NOTICE OF ORDINARY COUNCIL MEETING

Notice is hereby given that our ORDINARY COUNCIL MEETING will be held in the Council Office Boardroom, 5-8 Richardson Place, Roxby Downs on WEDNESDAY 28TH JUNE 2017 commencing at 4:00pm.

A copy of the Agenda for the above meeting is attached to this notice.

Geoff Whitbread
Administrator

23 June 2017
AGENDA

Meeting
Ordinary Council Meeting

Meeting Date & Time
Wednesday 28th June 2017 at 4:00pm

Location
Council Office Boardroom, 6-8 Richardson Place, Roxby Downs

1. Opening Statement

I wish to acknowledge the Kokatha peoples, the traditional owners of the land on which we meet today and pay my respect to their Elders past and present and extend that respect to other Aboriginal and Torres Strait Islander people who are present today.

2. In Attendance

3. Confirmation of Minutes of the Previous Meeting

The Minutes of the Council Meeting held on 7th June 2017 be confirmed as a true and accurate record of proceedings.

4. Council Reports

4.1 Audit Committee Meeting Minutes 9 December 2016
4.2 Audit Committee Meeting Minutes 22 February 2017
4.3 Audit Committee Draft Meeting Minutes 9 June 2017
4.4 Appointment of Audit Committee Members
4.5 Draft 2017/2018 Annual Business Plan – Community Consultation Process and Results
4.6 Community Board Annual Grant 2016/2017
4.7 Development Application Decisions
4.8 Leases and Licences to Sporting and Community Organisations Policy
4.9 Talent Academy
4.10 Fees and Charges for Roxbylink 2017-2018 Financial Year

5. Community Presentations, Petitions and Deputations

Nil

6. Next Meeting

The next Ordinary Council Meeting is scheduled for 26 July 2017 at 4:00pm - Council Office Boardroom, 6-8 Richardson Place, Roxby Downs, unless advised otherwise, by notice on the Council’s website.

7. Closure
Ordinary Council Meeting

Wednesday 7th June 2017 at 5:00pm

Council Office Boardroom, 6-8 Richardson Place, Roxby Downs

Geoff Whitbread (Administrator)
Michelle Hales (Manager Corporate Services and Community Board),
Drew Ellis (Finance Manager), Iain Boehm (Business Systems &
effectiveness Manager), Tony Weir (Roxbylink General Manager), Kerrie
Thomas (Administration)

Apologies Nil

1. Council Opening
   The meeting commenced at 5:00pm.

2. In Attendance
   As Above.

3. Confirmation of Minutes of the Previous Meeting
   The Minutes of the Council Meeting held on 26 April 2017 were confirmed as a true and accurate record of proceedings.

4. Adoption of Council Resolutions
   4.1 Healthy Eating Policy
      Resolution: That the Healthy Eating Policy for the Roxbylink Café and Kiosk, as published, be adopted.

   4.2 Procurement Policy
      Resolution: That the Procurement Policy and Procedure, as published, be adopted.

   4.3 Disposal of Land and Assets Policy
      Resolution: That the Disposal of Land and Assets Policy, as published, be adopted.

   4.4 2016/17 Budget Third Budget Review
      Resolution: That the report on the third budget review for the 2016/17 budget be received and the updated budget, as presented in the attached financial statements, be approved and adopted.

   4.5 Roxby Power Standard Contractual Terms and Conditions
      Resolution: That the terms and conditions for the sale or supply of electricity, as presented, be adopted.

   4.6 Dog and Cat Registration and Management Fees for the 2017/2018 Financial Year
      Resolution: That the dog and cat registration and management fees for the 2017/2018 financial year, as presented, be adopted.

   4.7 Development Application Decisions
      Resolution: The report be received.
4.8 Road Closure for NAIDOC 2017 Main Street Festival

Resolution: The following be adopted:

1. Pursuant to the provision of the Roxby Downs (Indenture Ratification) Act 1982, and in accordance with Section 33 of the Road Traffic Act 1961 and Clause F of the instrument of General Approval of the Minister 12 March 2001, make the following orders.

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

Pursuant to Section 33 (1) (a) of the Road Traffic Act 1961, make an order directing that the road on which the event is to be held and any adjacent or adjoining roads specified below can be closed to all traffic except police and emergency vehicles and vehicles involved in the event for the period commencing 9.45am Sunday 2 July until 5.00pm Sunday 2 July 2017.

ROAD: Richardson Place, Roxby Downs
EVENT: NAIDOC 2017 Main Street Festival
ADJACENT / ADJOINING ROADS: Burgoyne Street, Arcoona Street, Norman Place, Tavern Road, and Club Car Park Entrance Roxby Downs

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

All of Richardson Place and adjacent / adjoining roads to be closed to all traffic between 9:45am and 5:00pm Sunday 2 July 2017.

Australian Road Rules Exemption and Conditions

Rule; 230: Crossing the road
Rule; 234: Crossing the road on or near a crossing for Pedestrians
Rule; 238: Pedestrians travelling along the road

2. Council to cover the cost of the road closure.

4.9 Financial Delegations

Resolution: That the financial delegations, as presented, be adopted.

4.10 Draft Annual Business Plan 2017/2018

Submissions were received from the public between, pursuant to S123 of the Local Government Act 1999, 5:30 pm and 6:30 pm.

5. Community Presentations, Petitions and Deputations

Nil

6. Next Meeting

The next Ordinary Council Meeting is scheduled for 28 June 2017 at 4:00 pm - Council Office Boardroom, 6-8 Richardson Place, Roxby Downs, unless advised otherwise, by notice on the Council’s website.
7. Closure

The meeting was adjourned at 5:12 pm and reconvened at 5:30 pm and closed at 6:32 pm.

Geoff Whytbread
Administrator
28 June 2017
REPORT FOR COUNCIL MEETING

Meeting Date: 28 June 2017
Title of Report: Audit Committee Meeting Minutes 9 December 2016

1. Purpose
   To receive the minutes from the Audit Committee held 9 December 2016.

2. Recommendation
   That the minutes of the Audit Committee held on 9 December 2016 be taken as read and confirmed and recommendations contained therein be agreed to.

3. Background
   By operation of the Roxby Downs (Indenture Ratification) Act 1982, the provisions of the Local Government Act 1999 (‘the Act’) which relate to the establishment and meetings of a Council Committee do not apply to the Council. However, pursuant to Sections 36(1)(c) and 126 of the Act, the Council has established a committee known as the Roxby Council Audit Committee to ensure compliance with section 126 of the Act and accountability in decision-making.

   The Audit Committee meets a minimum of four times per year.

4. Discussion

5. Policy Implications
   5.1 Financial/Budget
       Nil
   5.2 Resources
       Nil
   5.3 Legal and Risk Management
       Nil

6. Report Consultation

7. Attachments
   Minutes of the Audit Committee Meeting held 9 December 2016.

8. Report Authorisers
   Geoff Whitbread
   Administrator
MINUTES OF THE AUDIT COMMITTEE MEETING

Held at the Board Room of the Local Government Finance Authority
147 Pirie Street Adelaide
Friday 9 December 2016

MEETING COMMENCED AT 11:00 AM

PRESENT

Mr David Powell, Mr. Warwick Koster and Mr Trevor Starr.

IN ATTENDANCE

Mr Alan Rushbrook (Financial Advisor). Geoff Whitbread (from 11:06am)

WELCOME

Mr David Powell (Chairman) welcomed all in attendance.

APOLOGIES

Nil.

CONFIRMATION OF MINUTES

MOTION

Trevor Starr moved that the minutes of the Audit Committee Meeting of 21 October 2016 be confirmed as a true and correct record and be made available to the public and published on Council's web site.

Warwick Koster Seconded.

CARRIED

CORRESPONDENCE

Refer to Financial Advisor's report.

Mr Geoff Whitbread (Acting Administrator) entered the meeting at 11:06 AM.

ACTING ADMINISTRATOR'S REPORT

GENERAL OPERATIONAL UPDATE

The Administrator provided a verbal update.
Minutes of the Roxby Council Audit Committee Meeting – 9 December 2016

Governance Review.
- Minister has considered the report from the Governance Review Committee and announced the new governance model in a press release.
- Department of State Development staff are working on the detail.

Administration
- Water / Power Manager remains on sick leave until January 2017.
- Insurance costs are to be reviewed.
- Moyse Report on Water, Sewerage and Electricity pricing. Draft completed and forwarded to committee members.
- Pricing for Water, Sewerage and Electricity has been calculated and will be recommended for approval at the Council meeting next week. 1.3% increase in income.
- Asset Management Plan draft completed for Roxby Link. It is a 15-year plan which will require substantial investment over that time.
- Enterprise Agreement. Negotiations proceeding productively.
- The current Financial Accountant has resigned and currently searching for a replacement.

State Government
- State Cabinet recently held a meeting in Roxby Downs and the Acting Administrator had an opportunity to make a presentation to them in concert with a BHPB executive and Chair of the Community Board.
- The Acting Administrator has provided a State of Play Report to the head of the Olympic Dam Task Force for discussions.

David Papa of Bentleys entered the meeting at 12 noon.

EXTERNAL AUDIT PLAN

David Papa provided the committee with an overview of the proposed audit methodology which utilises a risk based approach.

It was suggested by the Committee that Council's Strategic Risk Assessment be shared with David Papa.

The audit will have a focus on assets following several changes in interpretation of the Accounting Standards over the past few years.

AASB124 Related Party disclosures applies to the public sector in 2016/17. Can use the information required in the Register of Interests as a starting point.

AASB16 Leases requires all leases to have liability recognised. For accounting periods commencing on or after 1 January 2019.

AASB15 Revenue Standard moves closer to the matching principle for income recognition. Mandatory adoption is some years off but there may be an opportunity for early adoption.

Plan to visit Council in April or May 2017 after third quarter budget review. Meet with Audit Committee after interim audit and to finalise annual accounts.

David Papa left the meeting at 12:39 PM and did not return.

The committee asked that David Papa be requested to present an audit plan, expected coverage and timing of the audit at the next Audit Committee meeting.

For Information Only
ACTING ADMINISTRATOR'S REPORT – continued

State Government
- Invoice to be raised to the State Government and BHP Billiton for the 2016/17 deficit funding plus an additional contribution towards last year's deficit.

Transaction Audit.
- A draft has been received.

Sewerage Ponds.
- Require repair which will cost approximately $60,000.
- Negotiating who will pay for the cost of the repairs.

Splash Pad project is proceeding well.

Waste Management.
- An audit has been completed on all documents and some deficiencies in the contract have been identified.
- A specialist waste management consultant has been engaged to review operations and potential savings have been identified.

Climate & Organisational Review survey.
- The report has been completed containing 52 recommendations based on interviews conducted in August and September 2016.
- Key findings will be presented to staff in the coming days.

Asset Revaluation.
- A brief for a consultant has been prepared.
- The committee discussed how Council can get the best value out of the process.

Cash Flow.
- Acting Administrator being provided with a monthly update.
- Expect to have over $1m in the bank at the end of the financial year.

Budget Reviews to be undertaken monthly and reviewed by SMT.

FINANCIAL ADVISOR'S REPORT

EXTERNAL AUDITORS CORRESPONDENCE

MOTION Trevor Starr moved that the Completion of Audit letter and the Balance Date Management letter be noted.

Warwick Koster Seconded. CARRIED

2016/17 FIRST BUDGET REVIEW

MOTION Warwick Koster moved that the Audit Committee receives and notes the first review of the 2016/17 budget.

Trevor Starr Seconded. CARRIED
Minutes of the Roxby Council Audit Committee Meeting – 9 December 2016

REVIEW OF WATER, SEWERAGE AND ELECTRICITY PRICES

**MOTION**  
Trevor Starr moved that the report on the review of Water, Sewerage and Electricity prices be noted.

Warwick Koster Seconded.  
CARRIED

REVIEW OF POLICIES

**MOTION**  
Trevor Starr moved that the Committee recommends to Council the approval of the updated Prudential Management Policy, the Electricity Bond Policy and the Rate Debt Recovery Policy.

