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 31 JULY 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
26 July 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 26 June 2019 be confirmed as a true and accurate record of proceedings.

3. Adoption of Council Resolutions

3.1 Bulk Water – Filling Swimming Pool by Hydrant

3.2 Roxby Council Instagram

3.3 Media Policy and Procedure

3.4 Street Sweeping Contract Extension

3.5 Street Tree Removal

3.6 Street Tree Removal – Stuart Road

3.7 Public Interest Disclosure Act and Procedure

3.8 Memorandum of Understanding between Roxby

3.9 Six Month Report Card (January - June 2019)

4. Reports for Information

4.1 Chief Executive’s Report

4.2 Development Application Decisions

5. Community Presentations, Petitions and Deputations

Nil

6. Next Meeting

The next Ordinary Council Meeting is scheduled for Wednesday 28 August 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
MINUTES

Meeting
Ordinary Council Meeting

Meeting Date & Time
Wednesday 26 June 2019 at 4:00pm

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

Present
Geoff Whitbread (Administrator)
Roy Blight (Chief Executive), Michelle Hales (Group Manager Governance & Community), Stuart Edwards (Group Manager Essential Services & Assets), Drew Ellis (Group Manager Corporate Services), Matthew Kinnaird (Roxbylink Operations Manager)
Minute Taker - Kerrie Thomas (Executive Support)

Apologies
Tony Weir (Group Manager Lifestyle & Sport)

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 May 2019 are confirmed as a true and accurate record of proceedings.

3. Council Business

3.1 Annual Business Plan and Budget 2019/20

PURPOSE: To adopt the Annual Business Plan and Budget 2019/20.

RESOLVED: That Council

1. Pursuant to Section 12 of the Roxby Downs (Indenture Ratification) Act 1982, and in accordance with Clauses 23 and 29 of the Schedule to that Act, and in exercise of the powers contained in Section 123 of the Local Government Act 1999, and having considered all submissions in accordance with Section 123(6) of the Act:

   • Pursuant to Section 123(6) of the Local Government Act 1999, the Council adopts the 2019/20 Annual Business Plan as set out in the attachment to the report to Council dated 26 June 2019 entitled Draft Annual Business Plan and Budget 2019/20;

   And

   • Pursuant to Section 123(7) of the Local Government Act 1999, having considered the Budget as set out in the attachment to the report to Council dated 26 June 2019 entitled Draft Annual Business Plan and Budget 2019/20 in conjunction with Council’s Annual Business Plan, and that budget being consistent with that Annual Business Plan, the Council adopts that Budget;
2. Requests the Chief Executive to ensure that a summary of the Annual Business Plan is prepared, published, made available, and provided with the first rates notice sent to ratepayers for the 2019/20 financial year, in accordance with Section 123(9) of the Local Government Act 1999.

3. Acknowledges from BHP the approval of the budget and rates in a letter dated 24 June 2019 and signed by Laura Tyler, Asset President, BHP Olympic Dam, and from the Department of Energy and Mining in a letter dated 24 June 2019 with a statement indicating approval of the budget signed by Dr Paul Heithersay, Chief Executive. Both parties have acknowledged their contribution of $300k to the Municipal Deficit.

3.2 2019/20 Valuation, Annual Rates Charges and Levy

PURPOSE: Adoption of the 2019/20 annual valuations, declaration of rates, charges and levies.

RESOLVED: That Council:

Adoption of Valuation

Pursuant to Section 12(6)(b) of the Roxby Downs (Indenture Ratification) Act 1982 and Section 167(2)(a) of the Local Government Act 1999, the most recent valuations of the Valuer-General available to the Council of the capital value of land within the Council’s area are adopted, totalling $513,902,100.00.

Fixed Charge

Pursuant to Section 152(1)(c) of the Local Government Act 1999 a fixed charge of $680.00 is imposed in respect of each separate piece of rateable land in the Council area.

Differential General Rates

Pursuant to Sections 152(1)(c), 153(1)(b) and 156(1)(a) of the Local Government Act 1999 Differential General rates are declared in accordance with the use of land in accordance with the differentiating factors specified at Regulation 14 of the Local Government (General) Regulations 2013 as follows:

- Residential – a differential rate of 0.584000 cents in the dollar on the capital value of such land.
- Commercial Shop - a differential rate of 1.68847 cents in the dollar on the capital value of such land.
- Commercial Office - a differential rate of 1.88510 cents in the dollar on the capital value of such land.
- Commercial Other - a differential rate of 1.74692 cents in the dollar on the capital value of such land.
- Industrial Light - a differential rate of 1.40030 cents in the dollar on the capital value of such land.
- Industrial Other - a differential rate of 1.69945 cents in the dollar on the capital value of such land.
- Vacant - a differential rate of 1.40375 cents in the dollar on the capital value of such land.
- Other - a differential rate of 1.12780 cents in the dollar on the capital value of such land.

Service Charges

Pursuant to Section 155 of the Local Government Act 1999 a service charge of $466.00 is imposed upon each separate piece of rateable land to which the Council makes available a service for the collection, treatment, recycling and disposal of domestic waste (excluding organics), on the basis that the sliding scale provided for in Regulation 13 of the Local Government (General) Regulations 2013 will be applied to reduce the service charge payable, as prescribed.
In accordance with Section 155(3)(b) of the Local Government Act 1999 and Regulation 12(4)(a) of the Local Government (General) Regulations 2013, this service charge will only apply to land of the Residential category.

In accordance with Clause 29(5) of the Schedule to the Roxby Downs (Indenture Ratification) Act 1982, this service charge is fixed having regard to the reasonable costs incurred or likely to be incurred in providing such services and to charges paid by other industrial users and country area consumers respectively in the State and includes all such allowances, discounts and subsidies as may from time to time be granted or given to such users and consumers.

