NOTICE OF ORDINARY COUNCIL MEETING

Notice is hereby given that the next ORDINARY COUNCIL MEETING will be held in the Council Office Boardroom, 6-8 Richardson Place, Roxby Downs on WEDNESDAY 30 JANUARY 2019 commencing at 4.00pm.

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

The meeting is open to the public and members of the community are welcome to attend.

Roy Blight
Chief Executive

25 January 2019
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 may be present today.

2. Confirmation of Minutes of the Previous Meeting

That the Minutes of the Council Meeting held on 19 December 2018 be confirmed as a true and accurate record of proceedings. 

3. Adoption of Council Resolutions

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4. Reports for Information

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5. Community Presentations, Petitions and Deputations

Nil

6. Next Meeting

The next Ordinary Council Meeting is scheduled for Wednesday 27 February 2019 at 4:00pm - Council Office Boardroom, 6-8 Richardson Place, Roxby Downs (unless advised otherwise, by notice on the Council’s website).

7. Closure
1. Council Opening

The meeting commenced at 4:00pm.

Mr Whitbread acknowledged the Kokatha peoples, the traditional owners of the land on which we meet today and paid respect to their Elders past and present and extended that respect to other Aboriginal and Torres Strait Islander people who may be present today.

2. Confirmation of Minutes of the Previous Meeting

RESOLVED: The Minutes of the Council Meeting held on 28 November 2018 are confirmed as a true and accurate record of proceedings.

3. Council Business

3.1 Audit Committee Meeting Minutes 7 December 2018 (Subject to Confirmation)

PURPOSE: To receive the minutes (subject to confirmation) from the Audit Committee held 7 December 2018.

RESOLVED: That the minutes (subject to confirmation) of the Audit Committee held 7 December 2018 be received and noted and the recommendations contained therein be agreed to.

3.2 Financial Results 2017-2018

PURPOSE: To consider a review of Council’s 2017-2018 budget performance and associated matters.

RESOLVED: That Council adopts the Report on Financial Results 2017-2018 as recommended by the Audit Committee on 7 December 2018.

3.3 Financial Delegations

PURPOSE: To revise and update the expenditure limits of officers who have been approved to hold and exercise financial delegations.

RESOLVED: That Council adopt the amended Financial Delegations, as presented.
3.4 Council Delegations to the Chief Executive

PURPOSE: To request Council to delegate the powers and functions of the Local Government Act 1999 and any other relevant Acts to the Chief Executive.

RESOLVED: That having conducted its annual review of Council delegations in accordance with Section 44 (6) of the Local Government Act 1999, the Council:

1 Revocations

1.1 Hereby revokes its previous delegations to the Chief Executive of those powers and functions under the following:

1.1.1 Community Titles Act 1996
1.1.2 Development Act 1993 and Development Regulations 2008
1.1.3 Dog and Cat Management Act 1995
1.1.5 Expiation of Offences Act 1996
1.1.6 Fences Act 1975
1.1.7 Fire and Emergency Services Act 2005 and Fire and Emergency Services Regulations 2005
1.1.8 Food Act 2001
1.1.10 Land and Business (Sale and Conveyancing) Act 1994
1.1.11 Liquor Licensing Act 1997
1.1.12 Local Government Act 1999
1.1.13 Natural Resources Management Act 2004 and Natural Resources Management (General) Regulations 2005 and Natural Resources Management (Transitional Provisions Levies) Regulations 2005
1.1.14 Roads (Opening and Closing) Act 1991
1.1.15 Road Traffic Act 1961 (SA), Road Traffic (Miscellaneous) Regulations 2014 and Road Traffic (Road Rules – Ancillary and Miscellaneous Provisions) Regulations 2014
1.1.16 South Australian Public Health Act 2011, the South Australian Public Health (Legionella) Regulations 2013 and the South Australian Public Health (Wastewater) Regulations 2013
1.1.17 Supported Residential Facilities Act 1992
1.1.18 Unclaimed Goods Act 1987
1.1.19 Work Health and Safety Act 2012
1.1.20 Safe Water Drinking Act 2011
1.1.22 Real Property Act 1886
1.1.23 Strata Titles Act 1988
1.1.24 Heavy Vehicle National Law (South Australia) Act 2013
1.1.25 Burial and Cremation Act 2013 and Burial and Cremation Regulations
1.1.26 Electronic Conveyancing National Law (South Australia) Act 2013
1.1.27 Local Nuisance and Litter Control Act 2016 and Local Nuisance and Litter Control Regulations 2017
1.1.28 Planning, Development and Infrastructure Act 2016
1.1.29 Fines Enforcement and Debt Recovery Act 2017 (with effect from April 2018)

2. Delegations made under the Local Government Act 1999

2.1 In exercise of the power contained in Section 44 of the Local Government Act 1999 the powers and functions under the following Acts and specified in the proposed Instruments of Delegation contained in Appendices 1-25 (distributed under separate cover) are hereby delegated this 19th day of December 2018 to the person occupying the office of Chief Executive. This is to take immediate effect except where otherwise specified subject to the conditions and or
limitations specified herein or in the Schedule of Conditions in each proposed Instrument of Delegation.