Warwick Koster Seconded.  
CARRIED

UPDATE OF ASSET REVALUATIONS

For Information Only

NEXT MEETING

22 February 2016 at Roxby Downs.

MEETING CLOSURE

The Chairman declared the meeting closed at 1:32 pm.

Certified Correct

Name & Signature

Date

Initial / Date
REPORT FOR COUNCIL MEETING

Meeting Date 28 June 2017
Title of Report Audit Committee Meeting Minutes 22 February 2017

1. Purpose
To receive the minutes from the Audit Committee held 22 February 2017.

2. Recommendation
That the minutes of the Audit Committee held on 22 February 2017 be taken as read and confirmed and recommendations contained therein be agreed to.

3. Background
By operation of the Roxby Downs (Indenture Ratification) Act 1982, the provisions of the Local Government Act 1999 (‘the Act’) which relate to the establishment and meetings of a Council Committee do not apply to the Council. However, pursuant to Sections 36(1)(c) and 126 of the Act, the Council has established a committee known as the Roxby Council Audit Committee to ensure compliance with section 126 of the Act and accountability in decision-making.

The Audit Committee meets a minimum of four times per year.

4. Discussion

5. Policy Implications
5.1 Financial/Budget
Nil

5.2 Resources
Nil

5.3 Legal and Risk Management
Nil

6. Report Consultation

7. Attachments
Minutes of the Audit Committee Meeting held 22 February 2017.

8. Report Authorisers
Geoff Whitbread
Administrator
MINUTES OF THE AUDIT COMMITTEE MEETING

Held at the Board Room of the Roxby Downs Council
Richardson Place, Roxby Downs
Wednesday 22 February 2017

MEETING COMMENCED AT 11:01 AM

PRESENT
Mr David Powell, Mr. Warwick Koster and Mr Trevor Starr.

IN ATTENDANCE
Mr Geoff Whitbread (Administrator), Mr Alan Rushbrook (Financial Advisor) and Drew Ellis (Finance Manager)

WELCOME
Mr David Powell (Chairman) welcomed all in attendance and particularly those in the public gallery.

He also reminded committee members to be aware of their responsibilities to declare any subject in which they may have a conflict of interest. No conflict of interests were declared by the members.

APOLOGIES

Nil.

CONFIRMATION OF MINUTES

MOTION Trevor Starr moved that the minutes of the Audit Committee Meeting of 9 December 2016 be confirmed as a true and correct record and be made available to the public and published on Council’s web site.

Warwick Koster Seconded.

CARRIED

CORRESPONDENCE

Refer to Financial Advisor’s report.

ADMINISTRATOR’S REPORT

GENERAL OPERATIONAL UPDATE

The Administrator provided a verbal update.
Governance Review.
- The Minister has announced today the appointment of a single Administrator for three years.
- Recruitment of CEO will commence immediately.

Enterprise Bargaining Agreement
- The EBA is being heard by the Industrial Relations Commission this week where it is expected the agreement will be ratified.

Budget Development
- A budget development schedule has been prepared and adopted by the Senior Management Team.
- The schedule brings forward the budget adoption date by approximately one month.
- Consideration is being given to moving the date of the review and adjustment of Power and Water prices to 1st July each year consistent with the setting of rates and the fiscal year.

State Government
- Council continues to communicate with the State Government regarding the budget and Indenture issues.

Transaction Audit
- Identified areas for improvement to be pursued.

Sewerage Ponds
- Limitation in sewerage ponds has been rectified with the cost to Council being negotiated.

Splash Pad
- Project had a soft opening on Australia Day. Feedback has been impressive. The landscaping is still to be completed. Project is within budget.

Waste Management
- Review is still ongoing.

Golf Club arrangements
- The recent change of staff has provided an opportunity to review the contractual arrangements with the Golf Club.

**MOTION** Warwick Koster moved that the Administrators report be noted.

Trevor Starr Seconded. CARRIED

**FINANCIAL ADVISOR’S REPORT**

**EXTERNAL AUDIT PLAN**

Following discussion about the audit plan it was agreed that the Administrator will arrange a time for he and the Chair of the Audit Committee to meet with Council’s auditor.

For Information Only.
ACCOUNTING FOR RELATED PARTY DISCLOSURES

Discussion on this matter emphasised the importance of transparency. Agreed that disclosure of Council's relationship with BHP Billiton along with the required State Government disclosure would be appropriate.

MOTION Trevor Starr moved that the Committee notes the advice from Bentleys.

Warwick Koster Seconded. CARRIED

INFRASTRUCTURE ASSET REVALUATION

The committee asked that consideration be given to including a comment in the notes to the financial statements that the current valuation of the assets is dependent, and assumes, the continued level operations at the Olympic Dam mine.

For Information Only.

REVIEW OF POLICIES

MOTION Trevor Starr moved that the Committee endorses the updated Whistleblower, Gifts and Benefits Policy and the Roxby Water 2017 Pricing Policy Statement Policy.

Warwick Koster Seconded. CARRIED

UPDATE ON CONTROL TRACK

For Information Only

FULL COST ATTRIBUTION REVIEW

The committee requested an update be provided to the next meeting.

There was discussion about the use of appropriate drivers.

For Information Only

OTHER BUSINESS

Trevor Starr suggested that consideration be given to self-adopting the Register of Interests requirements in the Local Government Act. It was noted that there is no obligation on Council to maintain a Register of Interests.

MOTION Trevor Starr moved that the Administrator be requested to review the conflict of interest disclosures for Council.

Warwick Koster Seconded. CARRIED

NEXT MEETING

26 May 2017 in Adelaide.
MEETING CLOSURE

The Chairman declared the meeting closed at 12:26 pm.

Certified Correct Name & Signature ___________________________ Date

Initial / Date
REPORT FOR COUNCIL MEETING

Meeting Date 28 June 2017
Title of Report Draft Audit Committee Meeting Minutes 9 June 2017

1. Purpose

To receive the draft minutes from the Audit Committee held 9 June 2017.

2. Recommendation

That the draft minutes of the Audit Committee held on 9 June 2017 be taken as read and confirmed and recommendations contained therein be agreed to.

3. Background

By operation of the Roxby Downs (Indenture Ratification) Act 1982, the provisions of the Local Government Act 1999 (the Act') which relate to the establishment and meetings of a Council Committee do not apply to the Council. However, pursuant to Sections 36(1)(c) and 126 of the Act, the Council has established a committee known as the Roxby Council Audit Committee to ensure compliance with section 126 of the Act and accountability in decision-making.

The Audit Committee meets a minimum of four times per year.

4. Discussion

5. Policy Implications

5.1 Financial/Budget

Nil

5.2 Resources

Nil

5.3 Legal and Risk Management

Nil

6. Report Consultation

7. Attachments

Minutes of the Audit Committee Meeting held 9 June 2017.

8. Report Authorisers

Geoff Whitbread
Administrator
MINUTES

Meeting Audit Committee Meeting
Meeting Date & Time Friday 9th June 2017 at 10:00am
Location Boardroom, Local Government Finance Authority,
        Suite 1205, 147 Pirie Street, Adelaide, SA, 5000
Members Present David Powell (Chair), Warwick Koster and Trevor Starr
Other Geoff Whitbread (Administrator) and Alan Rushbrook (Financial
        Advisor)
Apologies Nil

1. Council Opening

   The meeting commenced at 10:00am.

2. Conflict of Interest

   No member declared a conflict of interest.

3. In Attendance

   Nil.

4. Confirmation of Minutes of the Previous Meeting

   Moved: Trevor Starr: The Minutes of the Council Meeting held on 22nd February 2017 be
   confirmed as a true and accurate record of proceedings and be made
   available to the public and published on Council’s web site.

   Seconded: Warwick Koster CARRIED

5. Administrator’s Report

   Enterprise Bargaining Agreement
   The EBA has been certified by the Industrial Relations Commission. The Agreement incorporates
   significant changes, including changes to TOIL arrangements, employee welfare and staff
   training. Managers are no longer included in the EBA. It incorporates 1.3%, 1.5% and 1.5%
   (nominal terms) pay increases over the next 3 years.

   Annual Business Plan and Budget Development
   About 10 people attended the budget submission meeting and 5 written submissions were
   received.
   The budget incorporates a reduction in rates and electricity and water charges in real terms.
   The Government also provided feedback.
   The draft budget includes continued funding from the State Government and BHP of $600k. A
   submission is proposed that this contribution continue and be applied to future capital
   expenditure.

   Sewerage Ponds
   Dispute has been resolved.
Splash Pad
Completed and operational.

Waste Management Contract
Contract is in the process of being renegotiated and we expect significant savings in future costs.

Golf Club
The shared staffing and equipment and water access agreement with the Golf Club is being reviewed.

Power and Water Manager
The Manager for Power and Water operations has resigned. An acting person, has been appointed and is working approximately 2 to 2 ½ days per week. He has also been tasked to write business plans for each operation and review the Open Office computing system.

CEO position
Approximately 12 applications were received and are being processed.

Operational Review of Roxby Link
An independent review of the operations of Roxbylink has been undertaken. A business plan for its operations will be prepared.
In future Roxbylink will be run as discrete business unit.

Ombudsman Report
The report was critical of Council's Contracts and Tenders Policy. This has been rewritten and replaced by a Procurement Policy which has been adopted by the Council.
A Human Resource Advisor position is being engaged and will become the Equal Employment Opportunity Officer.
An education process is being undertaken to make staff aware of their responsibilities under the State Records Act.

There was discussion about the Ombudsman report. It was requested that the report be tabled and discussed at a future meeting of the audit committee.

Electronic Billing
Electronic billing is being offered for all Rates, Power and Water accounts from July 2017.

Audit Committee Membership
The Administrator proposes to offer existing members of the committee an extension of their term until 31 December 2017 to complete the FY17 final accounts. During the next six months the roles will be advertised.

All members indicated they would accept an extension of their membership.

Moved: Trevor Starr: That the Administrator's report be received.
Seconded: Warwick Koster
CARRIED

5.1 2016/17 Second Budget Review
 Moved: Trevor Starr: That the report on the second budget review for the 2016/17 budget be noted.
 Seconded: Warwick Koster
 CARRIED

5.2 2016/17 Third Budget Review
 Moved: Trevor Starr: That the report on the third budget review for the 2016/17 budget be noted.
 Seconded: Warwick Koster
 CARRIED

5.3 2017/18 Draft Annual Business Plan
 The report was discussed including the state of the town and its growth.

At 11:27am Mr David Papa and Mr Matthew Brunato from Bentleys entered the meeting.

Moved: Trevor Starr: That the Committee suspend discussion on the current item and receive a verbal report from Council's external auditor.
 Seconded: Warwick Koster
 CARRIED

David Papa gave an overview of the results of their recent testing of the control environment at Council.

Council has not adopted its Long Term Financial Plan. This is not a matter which will result in a qualification but the Minister must be notified. The Administrator indicated that once the new CEO is appointed they will update the Community Plan and then develop the strategic plans which will then inform the long term financial plan.

Identified that some staff have access to multiple areas within the finance system, some of which are regarded as incompatible with each other. This is a control weakness.

Some officers have multiple levels of financial delegations depending on the type of expenditure and the Open Office system cannot control multiple levels of authority, only the highest.

There was discussion about the effectiveness of compensating controls.

The previous external auditor has refused to allow Bentleys access to their audit files to form an opinion on the opening balances. That leaves Council with two options. Conduct additional audit procedures at a cost of between $2,000 and $3,000 or have a qualification in the audit report on the opening balances.

It was agreed that David Powell would call previous auditor to request access to the files.

At 12:05 pm Mr David Papa and Mr Matthew Brunato from Bentleys left the meeting.
Trevor Starr declared that he has a continuing commercial arrangement with Council’s former auditors, Dean Newberry & Partners, as they provide professional services to him.

Warwick Koster declared that five years ago he sold his accounting practice to Council’s former auditors, Dean Newberry & Partners.

