Tatiara District Council

Notice of Council Meeting

Tuesday 13th June 2017

Notice is hereby given that the next ordinary meeting of Council, comprising all members, is to be held in the Tatiara District Council Chambers, Bordertown on Tuesday 13th June 2017 commencing at 3.00 pm

Mr Robert Harkness
Chief Executive Officer

8th June 2017
Our Vision....shaping a sustainable future by realising the potential of our people and region
Our Mission....to make the Tatiara a better and safer place in which to live, work and visit

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The Tatiara District Council acknowledges the traditional owners of the land on which we meet

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REPORTS OF COMMITTEES

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WORKSHOPS

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CORRESPONDENCE

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17.2 Manager Corporate & Community Services – Kingsley Green
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17.3 Manager Technical Services – Surya Prakash
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17.3.2 Bordertown Racing Club – Water Allocation for the Racing Club
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17.3.4 Gemma Kernich – Unit Manager Programme and Planning Advice – Bicycle Fund Successful Grant Application
17.3.5 Andrew Dowling, Mundulla Resident – BBQ Shelter at Mundulla Playground
17.4 Manager Development & Inspectorial Services – Rocky Callisto
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REPORTS OF OFFICERS

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18.1 Chief Executive Officer – Robert Harkness
18.2 Executive Assistant – Mandy Clarke

CORPORATE SERVICES

18.3 Manager Corporate & Community Services – Kingsley Green
18.4 Library Managers – Rae Bromley & Wendy Crane
18.5 Arts & Community Development Officer – Naomi Fallon
18.6 Records & Information Officer – Sally Bywater

FINANCE

18.7 Finance Manager – Judi Molineux

ENGINEERING

18.8 Manager Technical Services – Surya Prakash
18.9 Operations Supervisor – Andrew Pollock

DEVELOPMENT

18.10 Manager Development & Inspectorial Services – Rocky Callisto
18.11 Environmental Health Officer – Chris Congdon
18.12 General Inspector – Adrian Packer

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URGENT ITEMS
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

COUNCIL MEETING

Meeting to be held on Tuesday 13th June 2017
In the Council Chambers, Bordertown commencing at 3.00pm

AGENDA

The Tatiara District Council acknowledges the traditional owners of the land on which we meet

1 PRESENT

2 APOLOGIES

Recommendation: That the Apologies for the Council Meeting held on Tuesday 13th June 2017 be received.

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3 DISCLOSURE OF INTERESTS

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

Material – where any of a defined list of persons (list as per LGA Conflict of Interest Guidelines February 2017) would gain a benefit, or suffer a loss (whether directly or indirectly, personal or pecuniary) depending on the outcome of the consideration of the matter at the meeting.

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

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

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4 PUBLIC FORUM/ DEPUTATIONS

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

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

5 CONFIRMATION OF THE MINUTES

GO TO ATTACHMENT

Recommendation: That the Minutes of the Council Meeting held on 9\textsuperscript{th} May 2017 be taken as read and confirmed.

C-6 Matters Arising from the Minutes

GO TO NEXT ITEM
COUNCIL MEETING

Minutes of meeting held on Tuesday 9th May 2017
in the Council Chambers, 43 Woolshed Street, Bordertown commencing at 3.01 pm

MINUTES

PRESENT: Mayor GJ Excell and Councillors D Edwards, EA Goossens, MW Hannemann, JK Jackson, KJ McInerney, RJ Mock, MF Murphy & MK Oliver.

In Attendance: Chief Executive Officer (Mr R Harkness), Manager Corporate & Community Services (Mr K Green), Manager Development & Inspectorial Services (Mr R Callisto), Finance Manager (Mrs J Molineux), Asset Systems Coordinator (Mr A Hillier) and Executive Assistant (Mrs M Clarke).

APOLOGIES: Councillor DE Penniment and Manager Technical Services (Mr S Prakash)

WELCOME: The Mayor welcomed all present and acknowledged the traditional owners of the land on which we meet.

Res No 137 - Apologies Moved Cr McInerney seconded Cr Mock that the Apology from Cr DE Penniment for the Council Meeting held on Tuesday 9th May 2017 be accepted. CARRIED

DISCLOSURE OF INTERESTS

- Mayor Excell declared an interest in Agenda item 18.9.3 Development Approvals as he has submitted a Development application. Mayor Excell indicated that he would vacate the chamber for the vote.

PUBLIC FORUM / DEPUTATIONS

- Frank Brennan (SENRM Board) addressing Council re: “Proposed Changes to the Regional NRM Plan”:
  - Focusing on “Your Landscape, Your Ideas, Your NRM Plan”
  - Currently revising the 2010 Regional NRM Plan.
  - There will be a greater involvement of community and industry in planning.
  - What has been done so far?:
    - Have conducted 850 Landscape Surveys
    - Met with key industry groups to understand their production systems.
    - Held a Youth Summit for 140 school students to gather their views.
  - Focusing on landscapes rather than assets.
Planning at a more local scale, want to see NRM Plans that are more localised and relevant.

Region has been split into sub-regions:
- Mallee Woodlands (Coonalpyn, Tintinara, Keith)
- Ranges & Cross Border Creeks (Bordertown, Naracoorte)
- Dunes & Flats (Lucindale, Kingston, Robe, Beachport)
- Volcanic Plans & Southern Dunes (Penola, Nangwarry, Kalangadoo, Tarpeena, Mount Gambier, Port McDonnell, Tantanoola, Millicent and Mount Burr)

Important for Councils to be involved. Will be holding subregional Workshops:
- Naracoorte Town Hall – Wed 31 May and 26 July
- Mount Gambier City Hall – Thurs 1 June and 27 July
- Keith Institute – Tues 6 June and Thurs 3 August
- Robe Bowling Club – Wed 7 June and 2 August

All workshops run from 4 – 8pm and will include a light meal.

Council workshops (March – May 2018) on Strategic Plan and Subregional Plans. Will also include revised NRM policy volume (eg. Water affecting activities, animal and pest control)

Chris Leach addressed Council regarding Mundulla Hall’s application for funds to upgrade their carpark:
- Currently there is not a disabled carpark in Mundulla.
- Explained there would need to be removal of some trees to facilitate the upgrade.
- Need to make this carpark wheelchair friendly. A student at the school uses this area to transfer from the car to their wheelchair. They need a flat surface to do this so parking against the kerb is not suitable.
- The upgrade of this carpark would cut down the cleaning of the hall due to not tracking in white dirt/stones.
- The Hall Committee will be spending some money to upgrade the front of the Hall and have other maintenance projects they wish to undertake in the future.

Res No 138 – Adjournment of Meeting – Moved Cr Mock seconded Cr Murphy that the meeting be adjourned for afternoon tea.

CARRIED
3.41pm the meeting was adjourned for afternoon tea during which the Mayor presented cheques to 3 community groups who had shown films in the theatre as a fundraiser.

Res No 139 – Resumption of Meeting – Moved Cr Goossens seconded Cr McInerney that the meeting be resumed.

CARRIED
3.59 pm the meeting was resumed.

CONFIRMATION OF THE MINUTES

Res No 140 – Confirmation of the Minutes – Moved Cr Goossens seconded Cr Jackson that the Minutes of the Council Meeting held on 11th April 2017, Minutes of the Special Council Meeting held 2nd May 2017 and Confidential Minutes of the Special Council Meeting held 2nd May 2017 be taken as read and confirmed as an accurate record of the proceedings of those meetings.

CARRIED

MATTERS ARISING FROM THE MINUTES

- Nil.
RESOLUTIONS ACTION LIST

- Nil.

MATTERS LAID ON THE TABLE FROM PREVIOUS MEETINGS

- Nil.

COMMUNICATIONS BY THE MAYOR

- The main event I attended this month was the LGA Best Practice Showcase and the half yearly meeting on April 20th to 21st at the Convention Centre in Adelaide.
  
  - I have a report in the Agenda and Kingsley has an extensive report.
  - The main message is the use of technology into the future, for electricity usage, tourism by digital technology and communication by social media.
  - The message I came away with, was we started the digital format for Tourism, but we have been left behind. We have to get up to speed with this, there is no going back.

- April 25th Anzac Day, I attended the Bordertown and Mundulla Anzac ceremonies to lay a wreath for the community and I would like to thank Councillor Jackson for laying the wreath at Keith.

- Thursday May 4th, I attended the LC Economic Development Group meeting at Naracoorte. There are some interesting things happening in the Limestone Coast.

- Saturday May 6th Cheryl and myself attended the 150 year celebration of the landing of the Chinese gold miners at Robe. There was a re-enactment of the landing and the start of the walk to Ballarat. There was food and wine tasting on the foreshore and Chinese dancing with fireworks, also Dragon Boat racing on the lake.

- The Padthaway Medical Centre is now open with a new doctor, Dr Sara Willoughby.

- Volunteer Functions are being held this week:
  - Tuesday 9th May – Mundulla Memorial Hall
    Presentations to be made to – Bill Makin, Brian Altus and Carlene Blackwell
  - Wednesday 10th May – Keith Institute
    Presentations to be made to – Pat Holtham and Paul Eriksen
  - Thursday 11th May – Padthaway Sporting Complex
    Presentations to be made to – Mark Murphy

Res No 141 – Communications by the Mayor – Moved Mayor Excell seconded Cr Goossens that the Communications by the Mayor be received.

CARRIED

REPORTS OF MEMBERS

Councillor McInerney reported on the following:

- Attended Bordertown on the Move Subcommittee meeting.
- Conducted the Bordertown ANZAC Day Service.
Councillor Jackson reported on the following:
- Laid a wreath at the Keith ANZAC Day Service on behalf of Council.
- Attended Bordertown Wildlife Park meeting:
  - Site meeting at the Wildlife Park.
  - Set some priorities

Councillor Mock reported on the following:
- Attended a meeting with Abigail Good regarding the curlew population.

Councillor Goossens reported on the following:
- Attended a meeting with Abigail Good regarding the curlew population. May be an opportunity to tag the curlews to monitor them further.
- Attended some of the fundraiser film nights. Great opportunity for community groups to raise money.
- Attended Tatiara Road Safety Group meeting.
- Attended Tatiara Business Association meeting which included a tour of Bordertown Pumps and Refrigeration.
- Attended ANZAC Day Service at Mundulla.
- Attended Budget Workshops.
- Attended Workshop regarding main street traders.

QUESTIONS ON NOTICE
- Nil.

QUESTIONS WITHOUT NOTICE
- Nil.

PETITIONS
- Nil.

MOTIONS ON NOTICE
- Nil.

MOTIONS WITHOUT NOTICE
- Nil

REPORTS OF COMMITTEES

Res No 142 - Reports of Committees – Moved Cr McInerney seconded Cr Jackson that the minutes of the following Committees be received:
1. Tatiara Road Safety Group – 19th April 2017
2. Bordertown on the Move Subcommittee – 12th April 2017
3. Plant & Machinery Subcommittee – 11th April 2017
4. Tatiara CFS Group – 18th April 2017
5. Limestone Coast Local Government Association – 7th April 2017

CARRIED

Res No 143 – Tatiara Road Safety Group – 25 km/hr Past School Buses – Moved Cr Goossens seconded Cr Edwards that Council writes to the Minister for Road Safety lobbying for:
1. A national standard in relation to the 25 km/hr past school buses/emergency vehicles in both directions law.
2. Installation of signs at the South Australian/Victorian border indicating the above law.

CARRIED

Res No 144 – Tatiara Road Safety Group – Sign Installation, Keith – Moved Cr Goossens seconded Cr McInerney that Council write a letter to DPTI to request that:
1. Two additional 60 km/hr signs be installed on the Dukes Highway (1) between Makin Street and Railway Terrace (2) After Railway Terrace and before the BP at Keith.
2. No entry signs be installed at the parking bay at Keith opposite the BP.

FORMAL MOTION

Res No 145 – Tatiara Road Safety Group – Sign Installation, Keith – Matter Lay on the Table - Moved Cr Mock seconded Cr Jackson that the matter lay on the table.

CARRIED

Res No 146 – Bordertown on the Move Subcommittee – Old Shell Depot Plans – Moved Cr McInerney seconded Cr Jackson that Bordertown on the Move recommends Option 3 and that Council proceed with the development of the old Shell depot.

CARRIED

Res No 147 – Bordertown on the Move Subcommittee – Lighting Woolshed Street – Moved Cr McInerney seconded Cr Goossens that Council investigate the upgrading of lighting in Woolshed Street.

CARRIED

Res No 148 – Plant & Machinery Subcommittee – Heavy Duty Trailer – Moved Cr Jackson seconded Cr Murphy that staff investigate the possibility of sourcing the heavy duty trailer from local manufacturers in addition to monitoring of auction sites.

CARRIED

Res No 149 – Plant & Machinery Subcommittee – Grader Purchase – Moved Cr Jackson seconded Cr Mock that Council trade-in or privately sell the Volvo and Mitsubishi graders in the Council fleet and purchase a new construction grader in the 2017/18 budget year.

CARRIED

Res No 150 – Plant & Machinery Subcommittee – Plant & Machinery Reserve Fund – Moved Cr Jackson seconded Cr Hannemann that the funds received from the sale of the second grader be transferred into the Plant & Machinery reserve fund.

CARRIED

Res No 151 – Plant & Machinery Subcommittee – Grader Utilisation – Moved Cr Edwards seconded Cr McInerney that the purchase of the fourth grader for the Council will be reviewed by the Plant & Machinery Sub-committee to assess the utilization based on hire of graders, use of contractors and the utilization rate of Council’s three graders.

CARRIED

Res No 152 – Plant & Machinery Subcommittee – 2017/18 Plant & Machinery Budget – Moved Cr Jackson seconded Cr that the Plant & Machinery Sub-committee recommends that Council accept the revised 2017/18 Plant & Machinery budget:
Item                                                   | Cost  
---                                                   |------  
Replace Survey Wagon                                  | $  17,000  
Replace Red Cross Vehicle                             | $  17,000  
Replace MDIS Vehicle                                  | $  17,000  
Replace Mayor Vehicle                                 | $  17,000  
Replace Ford 4 x 2 Ute                                 | $  16,000  
Replace Ford 4 x 2 Ute                                 | $  16,000  
Replace Holden Crew Cab                                | $  16,000  
Replace Holden 4 x 2 Tipper Ute                       | $  16,000  
Replace Holden 4 x 2 Ute                               | $  16,000  
Replace Volvo Grader                                   | $ 270,000  
Purchase New Tractor                                   | $   98,000  
Replace John Deere Gator                              | $   18,000  
Replace Plant Trailer                                  | $   45,800  
Replace Walker Ride on Mower                           | $   35,000  
Small Plant                                            | $   30,000  
Total                                                 | $  644,800  

The motion lapsed for the want of a seconder.

CORRESPONDENCE

Res No 153 – Correspondence – Moved Cr Mock seconded Cr Goossens that the listed correspondence be received.

22.1 Chief Executive Officer – Robert Harkness
22.1.1 Concern re South East Gas Exploration
22.1.2 2017 Regional Showcase Program
22.1.3 Limestone Coast LGA Draft Budget for 17/18
22.1.4 Thank You for Supporting Stand Like Stone
22.1.5 Disaster Recovery Guide for Councils
22.1.6 Continued CWMS Funding Announced

22.2 Manager Technical Services – Surya Prakash
22.2.1 Tatiara Handy Help - Contract Extension
22.2.2 Keith and Tintinara Show Society Inc. - Street Lighting on Showground Parade
22.2.3 Peter Murch, PJ & LE Murch, Lovers Lane – Road into Sand Pit
22.2.4 Clayton Farm Heritage Museum Management Committee, Request to Upgrade Clayton Farm Track

22.3 Manager Development & Inspectorial Services – Rocky Callisto
22.3.1 Bordertown Old School Community Group – Works completed
22.3.2 DPTI- Residential land development activity report to December 2016

22.4 Finance Manager – Judi Molineux
22.4.1 The Million Dollar Run – Small Grant Request

CARRIED

Res No 154 - Limestone Coast LGA Draft Budget for 17/18 – Limestone Coast LGA – Moved Cr Oliver seconded Cr Mock that Council advise the Limestone Coast LGA that it has no objections to their Draft 2017/18 Budget.

CARRIED
Res No 155 - Continued CWMS Funding Announced – LGA – Moved Cr Murphy seconded Cr Oliver that Council staff prepare a report on the possible need for a Community Wastewater Management Scheme for Padthaway and the process needed to obtain funding to help install such a scheme.  

CARRIED

Res No 156 - Tatiara Handy Help, Contract Extension - Moved Cr Mock seconded Cr Goossens that Council:
1. Approves a two year extension to the Contract with Tatiara Handy Help to assist in the maintenance of parks and gardens in Bordertown, Mundulla and Wolseley which will expire in November 2018.
2. Authorises the MTS to write to Tatiara Handy Help confirming the extension of their Contract.

CARRIED

Res No 157 - Keith and Tintinara Show Society Inc., Street Lighting on Showground Parade – Moved Cr Jackson seconded Cr Goossens that:
1. That Council seek a quote from SA Power Networks to install a street light at the front gate of the Keith Showgrounds. If the quote received is reasonable in terms of Capital works and increase in SLUOS then Council proceed with the installation.
2. MTS response to Scott Manser advising of Council’s action.

CARRIED

Res No 158 – “Lovers Lane” – Road into Sand Pit – Moved Cr Murphy seconded Cr Mock that Council:
1. Approve that works to a value of $4,000 be completed to “Lovers Lane”, which will include, topping up rubble where required, patrol grading and lopping trees to create a safe access.
2. Approve that MTS respond to Mr P Murch and inform him that should any future works be required on “Lovers Lane” that the costs of any such works to be shared equally between the Council and PJ & LE Murch Backhoe & Earthmoving Contractors.

CARRIED

Res 159 – Grading of Clayton Farm Track - Moved Cr Murphy seconded Cr Mock that Council grade Clayton Farm Track from the Tatiara Creek to the Clayton Farm entrance.  

CARRIED

REPORTS OF OFFICERS

Res No 160 - Reports of Officers - Moved Cr Oliver seconded Cr Murphy that the Reports of Officers be received.  

CARRIED

Res No 161 - Community Consultation - Moved Cr Mock seconded Cr Murphy that Council:
2. Establish a large data base of e-mail contacts across the Tatiara so that Council can invite feedback on important issues.
3. Continue to consult with the public using a range of different methods including Facebook, website, newsletters, forums, information sessions, e-mail addresses etc

An amendment was moved Cr Hannemann seconded Cr McInerney that Council:

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2. Establish a large data base of e-mail contacts across the Tatiara so that Council can invite feedback on important issues.
3. Continue to consult with the public using a range of different methods including Facebook, website, newsletters, forums, information sessions, e-mail addresses etc

The amendment was put and was CARRIED
The amendment became the motion was put and was CARRIED

Res No 162 - Setting Priorities - Tatiara Economic Development Strategy - Moved Cr Edwards seconded Cr Goossens that staff prepare a report on what the best process will be to develop the Tatiara Economic Development Strategy.

CARRIED

Res No 163 - Affixing the Common Seal - Moved Cr Goossens seconded Cr McInerney 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, either verbal or written, in relation to the Lease Agreements authorises the Mayor and Chief Executive Officer to execute under the common seal of Council the following documents:

   • 1-year lease agreement between Tatiara District Council and Dennis Mullan & Nigel Clarke for Part Lot 52 Adjacent to the Meatworks Road and Pigeon Flat Road, Bordertown (CT5541/882) for grazing purposes.
   • 5-year lease agreement between Tatiara District Council and The Tatiara Men’s Shed Inc for Part Lot 60, Hundred of Tatiara - Memorial Park (CR6161/805).
   • 1-year lease agreement between Tatiara District Council and Narkoona Partners for Lot 101 and Sections 347 & 348, Hundred of Stirling (CT5326/382 and CT5354/978) – Dukes Highway, Keith.
   • 5-year lease agreement between Tatiara District Council and Bordertown Cricket Club & Bordertown Hockey Club Inc for Portion Section 82 and Portion Lot 103 Venn Avenue, Bordertown - Virgo Park (CT5835/351 and CT5662/479).
   • 5-year lease agreement between Tatiara District Council and Willalooka Progress Association Incorporated for 3436 Riddoch Highway (Section 100), Willalooka – (CR5649/261).
   • 5-year lease agreement between Tatiara District Council and PR Brookman Portion of Lot 11 (CT5890/273), 823 Mount Charles Road, Laffer - Aircraft Hangar at Keith Airfield.

CARRIED

Res No 164 - Community Consultation – Road Rent Permits - Moved Cr Mock seconded Cr Goossens 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

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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.

<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>PJ &amp; RA McLellan, D &amp; SG Mavropoulos</td>
<td>Road Rent North of Lot 91, Hundred of Tatiara</td>
</tr>
<tr>
<td>2.</td>
<td>TE Knowling</td>
<td>Road Rent between Section 370, 371 &amp; 365, Hundred of Wirrega</td>
</tr>
</tbody>
</table>

CARRIED

Res No 165 - Monthly Financial Report for April 2017 - Moved Cr Edwards seconded Cr McInerney that the Monthly Financial Comparison Statement for April 2017 be received.

CARRIED

Res No 166 – Suspension of Meeting Procedures - Moved Cr McInerney seconded Cr Hannemann that meeting procedures be suspended.

5.28 pm meeting procedures were suspended.

Res No 167 – Resumption of Meeting Procedures – Moved Cr McInerney seconded Cr Murphy that meeting procedures be resumed.

5.35 pm meeting procedures were resumed.

Res No 168 - 2017-2018 Draft Annual Business Plan - Moved Cr Oliver seconded Cr Mock that Council approves for public consultation purposes the following documents as amended:

- The Draft 2017/18 Annual Business Plan
- The Draft 2017/18 Budget
- The Draft 2017/18 Budget Snapshot Information Brochure

CARRIED

Res No 169 - 2017-18 Budget – Overhead Calculations for Field Staff - Moved Cr Jackson seconded Cr McInerney that Council approves a 75% labour overhead recovery rate for field staff for future budgets.

CARRIED

Res No 170 - 2017-18 Round 1 Community Budget Submissions - Moved Cr Mock seconded Cr Hannemann that Council for Round 1 of the 2017/18 Community Grants Programme:

1. Allocates $6,500 to the Mundulla Memorial Hall Inc for the upgrade to the carpark.
2. Advise the Mundulla Memorial Hall that Council would be supportive of an application for a loan to complete the project.

The motion was put and was LOST

Res No 171 – Mundulla Memorial Hall Carpark – Moved Cr Jackson seconded Cr Edwards that the sealing of the Mundulla Memorial Hall carpark be included in the 2016/17 Budget at an estimated cost of $28,000.

CARRIED

Res No 172 - LCLGA - 2030 Regional Transport Plan Update 2016 - Moved Cr Mock seconded Cr Goossens that Council:

1. Council adopt the revised 2030 Regional Transport Plan.
2. Council approve and adopt the Regional Road Action Plan.  

CARRIED

Res No 173 - Emu Flat Road (East of Red Bluff Road) - Moved Cr Goossens seconded Cr Oliver that the Emu Flat Road (east) proposed upgrade discussion be deferred to the June Council Meeting.

CARRIED

Res No 174 – Strengthening of Victoria Parade Bridge - Moved Cr McInerney seconded Cr Jackson that Council approve the following:

1. Council to request Department Planning Transport and Infrastructure to:
   a) Prepare a Scope of Works and design to strengthen the bridge – a request has been made to DPTI’s Bridge Asset unit to provide costs to carry out the design to strengthen the bridge.
   b) Prepare a Cost Estimate for the strengthening works.
   c) Remove Victoria Parade as being a designated Higher Mass limit route for Semi trailers and B-doubles until the strengthening works are completed.

2. Once the scope of works and cost estimates has been received, the Manager Technical Services to present a report to Council for budget considerations.

CARRIED

Res No 175 - Affixing the Common Seal to an agreement with SA Water - Moved Cr Jackson seconded Cr Goossens that pursuant to Section 38 of the Local Government Act 1999, authorises the Mayor and Chief Executive Officer to execute under the common seal of Council the following document:

- South Australian Water Corporation Land Developer Agreement Documentation, Development Application 400/DO13/16, Bordertown Industrial Estate for the Provision of Water Reticulation Systems within Land Division by the Developer.

CARRIED

6.06 pm Mayor Excell declared an interest in the following item and left the Chamber.
6.07 pm Deputy Mayor Mock took over the chair in the absence of Mayor Excell.

Res No 176 - Development Approvals – April 2017 - Moved Cr McInerney seconded Cr Goossens that delegated approval on Development Applications numbered: 400/112/16, 400/027/17, 400/029/17, 400/030/17, 400/033/17, 400/034/17, 400/036/17, 400/039/17, is noted.

CARRIED

CONFIDENTIAL ITEMS

- Nil.

OTHER BUSINESS

- Nil.

Meeting Closed at 6.07pm without the Mayor being present.

CONFIRMED

......................................................
MAYOR
......................................................
DATED

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RESOLUTIONS ACTION LIST

GO TO ATTACHMENT

A list outlining the process/action taken on Council Resolutions is attached for Council’s information.

For Information

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### OUTSTANDING RESOLUTIONS LIST

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<th>Detail</th>
<th>Responsibility</th>
<th>Progress</th>
<th>Issues Preventing Completion</th>
<th>Timeframe to Complete</th>
</tr>
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<tbody>
<tr>
<td>13/10/15</td>
<td>568</td>
<td>Wirrega Council Chairmen - that Council write to the Mundulla on the</td>
<td>CEO</td>
<td>Some information obtained. Organising plaque.</td>
<td>June 2017</td>
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<td>Move Committee asking them if they have any memorabilia relating to</td>
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<td>Chairmen of the Wirrega Council that they would be willing to loan to</td>
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<td>Council for display purposes.</td>
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<td>19/01/16</td>
<td>22</td>
<td>Proposal for an Electric Vehicle Charging Station - that:</td>
<td>MDIS</td>
<td>Lease signed by Tesla which will take effect from 1st July. Meeting with Tesla staff on site mid June</td>
<td>End June 2017</td>
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<tr>
<td></td>
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<td>1. Subject to site specific plans and specifications being submitted,</td>
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<td>Council has no objection to public consultation being undertaken</td>
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<td>pursuant to Section 223 of the Local Government Act for at least a</td>
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<td>minimum period of 21 days for submissions to be made in relation to</td>
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<td>using portion of the Heritage Street road reserve in Keith for a Electric</td>
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<td>Vehicle Charging Station.</td>
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<td>2. Once the public consultation process has been completed a further</td>
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<td></td>
<td>report shall be provided to Council to consider any</td>
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</table>
submissions and the proposal in detail to determine if a permit is to be granted to Tesla for an Electric Vehicle Charging Station.

<table>
<thead>
<tr>
<th>Date</th>
<th>Code</th>
<th>Committee</th>
<th>Action</th>
<th>Status</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/08/16</td>
<td>319</td>
<td>Plant &amp; Machinery Subcommittee – Multipac Roller – that the second Multipack roller only be sold after review of the utilization rate over the next twelve months. Staff to keep a record of the number of hours used.</td>
<td>MTS Utilisation is being monitored.</td>
<td>30 Jun 17</td>
<td></td>
</tr>
<tr>
<td>09/08/16</td>
<td>321</td>
<td>Plant &amp; Machinery Subcommittee – Water Tanker Trailer – that Council purchase a water tanker trailer with 30,000 litre capacity.</td>
<td>MTS Trailer ordered. Waiting on delivery.</td>
<td>July 17</td>
<td></td>
</tr>
<tr>
<td>09/08/16</td>
<td>322</td>
<td>Plant &amp; Machinery Subcommittee – Mercedes Truck – that Council replace the Mercedes truck plant number 497.</td>
<td>MTS Truck has been ordered.</td>
<td>July 2017</td>
<td></td>
</tr>
<tr>
<td>09/08/16</td>
<td>339</td>
<td>Keith Railway Land Development – that: 1. Council accepts the Keith Railway Land Development Option A as the design to progress to details, design and costing stage. 2. Council forward the selected concept option to DPTI and ask for a contribution towards the development. 3. Staff investigate the possibility of grant funds to assist with the carrying out of this work.</td>
<td>MTS Waiting for the outcome of the grant application. This will be notified by DPTI in June.</td>
<td>July 2017</td>
<td></td>
</tr>
<tr>
<td>8/11/16</td>
<td>457</td>
<td>Bordertown on the Move Subcommittee - Signage – that a similar sign to that one in Apex Park be placed in Tolmer Park and also the Recreation Lake.</td>
<td>MTS New sign has been completed by Keith Signs and will be installed by this month.</td>
<td>May 2017</td>
<td></td>
</tr>
<tr>
<td>8/11/16</td>
<td>465</td>
<td>JBS Australia – Bordertown Plant – Sealing of the entry point to JBS plant – that Council respond to JBS as follows: 1. Tatiara District Council agrees to seal the entry point to JBS plant off Meatworks Road as requested in their letter dated 27th October 2016.</td>
<td>MTS Working are being done by JBS and Council together to address parking</td>
<td>Waiting for JBS to complete the works. Sealing completed.</td>
<td>May 2017</td>
</tr>
<tr>
<td>Date</td>
<td>No.</td>
<td>Description</td>
<td>Assignee</td>
<td>Notes</td>
<td>Date</td>
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<tr>
<td>8/11/16</td>
<td>483</td>
<td><strong>Bordertown Medical Centre Concept Discussion</strong> – that:</td>
<td>CEO</td>
<td>Bordertown HAC, Bordertown Hospital, and the Foundation have nominated reps.</td>
<td>Dec 2017</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. Council to ensure engagement of both SA Health and Bordertown Memorial Hospital</td>
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<td>2. Council to establish a Working Party to:</td>
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<td></td>
<td></td>
<td>i. Involve all stakeholder representatives including the Health Advisory Council;</td>
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<td></td>
<td>ii. Review the March 2009 Business Case for a Bordertown GP Health Care Centre;</td>
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<td>iii. Identify current top 10 medical issues to determine medical needs to be catered for by a new medical centre;</td>
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<td>iv. Agree the most appropriate Health Model for the Centre which will work in close cooperation with the Bordertown Memorial Hospital;</td>
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<td>v. Design and cost the appropriate scale of medical centre to meet Bordertown and near region needs (using previous designs by Swanbury Penglase Architects and Alex Star Building Designs);</td>
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<td>vi. Determine financial arrangement for both the building and ongoing management of the proposed facility.</td>
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<tr>
<td>13/12/16</td>
<td>520</td>
<td><strong>Waste Landfill Site Investigations</strong> - that Council investigate the options for a regional (Limestone Coast) waste landfill site in the Tatiara, and put forward recommendations, which may include, assisting a private business to develop through to developing the site ourselves. Locations and restrictions including the option of receiving waste from other Limestone Coast Council areas.</td>
<td>MTS</td>
<td>Contract awarded to Rawtec to assist in some aspect of this investigation.</td>
<td>July 2017</td>
</tr>
</tbody>
</table>
### 14/3/17
<table>
<thead>
<tr>
<th>96</th>
<th><strong>Keith Truck Wash Report</strong> – that:</th>
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<tbody>
<tr>
<td></td>
<td>1. Council approve that the water supply at the Keith truck wash have the addition of bore water as well as from SA Water mains supply.</td>
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<tr>
<td></td>
<td>2. Council accept the water licence from the Keith Bowling Club as a gift and pay the transfer fee and convert the licence from “Recreational” to “Industrial” use.</td>
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<td>3. Council approve a budget of $41,000 for the installation of bore water supply in 2017/18 budget.</td>
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<tr>
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<td>4. Council approve that MTS negotiate with Keith Showgrounds Committee on the financial contribution towards the bore water supply located at Keith truck wash.</td>
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<tr>
<td></td>
<td>5. Council approve that MTS complete the design of a larger holding tank at the Keith truck wash and provide Council with a report on the design and costs.</td>
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</tbody>
</table>

### 14/3/17
| 101 | **Bordertown Industrial Estate Purchase – Documents** - that all documentation that relates to the above matter shall be kept confidential, pursuant to Section 91 (7) (b) of the Local Government Act until the contract is signed. |

### MTS
- Water samples to be sent to DWLCB for testing
- Negotiating with Keith Bowling Club to transfer Water Licence.
- Included $41,000 in draft budget.
- Keith Showgrounds Committee have withdrawn from joint proposal. They will do their own separately.
- Work on larger holiday tank will commence next financial year.
- Project will commence next financial year. MTS will catch up with Keith Show Committee.

### EA
- Confidential Register updated.
- Purchaser to sign contract.

### Nov 2017

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Tatiara District Council
Council Meeting – 13th June 2017
<table>
<thead>
<tr>
<th>Date</th>
<th>Committee</th>
<th>Agenda Item</th>
</tr>
</thead>
</table>
| 11/4/17  | Engineering Res No: 12 - Keith Skate Park Development | that Council:  
1. Approve the contract for the development of Keith Skate Park be awarded to Rampage Design for $80,000 GST exclusive.  
2. Delegate the CEO authority to execute the contract. |
| 11/4/17  | Libraries Forward Plan | that Council adopts the Tatiara Libraries Forward Plan to help guide the delivery of equitable and cost-effective public library services and activities across the Tatiara Region. |
|          |           | MCCS        |                              | |
| 2/5/17   | Kerbside Waste Collection and Transport of Waste to Landfill Tender - Documents | that the report and minutes that relate to the above matter shall be kept confidential, pursuant to Section 91 (7) (b) of the Local Government Act until the end of the tender process for Kerbside Waste Collection. This process should be completed by the end of February 2018. |
|          |           | EA          |                              | |
| 9/5/17   | Tatiara Road Safety Group – 25 km/hr Past School Buses | that Council writes to the Minister for Road Safety lobbying for:  
1. A national standard in relation to the 25 km/hr past school buses/emergency vehicles in both directions law.  
2. Installation of signs at the South Australian/Victorian border indicating the above law. |
<p>|          |           | MTS         | Letter sent to Minister Malinauskas. | Complete |
| 9/5/17   | Bordertown on the Move Subcommittee – Old Shell Depot Plans | that Bordertown on the Move recommends Option 3 and that Council proceed with the development of the old Shell depot. |
|          |           | MTS         |                              | Complete |
| 9/5/17   | Bordertown on the Move Subcommittee – Lighting Woolshed Street | that Council investigate the upgrading of lighting in Woolshed Street. |
|          |           | MTS         | Will organise a suitable contractor other than SAPN to produce design and cost | June 2018 |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Timecode</th>
<th>Item</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/5/17</td>
<td>148</td>
<td><strong>Plant &amp; Machinery Subcommittee – Heavy Duty Trailer</strong> – that staff investigate the possibility of sourcing the heavy duty trailer from local manufacturers in addition to monitoring of auction sites.</td>
<td>MTS: Staff are discussing with local manufacturers.</td>
</tr>
<tr>
<td>9/5/17</td>
<td>149</td>
<td><strong>Plant &amp; Machinery Subcommittee – Grader Purchase</strong> – that Council trade-in or privately sell the Volvo and Mitsubishi graders in the Council fleet and purchase a new construction grader in the 2017/18 budget year.</td>
<td>MTS: This will be actioned after the approval of the 2017/18 Budget. Specification is being prepared in consultation with field staff.</td>
</tr>
<tr>
<td>9/5/17</td>
<td>150</td>
<td><strong>Plant &amp; Machinery Subcommittee – Plant &amp; Machinery Reserve Fund</strong> – that the funds received from the sale of the second grader be transferred into the Plant &amp; Machinery reserve fund.</td>
<td>FM: Diarised and noted.</td>
</tr>
<tr>
<td>9/5/17</td>
<td>151</td>
<td><strong>Plant &amp; Machinery Subcommittee – Grader Utilisation</strong> – that the purchase of the fourth grader for the Council will be reviewed by the Plant &amp; Machinery Sub-committee to assess the utilization based on hire of graders, use of contractors and the utilization rate of Council’s three graders.</td>
<td>MTS: 10 Year Plant &amp; Machinery Management Plan will be amended to reflect this resolution.</td>
</tr>
<tr>
<td>9/5/17</td>
<td>155</td>
<td><strong>Continued CWMS Funding Announced – LGA</strong> – that Council staff prepare a report on the possible need for a Community Wastewater Management Scheme for Padthaway and the process needed to obtain funding to help install such a scheme.</td>
<td>MDIS: Report to June Council meeting.</td>
</tr>
<tr>
<td>9/5/17</td>
<td>156</td>
<td><strong>Tatiara Handy Help, Contract Extension</strong> - that Council: 1. Approves a two year extension to the Contract with Tatiara Handy Help to assist in the maintenance of parks and gardens in Bordertown, Mundulla and Wolseley which will expire in November 2018.</td>
<td>MTS: Letter sent to Tatiara Handy Help.</td>
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Tatiara District Council
Council Meeting – 13th June 2017
<table>
<thead>
<tr>
<th>9/5/17</th>
<th>157</th>
<th><strong>Keith and Tintinara Show Society Inc., Street Lighting on Showground Parade</strong> – that:</th>
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<tr>
<td></td>
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<td>1. That Council seek a quote from SA Power Networks to install a street light at the front gate of the Keith Showgrounds. If the quote received is reasonable in terms of Capital works and increase in SLUOS then Council proceed with the installation.</td>
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<td>2. MTS response to Scott Manser advising of Council’s action.</td>
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<td></td>
<td>MTS</td>
<td>Waiting for response from SAPN.</td>
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<tr>
<th>9/5/17</th>
<th>158</th>
<th><strong>“Lovers Lane” – Road into Sand Pit</strong> – that Council:</th>
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<tr>
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<td>1. Approve that works to a value of $4,000 be completed to “Lovers Lane”, which will include, topping up rubble where required, patrol grading and lopping trees to create a safe access.</td>
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<td>2. Approve that MTS respond to Mr P Murch and inform him that should any future works be required on “Lovers Lane” that the costs of any such works to be shared equally between the Council and PJ &amp;LE Murch Backhoe &amp; Earthmoving Contractors.</td>
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<tr>
<td></td>
<td>MTS</td>
<td>Letter sent to Peter Murch. Construction Supervisor has been asked to schedule the works in his program of works.</td>
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<tr>
<th>9/5/17</th>
<th>159</th>
<th><strong>Grading of Clayton Farm Track</strong> - that Council grade Clayton Farm Track from the Tatiara Creek to the Clayton Farm entrance.</th>
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<tr>
<td></td>
<td>MTS</td>
<td>Actioned with patrol grading schedule – CWS</td>
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<tr>
<th>9/5/17</th>
<th>161</th>
<th><strong>Community Consultation</strong> that Council:</th>
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<tr>
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<td></td>
<td>2. Establish a large data base of e-mail contacts across</td>
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<td></td>
<td>CEO</td>
<td>4 of 5 forums held. Padthaway on June 14.</td>
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the Tatiara so that Council can invite feedback on important issues.
3. Continue to consult with the public using a range of different methods including Facebook, website, newsletters, forums, information sessions, e-mail addresses etc.

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<th>Date</th>
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<th>Description</th>
<th>Signatories</th>
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<tr>
<td>9/5/17</td>
<td>162</td>
<td>Setting Priorities - Tatiara Economic Development Strategy - that staff prepare a report on what the best process will be to develop the Tatiara Economic Development Strategy.</td>
<td>CEO MCCS MDIS</td>
</tr>
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<td>9/5/17</td>
<td>163</td>
<td>Affixing the Common Seal - that:</td>
<td>MCCS</td>
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<td></td>
<td></td>
<td>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</td>
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<td>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 Lease Agreements authorises the Mayor and Chief Executive Officer to execute under the common seal of Council the following documents:</td>
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<td>• 1-year lease agreement between Tatiara District Council and Dennis Mullan &amp; Nigel Clarke for Part Lot 52 Adjacent to the Meatworks Road and Pigeon Flat Road, Bordertown (CT5541/882) for grazing purposes.</td>
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<td></td>
<td>• 5-year lease agreement between Tatiara District Council and The Tatiara Men’s Shed Inc for Part Lot</td>
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</tbody>
</table>
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 permits:

   - 1-year lease agreement between Tatiara District Council and Narkoona Partners for Lot 101 and Sections 347 & 348, Hundred of Stirling (CT5326/382 and CT5354/978) – Dukes Highway, Keith.
   - 5-year lease agreement between Tatiara District Council and Bordertown Cricket Club & Bordertown Hockey Club Inc for Portion Section 82 and Portion Lot 103 Venn Avenue, Bordertown - Virgo Park (CT5835/351 and CT5662/479).
   - 5-year lease agreement between Tatiara District Council and Willalooka Progress Association Incorporated for 3436 Riddoch Highway (Section 100), Willalooka – (CR5649/261).
   - 5-year lease agreement between Tatiara District Council and PR Brookman Portion of Lot 11 (CT5890/273), 823 Mount Charles Road, Laffer - Aircraft Hangar at Keith Airfield.
Road Reserve Permits authorises the Mayor and Chief Executive Officer to execute under the common seal of Council the following documents.