2.1.1 Community Titles Act 1996 (Appendix 1)
2.1.2 Dog and Cat Management Act 1995 (Appendix 2)
2.1.4 Expiation of Offences Act 1996 (Appendix 4)
2.1.5 Fences Act 1975 (Appendix 5)
2.1.6 Fire and Emergency Services Act 2005 and Fire and Emergency Services Regulations 2005 (Appendix 6)
2.1.8 Land and Business (Sale and Conveyancing) Act 1994 (Appendix 8)
2.1.9 Liquor Licensing Act 1997 (Appendix 9)
2.1.10 Local Government Act 1999 (Appendix 10)
2.1.11 Natural Resources Management Act 2004 and Natural Resources Management (General) Regulations 2005 and Natural Resources Management (Transitional Provisions Levies) Regulations 2005 (Appendix 11)
2.1.12 Roads (Opening and Closing) Act 1991 (Appendix 12)
2.1.13 Work Health and Safety Act 2012 (Appendix 13)
2.1.14 Road Traffic Act 1961 (SA), Road Traffic (Miscellaneous) Regulations 2014 and Road Traffic (Road Rules – Ancillary and Miscellaneous Provisions) Regulations 2014 (Appendix 14)
2.1.15 Unclaimed Goods Act 1987 (Appendix 15)
2.1.16 South Australian Public Health Act 2011, the South Australian Public Health (Legionella) Regulations 2013 and the South Australian Public Health (Wastewater) Regulations 2013 (Appendix 16)
2.1.17 Safe Water Drinking Act 2011 (Appendix 17)
2.1.18 Water Industry Act 2012 and Water Industry Regulations 2012 (Appendix 18)
2.1.19 Real Property Act 1886 (Appendix 19)
2.1.20 Strata Titles Act 1988 (Appendix 20)
2.1.21 Burial and Cremation Act 2013 and Burial and Cremation Regulations (Appendix 21)
2.1.22 Electronic Conveyancing National Law (South Australia) Act 2013 (Appendix 22)
2.1.23 Local Nuisance and Litter Control Act 2016 and Local Nuisance and Litter Control Regulations 2017 (Appendix 23)
2.1.24 Planning, Development and Infrastructure Act 2016 (Appendix 24)
2.1.25 Fines Enforcement and Debt Recovery Act 2017 (with effect from April 2018) (Appendix 25)

2.2 Such powers and functions may be further delegated by the Chief Executive in accordance with Sections 44 and 101 of the Local Government Act 1999 as the Chief Executive sees fit, unless otherwise indicated herein or in the Schedule of Conditions contained in each such proposed Instrument of Delegation.

3. Delegations made under the Development Act 1993

3.1 In exercise of the powers contained in Section 20 and 34(23) of the Development Act 1993, the powers and functions under the Development Act 1993 and the Development Regulations 2008 contained in the proposed Instrument of Delegation (Appendix 26) (distributed under separate cover) are hereby delegated on 19th December 2018 to the person occupying the office of Chief Executive subject to the conditions or limitations indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation under the Development Act 1993.

3.2 Such powers and functions may be further delegated by the Chief Executive as the Chief Executive sees fit and in accordance with the relevant legislation unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation under the Development Act 1993.
4. **Delegations made under the Food Act 2001**

4.1 In exercise of the powers contained in Section 91 of the Food Act 2001, the powers and functions under the Food Act 2001 contained in the proposed Instrument of Delegation (Appendix 27) (distributed under separate cover) are hereby delegated this 19th day of December 2018 to the person occupying the office of Chief Executive (‘the head of the enforcement agency’ for the purposes of the Food Act 2001) subject to the conditions and or limitations specified in the schedule of Conditions in the proposed Instrument of Delegation under the Food Act 2001.

4.2 Such powers and functions may be further delegated by the Chief Executive as the Chief Executive sees fit and in accordance with the relevant legislation unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation under the Food Act 2001.

5. **Delegations under the Supported Residential Facilities Act 1992**

5.1 In exercise of the powers contained in Section 9 of the Supported Residential Facilities Act 1992, the powers and functions under the Supported Residential Facilities Act 1992 contained in the proposed Instrument of Delegation (Appendix 28) (distributed under separate cover) are hereby delegated this 19th day of December 2018 to the person occupying the office of Chief Executive subject to the conditions or limitations specified in the Schedule of Conditions in the proposed Instrument of Delegation under the Support Residential Facilities Act 1992.

5.2 Such powers and functions may be further delegated by the Chief Executive as the Chief Executive sees fit and in accordance with the relevant legislation unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation under the Supported Residential Facilities Act 1992.