Neither Trevor Star nor Warwick Koster were aware that there would be any discussion concerning Council’s previous auditor prior to the commencement of the meeting.

Moved: Trevor Starr: That the Committee continue with consideration of the published agenda items.
Seconded: Warwick Koster CARRIED

Moved: Warwick Koster: That the Committee endorse the draft 2017/18 Annual Business Plan and budget.
Seconded: Trevor Starr CARRIED

5.4 Review of Policies

There was discussion about the policies, with committee members making a few minor suggestions to some of the policies.

Moved: Trevor Starr: That the Audit Committee note the updated:

- Procurement Policy,
- Disposal of Land & Asset Policy,
- Review of Council Decisions Policy, and the
- Bad Debts Policy

Seconded: Warwick Koster CARRIED

5.5 Financial Internal Controls Review

Moved: Trevor Starr: The report on the review of financial internal controls be received and noted.
Seconded: Warwick Koster CARRIED

5.6 Financial Advisors Internal Control Review Activities

Moved: Trevor Starr: The report on the Financial Advisor’s Internal Control Review Activities be received and noted.
Seconded: Warwick Koster CARRIED
5.7 Full Cost Attribution Review

Moved: Trevor Starr That:

- the Cost Allocation System Discussion Paper be received, and
- the committee recommends the implementation of the recommendations in the report.

Seconded: Warwick Koster CARRIED

5.8 Committee Workplan

Committee asked for the Service Standards to be presented to the next meeting of the committee for review.

David Powell asked that all the outstanding financial policies be addressed prior to the new committee commencing i.e. by the end of calendar year 2017.

Moved: Trevor Starr: The report on the committee’s workplan be received.

Seconded: Warwick Koster CARRIED

5.9 Other Items

Moved: Trevor Starr: The report on Infrastructure revaluation and external audit be received.

Seconded: Warwick Koster CARRIED

7. Next Meeting

To be notified at a later date.

8. Closure

The meeting closed at 12:38 pm.
### REPORT FOR COUNCIL MEETING

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<th>Meeting Date</th>
<th>28 June 2017</th>
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<tr>
<td>Title of Report</td>
<td>Appointment of Audit Committee members</td>
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#### 1. Purpose

To consider the reappointment of Audit Committee members.

#### 2. Recommendation

That Mr. Warwick Koster, Mr. David Poweil and Mr. Trevor Starr be reappointed as members of the Roxby Council Audit Committee for the period commencing 1 July 2017 and expiring 31 December 2017.

#### 3. Background

By operation of the Roxby Downs (Indenture Ratification) Act 1982, the provisions of the Local Government Act 1999 ('the Act') which relate to the establishment and meetings of a Council Committee do not apply to the Council. However, pursuant to Sections 36(1)(c) and 126 of the Act, the Council has established a committee known as the Roxby Council Audit Committee to ensure compliance with section 126 of the Act and accountability in decision-making.

The Committee is comprised of three members, who, in the past, have been appointed for two year terms. The terms of the current members expire on 30th June 2017.

#### 4. Discussion

Many of the responsibilities of an audit committee relate to activities which end at the end of a financial year. With the current term of audit committee members ending on the 30th June it is not possible for members of the committee maintain a consistent oversight of all of the activities relating to a particular financial year. Activities such as reviewing financial statements and budget outcomes occur after 30th June and ideally should not be undertaken by members of a new committee.

The circumstances facing Roxby Downs Council in 2017 are unique with the imminent appointment of Council’s first Chief Executive Officer. The appointment of the Chief Executive Officer will enable to split of governance and administrative responsibilities within Council. Once this occurs the future composition of the Audit Committee would warrant consideration.

For the reasons described above it is recommended that the term of the current members of the Roxby Council Audit Committee be extended for a period of six months. During this time, the composition of the committee can be reviewed and expressions of interest sought for members of the Committee.

The current members of the Audit Committee have been approached and they are all willing have their membership of the committee extended for further six months.

#### 5. Policy Implications

5.1 Financial / Budget

Nil
5.2 Resources
Nil

5.3 Legal and Risk Management
Nil

6. Report Consultation
Consultation took place with the Council Administrator and the current members of the Audit Committee over the recommendations contained in the report.

7. Attachments
Nil

8. Report Authorisers
Alan Rushbrook
Financial Advisor
REPORT FOR COUNCIL MEETING

Meeting Date 28 June 2017
Title of Report Draft 2017/2018 Annual Business Plan – Community Consultation Process and Results

1. Purpose

To provide a summary of community feedback received on Council's draft 2017/2018 Annual Business Plan and to outline the consultation process.

2. Recommendation

That Council receives and notes community feedback collected during the consultation period on the draft 2017/2018 Annual Business Plan

3. Background

Pursuant to Section 123 of the Local Government Act 1999 Council is required to adopt a draft Annual Business Plan. Before a council adopts an annual business plan, it must undertake public consultation for a minimum period of twenty one (21) days. A council may then, after considering submissions and any new or revised information, adopt its annual business plan (with or without amendment).

4. Discussion

The consultation period commenced on Friday 5 May 2017 and concluded on Wednesday 7 June 2017 (34 days from start of consultation). During this period members of the community were invited to provide feedback and comments on the draft 2017/2018 Annual Business Plan via the following communication methods

- Newspaper - An advertisement was published in the Monitor Newspaper on 10 May 2017
- Facebook – the consultation process was promoted on Council Facebook page with regular updates and reminders
- Hard Copies - available for inspection from the Council Office
- Website – a copy of the draft Annual Business Plan was available online along with information on the consultation process

The avenues for submitting feedback and asking questions were:

- online via a form accessed through the website (www.roxbydowns.sa.gov.au)
- an informal Community Information session – to answer any preliminary questions relating to the Plan. This was held on 10 May 2017
- in writing via email or post
- A public meeting to hear submissions. This was held on 7 June 2017 from 5.30pm to 6.30pm. Copies of the draft Annual Business Plan were made available at the meeting. This meeting was attended by seven (7) members of the community.

At the close of the consultation period, Council had received eleven (11) forms of response from ten (10) people.
A total of five (5) online submissions were received. Four (4) of these were from local resident ratepayers while the other was from a ratepayer who resides interstate. The key themes from the 5 responses were:

- High water and electricity prices
- High Council rates
- High cost of living
- Restrict Council spending
- Change council meeting times
- Overgrown sidewalks
- New leadership – will residents have a say?

Six (6) people provided verbal comments or asked questions at the Public meeting. Four (4) of these were local ratepayers and two (2) were residents. The feedback received and questions asked are detailed in the attached report from the Public Meeting.

5. Policy Implications
   5.1 Financial / Budget

   There were minimal costs associated with consulting on the draft Annual Business Plan due to the use of online communication tools

   5.2 Resources

   Nil

   5.3 Legal and Risk Management

   Council has prepared and consulted on the draft 2017/2018 Annual Business Plan in accordance with the requirements of the Local Government Act 1999 and Council's Public Consultation Policy.

6. Report Consultation

   The community, through the process of public consultation, was provided with an opportunity to provide feedback on the draft Annual Business Plan through a number of methods.

   Stakeholder consultation also occurred with the State Government, BHP and Council’s Audit Committee invited to review the draft Annual Business Plan and make comments.

7. Attachments

   Report from the Public Meeting held on 7 June 2017.

8. Report Authorisers

   Michelle Hales
   Manager Corporate Services and Community Board
Meeting Opened: 5:30 pm

Geoff Whitbread (Administrator) opened the meeting. Staff in attendance were: Michelle Hales (Manager Corporate Services and Community Board), Drew Ellis (Finance Manager), Iain Boehm (Manager Business Systems and Effectiveness), Tony Weir (Operations Manager Roxbylink) and Kerrie Thomas (Corporate Support Officer).

Geoff Whitbread (GW) explained the purpose of the meeting pursuant to S123 of the Local Government Act and invited those present to provide their comments and ask questions.

Comments and Questions

Sandy Sumson (Proprietor Roxby Downs Raine & Horne) asked how can we query our rates, can we get our house re-valued by the Valuer General?

GW: All valuations are done through the Valuer General’s Office. House and commercial property values can be re-valued at any time. You must approach the Valuer General direct. Council cannot do that for you.

Adrian Scroop (Ratepayer) commented regarding the valuations of properties. Valuer General charges $100 to assess. This is not worth chasing. He bought a two bedroom house nine years ago worth $330k. The equivalent 12 months later is $120k, Valuer General puts house value at $100k more.

GW: I can make no comment on the Valuer General’s process as Council has no control over valuations. I have a meeting with the Valuer General in June and will raise your concerns. Rates overall are affected by the fall in valuations particularly those of large commercial properties like the Shopping Centre and Caravan Park.

Michael Harris (Ratepayer). It has been mentioned that rates did not rise last year and The Monitor printed an article that there was no rise for two years. The capital value on his house has dropped but rates rose 4.5%. He has figures for the last 10 years and says he pays.

GW: Will take the figures and look into.

Michael Harris commented that he had articles from the Monitor on Council spending that was not needed.

GW: Responded saying he is not looking back at history.

Geoff Whitbread explained how the Council rates are worked out.

GW: A cap was put on the rates for the first time in the 16/17 financial year so no property owner paid more than 10% increase.

Geoff Whitbread explained expenditure and how many of the fixed costs do not change.
GW. A review of expenditure is being done and we are attempting to bring these costs down.

Adrian Scroop queried rates. He has done a ring around with other councils and ours are high compared to other towns. He questioned expenditure and the need to pull the belt in. He was concerned costs are $17m - why has there been no change. Where are the funds going, what are staff costs etc.? Town is in a depression.

GW: Salaries can be checked on the Salary Register at the front counter. Spending is being reviewed and the gains should be seen soon. Population is up by 10%. School has more students. I met with Asset Vice President from BHP and Olympic Dam is on the up. BHP is employing.

Kerrie Thomas (Ratepayer) commented that she pays council rates in Naracoorte Lucindale Council for a property in Lucindale and those rates on comparison are higher.

General Discussion over the rental market in town and it was noted by Sandy Sumson that there were 198 vacant houses last year and now the figure is down to 30. A concern was raised that tenants are moving to Roxby Downs for the cheap rent and are unemployed. It was recognised that they will leave once the supply falls and rents increase.

Adrian Scroop asked why is $40k being spent on the main street? It doesn’t need it.

GW: Kerbing needs to be fixed that is broken and damaged etc.

Adrian Scroop asked why is Council spending $5k on public art work? Don’t need it

GW: Disagree in fact I think we need more as artwork as it contributes to the town’s aesthetic.

Michael Harris commented that the Dunes Café is a money pit, has it been looked at?

GW: Have had it independently assessed and are currently waiting for the outcome. Systemic reviews are being conducted.

Sharon Harris (Ratepayer) commented that there is a need to go into a care and maintenance mode - no capital expenditure unless necessary (e.g. fix the pavers that need to be fixed).

GW: This is what we are trying to achieve. Grant money was received for Richardson Place. Upgrades will need to be done to the basketball courts at Roxbylink without this it affects the school and users etc.

Greg Weltner (Ratepayer) asked about the reviews that are being conducted - does this have a date?

GW: Currently recruiting a CEO, once the CEO is appointed I will take a step back to part time. CEO’s job is to conduct the reviews and this could take up to two years. We have already done some of the pre-work for the reviews. Currently looking through Roxbylink for savings.

Sandy Sumson commented that Council halted the development of the Splashpad so that a thorough assessment could be done. She can see there is already a change for the good for projects within the community.
GW: We need to consult on major expenditure. Splashpad had been consulted on before I got here and was already committed. It was on budget, great quality, the timing was off due to contractors having other commitments.

There has been no building maintenance plan for Roxbylink, this has been investigated and we now working on a business plan for Roxbylink. Same with Roxby Power and Water.

**Peter Price (Resident) asked why is Power going up?**

GW: Indicated power should go down. Rates nominal increase is 1% but in real terms this is a decrease by 1%. Rates will be published in January, also need to work with BHP the power supplier.