1. PJ & RA McLellan, D & SG Mavropoulos Road Rent North of Lot 91, Hundred of Tatiara
2. TE Knowling Road Rent between Section 370, 371 & 365, Hundred of Wirrega

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<tr>
<th>Date</th>
<th>Resolution</th>
<th>Details</th>
<th>Status</th>
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<tr>
<td></td>
<td></td>
<td>Completed Annual Business Plan, Budget and Snapshot Information document. Sent out by 15/5/17 to ratepayers and Councillors. EA put on website and maps (valuations and rating) displayed in both offices.</td>
<td>Complete</td>
</tr>
<tr>
<td>9/5/17</td>
<td>169</td>
<td>2017-18 Budget – Overhead Calculations for Field Staff - that Council approves a 75% labour overhead recovery rate for field staff for future budgets.</td>
<td>FM</td>
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<td>Applied to 2017/18 Draft Budget.</td>
<td>Complete</td>
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<td>9/5/17</td>
<td>171</td>
<td>Mundulla Memorial Hall Carpark – that the sealing of the Mundulla Memorial Hall carpark be included in the 2016/17 Budget at an estimated cost of $28,000.</td>
<td>MTS</td>
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<td>Budget will be allocated in May. Review of 2016/17 Budget. Works will be completed between</td>
<td>Complete</td>
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<tr>
<td>Date</td>
<td>Item No</td>
<td>Description</td>
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<tr>
<td>9/5/17</td>
<td>172</td>
<td>LCLGA - 2030 Regional Transport Plan Update 2016 - that Council:</td>
<td>MTS, Complete</td>
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<td></td>
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<td>1. Council adopt the revised 2030 Regional Transport Plan.</td>
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<td>2. Council approve and adopt the Regional Road Action Plan.</td>
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<tr>
<td>9/5/17</td>
<td>174</td>
<td>Strengthening of Victoria Parade Bridge - that Council approve the following:</td>
<td>MTS, Waiting for report</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. Council to request Department Planning Transport and Infrastructure to:</td>
<td>from DPTI. Report to June Council meeting.</td>
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<td>d) Prepare a Scope of Works and design to strengthen the bridge – a request has been made to DPTI's Bridge Asset unit to provide costs to carryout the design to strengthen the bridge.</td>
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<td>e) Prepare a Cost Estimate for the strengthening works.</td>
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<td>f) Remove Victoria Parade as being a designated Higher Mass limit route for Semi trailers and B-doubles until the strengthening works are completed.</td>
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<td>2. Once the scope of works and cost estimates has been received, the Manager Technical Services to present a report to Council for budget considerations.</td>
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<tr>
<td>9/5/17</td>
<td>175</td>
<td>Affixing the Common Seal to an agreement with SA Water - that pursuant to Section 38 of the Local Government Act 1999, authorises the Mayor and Chief Executive Officer to execute under the common seal of Council the following document:</td>
<td>MCCS</td>
</tr>
<tr>
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<td>- South Australian Water Corporation Land Developer Agreement Documentation, Development Application 400/DD013/16, Bordertown Industrial</td>
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<tr>
<td>Estate for the Provision of Water Reticulation Systems within Land Division by the Developer.</td>
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</table>
At the Council Meeting on the 9th of May 2017 Cr Mock moved that the matter below lay on the table:

**Res No 144 — Tatiara Road Safety Group — Sign Installation, Keith** — Moved Cr Goossens seconded Cr McInerney that Council write a letter to DPTI to request that:
1. Two additional 60 km/hr signs be installed on the Dukes Highway (1) between Makin Street and Railway Terrace (2) After Railway Terrace and before the BP at Keith.
2. No entry signs be installed at the parking bay at Keith opposite the BP.
8 COMMUNICATIONS BY THE MAYOR

Recommendation: That the Communications by the Mayor be received.

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9 REPORTS OF MEMBERS

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9.1 Report to Council on Meeting with the Prime Minister – Deputy Mayor Robert Mock

On the 15th of May the Mayor asked me to stand in for him, and so I took the Mayor's car to Naracoorte, picked up Mayor Erica Vickery and proceeded to Mount Gambier to meet the Prime Minister Malcolm Turnbull. It was a last minute affair as the PM’s schedule is not given out until a few days before. We were expecting about 40 people and perhaps be able to put an opinion to the PM. That was not to be as there were about 150 packed into the bar at Gen’s Hotel. Malcolm met most people briefly and then gave an address praising local government. He then took questions from the floor ranging from fracking, electricity supply and “marriage equality”.

Erica and I were then able to talk at length with Tony Pasin and Troy Bell after the PM moved on to dinner. There was a small presence of anti mining protesters outside the hotel who were somewhat rude and persistent.

All in all, probably a worthwhile exercise.

10 QUESTIONS ON NOTICE

GO TO NEXT ITEM BACK TO INDEX

Councillor Mock has submitted the following Question on notice:

Question: What does Council need to do to be considered for signage on some of our roads, (including DPTI roads) indicating 50kph ahead, instead of 80kph lead in and exit signs?

Explanation;
Some SA towns now have 50kph ahead signs. NSW and Vic have had for some time. These signs allow the driver to consider their own ability to achieve the prescribed speed at the time the 50kph is reached. Drivers then have the ability to return to the open road limit at the end of the 50kph zone where it is open country, rather than be restricted to 80kph for a distance because signs are usually place across the road from each other. Where there is a long built-up area or major intersections etc. the current 80kph limit signs are appropriate.

Note; please read 60kph ahead where that is the prescribed speed

11 QUESTIONS WITHOUT NOTICE

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<table>
<thead>
<tr>
<th></th>
<th>PETITIONS – NIL</th>
<th></th>
<th>MOTIONS ON NOTICE – NIL</th>
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**Recommendation:** That the Reports of Committees be received.

15.1 Bordertown on the Move Subcommittee

**Recommendation:** That the minutes of the Bordertown on the Move Subcommittee Meeting held 10th May 2017 be received.

**Recommendation:** That Bordertown on the Move Subcommittee recommend that the Tatiara Tourism Committee investigate the possibility of erecting signage highlighting the Bordertown Wildlife Park White Kangaroos on the outskirts of the town on private property at the 3 main entrances to the town.

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Tatiara District Council

BORDERTOWN ON THE MOVE

Meeting held on Wednesday 10th May 2017
at Tatiara District Council Committee Room, Bordertown at 7:30pm

MINUTES

1. PRESENT: Cr K McInerney (Chairman), N Smedley, B Hammond, M Dollard, L Staude, M Ballinger, C Wurst.

2. APOLOGIES: L Borrillo, Cr D Penniment, S Prakash.

3. CONFIRMATION OF MINUTES

Moved M Dollard seconded B Hammond that the minutes of the Bordertown on the Move Subcommittee meeting held 12th April 2017 be received.

CARRIED

4. BUSINESS ARISING:

4.1 Old Shell Depot
Option 3 to go ahead.

Members of Bordertown on the Move would appreciate a walk through to discuss the proposed plan.

4.2 Naracoorte Road Entrance
From South Terrace corner to Victoria Parade to be given a footpath and kerbed with parallel parking.

4.3 Bordertown Wildlife Park

Moved B Hammond seconded M Dollard that Bordertown on the Move recommend that the Tatiara Tourism Committee investigate the possibility of erecting signage highlighting the Bordertown Wildlife Park White Kangaroos on the outskirts of the town on private property at the 3 main entrances to the town.

CARRIED

5. CORRESPONDENCE:

There was no correspondence.
6. **REPORTS:**

Moved L Staude seconded C Wurst that the reports be received.  

6.1 **Parks and Gardens – M Crombie** (provided to Executive Assistant)
- Park mowing and maintenance
- Park and street furniture maintenance
- Cemetery grave maintenance
- Street tree pruning
- Irrigation repairs
- Weed spraying in reserves and town streets

6.2 **Tourism**
- No Report.

6.3 **Men’s Shed – N Smedley**
- Purchased a 40 ft container for storage of restored furniture and timber.
- Put roller door in the side of the 40 ft container for easy access.
- Membership has increased.
- Members restoring and making goods for the community.

6.4 **Tatiara Business Association – M Dollard**
- Visited Bordertown Pumps and Refrigeration. Meeting at new Tolmers Takeaway.

6.5 **RSL – Cr Ken McInerney**
- ANZAC Day celebrations went well.
- Gun in place with shelter over it.
- A shed is to be erected at the rear of the RSL Hall for storage purposes.

7. **GENERAL BUSINESS:**

7.1 **Special Effort Award**

It was decided not to consider a special effort award for this month.

7.2 **Water Fountain**

It was at a recent meeting at which Robert Mock attended, grants from Stand like Stone were mentioned, and the opportunity to apply. The question was raised as to whether BOTM could apply for a grant and it was stated that no, we were unable to do so. However, the Business Association could or even Rotary if they chose to use the water fountains as a project. It was agreed that Water Fountains in the main street would be a valuable addition but not a high priority to council. To be kept under notice.

**ITEMS REQUIRING FURTHER REVIEW** (to stay on minutes)
- DPTI Depot
- Shell Depot
- Signage - North Terrace

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- Area Promotion
- Memorial Park Concept Plan
- Naracoorte Road entrance to the town
- Electronic Billboard
- Membership
- Signage
- Water fountains

**NEXT MEETING:** 14th June 2017

**MEETING CLOSE:** Meeting closed at 9.10 pm
15.2 Clayton Farm Heritage Museum Management Subcommittee

Recommendation: That the minutes of the Clayton Farm Heritage Museum Management Subcommittee Meeting held 4\textsuperscript{th} May 2017 be received.
TATIARA DISTRICT COUNCIL
CLAYTON FARM HERITAGE MUSEUM MANAGEMENT COMMITTEE MEETING

Held on Thursday 4th May 2017 at Clayton Farm

TIME – Meeting began at 8.04pm.

WELCOME – President, Alan Finlayson welcomed everyone to the meeting.


Visitor – Trevor Thomas, Alan Nankivell.

APOLOGIES – Kingsley Green, Richard Hunt.

CONFIRMATION OF MINUTES – Peter Rowett moved and Neil Smedley seconded that the minutes of the previous meeting of Clayton Farm Heritage Museum Management Committee held on 6th April be a true and correct record.

BUSINESS ARISING FROM MINUTES –

CORRESPONDENCE –

OUTWARD – Letter to Council regarding the state of Clayton Farm Track

WORKING BEE REPORT – APRIL 2017

- Sorting of old cards, newspapers and magazines.
- Tour carried out.
- Mowing.
- Manchester items photographed & measured for Mosaic entry.
- Termite traps laid.
- Area for new lawn cleared of stones.
- Old fence removed in preparation for new fence to be built.
- Post & rail fence built from front gate to chook yard.
- Ploughs and tractors being prepared for “Plough day”.

VOLUNTEER HOURS – 254 hours.

VISITOR NUMBERS – 6 pensioners & 2 adults.

GENERAL BUSINESS –

- Sheds are in need of re – roofing.
- Gutters need to be fitted around the cellar.
- Sump needs to be dug under bottom step of cellar.
- Caretaker’s bathroom needs painted.
- Garden Budget needs to be finalised – Caretaker to make a list & quote regarding gardening needs for the next 12 months.
- Caretaker’s chimney needs to be “swept”.
- Underground tank pump needs to be fixed.
- Door needs to be fitted to public toilets.
- Caretaker will be away for 4 days – roster to be organised for those days.
• SA stock horses have booked in for a tour only on Thursday May 11th. They will bring their own lunches and have tour after lunch.
• All weddings held on the farm have to be included in Clayton minutes & treasurers report.
• Phyllis Salmon talked to the meeting about her conversation with some visitors to Bordertown, who were disappointed with the information received at the front desk of the council office. They were older people, and wanted more “face to face” help, but were directed to the touchscreen, which they found difficult to manage, rather than being spoken to in detail. It was discussed and recommended that we write to council suggesting one of their employees at the front desk needs to be trained in local tourism, seeing there is no longer an outside Visitor’s Information Centre.
• It was discussed and recommended that we write to council to ask them how we can erect extra “signage” between the Frances Road and Clayton Farm Track.

MEETING CLOSED AT 8.30pm
15.3 Tatiara Tourism Group Subcommittee

GO TO ATTACHMENT

Recommendation: That the minutes of the Tatiara Tourism Group Subcommittee Meeting held 22nd May 2017 be received.

Recommendation: That Council invite by tender, tourism website design service organisations to propose the re-design of Council’s website and social media platform, which provides an engaging online experience that inspires visitors and drives regional sales.

Recommendation: That Council invite suitable public wi-fi design service organisations to review and propose the re-design of Council’s wi-fi strategy, which includes free wi-fi hotspots in Bordertown and Keith.

Recommendation: That Council invite by tender, economic development consultants to develop a regional economic development strategy, which has the potential to make a significant contribution to the Tatiara regional economy.

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Tatiara District Council

TATIARA TOURISM GROUP

Minutes of meeting held on Monday, 22nd May 2017
In the Mayor’s Office, Woolshed Street, Bordertown at 10.30 pm.

MINUTES

PRESENT: Chairman Cr Liz Goossens, Sue Aitken, Wendy Gogel, Rae Campbell, Alan Finlayson, Rosie Hayes & Kingsley Green (Manager Corporate & Community Services).

APOLOGIES: Alan Morcom

IN ATTENDANCE: Mayor Graham Excell, Naomi Fallon, Sally Bywater, Heather Mewett & Alison Dimitriadis.

The Chairman welcomed all to the meeting.

CONFIRMATION OF THE MINUTES:

Moved W Gogel Seconded R Campbell that the minutes of the Tatiara Tourism Group Meeting held at the Willalooka Tavern, Willalooka on Monday 5th December 2017 be accepted as a true record.

CARRIED

BUSINESS ARISING FROM THE MINUTES: Nil

CORRESPONDENCE: Nil

REPORTS:

1. Staff Reports:
   a. Heather Mewett: Outlined to members her role and responsibilities with Library Services and assisting with facility and event management – both involving the delivery of tourism services.
   b. Sally Bywater: Outlined her role and responsibilities with regard to the management and administration of tourism brochures and tourism website statistics. This included the following information:
      i. Tatiara Visitor Guides (February – May 2017):
         a. 25,000 delivered.
         b. 222 taken from Council office (average of 56/month).
         c. 190 taken from Morning Loaf Bakery (average of 48/month).
         d. 29 boxes delivered to other VIC’s and local businesses – 4,487 in total.
      ii. Averaging 140 sessions per month on Visit Tatiara website – 255 page views.
      iii. April Stats included 181 hits on Events, 158 Welcome to Tatiara Tourism, 71 Explore Bordertown, 56 Explore Mundulla, 55 Stay.
iv. February Stats included 178 hits on Events, 114 Explore Bordertown, 54 Explore Mundulla, 54 Stay, 45 Explore Keith.
v. Averaging 25 Premier Stateliner Bus Tickets per month.

c. **Alison Dimitriadis**: Outlined her role and responsibilities with regard to:
i. Providing relevant, accurate, timely and engaging content on Council’s social media sites.
  ii. Providing a point of contact for updating community and/or business information on Council’s social media sites. This includes proactively contacting clubs and community groups regarding their upcoming events.
  iii. Sourcing relevant photographic images, posters etc. to deploy on the tourism website.
  iv. Updating the events calendar on Council’s tourism website.
  v. Since January 2017 she has been contracted to work 16 hours per week, spread over 4 days, and has made approximately 500 changes to Council’s tourism website, corporate website and facebook sites.

d. **Naomi Fallon**: Naomi outlined her new high-quality touring exhibitions program, which ensured the region has access to high quality contemporary visual arts practices. The program encompasses exhibitions of visual arts, craft, social history, Indigenous culture, new media, architecture and design. Naomi outlined the following 12 month proposed projects / exhibitions in the Walkway Gallery:

  i. Tessie Gaskell, Retrospective.
  ii. James Dodd, Shed Wizard (9th July to 26th August 2017)
  iii. Del Kathryn Barton, Red (1st to 30th September 2017)
  iv. Tatiara Art Prize (Saturday 7th October to November 24, 2017)
  v. Keith Drama Group (20th to 21st October 2017)
  vi. Keith Art Group (10th to 14th November 2017)
  vii. Bob Hawke Gallery re-launch (9th December 2017)
  viii. Gerry Wedd, Kitschen Man (from the Jam Factory) (1st December to 23rd February 2018).
  x. Tatiara Palette Painters (7th May to 8th June 2018).
  xi. Patricia Piccinini, The Lovers (22nd June to 5th August 2018).

Naomi also highlighted how the Walkway Gallery has become an important tourism attraction, highlighting that 7,000 people attended the Ben Quilty exhibition over weeks, with 60% of those attending residing from outside the district. She also highlighted that a strong social media platform was largely responsible for attracting tourists, with the Facebook site receiving 32,000 hits.

2. **MCCS Report**:

6.1 **Limestone Coast LGA**: The MCCS informed members that he recently attended the Limestone Coast Tourism Advisory Group, which discussed issues surrounding the Regional Tourism Strategy. This included:

6.1.1 LCLGA Priorities to Grow the Visitor Economy.

6.1.2 Preliminary work for the LCLGA.

6.1.3 Release of the Australian Regional Tourism Network Report on “Local Government Tourism: The Contribution of Local Government to the Australian Tourism Industry”.

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6.2 **Events:**

6.2.1 SA Regional Tourism Summit (Annual VIC Conference):

6.2.2 Local Government IT Conference – 16th – 18th May 2017: Highlighted that the LG sector is not communicating well, particularly with regard to the following:

6.2.2.1 Highlighted that a number of Councils are developing or have developed tourism and economic development wi-fi and bluetooth (bluetooth beacons) strategies. With most Councils establishing different programs and financial outcomes (e.g. Yankalilla; Port Pirie; Holdfast Bay; Gawler).

6.2.2.2 Highlighted that Councils are investing into Drone technology for tourism promotion and marketing. However, there is no information or resource sharing between Councils.

6.2.2.3 Highlighted that most Councils operate as competitors – trying to attract the same market.

6.2.3 SATIC Tourism Conference – 6th & 7th June 2017: The Summit highlighted the following key initiatives, which are meant to be future proofing the industry:

6.2.3.1 Developing a manual for change-making.

6.2.3.2 Developing an “Apple Store approach”.

6.2.3.3 Embracing the Digital Space.

6.2.3.4 Plug gaps in Visitor Servicing.

6.3 **Council Tourism Plan Workshop:** Council recently held a tourism development and planning workshop to prioritise key drivers to bring about both tourism and economic development growth. In summary, the key areas identified were:

6.3.1 **Governance:**

6.3.1.1 Establishing a representative committee comprising people with the skills, knowledge and experience to provide insights and value add to the regional tourism strategy.

6.3.1.2 Establish a new, innovative and adaptive plan that capitalises on the Region’s core tourism assets and identifies new markets or initiatives.

6.3.1.3 Making appropriate funding available; assisting with grant applications etc.

6.3.1.4 Providing appropriate training for all staff.

6.3.2 **Co-operative Relationships:**

6.3.2.1 State Level: between Council and other industry operators (e.g. LGIT; SATC; SATIC; other Councils throughout the State and nationally).

6.3.2.2 Regional Level: between Council and key stakeholder groups (e.g. Tatiara Business Association).

6.3.2.3 Local level: between Council and local service providers.

6.3.3 **Information Communication & Technology:**

6.3.3.1 Engaging in aggressive promotion (e.g. branding, marketing)

6.3.3.2 Providing quality information that is readily available.

6.3.3.3 Developing a more engaging, emotive and informative social media presence (i.e. website; better search engines etc.)

6.3.4 **Event and Facility Management:**

6.3.4.1 Enhancing attractions (e.g. Bob Hawke Gallery).

6.3.4.2 Promoting special events: (e.g. Dirt and Diesel; Moot Yang Gunya Festival; Walkway Gallery; Bordertown Show; Keith Show).

6.3.4.3 Attending events: promoting the region at key events and forums (e.g. setting up trade fairs and stalls at Council events; establishing a presence at iconic events and attractions etc.).
6.3.5 **Iconic Events / Attractions:** Supporting local events and attractions, including:

6.3.5.1 Dirt and Diesel and Jet Boats.
6.3.5.2 Moot Yang Gunya Festival.
6.3.5.3 Bordertown Show.
6.3.5.4 Keith Show.
6.3.5.5 Bob Hawke Gallery.
6.3.5.6 White Kangaroos.
6.3.5.7 Poocher Swamp.
6.3.5.8 Moot Yang Gunya Swamp.
6.3.5.9 Mt Monster

6.3.6 **Key Projects:**

6.3.6.1 Signage.
6.3.6.2 Mobile visitor information services (e.g. pop up facility; VIC/events caravan etc).

**GENERAL BUSINESS:**

- **Social Media:**
  3. Members discussed the need to enhance the value of Council’s tourism website and social media sites. Members agreed that when used effectively, social media can have all the benefits of word of mouth, just on a larger scale! It can also help our region reach a much higher number of potential customers.

  2. Members discussed the potential advantages that a great social media platform can bring to Council’s tourism strategy, including:

  - Increasing traffic to our website.
  - Improving search engines.
  - Greater customer engagement.
  - Greater access to key tourism markets.
  - Opportunity for customer feedback.
  - Opportunity to conduct market research about our customers.
  - Improving networking opportunities with customers and other businesses.

  3. Members expressed their disappointment with the current website and social media platform. They believed the current tourism website and social media strategy needed to be urgently reviewed by a professional in the field, who could plan, create and leverage web content that inspires potential visitors and tourists, increase our destination travel website traffic and convert tourists and visitors into shoppers and buyers.

  The Committee agreed that it’s not about creating beautiful websites; it’s about creating beautiful websites that work. Therefore, a great website should provide an opportunity to communicate exactly what our region has to offer, to make our region more desirable to visitors and tourists searching for travel options. The website could facilitate an exchange of information and ideas – words, pictures, video, data, feedback and reviews – in other words, web content.

  Unlike print and broadcast communications created for and served to a very specific group of people, members agreed that a new tourism website design
– as well as our web content – should serve two audiences: people and search engines.

Members believe that maximizing our visibility can be the difference between high traffic and no traffic – both on our site and at our door.

The Committee believes Council needs to maximise the region’s tourism and economic development potential now. This involves engaging a proactive designer who will work with Council to build an increasing follower and fan-base, effectively promoting our brand, services and products on platforms such as Facebook, YouTube and Twitter, drive engagement and ultimately strengthen customer relationships.

Moved Wendy Gogel Seconded Rae Campbell that Council invite by tender, tourism website design service organisations to propose the re-design of Council’s website and social media platform, which provides an engaging online experience that inspires visitors and drives regional sales.

CARRIED

• Wi-fi Strategy:
  4. Members discussed the current tourism wi-fi strategy and the need to further implement its roll-out, offering free internet hotspots in Bordertown and Keith. The Committee believe this will enhance the value of Council’s tourism and economic development strategy.
  2. The benefits of having a free and public wireless zone are now intrinsic to a tourism and economic development strategy. There is now a digital divide: where some Council’s or regional communities are being left behind because they don’t have public access to internet.
  3. One of the driving motivations for the Committee is to have the Tatiara become a destination town, instead of a place to drive through. People will recognize that our towns are “cool” and “hip” when their iPhone dings with an announcement of a free wireless signal as they drive through. That free zone gives them a motivation to stop and explore the towns more, and also allows the towns to be recognized as a forward-thinking place, where new ideas and technology are welcomed.
  4. Most of these users will be from out of the region, meaning that they have stopped in one of the wi-fi hot spots and decided to log on to the wi-fi. They might just want to check their email, but each of those visitors will see what else the towns can offer them as well.

Moved Wendy Gogel Seconded Rae Campbell that Council invite suitable public wi-fi design service organisations to review and propose the re-design of Council’s wi-fi strategy, which includes free wi-fi hotspots in Bordertown and Keith.

CARRIED

• Economic Development Strategy:
  1. Members believed that a sustainably developed tourism sector creates jobs and contributes to overall regional economic development, which in turn fosters growth. While this sector may not be the engine of growth, Committee members believe it has the potential to make a significant contribution to our regional economy.
  2. Members have come to understand the importance of tourism as an economic development tool - where tourism and economic development go hand-in-hand.
  3. They recognize that tourism can create opportunity, where it can have an impact on economic activity, and this increase in activity should be seen as desirable.

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4. It was highlighted, that people who consider moving a business or industry to a community visit the community first as tourists/visitors. If they are not treated well when visiting the community there is very little chance that they will move their business and family to our location.

5. The bottom line is that the Committee believes tourism should not be seen as merely an economic development tool, but rather the basis upon which economic development can be built.

Moved Rosie Hayes Seconded Sue Aitken that Council invite by tender, economic development consultants to develop a regional economic development strategy, which has the potential to make a significant contribution to the Tatiara regional economy.

CARRIED

- Next Service with a Smile recipient: following discussion it was agreed that Mel Mitton from Mitre 10 would be the next recipient of the award.

With there being no further business, Liz Goossens thanked everyone for attending the meeting and then called the meeting to a close.

Meeting closed at 12.10 pm.

Next Meeting: 10.30 am on Monday 26th June 2017
15.4 Tatiara CFS Group

Recommendation: That the minutes of the Tatiara CFS Group Meeting held 16th May 2017 be received.
TATIARA CFS GROUP
TATIARA DRY FIRE FIGHTING COMMITTEE
General Meeting
Minutes of meeting held at Emergency Services Centre
Bordertown on Tuesday 16th May 2017 at 8.00 p.m.

PRESENT:

Meeting Chairman: Bruce Hunt
Group Officer: Darryl Napper
Deputy Group Officers: Jason Kleinig
Administration Co-ordinator: Deanne Butler
Training Officer: Damien van de Velde
Fire Prevention Officer: Adrian Packer
Tatiara Dry Fire Fighting Committee: Bruce Hunt
SE Volunteers Representative: Darryl Napper
WH & S Representative: Adrian Packer
Brigade Representatives:
Bordertown: Jeremy Spaan
Keith: Jason Wayman
Mundulla: Damien van de Velde
Padthaway: Robert Galbraith
Sherwood: Justin Cornish
Western Flat: Adam Belluzo

Apologies:
Trevor Staude, Ricky Moore,
Peter Will, Kim Nicholls, Kyall
Presgrave, Craig Muster, Jake
Rich

Minutes:

Res No 2224 – Confirmation of the Minutes –
Minutes to be confirmed at the June meeting as there was not a quorum present.

Business arising from Minutes:
Brigade audits done – member list, foam explanation and Field Uniform sizing forms
for ordering (if we get in early we may be first to receive them). Cushion hitches for
Tatiara 34 which is at Tatiara Trucks at the moment. Hitch has to be rated and
adaptable for future vehicles and approx cost $3000 per hitch + $2000 fitting. Bruce
to liaise with Tatiara Trucks for best options.

Reports:

Res No 2225 – Finance Report – Deanne Butler reported
Expenditure to the end of April $106331. Budget $130779. Expenses still to be
claimed $1817
Wickham Flower and $2257 for solar installation at Bangham.

Res No 2226 – Group Officer – Darryl Napper reported
Attended Group Officers meeting. Suggestion made to utilise excess budget funds on
a regional basis for shed upgrade at the Regional Training Centre. Fire suppression
unit needed for the JD skidder. Speed limits discussed. V & E committee – Jason
Wayman the regional rep for cadets. Incident Command Vehicles – unrealistic list of
requirements. Regional Co-ordination Centre. Fleet awareness. Officer’s Seminar 19th & 20th August at the Clare Country Club.

Res No 2227 – Bushfire Prevention – Adrian Packer reported
145 permits issued mainly for stubble burning. Burning in towns – the TDC has issued exemptions to several sporting clubs.

Res No 2228 – Tatiara Dry Fire Fighting Committee – Bruce Hunt reported
Date of the next meeting to be advised but will be in the next couple of weeks.

Res No 2229 – SE Volunteers – Darryl Napper reported
Meeting next week.

Res No 2230 - Training – Damien van de Velde reported
Mundulla and Bordertown brigades went to JBS for a very informative training session. Hot Pad training coming up at the State Training Centre. Very low numbers of new members. Courses are being cancelled as a result. Kongal have done burnover drill and AIIRS training. Operate Pumps course is a new course and would be very beneficial for Bordertown and Keith brigades.

Res No 2231 – WH&S – Adrian Packer reported
Regional meeting last night and State meeting next week. Brigade inspections done. Q Fever vaccinations not covered by CFS. CFS will pay for Hep B for RCR brigades but it will have to be done at Mount Gambier or Naracoorte and is quite an involved process. Work Capacity Certificates – these need to be filled out and returned to Region 5 after being certified by a doctor.

Res No 2232– Equipment – Darryl Napper reported
Not happy with the Mundulla truck service as it was at Tatiara Trucks for 10 days and the pump still didn’t work. The ladder on Keith 34P not locking down. Bordertown pumper to be changed over soon. Speed limit reduction signs.

Reports to be received at the next meeting.

Correspondence:
Various emails. Thank you letter sent to the Golf Club.

Correspondence to be received at the next meeting.

General Business:
1. Darryl – looking at airstrips, water capacity for bombers etc. CFS now responsible for the tanks etc. Rex Hall query re old tractor.
2. Keith – a few call outs and 1 VA. Paul Erickson received Volunteer of the Year. Cadets attended the memorial service at Naracoorte and did an excellent job.
3. Mundulla – ute caught fire during burning off. Very dangerous situation with onlookers including children. Not at all happy with the truck service done by Tatiara Trucks as the repair list provided wasn’t even looked at and they had the truck for 10 days and no-one was notified when it was ready. The shed is operating very well and the official opening will be in 4 or 5 weeks.
4. Sherwood – attended a couple of incidents which was very useful for truck familiarisation.
5. Padthaway – fatal VA. SPAM attended. 25 year medal presented to Matt Roberts.
6. Darryl – Marcollat station broken into and radios etc stolen. Outlying brigades in particular need to be vigilant.
7. Deanne – remember to get any invoices in asap. AGM this year (election year).

MEETING DECLARED CLOSED  9.25 pm
Confirmed

Next Meeting Tuesday 20th June 2017
Chairman
15.5  CEO Selection Panel Committee

GO TO ATTACHMENT

Recommendation: That the minutes of the CEO Selection Panel Committee Meeting held 9th May 2017 and 6th June be received and the following recommendation be noted:

1. That Council appoint McArthur Management Services to assist council to recruit a new Chief Executive Officer at a cost of $9,000 ex gst plus additional advertising costs.

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MINUTES

PRESENT: Mayor G Excell and Councillors R Mock, L Goossens, D Edwards & K McInerney

IN ATTENDANCE: CEO R Harkness

APOLOGIES: Nil

Mayor welcomed everyone to the first meeting of this committee

CORRESPONDENCE Nil

REPORTS OF OFFICERS

Moved Cr Edwards seconded Cr Mock that the report from the Chief Executive Officer be received.

CARRIED

Terms of Reference of this Panel

Council in February 2017 appointed a CEO Selection Panel with the following terms of reference:

1. The Committee is formed pursuant to Section 41 of the Local Government Act 1999 for the term of the Council.
2. The Chairman of the Panel will be the Council Mayor.
3. The Committee shall comply with Council’s Meeting Code of Practice Policy and Part 2 of the Local Government (Procedures at Meetings) Regulations.
4. All members are required to abide by the Conflict of Interest provisions set down in Sections 73, 74 and 75 of the Local Government Act 1999.
5. The general functions of the Committee are:
   A) In accordance with Council’s Procurement and Tenders Policy, to engage an appropriate recruitment consultant to manage and conduct the process of selection of a suitable candidate for the position of CEO;
   B) To Work with the appointed consultant;
      i. To facilitate the preparation of, and approve, the position description for the role of Chief Executive Officer;
      ii. to facilitate the preparation of the advertisement;
      iii. to set the salary and conditions;
      iv. To approve the Candidate Application Package;
v. To review the short listed applicants as recommended by the consultant for presentation to Council;
vi. To interview short listed applicants; and
vii. To facilitate the interview of a preferred candidate or candidates by the full Council.

6. The committee shall consist of the Council Mayor, Deputy Mayor plus Councillors McInerney, Goossens and Edwards.

7. The committee shall meet on an “as required” basis.

8. Minutes of all meetings shall be kept and presented to the Council.

Current Situation and Possible Future Timeframe

- The current CEO’s contract expires in late November 2017.
- Council would be looking for a new CEO to commence work in mid November to early December 2017.
- Allow 2 months from date of appointment for the new CEO to give notice and to relocate to the Tatiara.
- Hence Council needs to make an appointment of a new CEO at a special meeting in early September.
- Carry out interviews in early to mid August.
- Start advertising the position in July.
- Appoint a Recruitment firm by the June meeting. They, in consultation with council’s Recruitment Committee:
  - develop a position description and key performance indicators,
  - develop the parameters of an employment package,
  - advertise the position
  - be a point of reference for applicant enquiries
  - conduct preliminary interviews/reference checks
  - assist the committee with final interviews

Need to get prices for a Recruitment Firm in May.

Possible Consultants

There are many consultants who would be interested in this task. Council’s Procurement and Tenders Policy states:

Council Policy requires that Council invite written quotations before making a contract for the carrying out of work or the supply of goods or services involving a cost of between $10,000.00 and $100,000.00. The invitation must be given to at least three persons/organisations who Council considers can meet its requirements at competitive prices.

Hence we do not have to go to open tender we just need to get at least 3 prices.

The SA LGA provide a panel of 7 of the State’s most highly regarded legal, HR and recruitment firms to deliver comprehensive Human Resource and Industrial Relations services to the SA Local Government sector. For the recruitment of CEO & General LG Positions they recommend 3 providers being:
- Davies Stewart Recruitment & HR
• Locher
• McArthur

There is no obligation on any council to use one of the above. There are other Companies out there who can do the work and who would be interested in the work.

Eg.
• Wattle Range Council used Morton Philips Recruitment
• AME Recruitment have already contacted the Mayor (as have McArthurs)
• Alexandrina Council used Hender Consulting

Specification for the Recruitment consultant’s involvement in the selection process will include:

The recruitment consultant is to work with the selection panel to clarify Council’s needs and to carry out the following:
- Development or review of the position description;
- Identify remuneration range and overall salary package;
- Development of selection criteria;
- Drafting of the advertisement;
- A State or Nation wide advertising campaign;
- Fielding enquiries from potential applicants;
- Collating and presenting schedule of applicants to the committee;
- Shortlisting of the applications;
- Drafting of the questions for interview;
- Up to two rounds of interviews;
- Identification of a preferred candidate;
- Psychological profiling if required;
- Undertake referee checks;
- A report to Council including a draft resolution;
- Negotiation and offer to the preferred applicant;
- Amending Employment contract and performance targets;
- Arranging for signing of employment contracts;
- Ensuring the successful integration of the new CEO

Consultant in their response is to provide details of:

1. Fees to undertake the recruitment of a new CEO for Tatiara District Council
2. Experience in recruiting CEOs and/or Directors for Local Government positions
3. Proposed/suggested advertising campaign
4. Suggested timetable for the process
5. Any warranty that applies if the new CEO leaves within 12 months of commencing

Moved Cr Mock seconded Cr Edwards that council invite the following consultants to submit offers to assist council to recruit a new Chief Executive Officer:

1. Davies Stewart Recruitment & HR
2. Locher
3. McArthur
4. Morton Philips Recruitment
5. AME Recruitment

CARRIED

NEXT MEETING: Before the June Council meeting possibly on June 6

Meeting closed at 2.45pm
TATIARA DISTRICT COUNCIL

CEO Selection Panel Committee

Minutes of meeting held on Tuesday 6th June 2017 in the Council Meeting Room Bordertown commencing at 3.00 pm

MINUTES

PRESENT: Mayor G Excell and Councillors R Mock, L Goossens, D Edwards & K McInerney

IN ATTENDANCE: CEO R Harkness

APOLOGIES: Nil

CONFIRMATION OF THE MINUTES:

Moved Cr McInerney seconded Cr Mock that the minutes of the CEO Selection Panel committee meeting held on 9th May 2017 are accepted as a true and correct record.

CARRIED

CORRESPONDENCE

Moved Cr McInerney seconded Cr Goossens that the offers to assist council to appoint a new CEO from the following recruiting companies be received:

1. Davies Stewart Recruitment & HR
2. AME Recruitment Pty Ltd
3. McArthur Management Services
4. Morton Philips Recruitment
5. Hender Consulting

CARRIED

REPORTS OF OFFICERS

Moved Cr Goossens seconded Cr Edwards that the report from the Chief Executive Officer be received.

CARRIED

Council accepted this committee’s recommendation that we invite 5 companies to submit an offer to help appoint a new CEO. When I contacted Locher they advised that their 2 Executive recruitment people had left the company and they were no longer a preferred provider with the LGA. I discussed this with the Mayor and we decided to also ask Hender’s to submit an offer.

There was some confusion after reading the 5 submissions re whether there was a need or not to advertise the vacant position in the Advertiser. The Local Government Act states:

98. Appointment procedures
(1) If a vacancy occurs or is about to occur in the office of chief executive officer, the council must take steps to fill the vacancy (or the pending vacancy).

(2) The council must appoint a person to act in the position of chief executive officer until a vacancy is filled.

(3) For the purpose of filling a vacancy, the council must invite applications by advertising in a newspaper circulating throughout the State, and may take other action as the council thinks appropriate.

(4) The council must appoint a selection panel to assess applications for the position of chief executive officer, to recommend readvertisement or other additional steps (if necessary), and to make recommendations to the council on an appointment.

(5) The council makes the appointment to the office of chief executive officer.

(6) This section does not apply in circumstances involving the reappointment of a chief executive officer following the completion of a term of office.

Advice from Kelledy Jones Lawyers stated that:

In relation to your question, section 98 is prescriptive in nature and sets out a mandatory requirement in that the council must invite application by advertising in a newspaper circulating throughout the State.

Given The Advertiser is our only State based newspaper the vacancy will need to be advertised in that paper. This approach can be supported by other strategies such as those you have listed below, but these methods are supplementary to the legal requirement.

Hence we do need to advertise in the Advertiser but it can be as big or as small as council wants.

Moved Cr Edwards seconded Cr Goossens that council appoint McArthur Management Services to assist council to recruit a new Chief Executive Officer at a cost of $9,000 ex gst plus additional advertising costs. **CARRIED**

It was agreed that all councilors should:

1. Be provided with a copy of McArthur’s submission

2. Have the chance to comment on what they wanted and expected out of the new CEO. Councillors to be provided with a copy of the current CEO’s:
   - Job description
   - Employment Contract
   - Key Performance Indicators
   - Salary package compared to other SA Councils

A workshop will be held at 2-15pm on Tuesday 13th June for councilors to discuss and make comment.

Members of the CEO Selection Panel will take those comments into consideration when meeting with McArthur Management Services to discuss the new CEO’s Job Description, Employment Contract etc.

At that meeting Cr Edwards will raise that he believes it would be beneficial if the final 2 or 3 preferred candidates were to address council in a confidential session.

**NEXT MEETING:** Will be with McArthur Management Services at a time and date to be set.

**Meeting closed at 3.42pm**
**Recommendation:** That the listed correspondence be received:

17.1 **Chief Executive Officer – Robert Harkness**
17.1.1 Local Government and the 2017/18 Federal Budget
17.1.2 Round 2 Local Drug Action Team Program
17.1.3 Financial Assistance Grant Program
17.1.4 Poocher Swamp Game Reserve
17.1.5 Request for Assistance for Retaining Wall at Tatiara Creek

17.2 **Manager Corporate & Community Services – Kingsley Green**
17.2.1 The Keith Men’s Shed – Letter of Thanks

17.3 **Manager Technical Services – Surya Prakash**
17.3.1 Mundulla AH & F Society Inc. – Mundulla Playground Soft Fill
17.3.2 Bordertown Racing Club – Water Allocation for the Racing Club
17.3.3 Farmers Centre Pty Ltd. – Sealing of the footpath and road verge in Front of Farmers Centre, Heritage Street Keith
17.3.4 Gemma Kernich – Unit Manager Programme and Planning Advice – Bicycle Fund Successful Grant Application
17.3.5 Andrew Dowling, Mundulla Resident – BBQ Shelter at Mundulla Playground

17.4 **Manager Development & Inspectorial Services – Rocky Callisto**
17.4.1 Government of South Australia – SA Wild Dog Strategic Plan
17.4.2 Australian Government - Commercial release of canola genetically modified for omega-3 oil content.

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17.1 **Chief Executive Officer – Robert Harkness**
17.1.1 Local Government and the 2017/18 Federal Budget – Tony Pasin MP

**GO TO ATTACHMENT**

The Member for Barker is pleased to advise that what he has been pushing for has been included in the recently announced budget:

- The reintroduction of Supplementary Road funding for SA Councils
- Councils will be paid the first 2 quarters of the 17/18 grants in late June 2017.

**Financial Implication:** N.A.
**Strategic Plan Reference:** N.A.
**Policy / Legislative implications:** N.A.
**Risk Assessment:** N.A.

**For Information**

**GO TO NEXT ITEM**

**BACK TO INDEX**
10 May 2017

Mayor Graham Excell
Tatiara District Council
PO Box 346
BORDERTOWN SA 5268

Dear Mayor Excell

2017 BUDGET

I write regarding measures announced in the Federal budget pertaining to Local Government.

As you are no doubt aware in the lead up to last night’s Budget I have been campaigning to ensure that we return to indexing the Financial Assistance Grants provided by the Commonwealth to your council.

I am pleased that the Treasurer has taken the view that indexation should be returned.

In addition I have received advice that of the $2.4 billion in Financial Assistant Grants to local government to be provided in the next financial year, $1.2 billion will be brought forward for payment prior to 30 June this year with the balance paid in quarterly instalments over 2017/2018.

Together with my Liberal South Australian colleagues I have also been fighting for the restoration of the supplementary road programme in South Australia. I am pleased to report to you that funding of $40 million over two years was included in last night’s budget.

These two measures were the two primary requests made by the South Australian Local Government sector in their pre-budget submission and I am pleased that we have been able to deliver on both.

I trust you will agree that this is an excellent result for local government and in turn our communities.

If you would like to discuss this further please don’t hesitate to contact my office.

Yours sincerely

Tony Pasin MP
Federal Member for Barker
Ref: TP/C1

Mount Gambier Office
27 Commercial Street East, Mount Gambier SA 5290
Phone 08 8724 7730  Freecall 1300 723 935  Fax 08 8723 2230
Email Tony.Pasin.MP@aph.gov.au  Web www.tonypasin.com  @TonyPasin

Please ensure return mail is directed to the Murray Bridge office.
17.1.2 Round 2 Local Drug Action Team Program – Tony Pasin MP

GO TO ATTACHMENT

Advising that applications for Round 2 of the Local Drug Action Team are now open. Applications need to be in by 14th July. The LDAT program is about building partnerships that focus on primary prevention work in your community. The members of an LDAT commit to working together as a team to promote social inclusion and to community-driven, evidence informed approaches that strengthen protective factors against AOD misuse. Your LDAT could include representatives of local government, local community groups, local traders/business associations, police, schools, and local not-for-profit organisations.

Communities will need to form groups with cross sector representatives and apply to become an LDAT. In round 2, LDAT’s will receive a minimum of $10,000 to either develop their LDAT further or implement activity/s.

Financial Implication: N.A.