6. **Delegations under the Road Traffic Act 1961**

6.1 In exercise of the power contained in Section 33(1) of the Road Traffic Act 1961 and delegated to the Council pursuant to Clause G of the Instrument (Appendix 29) (distributed under separate cover) and contained in the proposed Instrument of Delegation is hereby delegated this 19th day of December to the person occupying the office of Chief Executive subject to the conditions contained in the proposed instrument.

7. **Delegations under the Safe Drinking Water Act 2011 (of enforcement agency)**

7.1 In exercise of the power contained in Section 43 of the Safe Drinking Water Act 2011 the powers and functions as the relevant authority under the Safe Drinking Water Act 2011 contained in the proposed Instrument of Delegation (Appendix 30) (distributed under separate cover) are hereby delegated this 19th day of December 2018 to the person occupying the office of Chief Executive subject to the conditions or limitations indicated herein or in the Schedule of Conditions in the proposed Instrument of Delegation under the Safe Drinking Water Act 2011.

7.2 Such powers and functions may be further delegated by the Chief Executive as the Chief Executive sees fit and in accordance with the relevant legislation unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation under the Safe Drinking Water Act 2011.

8. **Delegations under the Heavy Vehicle National Law (South Australia) Act 2013**
8.1 In exercise of the power contained in Section 44 of the Local Government Act 1999 and Section 22B of the Heavy Vehicle National Law (South Australia) Act 2013 (as relevant) the powers and functions under the Heavy Vehicle National Law (South Australia) Act 2013 contained in the proposed Instrument of Delegation (Appendix 31) (distributed under separate cover) are hereby delegated this 19th day of December 2018 to the person occupying the Office of Chief Executive, subject to the conditions or limitations indicated herein or in the Schedule of Conditions in the proposed Instrument of Delegation under the Heavy Vehicle National Law (South Australia) Act 2013.

8.2 Such powers and functions may be further delegated by the Chief Executive as the Chief Executive sees fit and in accordance with the relevant legislation unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation under the Heavy Vehicle National Law (South Australia) Act 2013.

3.5 Community Board Annual Grant 2018/2019

PURPOSE: To approve the annual operating grant for the Roxby Downs Community Board Inc. for 2018/2019.

RESOLVED: That Council approve the 2018/2019 Annual Operating Grant of $3,000.00 for the Roxby Downs Community Board Inc.

3.6 Review of Flag Policy

PURPOSE: To review and adopt the Flag Management Policy.

RESOLVED: That Council:

1. Approves the policy name change from the Flag Policy to the Flag Management Policy and

2. Adopts the Flag Management Policy as presented and publish on Council’s website.

3.7 Proposed Scout Hall Design

PURPOSE: To gain consent from the Municipal Council of Roxby Downs for Scouts SA to proceed in submitting a Development approval for the proposed plans for the Roxby Downs Scout Hall.

RESOLVED: That Council approves Scouts SA to proceed in submitting a Development Application for the proposed Scout Hall.

3.8 Upgrade of Hermit Street Playground – Stage 1 Consultation Summary

PURPOSE: To provide a summary of community submissions received during the Stage 1 consultation on the upgrade of the Hermit Street Playground to a nature based play space.

RESOLVED: That Council

1. Adopt the development of a design brief for a nature based play space at Hermit Street playground which incorporates elements identified from Stage 1 consultation and reflects the community wishes.

2. Issue the design brief as a Request for Procurement to suitably qualified play design companies.
3.9 Reports for Information

RESOLVED: The Council receive and notes the following reports:

- Chief Executive Report
- Development Application Decisions

4. Community Presentations, Petitions and Deputations

Nil

5. Next Meeting

The next Ordinary Council Meeting for the Municipal Council of Roxby Downs is scheduled for Wednesday 30 January 2019 at 4:00 pm - Council Office Boardroom, 6-8 Richardson Place, Roxby Downs, unless advised otherwise, by notice on the Council’s website.

6. Closure

The meeting closed at 4.21pm.

---------------------------------------------
Geoff Whitbread
Administrator
30 January 2019
1. Purpose

To undertake a periodic review of the Child and Vulnerable Persons Safe Environment Policy

2. Recommendation

That the updated version of the Child and Vulnerable Persons Safe Environment Policy, as tabled, be adopted and the policy is placed on the Council website.

3. Background

Since the timing of the last policy review the Children’s Protection Act 1993 has been repealed and replaced by the Children and Young People (Safety) Act 2017. The fundamental aspects of the old Act have been retained which include the legal obligation on organisations that provide health, sporting or recreational, education, or childcare services wholly or partly to children to ensure all children in their care are safe from harm.

The Child Safe Environments Policy has been broadened to include vulnerable people of any age who may be frail, have a disability or experience disadvantage.

The Child and Vulnerable Persons Safe Environment Policy aims to ensure that all relevant council employees and volunteers are aware of their duty of care responsibilities.