**Adrian Scroop asked how much is the cost of power from BHP? Need more sustainable power - put the rebate up not down.**

GW: Don't know - I am not sure if this is commercial public knowledge. Solar rebate is the highest in the state, being addressed further in the New Business Plan. We need to spend $300k on HV maintenance next financial year.

**Adrian Scroop asked what is the Corporate Information System?**

GW: A computer (system). The record keeping was recently criticised by the Ombudsman, so needs to be looked at.

**Adrian Scroop commented that meeting times are inconvenient for this town, is it possible to change to a 7pm time?**

GW: Happy to test the market and see what community wants.

**Michael Harris asked is the CEO a cost to the ratepayer?**

GW: Yes. A Governance Review recommended two Administrators and a CEO. The Minister said one CEO and a part time Administrator.

**Adrian Scroop asked how long before we can have democracy and an elected Mayor?**

GW: Indenture says when population reaches 10k or 21 years or a review to be done in three years.

**Adrian Scroop commented that the footpaths expand in summer and lift, how about the Council cutting bigger expansion joints in these to prevent this.**

**Greg Weltner asked about the review that was spoken of earlier - will Council wait for the two years before it is implemented?**

GW: No it will be rolled out over the two years, it will be a “do as you go” review.

With no further questions or comments Geoff Whitbread closed the meeting and thanked all for attending.

Meeting Closed: 6:32 pm.
REPORT FOR COUNCIL MEETING

Meeting Date  28 June 2017
Title of Report  Community Board Annual Grant 2016/2017

1. Purpose

To approve the annual operating grant for the Roxby Downs Community Board Inc. for 2016/2017

2. Recommendation

That the annual operating grant of $2,492.81 for the Roxby Downs Community Board Inc. be approved for 2016/2017

3. Background

The Roxby Downs Community Board was established by the Council in 2005 and separately incorporated as a not for profit association in December 2006. The Community Board sources funding for specific projects and programs but does not have any recurrent sources of income to cover operational expenses. Since 2006 Council has provided the Community Board with an annual grant to support its operations.

4. Discussion

Each year the Community Board submits an application to Council for operational expenses relevant to each particular year. For 2016/2017 the operational expenses to be covered are:

<table>
<thead>
<tr>
<th>Insurance</th>
<th>Public Liability</th>
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<tr>
<td>Volunteers Insurance</td>
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<tr>
<td>Official Insurance</td>
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<tr>
<td>Total</td>
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5. Policy Implications

5.1 Financial / Budget

This expense falls within Council's budget allocation for the Community Board for 2016/2017.

It links to the Community Leadership Objective (L2.1) in Council's Strategic Management Plan 2012-2017 which is to support a robust and inclusive Community Board.

5.2 Resources

Nil

5.3 Legal and Risk Management

Nil

6. Report Consultation

Nil
7. **Attachments**

   Nil

8. **Report Authorisers**

   Michelle Hales  
   Manager Corporate Services and Community Board
REPORT FOR COUNCIL MEETING

Meeting Date 28 June 2017
Title of Report Development Application Decisions

1. Purpose
To inform the community of the Development Application Decisions for the period 1 June 2017 to 20 June 2017.

2. Recommendation
The Report be received.

3. Background
To keep the Community informed of local Development Application Decisions under the Delegated Authority.

4. Discussion
The following is listed on the public register as the Development Applications Processed from 1 June 2017 to 20 June 2017
692/070/14
692/010/17

5. Policy Implications
5.1 Financial / Budget
Nil

5.2 Resources
Contract Requirement – Authorised Officer Assessment

5.3 Legal and Risk Management
Local Government Act 1999 Development Act 1993
Roxby Downs Development Plan
Roxby Downs Indenture Ratification Act 1982

Development Assessment function includes the risk management considerations that include meeting legislative responsibilities, environmental issues and impact upon the community. Along with meeting overall safety requirements.
6. **Report Consultation**

   City of Salisbury – Development Department – Building Surveyor – Building Rules Recommendations

   Stewart Payne Consulting Services – Planning Assessment

   Environment Protection Authority - Assessment in regards to Activities of Major Environmental Significants

   Category Three Development – Public Notification

7. **Attachments**

   Public Development Register

8. **Report Authorisers**

   Tricia Hendry
   Administration Officer – Building, Planning, Health and Municipal Works
<table>
<thead>
<tr>
<th>Permit No.</th>
<th>Applicants Details</th>
<th>Builder Details</th>
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<th>Description of Work</th>
<th>Valuation</th>
<th>Floor Area</th>
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<td>Owners Name &amp; Address :</td>
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REPORT FOR COUNCIL MEETING

Meeting Date 28 June 2017
Title of Report Leases and Licences to Sporting and Community Organisations Policy.

1. Purpose

To adopt a new policy.

2. Recommendation

That the Leases and Licences to Sporting and Community Organisations Policy, as presented, be adopted.

3. Background

Currently there are 7 Leased properties to Sporting and Community Organisations.

The following strategic goals and objectives in Council's Strategic Management Plan 2012 to 2017 are the most relevant to this policy:

SE1 Social and Cohesive Community
"A cohesive, healthy and strong community enjoying a high quality of life and work."

SE1.2 Youth development, participation and well-being.

SE2 Healthy and Active Community.
"Quality health, lifestyle, education and recreational facilities."

SE2.2 Integrated recreation, sporting and leisure programs that contribute to the wellbeing of the community.

SE3 Access to services and facilities
"Access to a range of services in a remote location that is equal to or better than more popularised locations."

SE3.4 Parks, gardens and open space offer active and passive recreation opportunities.

4. Discussion

This policy is required to provide a framework for management and granting of Leases and Licences for Sporting clubs and organisations moving forward.

5. Policy Implications

5.1 Financial / Budget

Staff designated to manage Licences and Leased properties.

5.2 Resources

Employees designated to manage Lease and Licences reviews

Employees/Contractors to ensure Emergency procedures are implemented by Lease &/or Licence holder.
5.3 **Legal and Risk Management**

Compliance with the Local Government Act 1999

Compliance with the Development Act 1993

Compliance with the Retail and Commercial Leases Act 1995

Compliance with the Crown Land Management Act 2009

6. **Report Consultation**

   - Sport and Recreation Forum

7. **Attachments**

   Leases and Licences to Sporting and Community Organisations Policy

8. **Report Authorisers**

   Tony Weir  
   General Manager  
   Roxbylink

   Rebecca Cooke  
   Sport and Recreation Officer
<table>
<thead>
<tr>
<th>TITLE</th>
<th>POLICY -</th>
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<tr>
<td>Latest Review Changes</td>
<td>New Policy</td>
</tr>
<tr>
<td>Previous Council Reviews</td>
<td></td>
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<td>Previous Audit Committee Reviews</td>
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**Applicable Legislation:**
- Development Act 1993
- Planning, Development and Infrastructure Act 2016
- Environment Protection Act 1993
- Liquor Licensing Act 1997

**Related Policies (alphabetical list):**

**Related Procedures:**

**Reference Documents:**
- Council’s Strategic Management Plan 2012 to 2017
- Council’s *Public Consultation Policy* determines the nature and extent of community engagement required.
PURPOSE

The Municipal Council of Roxby Downs recognises the importance and community value of sporting clubs, organisations and community land within the town and environs. Council attempts to optimise the use of its community land holdings for the benefit of the community.

The purpose of this policy is to establish a clear set of guidelines for the consideration of applications for granting of leases, licences and/or permits to sporting and community groups on community land and buildings.

This policy will determine the criteria Council Administration use to assess an application and grant a lease, a renewal of lease, or a Licence and/or a permit to occupy community land for up to a total five year term.

All community or sporting groups that seek a lease, Licence longer than the five years, or seek additional special conditions, will be considered by Council prior to proceeding to community engagement if required under the Local Government Act 1999.

The power to approve the renewal of existing leases, licences and/or permits is to be made by the Council or approved delegate and in accordance with Council policies and procedures.

Management of a lease, licence and/or permit to occupy community land and buildings will be undertaken in accordance with the provisions of this policy.

1. LEGISLATIVE FRAMEWORK AND OTHER REFERENCES

Local Government Act 1999
1. Section 49 of this Act requires Council to prepare and adopt a policy on contracts and tenders, including a policy on the sale and disposal of land or other assets.

2. Section 196 and Section 197 of this Act requires Council to prepare, publicly consult, and adopt one or more Community Land Management Plan(s) (CLMP) for its community land if among other things the land is, or is to be, occupied under a lease or licence agreement.

3. Section 201 of this Act prohibits Council from leasing or licensing community land unless Council does so in accordance with the Act, including those sections of the Act mentioned below.

4. Section 202 of this Act permits Council to grant a lease or licence over community land (including community land that is, or forms part of, a park or reserve). Before Council grants a lease or licence relating to community land, it must follow the relevant steps set out in its public consultation policy. However, Council need not comply with those requirements if—

   (a) The grant of the lease or licence is authorised in an approved management plan for the land and the term of the proposed lease or licence is five years or less; or

   (b) The regulations provide, in the circumstances of the case, for an exemption from compliance with a public consultation policy.

Section 202 also places restrictions on Council’s power to grant a lease or licence including that a lease or licence may only be granted for a term not exceeding 42 years and the term of the lease or licence may be extended but not so that the term extends beyond a total of 42 years.

However a new lease or licence may be granted at the expiration of 42 years (subject to the other requirements of the Act or any other law).
Development Act 1993
1. Where a lease or licence is to be granted for a term greater than six years and is for a portion of an allotment where there is no building that is both suitable and used for human occupation (e.g. reserve with no clubrooms), the proposed lease or licence also constitutes the division of an allotment and requires development approval under this Act.

Retail and Commercial Leases Act 1995
1. This Act applies to both leases and licences, granted by the Council to a lessee or a Licencee, if the lease or licence is in respect of a “retail shop” (see section 4 of the Act).

2. There are a number of exemptions where the Act does not apply such as where the lease is for less than one month and where the annual rent exceeds $250,000 and other circumstances (see section 4(2) of the Act).

3. If the Act applies, it imposes a number of obligations on Council as lessor. Some of these obligations are as follows:

(a) A disclosure statement must be given to the lessee/Licencee before a lease/licence is granted or renewed/extended (section 12 of the Act).

(b) Council cannot impose a requirement or obligation for the lessee/Licencee to make capital expenditure except in limited circumstances (section 13 of the Act).

(c) The lessee/Licencee must be given a minimum 5 year term (section 20B of the Act) unless the lessee/Licencee obtains an 'exclusionary certificate' (section 20K of the Act) or the lease/licence falls within an exemption (see section 20B (3) of the Act).

(d) Council must not less than 6 months, but not more than twelve months, prior to the end of the term give the lessee/Licencee written notice either offering a renewal or extension of the lease/licence or informing the lessee/Licencee that Council does not propose to offer a renewal or extension of the lease (section 20J of the Act).

(e) Council must provide estimates and explanations of outgoings (section 31 of the Act) and must provide written reports (prepared by a company auditor) of all expenditure by the Council toward which the lessee/Licencee is required to contribute during an "accounting period" (section 32 of the Act).

Crown Land Management Act 2009
1. This Act applies to Crown land of which the Council has "care, control or management".

2. Section 22 of this Act requires Council to obtain Ministerial consent to a lease, before the lease is granted to the lessee. If consent is not obtained, the lease is of no effect and not enforceable.

2. EMERGENCY PROCEDURES

- All buildings must have in place adequate emergency management, warning and evacuation procedures as required by law. This includes appropriate location of operable hose reels, fire hydrants, fire extinguishers, fire blankets, alarms and emergency/exit lighting. All facilities must have clearly visible and easy to follow warning and evacuation procedures. The lessee/Licencee is responsible for compliance and maintenance of such items, unless otherwise agreed with Council.

- The Lessee/Licencee will be responsible for developing and maintaining emergency evacuation plans and compliant emergency evacuation procedures for the premises in conjunction with requisite Safety Inspections.