Separate Rate – NRM Levy

Pursuant to Section 95 of the Natural Resources Management Act 2004 and Section 154 of the Local Government Act 1999, a separate rate (fixed charge) of $63.40 is declared on all rateable land in the Council area to raise the amount of $118,565.00 on behalf of the SA Arid Lands Natural Resources Management Board.

No Minimum Rate

The Council does not fix a minimum rate pursuant to Section 158(1)(a) of the Local Government Act 1999 for the 2019/20 financial year.

Rate Capping Rebate

A rebate of differential general rates for the 2019/20 financial year may be granted to the Principal Ratepayer of any assessment under Section 166(1)(l) of the Local Government Act 1999, on application to the Council, conditions apply.

In general terms, the amount of the rebate will be the positive difference (if any) between:
(a) the amount of differential general rates imposed for the 2019/20 financial year in respect of that assessment, and
(b) the amount of differential general rates imposed for the 2018/19 financial year in respect of that assessment plus 10.0%.

Eligibility for the rebate, and the precise amount of the rebate, will be calculated in accordance with the Municipal Rating Policy. Applications for the rebate must be made in the form prescribed in the Municipal Rating Policy.

Due Dates for Payment of Rates

In accordance with Section 181 of the Local Government Act 1999, the 2019/20 General Rates (Fixed Charge and Differential Rate), Service Charge and Separate Rate shall be due in four (4) equal or approximately equal instalments payable on 16 September 2019, 16 December 2019, 16 March 2020 and 15 June 2020.

Rateability and Approvals under Roxby Downs (Indenture Ratification) Act 1982

It is noted that:

• Any land excluded from rating pursuant to clause 29(1) of the Schedule to the Roxby Downs (Indenture Ratification) Act 1982 is, in accordance with Section 147(2)(h) of the Local Government Act 1999, not rateable land.

• The rates resolved herein are operative with the agreement of the Joint Venturers under clause 29(3)(a) of the Schedule to the Roxby Downs (Indenture Ratification) Act 1982.

• No rates or charges adopted herein are discriminatory to the Joint Venturers.

• The budget adopted herein attracts the operation of clause 29(3)(b) of the Schedule to the Roxby Downs (Indenture Ratification) Act 1982 with the approval of the State and Joint Venturers.
3.3 Consolidated Fees and Charges Register 2019/2020 Financial Year

PURPOSE: To consider the consolidated fees and charges proposed for 2019/2020 financial year.

RESOLVED: That Council adopt the Consolidated Fees and Charges Register 2019-2020 Financial Year as presented and that the Register be published on the Council’s website, with the inclusion of the following:

- Aerial Photo of Roxby Downs (Framed)
  - A3 $160 inc GST
  - A2 $260 inc GST

3.4 Roxby Water 2019/2020 Pricing Policy Statement


3.5 Write-off Electricity Bad Debt

PURPOSE: To consider the writing off of Electricity Bad Debt (Account E02521).

RESOLVED: That Council

1. authorises the immediate write-off of Electricity Bad Debt (Account E02521) and

2. authorise the Chief Executive to report the debt to the Australian Creditor Agency.

3.6 Mobile Food Vendor Permit

PURPOSE: To consider an application for a Mobile Food Vendor Permit.

RESOLVED: That Council, having considered the Mobile Food Vendor Permit application, approves a permit to Bertice Clissold trading as ‘Sweet As Gourmet Foods’ with the following conditions:

1. Commencement date 1 July 2019
2. 12 month term expiring on 30 June 2020
3. $150.00 fee for the period to 30 June 2020
4. Annual renewals on application and payment of relevant annual fees
5. Consideration will be given for all other businesses trading with same or similar services with a 100 metre clearance required unless trading of neighbouring related business has ceased for the day
6. Full details of the Van to be provided to Council prior to commencement which will be registered and meet all Road Traffic Act 1961 requirements.
7. Compliance with requirements of the Local Government (Mobile Food Vendors) Amendment Act 2017 and Local Government (General) Mobile Food Vendors Variation Regulations 2017
8. Routine inspections to be carried out by Council’s Environmental Health Officer as required

9. Public Liability Insurance of no less than $20 million will be required with a certificate of currency provided to Council prior to the commencement of trading.

3.7 Contract Approval – Facilities Cleaning Services

PURPOSE: Approval is sought to enter into a Contract with SCC (SA) Pty Ltd. trading as Southern Cross Cleaning (SA) (ABN 71 109 703 228) for the provision of Facilities Cleaning Services for a period of five (5) years commencing on 1 August 2019.

RESOLVED: That Council:

1. Approve the entering into of a Contract between SCC (SA) Pty Ltd trading as Southern Cross Cleaning (SA) and the Municipal Council of Roxby Downs for the provision of Facilities Cleaning Services for an Annual fee of $217,036.00 for a period of five (5) years commencing on the 1 August 2019 and

2. The Administrator and Chief Executive be authorised to execute a contract under seal pursuant to S38 of the Local Government Act 1999 between Council and SCC (SA) Pty Ltd trading as Southern Cross Cleaning (SA) pursuant to S127 of the Corporations Act 2001.

3.8 Policy Review – Municipal Rates Hardship Policy

PURPOSE: To review and adopt the Municipal Rates Hardship Policy.

RESOLVED: That Council adopt the Municipal Rates Hardship Policy as reviewed and that the policy be published on Council’s website.

3.9 Policy Review – Rate Debt Recovery Policy

PURPOSE: To review and adopt the Rate Debt Recovery Policy.

RESOLVED: That Council adopt the Rate Debt Recovery Policy as reviewed and that the policy be published on Council’s website.

3.10 Policy Review – Order Making Policy

PURPOSE: To review and adopt the Order Making Policy.

RESOLVED: That Council adopt the Order Making Policy, as reviewed, and that the policy be published on Council’s website.

3.11 ICT (Information & Communications Technology) Policy

PURPOSE: To adopt the ICT (Information & Communications Technology) Policy.