4. Discussion

Section 114 of the Children and Young People (Safety) Act 2017 prescribes that certain organisations must prepare and adopt policies and procedures that are designed to ensure that safe environments for children and young people are established and maintained in respect of the services or activities provided. These policies and procedures must be reviewed at least once every 5 years. Council is currently reviewing policies and procedures every 2 years to ensure policies meet current best practice.

This policy is supported by the following procedures:

- Managing the Risks of Harm
- Code of Conduct – for working with children and vulnerable people
- Working with Children Checks
- Mandatory Reporting – Who Needs the Training

Organisations are also required to provide a Child Safe Compliance Statement to the Department for Education (Section 114 (3)) which certifies that the organisation has in place the required policies and procedures. This is to ensure there is a consistent approach to child safety across South Australia. Lodgement of the Compliance Statement is required only once or when there are significant changes to existing policies and procedures. The Council lodged a Compliance Statement in 2011 and current policies and procedures have been reviewed to ensure they meet current standards.
5. **Policy Implications**

5.1 **Financial/Budget**

The annual budget includes provision for costs of training and working with children checks.

5.2 **Resources**

Resources required for implementation of this policy include: Child Safe Environments Training every three years and Working with Children Checks every three years for relevant staff.

5.3 **Legal and Risk Management**

This policy complies with the Children and Young People (Safety) Act 2017 and other related legislation.

6. **Report Consultation**

Department for Education reference documents were used to inform the content of the updated policy.

7. **Attachments**

Child and Vulnerable Person Safe Environment Policy

8. **Report Authorisers**

Michelle Hales
Group Manager Governance and Community
# POLICY – CHILD & VULNERABLE PERSONS

## Safe Environment Policy

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<th>Governance</th>
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| Original Adoption Date  | 01.11.10   |
| Current Adoption Date   | NA         |
| Audit Committee Review Date | NA       |
| Date of Review          | 30.01.21   |

### TITLE

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<td>References to DECD changed to Department for Education</td>
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### Previous Council Reviews

25.10.17

### Previous Audit Committee Reviews

Not applicable

### Applicable Legislation:

- Children and Young People (Safety) Act 2017
- Child Safety (Prohibited Persons) Act 2016

### Related Policies and Procedures:

- Code of Conduct for working with children and vulnerable people
- Mandatory Reporting – who needs the training?
- Managing the Risks of Abuse
- Working with Children Checks

### Reference Documents:

- Dept for Education - Child Safe Environments: Principles of Good Practice

- Dept for Education - Child Safe Environments: Standards for dealing with information about a person’s criminal history

- Dept for Education - Child Safe Environments: Guidelines for mandated notifiers and information for organisations
1. PURPOSE

The Municipal Council of Roxby Downs (“Council”) is committed to the safety and wellbeing of children, young people and other vulnerable people who access our services. Council supports the rights of the child and vulnerable persons in the community and will act without hesitation to ensure a safe environment is maintained at all times. Council supports the rights and wellbeing of our staff and volunteers and encourages active participation in building and maintaining a secure environment for all children, young people and other vulnerable people.

In addition to children and young people, other vulnerable people could include the frail, aged, people with a disability, and people who experience disadvantage.

In addition to the moral obligation, the Children and Young People (Safety) Act 2017 (SA) places a legal obligation on Councils (and all other organisations providing a service wholly or partly to children) to ensure all children in their care are safe from harm. Requirements for criminal history checks for certain staff and volunteers working the area of aged care also apply.

2. POLICY STATEMENT

This policy aims to ensure the Council considers and minimises risk of harm for children, young persons and other vulnerable people and they are protected from abuse and neglect. This policy also aims to ensure that all relevant Council managers, employees, volunteers, contractors and consultants are aware of their duty of care responsibilities for the protection, safety and wellbeing of children and other vulnerable people at all times.

3. LEGAL OBLIGATIONS

Section 114 of the Children and Young People (Safety) Act (2017) (“Act”) requires Councils to have in place policies and procedures for ensuring:

- child safe environments are established and maintained within the organisation;
- reports of suspected abuse or neglect are made under Chapter 5 of the Act.

The policies and procedures must comply with the Principles and Standards issued by the Department for Education.

Section 30 (3) (h) of the Act prescribes mandated notifiers as any council employee or volunteer directly involved in the delivery of health, welfare, education, sporting or recreational, entertainment, cultural, childcare or residential services wholly or partly for children and young people. Mandated notifiers must report any suspicion of abuse or neglect of a child to the Child Abuse Report Line (telephone 24 hours a day, 7 days a week on 13 14 78) or online at www.reportchildabuse.families.sa.gov.au.

Section 17 of the Child Safety (Prohibited Persons) Act 2016 prescribes the steps employers must take before employing people in prescribed positions. These steps include ensuring that a working with children check has been conducted within the last 3 years. A working with children check can be obtained at any time the Council thinks necessary for the purpose of establishing or maintaining child safe environments.

4. DEFINITIONS

Children and young people mean persons aged less than 18 years.

Harm means physical harm or psychological harm (whether caused by an act or omission) and includes such harm caused by sexual, physical, mental or emotional abuse or neglect.

