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 25 MARCH 2020 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.

Any changes to these arrangements on account of the COVID 19 response will be notified on Council’s website.

Roy Blight
Chief Executive

20 March 2020
AGENDA

<table>
<thead>
<tr>
<th>Meeting</th>
<th>MUNICIPAL COUNCIL OF ROXBY DOWNS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Date &amp; Time</td>
<td>Ordinary Council Meeting</td>
</tr>
<tr>
<td>Location</td>
<td>Wednesday 25 March 2020 at 4.00pm</td>
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<tr>
<td></td>
<td>Council Office Boardroom, 6-8 Richardson Place, Roxby Downs</td>
</tr>
</tbody>
</table>

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 26 February 2020 be confirmed as a true and accurate record of proceedings.

3. **Adoption of Council Resolutions**

   - 3.1 2020/2021 Budget Assumptions
   - 3.2 2020/2021 Budget Development Timeline
   - 3.3 Council Fire Prevention Officer
   - 3.4 Recycled Water Policy
   - 3.5 Vehicle Policy
   - 3.6 Waste Collection Policy
   - 3.7 Cemetery Management Policy
   - 3.8 Community Radio 105.5 RoxFM – Annual Grant

4. **Reports for Information**

   - 4.1 Chief Executive
   - 4.2 Development Application Decisions

5. **Community Presentations, Petitions and Deputations**

   Nil

6. **Next Meeting**

   The next Ordinary Council Meeting is scheduled for 29 April 2020 at 4.00pm - Council Office Boardroom, 6-8 Richardson Place, Roxby Downs, unless advised otherwise, by notice on the Council’s website.

7. **Closure**
MINUTES

Meeting Date & Time: Wednesday 26 February 2020 at 4:00pm
Location: Council Office Boardroom, 6-10 Richardson Place, Roxby Downs
Present: Geoff Whitbread (Administrator)
Staff Present: Roy Blight (Chief Executive), Michelle Hales (Group Manager Governance & Community), Stuart Edwards (Group Manager Essential Services & Assets), Drew Ellis (Group Manager Corporate Services), Paul McInerney (Group Manager Lifestyle & Sport)(from 4:08pm)
Minutes – Kerrie Thomas (Executive Support)

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 29 January 2020 are confirmed as a true and accurate record of proceedings.

3. Council Business

3.1 Audit Committee Minutes 13 February 2020 (Subject to Confirmation)

PURPOSE: To receive the minutes (subject to confirmation) from the Audit Committee meeting held 13 February 2020.

RESOLVED: That the minutes (subject to confirmation) of the Audit Committee meeting held 13 February 2020 be received and noted.

3.2 Financial Performance Ending December 2019

PURPOSE: To consider a review of Council’s Financial Performance ending December 2019, including a review of the power and water aged debtors.

RESOLVED: That the Council receives and notes the report.

3.3 Second Quarter Budget Review

PURPOSE: To consider a review of Council’s 2019/20 budget performance and associated matters.

RESOLVED: That the Council receives, notes and approves the second quarter budget review for 2019/20 as delineated.
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

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

- Burial and Cremation Act 2013 and Burial and Cremation Regulations
- Community Titles Act 1996
- Development Act 1993 and Development Regulations 2008
- Dog and Cat Management Act 1995
- Electronic Conveyancing National Law (South Australia) Act 2013
- Expiation of Offences Act 1996
- Fences Act 1975
- Fire and Emergency Services Act 2005 and Fire and Emergency Services Regulations 2005
- Food Act 2001
- Gas Act 1997
- Heavy Vehicle National Law (South Australia) Act 2013
- Land and Business (Sale and Conveyancing) Act 1994
- Liquor Licensing Act 1997
- Local Government Act 1999
- Local Nuisance and Litter Control Act 2016 and Local Nuisance and Litter Control Regulations 2017
- Natural Resources Management Act 2004 and Natural Resources Management (General) Regulations 2005 and Natural Resources Management (Transitional Provisions Levies) Regulations 2005
- Planning, Development and Infrastructure Act 2016
- Real Property Act 1886
- Roads (Opening and Closing) Act 1991
- Road Traffic Act 1961 (SA), Road Traffic (Miscellaneous) Regulations 2014 and
- Road Traffic (Road Rules – Ancillary and Miscellaneous Provisions) Regulations 2014
- Safe Water Drinking Act 2011
- South Australian Public Health Act 2011, the South Australian Public Health (Legionella) Regulations 2013 and the South Australian Public Health (Wastewater) Regulations 2013 and South Australian Public Health (General Regulations 2013
- State Records Act 1997
- Strata Titles Act 1988
- Supported Residential Facilities Act 1992
- Unclaimed Goods Act 1987
- Work Health and Safety Act 2012
2. **Delegations made under the Local Government Act 1999**

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 1-51 (distributed under separate cover) are hereby delegated this **26 day of February 2020** 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.

- Burial and Cremation Act 2013 and Burial and Cremation Regulations (Appendix 2)
- Community Titles Act 1996 (Appendix 3)
- Dog and Cat Management Act 1995 (Appendix 8)
- Electronic Conveyancing National Law (South Australia) Act 2013 (Appendix 19)
- Expiation of Offences Act 1996 with effect from 30 April 2018) (Appendix 11)
- Fences Act 1975 (Appendix 12)
- Fines Enforcement and Debt Recovery Act 2017 (Appendix 13)
- Fire and Emergency Services Act 2005 and Fire and Emergency Services Regulations 2005 (Appendices 14 and 15)
- Gas Act 1997 (Appendix 20)
- Land and Business (Sale and Conveyancing) Act 1994 (Appendix 24)
- Liquor Licensing Act 1997 (Appendix 25)
- Local Government Act 1999 (Appendix 26)
- Local Nuisance and Litter Control Act 2016 and Local Nuisance and Litter Control Regulations 2017 (Appendix 27 & 28)
- Natural Resources Management Act 2004 and Natural Resources Management (General) Regulations 2005 and Natural Resources Management (Transitional Provisions Levies) Regulations 2005 (Appendices 29 and 30)
- Planning, Development and Infrastructure Act 2016 and Planning, Development and Infrastructure (Transitional Provisions) Regulations 2017 (Appendix 31)
- Roads (Opening and Closing) Act 1991 (Appendix 36)
- Road Traffic Act 1961 (SA), Road Traffic (Miscellaneous) Regulations 2014 and Road Traffic (Road Rules – Ancillary and Miscellaneous Provisions) Regulations 2014 (Appendices 1,33-35 & 45)
- South Australian Public Health Act 2011, the South Australian Public Health (Legionella) Regulations 2013, South Australian Public Health (Wastewater) Regulations 2013 and South Australian Public Health (Fees) Regulations 2018 (Appendices 38-42)
- Real Property Act 1886 (Appendix 32)
- State Records Act 1997 (Appendix 43)
- Strata Titles Act 1988 (Appendix 44)
- Unclaimed Goods Act 1987 (Appendix 48)
- Water Industry Act 2012 and Water Industry Regulations 2012 (Appendices 49 & 50)
- Work Health and Safety Act 2012 (Appendix 51)

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 (Appendices 4-7) (distributed under separate cover) are hereby delegated this **26 day of February 2020** 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 16) (distributed under separate cover) are hereby delegated this **26 day of February 2020** 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 or limitations indicated herein or in the Schedule of Conditions contained 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 power 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 (Appendices 46 and 47) (distributed under separate cover) are hereby delegated this **26 day of February 2020** 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 Supported 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, and in accordance with, Clause G.1 of the Instrument, 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 23) (distributed under separate cover) and contained in the proposed Instrument of Subdelegation is hereby subdelegated this **26 day of February 2020** 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 of the Council as a relevant authority under the Safe Drinking Water Act 2011 contained in the proposed Instrument of Delegation (Appendix 37) are hereby delegated this **26 day of February 2020** 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 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 powers 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 21) (distributed under separate cover) are hereby delegated this **26 day of February 2020** 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 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 **Six Month Report Card July – December 2019**

PURPOSE: To inform the community and interested stakeholders about progress in meeting the objectives of Council’s Annual Business Plan and Budget and reporting Council-initiated and/or partnered activities, programs, and events. The Six Month Report Card provides an overview for the July-December 2019 period.