- Such emergency evacuation plans must be on display and available at all times to visitors to the building.
3. COUNCIL’S STRATEGIC PLAN

The following strategic goals and objectives in Council’s Strategic Management Plan 2012 to 2017 are the most relevant to this policy:

SE1 Social and Cohesive Community
"A cohesive, healthy and strong community enjoying a high quality of life and work."

SE1.2 Youth development, participation and well-being.

SE2 Healthy and Active Community.
"Quality health, lifestyle, education and recreational facilities."

SE2.2: Integrated recreation, sporting and leisure programs that contribute to the wellbeing of the community.

SE3 Access to services and facilities
"Access to a range of services in a remote location that is equal to or better than more popularised locations."

SE3.4 Parks, gardens and open space offer active and passive recreation opportunities.

Leases and Licences enable a Club to continue operating in the Municipality of Roxby Downs and provide community land that is valued by club members and supports community participation in activities that support a sporting culture delivering community good health and well-being.

4. COUNCIL POLICIES & EXTERNAL REFERENCES

Council’s Public Consultation Policy determines the nature and extent of community engagement required.

Relevant occupier legislation requiring compliance:

Development Act 1993
Planning, Development and Infrastructure Act 2016
Environment Protection Act 1993
Liquor Licensing Act 1997

5. DEFINITIONS

CLMP - Community Land Management Plan.

Community land - all Council owned land and Crown land under the “care control and management” of the Council.

Differentiating between a Lease and Licence - The right of exclusive use of land or a building for a definite term is the prime consideration in determining whether an agreement is deemed a lease as distinct from a licence. An example of where a licence is appropriate is where the proposed use is occasional as distinct from permanent or where two groups share a multi-use facility and neither therefore has exclusive use, and in such circumstances a licence is the appropriate agreement.

ESOSA - Essential Services Commission of South Australia.

Lease - A contractual agreement by which one party (lessor – Council) conveys a leasehold estate to occupy land to another party (lessee - sometimes called a tenant), for a specified term,
subject to various conditions. The lessor still retains ownership of the property while the lessee has a legal "leasehold" interest in the land.

**Licence** - A contractual agreement by which one party (licensor - Council) grants a contractual right to occupy land to another party (Licencee - sometimes called a tenant), for a specified term, which may also permit the Licencee to occupy the land only during specified hours on specified days during the term, subject to various conditions. The licensor still retains ownership of the property. A licence does not grant a leasehold or other legal interest in the land to the Licencee.

**Permit** - a permit to occupy community land is not a lease but is a special kind of licence (or sub-licence) with limited tenure on conditions imposed by Council and if applicable subject to the consent of the head Lessee or head Licencee of the community land.

**Retail Shop** - a business premise at which goods are sold to the public by retail, or at which services are provided to the public or to which the public is invited for the supply of services. This definition is broad and most community leases and licences are subject to and protected by the Retail and Commercial Leases Act 1995. For example, a lease to a local sports/community club who conduct weekly sausage sizzles or operate a licenced bar or a canteen will be protected by the Retail and Commercial Leases Act 1995.

**Tenant** - An entity that pays a fee to lease, use or occupy land, a building, or other property owned by another. This Policy sometimes refers to the Lease or Licence holder as the Tenant.

### 6. PRINCIPLES

**Policy**
- Council will consider the granting of a lease or licence for any suitable land, venue or facility to groups, organisations or residents, having regard to the following:
  - equitable needs based distribution of facilities and land
  - ensuring high occupancy rates for facilities
  - ensuring consistent tenure conditions
  - defining responsibilities and costs associated with the construction, maintenance and operation of facilities
- Acknowledging the value of community organisations through the development of partnerships and shared values in the development of healthy and sustainable communities.
- Council will only enter into a lease or licence agreement under this policy, once the club or organisation can demonstrate that:
  - It is a "not for profit" organisation under Australian Tax Office definitions
  - It is an incorporated body (i.e. an incorporated association) or other legal entity. Neither a "trust" per se nor a "business name" are legal entities capable of entering into a lease or licence.
  - It is financially viable by providing three years of annual financial statements to Council.
  - It has a structured governance committee that holds regular meetings and represents users of the local community.
  - It has prepared business plan and operations policy.
  - It can demonstrate capacity to maintain the facilities in accordance with the agreement.
  - It complies with relevant legislation and regulations governing its activities.

**Exclusions.**
- This policy relates to community groups that are eligible "not for profit" enterprises, educational institutions of an early learning focus, a kindergarten and a school (primary or secondary). All other leases and/or licences will be based upon market conditions at the point in time that a lease/licence is negotiated and will be assessed outside of this policy.
• Community groups that propose to use the premises for gambling activities including totalisator operations and/or electronic gaming machines will not be entitled to a lease in accordance with this policy, unless specifically approved by the Council.
• Commercial leases or licences with Council are not bound by this Policy and will be subject to separate negotiations outside of this Policy.

Licences on sites whereby the tenant only occupies a portion of the building
Council may grant a Licence over a portion of a building, venue or facility.

The fee for a Licence will be in accord with the Fees and Charges Register which is reviewed annually.

Council may grant a Permit (in the nature of a special licence) for a more limited duration than a Licence, and if applicable subject to the consent of the head Licencee.

A licence may be suitable for multi-use facilities, provided that:
• an appropriate agreement is in place between Council and all users
• each Licencee is responsible for payment of a licence fee to Council representing its share of the cost of maintenance and outgoings relating to the facility. This is also determined by the user member base and by proportion of time each Licencee uses the premises relative to the other Licencee(s).

Lease Conditions
The following conditions apply in relation to the lease of a building, venue or facility, exclusively occupied by a sporting or community organisation.

The Tenant will be responsible to:
• enter into a formal lease agreement with the Council.
• be accountable for all day-to-day repairs and maintenance as specified in the Lease agreement. (e.g. Emergency Service Provisions, fire and safety maintenance, replacement of light globes, washers, taps, carpet and other floor cover repairs, waste collection and disposal costs, signage as approved by Council, graffiti removal within and on the outside walls of the leased premises, regular painting and maintenance of the entire building, sheds, plant and equipment).
• take out and maintain appropriate public liability, building and contents insurance for replacement cost.
• pay all direct outgoings as specified in the lease agreement (e.g. electricity, water (for buildings) and gas and other identified costs such as cleaning)
• undertake electrical tagging and testing of equipment.
• ensure compliance with the Liquor Licensing Act 1997.
• ensure that any work(s) is carried out by a fully qualified and licenced professional/tradesperson.
• comply with all relevant legislation, regulations and standards in respect of the leased facilities (e.g. hazardous substances, building codes)
• remove weeds within the lease area and/or adjoining carpark spaces. The tenant is responsible for all noxious weed management (including Buffel Grass management).
• maintain the property in good condition and free from hazards. For example (but without limitation), the tenant must:-
  • keep the Property clean, tidy and free from rubbish;
  • keep the Property free from all vermin and pests;
  • maintain hard or synthetic playing surfaces where applicable as per agreement.
• display posters or information in prominent areas about current societal issues when required by Council.
• maintain trees and vegetation in compliance with the Environmental Protection Act.
• seek and obtain in advance of any work Council approval for any new building, renovations and/or property development on the leased property.
A Tenant may hire out the leased facility for an occasional use providing that this is in accordance with the lease agreement. Formal subleasing and assignment of leases will be considered by Council on a case by case basis and subject to the law.

A Tenant may apply to Council for financial assistance to upgrade a leased/Licenced facility which decision will be at the absolute discretion of the Council. Any requests will be considered on a case by case basis.

Council will be responsible to:
- provide one point of contact at Council administration for Tenants.
- carry-out inspections of the facility prior to occupancy, at the end of occupancy and at least twice yearly during the term.
- arrange for the completion of maintenance obligations of the Tenant at the expense of the Tenant, in the event that the Tenant requests Council to complete and/or the Tenant fails to complete in accordance with any lease or licence obligation.

Grass playing surfaces and premises maintenance
- Council will undertake the grass cutting of playing surfaces where the playing surface is freely open to the public for passive recreational activities.
- Maintenance of grass playing fields for surfaces freely open to the public for passive recreational activities will be undertaken by Council in accordance with horticultural maintenance standards to be established for each reserve within the terms of the lease or licence.
- Grass cutting and maintenance of playing surfaces of a specialist nature will be undertaken by the Tenant (e.g. bowling and croquet greens, turf cricket wickets, closed sporting facilities) at the Lessee’s expense unless otherwise agreed in the terms of the lease.
- Publically accessible hard based playing surfaces (tennis and netball courts, synthetic surfaces) will be maintained by the Council.
- Restricted access hard based playing surfaces (tennis and netball courts, synthetic surfaces) will be maintained by the Tenant unless otherwise agreed in the terms of the lease.
- Council in conjunction with relevant Sporting Associations will maintain the base course for all tennis and netball courts’ synthetic surfaces.
- Maintenance of leased premises (including buildings and playing surfaces) will be undertaken in accordance with the terms agreed with each Tenant.

Water Costing and Provision
- Tenant will be responsible for all costs and outgoings in relation to water usage and water rates for buildings under the lease agreement (e.g. clubrooms and change rooms).
- Water costing and water provision for reserves and playing surfaces will be in accordance with the following categories:
  - Council will be responsible for water costs for playing surfaces with bore water / mains water and/or recycled water where the general public has access and use of the playing surface.
  - Tenant will be responsible for water costs where there are dedicated playing surfaces which do not allow general public access or use of the playing surface. Where bore water is utilised the Tenant will be responsible for:
    - all electricity costs associated with the pumping of water
    - any additional watering above the Council nominated allocation for the site and;
    - any additional requirements as outlined in the Lease policy.
  - Council may consider a remission of watering charges when there are significant trees on the premises and/or in the vicinity of the watered location. Any requests for a concession will be considered on a case by case basis.
Water provision for sites receiving recycled water will be in accordance with Council's Policy(s). Where required under the Water Industry Act 2012 and/or ESCOSA, water supply and costing arrangements may be varied to suit.

In the event that the Tenant is availed of a water discount/cost reduction/no water provision charge, Council reserves the right to limit water supply delivery as Council deems appropriate (e.g. in drought conditions).

**Sports Field Flood Lighting**

Where through a Licence agreement (or User Agreement) the Tenant is responsible for all electricity costs and outgoings for sports field flood lighting, Council will undertake and be responsible for all maintenance of such equipment (e.g. globe replacement and repair of technical faults). This is not applicable to Leased properties where the Tenant will be responsible as required in an agreement.

Upgrade, renewal or new installations of sports field flood lighting will be managed in accordance with Council's Policy(s).

**Tenure Arrangements**

- Peppercorn ($1) Lease arrangement may be applicable in appropriate circumstances.
- Council's lease model requiring rent payable is predicated on a ten year incentive for capital investment. On this basis the maximum term available under Council's subsidy criteria will be a term of 10 years. Any requests for terms greater than 10 years will be considered on a case by case basis.
- Rights of renewal will only be offered to a maximum occupancy of 10 years unless otherwise agreed and will be subject to community engagement.
- Council will include in the standard lease or Licence agreement a right for the Tenant to terminate their lease/Licence by way of mutual agreement with a three month notice period.
- All community land may be sub-leased provided that all legislative and Policy requirements are met by the lessee and the prospective sub-lessee as if the sub-lessee were a lessee.
- Council will determine at the time of granting a lease whether a sub-lease is contemplated for any particular premise subject at all times to Council approval to the proposed sub-lease and the sub-lessee.
- Should a new organisation or group seek to occupy land owned by Council, which they have not previously occupied, any proposal for a lease and/or Licence greater than a period of eight (8) months will be presented to Council for consideration.

**Policy implementation**

This Policy will be implemented by the Council and managed in accordance with Council's delegations.

**Accessibility**

This Policy is available to be downloaded free of charge from Council's website: Leases and Licences for Sporting and Community Organisations Policy Page.

*The electronic version of this document is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.*
REPORT FOR COUNCIL MEETING

**Meeting Date**  
28 June 2017

**Title of Report**  
Talent Academy

1. **Purpose**
   
   To confirm support for the Roxby Downs Talent Academy.