Strategic Plan Reference: N.A.

Policy / Legislative implications: N.A.

Risk Assessment: N.A.

For Information

GO TO NEXT ITEM  BACK TO INDEX
2 June 2017

Mayor Graham Excell
Tatiara District Council
PO Box 346
BORDERTOWN SA 5268

Dear Mayor,

LOCAL DRUG ACTION TEAM PROGRAM – ROUND 2

I write to inform you that the second round of applications are now open for local organisations to join the Coalition Government’s Local Drug Action Team program.

The program is an initiative under the Coalition Government’s four year, $298 million investment to reduce the harms of ice, drugs and alcohol.

Local Drug Action Teams is a community driven program, that supports local organisations to work together to develop and deliver local solutions to tackle drug and alcohol issues.

The Alcohol and Drug Foundation will support the program to develop and deliver evidence-based community level planning and action.

Each successful Local Drug Action Team will receive minimum initial funding of $10,000 to support the further development of their local plan for on the ground prevention activities.

Community teams can apply for funding of up to $40,000 per annum to support the prevention activities and priorities they have identified in response to local issues.

I am writing to encourage you, as a local community leader, to call on concerned community groups in Barker to join together and take advantage of this program.

Membership of each team might include representatives from council, schools, police, youth services, primary health services and treatment services, community groups, non-government organisations and interested community members.

Examples of the sorts of activities Local Drug Action Teams might undertake could include:

• Fighting the scourge of ice in communities by promoting and disseminating evidence-based information and encouraging people to access available support.

Please ensure return mail is directed to the Murray Bridge office.

Tatiara District Council
Council Meeting – 13th June 2017
- Working with vulnerable people to improve engagement with education/employment services.
- Providing support and information for parents and carers to talk to each other and their children about alcohol and other drug issues.
- Developing local solutions for reducing alcohol-related violence and other drug harms in community spaces.

Applications for the second round of this program close on 14 July 2017.

Details about the program, community support material and application documentation are available on the Alcohol and Drug Foundation website at [www.adf.org.au](http://www.adf.org.au).

If you have any further questions please don't hesitate to contact my office.

Thank you for your ongoing assistance in tackling this important issue.

Yours sincerely,

Tony Pasin MP
Federal Member for Barker

Ref: TP/C2
17.1.3 Financial Assistance Grant Program – Minister for Regional Development

GO TO ATTACHMENT

Senator the Hon Fiona Nash has advised that:

- The indexation of Financial Assistance Grants will recommence in 2017/18. This will deliver an extra $78.3 million to councils across Australia.
- SA Councils will receive an additional $20 million for the next 2 years in recognition of the anomalies in the calculation of road lengths. During the next 2 years the Minister will look into a long term solution to this problem.
- Councils will be paid the first 2 quarters of the 17/18 grants in late June 2017. This probably makes their books look good but makes ours appear strange.
- The government is boosting the Building Better Regions Fund by $200 million. This fund is aimed at projects in rural, regional and remote Australia.

**Financial Implication:** Council will pick up an extra $270,000 in 17/18 compared to 16/17 from the reintroduction of Supplementary Road funding to SA Councils.

**Strategic Plan Reference:** N.A

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

**Risk Assessment:** N.A.

**Recommendation:** Council respond to the Minister for Regional Development:

1. Thanking her and the Treasurer for reintroducing the indexation of Financial Assistance Grants and for the reintroduction of Supplementary Road Funding for SA councils.
2. Highlighting the importance of finding a long term solution to solving the discrepancy in calculating the road lengths in each state.
Dear Councillor,

The Turnbull-Joyce Coalition Government is making regional jobs and growth a priority and is delivering for regional councils. Since becoming Minister for Local Government and Territories in July 2016, I have met with councils throughout Australia and heard first-hand about their challenges, opportunities and plans for the future.

One issue that Councils have often raised with me is the indexation of the Financial Assistance Grant program. I am pleased to announce that indexation will return to the program from 1 July 2017 and will deliver a boost of $78.3 million to councils across the nation.

The total funding delivered under the Financial Assistance Grant program for 2017-18 will be almost $2.4 billion, growing to almost $2.6 billion by 2019-20. Your council’s funding allocation for 2017-18 will be determined by your local government grants commission shortly.

We have also boosted the local roads component of South Australia’s funding with an additional $20 million in each of the next two years. This funding makes up for historical anomalies in the calculation of road length in each state. In the next two years, I will investigate a long-term solution to this issue.

The Coalition Government has also agreed to bring forward two quarterly payments to councils from 2017-18 to the current financial year. This will give councils the opportunity to start work immediately on projects they have been putting off and to benefit from additional interest on their cash in the bank.

Pausing indexation on the Financial Assistance Grant program was a difficult decision. However, the Coalition Government is committed to repairing the budget and the indexation pause, while unpopular, was necessary to contribute to this task. I thank local governments for their efforts in constraining costs and working within their existing budgets – something that all levels of government have had to do.
The Coalition Government is investing almost $500 million through the 2017-18 Budget in regional infrastructure and community initiatives. This commitment includes boosting the Building Better Regions Fund (BBRF) by $200 million, which will bring the total funding available to $497 million. This fund is targeted exclusively at projects in rural, regional and remote Australia.

I am currently assessing applications under Round 1 of the BBRF and I have been impressed by the quality of projects that Councils are putting forward. I expect to be able to announce the successful projects in the next few months and open Round 2 for applications later in 2017.

The Coalition is also committing $272.2 million to fund major transformational projects aimed at unlocking the potential of our regions. The Government’s contribution to successful projects will be at least $10 million. I look forward to announcing more details of this fund shortly.

Finally, the Coalition has committed to running a third round of the Stronger Communities Program with $22.5 million to fund small capital projects in local communities across Australia. As with previous rounds of this program, projects will be put forward by your local MPs.

I have included a copy of our Regions 2030 booklet setting out these and other steps the Coalition Government is taking to invest in regional Australia.

These are exciting developments for regional communities and they demonstrate the Coalition Government’s commitment to getting the best out of our regions. Regional councils are crucial to achieving this goal and, as the Minister for Local Government and Territories, I look forward to working with you to support this important work.

Yours sincerely,

[Fiona Nash]

FIONA NASH
17.1.4 Poocher Swamp Game Reserve – Dep’t Environment Water & Natural Resources File 16/55/8

GO TO ATTACHMENT

Responding to our letter re changing the dedication of Poocher Swamp as a Game Reserve. Natural Resources SE staff have been in contact with Mrs Glenda Rowett who raised this issue with Council. Due to the lack of complaints, the long history of duck hunting at the swamp and the intermittent nature of hunting due to seasonal conditions, Natural Resources SE do not support our request.

Financial Implication: N.A.

Strategic Plan Reference: N.A.

Policy / Legislative implications: N.A.

Risk Assessment: N.A.

For Information

GO TO NEXT ITEM
Reference: DEWNRD-00010502

5 May 2017

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

Dear Robert

Re: Poocher Swamp Game Reserve

I refer to your letter dated 12 April 2017 regarding a complaint you received from Ms Glenda Rowett about duck shooting at Poocher Swamp Game Reserve, and requesting the Department of Environment, Water and Natural Resources change the classification of Poocher Swamp Game Reserve.

Poocher Swamp Game Reserve was proclaimed in November 1985 and dedicated to provide opportunities for hunting and other recreational activities. Since that time, and depending on seasonal conditions, the Poocher Swamp Game Reserve Management Plan has allowed for duck hunting in the reserve on gazetted open days, in accordance with the National Parks and Wildlife Act 1972.

NRSE staff contacted Ms Rowett and were advised of poor hunter behaviour instances occurring, including shooting in the Game Reserve both before and after the permitted hours. Ms Rowett was advised that these concerns will be investigated and appropriate action taken if offences are detected.

NRSE staff visited Poocher Swamp Game Reserve recently and there were no observations of improper conduct at that time. However, noting that hunting behaviour can be sporadic, the Game Reserve will continue to be monitored during the hunting season to ensure the objectives of the Management Plan are met.

Apart from the recent concerns expressed by Ms Rowett, NRSE have not been advised of any other complaints relating to hunting at Poocher Swamp. Due to this, the long history of duck hunting at Poocher Swamp and the intermittent nature of hunting with seasonal conditions, NRSE do not support the reclassification of Poocher Swamp Game Reserve at this time.

If you require any further information on this matter please contact Mr Nick McIntyre, Manager Parks and Sustainable Landscapes on telephone 8735 1175 or Nicholas.McIntyre@sa.gov.au.

Yours sincerely

Tim Bond
A/Regional Director, South East Region
Partnerships and Stewardship
Department of Environment, Water and Natural Resources
GO TO ATTACHMENT

Kerrie Cleggett owns the fitness centre on the corner of Scott St and North Tce in Bordertown. The rear of her property backs onto the Tatiara Creek which runs in council land. Her iron sheeted fence along the creek boundary was old and needed replacing so it was removed. It was acting as a retaining wall along with some old sleepers which had also had it. Now that the fence/retaining wall is gone the back of her property and part of purs is starting to wash into the creek.
Because the council land is used for drainage purposes we are not responsible for half the cost of fencing under the Fences Act.

15 to 20 years ago council under Brian Wiese did a lot of work installing pine posts to create terraces along the side of the creek and then planted vegetation. This had a dual purpose - stabilised banks and made area more aesthetically pleasing. All done at no cost to landowners. I don’t think that is possible here as height difference between the top of creek concrete and her floor level is much more.

Shaun Rowett has suggested building a retaining wall out of limestone rocks? He has given her a quote of $6,160 plus gst to carry out this work.

Kerrie has met with several council reps and we had a brief look at the site on our bus tour. If she does nothing we also have a problem with dirt being washed into the creek and water undermining the concrete banks. She has no intention of reinstalling the fence which was stopping dirt going into creek. She obviously wants us to contribute to the solution. In my opinion the issue is mainly her problem but council should consider contributing to the project. Maybe a 2/3 to 1/3 split?

We do have a problem with the concreted sides of the creek at several locations – Cleggett’s, Bank SA and others. We need to cut sections out and redo otherwise water, especially at high flow, will get behind the concrete and make the problem much worse. The MTS is planning to undertake an inspection of the whole of the concrete lined section of the creek in the next financial year. Dennis has recently worked on repairing the damaged section of the concrete embankment behind the health service centre.

**Financial Implication:** We do have funds in the budget for the Tatiara Creek.

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

**Policy / Legislative implications:** N.A.
Risk Assessment: If we do nothing and she does nothing in a high flow creek there will be consequences to her property and probably to ours.

Recommendation: Council advise Kerrie Cleggett that in regard to the boundary between her property and the Tatiara Creek, Council ??????????????
Dear Rob,

I am writing to ask for the council's help. As you know the retaining wall behind my business backs onto the creek and it is now at a point where it desperately needs to be fixed. I have attached an estimation from Shaun Rowett, the earth mover who has assessed the problem.

I realise this is not only the council's issue but mine. As a small business, still within the first two years of business I am unable to financially pay for the work that is needed to be done on my own. I would unfortunately need to wait until I was able to save the required funds before the work could commence. However, at the rate the earth is eroding I fear it will not only begin to compromise the integrity of my building but it also would become even more of a safety issue. I feel having this fixed will not only stop the erosion and secure my building but it will also be much more pleasing to the eye for tourists and locals.

I am asking the council to please consider my case and if they were in a position to assist me in building a new retaining wall

I very much appreciate your time in considering my case

Warm Regards

Kerrie Creggett
Tatiara Health 4 Life

119 Scott Street, Bordertown S.A. 5268
p: 08 8752 0810
e: admin@tatiarahealth4life.com.au
DATE: 8/05/17

TO: Kerrie Cleggett

As requested Estimate price to construct retaining wall along the side of Tatiara Creek between Health for Life building and the Tatiara Creek.

Estimate price includes sourcing Large Limestones and carting and also placing into required area.

$6160.00 + GST = $6776.00

Kind regards Shaun Rowett

TTD

0428587596
17.2 Manager Corporate & Community Services – Kingsley Green

17.2.1 The Keith Men’s Shed – Letter of Thanks

GO TO ATTACHMENT

A letter was received from Warren Ingerson, President for The Keith Men’s Shed, thanking Council for the financial support provided to them through the 2016 Community Grants Program. The financial support has assisted the group turn their vision into a reality.

Warren has provided Council with an update on the progress of the development, including photographic images.

For Information

GO TO NEXT ITEM   BACK TO INDEX
The Keith Men’s Shed Inc

Report on the Tatiara District Council

Community Grants Program 2016

The Tatiara District Council provided “The Keith Men’s Shed Inc” with a $10,000 grant to support the development of the Men’s Shed located at 16 McBain Street Keith.

The proposed project expenditure, included the following:

1. The installation of two toilets one which would be a disabled compliant facility.
2. The installation of a Septic Tank connected to the CWMS
3. The laying of concrete floors
4. Build and install a kitchen

The Keith Men’s Shed Inc committee can report that items 1,2 and 3 have been completed and the final stages of item 4 will be completed by the end of September 2017.

As at the 24th of May 2017 financial membership is 29 with an average of 14 members attending the weekly Wednesday activities.

During the past twelve months the members have been active with various community projects including:

1. The refurbishment of the seating at the rotunda.
2. Repairing and building furniture for the Keith Community Kindergarten.
3. Building stage props for the school students drama group.
4. Manning gates at the Keith Dirt and Diesel.

The membership of the Keith Men’s Shed wish to thank the Council for their support.

Attached are photos of the Shed.

Regards

Warren Ingerson
President
29/5/17
17.3  Manager Technical Services – Surya Prakash

17.3.1  Linda Lance, Secretary, Mundulla AH & F Society Inc. – Mundulla Playground Soft Fill
File 16/55/10

GO TO ATTACHMENT

Letter received from Mundulla AH & F Society requesting Council to contribute towards the
soft fall at Mundulla Playground.

An inspection of all playgrounds was completed by accredited Council staff. As an
outcome, letters were sent to all organisations that had a vested interest in the playground
asking them to inform Council their plans to rectify any items found to be unsatisfactory.

Mundulla Playground needed soft-fall added to the play area. The Mundulla AH & F Society
have added the soft-fall to the play area as required at a cost of $4,000.

The expenditure was considered excessive by the Society who have requested that Council
make a financial contribution towards this work.

Financial Implications: Council budget has funds allocated towards the Mundulla
Playground. It is possible that Council can offer to reimburse the Mundulla AH & F Society
a sum of $1,500 towards the cost of the soft-fall.

Strategic Reference: The following reference is made in Council’s 2016-20 Strategic Plan

1.3.1.2.
Optimise recreation opportunities by co-locating, where viable, sports facilities with
community / family recreation places / space.

Policy/ Legislative Reference: All playgrounds should conform to Australian Standard
AS4685 Parts 1 to 6.

Risk Assessment: N/A.

Recommendation: That Council approve a payment of $1,500 to the Mundulla AH & F
Society.

GO TO NEXT ITEM  BACK TO INDEX
15th May 2017

Tatiara District Council
Surya Prakash
43 Woolshed St
BORDERTOWN SA 5268

RE: MUNDULLA PLAYGROUNDS SOFT FILL

Dear Mr Prakash

In response to the recent Playground Audit, completed by the Tatiara District Council, the Mundulla Show Society has spread new playground soft fill as required and has received and paid the cost of doing so.

The cost was more than $4,000

Because replacement of the soft fill was so expensive, I have been asked to write to the Tatiara District Council with a request that the Council agree to providing at least a part of this cost. We hope this request will be favourably received, given that the Mundulla Playground is a community facility, as we understand that other local community playgrounds are fully funded by the District Council.

I am informed that the invoices we have received have been given to Malcolm Crombie by our treasurer, Donna Milligan. I have also attached the receipt for payment she forwarded for your information. If you should require an invoice, Donna will be happy to email one. Her email address is Bm78604@bigpond.net.au.

The Management Team is hopeful that the Council will support our Society with at least part of the cost of ensuring Mundulla has a safe play space for local children now and in the future.

Yours Sincerely

Linda Irrice
Secretary
Mundulla AH & F Society Inc
On behalf of President Faye Young

Proudly Sponsored
by

C - 78
## Transfer funds within Australia

### Internet Banking Receipt Details

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### Transfer Details

- **Transfer from:** Society Cheque 031 683 740
- **Transfer to:** Karger Commodities Pty Ltd
  - BSB: 035-070
  - Account Number: 000185899
- **Amount:** $4,067.25
- **Payer name:** MUNDULLA A H & F SOCIETY
- **Description:** Kagers Softfill

To increase your Payee transfer limit to $100,000 per day, select the 'Increase Payee Transfer limit' button after selecting the Payee from the 'Payee Accounts' screen. Each Payee account increase must be requested individually. Payments that are confirmed before 5.30pm AEST Monday to Friday will be processed on the same business day. Please allow up to 2 working days for the payment to be received by the Payee.

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Sonya Lodewyk, Secretary/Manager, Bordertown Racing Club – Water Allocation for the Racing Club

GO TO ATTACHMENT

Sonya has written to Council, on behalf of the Bordertown Racing Club, requesting Council to cover the Club if they use water in excess of the annual allowance.

The Racing Club currently has an allocation of 31 mega litres of water and would only need Council to cover an excess usage should they exceed this allocation. This will only happen if Bordertown experiences a very dry year.

The following advice has been received from Department of Water, Land and Biodiversity Conservation (DWLBC):

- Their system does not support single meters being used on multiple licences. Therefore Council cannot let the Racing Club use our allocation without doing a temporary transfer.
- Temporary transfers can be done any time throughout the year and cost $706.
- The temporary transfer can take up to 8 weeks to assess but as the water would be used on a parcel that is already included on our licence it is likely to take significantly less time.

Council’s water usage over the past five years is shown in the graph below and it appears Council should be able to accommodate the request from the Racing Club. I would be hesitant to give any water licence away on a permanent basis as we don’t know what the future holds.
The following options are available:

- Council assess their water usage in December/January annually and allow the Bordertown Racing Club a temporary allocation on a yearly basis if Council is likely to have an excess in that year. The Racing Club to pay all associated costs for the temporary allocation (likely to be around $706 pa).

- Authorise a temporary transfer of 10 to 15ML for a 5 year period. The Racing Club to pay costs of $706 but would only occur if each time the temporary allocation is renewed.

- The Racing Club could transfer their licence over to Council which will allow them to use Council’s licence and any excess without any transfer costs. Council could guarantee them their current allocation in writing and issue them more as required. Not likely the Racing Club would agree to this and also has the issue that Council is ultimately liable for any overuse.

**Financial Implications:** The full extent of financial implications are not know at this stage. It could range from $706 for temporary transfer of license to any fines imposed on the Council should it exceed its water allocation plan.

**Strategic Reference:** The following reference is made in Council’s 2016-20 Strategic Plan:

1.3.1. Promote community health and well-being through the provision of recreation space, facilities & programs

**Policy/Legislative Reference:** Any water arrangement entered with the Bordertown Racing Club will need to in accordance with the Water, Land and Biodiversity Conservation legislation.

**Risk Assessment:** There are a number of risks associated with this issue, this include but not limited to:

- Council exceeding its water allocation in a dry year if the Racing Club uses Council’s water license.
- Council fined for excessive water usage, if the combined water usage exceeds allocation
- The Bordertown Racing Club may lose future race events if the track is declared unsatisfactory.

**Recommendation:** It is recommended that the Council respond to the Bordertown Racing Club with the following option:

**Option 1.** Council assess their water usage in December/January annually and allow the Bordertown Racing Club a temporary allocation on a yearly basis if Council is likely to have an excess in that year. The Racing Club to pay all associated costs for the temporary allocation (likely to be around $706 pa).

**Option 2.** Authorise a temporary transfer of 10 to 15ML for a 5 year period. The Racing Club to pay costs of $706 but would only occur if each time the temporary allocation is renewed.
Option 3. Council make no firm commitment to Bordertown Racing Club at this stage and ask that the Club explore the possibility of purchasing an additional water license.
7 May 2017

Tatiara District Council
Attention – Aaron Hillier
PO Box 346
Bordertown
SA  5268

Tatiara District Council
Good afternoon Aaron,

Bordertown Racing Club is putting a back up water usage plan into place as their water allocation is 31meg this is used to water the race track & surrounds. Most years this amount is quite sufficient but when we upgraded the track our usage went over the 31 meg. We are now concerned that if we get a very dry year and with 6 or more races in a season that we may go over our quota again.

Bordertown Racing Club would like to ask Tatiara District Council if you would consider covering any excess that we may use in a year out of your recreation allocation quota fund.

The Bordertown Racing Club Inc, would be very grateful if Tatiara District Council would consider this proposal.

Yours sincerely

S J Lodowyk

Sonya Lodowyk
Manager/Secretary
For Bordertown Racing Club Inc.
17.3.3 Jason Snajdar Manager, Farmers Centre Pty Ltd. – Sealing of the footpath and road verge in
Front of Farmers Centre, Heritage Street Keith

GO TO ATTACHMENT

Jason Snajdar has written to Council asking the footpath and the road shoulder in front of
the Farmers Centre business on Heritage Street in Keith be sealed. MTS and Maintenance
Supervisor met with Jason on 23rd May to discuss the sealing requested by Farmers Centre.

Jason intends to use the sealed area for customer parking as well as vehicle display area. Some of the land where sealing is to be done belongs to Farmers Centre. Based on this Jason was asked to contribute towards the sealing costs.

Subsequent to this meeting with Jason a site plan (see attachment) was forwarded to him
showing each parties responsibility. A cost estimate was provided to Jason but as yet no firm commitment has been received from Farmers Centre on contributing to the sealing costs.

Council’s footpath asset management plan does not include construction of footpath on
this section of Heritage Street.

After allowing for the footpath there will be room for parallel parking on Heritage Street.

If Council agrees to seal the area in question, this works will be done between November – December 2017.

Financial Implication: The cost to 2-coat spray seal the area under Council’s control is estimated to be $5,000 and the costs for 2-coat spray sealing the Farmers Centre Area is approximately $1,620.

There is no provision in the 2017/18 draft budget for these works.

Strategic Reference: N/A

Policy/Legislative Reference: The following reference is made in Council’s Policy Manual
under “Road Network” section:

(5) Council will consider any request to upgrade a road that includes the developer or
landowner agreeing to enter into a cost sharing financial arrangement with Council.

Risk Assessment: N/A

Recommendations: That:

1. Council to inform Jason Snajdar and Farmers Centre that Council will consider sealing the area in Heritage Street in front of the Farmers Centre facility on receiving financial contribution for sealing works of $1,620.
2. Council to approve only parallel parking on Heritage Street in front of the Farmers Centre facility.
3. Council approve that subject to Farmers Centre agreeing to items 1 & 2 above include $6,620 in the 2017/18 budget to complete the works.
15th May 2017

Tatiara District Council
PO Box 346
BORDERTOWN SA 5268

To Tatiara District Council,

I am writing to you in regards to our ongoing concerns we have raised about the roadside at the front and surrounds of our new premises at 1 Heritage Street, Keith.

There are numerous parking issues, some of these are, no designated parking areas and no marked lines, making it confusing to customers of where or how to park.

When building our premises, it was agreed that the hot mix would be replaced due to it being rough and worn out. Due to this not being funded in last financial year’s budget, blue metal rocks were laid to get the building presentable for our opening. It was agreed that Council would look at funding this work this financial year (July ‘16/June ‘17), which finishes next month.

I would also like to highlight further concerns below -
- Parking across the road of our showroom on Heritage Street, there is no designated parking or lines marked
- Across the road on Ellis Street, there is now a bike lane. This has made it increasingly more confusing and dangerous for the public. I often see cars driving on the bike lane, or vehicles won’t cross the lane therefore parking on the road or highway. This is a safety hazard to other road users and the public. The bike lane should be moved so that it is closer to the fence and away from Ellis Street
- There are no lines painted to indicate parking at the rear of our workshop on McBain Street – we would appreciate this being put in a budget or future plan (not urgent)

I would look forward to discussing this matter with you further.

With Regards,

Jason Snajdar
MANAGER.

FARMERS CENTRE PTY LTD
1 Heritage Street, Keith SA 5267
P: 08 8755 3222
F: 08 8755 3211
M: 0407 613 833
E: jason@farmerscentre.com.au
Email received from Gemma Kernich informing that Tatiara District Council has been allocated $45000 under the State Bicycle Fund to develop the following tracks:

<table>
<thead>
<tr>
<th>State Bicycle Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description of Project</strong></td>
</tr>
<tr>
<td>Extension to the existing shared use path that runs adjacent Naracoorte Road to Clayton Farm Track, Bordertown</td>
</tr>
<tr>
<td>Share use path adjacent Memorial Avenue from Naracoorte Road to Anzac Terrace, Keith</td>
</tr>
</tbody>
</table>

The offer is subject to Council’s acceptance of the contents of the Letter of Offer, the Grant Details set out in Attachment 1 and the Grant Terms and Conditions set out in Attachment 2.

To accept this offer, Council must sign and return the Acknowledgement and Acceptance of Offer attached to this email.

The following documents will make up the Grant Agreement:
- Council’s Grant Proposal for the above mentioned project dated 24 March 2017 (not attached).
- The Letter of Offer.
- Council’s signed acceptance of this offer.
- The Grant Details (Attachment 1).
- The Grant Terms and Conditions (Attachment 2)

**Financial Implications:** The above two projects are already included in Council’s 2017/18 draft budget. The grant amount offered is less than 50% of the total project.

**Strategic Reference:** The following reference is made in Council’s 2016-20 Strategic Plan

2.1.2.2. Provide & promote walking & cycling trails for the health & wellbeing for recreation & commuter use.

**Policy/Legislative Reference:** Bicycle tracks will be designed and constructed in accordance with Cycling Aspects of Austroad Guides (2014).

**Risk Assessment:** There are no risks associated with this grant.

**Recommendation:** That Council authorise MTS to sign and return the Acknowledgement of Acceptance and return it to State Government.
Dear Mr Devi Pokhrel,

I refer to your recent application for funding through the 2017/2018 State Bicycle Fund on behalf of the Tatiara District Council (Council). I am pleased to offer you a grant of $45,000 (Grant) on behalf of the Minister for Transport and Infrastructure (Minister) for the following projects:

<table>
<thead>
<tr>
<th>Description of Project</th>
<th>Total Project Cost</th>
<th>Approved Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extension to the existing shared use path that runs adjacent Naracoorte Road to Clayton Farm Track, Bordertown</td>
<td>$80,000</td>
<td>$30,000</td>
</tr>
<tr>
<td>Share use path adjacent Memorial Avenue from Naracoorte Road to Anzac Terrace, Keith</td>
<td>$40,000</td>
<td>$15,000</td>
</tr>
</tbody>
</table>

The offer is subject to your acceptance of the contents of this Letter of Offer, the Grant Details set out in Attachment 1 and the Grant Terms and Conditions set out in Attachment 2. To accept this offer, you must sign and return the Acknowledgement and Acceptance of Offer attached to this email.

The following documents will make up the Grant Agreement:
- Your Grant Proposal for the above mentioned project dated 24 March 2017 (not attached).
- This Letter of Offer.
- Your signed acceptance of this offer.
- The Grant Details (Attachment 1).
- The Grant Terms and Conditions (Attachment 2)

If you have any questions regarding this offer please contact Tim McEvoy on 7109 7338 or via email at: tim.mcevoy@tas.gov.au

Yours sincerely,

Gemma Kernich
Unit Manager, Programs and Planning Advice
Andrew Dowling, Mundulla Resident – BBQ Shelter at Mundulla Playground  File 16/55/24

**GO TO ATTACHMENT**

Andrew has sent an email to Council requesting a BBQ shelter be constructed near the Mundulla Playground.

A sketch drawing of the proposed shelter is included in the email.

There is no provision in Council 2017/18 draft budget for this to be completed in 2018. Total costs of the shelter and other associated costs are not known.

Costs of the shelter can be obtained by asking for indicative quotes from local builders.

**Financial Implication:** There are no funds in the 2017/18 budget for this development. Should Council approve the construction of this shelter, it can be done at the budget review process later in the year.

**Strategic Reference:** The following reference is made in Council’s 2016-20 Strategic Plan:

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

**Policy/Legislative Reference:** Council’s Procurement & Tenders Policy will apply to sourcing quotes for the construction of the shelter.

Relevant Australian Standards and Codes of Practice for the design of the shelter.

Development Approval under the Development Act.

**Risk Assessment:** there are no perceived risk.

**Recommendations:** That:

1. Council approve that the MTS works with Mundulla on the Move on the feasibility of a shelter at the Mundulla Playground.
2. A report be presented to Council after the feasibility study has been completed. This to identify proposed location, costs estimate and funding arrangement with Mundulla on the Move.
Hi Surya, this email is regarding the construction of a new barbecue shelter area at the playground...as discussed at town planning meeting in Mundulla.
I think that the plan drawn would add character and be more in line with the area. This would house an information board that would show case things to do around Mundulla including a map of walks.
I have spoken with Kingsley about this after the meeting and he said to send it to your meeting to discuss further......we would want it to look similar to the bordertown lake shelter and would require council to fund this project including two new coin operated BBQs. ....what's your thoughts ...

looking forward to your response

Kind regards Andrew Dowling...

17.4 Manager Development & Inspectorial Services – Rocky Callisto

17.4.1 Government of South Australia – SA Wild Dog Strategic Plan

**GO TO ATTACHMENT**

Minister Hunter providing Council with a copy of the Wild Dog Strategic Plan 2016 – 2020. Tatiara District Council contributes $1,700pa to the Box Flat Dingo Control Coordinating Committee as their mission is to assist public and private land owners with the control of dingo/wild dogs within the Box Flat area which encompasses the Ngarkat Conservation Park. The report can be found in the Dropbox.

*For Information*

**GO TO NEXT ITEM**

**BACK TO INDEX**
8 May 2017

Mr Rob Harkness
CEO – Tatiara District Council
PO Box 346
BORDERTOWN SA 5268

Dear Mr Harkness

Please find enclosed copies of the South Australian Wild Dog Strategic Plan 2016-2020. This Plan was released by Minister Hunter in November 2016. The plan is also available for download from the PIRSA website:

As you know, the State Government takes the matter of wild dog management very seriously and considerable investment is made in managing wild dog populations.

This Plan acknowledges the work of the Box Flat Dingo Control Coordinating Committee, which is partly funded by your Council and which has overseen the successful management of wild dogs in your Council area.

This Plan will be implemented by the newly appointed State Wild Dog Coordinator, Mr Marty Bower, who is based in Port Augusta with DEWNR. Marty attended the most recent meeting of the Box Flat Dingo Control Coordinating Committee.

Please contact Marty Bower or I if you would like to discuss the Plan or its implementation.

Yours sincerely

Dr Brad Page
Principal Biosecurity Officer – Pest Animals
17.4.2 Australian Government Commercial release of canola genetically modified for omega-3 oil content.

GO TO ATTACHMENT

Office of the Gene Technology Regulator advising Council that they have received a licence application for the commercial cultivation of GM canola in Australia. Council has the following policy in relation to GMO’s therefore a response reflecting Councils position will be provided to the Office of Gene Technical Regulator.

Genetically Modified Organisms (GMO’s)

(1) Council:
   (a) Prefers that the Tatiara District Council area be GMO free.
   (b) Does not support the commercial release of GM Canola. Before the commercial release is allowed in SA the following concerns need to be addressed:
       • Commercial impact on overseas markets for our product
       • Assurance that effective segregation will be available
       • A caveat requiring GM companies to make good economic loss incurred by farmers and businesses from unintended consequences of the release.
   (c) Does not support trials of GMO plants in our area but if they are to occur then the Company carrying out the trial should:
       • Advise Council of the sites of those trials
       • Advise all neighbouring farmers with properties within 3km of those sites
       • Advise apiarists with bees within 3km of the sites
       • Ensure that harvesting and carriage of seed produced is controlled to prevent any escape of seed.

For Information

GO TO NEXT ITEM  BACK TO INDEX
Dear CEO/Manager

Request for advice on licence application DIR 155 from Nuseed Pty Ltd:
Commercial release of canola genetically modified for omega-3 oil content
(DHA canola NS-B5Ø027-4)

I have received a licence application (DIR 155) from Nuseed Pty Ltd (Nuseed) for commercial
cultivation of genetically modified (GM) canola in Australia. I am seeking advice from jurisdictions
and organisations, on matters relevant to the preparation of a Risk Assessment and Risk
Management Plan (RARMP), in accordance with the Gene Technology Act 2000 (the Act).

Please note that I realise Councils do not usually have specialist scientific advice available to them.
The purpose in consulting your Council is to make you aware of the application and to seek comment
from people who are familiar with the areas where the proposed release could take place.

The object of the Act is to protect human health and safety and the environment from risks posed by
gene technology. The aim of the RARMP is to identify any such risks, to consider risk management
and to contribute to risk communication. Therefore I am seeking comment on any potential risks to
people or the environment that may be posed by the proposed commercial release. Please note that
marketing and trade issues fall outside the scope of my assessments under the Act, and are the
responsibility of State governments.

The Application

Licence application DIR 155 is for commercial release of a GM canola line, DHA canola. The GM
canola contains seven introduced genes for production of long chain omega-3 polyunsaturated fatty
acids, predominantly docosahexaenoic acid (DHA), in the seed oil. DHA canola also contains a
selectable marker gene for glufosinate herbicide tolerance.

Nuseed is seeking approval to commercially grow the GM canola in all canola growing areas of
Australia. The GM canola and its products would enter general commerce, including use in human
food and animal feed.

A summary of the application is attached along with a set of ‘Questions and Answers’ that provide an
overview of the application and an outline of the assessment process. A copy of the application is
available from my Office upon request.

Consultation process for this DIR application

As this application is for commercial purposes, the Act specifies two rounds of consultation. Before a
RARMP is prepared in accordance with the Act, I am required to seek advice from prescribed experts,
agencies and authorities. This first round of consultation must include the Gene Technology
Technical Advisory Committee, State and Territory Governments, prescribed Australian Government
agencies, any local council that I consider appropriate (which in this case I consider to be all local
councils in Australia) and the Environment Minister.

Public consultation is not required at this stage. However, I will be notifying receipt of the application
by placing a Notification of Application, Summary of Application and Questions and Answers on the
OGTR website and advising people and organisations that have registered on the OGTR mailing list.
The second round of consultation, required by the Act, will occur after a consultation version of the RARMP has been prepared. I must seek advice on the RARMP from the same prescribed experts, agencies and authorities consulted initially. In addition, I must seek public comment on the RARMP.

Timeframe for comments

In order to comply with the legislative timeframe for this application, I require your advice on matters related to risks to human health and safety and the environment that I should consider in preparing the RARMP by 28 July 2017.

Please note that if I do not receive advice by this date, I am required to proceed with the evaluation. However, you will have a further opportunity to comment on the RARMP once it has been prepared.

My office would be happy to discuss any issues or concerns in relation to the application or the preparation of the RARMP. If you have any questions please contact the OGTR by email to ogtr@health.gov.au or by telephone on 1800 181 030 and quote application number DIR 155.

Yours sincerely

Dr Raj Bhula
Gene Technology Regulator
2 June 2017
(Approved for electronic transmission)

Attachments:
Summary of Application
Questions and Answers
Summary of Licence Application DIR 155

Introduction

An application has been made under the Gene Technology Act 2000 (the Act) for Dealings involving the Intentional Release (DIR) of genetically modified organisms (GMOs) into the Australian environment.

<table>
<thead>
<tr>
<th>Application number:</th>
<th>DIR 155</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant:</td>
<td>Nuseed Pty Ltd</td>
</tr>
<tr>
<td>Project Title:</td>
<td>Commercial release of canola genetically modified for omega-3 oil content (DHA canola)¹</td>
</tr>
<tr>
<td>Parent organism:</td>
<td>Canola (Brassica napus L.)</td>
</tr>
<tr>
<td>Introduced gene and modified trait:</td>
<td>Seven genes involved in metabolism of long-chain polyunsaturated fatty acids:</td>
</tr>
<tr>
<td></td>
<td>• Lackl-d12D from yeast Lachancea kluyveri</td>
</tr>
<tr>
<td></td>
<td>• Picpa-w3D from yeast Pichia pastoris</td>
</tr>
<tr>
<td></td>
<td>• Micpu-d6D from microalga Micromonas pusilla</td>
</tr>
<tr>
<td></td>
<td>• Pyrco-d6E from microalga Pyramimonas cordata</td>
</tr>
<tr>
<td></td>
<td>• Pavsa-d5D from microalga Pavlova salina</td>
</tr>
<tr>
<td></td>
<td>• Pyrco-d5E from microalga Pyramimonas cordata</td>
</tr>
<tr>
<td></td>
<td>• Pavsa-d4D from microalga Pavlova salina</td>
</tr>
<tr>
<td></td>
<td>One selectable marker gene for glufosinate tolerance:</td>
</tr>
<tr>
<td></td>
<td>• pat from soil bacterium Streptomyces viridochromogenes</td>
</tr>
<tr>
<td>Proposed release dates:</td>
<td>Ongoing from date of approval</td>
</tr>
<tr>
<td>Proposed locations:</td>
<td>Australia-wide</td>
</tr>
</tbody>
</table>

The proposed dealings

Nuseed Pty Ltd (Nuseed) proposes commercial cultivation of a genetically modified (GM) canola line, DHA Canola. DHA Canola contains seven introduced genes that confer a pathway for the production of long chain omega-3 polyunsaturated fatty acids (LC-ω3-PUFAs), predominately docosahexaenoic acid (DHA).

The aim of the proposed release is to introduce the GM canola into the Australian cropping system. If a licence is issued, the GM canola and products derived from the GM canola would enter general commerce, including use in human food and animal feed. Food made from the GM canola must be assessed and approved by Food Standards Australia New Zealand (FSANZ); Nuseed has indicated that such an application has been submitted to FSANZ.

¹ The title of the application submitted by Nuseed is “Commercial release of Brassica napus genetically modified for omega-3 oil content, DHA canola”.

C - 97
This application is for cultivation Australia-wide. However, commercial cultivation of GM canola is subject to moratoria in some Australian States and Territories for marketing reasons. These moratoria do not relate to the protection of people or the environment, and are a matter for State and Territory governments and industry.

Parent organism
The parent organism, *Brassica napus* L., is commonly known as canola, and is exotic to Australia. Canola is grown as an agricultural crop in Australia primarily for its seeds, which are crushed to produce canola oil used in human food and seed meal used in livestock feed.

The genetic modifications and their effect
DHA canola contains seven introduced genes involved in fatty acid biosynthesis. The seven genes (detailed in the above table) encode three classes of enzymes: (1) two fatty acid desaturases from yeast; (2) two fatty acid elongases from marine microalgalae; and (3) three fatty acid desaturases from marine microalgalae. These introduced enzymes form a new pathway that converts the native monounsaturated omega-9 fatty acid, oleic acid, to the final LC-ω3-PUFA product, DHA, in the DHA canola seed. As a result, DHA canola accumulates a high proportion of DHA relative to other fatty acids in the seed oil.

DHA canola also contains a selectable marker gene *pat* from the soil bacterium *Streptomyces viridochromogenes*. This gene confers tolerance to glufosinate herbicide, and was used during plant transformation to select for genetically modified plant cells in the laboratory.

Short regulatory sequences derived from plants (canola, flax, soybean, thale cress and tobacco) and plant viruses (cauliflower mosaic virus and tobacco mosaic virus), which control expression of the introduced genes, are also present in DHA canola.

Method of genetic modification
DHA Canola was generated using *Agrobacterium tumefaciens*-mediated transformation. This transformation method has been widely used in Australia and overseas for introducing genes into plants. More detailed information on methods of genetic modification can be found in the document *Methods of plant genetic modification* available from the Risk Assessment References page on the OGTR website.

Previous releases of the same or similar GMOs
Field trials of DHA canola have been conducted in Australia from 2014 to 2016 under licence DIR 123. DHA canola has also been released for field trial in Canada from 2016.

There have been no credible reports of adverse effects on human health and safety or the environment resulting from any of these releases.

Assessment and consultation process for this DIR application
The Act and the Gene Technology Regulations 2001 set out requirements for considering licence applications, including matters that the Regulator must take into account before deciding whether or not to issue a licence.

Since this application is for commercial purposes, the Regulator is required to seek advice from prescribed experts, agencies and authorities on matters relevant to the preparation of a Risk Assessment and Risk Management Plan (RARMP), in accordance with section 50 of the Act. This first round of consultation must include the Gene Technology Technical Advisory Committee, State and Territory Governments, prescribed Australian Government agencies, any local council that the Regulator considers appropriate and the Environment Minister.

While the Regulator is not required to seek public comment at this stage, copies of the application are available on request from the OGTR. Please quote application number DIR 155.
In a second round of consultation, the Regulator will seek comment on the consultation RARMP from the public as well as prescribed experts, agencies and authorities. The RARMP will then be finalised, taking into account matters raised relating to risks to human health and safety and the environment, and will inform the Regulator’s decision whether or not to issue a licence.

At this stage, the RARMP is expected to be released for comment in **October 2017**. The public will be invited to provide submissions on the RARMP via advertisements in the media and direct mail to anyone registered on the OGTR mailing list. The RARMP and other related documents will be available on the OGTR website or from the OGTR.

More information on Australia’s national scheme for regulation of gene technology and the assessment process can be found at the OGTR [website](http://www.ogtr.gov.au).

If you have any questions about the application or the assessment process, or wish to register on the mailing list, please contact the OGTR at:

The Office of the Gene Technology Regulator, MDP 54 GPO Box 9848 Canberra ACT 2601
Telephone: 1800 181 030 Facsimile: 02 6271 4202 Email: ogtr@health.gov.au

Questions & Answers on licence application DIR 155 – commercial release of genetically modified canola

What is this application for?
Nuseed Pty Ltd (Nuseed) is seeking approval for commercial cultivation of a GM canola line, DHA canola in Australia. DHA canola has been modified for production of long chain omega-3 polyunsaturated fatty acids, predominantly docosahexaenoic acid (DHA), in the seed oil.

How has the GM canola been modified?
DHA canola contains seven introduced genes involved in fatty acid biosynthesis. The seven genes are sourced from yeast and marine microalgae and encode enzymes that help DHA canola accumulate a high proportion of DHA relative to other fatty acids in the seed oil.