RESOLVED: That Council endorse the Six Month Report Card July-December 2019 for publication.

3.6 **Council Appointment of Staff to External Committees**

PURPOSE: To appoint Group Manager Lifestyle and Sport, Paul McInerney as Council representative to the Roxby Downs Area School Governing Council.

RESOLVED: That Council appoints the Group Manager Lifestyle and Sport as the Council representative for the Roxby Downs Area School Governing Council for a term of 2 years ending on 1 March 2022.

3.7 **New Enforcement Policy**

PURPOSE: To adopt a new Enforcement Policy
RESOLVED: That Council adopts the Enforcement Policy, as tabled, and publishes it on the Council website.

4. Reports for Information

RESOLVED: The Council receive and notes the following reports:

- Chief Executive Report
- Development Application Decisions under Delegations
- Audit Committee 2019 Presiding Member’s Report

5. Community Presentations, Petitions and Deputations

Nil

6. Next Meeting

The next Ordinary Council Meeting for the Municipal Council of Roxby Downs is scheduled for **Wednesday 25 March 2020 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 closed at 4:17pm.

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Geoff Whitbread
Administrator
25 March 2020
REPORT FOR ORDINARY COUNCIL MEETING

Meeting Date 25 March 2020
Title of Report 2020-2021 Draft Budget Assumptions

1. Purpose

For Council to consider the initial assumptions shaping the preparation of the 2020/2021 budget, and to serve as a planning document for the budget process that is ongoing.

2. Recommendation

That Council endorse the initial assumptions behind the preparation of the draft 2020/2021 budget.

3. Background

Council is required by legislation to prepare an annual budget. The draft 2020/2021 budget will be prepared in the following context:

- The intention that it be supported by a revised Long Term Financial Plan, and that that document will also be available to Council along with the 2020/2021 budget
- Council’s dependant relationship with State and BHP
- Fluctuating property values
- Local economic conditions
- High rate of retail vacancies and general cost pressures on commercial ratepayers.
- Local cost factors which are especially relevant to major projects (the ‘Roxby Factor’)
- Uncertainty around potential community and economic impacts of the Convid-19 virus response.

4. Discussion

The following key assumptions have been assessed as having a significant impact on the 2020/2021 budget:

In relation to general, local economic activity,

- Indicators such as school enrolments and minimal spare housing capacity suggest a fairly stable population. This will form the basis of assumptions regarding demand modelling for water and electricity unit volumes.
- Slow business growth. Specific evidence of lack of momentum in the form of current level of vacant retail premises.

Council rates

No evidence of property valuation movements or projections for 2020/21 have been provided by the Valuer General. The draft budget will be built on a general assumption that there will be a minor incremental increase in valuations across the broad portfolio. It will be assumed that there will be variation across the various land use categories.

Overall, revenue from general rates will reflect Council’s intention to not increase rates more than CPI (Adelaide) plus 1%. Any decision to increase rates will be made in the overall context of budget affordability and accumulated cash.
Council expects based on past history of valuation variability that there will be an incidence of valuation appeals. Any such appeal, if successful, would have the effect of reducing net rates income.

**Electricity demand**

This will be materially consistent with 2019/2020 levels. Any increase in tariffs to not exceed CPI (Adelaide) plus 1%. Solar buy-back rates to be reviewed against other major South Australian suppliers.

**Water demand**

This will be materially 2019/2020 levels. Any increase in tariffs to be limited to not exceed CPI (Adelaide) plus 1%.

**Asset maintenance costs**

These are expected to increase in line with the age of the assets. Initial provisions will be tested for reasonableness against the existing Asset Management Plan and Rider Levitt Bucknell report for Roxbylink.

**General costs of goods and services**

Where actual costs cannot be predicted reliably, an allowance for General CPI of 2.0% will be used (based on 2.1% Adelaide, December quarter), except for contract-related costs which may use the higher Local Government Price Index (LGPI) rate. The latter has not yet been released, however will be factored into the budget process when it becomes available.

**Municipal deficit funding**

Assumptions relating to the Municipal Deficit Funding model will be consistent with historic years, specifically that $300,000 will be contributed each by both State and BHP.

**Staff remuneration**

A workforce review has been conducted by senior management and will influence the budget. The payroll budget will reflect the anticipated Enterprise Bargaining Agreement (EBA).

Provisions for senior managers will be based on their respective individual performance based contracts.

**Capital expenditure**

The capital budget will continue to have a focus on renewal and replacement of the ageing assets.

The inclusion of new capital projects will be dependent on current projects being ready for implementation in 2020/2021. This requires that project proposals and any required business case, approvals, project planning, costing and consultations are completed before budget provisions are secured.

5. **Policy Implications**

5.1 **Financial/Budget**

The above assumptions will provide the broad parameters within which the Draft 2020/2021 budget will be constructed.
5.2 **Resources**

The budget process will utilise internal resources and the result will prescribe limits around the raising of income and the expenditure of cash for 2020-2021.

5.3 **Legal and Risk Management**

Reasonable and appropriate budget assumptions will help ensure an appropriate and financially responsible budget.

6. **Report Consultation**

Roy Blight - Chief Executive

7. **Report Authoriser**

Drew Ellis
Group Manager Corporate Services
REPORT FOR ORDINARY COUNCIL MEETING

Meeting Date 25 March 2020
Title of Report 2020-2021 Budget Development Timeline

1. Purpose

To consider a development timeline for the 2020-2021 Annual Business Plan and Budget.

2. Recommendation

That Council adopt the proposed timeline as detailed on the attached document, App – 1 Budget Timeline.

3. Background

Council is required to adopt an Annual Business Plan and Budget each year. The development process is complex and lengthy, so a schedule of key activities is required for internal management and monitoring of the process.

4. Discussion

This year’s timeline aims for adoption by Council of the Annual Business Plan and Budget at the meeting in July 2020. This completion timing is one month later than for the previous year. This later timing is the result of a deliberate decision by management to defer by a month so that the risk of any unforeseen impacts on the Annual Business Plan and/or Budget due to the COVID-19 pandemic can be minimised.

Included in the overall process are the important activities relating to public presentations via a Facebook Live session, as well as the required community consultation.

Under normal circumstances, Council would first invite a review of the proposed timeline by its Audit Committee. This year, Audit Committee will be invited to review and comment outside of an Audit Committee meeting.

5. Policy Implications

5.1 Financial/Budget

A timeline to underpin the budget process helps to reduce financial risk.

5.2 Resources

Only internal resources are utilised in the development of this timeline.