Mandatory reporting obligation means a prescribed position (mandated notifier) must report any suspicion of harm or neglect of a child or young person to the Child Abuse Report Line.
Prescribed positions are employees or volunteers in an organisation that provide health, welfare, education, sporting or recreational, child care or residential services wholly or partly for children and young people and includes:

- A person who provides such services directly to children and young people; or
- A person who holds a management position in the organisation whose duties include responsibility for, or direct supervision of staff and/or volunteers who are providing those services to children and young people

Working with children check means a check conducted by the central assessment unit in accordance with the Child Safety (Prohibited Persons Act 2016. To avoid doubt a criminal history report prepared by South Australia Police does not constitute a working with children check.

5. APPLICATION OF THE POLICY

The policy will apply from the date of approval by Council to all employees, students on placement, work experience students, relevant volunteers, contractors and consultants providing services wholly or partly to children, or who work with children.

6. POLICY AND PROCEDURE STANDARDS

Council is committed to and has endorsed procedural standards which focus on ensuring the organisation and Council facilities are safe environments for children and vulnerable people. In particular, the following standards reflect the guidance provided by Department for Education on appropriate standards of conduct for adults in dealing with children.

6.1 Risk Management Strategy

Council will identify and assess potential sources of harm and take steps to decrease the likelihood that harm will occur to children, young people and other vulnerable people who use our services. Areas of risk assessment will include recruitment, activities and programs, record keeping, physical spaces, and organisational culture.

6.2 Codes of Conduct

All employees, volunteers, contractors and consultants will be required to comply with the code of conduct which sets out standards of conduct when providing services to children.

6.3 Recruitment, Selection and Enhancing Performance

Council will take all reasonable steps to ensure that it engages the most suitable and appropriate people to work with, and provide services to, children and other vulnerable people. Applicants for prescribed positions will be screened for their suitability to provide services. Screening will involve criminal history screening, interviews, referee reports, checking qualifications and previous employment history in working with children, and undertaking working with children checks.

Council will ensure that all staff and volunteers who work with children or who have access to their personal records have ongoing support and training to develop, enhance and maintain a child safe environment.

6.4 Involvement in Decision-Making

Council will promote the involvement of children, young people and other vulnerable people in service development planning where relevant, and inform them of their rights and how to access grievance procedures where relevant.
6.5 Responding to Suspected Abuse and Neglect

Council will ensure that staff, volunteers, contractors and consultants providing services to and/or working with children are aware of and are trained, and appropriately supported to report any suspicion of abuse or neglect on reasonable grounds.

7. POLICY REVIEW

The Child and Vulnerable Persons Safe Environment Policy will be reviewed every two years to ensure compliance with Department for Education standards, and effective maintenance of a safe environment.

8. AVAILABILITY OF POLICY

This Policy will be available for inspection at the Council’s Offices during ordinary business hours and via the Council’s website www.roxbydowns.sa.gov.au. Copies will also be provided to the public upon request, and upon payment of a fee in accordance with the Council’s Schedule of Fees and Charges.
REPORT FOR ORDINARY COUNCIL MEETING

Meeting Date 30 January 2019
Title of Report Support for HEAL Program in partnership with Time for Wellbeing

1. Purpose

To provide consent for the donation of facilities/equipment to assist with the running of the HEAL program in Roxby Downs for 2019.

2. Recommendation

That in order to assist in achieving the Roxby Downs Council’s aim of improving the overall health and wellbeing of the Roxby Down Community as stated in the community public health plan, Council support the HEAL program in partnership with Time For Wellbeing as stated:

1. Provide a non-exclusive shared space free of charge twice a week (one morning and one evening session) as per normal booking process.

2. Access to Group Fitness Equipment (if available).

3. Limited access to Pulse Fitness Gym (ensuring that members are not unreasonably disturbed).

4. Any request for staffing will be charged at the standard rate as per the schedule of fees and charges as approved by Council.

3. Background

The Move It Program currently run by Roxbylink has shown a drop in numbers over the last 4 months and is no longer meeting the needs of the Roxby Downs Community. Time for Well Being has been investigating a program to help support those in the community that are dealing with chronic health conditions. The Program they have found to show the most benefit to the local community is the HEAL program through funding support by Sonder.

Sonder is funded by the Country SA Public Health Network to facilitate the HEAL program in South Australia. Sonder engages facilitators and/or organisations to run the HEAL program in local communities. HEAL education and exercise sessions are facilitated by allied health professionals. These professionals are trained to support participants through the eight week program. Sonder also provides all program materials such as Referral Forms for health professionals to refer patients to the program, participant forms and data collation forms.