DHA canola also contains a selectable marker gene from a soil bacterium. This gene confers tolerance to glufosinate herbicide, and was used during plant transformation to select for genetically modified plant cells in the laboratory.

What is the purpose of the release?
The purpose of the proposed release is to allow commercial production of DHA canola in all canola growing areas of Australia. DHA canola would be grown and processed in the same way that commercial canola is currently grown and processed.

The primary sources of DHA are usually from wild-caught fish and algae. The introduced genes in DHA canola allow the GM canola to produce long chain omega-3 fatty acids, particularly DHA, in the seed. The canola oil would be used in place of fish and algal oils, including in animal/aqua culture feed, food additives, pharmaceuticals and nutraceuticals (nutritional supplements). The canola meal would be used in the same way that canola meal is currently used, including in animal feed.

What is the process for considering this application?
The licence application will be subject to comprehensive, science-based risk analysis. The process includes two rounds of stakeholder consultation. In the first round, the Regulator will seek advice from prescribed experts, agencies and authorities prior to preparing a draft Risk Assessment and Risk Management Plan (RARMP). The RARMP focuses on identifying risks to people and to the environment that may be posed by the commercial release. Following public release of the draft RARMP, submissions will again be sought from stakeholders, this time including the public. The RARMP will then be finalised taking into account submissions received, and inform the Regulator’s decision whether or not to issue a licence.

Has the GM canola received any other approvals in Australia?
Food Standards Australia New Zealand (FSANZ) is responsible for food safety. The use of food derived from DHA canola in Australia has to be approved by FSANZ. Nuseed has submitted an application to FSANZ to seek permission for food derived from DHA canola and the FSANZ assessment is currently under way.

Therapeutic Goods Administration (TGA) is responsible for regulating therapeutic goods. The use of any products from DHA canola for therapeutic purpose in Australia must be approved by the TGA.

How can I comment on this application?
The comprehensive RARMP for this application is expected to be released for public comment in October 2017. Its release will be advertised in newspapers, and it will be available on the OGTR website along with a range of supporting information. While comment is not being sought from the public at this stage, you can obtain a copy of the full application by contacting the OGTR. Please...
quote the application number DIR 155. A summary of the application is available on the OGTR website (under ‘What’s New’) or by contacting the OGTR.
Recommendation: That the Reports of Officers be received.

ADMINISTRATION

18.1 Chief Executive Officer – Robert Harkness

18.1.1 Calendar of Forthcoming Events

<table>
<thead>
<tr>
<th>Date</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUNE</td>
<td></td>
</tr>
<tr>
<td>7th</td>
<td>Bordertown Community Forum</td>
</tr>
<tr>
<td>8th</td>
<td>Morning Tea at Keith Hospital for announcement by Tony Pasin</td>
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<td></td>
<td>Staff farewell tea for Wendy Crane</td>
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<tr>
<td>12th</td>
<td>Queens Birthday Public Holiday</td>
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<tr>
<td>13th</td>
<td>Tatiara Council meeting including 1 hr session for public to comment on</td>
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<tr>
<td></td>
<td>Draft 2017/18 Budget &amp; Annual Business Plan</td>
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<tr>
<td></td>
<td>2017/18 Budget Workshop</td>
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<tr>
<td>14th</td>
<td>Padthaway Community Forum</td>
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<td>15th</td>
<td>Tatiara Council WHS committee meeting</td>
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<td></td>
<td>Local Gov't Functional Support Group workshop at Naracoorte</td>
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<tr>
<td>16th</td>
<td>LCLGA General Meeting at Mt Gambier</td>
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<tr>
<td>18th to 21st</td>
<td>ALGA National General Assembly in Canberra</td>
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<td>19th</td>
<td>AWU Single Bargaining Unit meeting</td>
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<td>JULY</td>
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<tr>
<td>4th</td>
<td>Tatiara Council Standing Committee meeting</td>
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<td></td>
<td>Special Council meetings to adopt 2017/18 budget and Annual Business Plan</td>
</tr>
<tr>
<td>6th</td>
<td>Meeting with RDA LC CEO David Wheaton</td>
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<tr>
<td>11th</td>
<td>Tatiara Council meeting</td>
</tr>
<tr>
<td>12th</td>
<td>Bordertown Medical Centre Working Group meeting</td>
</tr>
<tr>
<td>14th</td>
<td>LC LGA CEOs meeting at Naracoorte</td>
</tr>
<tr>
<td>30th</td>
<td>Glenelg vs Adelaide Crows football match at Bordertown Oval</td>
</tr>
<tr>
<td>AUGUST</td>
<td></td>
</tr>
<tr>
<td>8th</td>
<td>Tatiara Council meeting at Padthaway</td>
</tr>
<tr>
<td>10th</td>
<td>Limestone Coast Zone Emergency Services Committee meeting at Naracoorte</td>
</tr>
<tr>
<td>11th</td>
<td>Limestone Coast LGA meeting at Bordertown</td>
</tr>
</tbody>
</table>

For Information

18.1.2 Meetings and Events Attended

<table>
<thead>
<tr>
<th>Date</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAY</td>
<td></td>
</tr>
</tbody>
</table>
2nd Meeting with SANFL reps re Glenelg vs Crows match at Bordertown
2017/18 Draft Budget Workshop
Special Council Meeting on Waste Management

3rd Meeting with Shield Resources reps

4th Meeting with Kerrie Cleggett re retaining wall and creek
Volunteers of year selection meeting

8th LC CEOs meeting at Naracoorte

9th CEO Replacement Committee meeting
Tatiara Council meeting
National Volunteers Week function at Mundulla

10th Meeting with Shield Resources planning consultant re Rail land project
National Volunteers Week function at Keith

11th Limestone Coast Zone Emergency Mang’t meeting at Naracoorte
Mayor and CEO met with JBS reps at JBS
National Volunteers Week function at Padthaway

19th LC CEO’s meeting with RDA rep at Naracoorte re China opportunities
Meeting with Mayor, MDIS and Peta Crewe from PIRSA

22nd Meeting with Geoff Drucker (Director Countrywide Energy) at Mt Gambier re solar farms
Community Forum at Mundulla

25th Meeting with Mayor, MCCS and Ian McKay from University SA Mt Gambier

26th CEO Annual leave

29th Keith Community Forum

30th District Bus Trip with Councillors

31st Wolseley Community Forum

JUNE

1st Bordertown Medical Centre Working Group meeting

2nd Meeting with Stop at Bordertown Group

6th CEO Replacement Committee meeting

7th Bordertown Community Forum

For Information

18.1.3 Grant Application Status

<table>
<thead>
<tr>
<th>Grant</th>
<th>Supplier</th>
<th>Status</th>
<th>Budgeted for 2016/17</th>
<th>Confirmed will receive 2016/17</th>
<th>Received 2015/16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grants Commission</td>
<td>Commonwealth</td>
<td>½ of 15/16 grant paid in</td>
<td>2,405,376</td>
<td>2,418,709</td>
<td>1,231,803</td>
</tr>
<tr>
<td>general</td>
<td>Government</td>
<td>14/15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants Commission</td>
<td>Commonwealth</td>
<td>½ of 15/16 grant paid in</td>
<td>542,123</td>
<td>540,742</td>
<td>221,693</td>
</tr>
<tr>
<td>Roads to Recovery</td>
<td>Commonwealth</td>
<td>Annual Allocation</td>
<td>1,321,459</td>
<td>1,316,344</td>
<td>1,143,677</td>
</tr>
<tr>
<td>Special Local Roads</td>
<td>Commonwealth via</td>
<td>Emu Flat Rd shoulders</td>
<td>0</td>
<td>0</td>
<td>219,000</td>
</tr>
<tr>
<td></td>
<td>State Government</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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| Residents Win Grant | DPTI | DeCourcey St pedestrian crossing | 0 | 50,000 | 0 |
| Bordertown Pool training grant | Commonwealth Government | | 4,955 | 4,955 | 4,955 |
| VACSWIM grant | Office for Rec & Sport | B'twn and Keith pools | | 2,075 |
| Bridges Renewal Program | Commonwealth Government | Winter Road Bridge | 0 | 0 | 90,000 |
| Library Grants | Dept. Arts | B’twn | 18,232 | 17,544 | 17,963 |
| | | Keith | 3,900 | 1,833 | 3,823 |
| | Public Libraries | Keith | 0 | 0 | 3,700 |
| Traineeships – staff | Outside Staff | | 9,667 | 19,849 | 9,667 |
| | Admin Staff | | 0 | 9,667 | 3,636 |
| Youth Week | Office for Youth | | 2,000 | 0 | 1,500 |
| LGFA Bonus | LGFA | Annual Bonus | 15,000 | 26,734 | 22,668 |
| LGA Workers Comp Insurance Scheme | LGAWCS | Annual Bonus based on performance | 50,000 | 39,203 | 53,826 |
| | | Once off special distribution | 0 | 5,164 | 5,164 |
| LG Mutual Liability Scheme | LGAMLS | Bonus | 0 | 0 | 7,368 |
| | | Once off special distribution | 0 | 23,861 | 11,930 |
| LGA Asset Mutual Fund | LGAAMF | Bonus (property & motor) | 0 | 0 | 6,466 |
| | | Once Off Special Distribution | 0 | 15,258 | 10,463 |
| LGMLS – Income protection | Local Gov’t Mutual Liability Scheme | Bonus | 0 | 5,599 | 3,850 |
| | | Surplus Distribution | 0 | 1,841 | 0 |
| Tatiara Road Safety | Motor Accident Commission | Administration Grant | 500 | 500 | 500 |
| | RAA & LCLGA | Support for message trailer | 0 | 0 | 10,000 |
| Arts projects | Country Arts SA | | 0 | 0 | 2,793 |
| Virgo Park lights | Multiculture | | 0 | 0 | 90,000 |
| Keith Men’s Shed | Community Benefits SA | | 0 | 0 | 49,740 |
| Darling Domestic Travel Grant | Gordon Darling Foundation | Travel by Gallery Manager | 0 | 2,943 | 0 |
Bordertown Indus Estate expansion  | Federal govt Building Better Regions Fund  | Applied for $261,000  | 0  | 0  | 0

Railway Station reserve at Keith  | DPTI Open Spaces & Places for People Fund  | Applied for $50,000  | 0  | 0  | 0

Clayton Farm bike Track  | DPTI State Bicycle Fund  | Applied for $30,000  | 0  | 0  | 0

Memorial Ave Keith Bike track  | DPTI State Bicycle Fund  | Applied for $15,000  | 0  | 0  | 0

**TOTAL**  |  |  | 4,698,712  | 4,827,821  | 3,369,702

Main difference between 2015/16 total and 2016/17 total is when we received our main FAG grants. Paid % of 2015/16 grants in late June 2015.

We have been advised that the federal government will pay part of the 2017/18 FAGs funds in late June 2017.

We have been successful in the two bike track applications but the $45,000 will be paid in 2017/18.

**Financial Implication:** 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**

18.1.4 Strategic Management Plan 2016 – 2020

Councillors have been elected for a 4 year term. The plan should:
- Set out what you want Council to achieve in that period!
- Should be regularly used by staff and Councillors.

Council’s new Strategic Plan was adopted at the September 2016 meeting.
Progress on achieving the Goals within our new Strategic Management Plan is listed below.

**STRATEGIC GOAL 1: A SAFE & CONNECTED COMMUNITY**

<table>
<thead>
<tr>
<th>Strategy</th>
<th>Actions/Targets</th>
<th>Responsible Officer/body</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Build community capacity &amp; participation in community services, culture &amp; recreation.</td>
<td>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 &amp; other events.</td>
<td>CEO</td>
<td>Happening</td>
</tr>
<tr>
<td>Create a safe community environment.</td>
<td>Participate in &amp; promote community safety &amp; wellbeing through a number of forums (e.g. Road Safety initiatives, Cybersafety, Drug &amp; Suicide Prevention, &amp; Dry Zone Regulation).</td>
<td>MANEX</td>
<td>Happening</td>
</tr>
</tbody>
</table>
STRATEGIC GOAL 2: INFRASTRUCTURE & ASSETS

<table>
<thead>
<tr>
<th>Strategy</th>
<th>Actions/Targets</th>
<th>Responsible Officer</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objective: 2.1. Plan for &amp; provide infrastructure appropriate to the community’s needs.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prudently review &amp; manage Council’s AMPs with its LTFP.</td>
<td>Complete the development of Asset Management Plans for Council’s core asset groups to ensure there are sufficient funds in the long term to renew infrastructure that is vital to Council’s service delivery.</td>
<td>MTS</td>
<td>Ongoing – stormwater pipes is main plan still to be completed</td>
</tr>
<tr>
<td></td>
<td>Review &amp; update Asset Management Plans (AMPs) on a regular basis &amp; define condition, service &amp; performance standards for each asset class.</td>
<td>MANEX</td>
<td>Happening</td>
</tr>
<tr>
<td></td>
<td>Deliver works to develop &amp; maintain Council’s physical assets for long-term sustainability, amenity &amp; safety.</td>
<td>MANEX</td>
<td>Ongoing</td>
</tr>
<tr>
<td></td>
<td>Continue to look for opportunities to rationalise &amp; dispose of surplus assets in order to reduce long-term operating &amp; capital costs.</td>
<td>MANEX</td>
<td>Ongoing – we do not have a lot of assets that are disposable</td>
</tr>
</tbody>
</table>

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Improve the safety of the community.

- Review & improve lighting provided to public facilities, roads & open spaces to improve public safety.  
  - MTS  
  - Installed several solar street lights in 2016

- Provide & promote walking & cycling trails for the health & wellbeing for recreation & commuter use.  
  - MTS  
  - We have bike plans for Btwn & Keith and they are being implemented

Improve telecommunication for both residents & local business.

- To work in conjunction with state & federal government departments to provide internet (mobile BB) & mobile phone coverage to black spots within the district.  
  - CEO  
  - NBN is now available in Btwn. Keith & Mundulla and rest of district by satellite. Mundulla was successful in round 2 of Fed Gov’ts Mobile Phone Black Spot program.

Maintain & manage Council owned & managed land to improve the amenity & functionality of the area.

- Plan & develop the Old Shell Depot in Bordertown & the Railway lands in Keith for “tourist” parking of larger vehicles & so that heritage information, arts & vegetation can be established to “beautify” the area.  
  - MDIS & MTS  
  - Council negotiating a lease with DPTI. Council adopted a concept.

  - Undergrounding of power, development/improvement of parking & the improved amenity of parks (i.e. along Heritage Street, Keith; Padthaway).  
  - MTS  
  - 2017/18

### STRATEGIC GOAL 3: ECONOMIC DEVELOPMENT

<table>
<thead>
<tr>
<th>Strategy</th>
<th>Actions/Targets</th>
<th>Responsible Officer</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objective: 3.1 Create an environment which encourages new &amp; existing businesses to achieve their aspirations for growth.</td>
<td>Develop &amp; implement an Economic Development Strategy.</td>
<td>CEO</td>
<td>Funds in the 2017/18 budget to engage a consultant to develop a strategy</td>
</tr>
</tbody>
</table>

  - 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  
    - We are working with RDALC and we do have land but we do not have a strategy. Mayor addressed RDA LC on 19th December at Padthaway.

  - Work in partnership with the business community in the development & promotion of business growth & employment opportunities, which includes Council visiting Tatiara businesses annually.  
    - Mayor and CEO  
    - Visited a number of businesses in August & September. Met with JBS on 11th May.

  - 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  
    - Limestone Coast Community profile, which includes data on Tatiara is on our website.

  - 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, bio-energy).  
    - CEO  
    - Raised as an issue with the Minister and with the Cabinet in September. Whole of SA has an issue with reliability and price of power.

  - 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. (e.g. mobile phone coverage).  
    - CEO  
    - Mundulla west will get a mobile phone tower. NBN is now available across the Tatiara.

  - 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, & the development of new homes on surplus blocks.  
    - MDIS  
    - Happening. Applied for Building Better Regions Grant funding to extend B’twn estate

Objective: 3.2 Implement effective strategies to grow & retain the region's population.

- Develop strategy to attract & retain people in the Tatiara.  
  - MCCS  
  - DPTI do fund a community bus for trips to Naracoorte and between towns but it isn’t getting a lot of use.

- Facilitate the provision of transport services for the aged & young families by a community bus system, encouraging local operators to provide a bus service & lobbying State/Federal Governments for transport services.  
  - MCCS  
  -  

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Tatiara District Council
Council Meeting – 13th June 2017
### Objective: 3.3 To support and encourage a sustainable, innovative and resilient tourism sector

<table>
<thead>
<tr>
<th>Strategy</th>
<th>Actions/Targets</th>
<th>Responsible Officer</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>To have a vibrant &amp; growing tourism industry.</td>
<td>Prepare and implement a Tourism &amp; Marketing Plan for the region.</td>
<td>MCCS</td>
<td>No funds in the 16/17 budget to develop such a plan</td>
</tr>
<tr>
<td></td>
<td>Identify models through which Council can make the most effective use of available resources to encourage, promote &amp; support tourism in the District.</td>
<td>MCCS</td>
<td>Had a workshop to set a strategy in February.</td>
</tr>
<tr>
<td></td>
<td>Support &amp; work with local &amp; regional tourism groups, including the Tatiara Business Association.</td>
<td>MCCS</td>
<td>Ongoing</td>
</tr>
<tr>
<td></td>
<td>Support, facilitate &amp; promote major &amp; unique events to regional &amp; wider audiences.</td>
<td>Council</td>
<td>Happening. Eg. Provided funding to Diesel &amp; Dirt.</td>
</tr>
<tr>
<td></td>
<td>Identify ways to functionally &amp; promotionally link accommodation activities with tourism attractions, tourism businesses, farms &amp; other rural activities.</td>
<td>MCCS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Encourage the community to be involved in preserving &amp; promoting the history of their town &amp; the region.</td>
<td>MCCS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Developing the Bob Hawke Galley as a major regional tourism attraction through a partnership with the Bob Hawke Ministerial Museum, University of SA.</td>
<td>MCCS</td>
<td>Getting prices on purchasing a replica motor bike</td>
</tr>
</tbody>
</table>

### STRATEGIC GOAL 4: NATURAL ENVIRONMENT & SUSTAINABLE LIVING

<table>
<thead>
<tr>
<th>Strategy</th>
<th>Actions/Targets</th>
<th>Responsible Officer</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Objective: 4.1 Protect &amp; enhance the natural landscape, urban tree scapes &amp; waterways.</strong></td>
<td>Promote sustainability &amp; conservation of Council’s bushland &amp; waterway reserves through information, education &amp; public events (e.g. Clean Up Australia Day).</td>
<td>MDIS</td>
<td>Tatiara LAP is being implemented</td>
</tr>
<tr>
<td></td>
<td>Investigate projects to preserve &amp; enhance areas of remnant vegetation or significant native flora &amp; fauna on public &amp; private land.</td>
<td>MDIS</td>
<td>Tatiara LAP is being implemented</td>
</tr>
<tr>
<td></td>
<td>Support community based climate change &amp; sustainability initiatives.</td>
<td>CEO</td>
<td>LCLGA has signed an adaption MOU with NRM, RDALC and the Minister</td>
</tr>
</tbody>
</table>

**Objective: 4.2 Support our community to experience & appreciate a healthy, diverse & exciting natural environment**

Maintain Council’s commitment to the Coorong & Tatiara Local Action Plan (LAP) Committee & staff.

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

| MDIS | Happening |

**Objective: 4.3 Establish Council leadership as a sustainability & environment steward.**

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. | MANEX | LCLGA signed an adaption MOU with NRM, RDALC and the Minister |
| Develop a business case for the conversion of street lights to energy efficient lights. | MTS | LGA in midst of project. Advised Council to not do anything re LED street lighting until project is finalised. |

**Objective: 4.4 Protect & enhance the natural landscape, urban tree scapes & waterways.**

Ensure waste services are managed according to a long-term waste management strategy which is consistent with waste minimisation principles.

| Develop a Waste Management Strategy & Plan for the District. | MTS | Working with LCLGA waste management Committee. MTS doing report on feasibility of establishing a new waste depot |
| Encourage & promote waste reduction, recycling & reuse through community education & public awareness programs. | MTS | Happening |
| Continue to investigate cost effective ways to manage waste & recycling within the district. | MTS | Ongoing |
## STRATEGIC GOAL 5: GOVERNANCE & LEADERSHIP

<table>
<thead>
<tr>
<th>Strategy</th>
<th>Actions/Targets</th>
<th>Responsible Officer</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Objective: 5.1 Provide community leadership through accessible, open &amp; consultative government</strong></td>
<td>Develop a Community Engagement Framework which establishes mechanisms to inform, consult and involve the community in Council business &amp; decision making.</td>
<td>We do a large amount of consultation but it isn’t all that effective</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Provide information to the community via newsletters, website, local media &amp; other avenues.</td>
<td>CEO</td>
<td>Ongoing</td>
</tr>
<tr>
<td><strong>Objective: 5.2 Maintain a clear &amp; effective short, medium &amp; long term planning framework.</strong></td>
<td>Pursue the integration &amp; management of information, communication &amp; technology systems.</td>
<td>MCCS</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Council’s operations are effective, efficient &amp; customer focused.</td>
<td>Continue to undertake service review processes to ensure efficient &amp; effective service delivery.</td>
<td>MANEX</td>
<td>Ongoing</td>
</tr>
<tr>
<td>To continuously improve the health &amp; safety of people within our workplace.</td>
<td>Implement &amp; monitor health, safety &amp; injury management services to provide a safe working environment for all workers &amp; volunteers.</td>
<td>MANEX</td>
<td>Ongoing</td>
</tr>
<tr>
<td></td>
<td>Council’s WH&amp;S performance is at or above the regional average.</td>
<td>MANEX</td>
<td>Record has been excellent but fell back slightly in 2016. 2017 looking positive.</td>
</tr>
<tr>
<td>Manage risk to the Council.</td>
<td>Update the Risk Management Framework, which addresses workplace health &amp; safety, emergency management, business continuity, financial management, public liability &amp; legislative accountability.</td>
<td>MANEX</td>
<td>Ongoing</td>
</tr>
<tr>
<td></td>
<td>Undertake an annual legislative compliance audit, commencing with key areas of risk identified under the Risk Management Framework.</td>
<td>CEO</td>
<td>Ongoing</td>
</tr>
<tr>
<td></td>
<td>Foster improved organisational probity, practices &amp; risk management through effective operation of Council’s Audit Committee.</td>
<td>CEO</td>
<td>Audit Committee continues to meet</td>
</tr>
<tr>
<td></td>
<td>Council’s risk management performance is at or above the regional Local Government average.</td>
<td>MCCS</td>
<td>We are achieving above average results</td>
</tr>
<tr>
<td><strong>Objective: 5.3 Ensure that Council’s plans and budgets are both responsible and sustainable.</strong></td>
<td>Maintain &amp; implement prudent financial policies &amp; practices to ensure long term financial sustainability, including the provision of quality internal control &amp; audit procedures.</td>
<td>Council and MANEX</td>
<td>Our auditors gave us an above average rating following the audit on our Internal controls</td>
</tr>
<tr>
<td>To implement prudent &amp; professional financial &amp; operational management.</td>
<td>Review the financial assumptions &amp; planning parameters applied to the Long Term Financial Plan to achieve long term financial sustainability.</td>
<td>MCCS</td>
<td>Updated Long Term Financial Plan and adopted at December 2016 cncl meeting</td>
</tr>
<tr>
<td></td>
<td>Develop &amp; implement a comprehensive rating strategy that balances the needs of Council with community interest.</td>
<td>Council</td>
<td>Ongoing</td>
</tr>
<tr>
<td></td>
<td>Improve service efficiency &amp; effectiveness through regular service reviews &amp; process improvements.</td>
<td>CEO</td>
<td>Ongoing</td>
</tr>
<tr>
<td></td>
<td>Advocating for legislative change including constitutional recognition for local government &amp; improved funding models to lessen the reliance on rates as an income stream.</td>
<td>Council</td>
<td>Working with SA LGA on these issues</td>
</tr>
</tbody>
</table>

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**
18.1.5 Changes to Council’s Development Assessment Panel

Go to Attachment

The Statutes Amendment (Planning, Development and Infrastructure) Act 2017 (the transitional Act) and the Planning Development and Infrastructure Act 2016 (the “PDI Act”) were proclaimed on 28 March 2017 to commence on 1 April 2017. Some components of the Acts come in to force from 1 April 2017 and others are suspended to commence later in the staged implementation process.

This enables the first stages of transition from the existing Development Act 1993 (Development Act) to the PDI Act to commence. Initially it provides for planning tools and governance frameworks to be introduced in stages as parts of the Development Act are phased out. The transitional Act makes specific provision for the transition to the new Council and Regional Assessment Panels as one of the early governance arrangements to be implemented under the new system.

The New Assessment Panels

The PDI Act provides for a range of Assessment Panels to make decisions on more complex developments and on those matters which may be prescribed by regulations. Generally, there are provisions in the Act for the following panels:

- Council Assessment Panel – essentially replaces Council’s current Development Assessment Panel (DAP) function.
- Joint Planning Board Assessment Panel – appointed by a Joint Planning Board.
- Combined Assessment Panel – established by the Minister to assess applications across different legislation (e.g. planning and mining or liquor licensing).
- Regional Assessment Panel – established by the Minister and comprises parts or all of the areas of two or more Councils.
- Local Assessment Panel – constituted by the Minister upon recommendation of the Commission following an inquiry into an existing Council Assessment Panel.

The Limestone Coast Local Government Association is currently investigating the establishment of a Regional Assessment Panel, however the establishment of 1 or 2 panels for the Limestone Coast is still some time off. Hence Councils current Development Assessment Panel will be replaced on the 1st of October 2017 by a Council Assessment Panel.

Membership of the Assessment Panels

The membership of Assessment Panels established by a Council will be comprised of no more than five members, only one of which may be a member of a Council. The minimum number of panel members is three. The procedures of an Assessment Panel must comply with any requirements prescribed by the regulations. Draft regulations, and a draft Code of Conduct, are currently being prepared for consultation with Councils. The regulations will reflect similar procedures to that currently contained in section 56A of the Development Act 1993. Any additional procedures established by Panels must comply with any requirements in the regulations.
When does Council need to establish an Assessment Panel?

During transition, the Act provides for existing Council Development Assessment Panels (DAPs) to continue to operate as Assessment Panels under the PDI Act. The implementation program for the new planning system identifies 1 October 2017 as the date from which the new Assessment Panels must be constituted and operating. The Governor will proclaim the date for commencement in the near future.

To make development assessment decisions from 1 October 2017, the new Assessment Panels will need to be formally appointed by their respective Councils or the Minister in accordance with the new membership provisions set out in the PDI Act with no more than five members, only one of which may be member of a Council. The Council must also make the appointment of an Assessment Manager. It is therefore important for Councils to begin giving consideration to the process for amending the membership of their current DAPs. This could be a matter of retaining a core membership of existing Panel members and reducing the number and composition to meet the new requirements. The new Assessment Panels could also initially adopt the operating procedures of the current Panels to simplify the transition process.

Do Assessment Panel members need to be ‘accredited professionals’?

All independent members of an Assessment Panel will need to be accredited professionals. However, a Council member (or former Council member) on an Assessment Panel will not need to be an accredited professional if the designated authority (being the Council or the Joint Planning Board as the case may be) is satisfied that the person is appropriately qualified to act as a member of the assessment panel on account of the person’s experience in local government.

For transitional purposes, the Act will allow panel members to not be accredited in the first instance. An accreditation scheme is currently being prepared (further separate information will follow) and is expected to be in place by the end of this year. The implementation plan for the new planning system identifies 1 July 2018 as the anticipated date for commencement of this provision, giving a six month window within which members can be accredited in the first instance. The actual date for commencement will be proclaimed in due course closer to the anticipated date.

When do Assessment Panels need to have an Assessment Manager appointed?

Under the PDI Act, an Assessment Panel must have an Assessment Manager who is appointed by the Chief Executive Officer of a Council. Assessment Managers will also need to be accredited professionals (or may be a person prescribed by regulation). Under the transitional arrangements, the accreditation requirement for Assessment Managers is suspended until a future date, likely to be the same date as Panel members will be required to be accredited – 1 July 2018. Governance arrangements for appointment of an Assessment Manager by the Chief Executive Officer of a Council will be a matter for the Council to determine.

Summary

- Council needs to appoint an Assessment Panel comprising of five members one of which can be an elected member of Council.
- This must take place prior to the 1st of October 2017
- By the 1st of October 2017 Council must appoint an Assessment Manager
- Assessment Manager and Assessment Panel members need to be accredited prior to the 1st July 2018

Our Situation

Council currently has a Development Assessment Panel with the following members:
- Chair of Council’s Development & Strategic Planning Committee (Cr Goossens)
- Councillor Edwards
- Mr Bill Hender – Independent Chair (former Councillor)
- Mr Ted Langley – Independent member (former Councillor)
- Mrs Christine Thompson – Independent member (qualified architect)

At present we have a panel of 5 with 2 serving Councillors on the Panel so one has to be removed.

We could:
- add another independent to bring the new panel up to the maximum of 5
- Reduce the new panel to the minimum membership of 3 by removing an independent or the other Councillor
- Retain the 3 independent members and 1 Councillor and have a panel of 4

Up until now we have had very few matters going to our DAP so to me it makes sense to make as few changes as possible to the membership and to the Panel’s Terms of Reference.

The current Terms of reference state:

The Tatiara District Council Development Assessment Panel [the Panel] has been established by the Tatiara District Council to meet the requirements of Section 56A of the Development Act, 1993.

Objectives
1. At all times exercise and perform its powers and functions in accordance with the Development Act, 1993 (as amended) and the Regulations.
2. To keep Council informed of its decisions and activities.
3. Determine Development Applications in accordance with powers outlined herein.
4. Carry out the proceedings of the Panel in accordance with the meeting procedures outlined herein.
5. Maintain confidentiality where necessary whilst ensuring transparent and accountable decision-making.
6. Allow reasonable level of public accessibility.

Conditions of Membership
1. The panel shall consist of:
   - 3 Independent members who are determined by the Council to have a reasonable knowledge of the operation and requirements of the Development Act, and appropriate qualifications or experience in a field that is relevant to the activities of the panel.
   - 2 Councillors with 1 to be the Development and Strategic Planning Committee Chairperson
   - At least 1 member of the panel is to be a woman and at least 1 member shall be a man
   - The Chair of the Panel shall be appointed by Council and shall come from one of the independent members
2. In the event that a Council member of the panel resigns from Council he or she will automatically forfeit their position on the panel.

3. A member shall be considered present at a meeting where a panel has made telephone contact or video conferencing arrangements for the member to participate in the deliberations of the panel.

4. No liability attaches a member of the panel for an honest act or omission by that member or the panel in the performance or discharge of the members or the panels’ functions or duties.

5. Ensure accountability of individual panel members in accordance with Section 56A 7 (a) & (b) and 8 of the Development Act, 1993.

6. A member of the panel absent from three consecutive meetings, without the panel’s approval shall forfeit the rights as a member of the panel and the Council may fill the vacancy on the recommendation of the panel.

7. Subject to giving a member of the panel an opportunity to be heard or to make a written submission, the Council may resolve to remove a member upon a charge of misconduct detrimental to the interests of the panel.

Delegations
1. All powers, responsibilities and functions of Council pursuant to the Development Act, 1993 are delegated to the Development Assessment Panel.

2. Delegations to Councils Development Manager shall remain as per Councils delegated authority Policy.

3. The panel shall assess applications that are:
   - Non-complying;
   - Controversial;
   - Subject to third party representors wanting to be heard; or
   - The authorised officer decides it should be referred to the panel.

4. Council shall review the operation, delegation, Terms of Reference and membership of the panel on a yearly basis or earlier if deemed necessary.

Operating Procedures
1. The Development Assessment Panel shall operate in accordance with the following:
   - The panel shall meet at a place deemed necessary by the panel.
   - The panel shall hold meetings where possible at a time and place reasonably accessible to representors wishing to be heard in relation to a development.

2. A quorum of members shall be 50% + 1 (5 members quorum 3).

3. Written notice of a meeting of the Development Assessment Panel must be given to each member of the panel at least three (3) clear business days before the date of the meeting. The notice must set out the date, time and place of the meeting and shall be accompanied by an agenda for the meeting.

4. The Chairman shall if present preside at all meetings of the panel.
5. When the Chairman is absent from a meeting, the panel members may appoint a person from those present to act as Chairman for the duration of the meeting.

6. Every decision of the panel shall be decided by consensus or in the absence of consensus via a majority of votes of all members present and in the event of a tied vote the conferral upon the chair of both a deliberate and casting vote.

7. A decision by the panel shall be recorded as a decision of the panel as a whole and the vote of individual members shall not be recorded (ie no division).

8. All members of the panel shall have a deliberative vote.

9. Agendas and minutes of the panel shall be produced and kept on record in the same manner as required under the Local Government Act 1999.

10. Meetings of the Development Assessment Panel shall be generally open to the public, however in matters where the Development Act provides that members of the public may be excluded or where the presiding member directs that portion of a meeting that consists of discussion or determination of any application, the panel may exclude members of the public in order to consider such matters on a confidential basis.

11. Pursuant to Section 56A (2) (b) of the Development Act, 1993 the Development Assessment Panel shall report monthly to Council listing those applications that have been considered and decided upon.

We need to appoint an Assessment Manager who:

- Must be an accredited professional or a person of a prescribed class;
- May (but need not) be an officer or employee of a Council or a public sector employee

The functions of an assessment manager include:

(i) acting as a relevant authority as provided under the Act;

(ii) being responsible for managing the staff and operations of the assessment panel in relation to which the assessment manager has been appointed;

(iii) providing advice to the assessment panel (as appropriate);

There are fines under the Act of up to $50,000 if an accredited professional:

- doesn’t act in accordance with the public interest.
- performs any act or makes any omission that results in a failure to comply with the Act;
- seeks, accepts or agrees to accept a benefit from another person (whether for himself or herself or for a third person) as a reward or inducement to act against a provision of this Act;
- acts in a manner contrary to any other duty prescribed by the regulations.
- who contravenes or fails to comply with a provision of a code of conduct that applies

Mr Rocco Callisto, Council’s Manager Development and Inspectorial Services, has an enormous amount of experience and has the following qualifications:

- Registered Planner of the Planning Institute of Australia.

- Certificate of Accreditation as a Level Two Building Surveyor Limited from the Australian Institute of Building Surveyors.
There are not many Council employees in the SE with Rocky’s joint qualifications. Hence he is the very obvious choice to be our Assessment Manager.

Both Rocky and I are attending a Department of Planning Transport & Infrastructure Roadshow re the upcoming planning changes at Naracoorte on the 20th June.

Financial Implication: N.A.

Strategic Plan Reference: N.A.

Policy / Legislative implications: We must comply with the new legislation.

Risk Assessment: N.A.

Recommendation: Council adopt the following Terms of Reference for the operation of its new Council Assessment Panel which will commence operation as from 1st October 2017:

The Tatiara District Council Assessment Panel (the Panel) has been established by the Tatiara District Council to meet the requirements of Section 83 of the Planning, Development and Infrastructure Act 2016.

Objectives

1. At all times exercise and perform its powers and functions in accordance with the Planning, Development and Infrastructure Act 2016 (as amended) and the Regulations.
2. To keep Council informed of its decisions and activities.
3. Determine Development Applications in accordance with powers outlined herein.
4. Carry out the proceedings of the Panel in accordance with the meeting procedures outlined herein.
5. Maintain confidentiality where necessary whilst ensuring transparent and accountable decision-making.
6. Allow reasonable level of public accessibility.

Conditions of Membership

1. The panel shall consist of:
   • 3 Independent members who are determined by the Council to have a reasonable knowledge of the operation and requirements of the Planning, Development and Infrastructure Act 2016, and appropriate qualifications or experience in a field that is relevant to the activities of the panel.
   • 1 sitting Tatiara District Councilor who shall be the Chairperson of Council’s Development and Strategic Planning Committee
   • At least 1 member of the panel is to be a woman and at least 1 member shall be a man
   • The Chair of the Panel shall be appointed by Council and shall come from one of the independent members

2. In the event that a Council member of the panel resigns from Council he or she will automatically forfeit their position on the panel.

3. A member shall be considered present at a meeting where a panel has made telephone contact or video conferencing arrangements for the member to participate in the deliberations of the panel.
4. No liability attaches a member of the panel for an honest act or omission by that member or the panel in the performance or discharge of the members or the panels’ functions or duties.

5. Ensure accountability of individual panel members in accordance with Section 83 (1) sections (e), (f) and (g) of the Planning Development & Infrastructure Act, 2016.

6. A member of the panel absent from three consecutive meetings, without the panel’s approval shall forfeit the rights as a member of the panel and the Council may fill the vacancy on the recommendation of the panel.

7. Subject to giving a member of the panel an opportunity to be heard or to make a written submission, the Council may resolve to remove a member upon a charge of misconduct detrimental to the interests of the panel.

Delegations
1. All powers, responsibilities and functions of Council pursuant to the Planning Development & Infrastructure Act, 2016 are delegated to the Council Assessment Panel.

2. Delegations to Council Development Manager shall remain as per Councils Delegations Policy.

3. The panel shall assess applications that are:
   - Non-complying;
   - Controversial and/or the Assessment Manager decides it should be referred to the panel
   - Category 2 or 3 applications and eligible third parties have submitted a representation.

4. Council shall review the operation, delegation, Terms of Reference and membership of the panel on a yearly basis or earlier if deemed necessary.

Operating Procedures
1. The Council Assessment Panel shall operate in accordance with the following:
   - The panel shall meet at a place deemed necessary by the panel.
   - The panel shall hold meetings where possible at a time and place reasonably accessible to representors wishing to be heard in relation to a development.

2. A quorum of members shall be 50% + 1 (4 members - quorum is 3).

3. Written notice of a meeting of the Council Assessment Panel must be given to each member of the panel at least three (3) clear business days before the date of the meeting. The notice must set out the date, time and place of the meeting and shall be accompanied by an agenda for the meeting.

4. The Chairman shall if present preside at all meetings of the panel.

5. When the Chairman is absent from a meeting, the panel members may appoint a person from those present to act as Chairman for the duration of the meeting.

6. Every decision of the panel shall be decided by consensus or in the absence of consensus via a majority of votes of all members present and in the event of a tied vote the conferral upon the chair of both a deliberate and casting vote.

7. A decision by the panel shall be recorded as a decision of the panel as a whole and the vote of individual members shall not be recorded (ie no division).

8. All members of the panel shall have a deliberative vote.
9. Agendas and minutes of the panel shall be produced and kept on record in the same manner as required under the Local Government Act 1999.

10. Meetings of the Council Assessment Panel shall be generally open to the public, however in matters where the Planning Development & Infrastructure Act provides that members of the public may be excluded or where the presiding member directs that portion of a meeting that consists of discussion or determination of any application, the panel may exclude members of the public in order to consider such matters on a confidential basis.

11. The Development Assessment Panel shall report monthly to Council listing those applications that have been considered and decided upon.

**Recommendation:** That Council makes the following appointments as from October 1st 2017 to its new Council Assessment Panel:

1. the Independent members shall be:
   - Mr Bill Hender
   - Mr Ted Langley
   - Mrs Christine Thompson

2. The Chair shall be Mr Bill Hender.

**Recommendation:** Council notes that:

1. The Chief Executive Officer has appointed Mr Rocco Callisto, Council’s Manager of Development and Inspectorial Services, as Council’s Assessment Manager as he has the following qualifications:
   - Registered Planner of the Planning Institute of Australia.
   - Certificate of Accreditation as a Level Two Building Surveyor Limited from the Australian Institute of Building Surveyors.

2. The new Council Assessment Manager responsibilities will commence on October 1 2017.
Dear Mr Harkness

RE: COUNCIL DEVELOPMENT ASSESSMENT PANELS

The introduction of our new planning system is now well underway with the first stages of the Planning, Development and Infrastructure Act 2016 (PDI Act) now in place. As you may be aware, one of the platforms of the new Act is increased professional decision making and reduced political representation on assessment bodies such as the State Planning Commission and Council and Regional Assessment Panels. The system also seeks to promote regional cooperation and support councils working together through a series of new planning tools, such as planning agreements and the continuation of Regional Assessment Panels (RAs).

I propose that on 1 August 2017 sections 82-87 and clauses 12-16 of Schedule 8 of the PDI Act commence operation by Governor’s proclamation, to set in place the new framework for assessment panels. I also propose that the Governor proclaims 1 October 2017 as the ‘designated day’ on which the new assessment panels are to be constituted. I propose regulations be developed to transfer responsibilities from existing panels to the assessment panels from that later date. This will allow some 5 months for your council to appoint a new Council Assessment Panel (CAP) under section 83 of the PDI Act, in order to transition development assessment decisions from the council Development Assessment Panel to the new CAP.

Please note that in constituting a CAP there is a maximum of five members, only one of which may be an elected member of the council. Members will not need to be ‘accredited professionals’ at this stage although they should have relevant expertise. I propose that the requirement for accredited professionals on panels be introduced mid-2018, once the new accredited professional’s scheme is operational.

In addition, for your information, I am also formally consulting with the Local Government Association on a draft code of conduct to be observed by members of an assessment panel and draft regulations that will prescribe the procedures that an assessment panel must comply with. These procedures largely reflect those currently in section 56A of the Development Act 1993.
An update to the ‘Assessment Panels’ fact sheet has been uploaded to the SA planning portal which outlines in more detail the process of transitioning panels from the old to the new system. The new fact sheet can be found here saplanningportal.sa.gov.au/documents/factsheets/Factsheet - Assessment Panels.pdf. Links are provided in the fact sheet to the draft Code of Conduct and the draft regulations, for information.

For further information or queries in relation to these matters you may contact Mr Mark Adcock, Unit Manager Planning Reform, Department of Planning Transport and Infrastructure on telephone (08) 7109 7068 or mark.adcock@sa.gov.au.