5.3 Legal and Risk Management

Effective management of the budget process mitigates financial and reputational risk.
6. **Report Consultation**

   Roy Blight - Chief Executive
   Geoff Whitbread – Administrator
   Juliette Demaine – Communications and Engagement

7. **Attachments**

   App 1 – Budget Timeline

8. **Report Authorisers**

   Drew Ellis
   Group Manager Corporate Services
<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 Month report card (Jul - Dec 19)</td>
<td>Fri 31/01/2020</td>
<td>All SMTs to consider structure, resources, trg &amp; development issues</td>
</tr>
<tr>
<td>Workforce Plan F20</td>
<td>Mon 3/02/2020</td>
<td></td>
</tr>
<tr>
<td>Annual Business Plan &amp; Budget development starts</td>
<td>Mon 3/02/2020</td>
<td></td>
</tr>
<tr>
<td>Budget templates to relevant officers</td>
<td>Mon 3/02/2020</td>
<td>They have until 21/2 to complete</td>
</tr>
<tr>
<td>Group Managers present strategic projects to Senior Management Team &amp; GW</td>
<td>Fri 14/02/2020</td>
<td>Supported by agreed business case template. Liaise with Council officers as required</td>
</tr>
<tr>
<td>Juliette begins drafting narratives around projects for ABP</td>
<td>Mon 17/02/2020</td>
<td>Concurrently as rest of budget is brought together. Has until 20/3 for completion</td>
</tr>
<tr>
<td>Payroll modelling</td>
<td>Thu 20/02/2020</td>
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<tr>
<td>Budget lists from Officers to Financial Accountant together with justifications &amp; explanatory notes</td>
<td>Fri 21/02/2020</td>
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<tr>
<td>Power, Water &amp; Sewer modelling</td>
<td>Wed 26/02/2020</td>
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<tr>
<td>Asset Maintenance &amp; Renewal Program</td>
<td>Fri 6/03/2020</td>
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<tr>
<td>Draft Long Term Financial Plan updated</td>
<td>Fri 31/03/2020</td>
<td>Narrative req’d for assumptions relating to longer-term asset renewal</td>
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<tr>
<td>BHP &amp; State consultation</td>
<td>May</td>
<td>To coincide with public consultation</td>
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<tr>
<td>Business cases and project plans for major expenditure items</td>
<td>Fri 24/04/2020</td>
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<tr>
<td>Draft Operating &amp; Capital budgets, strategic projects &amp; LTFP agreed by Senior Management Team &amp; GW</td>
<td>Tue 28/04/2020</td>
<td>Once approved by GW, is passed to Juliette for final proofing</td>
</tr>
<tr>
<td>Draft document completed and authorised for release for public consultation</td>
<td>Fri 1/05/2020</td>
<td></td>
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<tr>
<td>Placement of document, promotion &amp; advertising consultation &amp; recruitment of submissions</td>
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<tr>
<td>Annual Business Plan consultation begins</td>
<td>Mon 4/05/2020</td>
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<tr>
<td>Facebook Live presentation of ABP &amp; Budget</td>
<td>Wed 6/05/2020</td>
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<tr>
<td>Annual Business Plan workshop</td>
<td>Wed 13/05/2020</td>
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<tr>
<td>Written submissions close</td>
<td>Fri 22/05/2020</td>
<td></td>
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<tr>
<td>Rates modelling</td>
<td>Fri 24/04/2020</td>
<td></td>
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<tr>
<td>Brief Audit Committee on progress and consultation</td>
<td>Fri 15/05/2020</td>
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<tr>
<td>Public Hearing - Opportunity for verbal submissions to Council from public</td>
<td>Wed 27/05/2020</td>
<td></td>
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<tr>
<td>Formal Council adoption of Annual Business Plan &amp; Budget &amp; LTFP</td>
<td>Wed 29/07/2020</td>
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REPORT FOR ORDINARY COUNCIL MEETING

Meeting Date 25 March 2020
Title of Report Appointment of Fire Prevention Officer

1. Purpose

To consider the appointment of Fire Prevention Officer under the Fire and Emergency Services Act 2005.

2. Recommendation

i) Council endorses the addition to the Authorised Person register of Dale Vincent Moore as Fire Prevention Officer.

ii) The Chief Executive to authorise the amendments and additions to the Authorised Person register.

3. Background

Council provided the Chief Executive delegated authority to act on its behalf in relation to the appointment of Authorised Persons on 26 February 2020, in accordance with s134 of the Local Government Act (1999).

The appointment of the Fire Prevention Officer is in accordance with Division 2 Section 105(B) of the Fire and Emergency Services Act 2005.

4. Discussion


The FPO identification number is 8030 with an expiry date of 20 August 2021.

An instrument of appointment is required for each officer, to be authorised by the Chief Executive signature.

The existing authorised Fire Prevention Officer will be discontinued.

The Council Ranger attended the required training course. The required changes are summarised in the following table:

<table>
<thead>
<tr>
<th>Name</th>
<th>Existing Authorisation</th>
<th>Amendments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Damien Condon</td>
<td>• Section 25A(1) of the Dog and Cat Management Act 1995</td>
<td>Remove Part 4A Division 2 of the Fire &amp; Emergency Services Act 2005</td>
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<td>• Section 26(1) of the Local Government Act 1999</td>
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<td></td>
<td>• Part 4A Division 2 of the Fire &amp; Emergency Services Act 2005</td>
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<td></td>
<td>• Division 2 Section 105B Water Industry Act 2012</td>
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<td></td>
<td>• Part 5 Division 1 41(1) Water Industry Act 2012</td>
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</tr>
<tr>
<td>Dale Vincent Moore</td>
<td>• Division 1 Section 25A(1) of the Dog and Cat Management Act 1995</td>
<td>Add Part 4A Division 2 of the Fire &amp; Emergency Services Act 2005</td>
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<tr>
<td></td>
<td>• Section 260 (1) of the Local Government Act 1999</td>
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<td></td>
<td>• Section 12(3) of the Local Nuisance and Litter Control Act 2016</td>
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5. Policy Implications

5.1 Financial/Budget

There is no financial impact with the proposed action.
5.2 **Resources**

Authorisation will be in accordance with the Local Government Association of South Australia ‘Template Instruments of Appointment’.

5.3 **Legal and Risk Management**

The Chief Executive was provided with delegated authority to appoint Authorised Persons on 26 February 2020 by Council. Section 105(B) of the Fire and Emergency Services Act 2005 enables the Chief Executive to appoint a Fire Prevention Officer, provided that person has experience or qualification appropriate to that office.

6. **Report Consultation**

Consultation with the Fire and Emergency Services Act 2005.

7. **Report Authoriser**

Stuart Edwards  
Group Manager Essential Services & Assets
1. **Purpose**

To consider the Recycled Water Policy.

2. **Recommendations**

That Council adopts the revised Recycled Water Policy and publishes it on the Council website.

3. **Background**

The existing Recycled Water Policy is due for periodic review.

4. **Discussion**

A minor amendment to the existing Recycled Water Policy is the addition of the possibility of extending use of treated recycled water at additional community locations for amenity irrigation of green areas. Subject to Department of Health approval and the availability of treated waste water and infrastructure.

5. **Policy Implications**

5.1 **Financial/Budget**

There are no direct financial implications arising from this policy review. The utilisation of additional treated waste water will be subject to supply and the availability of suitable infrastructure. More use of treated waste water will reduce dependency on the use of high quality water for irrigation.

