamplified music or voices (or both) resulting from an activity at domestic premises;
  - noise from activities carried on in the normal course of a school, kindergarten, child care centre or place of worship;
  - noise created by a dog barking or otherwise that may be the subject of an offence under section 45A of the *Dog and Cat Management Act 1995*;
  - aircraft or railway noise;
  - noise caused by emergency vehicle sirens;
  - noise outside the human audible range (i.e. infrasound).



- rubbish collected by a council (for example, in connection with a council's hard or domestic waste collection services) under section 297 of the *Local Government Act 1999*.
- The requirement that the EPA be notified of offences which have, or may have, resulted in material or serious environmental harm under the *Environment Protection Act 1993* in clause 29 (clause 32 in the consultation Bill) has been modified to "as soon as practicable" rather than "immediately" and is limited to nuisance and littering offences only (bill posting offences have been excluded).
- An expiation fee of \$500 now applies to the offence of failing to comply with a local nuisance or litter abatement notice under clause 30 (clause 33 in the consultation Bill).
- Clauses 33 and 34 (clauses 36 and 37 in the consultation Bill) have been amended such that where a council negotiates or obtains a civil penalty, the amount of the penalty is now paid to the council.
- The requirement for nuisance abatement notices and litter abatement notices to be served personally has been deleted altogether (formerly clause 40(4) of the consultation Bill).
- A council, in addition to an authorised officer, can now commence a prosecution in its own right (refer clause 43 of the Bill) .
- The reasonable costs and expenses of investigating contraventions, issuing abatement notices and ensuring compliance, as well as taking samples, conducting tests, examinations, monitoring and analysis, can now be recovered by councils under clause 48(1) of the Bill. This contrasts with clause 51 of the consultation Bill, which had provided that the only costs recoverable for an investigation were the costs prescribed by regulation.
- Concerns regarding the ability of an authorised officer to determine whether disposed waste is class A hazardous litter or class B hazardous litter and/or the amount of litter disposed have been addressed (to a degree) through amendments to clause 50(3) of the Bill (clause 53 of the consultation Bill). This provides that a certificate from an authorised officer stating his/her beliefs regarding the composition of the litter, and the amount disposed, constitutes proof in the absence of proof to the contrary.
- Transitional provisions can now be dealt with in regulations in accordance with clause 51 of the Bill and transitional provisions to provide for the continuation of existing by-laws that relate to bill posting and section 254 orders issued prior to the commencement of the legislation are contained in Schedule 2.

We will continue to follow the progress of this Bill through parliament and will keep you updated in this regard.

If you have any questions please contact Victoria Shute on 8113 7104, [vshute@kellyjones.com.au](mailto:vshute@kellyjones.com.au);  
Tracy Riddle on 8113 7106, [triddle@kellyjones.com.au](mailto:triddle@kellyjones.com.au); or Cimon Burke on 8113 7105,  
[cburke@kellyjones.com.au](mailto:cburke@kellyjones.com.au)

This should not be considered an exhaustive list as clause 51(2)(b) of the Bill provides that Schedule 1 can be varied by way of regulation, including by way of inserting material into the Schedule. This means that were the Bill to pass into law in its current form, regulations may be introduced at a later date to identify additional nuisances, including (but not limited to) those arising from unsightly conditions on premises.

- Clause 18 (clause 19 in the consultation Bill) has been amended to clarify that nuisance offences can arise where a person has caused a nuisance through their actions, as well as a failure to act.
- The expiation fee for failing to cease a local nuisance when requested has been increased to \$210, now consistent with the littering offence expiation fee.
- The ability of a council to grant exemptions to activities which may cause a local nuisance remains, however:
  - public notification is no longer required; and
  - there is no requirement to consider the views expressed in written submissions on the application; and
  - the applicant must provide a site nuisance management plan; and
  - a council must not grant an exemption unless it is satisfied that exceptional circumstances exist to justify the exemption, and that the nuisance management plan is adequate to prevent, minimise or address any anticipated adverse effects on amenity.

Exemptions can now only operate for a period of 3 months, and must be published on a website determined by the council.