Yours sincerely

John Rau
Deputy Premier
Minister for Planning
18.1.6 Review of Legislative Compliance Policy

GO TO ATTACHMENT

Council's Legislative Compliance Policy is due for review. The only changes recommended are alterations to the Acts that we need to consider. Some are due and some have been reviewed so they have a later year that they were adopted by state parliament.

Financial Implication: N.A.

Strategic Plan Reference: N.A.

Policy / Legislative implications: N.A.

Risk Assessment: N.A.

Recommendation: Council adopt Revision 2, dated 13th June 2017, of its Legislative Compliance Policy.

GO TO NEXT ITEM
TATIARA DISTRICT COUNCIL

LEGISLATIVE COMPLIANCE

POLICY
1. STATEMENT OF POLICY INTENT

The intent of this policy is to ensure that Tatiara District Council establishes systems which:

1. Promote a culture of compliance within the organisation;
2. Prevent, and where necessary, identify and respond to, breaches of laws, regulations, codes or organisational standards applicable to Council;
3. Meet the expectations, of the community and those working at Council, that Council shall take all appropriate measures to ensure that Council will comply with applicable legislation;
4. Assist Council in achieving the highest standards of governance;
5. Provide sufficient resources to ensure that Council’s compliance program can be implemented, maintained and improved.

2. DEFINITIONS AND ABBREVIATIONS

Act - Local Government Act 1999 (SA)
Codes - Mandatory industry codes; and voluntary industry codes with which Council chooses to comply
Compliance - Measuring that the requirements of laws, regulations, industry codes and Council standards are met
Compliance failure - A breach of applicable laws, regulations, codes and Council standards
Council standards - Any code of ethics, codes of conduct, policies, procedures, charters that Council may deem to be appropriate standards for its day to day operations
CEO – Chief Executive Officer
Legal compliance - Effective control of legal risks in order to ensure that the law is complied with
Regulations - Local Government (General) Regulations 2009 (SA)
Senior Management - Council’s Senior Managers plus the CEO

3. POLICY

Policy Statement
Council shall have appropriate resources, processes and structures to ensure that legislative requirements are achievable and are integrated into the everyday running of the Council. These processes and structures will aim to implement the following principles:

Commitment
- Commitment by the governing body and top management to effective compliance that permeates the whole organisation;
- The compliance policy is aligned to the organisation’s strategy and business objectives, and endorsed by the governing body;
- Appropriate resources are allocated to develop, implement, maintain and improve the compliance program;
- The objectives and strategy of the compliance program are endorsed by the governing body and top management;
- Compliance obligations are identified and assessed.
Implementation

- Responsibility for compliant outcomes is clearly articulated and assigned;
- Competence and training needs are identified and addressed to enable employees to fulfil their compliance obligations;
- Behaviours that create and support compliance are encouraged and behaviours that compromise compliance are not tolerated;
- Controls are in place to manage the identified compliance obligations and achieve desired behaviours;

Monitoring and Measuring

- Performance of the compliance program is monitored, measured and reported;
- The organisation is able to demonstrate its compliance program through both documentation and practice;

Continual Improvement

- The compliance program is regularly reviewed and continually improved.

4. RESPONSIBILITY/ACCOUNTABILITY

Councillors and committee members have a responsibility to be aware and abide by legislation applicable to their role.

Senior Management should ensure that directions relating to compliance are clear and unequivocal and that legal requirements which apply to each activity for which they are responsible are identified. Senior Management should have systems in place to ensure that all staff are given the opportunity to be kept fully informed, briefed and/or trained about key legal requirements relative to their work within the financial capacity to do so.

The CEO will be responsible for developing a system (Legislative Compliance Program) to ensure that when legislation changes steps are taken to ensure that actions comply with the amended legislation. The Legislative Compliance Program will set out a range of actions required to achieve compliance with legislation. Achievement will be assessed internally through Council’s Audit Plan and reported to the Internal Audit & Risk management Committee annually.

Employees have a duty to seek information on legislative requirements applicable to their area of work and to comply with the legislation. Employees shall report through their supervisors to Senior Management any areas of non-compliance that they become aware of.

5. RELATED DOCUMENTS

- Burial and Cremation Act 2013
- Development Act 1993 and Development Act Regulations 2008
- Dog & Cat Management Act 1995
- Environment Protection Act 1993 and Environment Protection (Waste to Resources) Policy 2010
- Expiation of Offences Act 1996
• Fences Act 1975
• Fire and Emergency Services Act 2005 and Fire and Emergency Services Act Regulations 2005
• Food Act 2001
• Freedom of Information Act 1991
  •
  •
• Heavy Vehicle National Law (South Australia) Act 2013
• Housing Improvement Act 1940
• Land & Business (Sale and Conveyancing) Act 1994
• Liquor Licensing Act 1997
• Local Government Act 1999 and associated Regulations
  • Local Government Act 1934
• Local Nuisance and Litter Control Act 2016
• Natural Resources Management Act 2004, Natural Resources Management (General) Regulations 2005 and Natural Resources (Transitional Provisions) Regulations 2004
• Occupational Health and Safety & Welfare Act 1986-2012
• SA Public and Environmental Health Act 1987-2011 and SA Public and Environmental Health (Waste Control Water) Regulations 1995-2013
• Roads (Opening & Closing) Act 1991
• Road Traffic Act 1961 (SA), Road Traffic (Miscellaneous) Regulations 1999 and Road Traffic (Road Rules – Ancillary and Miscellaneous Provisions) Regulations 1999
• Safe Drinking Water Act 2011
• Water Industry Act 2012
• All associated Council policies and documents

6. POLICY REVIEW

This policy may be amended or revoked at any time and must be reviewed at least two years since its adoption (or latest amendment).
## 7. RECORD OF AMENDMENTS

<table>
<thead>
<tr>
<th>DATE</th>
<th>REVISION NO</th>
<th>REASON FOR AMENDMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>24&lt;sup&gt;th&lt;/sup&gt; September 2012</td>
<td>Rev: 00</td>
<td>Draft Copy prepared</td>
</tr>
<tr>
<td>9&lt;sup&gt;th&lt;/sup&gt; October 2012</td>
<td>Rev: 01</td>
<td>Policy Adopted by Council Res: 170</td>
</tr>
<tr>
<td>13&lt;sup&gt;th&lt;/sup&gt; June 2017</td>
<td>Rev: 02</td>
<td>Policy reviewed with several very minor changes</td>
</tr>
</tbody>
</table>
18.1.7 Procurement and Tenders Policy Review

**GO TO ATTACHMENT**

We have carried out another review of our Procurement and Tenders Policy. We have included a new section relating to Purchase Orders and made some alterations to the Delegations Table, Appendix A.

**Financial Implication:** N.A.

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

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

**Risk Assessment:** N.A.

**Recommendation:** Council adopt Revision 09, dated 13\textsuperscript{th} June 2017, of its Procurement and Tenders Policy.

**GO TO NEXT ITEM**

**BACK TO INDEX**
TATIARA DISTRICT COUNCIL

PROCUREMENT AND TENDERS

POLICY
1. INTRODUCTION

1.1 In compliance with Section 49 of the Local Government Act 1999 (Act), Council should refer to this policy (Policy) when acquiring goods and services.

1.2 Section 49 of the Act requires Council to prepare and adopt policies on contracts and tenders on:
   1.2.1 the contracting out of services; and
   1.2.2 competitive tendering and the use of other measures to ensure that services are delivered cost-effectively; and
   1.2.3 the use of local goods and services.

1.3 Furthermore, Section 49 (a1) of the Act requires Council to develop and maintain policies, practices and procedures directed towards:
   1.3.1 obtaining value in the expenditure of public money; and
   1.3.2 providing for ethical and fair treatment of participants; and
   1.3.3 ensuring probity, accountability and transparency in all operations.

1.4 This Policy seeks to:
   1.4.1 define the methods by which Council can acquire goods and services;
   1.4.2 demonstrate accountability and responsibility of Council to ratepayers;
   1.4.3 be fair and equitable to all parties involved;
   1.4.4 enable all processes to be monitored and recorded; and
   1.4.5 ensure that the best possible outcome is achieved for the Council.

1.5 However, this Policy does not cover:
   1.5.1 non-procurement expenditure such as sponsorships, grants, funding arrangements, donations and employment contracts; or
   1.5.2 the disposal of land and other assets owned by the Council; or
   1.5.3 the purchase of land by the Council.

1.6 This policy should be read in conjunction with and must be consistent with the Council’s policy for assessment of projects, under Section 48 (aa1) of the Act.
   a)

2. POLICY OBJECTIVE

2.1 Council’s purchasing activities aim to achieve advantageous procurement outcomes by:
   b) enhancing value for money by encouraging competition by ensuring non-
discrimination in procurement and using competitive procurement processes;
c) promoting the use of resources in an efficient, effective and ethical manner;
d) making decisions with probity, accountability and transparency.
e) advancing and/or working within Council’s economic, social and environmental policies and/or Agreements in accord with Council’s Strategic Management Plan;
f) providing reasonable opportunity for competitive local businesses to supply to Council;
g) appropriately managing risk; and
h) promoting compliance with all relevant legislation.

2.2 Council also recognises that it has an important role to play in the local economy and hence is committed to assisting local industry to engage in business with Council. To assist local industry and local economic development, Council will apply a price preference discount in favour of local suppliers, as set out in this policy.

3. RESPONSIBILITY

3.1 Council employees responsible for purchasing goods and services must comply with this policy. It is the responsibility of Council employees involved in the procurement process to understand the meaning and intent of this policy.

4. PROCUREMENT PRINCIPLES

4.1 Council employees must have regard to the following procurement principles in all purchasing activities:

(a). Open and effective competition
   Purchasing should be open and result in effective competition in the provision of goods and services. Council must give fair and equitable consideration to all prospective suppliers subject to a price preference discount in favour of local suppliers (as per sub clause (e))

(b). Value for money
   Council must harness its purchasing power to achieve the best possible outcome for the amount of money spent. Value for money does not necessarily mean selecting the bid that offers the lowest initial price. It represents the best return and performance from the money spent over the entire life of the product or service. The value for money assessment must include consideration, as applicable, of:

   (i) The performance history of each prospective supplier;
   (ii) Compliance with specifications, guidelines and requirements
   (iii) The supplier’s knowledge, experience and ability to fulfill the requirements of Council
   (iv) The advantages of dealing with local businesses including local knowledge, networks and relationships, administrative and operational efficiencies, availability and access to after sales service and maintenance
   (v) Financial considerations including all relevant direct and indirect benefits both tangible and intangible;
   (vi) Efficiency and effectiveness;
   (vii) Costs over the whole procurement cycle whole-of-life costs including costs of acquiring, using, maintaining and disposal;
(viii) Delivery and/or timeliness;
(ix) The flexibility to adapt to possible change over the lifecycle of the property or service;
(x) Internal administration costs;
(xi) Compliance with and capability to satisfy technical specifications, guidelines and other requirements such as financial capacity, industry reputation, and quality and safety systems;
(xii) The supplier’s commitment to supporting other local businesses through their subcontracting and supplier arrangements;
(xiii) Net benefits to Council including the benefits of maintaining an ongoing, innovative and competitive local business environment, including economic benefits and employment;
(xiv) The value of any associated environmental benefits; and
(xv) The evaluation of contract options (for example, contract extension options).

Overall, the value for money assessment must deliver quality outcomes at competitive prices, whilst recognising the impact of procurement decisions by Council on local industry and economic development. Notwithstanding this policy, assessments in the selection criteria must also consider all of the above factors in conjunction with price and locality considerations.

(c ). Ethical Behaviour and Fair Dealing
Council employees involved in purchasing are to:
(i) Behave with impartiality, fairness, independence, openness, integrity, and professionalism in their discussions and negotiations with suppliers and their representatives particularly through open and competitive tendering where practical and appropriate;
(ii) Provide all suppliers with equal opportunity to supply to Council;
(iii) Use straightforward and user friendly tender requests;
(iv) Use clear and easy to understand evaluation criteria and methodology;
(v) Provide consistent processes and feedback on decisions;
(vi) Provide access to a timely and effective complaints procedure; and
(vii) Use effective communication and provision of information to all suppliers.

(d). Probity, Accountability, Transparency and Reporting
Council requires that all its employees be answerable for their plans and actions and for the outcomes. All procurement shall be undertaken in a manner that ensures:
(i) Clearly established roles and responsibilities;
(ii) Appropriate record keeping and documentation;
(iii) Transparency of decisions made;
(iv) Adherence to all statutory legislation and local codes of conduct;
(v) The identification and management of actual or potential conflicts of interest;
(vi) The confidentiality of all commercial information;

(e). Preference to Local Suppliers and Businesses
Council recognizes the importance of local suppliers, businesses and industries to the Tatiara District. Benefits include:
(i) creation of local employment opportunities;
(ii) more readily available servicing support;
(iii) more convenient communications for contract management;
(iv) economic growth within the local area;
(v) benefit to Council of associated local commercial transaction;
(vi) the short and long term impact of the procurement on local business.

*local supplier* means a business, contractor or industry which:

a) is beneficially owned by persons who are residents or rate payers of Tatiara Council; or
b) has its principal place of business within the Tatiara Council; or

c) otherwise has a place of business within the Tatiara Council which solely or primarily employs persons who are residents or rate payers of Tatiara Council.

To assist local industry and local economic development, Council will:

- Encourage a ‘buy local’ culture within the Council;
- Encourage local suppliers to participate in Council business by advertising in local newspapers and other means considered appropriate;
- Make all tenders, contracts and expressions of interest available on Council’s website;
- Disseminate contract and tender information to local industry, in a manner deemed appropriate;
- Package requirements in appropriately sized contracts to suit market capacity and encourage competition;
- Ensure that buying practices, procedures and specifications do not disadvantage local suppliers;
- Ensure transparency in quotation, tendering and contract management practices;
- Encourage local businesses to promote their goods and services to Council;
- Encourage use of local suppliers by contractors, whenever goods or services have to be sourced from outside the Council boundary;
- Consider the non-price value-for-money considerations set out in this Policy; and
- Apply a price preference discount in favour of local suppliers, as set out in this policy.

For the purposes of comparing the price tendered by local and non-local suppliers, the price preference discounts set out below will be applied and given to Local Suppliers:

(a) Where the Procurement is primarily for the Purchase of Goods:
   i. 5% on purchases up to a value of $50,000 with a maximum discount of $2,500
   ii. 2.5% on purchases over a value of $50,000 with a maximum discount of $5,000

(b) Where the Procurement is primarily for Provision of Services or for Works:
   i. 5% on purchases up to a value of $50,000 with a maximum discount of $2,500
   ii. 2.5% on purchases over a value of $50,000 with a maximum discount of $10,000

Normal processes of assessment of non-price considerations (as outlined in part (b) Value for Money) still apply, and this policy does not necessarily mean that the lowest tender will be successful. The purpose of the policy is to give preference to local suppliers compared to non-local suppliers, where all else is equal.
Australian Steel
Council will wherever possible:
- Source steel from mills with Australasian Certification Authority for Reinforcing and Structural steel (ACRS) third party certification
- Source steelwork from steel fabricators independently certified to the recently created National Structural Steelwork Compliance Scheme (NCS)

(f). Environmental protection
Council promotes environmental protection through its purchasing procedures. In undertaking any purchasing activities Council will:
(i) promote the purchase of environmentally friendly goods and services that satisfy value for money criteria; and
(ii) foster the development of products and processes of low environmental and climatic impact; and
(iii) provide an example to business, industry and the community by promoting the use of climatically and environmentally friendly goods and services; and
(iv) encourage environmentally responsible activities.

(g). Contractors
Council will provide services to the community in the most efficient, effective manner and economical manner possible. This may require the use of contractors. Contractors must comply with Council’s policies on OH&S and environmental protection.

5. PROCUREMENT METHODS
Generally, open and fair competition is best achieved by undertaking a tender process so that all interested parties have an opportunity to bid. However, there may be procurements in which a tender process will not necessarily deliver the most advantageous outcome for the Council – in such instances, other market approaches may be more appropriate.

The Council may, having regard to its Procurement Principles and any other factors considered relevant by the Council, in its absolute discretion determine to utilise one or more of the following procurement methods:

5.1 Direct Purchasing
5.1.1 This is where Council purchases from a single source, without first obtaining competing bids. If it is deemed that the purchase is exempt from the tendering/contract process, the form “Direct Purchasing Procedure” should be completed and filed in the Council’s Records Management System against the Creditor. (Appendix B)

5.1.2 This method may be suitable for low value, low risk goods and services, and where the supplier already has a successful service history with the Council.

5.1.3 Payment options available to the Council for direct purchasing include use of petty cash, credit cards and issuing of Council Orders.
5.2 Preferred Contractors

Council undertakes works that require ongoing use of services that are repetitive by nature. Examples include minor works such as electrical, plumbing, welding etc.

To achieve this supply process a registration of interest with conditions of contract is available on Council’s website for service providers to register an interest in provision of the service. To be eligible contractors /suppliers must:

- Provide proof that they are adequately insured
- Provide proof that they are registered with Workcover and have a WHS Policy
- Provide proof that they have the required licences, tickets to operate machinery etc
- Sign the Minor Services Agreement
- Undertake a council induction

Once assessed by Council’s WHS Officer as eligible, the providers can be given work upon meeting the requirements of Clause 6. Council shall have a list of preferred contractors that is kept up to date.

Staff engaging contractors/suppliers under this system:

- Still need to ensure that the contractor engaged is offering value for money. Where there are 2 or more contractors on the list offering similar services and who are available, staff should:
  - Obtain quotes and appoint the lowest priced contractor as long as their work record is satisfactory
  - Where the service provided and the costs are similar, spread the work amongst those contractors
- Can not use this system to get around other aspects of this policy. Eg. Issue 2 or more orders for the same job that are under a value outlined in Clause 6 that requires different action but when combined are over that value.

5.3 Request for Quotations (RFQ)

5.3.1 This is where Council obtains written quotations from prospective suppliers.

5.3.2 Generally, a minimum of three written quotations are sought. If a written quote cannot be obtained, the Council must keep detailed written records of the oral quote obtained, including details of the commercial terms of the quote.

5.3.3 This method may be suitable for simple, largely price-based purchases.

5.3.4 A “Short Form Request for Quotation” can be used for purchases with minimal specifications.

5.3.5 A “Long Form Request for Quotation” can be used for purchases with detailed specifications.

5.4 Requests for Expressions of Interest (REOI)

5.4.1 This is where Council issues an open invitation for a proposed goods and/or service.

5.4.2 This method may be used where there is potentially a large market for the proposed goods and/or service, and the Council would like to be able to prepare a short list of suppliers to then invite to participate in a tender process.
5.5 Request for Tenders (RFT)

5.5.1 This is where the Council issues a tender for a proposed goods and/or service.

5.5.2 Council may issue a “Select” Request for Tender where it has already issued a REOI, or where it has reasonable grounds for only dealing with a select group of potential suppliers.

5.5.3 Otherwise, Council may issue an “Open” Request for Tender.

5.6 Panel Contracts

5.6.1 This is where the Council establishes panel arrangements with a select group of suppliers – generally, this occurs once the Council has completed its appointment of such suppliers in accordance with this Policy, and can include either:

5.6.1.1 a standing offer from a pool of suppliers for the provision of goods and services on agreed terms; or

5.6.1.2 the prequalification of certain suppliers who may or may not be engaged on terms to be agreed.

5.6.2 Once a panel has been established, the Council may purchase the particular goods and/or service through such panel arrangements.

5.7 Strategic Alliances

5.7.1 This is where the Council undertakes procurement through contract arrangements already established and administered by other organisations, including:

5.7.1.1 LGA Procurement;

5.7.1.2 a purchasing group of which the Council is a member;

5.7.1.3 G6 Procurement Group;

5.7.1.4 Procurement Australia;

5.7.1.5 State Government contracts.

6. PURCHASE ORDERS

Except under circumstances listed below, goods and services will be obtained by use of an official order, provided that in urgent cases goods and services may be ordered subject to confirmation by an official order. Before the purchase order is signed/authorized it will include, where possible, an estimate of the cost of the goods and services ordered.

It shall not be necessary to obtain a purchase order for the following:

- Fees or payments imposed under any Act
- Insurance
- Minor Freight charges - eg daily parcel freight
- Payments pursuant to any court order binding upon a Council
- Goods purchased from petty cash or with a Council Credit Card
- Renewal of registration and subscriptions

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• Payments of utilities
• Purchases under $2,000
• Donations & Community Grants
• Services where a signed contract, agreement has been entered into with the provider

7. METHOD OF PURCHASE

There are no fixed rules for determining the method used to undertake any particular purchase. Council officers must exercise judgment and common sense in determining how the purchase should be undertaken. However the following does provide a general framework based on the value of the purchase with expenditure control maintained through council’s delegation framework.

A. Individual Purchases Under $10,000.00

The following are the "minimum requirements" for the purchase of Goods and Services. Additional criteria can be applied.

(1) UP TO $2,000

Where the value of procurement of goods or services does not exceed $2,000, a quotation or purchase order is not required. However it is recommended to use professional discretion and occasionally undertake market testing to ensure best value is being achieved.

May use Procurement methods outlined in:
• Clause 5.1 for Direct Purchases
• Clause 5.2 For Preferred Contractors
• Clause 5.3 for Request for Quotations
• Clause 5.6 for Panel Contracts
• Clause 5.7 for Strategic Alliances

(2) BETWEEN $2,000 TO $5,000 - 1 QUOTATION REQUIRED

Where the value of procurement of goods or services does not exceed $5,000, one verbal quotation is required. A "Record of Verbal Quotation" must be completed. (Appendix C).

However it is recommended to use professional discretion and occasionally undertake market testing with a greater number of quotations to ensure best value is being achieved.

May use Procurement methods outlined in:
• Clause 5.1 for Direct Purchases
• Clause 5.2 For Preferred Contractors
• Clause 5.3 for Request for Quotations
• Clause 5.6 for Panel Contracts
• Clause 5.7 for Strategic Alliances

(3) $5,001 - $10,000 – 2 QUOTATIONS REQUIRED
Council administration will not necessarily seek written quotations providing that:-

- Officer records the details of any verbal quotations obtained including company, contact, date received, price and any other relevant detail.
- Rates are considered reasonable and consistent with normal market rates for items of a like manner. The selection process and reasoning is to be documented.
- Requirements are not being split into components or a succession of orders for the same goods or services.
- Before the purchase order is signed it will include, where possible, an estimate of the cost of the goods and services so ordered.

Where there is only 1 supplier and it is not appropriate to obtain 2 quotes, purchases can be made on a discretionary basis as long as the Officer is satisfied that the purchase price is reasonable and competitive and that the circumstances are recorded.

May use Procurement methods outlined in:

- Clause 5.2 For Preferred Contractors
- Clause 5.3 for Request for Quotations
- Clause 5.6 for Panel Contracts
- Clause 5.7 for Strategic Alliances

(4) EMERGENCY WORKS:

e.g. an event that may impact on Life/property/or the environment. Should emergency works be required, council staff shall be able to use preferred suppliers to undertake such work. The event details shall be forwarded to the council CEO as soon as possible after the event for ratification.

B. Purchases Between $10,000.00 and $100,000.00

(1) INDIVIDUAL PURCHASES

Council Policy requires that Council invite written quotations before making a contract for the carrying out of work or the supply of goods or services involving a cost of between $10,000.00 and $100,000.00. The invitation must be given to at least three persons/organisations who Council considers can meet its requirements at competitive prices.

Records of offers received must be kept on file.

May use Procurement methods outlined in:

- Clause 5.3 for Request for Quotations
- Clause 5.4 for Requests for expressions of Interest
- Clause 5.5 for Request for tenders
- Clause 5.6 for Panel Contracts
- Clause 5.7 for Strategic Alliances
(2) **SUMMATION OF PURCHASES**

It is recognized that in the course of a 12 month period that the total cost of engaging a Contractor and/or a Supplier on a number of different occasions for different low value jobs could exceed $10,000. In these cases the requirements for engaging those contractors/suppliers is governed by the requirements of Clause 6 A rather than by this clause (6 B).

Council’s management shall monitor and report to Council’s Audit Committee on a yearly basis contractors/suppliers who fall into this category to ensure the intent of this policy is not being abused.

C. **Purchases Above $100,000.00**

Council Policy requires that Council invite tenders before making a contract for the carrying out of work, or the supply of goods or services involving a cost of more than $100,000.00.

The invitation must be via Tenders SA online tendering system; another electronic method nominated by the Council; or an appropriate manual system. All to be advertised in the Advertiser newspaper and local media allowing at least 21 days from the day of the advertisement for the submission of tenders.

Records that relate to the procurement from the establishment of the business case, any acquisition planning, records of relevant conversations, all tender documentation, tenders received, the evaluation, successful and unsuccessful letters, copies of the resultant order must be kept on file electronically or in hard copy.

May use Procurement methods outlined in:
- Clause 5.4 for Requests for expressions of Interest
- Clause 5.5 for Request for tenders

8. **EXCEPTIONS**

8.1 Generally, open and fair competition is best achieved by undertaking a full public tender call so all interested parties have an opportunity to bid on the call. However, there may be procurements in which a full public tender will not necessarily deliver best value for money and other market approaches may be more appropriate.

Council may be exempt from the requirement to seek tenders or quotations, if:

(a) there may be significant public risk if the procurement is delayed by process requirements, such as emergency situations threatening life and property, or

(b) a small, stable and well documented supply market exists such that the council can ensure that all potential suppliers are invited to participate; or

(c) the pressures of time are such that an open call is not feasible, such as where there has been an unanticipated Council or Government policy decision; or

(d) Council purchases goods at an auction; or

(e) Council purchases second-hand goods; or

(f) the contract is made with, or under an arrangement with or made by:

(i) the State, a government entity, a local government owned corporation, another local government, Local Government Corporate Services (LGCS Pty Ltd) or Procurement Australia; or
(ii) another Australian Government, an entity of another Australian Government or a local government of another State or a Territory; or

(g) Council resolves to enter into a contract using a significant purchasing activity plan which must state:

(i) the objectives of the purchase and how they will be achieved; and

(ii) any alternative ways of achieving the objectives, and why the alternative ways were not adopted; and

(iii) a risk analysis of the market from which the goods or services are to be procured.

8.2 When assessing the most effective method of obtaining goods and/or services, Council officers should consider the administrative and price costs to Council of seeking tenders or quotations independently, and the reduction of these costs which can be achieved by use of approved alternative arrangements outlined above.

8.3 A request for waiver of competitive process should not be viewed as a mechanism to speed processes in a way that will not stand up to rigorous scrutiny nor as a mechanism to obviate the need for careful forward planning. The granting of waiver of competitive process must be appropriately documented and approved by the CEO or a Senior Manager.

8.4 If it is deemed that the purchase is exempt from the tendering/contract process, the form “Direct Purchasing Procedure” should be completed and filed in the Council’s Records Management System against the Creditor. (Appendix B)

9. TENDERING PRINCIPALS

All tendering processes conducted by Council will be based on the following principles:

(a) Tendering at all levels shall be conducted honestly and in a manner that is fair to all parties involved;

(b) Parties shall comply with all legislative obligations including those required by trade practices and consumer affairs legislation;

(c) Council shall only call tenders after they have made a firm commitment to proceed with the project;

(d) The conditions of tendering shall be the same for each tenderer.

(e) Parties shall not engage in practices such as collusion on tenders, inflation of prices to compensate unsuccessful tenderers, hidden commissions, or any other such secret arrangements;

(f) Tender documents shall specify the principal’s requirements as clearly and precisely as possible and, when documents are altered, sufficient time shall be allowed for all tenderers to review and revise their tenders;

(g) Any party with a conflict of interest shall declare those interests; and

(h) Tenderers shall retain the right to intellectual property submitted with tenders, including title thereto.

10. TENDER OPTIONS

The tender process can be initiated by one of the four tender procedures as detailed:
• Open Tenders – All interested parties are invited through open public advertisement to
tender on a common basis.

• Selected Tenders – A limited number of organisations are directly invited to tender because
of their proven experience or recognised ability to undertake particular work. A minimum
of three organisations must be invited to tender.

• Negotiated Tenders – A firm tender is arrived at by negotiation with a single prospective
organisation. The negotiations must be carried out in good faith.

• Pre-registered Tenders – Expressions of Interest are invited for a project. Applicants are
evaluated with a small number meeting the required criteria then being invited to tender.

11. TENDER PROCESS

11.1 Advertising

Invitations to tender shall be advertised on at least one occasion. The advertisements
shall direct tenderers to identify the tender by placing the advertised tender reference on
the outside of the sealed envelope or package in which the tender must be enclosed.

All invitations to tender for the provision of goods or services to Council shall specify a
closing date, and Council may, at its discretion, extend a closing date.

All advertisements or invitations to tender will indicate “No tender nor the lowest tender
necessarily accepted”.

11.2 SA Tenders & Contracts Website

Staff may use a manual process of calling tenders or an electronic process as used by the
SA Tenders and Contracts website.

The SA Tenders & Contracts website provides a consolidated listing of South Australian
Public Sector tendering and bidding opportunities on one convenient website. The site
also offers secure electronic lodgement of responses to selected tenders.

Upon receipt at the SA Tenders & Contracts server the response is time and date logged,
re-encrypted (PGP - up to 2048bits) then stored in a tender specific electronic tender box
that is time and date locked.

Each tender has a separate electronic tender box and none of the responses submitted
can be accessed until after the closing date and time of the tender.

At the expiration of the time and date lock, the relevant agency authorised officer can
open their electronic tender box.

11.3 Tender Register

A register shall be maintained for the duration of the tender period. The register shall
record the names, contact addresses and telephone and facsimile numbers of all persons
collecting tender documents. The register shall be used for the forwarding of tender
addenda to contractors as the need arises.
11.3.1 **Addendum** - A written addendum notification shall be given to all proposed tenderers of any change to documentation or additional information.

An addendum shall not be issued any later than five days prior to the closing date of tenders unless the closing date is extended.

11.4 **Tender Submission**

(a) **Tender Box**

A lockable tender box shall be located in the Bordertown Offices reception area and shall be clearly marked “TENDER BOX”. The box shall be locked with the key located in the Council safe. An Electronic website Tender box as outlined above in 10.2 may also be used.

(b) **Receiving of Tenders**

Tenders received are to be:
- Clearly marked as to the time of receipt by council staff
- Placed unopened into the locked tender box.
- If received after the closing time then the time and date received shall be marked on the document together with LATE TENDER

The SA Tenders & Contracts website process can also be used.

11.5 **Tender Opening**

(a) **Opening Tenders.**

As soon as practicable after the closing date the tender box shall be opened by three persons consisting of:

1) Chief Executive Officer or if he/she is not available, the relevant Department Manager, plus

2) The Chairman of the relevant Council Committee or any member of the Council, plus either

3) Another Councillor or one of the following officers:
   - Manager Technical Services
   - Manager Corporate & Community Services
   - Manager Development & Inspectorial Services

The date and time of opening the tenders will be marked in the tender book and all persons present will sign the book.

Information contained in the tenders shall be treated as confidential.

(b) **Late Tenders**

- Tenders received after the closing time and date may not be considered.
- Tenders received after other tenders have been opened will not be received.
- Reasons for acceptance or non acceptance must be documented.
(c) **Tenders Received by Fax/Email.**
Tenders received by fax/e-mail shall be accepted as long as the original documents are received within 2 days.

(a) **Accidental Opening**
When an envelope containing a tender is not marked as required, and is opened in the normal process of mail handling, the tender and the envelope are to be sealed into another envelope by the person dealing with the mail, correctly endorsed with the tender number and signed by the Officer, and immediately placed into the Tender Box. The contents of the tender must not be divulged to any other person by the said Officer.

11.6 **Clarifications and Variations**

Council shall include the following in its standard tender documents:

*After the Closing Time, the Principal may (without limiting its options):*

- request clarification or further information from any Tenderer; and
- invite all Tenderers to change their Tenders in response to an alteration to the Specification or any of the terms and conditions of the Contract; and
- negotiate with one or more Tenderers upon any aspect of their Tenders

11.7 **Evaluation of Tenders**

(a) **General**

The Council recognises that the lowest priced tender does not necessarily represent the best solution or best value for the purchase of a particular good or service.

Other factors must be taken into account, namely:
- Relevant experience
- Past performance history
- Technical, management, physical and financial capacity;
- Current commitments;
- Ecological impact of product production or disposal
- Environmental impact of service provision
- Level and quality of goods or services to be provided
- Standing within the industry
- Compliance with tender documentation
- Occupational health, safety and welfare systems management

(b) **Qualifications – Formality of Tender**

A tender which does not comply with the tender documents may be rejected. The tenderer will be given reasonable opportunity to comply with the tender documents but only without alterations to the submitted tender price.

(c) **Alternative Offers**

Alternative offers may not be considered unless provision is made for such offers within the tender documents. Where an alternative is offered by a tenderer, such
alternative is relevant to that tenderer only and cannot be priced by any other tenderer.

(d) Selection Panel

A selection panel may be established for the evaluation of each tender. The panel is to be established prior to the closing of the tenders.

The panel is to comprise of at least the following Officers, namely:
• The project officer.
• Department Manager

In some cases tenders will be considered by a Council Sub Committee. Eg Plant & Machinery sub committee.

It may be necessary in some tender evaluations to obtain the specialised services of an outside person or advice from another Council Department in the selection of evaluation criteria. In these circumstances an additional person may be invited to be a member of the panel.

All panel participants shall not have a personal interest in the evaluation outcome and all information contained in the process shall remain confidential.

The role of the panel is to:
• Select the evaluation criteria that are seen as being appropriate for the tender.
• Ensure consistency of approach and that the tenders are evaluated according to the evaluation criteria and priorities advised to all tenderers through the conditions of tender documentation.

(e) Comparative Evaluation Matrix

The evaluation criteria that have been determined by the selection panel shall be rated in accordance with their perceived importance to the project.

(f) Price Comparison

The weighting that price is given shall reflect the perceived risk associated with the purchase of the good or service. As an example, in purchasing computer software, the panel could decide that technical performance commands a higher rating than price.

(g) Prudential Issues

Where the contract value in terms of expected recurrent or capital expenditure:

(i) Exceeds an amount set by the council for the purposes of Section 48 of the Act;

or

(ii) Where the expected expenditure of the council over the ensuing five years is likely to exceed 20 per cent of the council's average annual operating expenses over the previous five financial years (as shown in the council's financial statements); or

(iii) Where the expected capital cost of the project over the ensuing five years is likely to exceed $4,000,000 (indexed).
Council will obtain and consider a report that addresses any potential prudential issues before the final contract, agreement, MOU, Deed or other form of undertaking is executed.

This requirement does not apply to purchases and/or projects funded through grants or where the procurement is for road construction, road maintenance or drainage works.

Refer to section 48 of the Act, and to the Council’s Prudential Management Policy.

(h) Tender Recommendation

The selection panel shall prepare a report to the appropriate Council Committee detailing the recommendation to award a contract.

The selection panel should deal with all tenders received, both conforming and non conforming, and report on the tenders -

- In writing clearly stating the reasons for preferring one tenderer over another including the following:
  - the tender evaluation matrix.
  - a summary of each tender submission.
  - comments on the evaluation criteria for each tender
- Outlining budget implications.
- Recommending a preferred tender.

Where the value of the tender is within the delegated purchasing authority approved by Council and it is within the approved council budget, the tender may be awarded but a report on the tenders received shall be submitted to the next Council meeting.

Where a tender has been let and additional works of a similar nature are required in the same financial year, the Department Manager may utilize the same contractor, without the need to recall tenders, provided the unit rate has a variance of no greater than +5% and the project remains within the budgeted allocation.

11.8 Council Consideration

Council may decide to hold its consideration of Tenders “In Camera”

Section 90 (2) of the Local Government Act 1999 states that Council or a Committee may exclude the public to discuss matters listed in part (3). One of these is:

(k) Tenders for the supply of goods, the provision of services or the carrying out of works;

It is suggested that discussions about the tender be held in camera but not the actual decision or the amount.

11.9 Contract Award

(a) Awarding of Contract

The successful tenderer shall be notified as soon as practicable through the issuing of a letter of acceptance.
The letter of acceptance shall contain the following information:

- A confirmation of the contract number and title.
- A statement that the submitted tender with details of post tender negotiations (if any) has been accepted by Council.
- A requirement to execute a formal instrument of agreement.
- A request to provide copies of insurances as required under the contract documentation.
- Confirmation of the Superintendent, if required.

(b) Unsuccessful Tenderers

Once the contract has been signed all unsuccessful tenderers shall be notified in writing on the outcome of their tender.

Information provided shall be as follows:

- A confirmation of the contract number and title.
- Advise the name of the successful tenderer.

(c) Debriefing to Unsuccessful Tenderers.

From time to time unsuccessful tenderers may request further information in order to learn from the tender experience. In these circumstances a member of the evaluating panel may discuss the evaluation process in general terms.

The information supplied shall be sensitive to the general commercial in confidence requirements of the other tenderers.

12. DELEGATIONS

Only the Council officers listed in the attached Schedule 1 are entitled to sign requisitions, and then only in accordance with their financial delegation limits. By signing a requisition/purchase order all officers are confirming that they have taken full notice of this policy and will comply with all of the requirements of this policy and the appropriate council guidelines and procedures.

Credit Cards – various staff have been provided with corporate credit cards with varying limits. In using those cards staff shall comply with this policy as well as with council’s Internal Control Policy – 6.4 Credit Cards.

13. AVAILABILITY OF THE POLICY

The Policy is available on Council’s website www.tatiara.sa.gov.au. Also can be viewed at Council’s Bordertown and Keith offices during ordinary business hours.

Copies will be provided to interested parties upon request for a fee to cover photocopying.

14. REVIEW

It is the responsibility of the CEO to monitor the adequacy of this policy and recommend appropriate changes. This policy will be formally reviewed by Council at least once every 2 years.
15. RECORD OF AMENDMENTS

<table>
<thead>
<tr>
<th>DATE</th>
<th>REVISION NO</th>
<th>REASON FOR AMENDMENT</th>
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<tr>
<td>October 2011</td>
<td>Rev: 00</td>
<td>Draft Policy presented to Council</td>
</tr>
<tr>
<td>December 2011</td>
<td>Rev: 01</td>
<td>Revised Draft presented to council</td>
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<tr>
<td>January 2012</td>
<td>Rev:02</td>
<td>Revised Draft presented to council</td>
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<tr>
<td>17-01-2012</td>
<td>Rev:03</td>
<td>Policy adopted by Council</td>
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<td>4-06-2013</td>
<td>Rev:04</td>
<td>Draft prepared - Combined with Council’s Contracts and Tenders Policy</td>
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<tr>
<td>11-06-2013</td>
<td>Rev: 05</td>
<td>Policy adopted by Council</td>
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<tr>
<td>9-09-2014</td>
<td>Rev: 06</td>
<td>Policy reviewed and adopted by Council</td>
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<tr>
<td>8-03-2016</td>
<td>Rev: 07</td>
<td>Steel from Australian Mills clause added</td>
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<tr>
<td>13-06-2017</td>
<td>Rev: 09</td>
<td>Policy Reviewed to include Electronic Requisitions and Purchase Orders, Exemptions for Purchase Orders and revised Appendix A</td>
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APPENDIX A – PROCUREMENT DELEGATION TABLE

Various staff are delegated authority to procure goods and services to the limits specified, as listed under conditions of this policy, by the issue of an official purchase order or otherwise, as set out in budgets approved by Council.

<table>
<thead>
<tr>
<th>POSITION</th>
<th>PROCUREMENT</th>
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<td>$1,500</td>
</tr>
<tr>
<td>Library Manager</td>
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<tr>
<td>Library Assistant</td>
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<tr>
<td>Parks &amp; Gardens Supervisor</td>
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</tr>
<tr>
<td>Bordertown Gardener</td>
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<tr>
<td>Keith Gardener</td>
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</tr>
<tr>
<td>Senior Technical Officer</td>
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<td>Asset Systems Co-Ordinator</td>
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<tr>
<td>Maintenance Leading Hand</td>
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<td>Customer Services Officers</td>
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</tr>
<tr>
<td>VIC Manager (inc Weekend Manager)</td>
<td>Goods and Services</td>
<td>$2,000</td>
</tr>
<tr>
<td>Arts &amp; Community Development Officer</td>
<td>Goods and Services</td>
<td>$2,000</td>
</tr>
<tr>
<td>Swimming Pool Mngrs – Btwn &amp; K’th</td>
<td>Goods and Services</td>
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</tr>
<tr>
<td>Technical Support Officer</td>
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</tr>
<tr>
<td>WHS Officer/Senior Library Assistant</td>
<td>Goods and Services</td>
<td>$2,500</td>
</tr>
</tbody>
</table>

All contracts for the acquisition of goods and services in excess of $50,000 are to be authorised by the CEO and/or Council.
APPENDIX B – DIRECT PURCHASING PROCEDURE

6 Expenses

6.1 Purchasing & Procurement

Introduction

The recent development of on-line purchasing and e/procurement present Councils with the opportunity to enhance the operational efficiency of the purchasing, procurement and disbursement environments. However it is important that this drive for operational efficiency does not circumvent the essential controls that should exist within this key facet of Council’s operations.

When reviewing the internal control environment surrounding purchasing and procurement, Council should consider the following issues:

Increasing use of on-line purchasing and e-procurement
Obtaining value for money in purchasing and procurement
Delegations of authority
Credit cards
Custody of blank cheques and access to electronic payment facilities.

Key Issues/Risks

In relation to purchasing, the major risks faced by Councils are as follows:

Council does not receive value for money in its purchasing
Purchases of goods and services are made from non-preferred suppliers
Purchase orders are either inaccurately recorded or not recorded at all
Purchase orders are placed for unapproved goods and services
Supplier master file data does not remain pertinent and/or unauthorised changes are made to the supplier master file.