5.2 **Resources**

This review included consideration of:
- South Australian Recycled Water Guidelines
- Water Industry Act 2012
- Environment Protection Authority licence

5.3 **Legal and Risk Management**

The Local Government Act 1999 requires that councils have appropriate policies, practices and procedures in place to ensure compliance with statutory requirements and to achieve and maintain standards of good public administration.

6. **Report Consultation**

Senior Management Team

7. **Attachment**

Recycled Water Policy
8. **Report Authoriser**

Stuart Edwards  
Group Manager Essential Services and Assets
INTRODUCTION

This Policy has been developed in accordance with the requirements under section 2.1.4 of the Australian Guidelines for Water Recycling: Managing Health & Environmental Risks.

Roxby Water is committed to managing its recycled water supply to provide safe, high quality recycled water that consistently meets all regulatory requirements and provides an efficient, safe and responsible alternative to potable water resources.

Roxby Water will continually improve our work practices and management systems by assessing performance against licensing requirements, corporate commitments and stakeholder expectations with the aim of providing maximum volumes of recycled water for irrigation within approved areas within Roxby Downs.

COMMITMENTS

To achieve this, in partnership with stakeholders and other regulatory authorities Roxby Water will:

(a) Use a risk based approach to identify and control potential threats to recycled water quality;

(b) Meet all legal requirements for the treatment, distribution and supply of recycled water.

(c) Provide ongoing communication with regulators and stakeholders to:

   • Ensure health and environmental risks are accepted and the shared responsibilities are understood, and to
   • Integrate relevant needs and expectations into future planning

(d) Establish regular monitoring of the quality of recycled water and develop effective reporting mechanisms to provide relevant and timely recycled water quality information. This capacity will include appropriate contingency planning and incident response capability;

(e) Participate and keep abreast of relevant research technologies to ensure continued understanding of recycled water quality issues and performance. This will be achieved through membership and participation in professional associations dealing with the management and use of recycled water.

(f) Seek to improve water quality and to minimise loss through evaporation.

USERS

Specifically Council will make available all of its available recycled water available for re-use to the approved locations within Roxby Downs. The only currently approved location is to the Roxby Downs Golf Course in accordance with a Recreational and Sporting Licence Agreement between the Municipal Council of Roxby Downs and Roxby Downs Golf Club Incorporated, dated 23 November 2018.

Additional supply would be available in the event that evaporation losses are reduced or additional sources of viable waste water are obtained. In the event that additional recycled water becomes available, there are other community locations within Roxby Downs which could benefit, subject to Department of Health and Environmental Protection Authority approval.
REPORT FOR ORDINARY COUNCIL MEETING

Meeting Date 25 March 2020
Title of Report Policy Review – Vehicle Policy

1. Purpose
To consider the review of the Vehicle Policy.

2. Recommendations
That Council adopts the revised Vehicle Policy and publishes it on the Council website.

3. Background
The existing Vehicle Policy is due for periodic review.

4. Discussion
A minor amendment to the existing Vehicle Policy has been the addition of vans as an alternative to utility vehicles where appropriate, and the addition of automatic emergency braking and proximity sensors to the list of applicable safety features.

5. Policy Implications
5.1 Financial/Budget
There are no financial implications arising from this policy review.

5.2 Resources
This review included consideration of the tasks carried out by vehicle users. This included identification that a van with a low entry sliding side door would reduce the manual handling risks associated with loading and unloading animals from a utility vehicle.

5.3 Legal and Risk Management
The Local Government Act 1999 requires that councils have appropriate policies, practices and procedures in place to ensure compliance with statutory requirements and to achieve and maintain standards of good public administration.

6. Report Consultation
Council fleet operators.

7. Attachment
Vehicle Policy

8. Report Authoriser
Stuart Edwards
Group Manager Essential Services and Assets
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Applicable Legislation:

Related Policies (alphabetical list):
- Council Employee Code of Conduct
- Procurement Policy

Related Procedures:
- Incident Reporting and Investigation Procedure

Reference Documents:
1. INTRODUCTION

The Council’s vehicle procedure has been prepared to formalise arrangements for the purchase and use of vehicles required for the conduct of Council business.

2. GENERAL

The purchase and use of Council vehicles is subject to budget constraints and at all times shall be at the sole discretion of the Council.

The primary purpose of operating a fleet of Council vehicles is to enable the efficient and cost effective conduct of the Council’s business. Vehicles will not be purchased or leased by Council except where it can be reasonably argued that the vehicle is primarily required for work purposes.

Council recognises that in some cases, the use of a Council vehicle for commuter purposes may be allowed as part of an employee’s remuneration package.

The Council will meet all costs associated with the purchase, leasing, maintenance, and running of Council vehicles.

This policy does not apply to vehicles purchased by employees under a novated lease as part of their remuneration package.

3. FLEET SPECIFICATION AND RETENTION

To meet the Council’s work requirements, and subject to the Council’s discretion, the Council will own and operate a fleet of vehicles with the following general specifications:

Dual-cab 4x4 utilities, vans and passenger sedans/wagons aligned to particular work functions of Council. Vehicles should also include the following where applicable:

- Colour – white
- Automatic
- Air Conditioned
- Stereo Player
- Front and rear mud flaps
- Heavy duty towbar – Hayman Reece type
- Tinted windows to maximum tint
- Floor mats front and rear
- Canopy with lift side and rear window (utilities)
- Central locking
- Cruise control
- Automatic Emergency Braking (AEB)
- Lane Diversion Alarm
- Reverse Camera or proximity sensors
- Delivered to Roxby Downs
- 12 months registration and outer areas concession applied.

Replacement Policy

Council vehicles are nominally replaced every five (5) years with the current equivalent model. The replacement cycle is aligned with expiry of vehicle warranties and intended to maximise trade-in valuations.
4. VEHICLE MANAGEMENT

Each Council vehicle will be ‘nominally assigned’ to a particular ‘Officer’ for day-to-day management. This will normally include garaging at the employee’s residence, however this will be at the discretion of the Chief Executive.

Officers assigned a vehicle will be responsible for –

- maintaining the cleanliness and tidiness of their assigned vehicle to a high standard,
- checking oil & water levels, tyre pressures, tyre wear, signs of general wear and damage, etc, at no greater than fortnightly intervals,
- ensuring the vehicle is serviced in accordance with manufacturer’s recommendations, and
- submission of invoices for fuel, servicing and any other operating expenses in accordance with Procurement policies and procedures.

Overall responsibility for management of the Council’s vehicle fleet is delegated to the Group Manager - Essential Services & Assets.

5. WORK USE

During working hours whilst at the Council Offices, all staff have the discretion to use any Council vehicle for work use, subject to availability and the primary needs of the Officer assigned responsibility for a vehicle. Use of a vehicle by any member of staff for work purposes will not be unreasonably withheld.

Whilst individual annual taxation group certificates for nominated Officers will not include as taxable income any allowance for such benefits, any value that is considered to be a Fringe Benefit under the requirements of Fringe Benefit Tax legislation may be a Reportable Fringe Benefit. This will mean that Centrelink will take that value into account where applicable.

6. COMMUTER USE

‘Commuter Use’ of Council vehicles is where the vehicle is garaged at an Officer’s home and driven to and from work as a primary part of the Officer’s employment conditions.