- There has been substantial amendment to clause 22 (clause 23 in the consultation Bill) which provides for circumstances in which the disposal of litter is actionable under the legislation:
  - a vehicle still falls within the meaning of “general litter” under the Bill, however, all references to abandoned vehicles have been removed and the abandoned vehicle provisions in section 236 and 237 of the *Local Government Act 1999* will remain in operation. Under the Bill a vehicle could only be dealt with as litter if sections 236 and 237 do not apply to the circumstances;
  - clause 22(2) has been amended to clarify when litter is “disposed of”, and who is liable;
  - the “24 hour rule” in the consultation Bill relating to litter on a road or public place (i.e. specifying that the litter was not taken to be disposed of unless left for 24 hours) has been deleted;
- Clause 23 (clause 24 in the consultation Bill) relating to bill posting now defines what a “bill” is.
- The penalty for not removing litter if requested has been increased to \$5,000. The expiation fee remains at \$210 (refer clause 24, formerly 25 in the consultation Bill).
- Clause 27 in the consultation Bill, dealing with the seizure of abandoned vehicles, has been deleted altogether, given that abandoned vehicles will continue to be dealt with under sections 236 and 237 of the *Local Government Act 1999*.
- Provisions governing the seizure of substances, materials and things are now contained within clause 16 (previously clause 28 of the consultation Bill) and the provision has been clarified so that the following are not required to be retained for the 6 month prescribed period:
  - litter removed by a council pursuant to default action taken in relation to a litter abatement notice that is not complied with under clause 31;
  - any thing removed from a road and disposed of by a council under section 234 of the *Local Government Act 1999*, or

## Summary of recommended changes to the draft Bill

Clause	Recommendation
Clause 1 – Short title	No changes recommended
Clause 2 – Commencement	No changes recommended
Clause 3 – Interpretation	No changes recommended
Clause 4 – Objects of Act	No changes recommended
Clause 5 – interaction with other Acts	Add a schedule of activities that do not constitute nuisance under the legislation and include nuisances dealt with under other legislation within that schedule where appropriate.
Clause 6 – Territorial and extra-territorial application of Act	No changes recommended
Clause 7 – Functions of councils	Remove 'detect, prevent and' from subclause 7(2)(a) but leave as is in subclause 7(2)(d) as it relates to education.  Remove subclause 7(2)(c) as it is clear that some nuisances do not fit within development assessment powers.
Clause 8 – Cooperation between councils	Remove the clause in its entirety as clause 7(2)(b) provides sufficient emphasis on cooperation between councils.
Clause 9 – Council failing to perform function under Act	Remove the clause in its entirety as similar provisions exist within Part 3 of the <i>Local Government Act 1999</i> to manage performance of councils.
Clause 10 – Annual reports by councils	No changes recommended.
Clause 11 – Administering bodies	No changes recommended.
Clause 12 – Delegation	No changes recommended.
Clause 13 – Periodic reports by administering bodies	No changes recommended.
Clause 14 – Authorised officers	Minor typographical change.
Clause 15 – Identity cards	Parliamentary Counsel to consider alternative mechanisms for approval of identity cards.
Clause 16 – Powers of authorised officers	Allow a warrant to be signed by a Justice of the Peace given scarcity of magistrates in country areas.  Extend powers of entry to include opening of things within a premises or vehicle.
Clause 17 – Limit of area of authorised officers appointed by councils	Consider amending to better align with clause 6 and extend to litter provisions.