2. **Recommendation**
   
   That the Talent Academy, as presented in the Project Brief dated 22 June 2017, be supported.

3. **Background**
   
   Our remote location poses a barrier for young talented athletes in accessing elite sporting opportunities. The concept of a Roxby Downs Talent Academy has been developed in conjunction with the Office for Recreation and Sport and has been based on the successful pilot program; Ceduna Sporting Academy.

4. **Discussion**
   
   The vision of the Talent Academy is to provide young talented athletes across all sports in Roxby Downs with increased sporting opportunities and to assist in identifying clear talent pathways at either a local, state and national level.

5. **Policy Implications**
   
   5.1 **Financial / Budget**
      
      Time designated by Sport and Recreation Officer to assist in co-ordinating the Academy.

   5.2 **Council Resources**
      
      Facility usage.

   5.3 **Legal and Risk Management**
      
      In conjunction with Council the Steering group will ensure that sufficient Insurance including Public Liability and indemnity insurance is in place.

6. **Report Consultation**
   
   - Administrator
   - Manager of Community Participation and Indigenous Sport Development Officer; Office for Recreation and Sport.
   - Project brief developed in conjunction with the Steering Group.

7. **Attachments**
   
   Talent Academy Project Brief.

8. **Report Authorisers**
   
   Tony Weir  
   General Manager  
   Roxbylink

   Rebecca Coke  
   Sport and Recreation Officer
1. VISION STATEMENT:

To provide young talented athletes across all sports in Roxby Downs with increased sporting opportunities and to assist in identifying clear talent pathways at either a local, state and national level.

2. OVERVIEW:

Roxby Downs is a small South Australian mining town located 563km north of Adelaide with a population of approximately 4,000 people. It is a young population with a median age of 29 years and almost one third of the population are under the age of 15.

Sport plays a pivotal role within the Community with high participation rates across many sports.

Our remote location poses a barrier for young talented athletes in accessing elite sporting opportunities.

In 2016, there were 16 Athletes selected to attend the 2B SASI testing. Of these, three attended the testing and two were selected for Sprint Kayaking.

The concept of a Roxby Downs Talent Academy has been developed in conjunction with the Office for Recreation and Sport and has been based on the successful pilot program; Ceduna Sporting Academy.

The Academy will provide Athletes with access to specialised coaches in key areas including Strength, Conditioning, Speed, Agility, Acceleration, Sports Psychology and Nutrition.

Whilst the focus is around sport, elite achievement is just one of the outcomes envisaged for this Academy. There is potential for this Academy to impact on many areas of a young person’s life by helping them to plan and work towards goals that are important to them.

Ability is just one aspect of what makes an elite athlete. Other essential components include discipline, strong work ethic, goals, determination, knowledge and resilience. A focus of the Academy will be to develop skills and strategies to assist in goal setting not only in their sporting life but in all aspects of their life including:

- Education
- Time Management
- Self-Motivation
- Discipline
- Nutrition/Drugs and Alcohol
As part of the Academy there will be the opportunity for athletes to travel down to Adelaide for 2B Talent Search testing at SASI and to also travel to Adelaide for opportunities that may arise with the High Performance Academies through the State Sporting Organisations.

It is also anticipated that it will assist in the transition for those athletes relocating to Adelaide for sporting and educational opportunities.

3. FACILITIES:

Facilities at the Roxbylink Leisure Centre have been identified as being suitable for the Academy to access. The facility includes 2 Basketball Stadiums, Indoor Pool, Ovals and the Pulse Fitness Gym which is well equipped with Cardio, Free weights and Pin loaded equipment. It is located in the centre of town providing easy access for athletes.

4. STRUCTURE:

Through assistance from the Office for Rec and Sport a Steering Group has been developed. The aim is for the Steering Group to work in conjunction with the Office for Rec and Sport. The Steering Group will sit as a sub-committee under the governance of the Sport and Rec Forum which is part of the Community Board. The Steering Group will manage the Talent Academy and will provide monthly updates to the Sport and Rec Forum.

Those employed as part of the Talent Academy are done so as contractors, ie. will have their own ABN, Public Liability Insurance etc...

The Steering Group is made up highly passionate individuals bringing with them a wealth of knowledge across various sports and sectors of the Roxby Downs Community.

Melanie O'Donnell  SA Police (Acting Senior Sergeant).
Jessica Moyle   BHP Billiton Corporate Affairs
Theresa Wurfel  Roxby Downs Netball Association; President and Squad Coach.
Wes Knights   Roxby Downs Junior Basketball; Squad and Junior Development Coach
Emma Nielson Roxby Downs Junior Soccer Association; President
Amanda Giles St Barbara’s Catholic School – PE Teacher
Lee Copeland Roxby Downs Area School – Deputy Principal/ PE Teacher
Beck Cooke Sport and Recreation Officer
Tony Weir Operations Manager
Rein Geraghty Roxby Downs Junior Football
Clint Gow-Smith Roxby Downs Motocross Club – President
Ben Vandeleur Roxby Downs Cricket Association – President
Scott Humphries Roxby Downs Physiotherapy – Physiotherapist
Employed staff: One Female Coach and One Male Coach.
In conjunction with the Office for Rec and Sport and the Steering Group the following guidelines have been developed for the RD Talent Academy:

a) **SQUAD SIZE:** 20 athletes.

b) **AGE:** Predominant focus on athletes aged 13 to 16 years of age. However, will consider if 12 years of age if strong potential displayed. Age is determined by year of birth. I.e. 2011 to 2005.

c) **GENDER:** Even split: 10 Female and 10 Male.

d) **SELECTION CRITERIA** Athletes will be selected by the following:

i. SASI Talent Search testing results held annually at schools.

ii. SASI Talent Search Testing held every 6 months by the Academy. Open for all athletes to participate. Aim to also incorporate in additional testing eg. AFL Agility draft testing.

iii. Athletes can be nominated by Sporting Association.

iv. To ensure that those athletes outside of the mainstream sports whose SASI Talent search testing results may not reflect their level of talent in their chosen sport – i.e. Motocross, 4 spots will be made available to cater for this.

v. Selection will also be based on Athlete’s attitude and work ethic.

e) **SCHOOL ATTENDANCE**

a. Minimum of 85% school attendance [unexplained absence]. Discretion may be provided for extenuating circumstances.

b. Required to represent their house teams at Sports Day.

c. Be up to date in all subjects (no outstanding work i.e. assignments to be completed).

d. If an athlete is suspended from school an exclusion period from the Academy will occur. The length of this exclusion will be at the discretion of the Coach &/or Steering Group.

f) **TRAINING SESSIONS:**

i. Twice per week. Duration to be determined.

ii. Attendance is mandatory for all sessions unless due to illness or other extenuating circumstances. This will be at the discretion of the Coach (es) &/or Steering Group.

iii. To be developed in conjunction with key partner Tony Checker, Teacher, Strength Conditioning Coach and Headstart Program Manager at Immanuel College Adelaide.

iv. All students would commence with the same program, however variations would be added to increase complexity depending on personal progress.

v. The program would not be focused on building muscle through weight training, rather young people would focus on technique development and muscle strengthening through use of their own body-weight, i.e. Push-ups.

vi. Elements of the training program will include:

1. Stability and mobility

2. 5 S – strength, speed, stamina, suppleness, skill
3. ABC – agility, balance, coordination
4. Lower body general leg strength and power
5. Upper body general leg strength and power
6. Landing Technique
7. The athlete’s ability to brace and hinge
8. The athlete’s understanding of progressive development.

5. FUNDING:

Council has confirmed facility usage (including Gym) as their donation towards the Academy plus the Sport and Rec Officer to partly assist with the Co-ordinator role.

BHP have confirmed sponsorship of $10,000.

A grant of $15,000 has been received by the Office for Rec and Sport.

If further funds are required it is likely that further sponsorship can be received by local businesses.

ESTIMATED TIMEFRAMES:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday June 30</td>
<td>Funding finalisation</td>
</tr>
<tr>
<td></td>
<td>Branding and templates finalisation</td>
</tr>
<tr>
<td></td>
<td>Uniform design, confirm manufacturer and proof.</td>
</tr>
<tr>
<td>By Wednesday June 21</td>
<td>Media Release and Coach(es) recruitment through advertisement in The Monitor</td>
</tr>
<tr>
<td>Thursday June 22</td>
<td>Next Steering committee meeting</td>
</tr>
<tr>
<td>By Friday June 30</td>
<td>SASI School based testing complete</td>
</tr>
<tr>
<td></td>
<td>Athlete nomination by Associations</td>
</tr>
<tr>
<td>Sunday July 2</td>
<td>Talent Academy testing day.</td>
</tr>
<tr>
<td>Wednesday July 12</td>
<td>Applications close for Coach vacancies.</td>
</tr>
<tr>
<td>By Tuesday July 4</td>
<td>Results review, follow up if required and finalisation</td>
</tr>
<tr>
<td>Thursday July 6</td>
<td>Coach appointment &amp; Academy Selection – Steering committee meeting</td>
</tr>
<tr>
<td>By Friday July 28</td>
<td>Academy invitations sent and acceptance received including uniform sizing</td>
</tr>
<tr>
<td>Friday July 28</td>
<td>Uniform ordering</td>
</tr>
<tr>
<td>Mon July 31 – Friday Aug 11</td>
<td>Physio pre-screening</td>
</tr>
<tr>
<td>Mon July 31 – Friday August 11</td>
<td>Athlete program development (Visit by Tony Checker)</td>
</tr>
<tr>
<td>Monday August 21</td>
<td>Program kick off</td>
</tr>
</tbody>
</table>
Please note that this an Estimate only and does not include the following:

- *Parent/Guardian contribution per athlete. (Unlikely)
- *Potential Training costs for the coaches if not already Cert III in Fitness Qualified. To be negotiated if required. Current cost to complete Cert III in Fitness through TAFE SA is between $2261 & $2723 pending electives. This course is 6 months Full time.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>COST</th>
<th>BREAKDOWN</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRANSPORT</td>
<td>$1200</td>
<td>Covers the Academy Squad to travel to Adelaide twice per year. Includes hire of a community 22 Seater bus that can be hired from the RD Area School. $100 full day plus 25c per km travelled. $600 (Per km rate where total for two trips would be 2,400km) $600 Bus Hire * A volunteer driver with a bus license is required.</td>
</tr>
<tr>
<td>ACCOMMODATION</td>
<td>$2780</td>
<td>West Beach Caravan Park 5 Holiday Units @ $139 per night to accommodate for 20 4 nights in total (2 nights per trip to Adelaide)</td>
</tr>
<tr>
<td>GYM MEMBERSHIPS</td>
<td>$9,600</td>
<td>Based on Junior membership at Pulse Fitness Gym (Council owned and operated) at $40 per month for 20 Athletes for 12 months.</td>
</tr>
<tr>
<td>COACH WAGES (1 FEMALE &amp; 1 MALE)</td>
<td>$6,864</td>
<td>Based on approximate pay rate of $26 per hour for Cert III or Cert IV in Fitness Qualified staff member. To provide 1 hour sessions 2-3 times per week. Break over school holidays. (Total of 44 weeks for the Year)</td>
</tr>
<tr>
<td>STRENGTH &amp; CONDITIONING COACH</td>
<td>$5844</td>
<td>Tony Checker $500 Per Visit (6 Visits).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Airfares $300 Return</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Accommodation $130 per night</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Airport Car Parking $44</td>
</tr>
<tr>
<td>PERSONAL EXCELLENCE COORDINATOR</td>
<td>$1860</td>
<td>Mark Gregory $500 Per Visit (2 Visits).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Airfares $300 Return</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Accommodation $130 per night</td>
</tr>
<tr>
<td>SPORTS PSYCHOLOGIST</td>
<td>$1860</td>
<td>Emma Mattey $500 Per Visit (2 Visits).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Airfares $300 Return</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Accommodation $130 per night</td>
</tr>
<tr>
<td>Service</td>
<td>Cost</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>--------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>SPORTS NUTRITIONIST</td>
<td>$1860</td>
<td>To be determined</td>
</tr>
<tr>
<td>Airfares</td>
<td>$300</td>
<td>Return</td>
</tr>
<tr>
<td>Accommodation</td>
<td>$130</td>
<td>per night</td>
</tr>
<tr>
<td>UNIFORMS</td>
<td>$2000</td>
<td></td>
</tr>
<tr>
<td>TESTING EQUIPMENT</td>
<td>$3000</td>
<td>Vertical Jump test: $800</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Scales: $100</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Arm Ergometer (TBC - negotiate % with Pulse Fitness)</td>
</tr>
<tr>
<td>INJURY PREVENTION SCREENINGS</td>
<td>$500</td>
<td>By Local physiotherapist; Scott Humphries</td>
</tr>
<tr>
<td>INSURANCE IF REQUIRED</td>
<td>Unknown</td>
<td></td>
</tr>
<tr>
<td>TOTAL ESTIMATED COSTINGS</td>
<td>$36,368</td>
<td></td>
</tr>
</tbody>
</table>

Kind Regards

Rebecca Cooke
STARCLUB Field Officer
Roxby Downs SA
22 June 2017
REPORT FOR COUNCIL MEETING

Meeting Date 28 June 2017
Title of Report Fees and Charges for Roxbylink 2017-2018 Financial Year

1. Purpose
To determine Fees and Charges for Roxbylink for the 2017-2018 financial year.

2. Recommendation
That the Fees and Charges for the 2017-2018 financial year as attached be adopted.

3. Background
As a Leisure Centre servicing the Community the fees and charges for many different services and facilities are set annually in accordance to S188 of the Local Government Act 1999.