4. Discussion

Time for Well Being in partnership with Roxbylink are seeking to introduce the HEAL program in Roxby Downs in line with school terms. Time for Wellbeing will be responsible for coordinating the program from the Community Hub, handling all enquiries, bookings, contractors and participants. Roxbylink will help to promote the program via posters, information and referrals. Roxbylink will be redeveloping its low impact class (Move It) to help meet the need for a local program in Roxby Downs. The hope is that as the participants of the HEAL program complete their 8 week course Roxbylink can assist by providing an after HEAL low impact class for participants to continue.
5. **Policy Implications**

5.1 **Financial/Budget**

As there are a range of facilities that may be requested as part of this program the 64 hours of usage that has been requested is estimated at a minimum cost of $1,600.00. However as the sessions will be outside of our priority booking times they will not affect standard revenue. It is anticipated that participation in the HEAL program will expose a potential new market to the facilities available at Roxbylink and that this may assist in new business development exposure for Roxbylink.

5.2 **Resources**

Roxbylink Booking Coordinator  
Roxbylink Operations Manager  
Roxbylink Gym Team Leader

5.3 **Legal and Risk Management**

Up to date contractor insurances and qualifications to be provided to Roxbylink before each session.

6. **Report Consultation**

Matt Kinnaird – Operations Manager  
Rebecca Cooke – Sport and Recreation Officer

7. **Attachments**

HEAL proposal for Roxby Council

8. **Report Authorisers**

Tony Weir  
Group Manager Lifestyle and Sport
Healthy Eating and Lifestyle (HEAL) Program in Roxby Downs

What is HEAL?

The HEAL program is a lifestyle modification program that helps people to develop lifelong healthy habits.

HEAL offers a 2 hour group session each week for 8 weeks, which consists of:

- 1 hour of low-moderate intensity exercise
- 1 hour of nutrition and lifestyle education

One-on-one health consultations with the program facilitator are offered. Exercise sessions involve group-based activities that suit all abilities and skill levels. Group exercise and education sessions promote a friendly, inclusive environment for all participants. Optimum numbers in a group are 10-15 people.

HEAL is a licensed program developed by Exercise and Sports Science Australia

Information on HEAL is available at:


A summary of the eight sessions is provided in Figure 1.

**Figure 1 – Summary of the 8 Week HEAL Program**

<table>
<thead>
<tr>
<th>Session</th>
<th>Title</th>
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<tbody>
<tr>
<td>1</td>
<td>Your health and your choices - diabetes risk tool</td>
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<td>2</td>
<td>Physical activity education</td>
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<td>3</td>
<td>What is healthy eating?</td>
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<td>4</td>
<td>Nutrients and your diet</td>
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<td>5</td>
<td>Meal planning and eating on the move</td>
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<tr>
<td>6</td>
<td>Label reading</td>
</tr>
<tr>
<td>7</td>
<td>Making and maintaining a healthy lifestyle</td>
</tr>
<tr>
<td>8</td>
<td>Myths an misconceptions and non-hungry eating</td>
</tr>
</tbody>
</table>
The potential to provide HEAL in Roxby Downs

Time for Wellbeing staff (Sally Modystach and Angela Lafferty) along with Council staff (Rebecca Cooke and Michelle Hales) have been researching suitable programs to promote improved physical health in the community. It has been recognised that a more formalised approach, allowing local doctors and health services to refer people, is needed. The current Move It classes at Roxbylink have been unable to sustain reliable attendance numbers and an alternate approach is needed.

HEAL would address the following strategic objectives for the community:

**Action 4c of the Time for Wellbeing Action Plan:**
- ‘Promote physical exercise options for people at risk of or managing chronic disease’.

At the Time for Wellbeing Working Group in December 2019 it was resolved to investigate the HEAL

The following priorities of the Healthy Roxby Plan
- Priority Area 1 – Promoting Healthy Choices
- Priority Area 2 – Promoting Active Living

Physical health was also identified as a high priority in the recent community plan (FSG) consultation.

**How does HEAL operate in SA?**

Sonder is funded by the Country SA PHN to facilitate the HEAL program in South Australia. Sonder engages facilitators and/or organisations to run the HEAL program in Local communities. HEAL education and exercise sessions are facilitated by allied health professionals. These professionals are trained to support participants through the eight week program. Sonder also provide all program materials such as Referral Forms for health professionals to refer patients to the program, participant forms and data collation forms.

**How does the funding from Sonder work?**

Funding is dependent on how many programs are run and how many participants are in each group. In many regions, Sonder allocates a minimum of 4 programs depending on local capacity.

<table>
<thead>
<tr>
<th>Item description</th>
<th>Amount due to Subcontractor</th>
<th>Timelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual assessments by an Allied health practitioner (HEAL facilitator)</td>
<td>$52.95 + GST per individual assessment Paid as individual items upon receipt of the completed HEAL assessment form.</td>
<td>Assessments are completed at 4 time points - pre-program, post program, and at 5months and 12months (post-program)</td>
</tr>
<tr>
<td>Delivery of HEAL Program group sessions</td>
<td>$226.10 + GST per 2 hour workshop Paid as individual items upon receipt of attendance sheet.</td>
<td>Each program comprises of 8 weekly workshops 2hrs in length</td>
</tr>
</tbody>
</table>
Potential Model for HEAL In Roxby

Healthy Environ has been investigating the contractual arrangements to deliver HEAL in Roxby (on behalf of the Time for Wellbeing Working Group and community stakeholders). The sub-contract arrangements are still being negotiated but would be used to recruit a local allied health professional as the HEAL facilitator. A percentage of funding would also contribute to necessary overheads such as insurances, equipment and disbursements (e.g. medical scales) and contract management.