Clause	Recommendation
Clause 18 – Meaning of local nuisance	Remove 'light' and 'heat' from definition of local nuisance to create a narrower starting point that can be extended, with local government guidance, via regulation over time (not immediately).
Clause 19 – Causing local nuisance	Extend the concept of nuisance from an activity to include where it is caused by a failure to act.
Clause 20 – Person must cease local nuisance if asked	Amend the expiation fee to \$210 to align with clause 25 and increase maximum penalty to align with differentiation between expiation and maximum penalty for minor littering offence.
Clause 21 – Exemptions	Replace the provisions within this clause with the ability for a council to require a site nuisance management plan from a proponent where an activity is likely to cause unavoidable nuisance. The details required in such a plan are to be prescribed.
Clause 23 – Disposing of litter	<p>Apply responsibility for littering from a place or premises to the occupier or person in charge.</p> <p>Remove clause 23(2)(a).</p> <p>Remove clause 23(2)(b) as abandoned vehicle provisions will remain in the Local Government Act 1999.</p> <p>Amend definition of 'class A hazardous litter' to only include asbestos. This narrows the definition but can be extended via regulation should local government seek to do so.</p> <p>Amend the definition of 'general litter' to qualify that vehicles are in the context of those that are not in an operable condition in the opinion of an authorised officer.</p>
Clause 24 – Bill posting	Include an exclusion for election signage.
Clause 25 – Litterer must remove litter if asked	Increase maximum penalty to \$5000 to align with differentiation between expiation and maximum penalty for littering offence.
Clause 26 – Citizen's notification	No changes recommended.
Clause 27 – Seizure of abandoned vehicles	Remove all elements related to abandoned vehicles so that they are retained in the Local Government Act 1999.
Clause 28 – Seizure of other goods	<p>Clarification is made that this does not apply to the removal, clean up or disposal of litter that has been unlawfully disposed of so as to align with sections 234 and 297 of the Local Government Act 1999.</p> <p>Amend clause 28(2)(a) to mimic the 'prescribed period' provided for in section 89 of the <i>Environment Protection Act 1993</i> of six months or such longer period as the Environment, Resources and Development Court (ERD), on application, may allow.</p>



Clause	Recommendation
	<p>Allow for release of property prior to proceedings, subject to conditions.</p> <p>Remove clause 28(2)(d) to align with seizure provisions of the Environment Protection Act 1993.</p> <p>Add a provision allowing sale or disposal of seized goods if the owner cannot be established or the goods have not been claimed after a period of six months from seizure.</p>
Clause 29 – Liability of vehicle owners	No changes recommended.
Clause 30 – Defence of due diligence	No changes recommended.
Clause 31 – Alternative finding	No changes recommended.
Clause 32 – Notification to EPA of suspected serious or material environmental harm	<p>Remove reference to clause 24 as bill posting will not constitute the more serious offences under the Environment Protection Act 1993.</p> <p>Reword the clause to the effect that where a council investigates a complaint and considers it may equate to material or serious environmental harm the EPA must be referred the complaint.</p>
Clause 33 – Nuisance and litter abatement notices	Amend clause 33(9) to establish a single expiation of \$500.
Clause 34 – Action on non-compliance with notice	No changes recommended.
Clause 35 – Appeals	No changes recommended.
Clause 36 – Civil remedies	Amend clause 36(1)(g) to provide for payment of exemplary damages to a council where the action is brought by the council.
Clause 37 – Minister or relevant council may recover civil penalty in respect of contravention	Amend clause 37(5) so that 'the court may order the person to pay to the Minister or the relevant council an amount as a civil penalty...'
Clause 38 – Constitution of the Environment, Resources and Development Court	No changes recommended.
Clause 39 – Delegation by Minister	No changes recommended.
Clause 40 – Service of notices or other documents	Allow broader means of service for litter and nuisance abatement notices.
Clause 41 – Immunity	Ensure provisions extend to authorised officers from administering bodies.
Clause 42 – Protection from liability	No changes recommended..
Clause 43 – Statutory declarations	No changes recommended.

Clause	Recommendation
Clause 44 – False or misleading information	No changes recommended.
Clause 45 – Confidentiality	No changes recommended.
Clause 46 – Offences	Add 'councils' to allowable entities under clause 46(1).
Clause 47 – Offences and Environment, Resources and Development Court	No changes recommended.
Clause 48 – Orders in respect of contraventions	No changes recommended.
Clause 49 – Offences by bodies corporate	No changes recommended.
Clause 50 – Continuing offences	No changes recommended.
Clause 51 – Recovery of administrative and technical costs associated with contraventions	Amend subclause 51(1)(c) to align with subclauses 51(1)(d) (e).
Clause 52 – Assessment of reasonable costs and expenses	No changes recommended.
Clause 53 – Evidentiary provisions	Amend clause to allow an authorised officer to determine that matter was class A, class B or general litter.
Clause 54 - Regulations	Provision be made to allow for transitional arrangements to be included via regulation
Schedule 1	Include transitional provisions for various orders and authorisations made under existing Acts to continue to have effect.
Expiations	Consider use of penalty fee units that can have their monetary value amended as necessary via regulation.