RESOLVED: That Council

1. adopts the ICT (Information Communications Technology) Policy and that the policy be published on Council’s website

2. instructs the removal of the following policies from Council’s website:
   - Mobile Phone
   - IT Electronic Communication Tools
• Portable Computer and Storage Devices

3. **requests that appropriate staff training is provided to all staff to ensure they are correctly informed about this policy.**

4. **Reports for Information**

RESOLVED: *The Council receive and notes the following report:*

• **Chief Executive 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 31 July 2019 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 4:29pm.
REPORT FOR ORDINARY COUNCIL MEETING

Meeting Date 31 July 2019
Title of Report Bulk Water – Filling Swimming Pool by Hydrant

1. Purpose

To adopt the charge for Bulk Water – Filling Swimming Pool by Hydrant and add to Council’s Fees and Charges register 2019/2020.

2. Recommendation

That Council

1. adopt the new charge for Bulk Water – Filling Swimming Pool by Hydrant at $3.90 per kl
   and
2. the charge be added to the Fees and Charges Register 2019/2020 and updated on Council’s website.

3. Background

In recent years customers have been given two options for filling swimming pools, one being using the garden hose and paying the water charges through the normal quarterly billing system. Option two has been for customers to fill out of a fire hydrant and pay a set price per kl of water and the hire fee of a hydrant and hoses.

4. Discussion

The filling of swimming pools from fire hydrants has never been formalised in the fees and charges set by Council. This report will ensure that this charge is included on the fees and charges and will be reviewed each year.

It is recommended that the water charge for filling swimming pools be the same as the water charge obtained from the bulk water stand, which is currently $3.90 per kl. Customers will also pay a charge for the hire of the hydrant and hoses as specified in the Fees and Charges Register.

5. Policy Implications

5.1 Financial/Budget
Nil

5.2 Resources
Council staff to set up fire hydrant.

5.3 Legal and Risk Management
Nil

6. Report Consultation

Stuart Edwards – Group Manager Essential Services and Assets
Chelsea James – Water Services Officer

7. Report Authorisers

Drew Ellis
Group Manager Corporate Services
REPORT FOR ORDINARY COUNCIL MEETING

Meeting Date 31 July 2019
Title of Report Roxby Council Instagram

1. Purpose

To establish an Instagram account run by Roxby Council which promotes the town, local events, and other undertakings of interest to current residents, potential new residents, and visitors.

2. Recommendation

That Roxby Council establishes an Instagram account named @Roxby for the purpose of the promoting the Roxby Downs experience.

3. Background

Council has been working hard to showcase the Roxby Downs community and all it has to offer to current residents, potential new residents, and visitors. There’s also been a significant effort within Council to improve communication and ensure transparency. One of the ways Council has been achieving this is through its Facebook page. This campaign has been successful. Instagram offers an additional contemporary social media platform Council is yet to explore. Research and statistics shows that Instagram is becoming more popular than Facebook, so it presents a great opportunity for Council to continue to reach the local community and new audiences.

4. Discussion

Roxby Council’s Instagram will be used to post/share the following content:

- Pictures and videos from community events, programs and activities.
- Pictures showcasing the town’s surrounds, landscapes and environs, for example nature, night sky and sunset pictures.
- Alerts/reminders of upcoming activities, including power and water payments. When appropriate, this can be done predominately through an Instagram story so that the post is only live for 24 hours, and therefore does not diminish the experience of the live feed.
- Images highlighting a project’s development and completion.
- Cross-promotion of relevant @roxbylink posts and news.
- Share relevant engaging content posted by other accounts (with the account owner’s permission).

The account should be administered and monitored by the Research and Media Officer, and Communications and Engagement Officer.
5. **Policy Implications**

5.1 **Financial/Budget**

There is no direct cost for the establishment of an Instagram account. Operation will be absorbed within the existing communications allocation.

5.2 **Resources**

Research and Media Officer and Communications and Engagement Officer.

5.3 **Legal and Risk Management**

Council has a responsibility to manage media risk and compliance to mitigate any negative consequences in terms of brand, strategy, regulatory and legal risks.

Relevant Council policies are in place to manage social media, specifically the Social Media Policy and Procedure.

6. **Report Consultation**

Juliette Demaine – Communications and Engagement Officer
Roy Blight – Chief Executive

7. **Report Authorisers**

Amanda Turner
Research and Media Officer
REPORT FOR ORDINARY COUNCIL MEETING

Meeting Date: 31 July 2019
Title of Report: Media Policy and Procedure

1. Purpose

To review and adopt the updated Media Policy and Procedure.

2. Recommendation

That Council adopts the Media Policy and Procedure as presented.

3. Background

Communicating with and distributing media through different channels is a crucial aspect of Roxby Council’s communication with the broader community. This can complement and enhance existing communication, customer service and consultation, and further improve access to, and delivery of, key services.

The Media Policy and Procedure provides clear guidelines on how Council can develop and maintain mutually beneficial relationships with media organisations, and outlines who is responsible for handling media issues.

The Media Policy and Procedure was first adopted in September 2016 and has not been updated since then. It is recommended the Media Policy and Procedure be reviewed and updated every two years.

4. Discussion

The policy aims to:

- Ensure Roxby Council is promoted positively
- Maintain a high level of transparency between Council and the community
- Ensure all communication is channelled through a central point so Council can actively monitor and respond to media issues.
- Outline the roles and responsibilities of employees in relation to all media issues, including social media.

5. Policy Implications

5.1 Financial/Budget

Nil

5.2 Resources

Nil
5.3 Legal and Risk Management

Council has a responsibility to manage media risk and compliance to mitigate any negative consequences in terms of brand, strategy, regulatory and legal risks.