Segregation of Duties

The following segregation of duties should occur in the purchasing cycle:

Approval of purchase orders
Recording of the original purchase and liability

Controls in place to prevent the above risks as stated include the following:

- Council has a Procurement & Tenders Policy and a Contract Procedures
- Ordering system is paper based purchase order books and all orders are delegated to the relevant staff member with purchasing power.
- Electronic Requisitions are to be used to request the purchase of goods & services
- Electronic Requisitions must be authorised by a responsible person to authorised the purchase of good as per the Procurement and Tenders Policy – Appendix A
- Electronic Requisitions are numbered sequentially by the Synergysoft System
- Preferred Contractor listing within Council is utilised and communicated.
- Council utilise the LGA preferred Contractors where possible.
- All purchases must be supported by an Order which must be approved in accordance with the Delegations of Authority and includes the following details
  - suppliers name;
o details of goods/services ordered;
o Whether GST is inclusive or exclusive
o agreed prices when available – if prices are not available the Purchase Order should at least note an estimate of the amount payable. Electronic orders require prices in all instances.
o GL account number / Job number;
o unfilled or uncompleted Purchase Orders shall be regularly followed up by the Creditors Officer and/or the person who placed the order;

- All credit card purchases must comply with the Credit Card Policy and be substantiated with a tax invoice.
- All fuel card purchases must be only used for Council vehicles and substantiated with a tax invoice.
- All Purchases orders whether electronic or manual are pre-numbered.
- Purchase orders are issued in accordance with Council’s Procurement & Tenders Policy.
- Purchase Orders and invoices are to be compared, any inaccuracies to be investigated and actioned by the authorised officer.
- Unmatched purchase orders are reviewed for completeness on a regular basis by the authorised officer.
- Access to the supplier master file is restricted to appropriately designated personnel (as per the system access rights).
- Supplier master file is reviewed regularly for accuracy and ongoing pertinence.
- Changes to supplier master file are compared to authorised source documents to ensure that they were input accurately.

RECORD OF AMENDMENTS

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<tr>
<th>DATE</th>
<th>REVISION NO</th>
<th>REASON FOR AMENDMENT</th>
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</thead>
<tbody>
<tr>
<td>25th March 2015</td>
<td>Rev: 00</td>
<td>Draft copy</td>
</tr>
<tr>
<td>14th April 2015</td>
<td>Rev: 01</td>
<td>Adopted Council Res# 232</td>
</tr>
<tr>
<td>13th June 2017</td>
<td>Rev: 02</td>
<td>Reviewed to include Electronic Requisitions and Purchase Orders to take effect 1/7/17</td>
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## APPENDIX C – RECORD OF VERBAL QUOTATION

**DESCRIPTION OF GOODS/SERVICES/WORKS**

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<th>Supplier 1</th>
<th>Supplier 2</th>
<th>Supplier 3</th>
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<tbody>
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<td></td>
<td></td>
</tr>
<tr>
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<td></td>
<td></td>
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<tr>
<td>Email</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact Person</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Quote Requested</td>
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<td>Yes / No</td>
</tr>
<tr>
<td>Specification Provided to Supplier</td>
<td>Yes / No</td>
<td>Yes / No</td>
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**QUOTE DETAILS**

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<tr>
<th>Supplier 1</th>
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<th>Supplier 3</th>
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</thead>
<tbody>
<tr>
<td>Date Quote Received</td>
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<tr>
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<td>$</td>
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<td>Total Price (excluding GST)</td>
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<td>$</td>
</tr>
<tr>
<td>Comments</td>
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**SELECTED SUPPLIER**

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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Purchase Order No.</td>
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**OFFICER’S DETAILS**

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<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

**FILE REFERENCE (if applicable)**

**DATE:**

**Tatiara District Council**

**COUNCIL MEETING – 13TH JUNE 2017**
18.1.8 **Upcoming Council Meetings**

Council needs to move motions relating to upcoming Council meetings. i.e.

- We usually hold a Special Council meeting on the first Tuesday in July to adopt our budget and set our rates. This gives our staff that little bit of extra time to get the rates notices finalised and sent out. On the first Tuesday in July we will be having our 3 major committee meetings commencing at 3pm. Hence we can have the Special Council meeting afterwards at say 6-30pm as that would give Councillors the chance to discuss any last minute changes in the Administration and Finance Committee meeting.

- For a number of years we have held Council meetings:
  - At Padthaway in August. Well attended by children from the Padthaway School.
  - At Keith in September.

  Both of these meetings will be busy as there are no major committee meetings planned for August or September.

**Financial Implication:** N.A.

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

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

**Risk Assessment:** N.A.

**Recommendation:** Council hold a Special Council meeting on Tuesday 4th July 2017 at 6.30pm to adopt the budget and set the rates for 2017/18.

**Recommendation:** Council hold its normal Council meeting for August 2017 at the Padthaway Bowling Club on Tuesday August 8th commencing at 2pm.

**Recommendation:** Council hold its normal Council meeting for September 2017 at the Keith on Tuesday September 12th commencing at 2pm.

18.2 **Executive Assistant – Mandy Clarke**

18.2.1 **Tatiara District Council Facebook Page**

As at 2nd June 2017 the Tatiara District Council Facebook page had **422** likes. This is an increase of **23** likes this past month.

The most popular posts during May are listed below:

<table>
<thead>
<tr>
<th>Postypes</th>
<th>Reach</th>
</tr>
</thead>
<tbody>
<tr>
<td>Padthaway Medical Centre – advertising re-opening</td>
<td>2.4K</td>
</tr>
<tr>
<td>Volunteer of the Year winners announced</td>
<td>2.2K</td>
</tr>
<tr>
<td>Backyard Burning</td>
<td>1.6K</td>
</tr>
<tr>
<td>Volunteering in the Tatiara – presentation of awards</td>
<td>1K</td>
</tr>
</tbody>
</table>

---

N:\Committees\Council\NormalCouncil\Agendas\2017\20170613.docx

Tatiara District Council
Council Meeting – 13th June 2017
The people who like your Page

For Information

CORPORATE SERVICES

18.3 Manager Corporate & Community Services – Kingsley Green

18.3.1 Limestone Coast Tourism Advisory Committee

THE ATTACHMENTS CAN BE FOUND IN THE DROPBOX

The MCCS informed members that he recently attended the Limestone Coast Tourism Advisory Group, which discussed issues surrounding the Regional Tourism Strategy. This included:

- LCLGA Priorities to Grow the Visitor Economy.
- Preliminary work for the LCLGA.
- Release of the Australian Regional Tourism Network Report on “Local Government Tourism: The Contribution of Local Government to the Australian Tourism Industry”.

I have provided this information for your consideration.

For Consideration
18.3.2 SATC Regional Tourism Summit

The MCCS recently attended the SA Regional Tourism Summit on the 17th and 18th May 2017.

The Riverland Tourism Industry and the South Australian Tourism Commission invites representatives of visitor information centres, local government and tourism operators to attend the 2017 SA Regional Tourism Summit.

For the first time, the SA Accredited Visitor Information Centre Conference has been expanded to encompass the SA Regional Tourism Summit, adding a host of benefits for attending delegates. A diverse three-day program of high calibre speakers and professional development opportunities, off-site study tours and networking sessions can be tailored to suit the interests of each delegate.

As well as learning from the best minds in the industry, the SA Regional Tourism Summit offered delegates the chance to experience the wonders of the Riverland, including local tourism attractions and a host of regional dining experiences.

For Visitor Information Centre managers and staff, the Conference presented a unique opportunity to share ideas between VIC’s and the wider tourism industry. This presented a valuable opportunity to align Visitor Information Centres with current industry trends and consumer needs.

The event was aimed to challenge and inspire all businesses, including the tourism industry, to thrive now and into the future. This was a SATC VIC state-wide conference, which provided knowledge sharing opportunities during networking sessions with a range of industry players.

Event Theme

In 2017, the SA Regional Tourism Summit and Visitor Information Centre Conference invited participants to consider how small steps can contribute to the development of their tourism sector.

Like the Murray River, growing a region is achieved through a constant stream of small successes. Often overlooked, bite-sized changes and incremental growth can create great outcomes and provide a springboard to larger projects. The 2017 SA Regional Tourism Summit provided the platform for local government, tourism representatives and community members to come together and seize upon opportunities that will drive economic growth in their regions.

Guest Speakers:

Dan Gregory – Co-Founder, President and CEO of The Impossible Institute.

A man wearing many hats, Dan Gregory is a marketing specialist, behavioural researcher, expert in human motivation and panellist on ABC’s Gruen Transfer. Dan has spent his career researching and advising on how companies and organisations can truly engage with their customers and employees. He has designed and implemented award-winning campaigns for his clients, including national and international brands. Dan is also an academic and mentor, the author of several books
and has even worked as a stand up comedian.

Dan’s presentation ‘Punching above your weight – how the little players can use marketing tools to drive growth’ showed delegates how business and organisations can grow their image through smart public relations and communications strategies. His address to delegates was thought provoking, energising and very entertaining!

**Sean Keenihan – Chairman of Partners – Norman Waterhouse, Chair – South Australian Tourism Commission, Vice President – Australia China Business Council**

As a specialist local government lawyer, Sean has forged a reputation for creating highly dynamic solutions across major infrastructure projects, development projects and commercial transactions. A champion of South Australia on a global scale, Sean also works to attract foreign investment to the State and is highly respected for his role in creating economic opportunities with China. Additionally, Sean is the current Chair of SATC – a role in which his expertise is helping to shape the future of regional economic development and tourism in South Australia.

Sean’s presentation to delegates at the official dinner (Thursday 18th May) aimed empower delegates to think ambitiously about developing their business or services, finding the confidence to compete on a local, national and even global scale. His address also touched upon the potential fortunes offered by SA’s growing relationship with China.

**Duane Major and Adam Gard’ner – Crowd-funding Beach Saviours.**

When kiwis Duane and Adam found out that Awaroa Beach was up for sale they knew they had to do something to secure it for future public use. But without the money to fund the $2 million asking price themselves, they had to come up with a very creative solution to buy it. They devised a dynamic plan to crowdsource the money needed to buy their favourite beach spot, but with only three weeks to raise the money the odds were against them. Their story will recall the highs and lows of the campaign that eventually returned the beach to public use. During the presentation, Duane and Andrew will talk about the partnerships that made it possible and explain how media interest has influenced the project’s success.

**Loxton Chamber of Commerce**

I attended a presentation by the Loxton Chamber of Commerce, listened how they have been working their business community, Council and other stakeholder groups to deliver a positive and proactive tourism and economic development environment. The presentation highlighted the following points of interest to Council:

- The Loxton Chamber of Commerce is a valuable business source for local businesses and is seen as both dynamic and evolving.
- They employ a Business and Events Manager (0.8 FTE) to source new members, service existing members, provide resources and support for best business practice, identify opportunities and foster existing events.
- It is a membership based, not-for-profit organisation that provides regular meetings, workshops and networking opportunities and promotion for business operators.
- Its community network represents over 100 businesses of all sizes, across most industry sectors with one common goal; to promote and further develop the Loxton business community to benefit the generations of today and tomorrow.
• It communicates closely with the Loxton Waikerie Council, the Loxton Visitor Information Centre and community bodies to ensure effective and integrated economic growth.

• Their successful alliance has enabled us to stimulate their local economy through a successful and positive television campaign and implement business to business collaborations, special events and shopping promotions. These key marketing initiatives help raise their regional profile and increase visitation to their town which benefits their businesses and encourages confidence amongst the local community.

• Each year our Gold and Silver members are featured in the Loxton Means Business branded TV Commercials. The Chamber executive works together with one of their members, KC Productions, who films all the Gold and Silver members and produces the advertisement.

• One of the Riverland’s most popular and enduring events, is its Light Up Day”. This event is aimed at uplifting the spirit and touching the heart, demonstrating the very essence of what makes our charming town so special. The Loxton District Chamber of Commerce together with their sponsors, host a “Light Up Day”. This is Loxton’s Major event of the year where the town shines brighter than ever on this day, officially turning on its magic to begin the month long Christmas Lights Festival. Free to the community, this iconic event brings together families and friends to enjoy a day of entertainment, music, markets, shopping, food and the most fun their children will have outside of opening their presents on Christmas morning! Loxton’s “Light Up Day” is renowned for its incredible fireworks spectacular at 9pm on the riverfront, providing a brilliant finale to a fantastic day.

• Interesting to note that some of their major sponsors have a presence in our District: On The Run; SA Water; SA Power Networks; WIN TV; G.J. Gardner; Rotary; Elders; Landmark; Ray White.

Other key streams during the conference included:

• Highlighting new ideas, technologies, theories and research pieces are found. The takeaways intended to provide delegates with new, high level information to get them thinking differently, OR epiphanies that may lead to action in the very short term to improve their businesses.

Social Media (Statistics):

• Facebook Fact
  ▪ 1.65 billion monthly users
  ▪ 823 million monthly mobile users
  ▪ 47% of Internet users are on FB

• Instagram Facts:
  ▪ 500 million monthly users.
  ▪ Sold for $1 billion, now worth $37 billion.

• Youtube
  ▪ 1.3 billion users
  ▪ 1/3 of the population use Youtube
  ▪ 76 languages use Youtube

• When is the best time to post?
  ▪ Facebook:
    ▪ 6-8 am
    ▪ 7-9 pm
  ▪ Instagram:
18.3.3 Local Government IT (LGIT) Conference

The MCCS attended the Local Government IT Conference ‘Stop. Collaborate and Listen’ Workshop, held on the 4th and 5th May 2017, in McLaren Vale.

The workshop highlighted that the LG sector is not communicating well, particularly with regard to the following initiatives:

Highlighted that a number of Councils are developing or have developed tourism and economic development strategies, with wi-fi and bluetooth (bluetooth beacons) built into their action plans. For example, Councils are establishing different programs and financial outcomes (e.g. Yankalilla; Port Pirie; Holdfast Bay; Gawler; Prospect), but there is no collaboration or resource sharing to ensure programs are both cost effective and achieving expectations.

Highlighted that Councils are investing into Drone technology for asset management, tourism and economic development purposes. While some Councils are developing an in-house capability to facilitate their use, others are utilising external providers. Once again, there is no collaboration between Councils in which to share information or to maximise the benefits from resource sharing.

Highlighted that most Councils are operate within a competitive commercial environment – where they are trying to attract the same market. They are developing their own services, activities and products to develop a unique competitive advantage over their main competitors – other Councils!

The Workshop included the following presentations:

- **Cyber and Data Protection** *(Presenter: Anthony Genovese Divisional Manager, Local Government Risk Services)*
  - This session provided an overview of the cyber landscape and how Councils are currently protected for this exposure here in SA.

- **Investing in a Smarter Future** *(Presenter: Darren Stevens ICT Manager, Port Pirie Regional Council)*
  - Port Pirie Regional Council have embarked on a project to provide extended public Wi-Fi coverage to key locations in Port Pirie and Crystal Brook to provide a connected culture. They are taking a similar approach to our Council in implementing services by looking outside the square, and opening up opportunities to strengthen their tourism and economic development strategies and outcomes. This project provides targeted mesh coverage of a large area for a smarter and connected future.
• Governance models for Joint Procurement – Tips & Traps for Joint Procurement within the Local Government Framework (Presenters: Lisa Jarret Partner, Corporate, Minter Ellison, Susie Inat, Special Counsel, Corporate, Minter Ellison)
  o This session discussed the various governance models that are available to Councils who wish to undertake joint procurement, and shared insights on navigating the legislative framework. The session also identified and discussed some of the legal and commercial risks (e.g. competition laws) that should be taken into consideration, to help councils determine the most appropriate collaboration model to use when procuring jointly.

• Sharing of Services: Collaborative Councils (Presenter: James Roberts Manager Business Systems and Solutions, City of Unley, Chris Horsell Manager Knowledge and Technology Services, The Barossa Council)
  o In order to ensure long-term sustainability, an increasing number of councils are looking to sharing of back office services to reduce expenditure and operate more efficiently. James Roberts shared the City of Unley’s 5-year journey of successfully sharing IT services with Adelaide City Council. Delving into what’s worked, what hasn’t, and how they eventually arrived at the conclusion that successful sharing of technology services has nothing to do with servers, but making IT accessible to users. Chris Horsell discussed the Barossa Regional Procurement Group and how a group of 4 regional councils are working together to deliver cost savings and enhance the local economy through a consultative and collaborative approach to procurement. Clearly, there is a variety of different ways to collaborate and Local Government more broadly can have a variety of approaches.

• Holdfast Bay’s Journey to TechnologyOne Cloud (Presenter: Chris Bates Manager Information Services, City of Holdfast Bay, Malcolm Guy Business Applications Administrator, City of Holdfast Bay)
  o Holdfast Bay’s IT team have struggled to keep up with rapidly changing business needs coupled with managing the infrastructure, security and mobility. With a dedicated vision from executive, some creative budget management and contractual timings, the transition to Technology One Cloud was able to be realised virtually cost neutral. IT staff are now able focus on true business improvement as the cloud project springboards Council into a digital transformation program of works.

• LGITSA’s Top 8 Initiatives (Facilitator: Chris James President, LGITSA)
  o During this session LGITSA Board Members provided updates on the “Top 8” initiatives being progressed in 2017, which included:
    ▪ LGITSA events
    ▪ Web upgrade and digital collaboration
    ▪ Information Management
    ▪ Engaging the Dog & Cat Management Board re DACO
    ▪ Engaging the DPTI re ePlanning
    ▪ The next iteration of the LGAP ICT contract
    ▪ Digital Transformation
    ▪ Profiling Council ICT systems and projects

For Information
18.3.4 Meetings & Events Attended – May 2017

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<tr>
<th>Date</th>
<th>Event Description</th>
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</thead>
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<tr>
<td>3rd</td>
<td>Keith Office</td>
</tr>
<tr>
<td>4-5th</td>
<td>Attended LGIT Conference</td>
</tr>
<tr>
<td>9th</td>
<td>Council Meeting</td>
</tr>
<tr>
<td>11th</td>
<td>Limestone Coast Tourism Advisory Group Meeting</td>
</tr>
<tr>
<td>12th</td>
<td>Meeting re. booking Civic Centre for a wedding reception</td>
</tr>
<tr>
<td>15th</td>
<td>Meeting with Clayton Farm Heritage Museum Committee</td>
</tr>
<tr>
<td>16th</td>
<td>Meeting with Tatiara Hockey Association</td>
</tr>
<tr>
<td>16th</td>
<td>Teleconference regarding Regional Youth Traineeship Program</td>
</tr>
<tr>
<td>17-18th</td>
<td>SATC Conference</td>
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<td>22nd</td>
<td>Meeting with LGRS Manager, Anthony Genovese</td>
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<td>22nd</td>
<td>Tatiara Tourism Committee Meeting</td>
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<td>22nd</td>
<td>Mundulla Community Forum</td>
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<td>24th</td>
<td>Manex + Meeting</td>
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<td>25th-26th</td>
<td>Attended University of Adelaide Course</td>
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<td>31st</td>
<td>Keith Office</td>
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<td>31st</td>
<td>Meeting with Council’s IT provider</td>
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<tr>
<td>31st</td>
<td>Wolseley Community Forum</td>
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</tbody>
</table>

For Information

18.4 Library Managers – Rae Bromley / Acting Library Manager Heather Mewett

18.4.1 Key Library Statistics for May 2017

Please note that at the time of preparing this report:

- Figures for March, April and May are actual figures.

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<td>Community Information Queries</td>
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<td>Baby Rhyme</td>
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<td>26</td>
</tr>
<tr>
<td>Total</td>
<td>No.</td>
<td>4,045</td>
<td>4,040</td>
<td>3,908</td>
</tr>
</tbody>
</table>

- 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, using wireless, 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 and Tourism information
- 73 JP Documents sighted for May

For Information

18.4.2 May Library Events

History Festival Month

Every year the Friends of the Bordertown Library with staff of the Bordertown Public Library develop a program which highlights a particular area within the Tatiara for May, History Month. This year activities included:

- A bus tour to Pooginagoric, Custon and Wolseley.
- Two cemetery tours of the Bordertown Cemetery with a focus on people who were from the Pooginagoric, Custon and Wolseley areas.
- One family history research workshop.
- A writers competition based on the theme “Tales and Tonsils”, in celebration of the hospital’s 50th Anniversary.
- This year we introduced a feedback form for all events to help with future planning.

Each event was very well received by people from the local district and further afield.

Looking back in time – Bus Tour History Festival Bus Tour

Fifty five people ‘hopped’ on the bus on a sunny Sunday afternoon to visit:

- The historical horse dip.
- Pooginagoric Church - home of David and Rose Milton.
- Brooklea - property of Rodney and Vicki Pilgrim.
- The old Custon site – with a commentary provided by Hartley Oborn.
- Wolseley with commentary provided by Liz Ballinger, finished off with a lovely afternoon tea at the Wolseley Sport and Rec.

- Speakers at each sight gave a talk about their property and historical information about the area and their family. There was quite a buzz on the bus as it meandered along the country roads and people shared stories with each other.
- Some of the feedback from people who attended the bus tour included:
  - “a very enjoyable and interesting afternoon”
  - “learnt a lot about the local area. Very good, well prepared speakers. Made new friends”

Have you found your black sheep yet?

- Due to past popularity the time for this family history event was extended for working people to attend. The event was held on Thursday, 4th May from 2.00pm-6.00pm. The
event was well attended keeping the Library Staff and Friends of the Library Presenters busy giving one to one assistance.

Finding the plots – Bordertown Cemetery, focusing on Pooginagoric, Custom and Wolseley residents

- Twenty five people attended the two sessions which were run by local historians Jenny and Christine Hunt. Local pioneers and people of interest from the region were pointed out with some information about their families supplied.

Writing Competition

- “Tales and Tonsils” was the theme for the 2017 writing competition, celebrating the 50th Anniversary of the Bordertown Memorial Hospital. The three prize winning categories were open, high school and primary school. Unfortunately, there was only one entry in the high school and primary school category and five entries in the open category. On Wednesday 31st May, the winners were presented with a voucher from Collins Booksellers, Mt Gambier and a certificate from the Library. The presentation and reading of the winning stories was followed by afternoon tea provided by the Friends of Bordertown Library. All entries from this year and past years are kept in the Local History Collection.

For Information

18.4.3 May Library Exhibitions/Displays

- CWA 80th Birthday
- 50th Anniversary Bordertown Hospital
- Photographs/Border Chronicle – 1979
- Pap Awareness Week

For Information

C - 159
18.4.4 Meetings attended in May

- **Tatiara Libraries Hub Group - held on Tuesday 16th May at Bordertown High School**
  Staff members from Bordertown Primary School, Bordertown Public Library and Bordertown High School attended a short meeting to discuss what is happening in Libraries in the local area. These meetings are beneficial for networking, planning extra services and resource sharing.

- **Digital Strategy Workshop – held on Tuesday 23rd May at Naracoorte Public Library**
  Public Library Services lead this workshop with Library Managers attending from Mt Gambier Public Library, Millicent Public Library, Bordertown Public Library and Naracoorte Public Library. Now that all Libraries in South Australia are on a One Card System the next step is how to manage the network’s digital strategy. A Consultant was employed by PLS to look at this strategy. His recommendations were in 13 different digital channels with about 120 projects/actions. The purpose of the workshop is to consult with Library Managers in SA to prioritize these projects. Five sessions will be held over the state, 2 metro and 3 regional.

*For Information*

18.4.5 National Simultaneous Storytime - “The Cow tripped over the mountain,” by Tony Wilson

Library Staff visited the Carol Murray Child Care Centre to share this year’s story. After the story the children acted out the rhyme.
National Simultaneous Storytime is an important annual campaign that aims to encourage more young Australians to read and enjoy books. Now in its 17th successful year it is a colourful, vibrant, fun event that aims to promote the value of reading and literacy using an Australian children’s book that explores age appropriate themes, and addresses key learning areas of the National Curriculum for Grades F to 6 and the pre-school Early Learning Years Framework.


For Information

18.4.6 Up Coming Events

<table>
<thead>
<tr>
<th>Days</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fridays</td>
<td>Chess Challenge</td>
</tr>
<tr>
<td>1st Tuesday</td>
<td>FOBL – Friends of Bordertown Library</td>
</tr>
<tr>
<td>1st Wednesday</td>
<td>Historical Group</td>
</tr>
<tr>
<td>3rd Tuesday</td>
<td>Third Tuesday Book Club</td>
</tr>
<tr>
<td>3rd Wednesday</td>
<td>Up for a Yarn – Knitting, Crochet and Craft group</td>
</tr>
<tr>
<td>Continuous</td>
<td>Community Jigsaws – Jigsaws can be borrowed using a honesty system</td>
</tr>
<tr>
<td>Continuous</td>
<td>Pre-loved book sale</td>
</tr>
<tr>
<td>Continuous</td>
<td>Basic computer training on demand</td>
</tr>
<tr>
<td>9th-30th June</td>
<td>Little Bang Science Discovery programme for 3-5 year olds- Programme is being launched on Friday 9th June. The programme is being run over 4 weeks. Thirteen children have booked.</td>
</tr>
</tbody>
</table>

For Information
18.5 Arts & Community Development Officer – Naomi Fallon

18.5.1 ANNOUNCEMENT: Del Kathryn Barton from the Art Gallery of South Australia

We are delighted to announce we are working with the Art Gallery of South Australia to bring works by Australia’s celebrated artists, Del Kathryn Barton.

Best known for her dreamy, poetic portraits, two-time Archibald Prize winner, she is widely recognised as one of Australia’s foremost figurative painters. Del Kathryn Barton’s exciting art practice has seen her become one of Australia’s most sought after artists.

The exhibition will explore Barton’s transition into film making, showcasing three major works from the collection of the Art Gallery of South Australia, including the gallery’s recent acquisition, RED, a short film recently premiered at the 2017 Adelaide Festival.

RED, starring Cate Blanchett, with Australian actor Alex Russell and Sydney Dance Company’s Charmene Yap, is a tale driven by the mating rituals of the Australian Red Back Spider.

RED will be shown in New York, and later in 2017 at the National Gallery of Victoria as part of a large Barton survey show.

WATCH RED TRAILER HERE

Also travelling to Bordertown will be a large painting for the feeling (2011) and animated work The Nightingale and the Rose (2015) with filmmaker Brendan Fletcher, which won Best Australian Short Film at the 2015 Melbourne International Film Festival and the 2016 AACTA awards for Best Short Animation.

Visitors will be able to experience first-hand the work of Del Kathryn Barton at the Walkway Gallery from September 1 to October 2, 2017. Admission is free.

The opening event and public program will be announced shortly.

RED reviews can be read here:


**For Information**

18.5.2 National Volunteer Week Wrap-up

We celebrated the district’s volunteer during May with, once again record attendances across the board.

Thank you to the three community groups who catered for each of our events – Mundulla Primary School, Keith Hospital Auxiliary and Padthaway Bowling Club.

<table>
<thead>
<tr>
<th>Date</th>
<th>Meeting / Function</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 May</td>
<td>Mundulla, Bordertown &amp; Wolseley</td>
<td>150</td>
</tr>
<tr>
<td>10 May</td>
<td>Keith</td>
<td>75</td>
</tr>
<tr>
<td>11 May</td>
<td>Padthaway &amp; Willalooka</td>
<td>55</td>
</tr>
<tr>
<td></td>
<td></td>
<td>280</td>
</tr>
</tbody>
</table>

**For Information**

18.5.3 Bordertown Seniors Keep Fit (1978 – 2017)

The need for every man, woman and child to attain and maintain an acceptable level of personal fitness as an aid to good health has long been recognised. While fitness and well-being are important for all ages, the need for those of advancing years to participate in exercise programs is more apparent over the years.

Sue Meakins, Elise Staude, Rita Rae, Nell and Ilene Donnell, met in 1978 and were invited to nominate a suitable person as an instructor for keep fit classes in Bordertown. Training for “would be instructors” was held in Millicent in May and June 1978 and Bordertown Seniors Keep Fit classes were started. They met Thursdays at 2pm for 24 years at the Senior Citizens Hall, then the activity centre and today meet in the Retirement Village Hall.

Ages range from 50 – 100 years, with the majority female. They recognise that many of the students live on their own and the aim is to provide them with the opportunity and encouragement to take part in exercises to keep their joints moving and to socialise within the community.

Classes are now Tuesday’s at 1.30pm in the Retirement Village Hall - a gold coin admission. All instructors are accredited and have, where possible, undertaken refresher courses.

Currently there are 22 students and classes generally attract 14 students each week. The instructors have a roster system which keeps the program stimulating and interesting, both mentally and physically. Talking during exercising is encouraged and discussions have included local, national and world-wide events as well as children, grandchildren and great grandchildren.

Each year the Keep Fit group hold a birthday function in June (near the 22nd) and on the 1st Tuesday in December they host a Christmas lunch and games.
A genuine benefit to the region is the definite improvement in the self-esteem and the physical health of the students. The regular exercise program and the opportunity to meet friends in a cheerful and carefree environment have measurably improved the confidence of the participants.

Congratulations to the volunteers who keep this valuable service going.

For Information

18.5.4 Meetings with community groups, services and individuals

During May the Arts & Community Development Officer attended the following:

<table>
<thead>
<tr>
<th>Date</th>
<th>Meeting / Function</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 May</td>
<td>INSTALL Tatiara Palette Painters</td>
<td>Bordertown</td>
</tr>
<tr>
<td>2 May</td>
<td>INSTALL Tatiara Palette Painters</td>
<td>Bordertown</td>
</tr>
<tr>
<td>3 May</td>
<td>MEETING Tessie Gaskell</td>
<td>Keith</td>
</tr>
<tr>
<td>5 May</td>
<td>MEETING Regional Galleries Meeting</td>
<td>Adelaide</td>
</tr>
<tr>
<td></td>
<td>MEETING James Dodd Tour Meeting</td>
<td>Adelaide</td>
</tr>
<tr>
<td>7 May</td>
<td>OPENING Tatiara Palette Painters</td>
<td>Bordertown</td>
</tr>
<tr>
<td>8 May</td>
<td>MEETING Dawn Beck Keep Fit</td>
<td>Bordertown</td>
</tr>
<tr>
<td>9 May</td>
<td>EVENT Volunteer Function</td>
<td>Mundulla</td>
</tr>
<tr>
<td>10 May</td>
<td>EVENT Volunteer Function</td>
<td>Keith</td>
</tr>
<tr>
<td>11 May</td>
<td>EVENT Volunteer Function</td>
<td>Padthaway</td>
</tr>
<tr>
<td>12 May</td>
<td>MEETING Anthony Peluso, Merilyn de Nys, Di Gordon (Country Arts SA)</td>
<td>Keith</td>
</tr>
<tr>
<td></td>
<td>EVENT State Theatre Company Sista Girl</td>
<td>Keith</td>
</tr>
<tr>
<td>16 May</td>
<td>MEETING Krystal Field Colour Run</td>
<td>Bordertown</td>
</tr>
<tr>
<td>18 May</td>
<td>EVENT Rodin Road Trip</td>
<td>Adelaide</td>
</tr>
<tr>
<td>21 May</td>
<td>EVENT Jaime Prosser @ Penley Estate</td>
<td>Coonawarra</td>
</tr>
<tr>
<td>22 May</td>
<td>MEETING Tatiara Tourism Group</td>
<td>Bordertown</td>
</tr>
<tr>
<td>23 May</td>
<td>MEETING Bordertown Lions Club</td>
<td>Bordertown</td>
</tr>
<tr>
<td>25 May</td>
<td>EVENT Richard Rogers in the Gallery</td>
<td>Bordertown</td>
</tr>
<tr>
<td></td>
<td>MEETING Glenda Rowett</td>
<td>Bordertown</td>
</tr>
<tr>
<td>26 May</td>
<td>EVENT Richard Rogers in the Gallery</td>
<td>Bordertown</td>
</tr>
<tr>
<td></td>
<td>EVENT Ramsay Art Prize Opening</td>
<td>Adelaide</td>
</tr>
<tr>
<td>29 May</td>
<td>INSTALL Tessie Gaskell</td>
<td>Bordertown</td>
</tr>
<tr>
<td>30 May</td>
<td>INSTALL Tessie Gaskell</td>
<td>Bordertown</td>
</tr>
</tbody>
</table>

For Information

18.5.5 Grants, fundraising, sponsorship & financial support

During May the following support was provided:
For Information

18.6 Records & Information Officer – Sally Bywater

18.6.1 Tatiara Website

The following website statistics were recorded during May 2017:

<table>
<thead>
<tr>
<th>Facts &amp; Figures – Council Website</th>
<th>2016/17</th>
<th>May 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Number of Sessions</td>
<td>22,338</td>
<td>2,096</td>
</tr>
<tr>
<td>Total Number of Users</td>
<td>14,206</td>
<td>1,552</td>
</tr>
<tr>
<td>Total Number of Page Views</td>
<td>57,962</td>
<td>6,369</td>
</tr>
<tr>
<td>Average Pages per Session</td>
<td>2.59</td>
<td>3.04</td>
</tr>
<tr>
<td>Average Session Duration</td>
<td>2:18</td>
<td>2:57</td>
</tr>
<tr>
<td>New Visitors to Site</td>
<td>13,670 (61.2%)</td>
<td>1,256 (59.9%)</td>
</tr>
<tr>
<td>Returning Visitors to Site</td>
<td>8,668 (38.8%)</td>
<td>840 (40.1%)</td>
</tr>
</tbody>
</table>

Website Flow 92.94% of users originate from Australia

<table>
<thead>
<tr>
<th>Facts &amp; Figures – Visit Tatiara Website</th>
<th>2016/17</th>
<th>May 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Number of Sessions</td>
<td>1,466</td>
<td>197</td>
</tr>
<tr>
<td>Total Number of Users</td>
<td>717</td>
<td>109</td>
</tr>
<tr>
<td>Total Number of Page Views</td>
<td>2,658</td>
<td>479</td>
</tr>
<tr>
<td>Average Pages per Session</td>
<td>1.81</td>
<td>2.43</td>
</tr>
<tr>
<td>Average Session Duration</td>
<td>5:19</td>
<td>10:18</td>
</tr>
<tr>
<td>New Visitors to Site</td>
<td>642 (43.8%)</td>
<td>86 (43.7%)</td>
</tr>
<tr>
<td>Returning Visitors to Site</td>
<td>824 (56.2%)</td>
<td>111 (56.3%)</td>
</tr>
</tbody>
</table>

Website Flow 99.49% of users originate from Australia

<table>
<thead>
<tr>
<th>Facts &amp; Figures – Council Website</th>
<th>May 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome to Tatiara Tourism</td>
<td>Page Views</td>
</tr>
<tr>
<td>Contact Your Council</td>
<td>299</td>
</tr>
<tr>
<td>Waste Management</td>
<td>199</td>
</tr>
<tr>
<td>Backyard Burning</td>
<td>153</td>
</tr>
<tr>
<td></td>
<td>152</td>
</tr>
</tbody>
</table>

C - 165
18.6.2 Affixing the Common Seal

**Recommendation:** That:

1. The following Lease Agreement requires renewing and because it is 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 lease.

   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 Lease Agreement authorises the Mayor and Chief Executive Officer to execute under the common seal of Council the following document:

   - 5-year lease agreement between Tatiara District Council and Keith & District Motorcycle Club for 55 Charlies Well Road (Section 507) Keith - CR5755/931.

18.6.3 Customer Service Requests – May 2017

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

<table>
<thead>
<tr>
<th>Received for Month</th>
<th>Completed for Month</th>
<th>Completed for Month</th>
<th>Total Received</th>
<th>Total Completed</th>
<th>Completed Overall</th>
</tr>
</thead>
<tbody>
<tr>
<td>50</td>
<td>27</td>
<td>54%</td>
<td>837</td>
<td>798</td>
<td>95%</td>
</tr>
</tbody>
</table>

**For Information**

C - 166
18.7 Finance Manager – Judi Molineux

18.7.1 Monthly Financial Report for May 2017

The Monthly Budget Comparison Statement for May 2017 is attached.

Financial Implication: This will be reviewed today with the May Review in June 2017.

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 May 2017 be received.

18.7.2 2016-2017 May Budget Review - Draft Budget Detail & Summary

Council staff and managers have thoroughly looked at all budget lines and have been realistic in their projections for the last 4 weeks of this financial year.

Points to consider

- Increase Financial Assistance Grants, we will receive half of our allocation in June 2017 for the 2017/18 financial year, $1,492,630
- Increase allocation to CWMS reserve by approximately $46,000
- Decrease to San & Garbage by approximately $10,000
- Increase to Civic Centre Maintenance by approximately $10,000 (Bob Hawke Gallery)
- Increase to Other Halls Operating by approximately $25,000 (Mundulla Hall Carpark)
- Increase allocation to Parks & Gardens by approximately $54,000 (Allocations for all individual parks may already be under or over and only some of the larger differences have had the budgets increased). The overall effect is approximately $63,000 for the current expenditure to 30th June to allow for all tree pruning $37,000 in all towns and minor maintenance. The balance of $26,000 to be spent in Development and Renewals.
- Decrease Bordertown Pool expenses by approx. $4,000 & Keith Pool by $13,000
- Decrease Quarry operations by approximately net $6,000
- Decrease Road Construction by approximately $72,000
- Increase Road Maintenance by approximately $46,000
- Realigned Internal Labour Overheads reduced by $20,000
- Estimation of carry-forward funds to 2017/18 – total of $699,244 of which $581,857 is capital works representing 83%. This compares with last financial year of a total of carry forward funds of $199,529 of which $44,115 was capital works at 22%.
• Reserve Unplanned Maintenance - $200,000 (propose this is brought back into the 2017/18 budget, as this will help balance next year’s budget in preference to Council taking out a loan).

• Summary May Review shows a:
  o Cash Budget Surplus of $6,279 as shown in our Cash Budget Statement
  o Operating Surplus of $1,791,596 as shown in the Income Statement (after allowing for Grants in Advance the Operating Surplus would have been $298,966)

• This compares to Budget Review 3, which showed,
  o Cash Budget Surplus of $48,438
  o Operating Surplus of $161,899

(2) 2016-2017 May Budget Review – Draft Financial Statements

The budgetary Financial Statements are attached.

• Income Statement
• Balance Sheet
• Statement of Changes in Equity
• Statement of Cashflows

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 30th September & 31st May (dates inclusive) show a revised forecast of its operating and 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 and 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 2016-2017 May Budget Review showing a Budgeted Cash Surplus of $6,279 and an Operating Surplus of $1,791,596.

18.7.3 Rate Rebate

Mandatory Rebates

• The Council must grant a rebate in the amount specified in respect of those land uses which the Act provides will be granted a rebate. Rates on the following land will be rebated at 100%:
Health Services - Land being predominantly used for service delivery or administration by a hospital or health centre incorporated under the South Australia Health Commission Act 1976;

Religious Purposes - Land containing a church or other building used for public worship (and any grounds), or land solely used for religious purposes.

Rates on the following land will be rebated at 75%:

Community Services - Land being predominantly used for service delivery or administration (or both) by a community service organisation. A “community service organisation” is defined in the Act as a body that –

- is incorporated on a not for profit basis for the benefit of the public; and
- provides community services without charge or for a charge that is below the cost to the body of providing the services; and
- does not restrict its services to persons who are members of the body.

It is necessary for a community services organisation to satisfy all of the above criteria to be entitled to the mandatory 75% rebate. The Act further provides that eligibility for a rebate by a community services organisation is subject to it providing one or more of the following community services:

- emergency accommodation;
- food or clothing for disadvantaged persons (i.e., persons who are disadvantaged by reason of poverty, illness, frailty, or mental, intellectual or physical disability);
- supported accommodation (i.e., residential care facilities in receipt of Commonwealth funding or accommodation for persons with mental health, intellectual, physical or other difficulties who require support in order to live an independent life);
- essential services, or employment support, for persons with mental health disabilities, or with intellectual or physical disabilities;
- legal services for disadvantaged persons;
- drug or alcohol rehabilitation services; or
- the conduct of research into, or the provision of community education about, diseases or illnesses, or the provision of palliative care to persons who suffer from diseases or illnesses;
- educational purposes - Land occupied by a government school under a lease or licence and being used for educational purposes.

Where the Council is satisfied from its own records or from other sources that a person or body meets the necessary criteria for a mandatory 100% or 75% rebate, the Council will grant the rebate of its own initiative. Where the Council is not so satisfied it will require the person or body to apply for the rebate in accordance with the Applications Clause of this Policy.

Where a person or body is entitled to a rebate of 75% the Council may, pursuant to Section 159(4) of the Act, increase the rebate up to a further 25%. The Council may grant the further 25% rebate upon application or on its own initiative. In either case the Council will take into account those matters set out within the Applications Clause of the Rate Rebate Policy and may take into account any or all of those matters set out within that Clause.

Where an application is made to the Council for a rebate of up to a further 25% the application will be made in accordance with the Applications Clause of the Rate Rebate Policy and the Council will provide written notice to the applicant of its determination of that application.

C - 169
Discretionary Rebates

The Council may in its absolute discretion grant a rebate of rates or service charges in any of the following cases pursuant to Section 166 of the Act:

- where it is desirable for the purpose of securing the proper development of the area (or a part of the area);
- where it is desirable for the purpose of assisting or supporting a business in its area;
- where it will be conducive to the preservation of buildings or places of historic significance;
- where the land is being used for educational purposes;
- where the land is being used for agricultural, horticultural or floricultural exhibitions;
- where the land is being used for a hospital or health centre;
- where the land is being used to provide facilities or services for children or young persons;
- where the land is being used to provide accommodation for the aged or disabled;
- where the land is being used for a residential aged care facility that is approved for Commonwealth funding under the Aged Care Act 1987 (Commonwealth) or a day therapy centre;
- where the land is being used by an organisation which, in the opinion of the Council, provides a benefit or service to the local community;
- where the rebate relates to common property or land vested in a community corporation under the Community Titles Act 1996 over which the public has a free and unrestricted right of access and enjoyment;
- where the rebate is considered by the Council to be appropriate to provide relief against what would otherwise amount to a substantial change in rates payable due to a change in the basis of valuation used for the purposes of rating, rapid changes in valuations, or anomalies in valuations; and
- where the rebate is considered appropriate by the Council to provide relief in order to avoid what would otherwise constitute a liability to pay a rate or charge that is inconsistent with the liabilities that were anticipated by the Council in its annual business plan or a liability that is unfair or unreasonable.