6.1.6 Development Approvals – December 2015

**GO TO ATTACHMENT**

**Recommendation:** That delegated approval on Development Applications numbered 400/087/15, 400/119/15, 400/112/15, 400/122/15, 400/121/15, 400/106/15, 400/052/15, 400/123/15, 400/124/15, 400/117/15 and 400/118/15 is noted.

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DEVELOPMENT APPLICATION SYSTEM

TATIARA DISTRICT COUNCIL  
(B780SS)

MONTHLY COUNCIL REPORT OF BUILDING APPROVALS

Period 02.12.15 to 01.01.16  
Current Period End Date : 31.01.16

Permit No.	Applicants Details	Builder Details	Site of Building	Description of Work	
400/052/15	Paul D Hunt 6 Ross Avenue Keith SA 5267		6 ROSS AVENUE KEITH 5267	Freestanding Carport and Pergola Valuation \$8,000.00 Floor Area 163.20	Steel frame
Ward : WEST WARD VG No.: 4003296503 Owners Name & Address : PAUL DOUGLAS HUNT 6 ROSS AVENUE KEITH SA 5267					
400/106/15	Lynton MacKenzie PO Box 53 Bordertown SA 5268	10652	435 CANNAWIGARA ROAD CANNAWIGARA SA 5268	Dwelling Additions Valuation \$200,000.00 Floor Area 0.00	Steel frame
Ward : EAST WARD VG No.: 4007313200 Owners Name & Address : LYNTON ARNOLD MACKENZIE PO BOX 53 BORDERTOWN SA 5268					
400/112/15	Jillian K Jarrett 14 MELVYN STREET BORDERTOWN SA 5268	BLD146894	14 MELVYN STREET BORDERTOWN 5268	Attached Carport Valuation \$3,100.00 Floor Area 56.00	Steel frame
Ward : EAST WARD VG No.: 4001126308 Owners Name & Address : JILLIAN KIM JARRETT 14 MELVYN STREET BORDERTOWN SA 5268					
400/117/15	Andrew Bosisto PO Box 323 Bordertown SA 5268	BLD233139		Hay Shed Valuation \$8,900.00 Floor Area 166.50	Steel frame
Ward : Owners Name & Address : WASTE CARRIERS AUSTRALIA PTY LTD PO BOX 323 BORDERTOWN SA 5268					
400/118/15	David Nicolai PO Box 243 Keith SA 5267		5 RAILWAY TERRACE KEITH 5267	Demolition of Dwelling Valuation \$0.00 Floor Area 0.00	-
Ward : WEST WARD VG No.: 4003085001 Owners Name & Address : PHYLLIS MAY STIMSON PO Box 228 KEITH SA 5267					
400/119/15	Adam Braun 4 Wirrega Avenue Keith SA 5267		24-26 SMITH STREET KEITH 5267	Private Garage Valuation \$9,590.00 Floor Area 70.00	Steel frame
Ward : WEST WARD VG No.: 4003435155 Owners Name & Address : ADAM NEVILLE BRAUN 4 WIRREGA AVENUE KEITH SA 5267					
400/121/15	Elizabeth A Goossens PO BOX 62	BLD185355	46 WIRREGA ROAD MUNDULLA 5270	Private Garage Addition Valuation \$10,000.00	Steel frame

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DEVELOPMENT APPLICATION SYSTEM

TATIARA DISTRICT COUNCIL  
(B780SS)

MONTHLY COUNCIL REPORT OF BUILDING APPROVALS

Period 02.12.15 to 01.01.16  
Current Period End Date : 31.01.16

Permit No.	Applicants Details	Builder Details	Site of Building	Description of Work
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Ward : EAST WARD	MUNDULLA SA 5270	Type of Building : OUTBUILDING		Floor Area 28.60
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VG No.: 400727300\*