‘Commuter Use’ includes limited private use which, broadly speaking, means occasional incidental use for private purposes in and around Roxby Downs – as an example, go to shops on the way to and from work. Vehicle use outside of Roxby Downs is not permitted other than with the Chief Executive’s consent and then in accordance with any conditions required.

‘Commuter Use’ includes periods when an Officer is assigned to be “on call” during the normal work cycle. On rostered days off and periods of annual, long service and sick leave, the vehicle shall, if required, be returned to the Council for assignment to another Officer on an interim basis.

7. OTHER USE

The Chief Executive has the authority to allow alternative use of Council vehicles outside of normal work use if required.

8. AUTHORISED DRIVERS

Authority is given to any driver of a Council vehicle who feels that they are unable to drive for any reason, to be able to delegate the driving of the vehicle to another competent party who is in the vehicle and who holds a current Australian drivers licence.
9. CONDITIONS OF USE

All drivers of Council vehicles must have a current Australian driver’s licence for that class of vehicle.

A no smoking policy applies in all Council vehicles.

Any accidents or mechanical problems are to be reported to the Group Manager - Essential Services & Assets as soon as practicable. All road traffic and parking rules are to be observed. Any fines arising from use of a Council vehicle (including parking and speeding fines) will be paid by the offending driver.

No driver may be under the influence of alcohol (above legal limits) or drugs.

Drivers should be aware that driving unlawfully (e.g. having greater than the prescribed concentration of alcohol or drugs) may nullify the Council’s motor vehicle insurance. An accident in such circumstances may result in the driver being personally liable for all costs associated with the accident.

10. PASSENGERS

People that are not Council employees may travel in a Council vehicle while it is being used in accordance with this Policy. The driver of the vehicle at the time must give approval for a person to travel as a passenger and will be responsible for ensuring passengers travel and act in compliance with the law.

11. REVIEW & EVALUATION

This Policy will be reviewed and evaluated no less than once every two years. The effectiveness of this policy will be reviewed and evaluated from time to time and changes made at the discretion of the Chief Executive.
REPORT FOR ORDINARY COUNCIL MEETING

Meeting Date 25 March 2020

1. Purpose

To consider the review of the Waste Collection Policy.

2. Recommendations

That Council adopts the revised Waste Collection Policy and publishes it on the Council website.

3. Background

The existing Waste Collection Policy is due for periodic review.

4. Discussion

A minor amendment to the existing Waste Collection Policy is the inclusion of the contract details regarding the contract duration and amendment to the details of public access hours for the Gosse Street facility altered by BSH Waste Management Solutions.

5. Policy Implications

5.1 Financial/Budget

There are no financial implications arising from this policy review.

5.2 Resources

This review included consideration of:
- EPA Licence (Opal Road)
- South Australia Waste Strategy 2015-2020
- Environment Protection (Waste to Resources) Policy 2010

5.3 Legal and Risk Management

The Local Government Act 1999 requires that councils have appropriate policies, practices and procedures in place to ensure compliance with statutory requirements and to achieve and maintain standards of good public administration.

6. Report Consultation

Senior Management Team

7. Attachment

Waste Collection Policy

8. Report Authoriser

Stuart Edwards
Group Manager Essential Services and Assets
### POLICY – WASTE COLLECTION POLICY

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POLICY – Waste Collection Policy

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**Applicable Legislation:**

NA

**Related Policies (alphabetical list):**

NA

**Related Policies:**

NA

**Reference Documents:**

NA
1. PURPOSE

This policy details the residential waste collection service provided by the Municipal Council of Roxby Downs.

2. DEFINITION

BSH Waste Solutions Pty Ltd (the Contractor) is contracted by the Municipal Council of Roxby Downs to perform the residential waste collection service, emptying of street and park litter bins and to operate a Recycling and Resource Recovery Facility. The contract MW023/12 was extended from March 2016 to 1 March 2021 plus an extension period of two (2) years to 1 March 2023 in accordance with the amended Annexure to the contract, dated 29 June 2018.

3. SCOPE

This policy covers waste collection from residential properties within the Roxby Downs municipality.

4. GARBAGE COLLECTION

The Municipal Council of Roxby Downs will provide a weekly garbage service by Contractor to residential properties.

Three (3) bins are allowed for each household, namely a RED lid for general waste (weekly), YELLOW lid for recycling (fortnightly) and GREEN lid for organic waste (monthly).

Council Rates cover the cost of collection for one of each bin only from each household. More than one bin can be collected by private arrangement with the Contractor.

Bin collection is a 12 hour shift operation, so bins must be put out the night before. It is not possible for the Contractor to go back to pick up bins that were put out after the collection run has been conducted. Collection times are subject to review from time to time.

It is the Contractor’s sole discretion to not collect garbage bins if the following conditions are not adhered to.

4.1 Bins Must:

- be placed on the footpath as close as practical to the kerb or the road edge;
- be facing the street, with the handle towards the house;
- be clear of parked cars or trees and at least one metre away from any other bin or obstruction;
- be placed out the night before collection;
- have a total weight (ie bin and contents) of 80kgs or less, and
- have the lid closed flat to prevent vermin and wildlife being attracted to the rubbish.

4.2 Prohibited Contents:

Any bin

- steel, stones, concrete, soil, hot ashes or oil; or
- tightly compacted contents.
- hazardous products including motor oil, batteries, chemicals, car batteries
4.3 Green Bin contamination:

- general Waste
- food Waste
- garden hose or plastic posts

4.4 Yellow Bin contamination:

- general Waste
- soft Plastics
- soiled cardboard, including oily pizza boxes
- broken glass
- food Waste

4.5 Bins will not be collected:

- if the lid is open
- if the bin is overloaded
- if the bin is placed incorrectly at the roadside
- if the recycling or green organics bin has been contaminated

5. RESOURCE RECOVERY FACILITY

BSH Waste Solutions Pty Ltd operate a ‘Recycling and Resource Recovery Facility’ located at 10 Gosse Street, Roxby Downs.

The Resource Recovery Facility is a free service for residential householders in accordance with the published public access times. Commercial businesses are charged a fee by BSH Waste Solutions Pty Ltd.

Users of the Resource Recovery Facility are advised to segregate their waste as much as possible. Mixed loads will take much longer to process as waste will need to be sorted from vehicles or trailers.

If a red or yellow bin needs to be replaced contact BSH Waste Solutions. Green bins are the responsibility of the household owner. Red and Yellow bin serial numbers are registered with BSH Waste Solutions Pty Ltd.

6. REVIEW & EVALUATION

This Policy will be reviewed and evaluated no less than once every two years.
REPORT FOR ORDINARY COUNCIL MEETING

Meeting Date 25 March 2020
Title of Report New Policy – Cemetery Management

1. Purpose
To introduce a new policy to Council – Cemetery Management Policy.

2. Recommendations
That Council approves and adopts the Cemetery Management Policy and publishes it on the Council website.

3. Background
Roxby Downs has a cemetery but at this stage there are no human graves. Due to a recent enquiry regarding the cemetery, there is now a need to implement a policy surrounding the management of the cemetery and the fees to be associated with burials.

4. Discussion
A new policy for the management of the cemetery has been created. The main points in the policy are:

- allows for leases up to 50 years at a cost of $100.00
- burial fees to be the contractor’s fee plus 10% plus GST
- cremated remains into the Niche Wall will be the cost of the plaque plus $110.00 (inc GST) for fitment
- only single burials no double graves
- Families of the deceased will be responsible for the provision and maintenance of plaques/headstones/tombstones and memorials

A set of guidelines will be introduced for the placement of tributes and cemetery ground maintenance.