The Council may grant a rebate of rates up to and including 100% of the relevant rates or service charges. The Council may grant a rebate for a period exceeding one year, but not exceeding 10 years in respect of those cases identified by the Act.

The Council has an absolute discretion:

- to grant a rebate of rates or service charges in the above cases; and
- to determine the amount of any such rebate.

Persons who, or bodies which, seek a discretionary rebate may be required to submit an application form to the Council and provide to the Council such information as stipulated on the application form and any other information that the Council may reasonably require.

In the past we have:

- increased the mandatory rebate of 75% on schools to 100%;
- provided 100% discretionary rebates to sporting clubs and other community organisations;
• given rate holidays to several new businesses (Economic Development Committee Recommendation)
• provided a 20% discretionary rebate to Bordertown and Keith retirement villages.

In reviewing the rebate resolutions, it is also worth noting that the following Assessments have been removed from mandatory and discretionary rebates provided in 2016/17.

Mandatory Rebates
1. A134 – Bordertown Lutheran Church (residence)

Recommendation: Council provide the following mandatory and discretionary rebates on the General rate and the NRM Levy for the 2017/18 rating year:

1. Mandatory rebates pursuant to Section 165 of the Local Government Act 1999, increased from 75% to 100% pursuant to Section 159(4) of the Local Government Act 1999, in respect of the following land:

   (a) A5509 – Mundulla School
   (b) A 5726 – Bordertown Primary School
   (c) A759 – Bordertown High School
   (d) A75 – Bordertown Kindergarten
   (e) A4766 – Keith School
   (f) A4765 – Keith School
   (g) A3011 – Keith School
   (h) A2607 – Keith Kindergarten
   (i) A4068 – Padthaway School
   (j) A5213 – Padthaway School;

2. Discretionary rebates of 100% of the rates pursuant to Section 166(1)(j) of the Local Government Act 1999 in respect of the following land:

   (a) AAA2598 – Keith Tennis Club
   (b) A2595 – Keith Bowling Club
   (c) A6459 - Keith Golf Club
   (d) A3607 - Mundulla Bowling Club
   (e) A2747 - Bordertown Golf Club
   (f) A61 – Bordertown Bowling Club
   (g) A2166 - Bordertown Racing Club
   (h) A2169 – Bordertown Racing Club
   (i) A2629 – Bordertown Racing Club
   (j) A4580 – Bordertown Racing Club
   (k) A2048 – Migrant Resource Centre
   (l) A861 – Tatiara Community FM Broadcasters Inc.
   (m) A5129 – Keith Men’s Shed
   (n) A3431 – Padthaway St Johns Ambulance
   (o) A3620 – Keith St Johns Ambulance
   (p) A41 - Bordertown St Johns Ambulance

3. Discretionary rebates of 100% of the rates pursuant to Section 166(1)(c) of the Local Government Act 1999 in respect of the following land:

   (a) A3399 – Padthaway Memorial Hall
4. Mandatory rebates of 100% of the rates pursuant to Section 160 of the Local Government Act 1999 in respect of the following land:

(a) A3624 – Keith & District Hospital
(b) A3628 – Keith & District Hospital
(c) A3631 – Keith & District Hospital
(d) A86 – Bordertown Memorial Hospital
(e) A88 – Bordertown Memorial Hospital;

5. Mandatory rebates of 100% of the rates pursuant to Section 162 of the Local Government Act 1999 in respect of the following land:

(a) A132 – Bordertown Lutheran Church
(b) A1287 – Keith Lutheran Church
(c) A1167 – Keith Church of Christ
(d) A1169 – Keith Church of Christ (vacant land)
(e) A3717 – Mundulla Church of Christ
(f) A746 – Bordertown Church of Christ
(g) A6402 – Bordertown Catholic Church
(h) A2807 – Keith Catholic Church
(i) A2898 – Keith Uniting Church
(j) A3579 – Mundulla Uniting Church
(k) A4690 – Buckingham Uniting Church
(l) A3958 – Padthaway Uniting Church
(m) A774 – Bordertown Uniting Church
(n) A3388 – Padthaway Anglican Church
(o) A3650 – Mundulla Anglican Church
(p) A515 – Keith Anglican Church
(q) A731 – Bordertown Anglican Church
(r) A787 – Bordertown Anglican Church
(s) A3914 – Wolseley Community Church
(t) A4209 – Jehovah’s Witnesses Congregation
(u) A59 – Highway Christian Centre

6. Discretionary rebates of 20% of the rates pursuant to Section 166(1)(h) of the Local Government Act 1999 in respect of the following land involving the Tatiara Retirement Village and Carinya Inc. stating the assessments listed below:

18.7.4 Fees and Charges Review

In consultation with Staff Management, an annual review of our current fees and charges policy has been conducted. This would normally take effect as of the beginning of the new financial year, in July 2017.

The following points relate to those fees that have been reviewed recently or that may be increased at a future time:

- Swimming Pool Fees to be set in October 2017.
- Water Rates for Wolseley Water residents were reviewed & decreased in February 2013 and no change is required at this point in time.
- Cemetery Fees were increased in March 2015 which included all Cemetery fees.
- Both Civic Centre and Keith Institute hiring charges will be reviewed by the relevant Committees in due course.
- Waste Management Fees were increased in February 2015.
- Saleyard fees were increased at July 2014, which included a $200 fee per stock agent as well as a price per sheep – these fees still appear adequate
- Washdown Bay fees were increased in October 2016
- Dog Registration Fees were adopted at the February 2017 Council Meeting, effective 1/7/17

<table>
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<th>Administration</th>
<th>Description</th>
<th>Total Current Fee ($)</th>
<th>Amount ($)</th>
<th>GST</th>
<th>New Amount Total ($)</th>
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<td>Land Sale</td>
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<td>Car Bodies</td>
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**Recommendation:** That Council agrees to update its Fees and Charges Policy in line with the changes above to begin in the new financial year, being 1st July 2017.
18.7.5  **Internal Control Policy – 6.1 Expenses**

**GO TO ATTACHMENT**

The current policy has been reviewed in line with changes made to the Procurement and Tenders Policy.

The Procurement and Tenders Policy has had changes (report by CEO) that now includes:
- Electronic Requisitions and Purchase Orders
- Exemptions for Purchase Orders
- Revision of delegation to authorised officers - Appendix A
- Inclusion of Direct Purchasing Form - Appendix B
- Inclusion of Record of Verbal Quotation Form - Appendix C

The revised Internal Control Policy – 6.1 Expenses replaces paper based purchase orders with electronic requisitions and purchase orders to take effect as of 1/7/17. The Policy is attached for your consideration.

**Recommendation:** That Council adopt the Internal Control Policy 6.1 Expenses (Rev 02 – June 2017).

**GO TO NEXT ITEM**  **BACK TO INDEX**
6 Expenses

6.1 Purchasing & Procurement

Introduction

The recent development of on-line purchasing and e/procurement present Councils with the opportunity to enhance the operational efficiency of the purchasing, procurement and disbursement environments. However it is important that this drive for operational efficiency does not circumvent the essential controls that should exist within this key facet of Council’s operations.

When reviewing the internal control environment surrounding purchasing and procurement, Council should consider the following issues:

Increasing use of on-line purchasing and e-procurement
Obtaining value for money in purchasing and procurement
Delegations of authority
Credit cards
Custody of blank cheques and access to electronic payment facilities.

Key Issues/Risks

In relation to purchasing, the major risks faced by Councils are as follows:

Council does not receive value for money in its purchasing
Purchases of goods and services are made from non-preferred suppliers
Purchase orders are either inaccurately recorded or not recorded at all
Purchase orders are placed for unapproved goods and services
Supplier master file data does not remain pertinent and/or unauthorised changes are made to the supplier master file.

Segregation of Duties

The following segregation of duties should occur in the purchasing cycle:

Approval of purchase orders
Recording of the original purchase and liability

- Controls in place to prevent the above risks as stated include the following:

- Council has a Procurement & Tenders Policy and a Contract Procedures Ordering system is paper based purchase order books and all orders are delegated to the relevant staff member with purchasing power.
- Electronic Requisitions are to be used to request the purchase of goods & services
- Electronic Requisitions must be authorised by a responsible person to authorised the purchase of goods as per the Procurement and Tenders Policy – Appendix A
- Electronic Requisitions are numbered sequentially by the Synergysoft System
- Preferred Contractor listing within Council is utilised and communicated.
- Council utilise the LGA preferred Contractors where possible.

C - 175
• All purchases must be supported by an Order which must be approved in accordance with the Delegations of Authority and includes the following details
  o suppliers name;
  o details of goods/services ordered;
  o Whether GST is inclusive or exclusive
  o agreed prices when available – if prices are not available the Purchase Order should at least note an estimate of the amount payable. Electronic orders require prices in all instances.
  o GL account number / Job number;
  o unfilled or uncompleted Purchase Orders shall be regularly followed up by the Creditors Officer and/or the person who placed the order;

• All credit card purchases must comply with the Credit Card Policy and be substantiated with a tax invoice.
• All fuel card purchases must be only used for Council vehicles and substantiated with a tax invoice.
• All Purchases orders whether electronic or manual are pre-numbered.
• Purchase orders are issued in accordance with Councils Procurement & Tenders Policy.
• Purchase Orders and invoices are to be compared, any inaccuracies to be investigated and actioned by the authorised officer.
• Unmatched purchase orders are reviewed for completeness on a regular basis by the authorised officer.
• Access to the supplier master file is restricted to appropriately designated personnel (as per the system access rights).
• Supplier master file is reviewed regularly for accuracy and ongoing pertinence.
• Changes to supplier master file are compared to authorised source documents to ensure that they were input accurately.

**RECORD OF AMENDMENTS**

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<th>DATE</th>
<th>REVISION NO</th>
<th>REASON FOR AMENDMENT</th>
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<td>Rev: 00</td>
<td>Draft copy</td>
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<tr>
<td>14th April 2015</td>
<td>Rev: 01</td>
<td>Adopted Council Res# 232</td>
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<tr>
<td>13th June 2017</td>
<td>Rev: 02</td>
<td>Reviewed to include Electronic Requisitions and Purchase Orders to take effect 1/7/17</td>
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</table>
18.7.6 **Staff Training/Conferences**

25\textsuperscript{th} May IT Vision End of Year Process – Naracoorte Lucindale Council

Karen Drabsch, Josie Verco, Kelly Hutchinson and I attended a half day sessions on the End Of Year (EOY) payroll and rating procedures, which was followed at the end of the day by an EOY processes and balancing for the financial module. Other Councils to participate were Grant, Wattle Range, Naracoorte, Robe and Kingston. It is always good practice to meet with other Council staff within the region, providing good discussion on our current practices and where we may improve.

Included in the day are short sessions of common problems across the state and a time to probe the software provider on the functionality of the financial programme.

*For Information*

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**ENGINEERING**

18.8 **Manager Technical Services – Surya Prakash**

18.8.1 **2016/17 Works Programme**

**GO TO ATTACHMENT**

All the works included in the 2016/17 programme have either been completed or will be completed by 30\textsuperscript{th} June.

The only two projects that will be carried forward are:

1. Keith Skate Park Development – contractor running behind
2. Keith rail Reserve Development – waiting for the outcome of the grant application.

This has been achieved by a collaboration between Council employees, local contractors and long-term contractors.

**Special Local Road Programme Construction Works – Meatworks & Pigeon Flat Road**

All the works that Council was responsible has been completed.

The project ran over budget due to inclement weather which required a rework of the subgrade. The lime stabilisation also added to the costs of the works.

JBS are still to complete some minor works to their off road carpark adjacent to the premises on Meatworks Road.

An NBN contractor has dug up across Pigeon Flat Road to repair damaged cable and has not reinstated the road to Council’s standard. Correspondence has been sent to NBN to rectify this to Council’s satisfaction.
Grubbed Road Construction Works

All work is now complete.

The final cost of the project was $91,000 over the original budget. This is attributed to inclement weather during the commencement of the project in November. The seal width claim also added to the costs of the project.

The claim from Boral for additional sealing has been settled.

A joint inspection was conducted and core samples of the sealing works were taken to identify old seal from the new. After this Boral reduced their claim which was paid by Council.

Saleyard Road and Western Drive upgrade Works

All works completed. Project was delivered under budget.

Reseals

All the reseal works in the programme have been completed by Boral. This was achieved under the original allocation.

Re-sheet Programme

All the resheet works in the programme have been completed.

The works were achieved under the budgeted amount which resulted in bringing forward a couple of additional roads into this year’s programme.

This included Packers Road and sections of Coopers Road.
Footpath Construction

The last of the footpath works are being done and should be completed by end of June.

This includes a paved footpath in McBain Street Keith which is being done by local contractor and Binnie Street Bordertown which also been contracted out.

Some of the invoices for the works completed are yet to be received.

Budget: $229,000  YTD Expenditure: $233,000  Budget Overrun: $4,000

Kerb & Gutter Construction

The last section of the Kerb & Gutter renewal works has commenced on Binnie Street in Bordertown. This works is being done by Council staff and will be completed by end of June.

Some of the invoices to be booked against this job have not been received.

Budget: $191,000  YTD Expenditure: $178,000  Budget Surplus: $13,000

Patrol Grading

Council staff have commenced patrol grading rounds. All four Council graders are on patrol grading duties. The progress has been very good with most of the school bus routes already graded.

Patrol grading will continue to accumulate expenses for rest of June and final expenditure will be reconciled at the end of the month.

Budget: $625,000  YTD Expenditure: $540,000  Budget Available: $85,000

For Information

GO TO NEXT ITEM  BACK TO INDEX
<table>
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<th>Ref</th>
<th>Programme</th>
<th>Description</th>
<th>Page</th>
<th>Location</th>
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<th>YTD Budget</th>
<th>YTD Actual</th>
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<th>Expenditure Props</th>
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<td>4.28%</td>
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**C - 180**
18.8.2 Keith Railway Land Development

Council has not received feedback from the State Government regarding the grant application outcome for this project.

The outcome will be advised later in June.

Funds in the 2016/17 budget will be carried over to the 2017/18 budget.

*For Information*

18.8.3 Keith Skate Park Development

Rampage Design has commenced the steel fabrication of the items to be installed at the Keith Skate Park.

Site works will commence towards end of June. This will involve construction of the concrete base where new skating jumps will be installed. The concrete skating surface will also be poured on site.

It is unlikely that all the works will be completed by 30th June, therefore, some unspent budget amount will be carried forward to 2017/19 financial year.

*For Information*

18.8.4 Keith Truck Wash Bore Water

All the documentation required for the change of water license ownership has been completed between the Keith Bowling Club and the Council. This will be lodged with DEWNR and will take approximately 8 weeks to process the change.

MTS has been liaising with hydro-geologist from DEWNR on the water quality issue for bore water wells in Keith. The advice received from DEWNR is that there is high degree of variability in salinity levels in existing bores in Keith. The exact salinity levels can only be tested once the well has been installed.

However DEWNR have provided location of existing bores near to the truckwash and have agreed to test the salinity levels if Council can provide water samples.

Council staff are working on getting water samples from these wells and sending it to DEWNR in Mt Gambier for testing.

Decision whether to proceed with the bore water at Keith truckwash will be made once the water quality has been tested.

*For Information*
18.8.5 Feasibility Study into Establishing Tatiara Landfill Site

Consultation with relevant stakeholders has been delayed to their competing commitments. This has delayed putting together the final report.

One existing business is undertaking their own feasibility into establishing a landfill operations in the district.

It is hoped that the consultation with relevant stakeholders will be completed by end of June and report submitted to Council at the July meeting.

For Information

18.8.6 Kerbside Waste Collection Tender Document - Consultancy

Tenders for the Kerbside Waste Collection service closed on 9th June and were opened in presence of the Mayor and the CEO.

These tenders will be assessed by Council staff over next coming weeks and recommendations will be put up for Council approval at the July meeting.

For Information

18.8.7 Victoria Parade Bridge Strengthening Works

GO TO ATTACHMENT

Council has received final report from DPTI Bridge Asset Unit.

The report details the works required to strengthen the bridge to allow HML B-Doubles and semi-trailers to travel over the bridge. It also includes cost estimate to undertake the works.

This bridge was built in two sections and the weakness identified by the structural analysis of the structure is the construction joint between the two sections. Therefore the works required involves strengthening the joint between the two sections.

Victoria Parade is a gazetted B-Double route and in order to allow heavy vehicles on the road the bridge, the strengthening works is required.

The cost estimate provided by DPTI is $675,000 based on the way DPTI would undertake the strengthening works. This estimate allows for temporary diversion to be constructed and has substantial risk allowance as well.

This bridge, according to DPTI records, was built in 1952 and is up for renewal in 2035.
Therefore the question arises whether to undertake the strengthening works or to replace the existing bridge with a newly built.

Based on the most recent bridge Council has replaced, Winter Road Bridge – which was at a cost of approximately $180,000, the strengthening works will cost approximately $150,000. To construct a new bridge on Victoria Parade will cost approximately between $300,000 and $400,000.

Therefore Council has two options to consider:

**OPTION 1** – Carry out the strengthening of the existing bridge at approximate cost of $150,000. This work can commence straightaway as the design has been completed.

Budget allowance has been made for this works in 2017/18 budget.

The pros of this Option are that by doing the strengthening works Council is reducing the probability of any structural failures which could result in an incident and the costs of the works at $150,000 is allowed for in the 2017/18 budget.

The cons for this Option are that by spending $150,000 Council will be addressing only one section of the bridge. The bridge is 65 years old and has been marked for replacement in 2035 which is only 18 year’s time.

**OPTION 2** – this option is to build a new bridge on Victoria Parade. This will require engaging a structural engineering firm to design the bridge and prepare drawings and specification. It will take approximately three months to complete the design, another month to call tenders before works can start. This will require additional $150,000 to $250,000.

Pros for this Option are that new bridge will last another 90 to 100 years and Council will not be required to do any works in 2035.

Cons for this Option are that it requires additional time and funds to complete the works.

**Financial Implications:** The draft 2017/18 budget has allocation of $150,000 to undertake the strengthening works. Council will need to source another $150,000 to $250,000 if a new bridge is to be constructed on Victoria Parade.

**Strategic Plan Reference:** the following reference is made in Council’s 2016-20 Strategic Plan:

2.1.1.3. Deliver works to develop & maintain Council’s physical assets for long-term sustainability, amenity & safety.

2.1.1.4.

**Policy/Legislative Reference:** the following reference to B-Double access to Council roads is made in the Policy Manual:

**ENGINEERING SERVICES - B Double Permits**

(1) Council shall continually monitor its roads with a view of gazetting these roads that are suitable for use by B-Double vehicles.
All works must comply with relevant Australian Standards and codes of practice used by DPTI.

**Risk Assessment:**
Although the risk of bridge failure is very low, the calculations show that there is a weak point in the current bridge structure. Having this information and not acting immediately may increase Council's liability should any incident occur as a result of bridge failure.

**Recommendation:** The following two options are put forward to Council to consider and approve:

**Option 1**
Council approve that the current bridge on Victoria Parade be strengthened as detailed in the report completed by DPTI

OR

**Option 2**
Council approve that MTS engage a structural engineering firm to design a new bridge built over the Tatiara Creek on Victoria Avenue.

A report to be submitted to Council on the cost estimate of the new bridge once the design and drawings are completed.
APPENDIX E

Government of South Australia
Department for Transport, Energy and Infrastructure

CALCULATION SHEET

JOB PN 2113 - BRIDGE OVER TATIARA CK AT BORDERTOWN
- DECK STRENGTHENING

DATE 5/5/17

NOTE:
1) NEW CONCRETE GRADE S40
2) REINFORCING BARS (N) TO BE GRADE DESIGN TO AS/NZS 4671.
## APPENDIX F

### PRELIMINARY CONCEPT ESTIMATE COVER SHEET

**PROJECT NAME:** Bridge Over Tatiara Creek (PN2113), Deck Strengthening  
**ESTIMATE NO:** 2170 GE L3 R1  
**DATE PREPARED:** 13/06/2017  
**PROJECT / TASK:** 3157 / 108 333178 / 21002  
**KNET NO:** #11497498 (Version #2)

### ESTIMATE LEVEL

<table>
<thead>
<tr>
<th>Strategic</th>
<th>Preliminary Concept</th>
<th>Concept</th>
<th>Preliminary Design</th>
<th>Detailed Design</th>
<th>Pre-Tender</th>
</tr>
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<tbody>
<tr>
<td>Level 5</td>
<td>Level 4</td>
<td>Level 3</td>
<td>Level 2</td>
<td>Level 1</td>
<td>Not Estimated at Level 7 June 2017</td>
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### PROJECT COST INFORMATION

**Basis:** Total Project Cost  
**Year $ Values:** 2017

<table>
<thead>
<tr>
<th>OPTION</th>
<th>BRIEF OPTION DESCRIPTION</th>
<th>ESTIMATE RANGE</th>
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<tr>
<td>Option 1</td>
<td>Bridge Over Tatiara Creek (PN2113), Deck Strengthening</td>
<td>P50</td>
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603,799 | 674,245

**NOTE:** These values exclude escalation, calculation or consideration of the future estimate notes. Future escalation values are to be used when selecting project funding.

### ESTIMATE OPTIONS SUMMARY

<table>
<thead>
<tr>
<th>Level 5</th>
<th>Level 4</th>
<th>Level 3</th>
<th>Level 2</th>
<th>Level 1</th>
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<tr>
<td>500,000</td>
<td>500,000</td>
<td>500,000</td>
<td>500,000</td>
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### REVIEW INFORMATION

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Name</th>
<th>Organisation</th>
<th>Contact No.</th>
<th>Check / Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimator</td>
<td>Kristen Maynard</td>
<td>Baker Ahee Consulting</td>
<td>0439 489 578</td>
<td>KM - 10/05/17</td>
</tr>
<tr>
<td>Reality Check</td>
<td>Mason Robb</td>
<td>Baker Ahee Consulting</td>
<td>0409 601 452</td>
<td>MR - 11/05/17</td>
</tr>
<tr>
<td>Prog Officer Est Serv</td>
<td>Ashley Jaensch</td>
<td>OPPTI</td>
<td>06 6343 2098</td>
<td>AJ - 11/05/17</td>
</tr>
<tr>
<td>Prog Manager/Partner</td>
<td>Ben Van Zanden</td>
<td>OPPTI</td>
<td>08 6343 2153</td>
<td>BVZ - 13/05/17</td>
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</table>

### REVISION STATUS

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<tr>
<th>Revision No.</th>
<th>Date</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>R1</td>
<td>11/05/2017</td>
<td>Initial revision</td>
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</tbody>
</table>
APPENDIX F

PRELIMINARY CONCEPT ESTIMATE
SCOPE, RISK & METHODOLOGY OF ESTIMATE

PROJECT NAME: Bridge Over Tatara Creek (PN2113), Deck Strengthening
ESTIMATE NO: 2170 OE L3 R1
DATE PREPARED: 10/05/2017
PROJECT / TASK: 3157 / 106 33178 / 21002
KNET NO: #11497458 (Version #1)

CLIENT DESCRIPTION OF PROJECT

REFERENCE DOCUMENTATION

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Number</th>
<th>Drawing Rev</th>
<th>Estimate Rev-1st Included</th>
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<tr>
<td>Drawing</td>
<td>Bridge Over Tatara Creek (PN2113), Deck Strengthening</td>
<td>2113</td>
<td>-</td>
<td>R1</td>
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</table>

CLIENT DESCRIPTION OF SCOPE AS PROVIDED ON WORK ORDER

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>1. General Overview</td>
<td>This project is for the upgrade of existing bridge infrastructure for Tatara Council</td>
</tr>
<tr>
<td>2. Project Objectives</td>
<td>(a) To upgrade and repair bridges to enhance access for local communities and facilitate higher productivity vehicles access</td>
</tr>
<tr>
<td>3. Performance Criteria</td>
<td>(a) Strengthened bridges to carrying Higher Mass Limit and Performance Base Specification vehicles</td>
</tr>
</tbody>
</table>

4A1. Extent & Limit of Works

(a) Bridge strengthening as per the plan provided

4B1. Scope of Work

(a) Bridge strengthening as per the plan provided, including all necessary demolition and construction of new components including (but not limited to) new concrete deck slabs 1m wide

(b) Pavement rehabilitation at each end of the structure

(c) All associated traffic control works and temporary works to facilitate construction, roads are to remain open at all times - this may require the construction of a temporary roadway adjacent the structure (including making good at completion) or appropriate staging of the works

(d) The removal and/or pruning of trees and vegetation

(e) Deposition of all demolished/supplus materials

(f) Onsite monitoring (noise, vibration, aboriginal heritage site)

4C1. Environmental

Assessments will not be completed in time for these estimates, estimator to make reasonable assumptions

4D1. Property Acquisition

Estimates to assume all works occur within existing road reserves or if temporary road diversions are used that these occur on land leased during the construction period

4E1. Services Work

(a) Estimator to assess

4F1. Option Exclusions

(a) NI

5. Risks & Constraints

(a) Traffic management, including the need to maintain traffic flows

(b) The presence of existing services and costs associated with their relocation

6. Milestone dates

(a) Construction timing is unknown, estimates are to be used in seeking funding only at this stage

7. Procurement/Delivery Method

(a) Unknown

8. Other Information

(a) Estimate site is as follows: Bridge Over Tatara Creek (PN2113), Deck Strengthening

9. Required Deliverables

(a) Level 3 estimate in single excel file

ESTIMATOR’S RECORD OF ADDITIONAL INFORMATION RESULTING FROM ESTIMATE COMMENCEMENT MEETING

C - 188
## APPENDIX F

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Nil</td>
</tr>
<tr>
<td>2</td>
<td>-</td>
</tr>
<tr>
<td>3</td>
<td>-</td>
</tr>
<tr>
<td>4</td>
<td>-</td>
</tr>
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## ESTIMATOR'S METHODOLOGY, ASSUMPTIONS, RISKS, OPPORTUNITIES AND EXCLUSIONS

### CLEAR DEFINITION OF SCOPE FOR OPTION

<table>
<thead>
<tr>
<th>Option Number &amp; Description</th>
<th>Road Length (km)</th>
<th>Lane Length (km)</th>
<th>Estimator's Description of Scope Included within Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option 1 - Bridge Over Taitara Creek (PK2113), Deck Strengthening</td>
<td>0.212</td>
<td>0.424</td>
<td>Bridge strengthening including removal of existing asphalt, breasting out 500mm of concrete deck either side of the joint running down the centre of the bridge. Cleaning and treating retained reinforcement. Tying in 40 x 5 bars to match existing spacing. Form and pour concrete deck. New asphalt to entire deck and pavement rehabilitation 100m either side of bridge.</td>
</tr>
</tbody>
</table>

### METHODOLOGY STATEMENT

(*Estimator's description of the construction methodology assumed in the preparation of the estimate*)

Option 1 - Bridge Over Taitara Creek (PK2113), Deck Strengthening

As the deck strengthening is located within the centre of the bridge, both lanes will need to be closed. As such a temporary diversion, will be constructed alongside the existing bridge. A scaffold will be erected to the off side of the section of deck to be broken out to prevent debris falling into the waterway as well as providing support for the concrete when poured. Once the deck has been broken out, the new reinforcement tied in, and the deck poured, new asphalt will be laid across the full deck.

### PROJECT AND CONSTRUCTION DURATION

*Estimator's assumed duration as used in the preparation of the estimate*

Option 1 - Bridge Over Taitara Creek (PK2113), Deck Strengthening

10 weeks construction duration

### PROJECT ASSUMPTIONS, RISKS & OPPORTUNITIES

*Include potential cost implication or savings where applicable*

<table>
<thead>
<tr>
<th>Component</th>
<th>Description</th>
<th>Assump / Risk</th>
<th>Rev. 1st Noted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.4</td>
<td>Development Phase - Design and Investigation</td>
<td>Assumes pavement design will not require any investigation of the existing pavement.</td>
<td>Assumption</td>
</tr>
<tr>
<td>1.6</td>
<td>Implementation Phase - Design and Investigation</td>
<td>Assumes works to be procured on a construct only basis, and full design completed before tendering construction works.</td>
<td>Assumption</td>
</tr>
<tr>
<td>4.4</td>
<td>Earthworks</td>
<td>Allowance for temporary diversion consists of approx. 100m of 6.5m wide utilising material from the existing pavement boxed out for the pavement rehabilitation.</td>
<td>Assumption</td>
</tr>
<tr>
<td>4.4</td>
<td>Earthworks</td>
<td>Pavement rehabilitation includes full depth box cut out of 425m of existing pavement on both sides of structure.</td>
<td>Assumption</td>
</tr>
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</table>

### ITEMS OR COMPONENTS OF THE PROJECT THAT ARE SPECIFICALLY EXCLUDED FROM THE ESTIMATE

(*All known scope items are to be included as low items within the estimate*)

<table>
<thead>
<tr>
<th>Component</th>
<th>Description</th>
<th>Estimate Rev 1st Noted</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.4</td>
<td>Earthworks</td>
<td>Excavation in rock</td>
</tr>
<tr>
<td>4.4</td>
<td>Earthworks</td>
<td>Removal and/or treatment of contaminated material offsite, including asbestos</td>
</tr>
<tr>
<td>4.7</td>
<td>Bridge</td>
<td>Treatment or modification of the expansion joint</td>
</tr>
<tr>
<td>4.7</td>
<td>Bridge</td>
<td>Upgrade of the kerb and traffic barrier on the bridge</td>
</tr>
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### ADDITIONAL INFORMATION THAT WOULD ALLOW BETTER REFINEMENT OF THE ESTIMATE

<table>
<thead>
<tr>
<th>Component</th>
<th>Description</th>
<th>Estimate Rev 1st Noted</th>
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<tbody>
<tr>
<td>3</td>
<td>Services</td>
<td>Details of the existing services</td>
</tr>
<tr>
<td>4.9</td>
<td>Pavements</td>
<td>Details of the existing pavement and subgrade strength</td>
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### APPENDIX F

**PRELIMINARY CONCEPT ESTIMATE SUMMARY SHEET**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>SECTION</th>
<th>ESTIMATED MOST LIKELY COST</th>
<th>% OF MOST LIKELY PROJECT COST</th>
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<tbody>
<tr>
<td>1</td>
<td>SECT. 1 - CLIENT COSTS</td>
<td></td>
<td></td>
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<tr>
<td>1.1</td>
<td>Selection Phase - Project Management</td>
<td>0</td>
<td>0%</td>
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<td>1.2</td>
<td>Selection Phase - Design and Investigation</td>
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<tr>
<td>1.3</td>
<td>Development Phase - Project Management</td>
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<tr>
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<td>Development Phase - Design and Investigation</td>
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<td>0%</td>
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<tr>
<td>1.5</td>
<td>Implementation Phase - Project Management</td>
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<td>0%</td>
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<td>1.6</td>
<td>Implementation Phase - Design and Investigation</td>
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<td>1.7</td>
<td>Principal Arranged Insured and Liens</td>
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<tr>
<td>1.8</td>
<td>Environmental Assessment</td>
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**Total**: 40.77

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<tr>
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<td>SECT. 2 - PROPERTY ACQUISITION</td>
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<td>Property Purchase Cost</td>
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<tr>
<td>2.2</td>
<td>Transaction, Legal and Other Costs</td>
</tr>
<tr>
<td>2.3</td>
<td>Business Continuation</td>
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**Total** | 0 |

| 3 | SECT. 3 - SERVICES COSTS | 0 |
| 3.1 | Electricity | 0 | 0% |
| 3.2 | Communications | 0 | 0% |
| 3.3 | Gas | 0 | 0% |
| 3.4 | Water and Wastewater | 0 | 0% |
| 3.5 | Other Services | 0 | 0% |

**Total** | 0 |

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<td>SECT. 4 - CONSTRUCTION COSTS</td>
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<tr>
<td>4.1</td>
<td>Traffic Management and Temporary Works</td>
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<td>4.2</td>
<td>Environmental Works</td>
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<td>Civil Works</td>
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<td>Roads, Bridges and Drainage</td>
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<td>Reservoir</td>
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<td>Landscaping and Urban Design</td>
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<td>Traffic Control, Signals and Signage</td>
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<td>5.1</td>
<td>Design (Fee Contractor)</td>
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<td>5.2</td>
<td>Overheads (Design)</td>
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<tr>
<td>5.3</td>
<td>Overheads (Office)</td>
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<td>BASE ESTIMATE TOTAL</td>
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<td>PRE RISKS &amp; CONTINGENCY</td>
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**Total** | 814,120 |

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<td>PRO Construction Risk</td>
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<td>PRO Construction Risk</td>
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**Total** | 0 |

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<th>Subtotal SECTION 7 - PRO RISKS &amp; CONTINGENCY</th>
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<tr>
<td>PROJECT OPTIONS ESTIMATE TOTALS</td>
<td>P60</td>
</tr>
<tr>
<td>600,738</td>
<td>91%</td>
</tr>
</tbody>
</table>

| PROJECT OPTIONS ESTIMATE TOTALS | P90 |
| 674,345 | 103% |
### APPENDIX F
#### PRELIMINARY CONCEPT ESTIMATE CALCULATION SHEET

**PROJECT WORK:** Bridge Over Taikiri Creek (RM 17), Bank Strengthening

**EQUIPMENT:**
- **Site Access:**
  - **Type:** 4WD
  - **Cost:**

**EST CODE:** EST 900-2

*Update 1: Bridge Over Taikiri Creek (RM 17), Bank Strengthening*

**NOTE:** Only costs with other text are to be valued

#### 9. SECTION 1. CLIENT COSTS

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<th>1.5 SCOPING PHASE - PROJECT MANAGEMENT</th>
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<tbody>
<tr>
<td>1.2.1 Design and Investigation</td>
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</table>

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## Subsection: PROPERTY RESERVATION

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## Subsection: SECTIONS I - PROPERTY ACQUISITION COSTS

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## Subsection: OTHER SERVICES

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### TOTAL AREA

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## Council Meeting

- Tatiara District Council
- Meeting Date: 13th June 2017
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<td>$450.00</td>
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Subtotal: $1,350.00

TOTAL: $1,350.00

Tatiara District Council Meeting – 13th June 2017

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PDF KNed Doc: No. 11548440

DOCX_A4_ADAG1 órg 217669 - 217669 - 217669 - 217669 - Bridge Under Tatiara Creek.xlsx | Calculation Option 1

Tatiara District Council

Council Meeting – 13th June 2017

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### Tatiara District Council Meeting – 13th June 2017

#### Normal Council Agendas 2017

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**NOTE:** Transfers include repositioning, revisions to add or delete the local intervention. Financials also include the cost to complete overall project cost.
18.8.8 Kerbside Waste & Recycling Collection Policy

GO TO ATTACHMENT

The Kerbside Waste and Recycling Collection Policy has been reviewed and updated to accommodate recent changes to the services. The review included minor changes to wording to include the green waste collection service but also identified two significant issues with the current policy.

1. The opportunity to review the collection area that is provided waste collection services within the District.
2. Inconsistencies in the number of free services allocated to sporting clubs, non-profit organisations, other clubs and organisations.

1. Review of collection area
Council is currently in the process of calling tenders for the kerbside collection of waste and recycling which provides the opportunity to review the kerbside waste collection area.

The current collection area is confined to the gazetted town boundaries within each township (see attached map). This was a result of past rating methodologies when there were only two differential rates charged. One for rural properties and a second for urban properties. Urban properties were charged a higher rate in the dollar to accommodate services such as waste collection. This resulted in roads on the outskirts of the townships having a waste collection service on one side of the road (urban residents), while on the other side of the road, rural residents were unable to receive the service. Examples of such roads include Ramsay Terrace and South Avenue in Bordertown and Wynarling Road in Keith.

Since this time, Council has moved to a differential rating system and waste service charge. This provides the opportunity to offer waste services to additional residents at very little additional cost for collection.

A map has been created identifying residents that could be serviced by simply extending the collection zone to the opposite side of the road. This would require the collection vehicle to travel the length of the road in the opposite direction slightly increasing the collection route. The change to the collection route would increase the number of residents serviced by 22 in Bordertown and 18 in Keith. The additional residents would be subject to the waste levy charge. Currently these residents are most likely serviced through an arrangement with a private waste collection provider.

See attached maps

To implement the proposed change to the collection route Council would need to:

- Consult the affected residents to ascertain if the service is required. The service should only be offered on a “one in all in” basis as per our Waste and Recycling Collection Policy.
- Negotiate with the successful waste and recycling collection contractor to include the additional area in the collection route.
• Update the Kerbside Waste Collection Policy.

2. **Inconsistencies in the number of free services offered**
Council provides a number of free waste collection services for various sporting clubs and organisations for various reasons. However, the existing policy is unclear and inconsistent with what clubs and organisation receive. This results in difficulty for staff to assess requests for additional bins which can then create further inconsistencies.
The current allocations are inconsistent for the following groups
• Schools
• Hospitals
• Bowling clubs
• Caravan parks
• Sporting Clubs

To provide a consistent transparent approach, while not reducing the existing services the table within the Waste and Recycling Policy has been updated to clearly identify the number of paid and free services offered by Council.
The following changes are provided for consideration:

**Schools**
Schools pay a single waste levy and receive 3 putrescible bins and the existing number of recycling bins as per the above table.

The provision of recycling bins to the schools assist in educating the youth about the importance of recycling. Additional recycling bins shall be requested in writing and will be considered by Council on a case by case basis.

| Schools | 2 putrescible and 2 recycling free of charge. |

**Kindergartens**
Provided 2 putrescible and 2 recycling free of charge.

| Kindergartens | 2 putrescible and 2 recycling free of charge. |

**Hospitals**
Pay 2 waste levies and receive 3 putrescible and 3 recycling

| Hospitals | 2 putrescible and 2 recycling free of charge. |

---

**Council Meeting – 13th June 2017**
Bordertown hospital currently has 12 recycling bins. Does not appear to be a resolution of Council for this.

**Bowling Clubs**
Provided 2 waste services for free

<table>
<thead>
<tr>
<th>Putrescible bins</th>
<th>Recycling Bins</th>
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</thead>
<tbody>
<tr>
<td>2</td>
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Removing the service charge will align bowling clubs with the other sporting clubs within the district.

**Sporting Clubs**
All sporting clubs identified in the table in Appendix, will receive the identified number of collections free of charge

Subsidy
Variable for different sporting clubs
Sporting clubs must be located within the collection zone to be eligible for a free pickup.

**Caravan Parks**
Charged per service
No subsidy. Both caravan parks are businesses.
This will increase their overall costs considerably.

The table located in Appendix 1 has be updated to reflect the above considerations.

**Financial implications:** There will negligible increase in to the contract price to increase the collection area.

The proposed changes to the provision of free waste collection service will have a very minor impact on the revenue from waste management service charges.

**Strategic Plan Reference:**
Objective: 4.4 Council will continue to develop best practice waste management strategies

**Policy / Legislative Implications:**
The Local Government Act 1999 requires Council to provide Waste Collection Services.

**Risk Assessment:** The proposed changes to the collection area may affect local waste collection contractors who are currently providing the service to those residents located just outside the town boundaries. This may results in complaints to the Council.
There is a possibility the Caravan Parks operators may object the changes proposed under this policy due to an increase to their waste management service charges
Recommendations: That Council:
1. Adopt the proposed changes to the Waste and Recycling Collection Policy.
2. Go to public consultation with the affected resident on the extension of the collection area.
TATIARA DISTRICT COUNCIL

KERBSIDE WASTE & RECYCLING COLLECTION POLICY
1. PURPOSE OF THE POLICY

To define the level of service provision and entitlements for the kerbside collection of kerbside putrescible waste and, recycling and green waste collection services to be provided by Council and outline the requirements for both Council and the ratepayer in providing this service.

To outline bin types to be provided for various public locations for Council provided services, to ensure standardised bin provision throughout the district.

Council’s aim is:

- To promote further recycling within the Tatiara
- To reduce waste going to landfill
- To ensure Council’s waste disposal system is consistent and fair with a mandatory 2-bin service and service charge to all who receive the service
- To not compete with contractors who provide an existing waste and/or recycling service to businesses

2. SCOPE

This policy applies to all properties within the designated kerbside waste collection area provided by Council.

3. DEFINITIONS

For the purposes of this policy:

- “MGB” is a Mobile Garbage Bin
- “Bin” is either a 140L or 240L Mobile Garbage Bin
- “Council” is the Tatiara District Council
- “Residential Property” is developed land and includes houses, individual rateable Strata and Community titled townhouses, units or flats.
- Dual Land Use - Where there is a dual land use at a property, the predominate use will be used to determine the service type provided.
- “Kerbside waste collection service” includes both a putrescible waste collection service, a green waste collection service and a recycling collection service described in sections 3 & 4
- “Kerbside Collection Area”:
  - includes within the gazetted town boundaries of Bordertown, Keith, Mundulla, Wolseley and Padthaway
  - Does not include the Industrial Estates at Keith and Bordertown
Does not include rural living areas

4. RESIDENTIAL KERBSIDE WASTE COLLECTION SERVICE

A residential Kerbside Waste Collection service includes:

a. one weekly 140L MGB kerbside putrescible waste collection,
b. one fortnightly 240L MGB kerbside recycling collection, and
c. one fortnightly 240L MGB kerbside green waste collection, and
d. provision by Council of one 140L waste MGB (red lid) and one 240L recycling MGB (Yellow lid) and one 240L green waste MGB (green lid).

Council will provide one mandatory kerbside waste collection service per residential property within the Kerbside collection area.

Where a residential property comprises of several units/flats the Council may apply additional waste collection services upon request from the owner. The total number of services will be capped by the number of units/flats at the property.

Any additional kerbside waste collection service approved will be subject to a waste services levy as per clause 9.

5. COMMERCIAL KERBSIDE WASTE COLLECTION SERVICE

A commercial service receives:

a. one weekly 240L MGB kerbside putrescible waste collection,
b. one fortnightly 240L MGB kerbside recycling collection, and
c. one fortnightly 240L MGB kerbside green waste collection and
d. provision by Council of one 240L waste MGB (red lid) and one 240L Recycling MGB (Yellow lid).

Council will provide a commercial kerbside waste collection service based on the following criteria:

- Provided to all developed properties that either have a business operating from them or that generate refuse, within the Kerbside collection area other than:
  - Residential properties

- Where a business occupies two or more assessments, the owner will receive one mandatory service.