4. Discussion
All the fees and charges have been reviewed by the Operating Managers and Supervisors in line with the Fees and Charges Guidelines Policy.

5. Policy Implications
5.1 Financial / Budget
Committed to 2017-2018 Budget.

5.2 Resources
Both the previous budget and the 2017-18 budget have been used to reference.

5.3 Legal and Risk Management
As above - Background

6 Report Consultation

7 Attachments
Roxbylink Fees and Charges 2017-2018

8 Report Authorisers
Tony Weir
General Manager
Roxbylink
### All charges are GST inclusive unless otherwise stated and are effective from 1 July each year.

#### Swimming Pool Indoor & Outdoor - Entry Fees

<table>
<thead>
<tr>
<th>ITEM</th>
<th>Notes</th>
<th>General</th>
<th>Local Clubs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outdoor Swim Entry / Splashpad</td>
<td>10 &amp; Over</td>
<td>$6.00</td>
<td></td>
</tr>
<tr>
<td>Outdoor Swim / Splashpad Entry Child</td>
<td>Under 10 Years</td>
<td>$5.00</td>
<td></td>
</tr>
<tr>
<td>All supervising parents/guardians (over 18) of children under 10 not swimming</td>
<td>-</td>
<td>No Charge</td>
<td></td>
</tr>
</tbody>
</table>

#### Swim Lessons

<table>
<thead>
<tr>
<th>Item</th>
<th>Notes</th>
<th>General</th>
<th>Local Clubs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Swim Lessons per hour</td>
<td>-</td>
<td>$30.00</td>
<td></td>
</tr>
<tr>
<td>Swim Lessons per hour</td>
<td>-</td>
<td>$15.00</td>
<td></td>
</tr>
<tr>
<td>Active 45mins classes per session</td>
<td>-</td>
<td>$20.00</td>
<td></td>
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</table>

#### Pool & Lane Hire

<table>
<thead>
<tr>
<th>Item</th>
<th>Notes</th>
<th>General</th>
<th>Local Clubs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outdoor Pool Hire (25m) per hour</td>
<td>-</td>
<td>$360.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>Outdoor Pool Complex per hour</td>
<td>-</td>
<td>$545.00</td>
<td>$450.00</td>
</tr>
<tr>
<td>Outdoor Pool Lane Hire per lane per hour during scheduled training only (eg. swim club)</td>
<td>Max 3 Lanes</td>
<td>$17.50</td>
<td>$7.00</td>
</tr>
<tr>
<td>Indoor Pool lane hire per hour</td>
<td>Lap Swimming Only</td>
<td>$10.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Indoor Pool Facility per hour</td>
<td>-</td>
<td>$150.00</td>
<td>$80.00</td>
</tr>
<tr>
<td>Indoor Pool Hire per day</td>
<td>-</td>
<td>$300.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>Indoor Pool - Hydrotherapy per hour (whole pool)</td>
<td>-</td>
<td>$75.00</td>
<td>$75.00</td>
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#### Pool Memberships

<table>
<thead>
<tr>
<th>Item</th>
<th>Notes</th>
<th>General</th>
<th>Local Clubs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Outdoor &amp; Indoor Pool Full Season</td>
<td>Single Member</td>
<td>$90.00</td>
<td></td>
</tr>
<tr>
<td>Summer Outdoor &amp; Indoor Pool Full Season Family Member</td>
<td>2 Adults &amp; 3 children</td>
<td>$200.00</td>
<td></td>
</tr>
<tr>
<td>Winter Indoor Pool Full Season</td>
<td>Single Member</td>
<td>$130.00</td>
<td></td>
</tr>
<tr>
<td>Winter Indoor Pool Full Season Family Member</td>
<td>2 Adults &amp; 4 Children</td>
<td>$300.00</td>
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</tr>
</tbody>
</table>

#### Fitness

<table>
<thead>
<tr>
<th>Item</th>
<th>Notes</th>
<th>General</th>
<th>Local Clubs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Fitness &amp; Indoor Pool Lap Swim</td>
<td>Per Month Direct Debit</td>
<td>$60.00</td>
<td></td>
</tr>
<tr>
<td>Membership 6 month Adult</td>
<td>Cash or EFTPOS</td>
<td>$324.00</td>
<td></td>
</tr>
<tr>
<td>Junior 1 month membership</td>
<td>Cash</td>
<td>$40.00</td>
<td></td>
</tr>
<tr>
<td>Casual Gym (Adult)</td>
<td>Cash or EFTPOS per visit</td>
<td>$12.00</td>
<td></td>
</tr>
<tr>
<td>Junior Casual</td>
<td>Cash or EFTPOS per visit</td>
<td>$9.00</td>
<td></td>
</tr>
<tr>
<td>Casual Gym (14-16 years) Cardio &amp; Group Fitness</td>
<td>Cash or EFTPOS per visit</td>
<td>$9.00</td>
<td></td>
</tr>
<tr>
<td>Casual Group Fitness</td>
<td>Cash or EFTPOS per visit</td>
<td>$8.00</td>
<td></td>
</tr>
<tr>
<td>Group Fitness - 10 Visit Pass</td>
<td>Cash</td>
<td>$75.00</td>
<td></td>
</tr>
<tr>
<td>Move it per class</td>
<td>Cash or EFTPOS per visit</td>
<td>$5.00</td>
<td></td>
</tr>
<tr>
<td>Room Hire (group Fitness) (per hour)</td>
<td>Casual Hire</td>
<td>$25.00</td>
<td></td>
</tr>
<tr>
<td>Additional Assessment</td>
<td>-</td>
<td>$25.00</td>
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</table>

#### Centre Run Sports

<table>
<thead>
<tr>
<th>Item</th>
<th>Notes</th>
<th>General</th>
<th>Local Clubs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Netball per team</td>
<td>-</td>
<td>$42.00</td>
<td></td>
</tr>
<tr>
<td>Volleyball per team</td>
<td>-</td>
<td>$42.00</td>
<td></td>
</tr>
<tr>
<td>Touch Football per team</td>
<td>-</td>
<td>$42.00</td>
<td></td>
</tr>
<tr>
<td>Indoor Hockey</td>
<td>-</td>
<td>$42.00</td>
<td></td>
</tr>
<tr>
<td>Junior Hockey per term</td>
<td>-</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Junior Soccer per season</td>
<td>Now association</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Junior Soccer single rate</td>
<td>Now association</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Soccer indoor/outdoor per team Senior</td>
<td>-</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Casual Stadium Usage per person</td>
<td>-</td>
<td>$4.00</td>
<td></td>
</tr>
<tr>
<td>Squash per ½ hour per court</td>
<td>-</td>
<td>$8.00</td>
<td></td>
</tr>
<tr>
<td>Squash per hour per court</td>
<td>-</td>
<td>$15.00</td>
<td></td>
</tr>
<tr>
<td>Squash Member/hour</td>
<td>-</td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>Racquet Hire</td>
<td>-</td>
<td>$12.00</td>
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<tr>
<td>Racquet Hire Deposit</td>
<td>-</td>
<td>$40.00</td>
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<tr>
<td>Stadium Hire per ½ hour</td>
<td>-</td>
<td>$35.00</td>
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<tr>
<td>Stadium Hire per hour</td>
<td>-</td>
<td>$60.00</td>
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<tr>
<td>Stadium Hire Junior Sport Teams only per hour</td>
<td>-</td>
<td>$25.00</td>
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#### Outdoor Courts

<table>
<thead>
<tr>
<th>Item</th>
<th>Notes</th>
<th>General</th>
<th>Local Clubs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tennis Court (day) /hr per court</td>
<td>-</td>
<td>$7.00</td>
<td>$7.00</td>
</tr>
<tr>
<td>Tennis Court (night) /hr per court</td>
<td>-</td>
<td>$14.00</td>
<td>$14.00</td>
</tr>
<tr>
<td>Netball Court (day) /hr per court</td>
<td>-</td>
<td>$15.00</td>
<td>$7.00</td>
</tr>
<tr>
<td>Netball Court (night) /hr per court</td>
<td>-</td>
<td>$19.50</td>
<td>$14.00</td>
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### Ovals

<table>
<thead>
<tr>
<th>ITEM</th>
<th>Notes</th>
<th>General</th>
<th>Local Clubs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ovals usage per hour</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Town Oval Hire per day</td>
<td></td>
<td>$400.00</td>
<td>$200.00</td>
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<tr>
<td>Oval Change Room per day</td>
<td></td>
<td>$100.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Oval Change Room Local Clubs per sport season</td>
<td>Fee subject to User agreement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local Football League/Clubs - Use of Town Oval &amp; Change Rooms per season plus Small Oval Pre Season</td>
<td>Fee subject to User agreement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local Cricket Association/Clubs - Use of Town Oval, Change Rooms &amp; Cricket Nets per season</td>
<td>Fee subject to User agreement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use of Oval Lights per hour</td>
<td></td>
<td>$225.00</td>
<td>$12.00</td>
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<tr>
<td>Use of Oval Lights for Football League &amp; Cricket Association</td>
<td>Electricity Usage</td>
<td></td>
<td></td>
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<tr>
<td>Small Oval - outside school hours by local groups</td>
<td>Electricity Usage</td>
<td></td>
<td></td>
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<tr>
<td>Small Oval Use of Oval Lights Local Clubs per hour</td>
<td>Electricity Usage</td>
<td></td>
<td></td>
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<tr>
<td>Oval Clean Up</td>
<td>Cost Plus</td>
<td>$45.00 P/H</td>
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### Meeting Spaces

<table>
<thead>
<tr>
<th>ITEM</th>
<th>Notes</th>
<th>General</th>
<th>Local Clubs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dunes Cafe Meeting Space per hour - Shared Use</td>
<td>5pm to 9.00pm Mon-Fri per use</td>
<td>No Charge</td>
<td></td>
</tr>
<tr>
<td>Dunes Cafe Meeting Space per hour - Exclusive Use</td>
<td>5pm to 9.00pm Mon-Fri per use</td>
<td>No Charge</td>
<td></td>
</tr>
<tr>
<td>Café pack down with catering and basic AV</td>
<td>Commercial use per hour</td>
<td>$35.00</td>
<td></td>
</tr>
<tr>
<td>Community Library Meeting Space</td>
<td></td>
<td>$35.00</td>
<td></td>
</tr>
<tr>
<td>Community Youth Centre Meeting Space</td>
<td></td>
<td>5.30pm to 9.00pm Mon-Fri</td>
<td>Refer to Community Youth Centre charges</td>
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### Kids Club Services