As the cemetery was first surveyed back in 1989 overtime the markers are no longer visible. A registered surveyor has been engaged to resurvey the cemetery. Markers will also be placed to mark out each grave site.

5. Policy Implications

5.1 Financial/Budget
Survey of cemetery $1,650.00 ex GST
Maintenance of the cemetery

5.2 Resources
Contractor for maintenance of the cemetery

5.3 Legal and Risk Management
The Local Government Act 1999 requires that councils have appropriate policies, practices and procedures in place to ensure compliance with statutory requirements and to achieve and maintain standards of good public administration.
6. **Report Consultation**
City of Port Augusta

7. **Attachment**
Cemetery Maintenance Policy

8. **Report Authoriser**
Roy Blight
Chief Executive
POLICY – CEMETERY MANAGEMENT

Title: POLICY

Latest Review Changes

New Policy

Previous Council Reviews

Previous Audit Committee Reviews

Applicable Legislation:

Burial and Cremation Act 2013
Burial and Cremation Regulations 2014

Related Policies (alphabetical list):

Related Procedures:

Reference Documents:
1. POLICY STATEMENT

Clear guidelines as to the management of the cemetery under the care, control and management of the Municipal Council of Roxby Downs (“Council”) will be provided to maintain a high standard, taking into account the wishes of the different cultural and religious groups within the community.

2. DEFINITIONS

Words and Phrases in this Policy have the same meaning as they do under the Burial and Cremation Act 2013 (“the Act”) and the Burial & Cremation Regulations 2014 (“the Regulations”).

3. PURPOSE

This Policy outlines the Council’s objectives to ensure the management of the cemetery under the care, control and management of the Council is of a high standard and is conducted in accordance with the provisions under the Act and the Regulations.

4. PRINCIPLES

4.1 CEMETERY AND FUNERAL PROVISIONS

4.1.1 The cemetery is located at lot 722 Opal Road Roxby Downs. (Attached map and aerial photo)

4.1.2 The cemetery in the Council area provides for leases of 50 (fifty) years.

4.1.3 The Council does not offer a pre-paid or pre-need options.

4.2 INTERMENTS/BURIALS

4.2.1 Interment rights may be granted by the Council within the cemetery on completion of an application to lease and payment of the appropriate fee. The interment right gives the holder of the lease the exclusive right to bury or intern human remains in the allotted site for the term of the lease. The holder of the interment right may use the site only for interment of human remains consistent with this Policy and the Act.

4.2.2 All applications for a right to inter human remains in the Council cemetery must be accompanied by appropriate documentation in accordance with section 12 of the Act, regulation 9 of the Regulations and this Policy.

4.2.3 All interments in the Council owned cemetery are to be approved by the Council using the application form. Interments are to be undertaken by the funeral company specified on the Burial Authority. Preparation of the interment site is to be undertaken by Council or a contractor authorised by the Council.

4.2.4 Interments/burials must not commence more than 30 minutes prior to, nor 30 minutes after, the stipulated time on the Cemetery/Grave Order form.

4.2.5 Minimum Notice

At least two (2) clear business days’ notice of all burials including interment of cremated human remains must be given to Council prior to burial taking place and burial may only occur after Council is provided with:
a) Register of Burial Form; and  
b) Death Certificate or Coroners Certificate  
c) Cremation Certificate where applicable and  
d) Original Internment certificate in the case of re-opening

4.2.6 Cremated Remains Burial – (Prospective Niche Wall)

The Council is considering the development of a niche wall for the interment of cremated remains. In the event that such a facility developed the following provisions will apply to the interment of ashes in the niche wall.

a) Plaque must be ordered before ashes are interred in the niche wall.  
b) Ashes must be transferred to a canister of suitable design and dimensions to fit into the wall cavity either by the family or the Funeral Director.

4.2.7 The depth of all gravesites (with the exception of infant/baby gravesites) will be at 1.8m unless a greater depth is requested by a Funeral Director.

Infant/baby gravesites will be at 1.5m unless a greater depth is requested by a Funeral Director.

4.2.8 Perinatal Gestation has ‘no legal presentation’ and therefore no documentation is provided (i.e. birth or death certificates) from any Government Agency. The Funeral Director must state on the ‘Register of Burial’ Form – ‘perinatal gestation and has no legal presentation’ to enable the burial to proceed. Council will enter this statement into the burials database as a record of this burial.

4.3 Re-opening of gravesites, to receive additional human remains (otherwise known as dual plot) will not be permitted at the cemetery.

4.4 Authorised Representation

4.4.1 All dealings in relation to the interment and/or removal of remains will be conducted with the Authorised Representative of the deceased.

4.4.2 The Authorised Representative will be the person who satisfies Council that they are a person entitled to exercise rights of the Authorised Person.

4.4.3 The Council may make reasonable enquiries to determine the status of a person making application with the Council to exercise the rights of an Authorised Person.

4.5 Removal of Cremated Remains

4.5.1 Only an Authorised Representative will be entitled to make application to Council for the removal of cremated remains.

4.5.2 An Authorised Representative wishing to remove cremated remains must complete and submit to Council for approval an ‘Application to Remove Cremated Remains’ form so as to make the necessary arrangements.

4.6 Segregation
The cemetery will not be segregated into areas based on religion or ethnicity.

4.7 Ornaments and Tributes
   a) The Council acknowledges the importance of tributes at grave sites. Safety standards must be maintained in regard to ‘tributes’ to ensure that the environment remains in a safe and presentable condition for staff and visitors.
   b) The Council has introduced guidelines for the placement of Tributes and Cemetery Ground Management to ensure members of the community are aware of their responsibilities to the placement of memorials.

4.8 Maintenance of Plaques/Headstones/Tombstones and Memorials
   4.8.1 The provision and ongoing maintenance of plaques/headstones/tombstones and memorials are the responsibility of the family, relative or friends of the deceased.
   3.8.2 In accordance with section 41 of the Act, the Council may issue a notice on the responsible person for plaques/headstones/tombstones or memorials requiring repairs, removal or reinstatement. Council may remove any structure if it is deemed to be unsightly, in poor condition, dilapidated or a danger. Alternatively, the Council may repair it consistent with section 41 of the Act at the owner’s cost.

4.9 Council may appoint authorised officers to ensure administration and enforcement of the Act in accordance with section 59 of the Act.

4.10 Cemetery/Lease Fees
   4.10.1 Council determines its burial fee will be the contractor’s fee plus 10 (ten) % plus GST.
   4.10.2 Council determines its lease fee will be $100.00 for a period of 50 (fifty) years.
   4.10.3 Council determines its Cremated Remains in Niche Wall fee will be the cost of the plaque plus $110.00 (inc GST) for fitment.

5. AVAILABILITY OF POLICY
   This Policy can be obtained from the Council’s website www.roxbydowns.sa.gov.au or can be inspected at the Council’s principal office located at 6 Richardson Place, Roxby Downs during normal business hours.

6. REVIEW & EVALUATION
   The Policy will be review and evaluated no less than once every three years.
The Municipal Council of Roxby Downs endeavours to maintain the cemetery to a high standard for the benefit of the community. In establishing the standards for maintenance levels at the cemetery, Council consider it important that members of the community are aware of the various types of tributes, both acceptable and unacceptable, and the maintenance requirements at the cemetery. The following guidelines aim to provide clear advice regarding the types and placement of tributes at gravesites.