6. Report Consultation

Senior Management Team
Juliette Demaine – Communications and Engagement
Sasha Yantewo – Community Team Coordinator
Cassie Weir – Visitor Information and Arts Officer
Wes Knights – Youth Development Officer

7. Report Authorisers

Amanda Turner
Research and Media Officer
## POLICY

<table>
<thead>
<tr>
<th>Responsible Department</th>
<th>Communications</th>
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<tr>
<td>Original Adoption Date</td>
<td>13.09.16</td>
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<tr>
<td>Current Adoption Date</td>
<td>31.07.19</td>
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<td>Audit Committee Review Date</td>
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### TITLE

**POLICY - Media Policy and Procedure**

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<tr>
<td>Previous Audit Committee Reviews</td>
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**Applicable Legislation:**

- Local Government Act 1999
- Roxby Downs (Indenture Ratification) Act 1982

**Related Policies (alphabetical list):**

- IT – Electronic Communication Tools Policy
- Records Management Policy
- Social Media Policy and Procedure

**Related Procedures:**

- Code of Conduct for Local Government Employees
- Employment contracts
- Roxby Council Privacy Policy and Procedure
- Roxby Council Public Consultation Policy and Procedure

**Reference Documents:**

- Roxby Council Communications Strategy
### MEDIA POLICY & PROCEDURE

<table>
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<th>Related Documents</th>
<th>Social Media Policy and Procedure</th>
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#### HISTORY

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<td>Previous Audit Committee Review Dates</td>
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#### DATE OF ADOPTION

31.07.19
POLICY

1. PURPOSE

The purpose of this policy is to formalise Council’s position on communicating with and distributing media through different channels.

The policy will help to ensure that Council effectively promotes Roxby Council and creates mutually beneficial relationships with key stakeholders in a professional manner. The policy will ensure all communication is channelled through a central point so Roxby Council can actively monitor and respond to media issues.

The key objective is to positively promote Roxby Council and ensure a high degree of transparency between the Council and the community.

2. LEGISLATIVE AND POLICY FRAMEWORK

There is no legislative requirement for Council to have a policy relating to this area.

3. DEFINITIONS

Channel(s) – the distribution stream(s) for different media material. These can be mainstream channels such as newspapers and websites or social media such as Facebook and Twitter.

Communications and Engagement Officer – an employee, who shares responsibility for liaising with and distributing media material through different channels.

Research and Media Officer – an employee, who shares responsibility for liaising with and distributing media material through different channels.

Media – mainstream media channels and/or their employees. This includes print/written (for example, the Roxby Chronicle), radio/audio (for example, RoxFM), and social media.

Media material – a piece of proactive information such as a media statement or news release.

4. POLICY

Roxby Council promotes a positive and professional image and encourages open, timely and accurate communication. This includes establishing appropriate working relationships with the media.

The Administrator and Chief Executive are the principal spokespersons for all matters and decisions. The Administrator and Chief Executive can authorise a spokesperson to speak on his/her behalf.

The Communications and Engagement Officer and/or Research and Media Officer are responsible for reviewing enquiries from the media (including photograph and filming requests) and providing a prompt and professional response working with the Administrator, Chief Executive, and key internal staff.

Only authorised staff should respond to messages and issues on social media. Council staff are prohibited from using personal social media channels to comment on Council-related matters. Where the staff member believes that the community comment or post is important (could be a negative or
positive comment/post), the staff member should take a screen-shot and refer the issue to the relevant business unit, the Communications and Engagement Officer, and/or the Research and Media Officer.

5. COUNCIL RESPONSES TO ENQUIRIES FROM THE MEDIA

The Research and Media Officer must be notified of all enquiries from the media to Council employees. In the absence of a Research and Media Officer, the Communications and Engagement Officer should be notified.

Any information communicated must go through the Research and Media Officer and/or Communications and Engagement Officer. All information must be reflective of Council’s position and:

- Be accurate
- Not disclose any confidential information
- Not include personal opinion, unless it is stated as such

When approached by the media, Research and Media Officer and/or Communications and Engagement Officer will determine the appropriate method and level of response. Responses may be in the form of a news release, email, written or verbal statement.

It is the responsibility of the Research and Media Officer and/or Communications and Engagement Officer to notify as soon as possible the relevant internal stakeholders who might be affected by the results of reactive media.

6. COUNCIL PROACTIVE INFORMATION

If a proactive news story is generated by the Communications and Engagement Officer and/or Research and Media Officer he/she will work with the relevant stakeholders to ensure information is correct and appropriately approved.

If a staff member identifies any news opportunities that they wish to release as an official communication, using Council resources, it is their responsibility to notify the Research and Media Officer and/or Communications and Engagement Officer in a timely manner. The Research and Media Officer and/or Communications and Engagement Officer will determine whether to pursue the opportunity and the best way/s in which to engage with any media. The decision will be based on:

- Timeliness
- Newsworthiness
- Audience reach
- Whether the opportunity appeals to the media
- Current media interests
- Competing media stories or tasks
Any proactive media release or editorial being released as an official communication, using Council resources, must first be reviewed by the Research and Media Officer who will advise the Administrator and/or Chief Executive of recommendation to publish or not publish before it can be issued.

Copies of every media release issued will be sent to the Senior Management Team (SMT).

7. COUNCIL INFORMATION

Most Council decisions, except those deemed confidential, are public documents and public property which are accessible on Council’s website (www.roxbydowns.sa.gov.au).

Confidential employee matters cannot be conveyed in any form to the media.

8. MONITORING AND NOTIFICATIONS

Media monitoring (including social media) will be conducted by the Communications and Community Engagement Officer and/or Research and Media Officer. Relevant information is forwarded in a timely manner to the Administrator, Chief Executive and any relevant members of the SMT.
REPORT FOR ORDINARY COUNCIL MEETING

Meeting Date 31 July 2019
Title of Report Street Sweeping Contract Extension

1. Purpose

Approval is sought to extend contract MW 055/16 Provision of Street Sweeping with EnviroSweep for a 2 year term.