To strengthen the HEAL program in Roxby Downs, a collaborative approach with Council/Roxbylink is proposed to support the promotion of the program and the potential use of facilities (on a booking basis) to for some of the HEAL workshops. A proposed partnership model is shown in Figure 2.

HEAL would be promoted a joint program between Time for Wellbeing and Roxby Council.

Figure 2 – Partnership Approach to Supporting HEAL in Roxby

Staffing HEAL

A local job advertisement and recruitment process will be undertaken to recruit a local HEAL workshop facilitator on a casual basis. The HEAL facilitator would be supported by the Time for Wellbeing Coordinator (Angela Lafferty) who will be responsible for the over-arching project management of HEAL in Roxby. We will explore with Sonder whether 2 to 3 local representatives (including the TFW Coordinator) may be trained in HEAL to provide contingency for staffing the weekly workshops.

HEAL Venues
The Community Hub is proposed as central meeting place for HEAL participants and for the delivery of the educational component. With regard to the exercise component, in other communities the facilitators have organised a variety of activities - walks, pilates/yoga, gym sessions, aqua fit, cricket, tennis... Exercise activities in Roxby may be undertaken in a range of community locations such as:

- Outdoors
- Roxbylink (on a venue booking basis)
- Local sporting venues (in collaboration with local sporting clubs)

The Youth Centre would also be a good venue for healthy cooking classes.

**Support for Participants Beyond the 8 Week Program**

Post program reviews are undertaken with the participant after 5 months and after 12 months.

It will be important that participants are encouraged to exercise beyond the initial eight week program. Options to deliver the exercise component to participants, beyond the initial eight weeks, are still being explored with regard to the funding available from Sonder. It is possible that classes beyond the eight weeks would need to incorporate an element of user pays. The Time for Wellbeing Coordinator and HEAL Facilitator would encourage participants to:

- Continue exercise informally as a group – such as a walking group.
- Connect with local sporting clubs.
- Connect with local sporting facilities – such as the Gym.
- Connect with available programs and activities in town such as Community Foodies.

**Recommendation/s** –

*Council to partner with Time for Wellbeing to support HEAL in Roxby Downs*

*Council to offer inkind support to the program through venues/facilities available on a booking basis*
REPORT FOR ORDINARY COUNCIL MEETING

Meeting Date 30 January 2019
Title of Report Chief Executive’s Report

1. Purpose
To provide Council with an update from the Chief Executive since 19 December 2018.

2. For Information
2.1 Clean Up Australia Day
Clean Up Australia Day is happening on Sunday 3 March, with Roxby Council keen to get involved in this great environmental initiative. Roxby Council is planning on supporting this event by hosting a community clean up at the Lions Park at 9am. Members of the Roxby Community will be encouraged to come along and help clean up our town. Following the event, participants will be rewarded with free access to the town pool and splashpad as an incentive for participation in the event. Roxby Council will be supporting this event by supplying two staff members to coordinate/supervise the event and providing free pool passes to participants. It is hoped Clean Up Australia Day 2019 will follow in the success of 2018’s Roxby’s Community Clean Up which saw 93 participants help clean up Roxby Downs.

2.2 Human Resources

Appointments

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michelle Smith</td>
<td>Sport and Recreation Officer</td>
<td>Lifestyle and Sport</td>
</tr>
<tr>
<td></td>
<td>(Internal appointment – previous position Casual Multi-skilled Officer)</td>
<td></td>
</tr>
</tbody>
</table>

Departures

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Josh Arancelovic</td>
<td>Aquatics Team Leader</td>
<td>Lifestyle and Sport</td>
</tr>
<tr>
<td>Rebecca Cooke</td>
<td>Sport and Recreation Officer</td>
<td>Lifestyle and Sport</td>
</tr>
<tr>
<td>Regina Walker</td>
<td>Customer Service Officer</td>
<td>Corporate Services</td>
</tr>
</tbody>
</table>

Interviews are currently being conducted with applicants for the position of Assets and GIS Officer.

2.3 Off Leash Dog Park
Application has been made to BHP for approval to develop portion of the land owned by BHP on the corner of Olympic Way and Pioneer Drive (Allotment 677 Town of Roxby Downs Out of Hundreds (Andamooka)) as an off leash dog park.

3. Report Authorisers
Roy Blight
Chief Executive
REPORT FOR ORDINARY COUNCIL MEETING

Meeting Date 30 January 2019
Title of Report Roxby Downs Wildlife Hotline – 2018

1. Purpose
To provide Council with an update from the Wildlife Hotline.

2. For Information
At the Council Meeting held 31 January 2018, Council endorsed the establishment of a 3 year resource agreement with Arid Recovery for administration of the Roxby Downs Wildlife Hotline.