<table>
<thead>
<tr>
<th>ITEM</th>
<th>Notes</th>
<th>General</th>
<th>Local Clubs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creche per hour</td>
<td>Per Child</td>
<td>Gold Coin</td>
<td></td>
</tr>
<tr>
<td>Casual Nippy Gym</td>
<td></td>
<td>$6.00</td>
<td></td>
</tr>
<tr>
<td>Over 12 months old</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Under 12 months old</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Family Nippy Gym</td>
<td></td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>10 Visit Pass - Single (nippy)</td>
<td></td>
<td>$54.00</td>
<td></td>
</tr>
<tr>
<td>10 Visit Pass - Family (nippy)</td>
<td></td>
<td>$90.00</td>
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<tr>
<td>Replacement Membership Cards</td>
<td></td>
<td>$8.00</td>
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</table>

### Community + Youth Centre

**GENERAL**

Use of facilities is subject to the policies, terms and conditions as established by Council Roxbylink management reserves the right to prioritise use and to direct intended hirees to other venues depending on circumstances Hours of use nominally between the hours 7.30am to 9pm

### USERS

**HOURLY RATE**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>Notes</th>
<th>General</th>
<th>Local Clubs</th>
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</thead>
<tbody>
<tr>
<td>Commercial</td>
<td></td>
<td>$55.00</td>
<td></td>
</tr>
<tr>
<td>Entire Facility (Including both multi-purpose space and community kitchen)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Kitchen (only)</td>
<td></td>
<td>$30.00</td>
<td></td>
</tr>
<tr>
<td>Private Hire</td>
<td></td>
<td>$33.00</td>
<td></td>
</tr>
<tr>
<td>Entire Facility (Including both multi-purpose space and community kitchen)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Community Kitchen (only)</td>
<td></td>
<td>$18.00</td>
<td></td>
</tr>
<tr>
<td>Not-for-profit</td>
<td></td>
<td>$22.00</td>
<td></td>
</tr>
<tr>
<td>Entire Facility (Including both multi-purpose space and community kitchen)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Kitchen (only)</td>
<td></td>
<td>$12.00</td>
<td></td>
</tr>
<tr>
<td>Council Youth Programmes</td>
<td></td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Entire Facility (Including both multi-purpose space and community kitchen)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Kitchen (only)</td>
<td></td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Multicultural Forum Programmes</td>
<td></td>
<td>$0.00</td>
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<tr>
<td>Multicultural Forum Programmes that do not generate a profit from the intended hire and provide a community benefit from the activity</td>
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<tr>
<td>Entire Facility (Including both multi-purpose space and community kitchen)</td>
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</tr>
<tr>
<td>Community Kitchen (only)</td>
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<td>$0.00</td>
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### OTHER CHARGES

<table>
<thead>
<tr>
<th>ITEM</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Extras</td>
<td></td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td>PA System (including setup)</td>
<td></td>
<td>$50.00</td>
<td></td>
</tr>
<tr>
<td>BBQ</td>
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<td></td>
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<tr>
<td>Group internet access</td>
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<td></td>
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<tr>
<td>Miscellaneous Charges</td>
<td></td>
<td></td>
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<tr>
<td>ITEM</td>
<td>Notes</td>
<td>General</td>
<td>Local Clubs</td>
</tr>
<tr>
<td>---------------------------------------------------------------------</td>
<td>------------------------------------------------</td>
<td>-----------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Bond - Functions</td>
<td></td>
<td>$350.00</td>
<td></td>
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<tr>
<td>Lost swipe card</td>
<td></td>
<td>$30.00</td>
<td></td>
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<tr>
<td>Lost key</td>
<td></td>
<td>$20.00 (- key replacement)</td>
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<tr>
<td>Additional cleaning</td>
<td></td>
<td>$45.00</td>
<td></td>
</tr>
<tr>
<td>Extension of hours past 9pm</td>
<td></td>
<td>$45.00</td>
<td></td>
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<tr>
<td>Additional staffing</td>
<td></td>
<td>$45.00 per h</td>
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<tr>
<td><strong>Arts &amp; Tourism</strong></td>
<td></td>
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<td></td>
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<tr>
<td>Sales commission on Art work</td>
<td></td>
<td>20.00%</td>
<td>20.00%</td>
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<tr>
<td>Ticket Sales</td>
<td></td>
<td>10.00%</td>
<td>10.00%</td>
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<tr>
<td>Auditorium 1/2 space 8 hours</td>
<td>Standalone hire with no function requirements</td>
<td>$200.00</td>
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</tr>
<tr>
<td>Auditorium 1/2 space 4 hours</td>
<td>Standalone hire with basic function requirements</td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td>Auditorium including stage 8 hours</td>
<td>Standalone hire with basic function requirements</td>
<td>$300.00</td>
<td></td>
</tr>
<tr>
<td>Auditorium including stage 4 hours</td>
<td>Standalone hire with basic function requirements</td>
<td>$150.00</td>
<td></td>
</tr>
<tr>
<td>Stage per hour</td>
<td></td>
<td>$25.00</td>
<td></td>
</tr>
<tr>
<td>Stage per day</td>
<td></td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td>Auditorium Set Up Fee</td>
<td>Includes tables, chairs, equipment, glasses etc</td>
<td>included in catering costs</td>
<td></td>
</tr>
<tr>
<td>Play Cafe, exclusive use</td>
<td>Standalone hire with no function requirements</td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td>Auditorium Round 10 seater table cloth</td>
<td>Includes cleaning costs</td>
<td>$14.00</td>
<td></td>
</tr>
<tr>
<td>Auditorium Rectangular trestle table cloth</td>
<td>Includes cleaning costs</td>
<td>$6.00</td>
<td></td>
</tr>
<tr>
<td>Chair Cover</td>
<td>Includes cleaning costs</td>
<td>included in catering costs</td>
<td></td>
</tr>
<tr>
<td>Chair Cover Sash</td>
<td>Includes cleaning costs</td>
<td>included in catering costs</td>
<td></td>
</tr>
<tr>
<td>Auditorium Table Hire</td>
<td>included in catering costs</td>
<td>included in catering costs</td>
<td></td>
</tr>
<tr>
<td>Auditorium General Type Stacker Chair Hire per 50</td>
<td>Included in Setup Fee</td>
<td>included in catering costs</td>
<td></td>
</tr>
<tr>
<td>Water (per glass)</td>
<td>-</td>
<td>included in catering costs</td>
<td></td>
</tr>
<tr>
<td>Wine (per glass)</td>
<td>-</td>
<td>included in catering costs</td>
<td></td>
</tr>
<tr>
<td>Champagne (per glass)</td>
<td>-</td>
<td>included in catering costs</td>
<td></td>
</tr>
<tr>
<td>Cutlery (per unit)</td>
<td>Losses may be charged for</td>
<td>included in catering costs</td>
<td></td>
</tr>
<tr>
<td>Crockery (per unit)</td>
<td>Breakages may be charged for</td>
<td>included in catering costs</td>
<td></td>
</tr>
<tr>
<td>Drink tub galvanised</td>
<td>Losses may be charged for</td>
<td>included in catering costs</td>
<td></td>
</tr>
<tr>
<td>Wine bucket stainless steel</td>
<td>Losses may be charged for</td>
<td>included in catering costs</td>
<td></td>
</tr>
<tr>
<td>Cafe Kitchen Hire (refurbished) per hour</td>
<td>Min 3 hours qualified</td>
<td>included in catering costs</td>
<td></td>
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<tr>
<td>Kiosk Kitchen Hire per hour</td>
<td>Min 3 hours</td>
<td>included in catering costs</td>
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</tr>
<tr>
<td>Catering as per supply charge</td>
<td>Cost plus</td>
<td>included in catering costs</td>
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<tr>
<td>Sound operator per hour (supplied by Centre)</td>
<td>-</td>
<td>$70.00</td>
<td>$55.00</td>
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<tr>
<td>Light desk operator if separate from sound</td>
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<td>$70.00</td>
<td>$55.00</td>
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<tr>
<td>Auditorium Technical full day</td>
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<td>$600.00</td>
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<tr>
<td>Auditorium Technical half day</td>
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<td>$300.00</td>
<td>$300.00</td>
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<tr>
<td>Portable PA system</td>
<td>-</td>
<td>$100.00</td>
<td>No Charge</td>
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<tr>
<td>Outdoor Movie Equipment - per night. Please note must have a staff member present at hourly rate</td>
<td>Staff hourly rate</td>
<td>$45.00</td>
<td>$45.00</td>
</tr>
<tr>
<td>Outdoor movie hire / royalties</td>
<td>on charge from provider</td>
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<td></td>
</tr>
<tr>
<td><strong>External Hire Functions</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>External Hire Rectangular table (per table)</td>
<td></td>
<td>$12.00</td>
<td>No Charge</td>
</tr>
<tr>
<td>External Hire Round 10 seater table (per table)</td>
<td></td>
<td>$12.00</td>
<td>No Charge</td>
</tr>
<tr>
<td>External Chair Hire (per 50)</td>
<td></td>
<td>$30.00</td>
<td>No Charge</td>
</tr>
<tr>
<td><strong>Theatrette / Cinema</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Movie Ticket Adult</td>
<td></td>
<td>$14.00</td>
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</tr>
<tr>
<td>Movie Ticket Child</td>
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<td>$10.00</td>
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<tr>
<td>Movie Ticket Tuesday Special</td>
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<td>$8.00</td>
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<tr>
<td>Movie Ticket Family 2 Adults &amp; 2 Children</td>
<td></td>
<td>$36.00</td>
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<tr>
<td>Private screening</td>
<td>-</td>
<td>$300 plus royalty fee</td>
<td>Royalty Fee plus 10%, balance to Club</td>
</tr>
<tr>
<td>Fundraising Adult</td>
<td>-</td>
<td>Royalty Fee plus 10%, balance to Club</td>
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<tr>
<td>Fundraising Child</td>
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<tr>
<td>Seminar (½ Day)</td>
<td>-</td>
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</tr>
<tr>
<td>Seminar (Full Day)</td>
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<tr>
<td>Set up</td>
<td>-</td>
<td>$100.00</td>
<td>$50.00</td>
</tr>
<tr>
<td><strong>General</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Supervision Staff $ per hr</td>
<td>-</td>
<td>$45.00</td>
<td>$35.00</td>
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<tr>
<td>Cleaning $ per hr</td>
<td>-</td>
<td>Cost + 30%</td>
<td>Cost + 30%</td>
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<tr>
<td>Instructors $ per hr</td>
<td>-</td>
<td>$50.00</td>
<td>$35.00</td>
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</table>
All charges are GST inclusive unless otherwise stated and are effective from 1 July each year.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>Notes</th>
<th>General</th>
<th>Local Clubs</th>
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</thead>
<tbody>
<tr>
<td>Photocopying</td>
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<td></td>
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</tr>
<tr>
<td>Black &amp; White - Single sided</td>
<td>A4</td>
<td>$0.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A3</td>
<td>$0.40</td>
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</tr>
<tr>
<td>Black &amp; White - Double sided</td>
<td>A4</td>
<td>$0.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A3</td>
<td>$0.45</td>
<td></td>
</tr>
<tr>
<td>Colour - Single sided</td>
<td>A4</td>
<td>$0.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A3</td>
<td>$0.70</td>
<td></td>
</tr>
<tr>
<td>Colour - Double sided</td>
<td>A4</td>
<td>$0.65</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A3</td>
<td>$1.00</td>
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<tr>
<td>Laminating</td>
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<td>$0.80</td>
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<td>A3</td>
<td>$1.80</td>
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<tr>
<td>Card Fees</td>
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<tr>
<td>EFTPOS</td>
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<td>0.00%</td>
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</tr>
<tr>
<td>Visa Card</td>
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<td></td>
</tr>
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<td>Master Card</td>
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**Notes**

Local Club defined as a local not for profit sport or community group that uses the facilities on a regular basis

Local commercial groups charged at the commercial rate