2. Recommendation

- The Contract with Environmental Wastewater Catchment Services Pty. Ltd. ATF EWCS Unit Trust trading as Enviro Sweep (ABN 52 067 331 460) for the provision of street sweeping services be extended for a further two (2) years to 5 August 2021 as per the terms and conditions of Tender number MW055/16.
- The Group Manager Essential Services & Assets is authorised to provide written confirmation to Enviro Sweep that the Contract extension is approved for a two (2) year term, expiring 5 August 2021.

3. Background

Tender MW055/16 Provision of Street Sweeping was awarded to Environmental Wastewater Catchment Services Pty. Ltd. ATF EWCS Unit Trust trading as Enviro Sweep in April 2016 with a commencement date of August 2016.

The scope of services includes road sweeping all Council owned roads and vehicle parking areas within the Roxby Downs Township.

The Contract included a requirement to undertake sweeping three (3) times per year. Subsequently the frequency was increased to four (4) times per year.

4. Discussion

Enviro Sweep have provided a reliable service and sweeping has generally been to a high standard throughout the Contract term.

The only issue during the past year was not providing sufficient notice to Council staff prior to commencing sweeping works.

Enviro Sweep were notified of the requirement to confirm dates with staff at least one week prior to intended commencement date, so that Council Communications staff can notify residents.

Enviro Sweep have improved the notification process and there have been no other
issues with the service.

The Contract rate will remain unchanged for the extension period. However, it is proposed to revert back to the original sweeping frequency of three (3) times per year and supplement this with more frequent sweeping of targeted areas on an ‘as needs’ basis.

Under the existing arrangement, the budget is allocated for the scheduled sweeping only. This means that if there is a severe weather event that it could be up to thirteen (13) weeks before the road is swept again.

With three (3) times per year sweeping frequency this potentially increases to a seventeen (17) week cycle, with the addition of targeted sweeping as required between the scheduled sweeping.

5. Policy Implications

5.1 Financial/Budget

The 2019/20 budget for street sweeping is shown in table 1 below:

Table 1: 2019/20 approved budget for street sweeping

<table>
<thead>
<tr>
<th>Acct Number</th>
<th>Description</th>
<th>18/19 budget</th>
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<td>14212010</td>
<td>Street Sweeping</td>
<td>$25,000</td>
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There is no anticipated impact to the budget.

The contract cost to carry out three (3) scheduled street sweeps per year is $20,790. Within the existing budget there will be up $4,210 available for targeted sweeps as required.

5.2 Resources

Nil

5.3 Legal and Risk Management

The Contract is based on a services contract model developed by LGA Procurement, and includes comprehensive risk and legislative compliance provisions.

6. Report Consultation

LGA Procurement
Local Government Association Mutual Liability Scheme

7. Attachments

Nil

8. Report Authorisers

Stuart Edwards
Group Manager Essential Services & Assets
REPORT FOR ORDINARY COUNCIL MEETING

Meeting Date  
31 July 2019

Title of Report  
Street Tree Removal

1. Purpose

Approval is sought for the removal of one (1) street tree in Richardson Place.

2. Recommendation

- Council approves removal of one (1) non-protected street tree in Richardson Place as identified in this report, to facilitate the upgrade of public toilets.

3. Background

The Street Tree Policy was revised in February 2019 and approved at the 27 February 2019 Council meeting.

The revised Policy provided a mechanism for tree removal in the event of a safety risk to public or infrastructure, by approval from the Chief Executive.

For all other tree removals, Council approval is required.

The Richardson Place public toilets are due to be upgraded, including an expansion to accommodate people with disability and a parent change toilet facility.

The tree is located adjacent to the entrance to the existing public toilet facility, as shown in the image 1 below:
4. Background

Community consultation occurred during February to March 2019 regarding the Richardson Place public toilet facilities.

As a result of community and other stakeholder feedback, a plan to enhance the existing facilities to incorporate the following additions:

- Improved disability access facilities
- Baby change facilities
- Upgrade of exterior and interior

As a result of the location of the work, tree removal is required. The additional facilities are to be located adjacent to the north-east of the existing toilet structure.
5. Discussion
Location of the additional facilities will enable connection to existing utility services and minimise construction costs.

Whilst tree removal is avoided where possible, where removal of the tree is necessary, the Asset Services team shall re-place it with two (2) new trees following the completion of the construction works.

6. Policy Implications
5.1 Financial/Budget
The 2019/20 budget for tree works is shown in Table 1 below:

Table 1: 2019/20 approved budget for street sweeping

<table>
<thead>
<tr>
<th>Acct Number</th>
<th>Description</th>
<th>18/19 budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>14215070</td>
<td>Tree Trim</td>
<td>$15,000</td>
</tr>
</tbody>
</table>

5.2 Resources
The works will be undertaken as part of Townscape Maintenance Contract works, as per Contract C-0004.

5.3 Legal and Risk Management
The Contract is based on a services contract model developed by LGA Procurement, and includes comprehensive risk and legislative compliance provisions.

The work will be supervised by the Townscape Maintenance Supervisor.

7. Report Consultation
LGA Procurement
Local Government Association Mutual Liability Scheme

8. Attachments
Nil

9. Report Authorisers
Stuart Edwards
Group Manager Essential Services & Assets
1. Purpose

To provide Council with detail regarding removal of a street tree in Stuart Road.

2. Recommendation

- Council notes the removal of a street tree in Stuart Road due to root intrusion into the mains water pipe.

3. Background

The Street Tree Policy was revised in February 2019 and approved at the 27 February 2019 Council meeting.

The revised Policy provided a mechanism for tree removal in the event of a risk to public or infrastructure, by approval from the Chief Executive.

For all other tree removals, Council approval is required.

During the week ending 21 July 2019 a water leak was investigated along Stuart Road, where water was noticed pooling on the north side of the road.

Further investigation revealed a damaged water mains, caused by significant tree root intrusion. Removal of the tree roots alone was not possible as it would have destabilised the tree.