General Information

Council welcomes the placement of fresh or artificial tributes at burial sites, however glass jars, ornaments, flags, photo frames, candles, toys, wind chimes or similar within burial sites are not permitted for safety reasons. If vases are required to be installed then Council should be consulted to ascertain the acceptable types that are available and approved for placement within the cemetery. Any broken or damaged receptacles will be discarded.

Fresh flowers that have withered or died and artificial flowers that have badly faded will be removed. Although artificial arrangements are welcome, from an environmental point of view, fresh flowers are preferred.

To maintain a clean and tidy environment, rubbish bins are available for use by the community.

Garden furniture (ie seating) may not be placed at the cemetery without prior written approval from the Roxby Council.

Council reserves the right to remove any item from within the cemetery grounds that does not meet the requirements of these guidelines.

If you need to contact Council to seek clarification on any aspect of the guidelines, please contact Council on 8671 0010 or via email at roxby@roxbycouncil.com.au

Placement of Tributes

A maximum of two receptacles permitted per gravesite. Ceramic (or similar) vases/containers can be placed on either side of the headstone, please ensure that they do not encroach on neighbouring plots. These vases can be secured/glued into place.

Monuments

- Monumental work undertaken at the cemetery must be by a Monumental Mason or Cemetery Authority approved company who holds a licence to work in that cemetery.
- All monumental work must be approved by Council prior to commencement.
- The licensed Mason must hold a minimum of $10m Public Liability Insurance and have a certificate of currency for Workcover or personal Indemnity Insurance and evidence of this must be provided to Council. All contractors working at the cemetery must adhere to Council’s WHS Contractors Management Policy.
- An application that must be supplied to Council by the Mason will need to be signed by the person requesting the work and include information such as:
- The name of the person interred at the cemetery
- The size and colour of the memorial
- The date of death and other relevant information regarding the interred person
- There are no regulations imposed with regard to heights for monumental work, however work undertaken must be kept within the burial site which is 2.7m x 1.4m
- All memorial work must be to a high standard and should not conflict with the general appearance of the cemetery.

Actions that are not permitted:
- Placement of tributes such as ceramic angels on top of headstones or surrounds
- Affixing flowers with nails, wire etc to allotment or plaque
- Encroaching onto neighbouring allotments
- Painting of headstone or surrounds
- Receptacles must not protrude over concrete border
- Niche Walls flat surface – Due to the flat surface tributes are unable to be placed in this area.

| APPROVED: | DATE: |
REPORT FOR ORDINARY COUNCIL MEETING

Meeting Date 25 March 2020
Title of Report Community Radio 105.5 RoxFM – Annual Grant

1. Purpose

To consider the Community Radio 105.5 RoxFM Incorporated (“RoxFM”) report of annual activities for 2018/2019 and to consider an application for an operating grant of $10000.00 for 2019/2020 towards the running costs of the community radio station.

2. Recommendation

That Council:

1. Notes the RoxFM report for the period 1 July 2018 to 31 December 2019
2. Approves a grant of $10000.00 to RoxFM for the FY 2019/2020
3. Requests RoxFM to provide the Council with an acquittal report by 31 August 2020 on the outcomes and financial results achieved for 2019/2020

3. Background

RoxFM has applied to Council for an operating grant of $10000.00 to assist with the running costs of the community radio station for the financial year ending 30 June 2020.

RoxFM is a community radio station established by the Council in 2004. It operates as a not for profit incorporated association. RoxFM is governed by a Board of Management and operations are supported by 14 regular volunteers. Following a restructure in 2019 the station now has no paid employees and runs entirely on the efforts of volunteers.

RoxFM is the only locally based radio broadcaster in Roxby Downs and operates 24 hours a day, seven days a week. It is a vital avenue of communication between local community groups, businesses, local residents and visitors of the town and surrounding areas.

Council has provided RoxFM with an annual grant since inception and provides in kind support with free use of office space. RoxFM’s primary sources of income are from memberships, sponsorships and advertising.

The aims of RoxFM are:

- To provide a high quality community based independent radio service
- To provide support, to encourage, to assist and to co-operate with other community groups and organisations to achieve their communication goals
- To be a community operated radio station
- To help and encourage RoxFM members who may wish to pursue an interest in the fields of journalism, radio and television

4. Discussion

On 28 November 2018 Council approved a grant of $10000.00 to RoxFM to support the running costs of the community radio station. As a condition of approval, RoxFM was required to provide an acquittal report on the outcomes and results achieved for the financial year 2018/2019. This report covering the period 1 July 2018 to 31 December 2019 has been prepared by the RoxFM Board of Management and is attached.
With the appointment of a new Chair and new board members in 2018 the Board completely reviewed operations with a priority given to reducing overheads, streamlining operations and improving profitability.

The attached profit and loss statement for the period ending 29 February 2020 shows that RoxFM is on track to make a profit for 2019/2020 with a current net profit of $16180.00 and net equity of $40481.00. The Council grant will help support marketing efforts to increase memberships and sponsorship and other income generating initiatives.

5. Policy Implications

5.1 Financial/Budget

The amount applied for is covered in the 2019/2020 budget which has an allocation of $10000.00 for community radio.

5.2 Resources

No additional resources were required in the preparation of this report

5.3 Legal and Risk Management

The report confirms that the funding previously provided has been used for the purpose intended and the agreed outcomes have been achieved.

It is not a requirement within the Rules of Association of RoxFM for the financial records to be audited but it is recommended that the accounts be audited to reflect best practice.

As at 29 February 2020 RoxFM’s major liability is $18601.00 PAYG owing to the Australian Tax Office. This is being paid at a rate of $1000.00 per month.

6. Report Consultation

RoxFM Chairperson
RoxFM Treasurer

7. Attachments

• RoxFM 2018/2019 Grant Acquittal Report

8. Report Authoriser

Michelle Hales
Group Manager Governance and Community
1. Introduction

The 2018-19 financial year was a challenging year for RoxFM. The RoxFM Board focused on reducing overheads and improving the deteriorating financial position.

The full time manager position was not replaced when the station manager left, and non-essential assets were sold in order to reduce overhead costs.

The station now operates on volunteers.

The new RoxFM Board are all presenters and have committed to working towards improving the financial sustainability of the station.

At the Council Meeting held on 27 February 2019, Council approved a grant of $10,000 to RoxFM with the following resolution:

PURPOSE: To consider an application by 105.5 RoxFM Incorporated for an operating grant of $10,000.00 (ten thousand dollars) for 2018/2019 towards the running costs of the community radio station.

RESOLVED: That:

1. Council approve a grant of $10,000.00 (ten thousand dollars) to 105.5 RoxFM Community Radio for the FY2018/2019;

2. 105.5 RoxFM Incorporated be requested to provide the Council with an acquittal report by 31 August 2019 on the outcomes and results achieved for 2018/2019, and

3. 105.5 RoxFM provide a copy of their current Business Plan to the Chief Executive for his satisfaction.

RoxFm reported against the following stated goals at the February 2019 Council Meeting and provided the following long term goals:

- Increase volunteers and membership numbers – by more actively seeking additional members and volunteers and following up with memberships that are not renewed

- Increase the number of sponsors - by improving the marketing of sponsorship to potential sponsors in addition to previous and existing sponsors.