Owners Name & Address : ELIZABETH ANN GOOSSENS PO BOX 62 MUNDULLA SA 5270

400/122/15	JASON RICHARD RODDA PO BOX 355 BORDERTOWN SA 5268		200 VICTORIA PARADE BORDERTOWN 5268	Freestanding Pergola Valuation \$2,250.00 Floor Area 48.00
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*Steel frame*

Ward : EAST WARD	Type of Building : OUTBUILDING
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VG No.: 4001051529

Owners Name & Address : JASON RICHARD RODDA 200 VICTORIA PARADE BORDERTOWN SA 5268

400/123/15	Jamie Harper 24 Bruce Avenue Keith SA 5267		11 MARY STREET KEITH 5267	Private Garage - Stage 1 Valuation \$375,000.00 Floor Area 362.00
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*Timber frame*

Ward : WEST WARD	Type of Building : OUTBUILDING
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VG No.: 4003632757

Owners Name & Address : Michael Vermeeren 21 Edward Street Bordertown SA 5268

400/124/15	Rocco Callisto PO Box 492 BORDERTOWN SA 5268		<i>25 Naracoorte Road Bordertown</i>	Garage Addition Valuation \$2,000.00 Floor Area 18.00
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*Steel frame*

Ward :	Type of Building : OUTBUILDING
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Owners Name & Address : ROCCO CALLISTO PO Box 492 BORDERTOWN SA 5268

400/127/15	JASON RICHARD RODDA PO BOX 355 BORDERTOWN SA 5268		200 VICTORIA PARADE BORDERTOWN 5268	Swimming Pool Valuation \$2,000.00 Floor Area 0.00
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Ward : EAST WARD

VG No.: 4001051529

Owners Name & Address : JASON RICHARD RODDA 200 VICTORIA PARADE BORDERTOWN SA 5268

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# DEVELOPMENT APPLICATION SYSTEM

TATIARA DISTRICT COUNCIL  
(B780SS)

## MONTHLY COUNCIL REPORT OF BUILDING APPROVALS

Period 02.12.15 to 01.01.16  
Current Period End Date : 31.01.16

Permit No.	Applicants Details	Builder Details Period 02.12.15 to 01.01.16	Site of Building Year to Date	Description of Work
Total Council Value		\$620,840.00	11	\$3,995,135.00 64
Analysis by Classification				
10A	GARAGE	\$34,940.00	6	\$1,009,203.00 44
10B	CARPORT	\$2,000.00	2	\$29,000.00 4
1A	PRIVATE DETACHED DWELLING	\$575,000.00	2	\$2,046,238.00 10
5	OFFICE BUILDING	\$0.00	0	\$650,000.00 1
7	COMMERCIAL STORAGE SHED	\$8,900.00	1	\$160,694.00 4
8	COMMERCIAL WORKSHOP	\$0.00	0	\$100,000.00 1
Analysis by Value				
- Major ( \$500.00 and over )		\$620,840.00	10	\$3,995,135.00 63
- Minor ( under \$500.00)		\$0.00	1	\$0.00 1
Analysis by Type				
C	COMMERCIAL NEW	\$0.00	0	\$926,222.00 5
CA	COMMERCIAL ADDITIONS	\$0.00	0	\$184,550.00 4
D	DEMOLITION	\$0.00	1	\$0.00 1
O	OUTBUILDING	\$418,840.00	8	\$1,081,625.00 40
R	RESIDENTIAL NEW	\$0.00	0	\$1,132,088.00 4
RA	RESIDENTIAL ADDITIONS	\$200,000.00	1	\$547,150.00 6
SP	Missing	\$2,000.00	1	\$123,500.00 4