- Where two or more businesses operate from a single assessment, the owner will receive one mandatory service.

- Additional services will be assessed on a case by case basis, but will generally be capped at a maximum of 2 services per rateable assessment.
- Dual use properties (eg business with an attached dwelling) will be provided with the service type based on the predominant usage. Additional services may be granted upon request where a dual use can be demonstrated by the owner.

- Council may approve waste collection services at other properties (eg storage sheds) within the collection zone upon request.

- Any approved additional services will be subject to additional charges as per clause 9.

- Council understands that many businesses do not require a green waste service and have not automatically allocated green bins as a result. Businesses may however, request a green waste service and will be entitled to the equivalent number of service charges being paid. There is no additional charge for the green waste service.

A property supplied with a red lidded putrescible bin must also have a yellow lidded recycling bin.

Businesses are responsible for the appropriate disposal of waste and recyclable material produced in excess of this amount.

**6. COUNCIL OWNED PROPERTIES**

Unless otherwise specified in a lease, licence, management agreement or any other contract with Council, Council owned properties that are provided with a refuse collection service are required to pay the waste management refuse service charge.

**7. SCHOOLS**

Schools will be issued with additional designated 240L recycling bins as outlined in Appendix 1 based on the number of students at the school (maximum of 1 bin per 100 students) to encourage recycling, and promote waste minimisation as part of council’s education campaign. Schools will be supplied with the number of 140L waste bins as outlined in Appendix 1.

Schools will be responsible for managing the disposal of waste to landfill in excess of the capacity provided.

**8. SPORTING CLUBS, NON-PROFIT ORGANISATIONS AND OTHER CLUBS & ORGANISATIONS**

Sporting clubs, non-profit organisations and other clubs will be provided with a commercial service upon request and charged in accordance with Clause 9. Requests for waiver of annual refuse charge will be assessed by Council and any waiver approved by Council resolution. The table located in appendix 1 identifies the number of bins provided and the number of free services that Council has...
resolved to provide each sporting club, non-profit organisation, other clubs and organisations

9. **GREEN WASTE**

Council does not supply a green waste collection service. However green waste may be deposited free of charge at either the Bordertown or Keith Transfer Station sites during normal opening hours.

9. **ANNUAL REFUSE WASTE MANAGEMENT SERVICE CHARGE**

In accordance with Section 155 of the Local Government Act 1999, Council may impose an annual service charge, on land within its area to which it provides, or makes available, a prescribed service.

Council will apply a service charge against all properties within the collection area where a service is provided.

The service provided for the annual service charge includes the three bin collection service for the collection of waste, recyclables and green waste. The service charge will not be split for individual services.

Where additional services have been granted they will be charged at the standard service charge for the full year. It will not be pro-rated.

10. **BIN REPLACEMENT – LOST, STOLEN OR DAMAGED BINS**

**Damaged Bins**

Will be replaced by Council or Contractor, only if it can reasonably be demonstrated that the damage was not the fault of the resident taking into account that all bins have a limited life and their condition will progressively deteriorate with normal use.

Where the bin has been damaged by Council’s contractor, a replacement bin will be provided at no cost to the resident. Council will undertake minor repairs to damaged or broken garbage and recycling bins at no cost to the property owner or tenant in the following circumstances:

- Split bins
- Broken or damaged lids or pins
- Broken or damaged handles
- Broken or damaged wheels
- Bins involved in vehicle accidents bins involved in arson attempts (police report required)

Residents need to notify council staff at one of Council’s District offices

**Stolen Bins**

The 140L waste bin and 240L recycling bin will be replaced at no charge where the resident has completed a statutory declaration that the bin has been stolen and provided this to the Council.
Rental Properties
It is the responsibility of the land owner and/or the land agent to ensure that when a change in tenant occurs that council bins stay at the property. If this does not occur it is the owner/land agents responsibility to provide the new tenant with both a recycling bin and a waste bin.

11. BIN Provision Including New and Additional Services
The waste and recycling bins whether it is 140L or 240L is the property of Council and shall remain with the premises at which it is located should a change of occupancy or ownership occur.

If residents and or businesses require additional bins they need to either:
- Negotiate the supply and collection with a contractor on a fee for service basis, or;
- Enter into an agreement with council for the supply and collection of those additional bins for which they will be charged an amount equivalent to the service charge.

12. Collection Times
The kerbside collection service is to operate between the hours of 6.30am and 5pm. All bins are to be placed on the kerbside (or equivalent) at the front of the property a minimum of one (1) metre apart or, at a point determined between the contractor and the ratepayer/resident, by 6am on the day of the collection service.

Bins not placed out by this time may be classified as a non-collection and the contractor may not collect this bin until the following scheduled collection day. Council may approve changes to times of collection in special circumstances that may impact on the ability for the Contractor to carry out Services, including but not limited to, changes in facility operating hours on public holidays, disruption to Services or emergencies, collections on main roads or in areas where traffic or other activities may restrict reasonable access to bins.

13. Refusal of Service
Where contamination is observed in a waste or recycling bin, the contractor will refuse to pick up the bin.

Where prohibited materials (see below) are placed into the waste bin, the bin will be refused for collection by the contractor.

“Prohibited materials” include Hot materials, oils, solvents, building materials or masonry, heavy materials, or any material classified as a listed waste under the Environment Protection Act 1993 or that is classified as a hazard to the collection vehicle or collection system.

Where the bin exceeds 50kg in weight, the bin will be refused collection as it exceeds the maximum weight allowance for the robotic arms of the vehicle.
The contractor will only empty General Waste and Recycle bins that are supplied by Council for an approved service.

In all the above cases the contractor will notify the householder of the problem by attaching a sticker to the bin. If the householder rectifies the problem they need to either wait until the next collection day or take it to one of council’s transfer stations at no additional charge.

15. EVENTS

Council will provide additional garbage and recycling bins for events held in township areas, including finals held on sporting Reserves. The number of bins to be provided will be calculated on the basis of anticipated attendance and will be based on a needs analysis.

Event organisers are requested to write to Council well in advance of the event to make arrangements for the additional street bins.

16. RECORD OF AMENDMENTS

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<td>Draft</td>
<td>New Separate Policy developed to cater for Businesses being:</td>
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<td>9th September 2014</td>
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<td>Clarification of service provision</td>
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<td>13th June 2017</td>
<td>Rev: 03</td>
<td>Reworded to include reference to Green waste collection service</td>
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</table>
## Appendix 1 - Number of services provided to sporting clubs, non-profit organisations, other clubs and organisations

<table>
<thead>
<tr>
<th>Location</th>
<th>Putrescible Bins</th>
<th>Recycling Bins</th>
<th>Paid services (Existing)</th>
<th>Paid Services (proposed)</th>
<th>Free Services (Proposed)</th>
<th>Assessment No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No. of Bins 140L</td>
<td>No. of Bins 240L</td>
<td>No. of Bins 240L</td>
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<td><strong>Hospitals/Medical Centres</strong></td>
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<tr>
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C - 208
<table>
<thead>
<tr>
<th>Location</th>
<th>Putrescible Bins</th>
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<th>Paid services (Existing)</th>
<th>Paid Services (proposed)</th>
<th>Free Services (Proposed)</th>
<th>Assessment No</th>
</tr>
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<tr>
<td></td>
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<td>No. of Bins</td>
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</tr>
<tr>
<td></td>
<td>140L</td>
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<td>Football Clubs</td>
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<td>2</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
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<td>2</td>
<td>0</td>
<td>0</td>
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<tr>
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<td>Paid Services (proposed)</td>
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<td>Assessment No</td>
</tr>
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<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
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<tr>
<td>Over 50’s</td>
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<tr>
<td>Bordertown Croquet Club</td>
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<td>1</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Scouts/Guides</td>
<td>0</td>
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</table>

<table>
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<tr>
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<th>2</th>
<th>0</th>
<th>0</th>
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<th>A2595</th>
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</table>

**Netball Clubs**

- **Bordertown**: 0 1 1 0 0 1 A2065
- **Keith**: 0 1 1 0 0 1 A2595
- **Mundulla**: 0 1 1 0 0 1 A4391
- **Padthaway**: 0 1 1 0 0 1 A4031

**Cricket Clubs**

- **Bordertown**: 0 1 1 0 0 1 A1238
- **Keith**: 0 1 1 0 0 1 A2595
- **Mundulla**: 0 1 1 0 0 1 A4391
- **Padthaway**: 0 1 1 0 0 1 A3

**Hockey Clubs**

- **Bordertown**: 0 0 1 0 0 1 A1238
- **Keith**: 0 1 1 0 0 1 A2391

C - 210
<table>
<thead>
<tr>
<th>Community</th>
<th>Green Waste Inspection</th>
<th>Putrescible Bin Collection</th>
<th>Total Collections</th>
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</tr>
<tr>
<td>Mundulla</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Bordertown Horse Racing Club*</td>
<td>0</td>
<td>10</td>
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<tr>
<td>The Floral Art &amp; Art Group</td>
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<tr>
<td>Churches</td>
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<td>1</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>1,910</strong></td>
<td><strong>362</strong></td>
<td><strong>2,082</strong></td>
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</tbody>
</table>

**Notes**

- Green waste collection bins are not required by all sporting clubs, non-profit organisations, other clubs and organisations and therefore these are issues on a request basis only. The number allocated shall not exceed the provided shall not exceed the number of putrescible bins provided.
- The Bordertown Racing Club is entitled to equivalent of 2 putrescible bin collections per week (104 per annum) but may have up to a maximum of 10 in any given week. Additional collections over and above this number will be subject to additional charges.
18.9  Operations Supervisor – Andrew Pollock

18.9.1  Tender 20-16/17 Replacement of Mercedes Tip Truck

GO TO ATTACHMENT

Background

The Mercedes tip truck has been a good unit and served Council well for many years but is now 11 years old and due to be replaced. We have had a broad spectrum of trucks tendered.

The Options

We advertised the Tender on Vendor panel; and we had eight major suppliers reply. The cheapest truck in this instance was Isuzu. However we have had a bad run with the latest Isuzu purchased and Isuzu have been struggling to find the answers. It means it has been off the road, and has had to go down to Mount Gambier for repairs several times. The issue has been with the gearbox locking into gears randomly. The issue is still ongoing and has not been resolved to our satisfaction as yet.

Council staff have driven and reviewed the Isuzu, the Hino, the DAF and the Fuso. The Fuso was seen as a quality unit as well but not worth the extra money. The Iveco was not the Australian built model but a full European import and the Mack and Volvo and the MAN were simply too expensive with no visible extra benefits.

The Hino was very favorably reviewed by the driver/operator who was impressed with its drivability, quality of build and ride.

<table>
<thead>
<tr>
<th>Tenderer</th>
<th>Make and model</th>
<th>Price inc GST</th>
<th>Price GST ex GST</th>
<th>Rego</th>
<th>Trade in inc.</th>
<th>trade gst</th>
<th>Total price Inc Gst</th>
<th>Total Price Ex GST</th>
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<tr>
<td>Daf</td>
<td>CF85</td>
<td>$232,859</td>
<td>$211,690.00</td>
<td>$3,500.00</td>
<td>$40,000.00</td>
<td>$3,636.36</td>
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<td>Fuso</td>
<td>Heavy FV51</td>
<td>$228,699</td>
<td>$207,908.10</td>
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<td>Hino</td>
<td>FS2848</td>
<td>$204,538</td>
<td>$185,943.64</td>
<td>$420.00</td>
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<td>Isuzu</td>
<td>GIGA XZ 455</td>
<td>$189,134</td>
<td>$171,940.00</td>
<td>$3,089.00</td>
<td>$58,300.00</td>
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<td>$166,134.00</td>
<td>$122,029.00</td>
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<tr>
<td>Iveco</td>
<td>Stralis ATI 460</td>
<td>$222,682</td>
<td>$202,438.18</td>
<td>$3,089.00</td>
<td>$58,300.00</td>
<td>$5,300.00</td>
<td>$169,682.00</td>
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<tr>
<td>Mack</td>
<td>Granite 500 MP8</td>
<td>$258,500</td>
<td>$235,000.00</td>
<td>$3,089.00</td>
<td>$45,000.00</td>
<td>$4,090.91</td>
<td>$217,590.91</td>
<td>$197,179.91</td>
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<tr>
<td>Volvo</td>
<td>Aluminium</td>
<td>$257,774</td>
<td>$234,340.00</td>
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<td>$4,090.91</td>
<td>$216,864.91</td>
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Council staff formed a panel made up of Councils Maintenance Supervisor, Construction Supervisor and Operations Supervisor. The panel evaluated the eight tenders utilizing a weighted criteria consisting of Price, Local Servicing/Warranty, appropriate Equipment for task, make model history, and parts availability.

In this instance, the lower the score the better the value for Council.

**Hino rated 170**, Isuzu rated 189, Fuso rated 239, Iveco rated 231, Mack rated 261, DAF rated 277, Western Star MAN rated 316, and Volvo rated 374

Along with all the trucks reviewed the Hino rated highly for several reasons.

It is just within budget. We have had a Hino heavy tipper in the past. The driver was very impressed with the quality of the truck, the ride and drivability. The gearbox in the Hino keeps the truck within the efficient fuel usage range automatically and operates “smarter” than the Isuzu system. The exhaust brake has a 4 stage brake which will reduce the wear on brake parts. In general the Hino is easier to work on from a mechanical perspective than its European counterparts and the parts are generally cheaper. The drivetrain on the Hino is well designed for running out loads without issue and the visibility from the cabin in the Hino was praised by the operator, which has the effect of making it a safer truck. Another very important factor is that Tatiara Trucks can service and maintain it locally. Hino and the Barry Maney Group have come in hard with price reduction and have subsidised most of the registration for the truck as well.

**Conclusion**

It is the panel’s opinion that the Hino truck Tendered is a very high quality truck that will serve the Council well for many years to come and council will benefit from being able to have it serviced and maintained locally.

**Financial Implication:** The Hino Truck at $150,000 ex GST is within the allocated budget MAJ 136 of $150,000 for 2016/17.

**Strategic Plan Reference:** It is in the current budget and strategic plan under Objective 2.1.1.3

**Policy/Legislative Implications:** There are no policy or legislative issues with the purchase of this Truck and it complies with Council’s Procurement and Tenders policy.

**Risk Assessment:** There is no risk in purchasing a new Hino truck, many Councils all over Australia are using these units already with no issues and it can be serviced and maintained under warranty by Tatiara Truck and Trailer.

As the purchase is within Councils budget, the item has been ordered from Hino and Barry Maney Group for the sum total of $150,000 ex GST.

**For Information**
26 May 2017

To Whom It May Concern:

This letter is to advise that Tatiara Truck and Trailers is an authorised Hino 25 dealer which enables us to provide Hino clients with qualified service and parts support.

To meet the Hino 25 qualification criteria, we are the stockists of Hino genuine parts and have qualified Hino technicians and diagnostic equipment to provide onsite repair and maintenance on all Hino products.

We are directly supported by Barry Maney Hino of Mount Gambier whom also provide the services of a Truck Product Support Manager to directly assist our dealership as required.

Tatiara Truck & Trailers are committed to Tatiara District Council to support this product & will provide set price servicing over a 2 year period if applicable.

Yours Sincerely

[Signature]

John Jenkin
Dealer Principal
DEVELOPMENT

18.10 Manager Development & Inspectorial Services – Rocky Callisto

18.10.1 Application for Business Assistance from All Custom Engineering Fabrication

GO TO ATTACHMENT

ACE Fabrication has recently purchased Allotment 51 Dukes Highway Keith as they propose to construct a workshop for fabrication & repairs to equipment with associated offices. The business currently operates from a leased building in the Keith Town Centre zone (see attached letter).

They have applied for Business Assistance in accordance with the Economic Development (Business Policy). Council may decide to assist new development in a number of ways including cash incentives, rate holidays, reimbursement, waiving or delaying fees/charges or upgrading Council infrastructure etc.

The following is an extract from the Policy:

(1) Council will promote economic development in the district, and in particular, it will endeavour to:
    (a) Work with representatives of industries in the Tatiara for improved marketing conditions.
    (b) Encourage new industries to the area and encourage existing businesses to expand and/or relocate to the Industrial estates
    (c) Work for increased employment in the area.
    (d) Seek increased Government grants to benefit the district.
    (e) Encourage travellers to stop and spend some time in the Tatiara.
    (f) Undertake development where advisable to attract people to the district.
    (g) Liaise and co-operate with regional organisations.
    (h) Assist substantial residential developments that will help solve the current housing/ accommodation shortage in the district.

(2) Business Assistance

    (a) Council may decide to assist new development in a number of ways including cash incentives, rate holidays, reimbursement, waiving or delaying fees/charges, upgrading of Council infrastructure etc. This assistance will be directed at:
        i Any new business which locates into the Industrial Estates at Keith and Bordertown and the Commercial Zone on Beeamma Parsons Rd Padthaway
        ii Existing businesses that relocate from a residential zone or an inappropriate zone, to a zone that meets the objectives of the Development Plan for the proposed development.
        iii Encouraging new residential, commercial and industrial developments within the Tatiara District Council area.
        iv Any new business or existing business that is expanding and which will significantly benefit the district’s economy
v It should be noted that this policy is not directed at rural developments, e.g. viticulture, horticulture etc., but may be applicable to value adding industries.

(b) Any assistance offered is targeted to achieve the most efficient use of Council’s resources.
(c) To be eligible for Business Assistance, developers must apply to Council prior to a Development commencing.

(3) **Industrial Development**

(a) Council has a substantial capital investment in the Industrial Estates at Bordertown and Keith and the Commercial land at Padthaway and hence its assistance policy favours businesses that invest in those areas.

(b) The cost of the land at the Industrial Estates at Bordertown and Keith is $8.50 per square metre and land at Padthaway is $2.50 per square metre.

(c) Each request for assistance shall be assessed against the level at which it meets the following criteria: -
   i. Potential to compliment marketing of the industrial estates;
   ii. Significance of the business to the local/regional economy;
   i. Amount of improvement to the residential amenity of the locality.
   ii. Significance as an employer

**Potential to compliment marketing of the Industrial Estates**

There shall be a tiered rating system depending on the location of the development.

- New development in an Industrial Estate 10
- Development relocating from a residential to Commercial or General Farming 7
- Development that compliments existing Tatiara industries 3

However if a particular business due to its nature could not be located in the industrial estates, then it shall not be marked down in this area.

**Significance of Business Investment to the Local/Regional Economy**

There shall be a tiered rating system based on the value of the business investment. This shall be determined by capital value in addition to other infrastructure costs.

- Under $400,000 2
- $400,000 to $1 million 5
- $1 million to 2.5 million 10
- Over $2.5 million 15

**Residential Amenity and Environmental Impacts**

A rating out of 10 shall be given based on to what extent the proposed development will:

- Improve the residential amenity within the nearest township or the town from which the development is relocating, or
- Improve a current environmental problem
Factors to be considered include:

- Environmental impacts by reduction in land use conflicts that exist due to incompatible land uses and where certain businesses are located in inappropriate zones.
- Reduction in noise pollution, dust and control of storm water and/or effluent disposal.

**Significance as an Employer**

A tiered rating system shall be used based on the number of existing equivalent full time employees or the number of persons to be employed at the new development.

| i. | 1 to 5 employees | 2 |
| ii. | 6 to 19 employees | 5 |
| iii. | 20 to 49 employees | 7 |
| iv. | over 50 employees | 10 |

**Calculation Procedure**

The following procedure is to be used in assessing applications for business assistance under this section:

(a) Assess each of the above 4 criteria against the Developer’s Business Plan and other information available. Each individual criteria rating is then multiplied by a weighting as set out below.

(b) Weighting given based on following:

   i. Potential to complement marketing of industrial estates 6
   ii. Significance of business investment 12
   vi. Significance as an Employer 6
   vii. Improved residential amenity 6

(c) Multiply the rating and the weighting to achieve an overall rating with a maximum possible score of 360.

(d) Maximum level of assistance is $35,000

(e) Cash incentive is calculated by multiplying the overall rating, as a percentage of 360, by $35,000.

The following assessment has been undertaken against the provisions of the current policy to determine the cash incentive:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Rating</th>
<th>Weighting</th>
<th>Overall Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Potential to compliment marketing of Industrial Estate and existing Tatiara Industries</td>
<td>3</td>
<td>6</td>
<td>18</td>
</tr>
<tr>
<td>Significance of business investment</td>
<td>5</td>
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<td>60</td>
</tr>
<tr>
<td>Residential Amenity</td>
<td>1</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Employment Factor</td>
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<td>6</td>
<td>30</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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<td><strong>30</strong></td>
<td><strong>114</strong></td>
</tr>
</tbody>
</table>
The maximum score is 360.

**Financial Implication:** There is an allocation in the 2017–18 budget for Economic Development Business Assistance.

**Strategic Plan Reference:** Objective 3.1 – Create an environment which encourages new and existing businesses to achieve their aspirations for growth

**Policy / Legislative implications:** The business assistance has been calculated in accordance with the Economic Development (Business Policy).

**Risk Assessment:** There is no risk as the funds will only be paid once the development commences and the balance paid once the development has been completed in accordance with the approval.

114 points divided by 360 points and multiplied by $35,000 = $11,083.00

**Recommendation:** Council grant All Custom Engineering Fabrication Business Assistance funds amounting to $11,083.00 which shall be paid as per the following:

a. 50% to be paid once the development is substantially commenced
b. 50% to be paid when all conditions have been completed in accordance with the Development Approval

GO TO NEXT ITEM  BACK TO INDEX
3rd of May 2017

Mr Robert Harkness
CEO - Tatiara District Council
PO Box 346,
Bordertown SA 5268

Dear Rob,

I am applying for council assistance under the Economic Development Plan to help with the relocation of my business to a commercial zone located at lot 68 Dukes Highway Keith.

ACE Custom Engineering Fabrication (ACE Fabrication) is currently a small fabrication business located in Dugan Street Keith. I have been in operation at this site for almost two years. During this time the business has grown quite substantially and has outgrown the existing site.

There are a number of issues with the current location, although it was to be a short term proposition until something more suitable was to become available. To date there hasn’t been a suitable site to purchase or lease. As much as it would be good to move to the Industrial site, currently and in the near future there appears to be no sites suitably available.

ACE Fabrication’s business is about providing a service to the local farmers, businesses and other entities in the area. The service I provide is general repairs and modifications of farm equipment to factory fit outs. I also fabricate custom made trailers, ute trays, canopy’s, dog cages among other items. This involves general use of machinery, hand tools, air compressor, forklift usage etc. I am not in the business of heavy manufacturing or working with heavy machinery.
To be able to undertake the above tasks I have found it very difficult to be able to efficiently and effectively complete these on the current site due to available room, site location, and electrical supply, my noise levels and general traffic flow of the street among other things which have also hindered the growth of the business.

I currently have an option on a site that I feel would be suitable for the location of my business in the Commercial Zone on Dukes Highway. The type of business that I operate would fit in with the definition of commercial zoning.

The site is one of the last located on the Dukes Highway frontage. This location will enhance great exposure to assist in growing the business. My proposed building plan and site improvements will also enhance the town's amenity on approach through the area giving the impression that we are a growing and thriving community.

I endeavor to create opportunities for our local community, while delivering exceptional work conditions, fostering innovation, acting with integrity while strengthening the sustainability of our community. With the growth of the business in the medium term it will aid employment of approximately five to ten more staff, both men and women, in the area of apprenticeships and skilled people including those in the sales and administration.

With the new site there will be a new shed with office complex on the front, incorporating show room sale area. The outer area of the yard will be used for static storage of workshop materials, customer plant and equipment. As the southern fence area has a residential zone adjoining, this will have a horizontal clad colorbond fence with a plantation of trees on the boundary, all other areas will be as described in the site drawing. The site currently has adequate access from the service road running parallel to the Dukes Highway allowing both delivery of materials and general traffic.

I hope this meets the expectations of the Tatiara District Council and this fits into the scope of financial assistance.

Sincerely,

Andrew Martin.
18.10.2 Community Wastewater Management Scheme for Padthaway

**GO TO ATTACHMENT**

**General**

Further to the Council resolution in relation to preparing a report on the possible need for a Community Waste Water Scheme for Padthaway and the process needed to obtain funding to help install such a scheme, the following is an overview of the situation and issues that may require further consideration.

Currently in SA the most common reticulated CWMS is a STEDS (Septic Tank Effluent Disposal Scheme). These schemes generally provide a connection to each property at a depth to allow connection of the property wastewater system by gravity and receive the discharge from a septic tank and/or a greywater treatment tank or other approved treatment process on the property.

The townships of Bordertown (1,350 tanks), Keith (635), Wolseley (53) and Mundulla (85) are serviced by Council owned and operated community water management systems (CWMS). The systems are designed to collect, treat and dispose of effluent and waste water from septic tanks on individual properties. The collection system is a network of pipes and pumping stations which transport the effluent from the septic tanks to the oxidation lagoons. The lagoons store and treat the waste water by an aerobic action.

**Current situation**

In Padthaway there are separate developed areas (1) Memorial Drive (Commercial zone) which has approx. 30 allotments with a mixture of residential, commercial and recreational facilities and the Padthaway East (Residential zone) which has approx.50 residential properties. In Area (2) there is also the potential for further development as there are other large parcels of land which have the potential for further subdivision.

Most of the developed land has site areas of between 1,000 to 2,000m² which at times may present problems when designing land application systems. As a minimum a residential dwelling serving up to six persons, having a reticulated water supply and an EPR of 10L/m²/d would require 90m² of contact area.

The minimum set back distances are:

<table>
<thead>
<tr>
<th>Subsurface effluent disposal systems eg. soakage trenches and soakage beds</th>
<th>2.5mt from septic tanks.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3mt downslope from a building or swimming pool.</td>
</tr>
<tr>
<td></td>
<td>6mt upslope from a building or swimming pool.</td>
</tr>
<tr>
<td>Well, bore or dam used or likely to be used for human or domestic purposes</td>
<td>50mt</td>
</tr>
</tbody>
</table>

One of the critical factors is the distance to a bore whether this is on the subject land or adjoining land, especially where there is not a reticulated water supply eg. (Area 1).

Other factors to be considered when designing a land application system may include:
- Land slope
• Flooding
• Water Table
• Bedrock
• Location of existing development
• Availability of water as some premises are dependent on a static water supply and this will limit the potential volume of effluent for disposal and
• Set back distances.

Other issues for consideration for a CWMS scheme

In Padthaway there are numerous issues that require further consideration if a CWMS was to be installed. These include:

• Land required for lagoons. This would need to have a sufficient separation distance from residential properties.
• Council does not own any land in close proximity to both the areas. Would need to be a process of negotiation to purchase land.
• It should be noted that some land that adjoins the Padthaway east area is in a Water Protection Zone.
• Is it a priority especially as there may only be minimal properties in the Commercial area that may benefit if there was a CWMS installed?
• Public reaction to the proposal?
• Will the landowners agree to pay an annual service charge of around $400 pa?
• Are there current measures in place to ensure that activities of landholders are not adversely affecting public health? Is there currently a Public health risk?
• A cost analysis would need to be undertaken.

Funding

If Council was to install a CWMS it may charge an amount equal to the costs charged by SA Water to end users for the establishment and ongoing provision of sewerage services. In calculating the amount of funding payable to a Council for the purposes of any new CWMS Scheme, it will only be paid by the LGA an amount to subsidize those costs incurred by Council that are over and above the recoverable costs.

Summary

In relation to the existing effluent disposal systems it is acknowledged that there may be an issue with separation distances but we should also be mindful there may be systems that are in need of an upgrade. Many of the original systems may be soakage wells which over a period of time may have collapsed or are in need of replacement, which is the responsibility of landowners. This is normally not brought to the attention of Council until a problem is encountered.

Landowners have a General Duty pursuant to Section 56 of the Public Health Act 2011 to take all reasonable steps to prevent or minimize any harm to public health caused by or likely to be caused by anything done or omitted to be done by the person. This includes maintaining effluent disposal systems.

The priority for construction of new schemes is under constant review and towns most in need will be at the top of the list. Needs are based on public health, environmental harm, economic, climatic, geographic considerations. Matters of policy and priority setting for
new schemes are assessed by an inter-government Advisory Committee which meets regularly.

Councils must also be able to demonstrate that they are operating their existing CWMS in a financially and environmentally sustainable manner or that they have a plan in place to achieve both within a specified time to be eligible for subsidy for a new scheme.

The LGA have advised the existing Agreement expires on 30\textsuperscript{th} June 2017 and a new Agreement will be ready by this time. It is expected that the Agreement will largely follow the existing version, being focused on new schemes in areas of highest need first. There were 39 new CWMS schemes funded in the current agreement and many other applications were not successful. I suspect these may prioritized in the new agreement. In past years there has been some discussion about a CWMS for Padthaway but to my knowledge there has never been an EOI submitted.

Once the new agreement is finalised the CWMS Committee will once again seek EOI’s from Councils in the new financial year to inform the prioritisation process further. As there will be more requests than available funds, the committee will apply a range of assessments throughout the prioritisation process.

Council has the option of submitting an Expression of Interest once the new agreement is finalised but until the contents, criteria and risk analysis is undertaken any decision would seem premature. There is no reference in the Strategic Plan about a CWMS being considered in Padthaway.

\textit{For Information}
18.10.3 Bordertown Wildlife Park

GO TO ATTACHMENT

Substantial work has been undertaken within the Wildlife Park and additional work and signage proposed next financial year. A meeting was held with the Wildlife Working Party with a copy of the minutes attached.

Treasury Wine employees have undertaken some excellent work in improving the park by removing overgrown vegetation, slashing and general tidying up which was part of their volunteer day. The Green Army have also undertaken some good work in the park as has Mark Murphy, who has seeded and fertilized the centre section of the park and Tatiara Trench Diggers who have cleaned out the sludge at the western end of the park.

Other work including the external road upgrade and improved signage will continue next financial year.

For Information

GO TO NEXT ITEM  BACK TO INDEX
TATIARA DISTRICT COUNCIL

Bordertown Wildlife Park

Meeting held on Tuesday 9th May 2017
in the Council Meeting Room at 1.00pm and an on site inspection at 1.45pm.

MINUTES

PRESENT: Councillors Jamie Jackson & Mark Murphy, Rocky Callisto, Adrian Packer and Shawn Rowett

ELECTION OF CHAIRPERSON: Jamie Jackson elected chairman

APOLOGIES: Rosemary Dohnt

1. MATTERS DISCUSSED:

Cr Jackson provided a brief overview of what has been undertaken by volunteers:
- Two new shelters
- Revegetated some areas
- New shed and catching yard
- General clean up

R Callisto gave an overview of the current Council position, need to move forward and prioritize future works and upgrades.

The group was all provided with a copy of the draft Report and Recommendations from Lindell Andrews which generated discussion. The report is a draft as it has not been adopted by Council.

A Packer gave a summary of the works currently being undertaken by the Green Army
- Repaired outside fence areas.
- Picked up larger fallen timber, being aware to leave some for the curlew habitat.
- Spray some ant’s nests near shelters.
- Spread Bentonite in 2 upper ponds plus they will do the lower pond after we have cleaned it out.
- Dug out drain in front of shelter to stop water run off entering shelter.
- Trimmed low hanging branch’s on several trees.
- Raked leaf litter under tree near shelter area for visual impact for visitors.
- Fill in trench carrying cable for fountain to meter box.
- Remove horehound from the park.
• Conducted maintenance on seedling plantings, tree guards and weeds in exclusion areas to reduce competition.
• Replaced exterior fence sections that have been damaged by falling branches
• Middle paddock sprayed ready to resow

WORKS CONSIDERED AND TO BE PRIORITIZED
• Repair pot holes and upgrade the road in front of the park. This is a high priority which may be undertaken this financial year if funds allow. Technical Services staff asked to consider the existing design of the road way in relation to access, exits and parking.
• Process of constructing a new water feature
• Investigate the option of erecting a cut out of a white kangaroo (substantial size)
• Repaint lettering in the timber at the front of the park and re oil the front of the timber sign
• Pressure clean the shelter
• Repaint the shelter
• Oil/stain the table and seats
• Consider additional seating options for the picnic area
• Consider making the dam watertight so bird life could utilize this permanently. (western end)
• Investigate chain mesh fenced walkway in the western section which would go around the dam. A fenced walkway incorporated within the fenced area to about 1/3 way in for closer viewing, on the eastern end.
• Slash the dry grass in the western end and re sow the middle paddock.
• Further trimming of vegetation near the middle dam and cart in loam to create a mound behind the rocks and plant suitable natives
• Re do levels near the shelter (Frank)
• Automate the watering system (Malcolm to obtain quote)

OTHER CONSIDERATIONS
• Fencing to allow a "hand reared" animal section directly in front of picnic area where joeys/does can be compounded for close viewing. (not a preferred option)
• Inclusion of a couple of emus?? Can be kept separate, or in the viewing area only??
• Keep the peacocks, but cull their number, perhaps wing clip to reduce their area of occupancy which may help the curlews?
• The area around the picnic shelter needs bitumen for level walking for oldies.
• We need better interpretive signing on how the white roo is bred. And any other animal we might put there?

BUDGET
• There may be surplus funds in the resealing program to undertake some road upgrades this financial year.
• 12k has been allocated in 17-18 budget which may be used for signage and infrastructure upgrades
• S Rowett happy to undertake some in kind work to clean out the dam.

OTHER ISSUES
• Since the meeting David Edwards from Treasury Wines has indicated they will spend time on site to undertake identified voluntary work.
• Graham Blackwell provided some suggestions for signage which will be considered in due course but may need to consult with other bodies prior to making a decision on the type and location of signage.
• Adrian to investigate the wishing well idea with Joan Winter

NEXT MEETING:
   Tuesday June 13th at 1pm

CLOSE OF MEETING:
   Meeting closed at 2.55pm.
18.10.4 Development Approvals – May 2017

Recommendation: That delegated approval on Development Applications numbered: 400/032/17, 400/040/17, 400/043/17, 400/045/17, 400/044/17, 400/047/17, 400/038/17, is noted.
<table>
<thead>
<tr>
<th>Permit No.</th>
<th>Applicants Details</th>
<th>Builder Details</th>
<th>Site of Building</th>
<th>Description of Work</th>
<th>Valuation</th>
<th>Floor Area</th>
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<tbody>
<tr>
<td>400/032/17</td>
<td>New Mediterranean Pty Ltd</td>
<td>75 Agincourt Road Marsfield NSW 2122</td>
<td>403 kochs Rd Western Flat SA 5228</td>
<td>Permanent staff sleeping quarters</td>
<td>$12,000.00</td>
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<tr>
<td>400/038/17</td>
<td>JD &amp; SF Hunt</td>
<td>PO Box 63 Mundulla SA 5270</td>
<td>2112 SWEDES FLAT ROAD SWEDE FLAT SA 5270</td>
<td>Stage 1 - Roof cover over sheppards.</td>
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<td>400/040/17</td>
<td>Mittun Reddy Aleke</td>
<td>60 North Terrace Bordertown SA 5268</td>
<td>42 NORTH TERRACE BORDERTOWN SA 5268</td>
<td>Commercial Kitchen Installation</td>
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<td>10.00</td>
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<td>400/043/17</td>
<td>Peter &amp; Sandra Johnson</td>
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<td>3 PHELPS STREET BORDERTOWN 5268</td>
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<td>400/044/17</td>
<td>Malcolm D McGrice</td>
<td>PO Box 545 Bordertown SA 5268</td>
<td>1785193</td>
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<td>400/045/17</td>
<td>Peter &amp; Suzanne Duff</td>
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<tr>
<td>400/047/17</td>
<td>Kriena &amp; Matthew Rowett</td>
<td>1563 Naracoorte Road Bordertown SA 5268</td>
<td>1563 NARACOORTE ROAD BORDERTOWN SOUTH SA 5268</td>
<td>Private Garage</td>
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<td>Permit No.</td>
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<th>Ward</th>
<th>VG No.</th>
<th>Type of Building</th>
<th>Description of Work</th>
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<td>EAST WARD</td>
<td>4006988409</td>
<td>OUTBUILDING</td>
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| Owners Name & Address | Krista Jade Rowett 1563 Naracoorte Road Bordertown SA 5266 |

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<th>Period</th>
<th>Permit No.</th>
<th>Applicants Details</th>
<th>Builder Details</th>
<th>Site of Building</th>
<th>Description of Work</th>
<th>Total Council Value</th>
<th>Year to Date</th>
<th>Analysis by Classification</th>
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<thead>
<tr>
<th>Analysis by Type</th>
<th>Total Council Value</th>
<th>Year to Date</th>
<th>Analysis by Classification</th>
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Tatiara District Council
Council Meeting – 13th June 2017

C - 234
### Development Activity – May 2017

<table>
<thead>
<tr>
<th>Reference Number</th>
<th>Description</th>
<th>Locality</th>
<th>Address</th>
<th>$ Value</th>
<th>Date approved</th>
<th>Inspections</th>
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<tbody>
<tr>
<td>400/032/17</td>
<td>Temporary staff sleeping quarters</td>
<td>Western Flat</td>
<td>403 Koch’s Road</td>
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<td>400/040/17</td>
<td>Commercial Kitchen installation</td>
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<td>Lot 1, 42 North Terrace</td>
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<td>400/043/17</td>
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<td>Bordertown</td>
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<td>400/045/17</td>
<td>Private Garage</td>
<td>Bordertown</td>
<td>Lot 3, 18 South Avenue</td>
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<td>25.5.17</td>
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<td>400/044/17</td>
<td>shed extension, attached carport &amp; verandah</td>
<td>Bordertown</td>
<td>Lot 3, 133 Cannawigara Rd</td>
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<td>400/047/17</td>
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<td>Bordertown</td>
<td>Lot 23, 1563 Naracoorte Rd</td>
<td>$44,200</td>
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<td>400/038/17</td>
<td>Roof Cover over Sheep Yards</td>
<td>Swede Flat</td>
<td>Section 55, 2112 Swede Flat Road</td>
<td>$18,000</td>
<td>9.5.17</td>
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<td><strong>TOTALS</strong></td>
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<td>$108,200</td>
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For Information

### Meetings and Events attended in May 2017

<table>
<thead>
<tr>
<th>DATE</th>
<th>EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>Trina Campbell – Wildlife Park</td>
</tr>
<tr>
<td>2nd</td>
<td>Budget workshop</td>
</tr>
<tr>
<td>3rd</td>
<td>Shield Resources</td>
</tr>
<tr>
<td>8th</td>
<td>Keith Office</td>
</tr>
<tr>
<td></td>
<td>Keith Kindergarten</td>
</tr>
<tr>
<td></td>
<td>Keith Institute re Toilet for people with Disabilities</td>
</tr>
<tr>
<td>9th</td>
<td>Wild life Park working group meeting</td>
</tr>
<tr>
<td></td>
<td>Council meeting</td>
</tr>
<tr>
<td>10th</td>
<td>Doug Wallace re Shield Resources</td>
</tr>
<tr>
<td>11th</td>
<td>Bruce Rodda-RDA</td>
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<tr>
<td>17th</td>
<td>Keith Office</td>
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<tr>
<td>18th</td>
<td>Presentation to Yrs. 6 &amp; 7 at BPS</td>
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<tr>
<td>19th</td>
<td>Peta Crewe – PIRSA</td>
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<td>22nd</td>
<td>Keith Office</td>
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<td></td>
<td>Mundulla Community Forum</td>
</tr>
<tr>
<td>23rd</td>
<td>Tony Elliston – Star Club</td>
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<tr>
<td>24th</td>
<td>Manex +</td>
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<tr>
<td>29th</td>
<td>Keith Community Forum</td>
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<tr>
<td>30th</td>
<td>Keith Office</td>
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<tr>
<td>31st</td>
<td>Heritage Advisor – Richard Wood</td>
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<td>Wolseley Community Forum</td>
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For Information
18.11 Environmental Health Officer – Chris Congdon

18.11.1 Statistics

<table>
<thead>
<tr>
<th>Days worked by EHO within TDC</th>
<th>Food Safety Standards – Routine Inspections</th>
<th>Food Safety Standards – Program Auditing</th>
<th>Safe Drinking Water – Audit</th>
<th>Expiation</th>
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<tbody>
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For Information

18.11.2 Public Health Act - Communicable Disease

Below details the latest notifiable disease statistics within the Tatiara Council Area.

<table>
<thead>
<tr>
<th>DISEASE</th>
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<td>ROTAVIRUS</td>
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For Information

18.12 General Inspector – Adrian Packer

18.12.1 Dog Control

There were no dogs impounded for the month.

One report of dog attack on livestock, this is still under investigation.

There were two reports of dog barking issues.

One dog owner has been informed and he stated he would address the issue so we will monitor this for any change.

For Information
18.12.2 Fire Prevention / Burning in townships

I am fielding a lot of enquiries regarding backyard burning.

I have issued several permits for burning where the risk is low.

For Information

18.12.3 Stock on Roads

8 piglets and 3 horses.

For Information

18.12.4 Reporting Summary

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<th>DEC</th>
<th>JAN</th>
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<th>MAR</th>
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For Information

18.12.5 Abandoned Vehicles

There was one vehicle impounded for the month.

For Information

18.12.6 Green Army

I have been kept busy coordinating projects for the green army on Council sites over the past month.

For Information
19 CONFIDENTIAL ITEMS

19.1 RDA Limestone Coast Funding and Limestone Coast LGA Budget

REPORT CAN BE FOUND IN THE DROPBOX

If Council is of the view that the Report, Minutes, or a document relating to the item should be kept confidential the following resolution should be adopted:

**Recommendation:** That under the provisions of Section 90 (2) of the Local Government Act 1999 an order be made that the public be excluded from attendance at the meeting with the exception of the (Chief Executive Officer, Manager Corporate & Community Services, Manager Technical Services, Manager Development & Inspectorial Services, Finance Manager and Executive Assistant), in order to consider, in confidence, a matter on the grounds of Section 90 (3) –

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

At the conclusion of discussions Council will need to decide whether the report supplied in confidence should remain confidential and whether the decision made remains confidential.

20 URGENT ITEMS