Approval was sought from the Chief Executive to carry out the works.
4. Policy Implications

5.1 Financial/Budget

The 2019/20 budget for tree works is shown in Table 1 below:

Table 1: 2019/20 approved budget for street sweeping

<table>
<thead>
<tr>
<th>Acct Number</th>
<th>Description</th>
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<tbody>
<tr>
<td>14215070</td>
<td>Tree Trim</td>
<td>$15,000</td>
</tr>
</tbody>
</table>

5.2 Resources

The works will be undertaken as part of Townscape Maintenance Contract works, as per Contract C-0004.

5.3 Legal and Risk Management

The works were carried out by qualified personnel and the site was made safe during the works with fencing and traffic management controls in place. The works were supervised by Council staff.
5. **Report Consultation**
   Communications staff provided details and updates on social media prior to commencement and following completion of the work.

6. **Attachments**
   Nil

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

For Council to consider and adopt the new Public Interest Disclosure Policy and Procedure

2. **Recommendation**

That Council:

1. adopts the Public Interest Disclosure Policy and Procedure, as presented, and publishes these documents on the Council’s website.
2. revokes the now obsolete Whistleblower Protection Policy
3. nominates the Group Manager Governance and Community as Council’s Responsible Officer

3. **Background**

The Public Interest Disclosure Act (“PID Act”) commenced operation on 1 July 2019 and replaces the Whistlebearers Protection Act 1993 which was repealed. The new law strengthens transparency and accountability in government and encourages and facilitates the appropriate disclosure of public interest information.

The PID Act does not refer to whistleblowers but instead refers to informants and focuses on the disclosure of information. Whether a person receives protection for making a disclosure under the PID Act depends on who they are, what type of information is disclosed and to whom the information is disclosed. It remains an offence to make a false disclosure.

The Principal Officer of a Council is required to designate a Responsible Officer to receive appropriate disclosures and have processes and policies in place by October 2019 (within 3 months of commencement of the Act). For the purposes of the Act the Council’s principal officer is the Chief Executive.

4. **Discussion**

The PID Act covers public interest information that affects the wellbeing of the community. There are two types of public interest information covered:

1. Environmental and health information – where there is a substantial risk to the environment or to public health and safety.
2. Public administration information – where there is corruption, misconduct or maladministration in public administration

The PID Act creates an obligation to maintain the confidentiality of the identity of people who disclose certain information in accordance with the PID Act.

The proposed Public Interest Disclosure Policy (“PID Policy”) is based on the model policy provided by the LGA to councils. It outlines the Council’s legal requirements in implementing the PID Act.
5. Policy Implications

5.1 Financial/Budget

The designated Responsible Officer is required to attend mandatory training and there will be travel costs associated with this.

5.2 Resources - nil

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

The Audit Committee has not been consulted on this occasion as legislative timeframes necessitate that the policy be adopted by Council prior to the next Audit Committee meeting in October. An information report will instead be provided to the Audit Committee and they will be consulted in future years at policy review time.

7. Attachments

Public Interest Disclosure Policy
Public Interest Disclosure Procedure

8. Report Authorisers

Michelle Hales
Group Manager Governance and Community
### POLICY

<table>
<thead>
<tr>
<th>Responsible Department</th>
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### PUBLIC INTEREST DISCLOSURE

<table>
<thead>
<tr>
<th>TITLE</th>
<th>PUBLIC INTEREST DISCLOSURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Latest Review Changes</td>
<td>New policy replaces the Whistleblower Protection Policy</td>
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<td>Not applicable</td>
</tr>
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<td>Previous Audit Committee Reviews</td>
<td>Not applicable</td>
</tr>
</tbody>
</table>

#### Applicable Legislation:

- Public Interest Disclosure Act 2018
- Local Government Act 1999

#### Related Policies (alphabetical list):

- Fraud and Corruption Policy
- Code of Conduct for Council Employees
- Internal Review of Council Decisions Policy

#### Related Procedures:

- Public Interest Disclosure Procedure

#### Reference Documents:

- Local Government Association Public Interest Disclosure Model Policy
1. Introduction

1.1. The Municipal Council of Roxby Downs ("Council") is committed to upholding the principles of transparency and accountability in its administrative and management practices and, therefore, encourages the making of disclosures that reveal public interest information.

1.2. The purpose of this Policy is to ensure that the Council:

- properly fulfils its responsibilities under the Public Interest Disclosure Act 2018;
- encourages and facilitates Disclosures of Public Interest Information in accordance with the objects and requirements of the PID Act;
- ensures there is appropriate oversight of public interest disclosures about corruption, misconduct and maladministration in public administration;
- provides appropriate protection for those who make Disclosures in accordance with the Act; and
- acknowledges the need to appropriately support Informants, the Responsible Officer and, as appropriate, those Public Officers affected by any appropriate Disclosure.

1.3. The Council will review and update this Policy each year as part of its annual policy review.

2. Scope

2.1. This Policy applies to appropriate Disclosures of Public Interest Information that are made in accordance with the PID Act by public officers including Officers and Employees of the Council, and by members of the public, and is intended to complement the reporting framework under the ICAC Act.

2.2. This Policy is also designed to complement the existing communication channels within Council, and operate in conjunction with other existing policies, including:

- Fraud & Corruption Prevention Policy;
- Code of Conduct for Council Employees;

2.3. The Council is committed to:

- referring, as necessary, appropriate Disclosures to another Relevant Authority;
- where the Disclosure relates to Corruption, or serious or systemic Misconduct or Maladministration in public administration, reporting the Disclosure directly to the OPI in accordance with the Guidelines and the requirements of the ICAC Act;
- otherwise facilitating the investigation of appropriate Disclosures in a manner which promotes fair and objective treatment of those involved; and
- rectifying any substantiated wrongdoing to the extent practicable in all the circumstances.
3. **Definitions**

For the purposes of this Policy the following definitions apply.

3.1. **Commissioner** means the person holding or acting in the office of the Independent Commissioner Against Corruption.