At the completion of the first year of the agreement Wildlife Hotline Administrator Hayley Thompson has provided Council with the following report for 2018.

Responses in 2018
2018 saw 80+ call outs. The majority of these were for joeys/injured kangaroos, snakes and birds. Winter was quiet as normal.

Many of the callouts have been over the last 3 months of the year. Deb Brown has received and passed on approx. 16 joeys (with an additional couple that unfortunately did not survive) in the last 6 months. Bird callouts were at a high in October/November due to the quick rise in temperature. Snake call outs remain steady.

Volunteers
Volunteer numbers have fluctuated with people moving in and out of town. We currently have 12 people on the 'books' however some have said they will be unable to assist in 2019.

We have posted on a number of local Facebook pages to generate some interest and support.

Training
Snake training was completed for 5 people in September. They have only recently received certificates so permits will now be applied for.

The remaining 7 volunteer permits were processed in July/August. These are to be renewed annually.

First aid training was updated for a few of the volunteers also in the latter half of the year.

Highlight
Deb received one Joey “Daisy” who appeared well when received as a ’pinky’. She weighed 600g at the time. After a thorough check, she noticed Daisy appeared to have a broken leg, an often fatal injury. Luck had it that the vet was in Roxby the following day. It was set with the hope of recovery as she was so young (therefore not using the leg for weight bearing). She was in soft plaster for 14 weeks. When removed, the bone had healed slightly out of place. Daisy had to re-learn to hop with her new special shoes to protect her heel! Deb had her for 12 months until relocating to her special ‘forever home’ Pumpkin’s in Port Lincoln.
Aims for 2019

- New snake catching kit
- Updated calendar (online) that we can use for phone schedule and entering callouts into.
- Phone diverts from a central location (rather than requiring handover each week)
- Increase in volunteers
- Support for regular volunteers and carers
- Fundraising events

Hayley and the Wildlife Hotline volunteers would like to thank the Council for their ongoing support of our community initiative. We look forward to continuing to work with Council, the Environment Forum, Arid Recovery and the Roxby Downs community in 2019.

3. Report Authorisers

Roy Blight
Chief Executive
# REPORT FOR ORDINARY COUNCIL MEETING

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>30 January 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title of Report</td>
<td>Development Application Decisions</td>
</tr>
</tbody>
</table>

1. **Purpose**

   To inform the community of the Development Application Decisions.

2. **For Information**

   The following is listed as the Development Application processed from 14 December 2018 to 10 January 2019.

   - 692/030/18
   - 692/038/18
   - 692/039/18

3. **Attachments**

   Development Register

4. **Report Authorisers**

   Danielle Moore
   Governance Support
## DEVELOPMENT APPLICATION SYSTEM

### MONTHLY COUNCIL REPORT OF BUILDING APPROVALS

<table>
<thead>
<tr>
<th>Permit No.</th>
<th>Applicants Details</th>
<th>Builder Details</th>
<th>Site of Building</th>
<th>Description of Work</th>
<th>Valuation</th>
<th>Floor Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>692/030/18</td>
<td>Christopher Pfitzner</td>
<td>Daniel Rogers</td>
<td>15 Callitris Circuit Roxby Downs 5725 SA</td>
<td>Extending a section of the front of the house out b</td>
<td>$12000.00</td>
<td>27.00</td>
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<tr>
<td>Ward</td>
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<td></td>
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<tr>
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<td>6907060009</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Owners Name &amp; Address</td>
<td>C A &amp; C J PFITZNER  15 Callitris Cct Roxby Downs SA 5725</td>
<td></td>
<td></td>
<td></td>
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<th>Description of Work</th>
<th>Valuation</th>
<th>Floor Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>692/038/18</td>
<td>Mathew Smith</td>
<td>Mathew Smith</td>
<td>10 Santalum Way Roxby Downs 5725 SA</td>
<td>Build Rumpus Room Under Carport - Carport Conv</td>
<td>$2000.00</td>
<td>15.00</td>
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<tr>
<td>VG No.</td>
<td>6906482007</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Owners Name &amp; Address</td>
<td>M D SMITH  10 Santalum Way Roxby Downs SA 5725</td>
<td></td>
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<th>Description of Work</th>
<th>Valuation</th>
<th>Floor Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>692/039/18</td>
<td>Mark Beenham</td>
<td>Mark Beenham</td>
<td>42 Olympic Way Roxby Downs 5725 SA</td>
<td>Replacement of damaged fibreglass pool with fibre</td>
<td>$36512.00</td>
<td>40.00</td>
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<td>VG No.</td>
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</tr>
<tr>
<td>Owners Name &amp; Address</td>
<td>B T PAK-POY  42 Olympic Way Roxby Downs SA 5725</td>
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