- Diversification of revenue generation - merchandising of RoxFM brand and other innovative revenue generation opportunities such as leverage of calendar events.

The following report will address RoxFM’s progress on the above stated goals over the year of 2019.
2. Targets
2.1 Increase volunteers and membership numbers
RoxFM now has 14 regular volunteers. 10 additional members joined during the year.
Marketing of the membership with a T-shirt has been a popular choice for new members that has also increased the revenue per member from $30 per year to $50.

2.2 Increase the number of sponsors
RoxFM has had additional Ad Hoc sponsors through the year, which included:
- BHP
- Thirsty Camel
- CEG
- MEGT

2.3 Diversification of revenue
As per the above, merchandising of RoxFM T-shirts has been successful. Grant funding for the coming year will enable re-stocking of merchandise and further promotion of the RoxFM brand,

3. Targets from previous year

3.1 Increase of Australian Music
Throughout the year RoxFM has maintained the level of Australian content at 30 per cent, which is above the minimum 25 per cent licence condition.

Additional shows featuring Australian artists and added to the schedule include:
- Outback Junita’s Aussie Playlist, weekly on Wednesday at 8.30am to 12 noon.
- Aussie Chart Countdown weekly on Sunday at 12pm to 3pm

3.2 Increase in local involvement and community presence
RoxFM filming for a channel 44 community television documentary was completed during the year as part of a series highlighting community radio in Australia. The show scheduled to be aired on television and via the channel 44 website from December 2019.

RoxFM conducted several outside broadcasts throughout the year including:
- Happy Health Expo
- Desert Dirt Club SA State Titles
- Show ‘N’ Shine
Additionally RoxFM interviewed locals at the Anzac Day memorial and Indigenous Artists for the Vietnam War Art Gallery.

RoxFM also provided promotion of local artists via the RoxFM Facebook page throughout the year and organised a float vehicle to attend the Christmas pageant parade.

With the introduction of the Monthly Chronicle newspaper, the RoxFM board secretary has provided editorial content for each edition.

3.3 RoxFM Van

It was identified that the RoxFM van was not required to undertake outside broadcasts and a significant non-essential asset with ongoing costs (insurance, registration) and so the Board made the decision to sell the vehicle.

3.4 Licence Renewal

The RoxFM was successful in renewal of operating licence for a five (5) year period which will require renewal in 2023.

3.5 Increase in Online Presence

RoxFM has significantly increased the number of online posts via the Facebook group and now has 1,025 followers on Facebook. From 1 July 2018 to 30 June 2019, a total of 192 posts were published on the RoxFM page, most of which related to community events and local shows.

Further work is required to enhance the RoxFM website.

3.6 Business Plan

A 5 year Business Plan has been sent to the Roxby Council Chief Executive for review.
REPORT FOR ORDINARY COUNCIL MEETING

Meeting Date 25 March 2020
Title of Report Chief Executive’s Report

1. Purpose
To provide Council with an update from the Chief Executive since 26 February 2020.

2. For Information

2.1 Coronavirus (COVID-19)
Given the unfolding situation relating to Coronavirus (COVID-19) in Australia and across the world, we are continuing to monitor and follow advice published by the World Health Organisation and State and Federal Governments.

2.2 Human Resources
An update on staff movements since the previous Council Meeting held 29 January 2020.

Appointments

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kristie Reschke</td>
<td>Multi-skilled Officer</td>
<td>Lifestyle and Sport</td>
</tr>
<tr>
<td>Seth Wait</td>
<td>Multi-skilled Officer</td>
<td>Lifestyle and Sport</td>
</tr>
<tr>
<td>Tammy Ah Shay</td>
<td>Youth Development Officer</td>
<td>Governance and Community</td>
</tr>
</tbody>
</table>

Departures

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department</th>
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<tbody>
<tr>
<td>Wesley Knights</td>
<td>Youth Development Officer</td>
<td>Governance and Community</td>
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<tr>
<td>Amanda Astri</td>
<td>Research Assistant</td>
<td>Executive Office</td>
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<tr>
<td>Deklen Gates</td>
<td>Multi-skilled Officer</td>
<td>Lifestyle and Sport</td>
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<td>Jessica Morgan</td>
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<tr>
<td>Lachlan Herring</td>
<td>Multi-skilled Officer</td>
<td>Lifestyle and Sport</td>
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Report Authoriser

Roy Blight
Chief Executive
REPORT FOR ORDINARY COUNCIL MEETING

Meeting Date 25 March 2020
Title of Report Development Application Decisions

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 February 2020 to 16 March 2020.

<table>
<thead>
<tr>
<th>DA Number</th>
<th>Applicant</th>
<th>Description of Work</th>
</tr>
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<tbody>
<tr>
<td>692/003/20</td>
<td>Laguna Holdings Pty Ltd</td>
<td>Canopy</td>
</tr>
<tr>
<td>692/004/20</td>
<td>Todd McKee</td>
<td>Concrete Slab Washbay with Drain, Collection Pit, Oil/Waste Separator and Roof Structure</td>
</tr>
<tr>
<td>692/005/20</td>
<td>Mark Beenham</td>
<td>Verandah</td>
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</tbody>
</table>

3. Attachments
Development Register

4. Report Authorisers
Danielle Moore
Governance Support
## DEVELOPMENT APPLICATION SYSTEM
### MONTHLY COUNCIL REPORT OF BUILDING APPROVALS

**Month** 14/02/2020  **To**  16/03/2020  
**Current Period End Date**  30-Jun-2020

<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>
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<tbody>
<tr>
<td>692/003/20</td>
<td>Laguna Holdings Pty Ltd</td>
<td>Ahrens Olympic Dam Pty Ltd</td>
<td>L719 Olympic Way Olympic Dam 5725 SA</td>
<td>Canopy&lt;br&gt;Valuation $100000.00</td>
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<td>PO BOX 583</td>
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<td>Unley 5061 SA</td>
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<td>Alteration and/or Additions</td>
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<tr>
<td>Owners Name &amp; Address :</td>
<td>Laguna Holdings Pty Ltd PO Box 583 Unley SA 5061</td>
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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>692/004/20</td>
<td>Todd McKee</td>
<td>MPS Building and Electrical</td>
<td>6 Gosse Street Roxby Downs 5725 SA</td>
<td>Concrete Slab Washbay with Drain, Collection&lt;br&gt;Pit, Oil/Waste Separator and Roof Structure&lt;br&gt;Valuation 60.00</td>
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<td>Floor Area $115000.00</td>
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<td>VG No. :</td>
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<tr>
<td>Owners Name &amp; Address :</td>
<td>Baylie Pty Ltd &amp; Mortongale Holdings Pty Ltd PO Box 2569 Port Lincoln SA 5606</td>
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</table>

<table>
<thead>
<tr>
<th>Permit No.</th>
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<th>Site of Building</th>
<th>Description of Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>692/005/20</td>
<td>Mark Beenham</td>
<td>MTM Contractors Pty Ltd</td>
<td>13B Myall Street Roxby Downs 5725 SA</td>
<td>Verandah&lt;br&gt;Valuation $12227.00</td>
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<td>3 Frome St</td>
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<td>Floor Area 12.00</td>
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<td>ROXBY DOWN 5725 SA</td>
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<tr>
<td>Owners Name &amp; Address :</td>
<td>BHP Billiton Olympic Dam Corp Pty Ltd 1 Richmond Rd Keswick SA 5035</td>
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