### 6.1.7 Development Activity – December 2015

Reference Number	Description	Locality	Address	\$ Value	Date approved	Inspections
400/087/15	Attached Verandah	Lot 332, 9 Dukes Highway	Keith	\$ 36,000.00	5.11.15	
400/119/15	Private Garage (stage 1)	Lot 500 24-26 Smith Street	Keith	\$ 9,590.00	8.12.15	
400/112/15	Attached Carport	Lot 31, 14 Melvyn Street	Bordertown	\$ 3,100.00	8.12.15	
400/122/15	Freestanding Pergola	Lot 104-108, 200 Victoria Pared	Bordertown	\$ 2,250.00	9.12.15	
400/121/15	Private garage addition	Lot 60, 46 Wirrega Road	Mundulla	\$ 10,000	9.12.15	
400/106/15	Residential additions	Lot 2, 435 Cannawigara Road	Bordertown	\$ 200,000	10.12.15	
400/052/15	Freestanding Pergola & Carport	Lot 3, 6 Ross Avenue	Keith	\$ 8,000	9.12.15	
400/123/15	Private Garage	Lot 100, Mary Street	Keith	\$ 15,000	10.12.15	
400/124/15	Private Garage Addition	25 Naracoorte Road	Bordertown	\$ 2,000	14.12.15	
400/117/15	Hay Shed	Lot 2 Hd Beeamma	Bordertown	\$ 8,900	18.12.15	
400/118/15	Demolition	5 Railway Terrace	Keith	\$ -	3.12.15	
<b>TOTAL</b>				<b>\$ 294,840</b>		6

#### ***For Information***

### 6.1.8 Meetings and Events Attended in December 2015

DATE	EVENT
3 <sup>nd</sup>	Work experience student Tom Gaden
4 <sup>th</sup>	Tom Gaden
10 <sup>th</sup>	Manex
15 <sup>th</sup>	Land Agents re rental housing
	Heritage Advisor Richard Woods
16 <sup>th</sup>	Keith Office break up
17 <sup>th</sup>	WHS meeting
	RDA – Mike Ryan, Bruce Rodda, Barbara Lightburn
18 <sup>th</sup>	Manex +
22 <sup>nd</sup>	Reps from Naracoorte Basketball Club re Keith Sports Complex

#### ***For Information***

## 6.2 Environmental Health Officer – Chris Congdon

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### 6.2.1 Frequency

The Council Environmental Health Officer worked 2 days within the Tatiara District area during December.

#### ***For Information***

#### 6.2.2 Food Act 2001 – Food Safety Standards

Three routine food premise inspections were carried out within the district during the month and 3 follow up inspections were also carried out, ensuring appropriate compliance had been met. One business has failed to comply with the required standards despite being given written instruction. This business will be monitored over the coming months.

An Improvement Notice was recently issued to a business in response to repeat non-compliance in relation to food safety standards. The required action has been appropriately complied with.

##### ***For Information***

#### 6.2.3 Food Safety Program Auditing

Eight food safety program audits were conducted during the month which included a new business within Mount Gambier. Many more audits are booked to be completed over the coming financial year.

##### ***For Information***

#### 6.2.4 Expiation

Nil.

##### ***For Information***

#### 6.2.5 Public Health Act - Communicable Disease

Below details the latest notifiable disease statistics within the Tatiara Council Area.

Disease	Tatiara Cases	SA Cases
Campylobacter	1	86
Salmonella	1	49
Varicella virus	1	93

##### ***For Information***

#### 6.2.6 Public Health (Legionella) Regulations 2013 – High Risk Manufactured Water Systems

One registration renewal request was received during December which was assessed and actioned as required.

Others are pending and are required to be received by January 2016. These businesses have been formally written to regarding this matter.

##### ***For Information***

### **7 QUESTIONS ON NOTICE – NIL**

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## 8 QUESTIONS WITHOUT NOTICE

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## 9 MOTIONS ON NOTICE – NIL

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## 10 MOTIONS WITHOUT NOTICE

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The Presiding Member may refuse to accept a motion without notice if, after taking into account the Guiding Principles, he or she considers that the motion should be dealt with by way of a written notice of motion.

## 11 Tatiara District Memorial Pool Subcommittee

[GO TO ATTACHMENT](#)

**Recommendation:** That the Minutes of the Tatiara District Memorial Pool Subcommittee Meeting held on 7<sup>th</sup> December 2015 be received.