3.2. **Corruption in public administration** is defined in section 5(1) of the ICAC Act and means:

3.2.1. an offence against Part 7 Division 4 (Offences relating to public officers) of the *Criminal Law Consolidation Act 1935*, which includes the following offences:

(i) bribery or corruption of public officers;

(ii) threats or reprisals against public officers;

(iii) abuse of public office;

(iv) demanding or requiring benefit on basis of public office;

(v) offences relating to appointment to public office; or

i. an offence against the *Public Sector (Honesty and Accountability) Act 1995* or the *Public Corporations Act 1993*, or an attempt to commit such an offence; or

3.2.2. an offence against the *Lobbyists Act 2015*, or an attempt to commit such an offence; or

3.2.3. any other offence (including an offence against Part 5 (Offences of dishonesty) of the *Criminal Law Consolidation Act 1935*) committed by a public officer while acting in his or her capacity as a public officer or by a former public officer and related to his or her former capacity as a public officer, or by a person before becoming a public officer and related to his or her capacity as a public officer, or an attempt to commit such an offence; or

3.2.4. any of the following in relation to an offence referred to in a preceding paragraph:

(i) aiding, abetting, counselling or procuring the commission of the offence;

(ii) inducing, whether by threats or promises or otherwise, the commission of the offence;

(iii) being in any way, directly or indirectly, knowingly concerned in, or party to, the commission of the offence;

(iv) conspiring with others to effect the commission of the offence

3.3. **Council** means the Municipal Council of Roxby Downs

3.4. **Detriment** includes:

- injury, harm (including psychological harm), damage (including damage to reputation) or loss;
- intimidation or harassment;
- discrimination, disadvantage or adverse treatment in relation to a person's employment; and/or
- threats of reprisal (which may be express or implied, and/or conditional or unconditional).
3.5. **Directions and Guidelines** is a reference to the Directions and Guidelines issued pursuant to section 20 of the ICAC Act and/or section 14 of the PID Act, which are available on the Commissioner’s website (www.icac.sa.gov.au).

3.6. **Disclosure** means an appropriate disclosure of public interest information made by an Informant to a Relevant Authority.

A person makes an **appropriate disclosure of environmental and health information** if:

(a) the person:
   - believes on reasonable grounds that the information is true; or
   - is not in a position to form a belief on reasonable grounds about the truth of the information, but believes on reasonable grounds that the information may be true and is of sufficient significance to justify its disclosure so that its truth may be investigated; and

(b) the disclosure is made to a Relevant Authority.

A person makes an **appropriate disclosure of public administration information** if:

(a) the person:
   - is a public officer;
   - reasonably suspects that the information raises a potential issue of corruption, misconduct or maladministration in public administration; and

(b) the disclosure is made to a Relevant Authority.

3.7. **Employee** refers to all the Council's employees, whether they are working in a full-time, part-time or casual capacity.

3.8. **Environmental and health information** means information that raises a potential issue of a substantial risk to the environment or to the health or safety of the public generally or a significant section of the public.

3.9. **Fraud** includes an intentional dishonest act or omission done with the purpose of deceiving.

3.10. **ICAC Act** is the *Independent Commissioner Against Corruption Act 2012*.

3.11. **Independent Assessor** means the person designated by the Responsible Officer as being responsible for investigating a disclosure made to the Council in accordance with the Public Interest Disclosure Procedure.

3.12. **Informant** means a person who makes an appropriate disclosure of public interest information to a Relevant Authority.

3.13. **Maladministration in public administration** is defined in section 5(4) of the ICAC Act and

3.13.1. means:

   (i) conduct of a public officer, or a practice, policy or procedure of a public authority, that results in an irregular and unauthorised use of public money or substantial mismanagement of public resources; or

   (ii) conduct of a public officer involving substantial mismanagement in or in relation to the performance of official functions; and
3.13.2. includes conduct resulting from impropriety, incompetence or negligence; and

3.13.3. is to be assessed having regard to relevant statutory provisions and administrative instructions and directions.

3.14. **Misconduct in public administration** is defined in section 5(3) of the *ICAC Act* and means:

3.14.1. contravention of a code of conduct by a public officer while acting in his or her capacity as a public officer that constitutes a ground for disciplinary action against the officer; or

3.14.2. other misconduct of a public officer while acting in his or her capacity as a public officer.

3.15. **Office for Public Integrity (OPI)** is the office established under the *ICAC Act* that has the function to:

3.15.1. receive and assess complaints about public administration from members of the public;

3.15.2. receive and assess reports about corruption, misconduct and maladministration in public administration from the Ombudsman, the Council and public officers;

3.15.3. refer complaints and reports to inquiry agencies, public authorities and public officers in circumstances approved by the Commissioner or make recommendations as to whether and by whom complaints and reports should be investigated;

3.15.4. give directions or guidance to public authorities in circumstances approved by the Commissioner;

3.15.5. perform other functions assigned to the Office by the Commissioner.

3.16. **Public administration** defined at section 4 of the ICAC Act and, without limiting the acts that may comprise public administration, an administrative act within the meaning of the *Ombudsman Act 1972* will be taken to be carried out in the course of public administration.

3.17. **Public administration information** means information that raises a potential issue of corruption, misconduct or maladministration in public administration.

3.18. **Public interest information** means environmental or health information, or public administration information.

3.19. **PID Act** means the *Public Interest Disclosure Act 2018*.

3.20. **Principal Officer** for the purposes of the PID Act means the Chief Executive Officer of the Council.

3.21. **Public Officer** has the meaning given by section 4 and Schedule 1 of the ICAC Act, and includes an employee or officer of the Council;

3.22. **Relevant Authority** means the person or entity that receives an appropriate disclosure of public interest information in accordance with the PID Act, as set out in Appendix A to this Policy.
3.23. **Responsible Officer** is a person who has completed any training courses approved by the Commissioner for the purposes of the *Public Interest Disclosure Regulations 2019* and has been designated by the Council as responsible officer under section 12 of the PID Act.