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**TATIARA DISTRICT COUNCIL**

**TATIARA DISTRICT MEMORIAL POOL MANAGEMENT SUBCOMMITTEE**

General Meeting held on Monday 7<sup>th</sup> December 2015  
Bordertown Swimming Clubrooms, Bordertown commencing at 7:30pm

**MINUTES**

**PRESENT:** T Grosser, L Excell, R Callisto, Cr D Penniment, S Walter, J Boston, M Krop, L Nash, C Langley & D Dinning.

**IN ATTENDANCE:** Nil.

**APOLOGIES:** M Redden.

**CONFIRMATION OF MINUTES:**

**Moved** Cr D Penniment **seconded** J Boston that the Minutes of the Tatiara District Memorial Pool Management Subcommittee meeting held on 12<sup>th</sup> October 2015 are taken as read and confirmed.

**CARRIED**

**BUSINESS ARISING:**

- Child/Toddler clarification – toddlers are considered to be any pre-school children.
- Season Tickets through Dolphins.

**CORRESPONDENCE:** Nil.

**REPORTS:**

- MDIS Report & Financials – R Callisto
  - Nett expenditure to date is around 77k.
  - Season Tickets are down as at the same time last year.
  - VACSWIM fees are up. Rocky need to check with FM to determine if funds have been allocated to correct job number.
  - Council are in the process of negotiating new Enterprise Bargaining agreement commencing July 1<sup>st</sup> 2016. Considering options for lifeguard/canteen staff penalty rates.
  - Further maintenance will be done at season end.
  - Change room upgrade has come up well, users are satisfied.
- Staff
  - **Manager's Report**
    - Lifeguard course and update completed 14<sup>th</sup> November (7 Bordertown, 2 Keith full course)



- Season off to a good start, especially after the weekend's warm weather.
  - Complemented on the toilet upgrade, especially the showers.
  - Last 2 lifeguards will be commencing over the next 2 weeks.
  - Good week ahead being well supported by 3 schools over 4 days with class parties.
  - Move into VACSWIM the following week.
- **Aquatics Report**
    - Aqua enrolments at 32 over the 4 sessions.
    - Low impact has not commenced as minimal numbers at this stage but will try again in January.
    - Bordertown Swim School currently running, 1 week to go, 10 kids participating.
    - Seasons Tickets are at 267, believe is way lower than last year at this stage.
    - Currently working on VACSWIM classes ready for next week. Numbers are good, slightly higher than last year sitting at 67 levels 1-7.
    - Kerrie Altus currently has 8 enrolled for higher awards.
    - Private lessons are on the rise. 8 running currently, another 5 starting next week and 6 enrolling (19)
- Migrants Swim and Survive – T Grosser
    - 25<sup>th</sup> to 26<sup>th</sup> January 2016.
    - A week of lessons with a BBQ on Saturday to finish.
    - Participants will receive a certificate on completion as well as a pair of goggles (bought from canteen).
    - Haylee Rodert and Laura Excell are the instructors.
    - Funds from the Migrant grant funding will cover the costs.
- Dolphins Report – C Langley
    - 82 swimmers, 5-6 families from Kaniva.
    - First time trial completed.
    - Thank you to Rocky for attending meeting with Sydney representative re: blocks. Input was invaluable.
    - 20<sup>th</sup> December next time trial.
    - Blocks 5 and 6 are available for public use if and when required.
- School Swimming = Deanna Dinning & Sue Walter
    - R-2 in swimming completed and went well.
    - Looking at having all school in February 2016. Reception – Year 5 instead of R-2 in December, Bordertown Primary School week 2/3, Mundulla Primary School/Padthaway Primary School Week 4.
    - High school dates are in, pool to do some catering for Swim Carnival 2016.

## **GENERAL BUSINESS:**

### **Vote of Thanks**

- Laura Nash - well done on everything that is involved with the Co-Ordinator's job, doing a great job.

**NEXT MEETING:** 1<sup>st</sup> February 2016

**CLOSE OF MEETING:** Meeting Closed at 8.25pm

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