3.24. **Victimisation** occurs when a person causes detriment to another on the ground, or substantially on the ground, that the other person (or a third person) has made or intends to make an appropriate disclosure of public interest information.

### 4. Confidentiality

4.1. The identity of an Informant will be maintained as confidential in accordance with the PID Act.

4.2. A recipient of an appropriate Disclosure may only divulge the identity of an Informant where:

4.2.1. the recipient believes on reasonable grounds that it is necessary to divulge the identity of the Informant in order to prevent or minimise an imminent risk of serious physical injury or death to any person, and the identity of the Informant is then divulged to a person or authority that the recipient believes on reasonable grounds is the most appropriate authority or person to be able to take action to prevent or minimise the imminent risk of serious physical injury or death to any person;

4.2.2. the recipient has been issued with a notice from the OPI advising that the identity of the Informant is required by the OPI, in which case the recipient must disclose the identity of the Informant to the OPI;

4.2.3. doing so is necessary for the matter to be properly investigated (but only to the extent necessary to ensure proper investigation); or

4.2.4. the Informant consents to his/her identity being disclosed.

4.3. The PID Act does not expressly require any other information relating to a Disclosure (including, for example, the nature of the allegations) to be maintained as confidential, but in considering whether to further disclose other information provided as part of an appropriate Disclosure the Council should be mindful of the prohibition against Victimisation in the PID Act.

4.4. An Informant may wish to remain anonymous, but in that event must ensure that the allegation is sufficiently supported by the provision of necessary details and evidence to enable the matter to be properly investigated.

### 5. Disclosure Process

5.1. Disclosures are to be handled by the Council in accordance with the Public Interest Disclosure Procedure.

5.2. Nothing in this Policy prevents a person from making a Disclosure to a Relevant Authority external to the Council (i.e. the Ombudsman or the OPI). This is a choice to be made by the Informant at his/her discretion. The Council recommends an Informant have regard to the factors at clause 6.4 of the Public Interest Disclosure Procedure when deciding where to direct a Disclosure.

5.3. A Disclosure may be made to the Council’s designated Responsible Officer in person, by telephone or in writing. The relevant contact details are:

- **Telephone**: 8671 0010
- **Email**: to be determined
6. The Role of the Responsible Officer

6.1. A person designated as a Responsible Officer for the Council:

6.1.1. must:

6.1.1.1. receive appropriate Disclosures relating to the Council and ensure compliance with the PID Act, and the Public Interest Disclosure Procedure, in relation to any such Disclosures;

6.1.1.2. make appropriate recommendations to the principal officer of the Council in relation to dealing with Disclosures, including any suggested changes to this Policy or the Public Interest Disclosure Procedure; and

6.1.1.3. provide advice to officer and employees of the Council in relation to the administration of the PID Act; and

6.1.1.4. complete any training courses approved by the Commissioner for the purposes of the Public Interest Disclosure Regulations; and

6.1.2. may carry out any other functions relating to the PID Act.

6.2. Upon the receipt of a Disclosure, the Responsible Officer will deal with the disclosure in accordance with the Public Interest Disclosure Procedure.

6.3. In making any determination or taking any action under this Policy or pursuant to the Public Interest Disclosure Procedure:

6.3.1. the Responsible Officer may seek legal advice from Council’s lawyers and/or guidance from SAPOL or the Ombudsman in relation to the most appropriate course of action to pursue; and

6.3.2. is authorised to incur costs in accordance with the Council’s Budget for that purpose.

6.4. The Responsible Officer will liaise as required with the Informant and any Independent Assessor in relation to any investigation process undertaken in accordance with the Public Interest Disclosure Procedure, and will ensure that the Informant is provided with support and protection as necessary and appropriate in the circumstances of the Disclosure.

7. Information to the Administrator

7.1. As a matter of discretion, the Chief Executive may inform the Administrator, on a confidential basis, of the fact that an investigation of a Disclosure took place and the outcome of the investigation.

7.2. Factors the Chief Executive will take into account in determining whether to inform the Administrator under paragraph 7.1 above and the level of detail provided in doing so are to include:
7.2.1. if known, the identity of the Informant, and whether the Informant has consented to his/her identity being divulged;

7.2.2. if applicable, the identity of any person the subject of the Disclosure;

7.2.3. the impact (if any) of the investigation upon the Council’s achievement of its objectives under its Strategic Plan and/or policies; and

7.2.4. the impact of any action taken to finalise the matter upon the Council’s operations and/or budget.

8. Protection for the Informant

8.1. An Informant who makes an appropriate Disclosure is protected by:

8.1.1. immunity from criminal or civil liability as provided for in section 5(1) of the PID Act;

8.1.2. a prohibition on disclosure of his/her identity as provided for in section 8 of the PID Act;

8.1.3. a prohibition against Victimisation as provided for in section 9 of the PID Act; and

8.1.4. a prohibition against hindering, obstructing or preventing an Informant from making an appropriate Disclosure as provided for in section 11 of the PID Act.

8.2. The PID Act does not provide any protection to people who knowingly make disclosures that are false or misleading in a material particular (whether by reason of the inclusion or omission of a particular).

8.3. A person who knowingly makes a Disclosure that is false or misleading in a material particular is guilty of an offence and may be prosecuted.

8.4. A person who personally commits an act of Victimisation against an Informant is guilty of an offence and may be prosecuted.

8.5. The Council will take action as appropriate in the circumstances of the relevant Disclosure/s to protect Informants from Victimisation. Such action may include acting in accordance with the risk minimisation steps set out in the Public Interest Disclosure Procedure and/or referring the matter to the SA Police.

8.6. Any employee or officer of the Council who:

8.6.1. knowingly makes a disclosure that is false or misleading in a material particular; or

8.6.2. commits an act of Victimisation in relation to an Informant; or

8.6.3. acts otherwise than in accordance with this Policy or the Public Interest Disclosure Procedure (including with respect to divulging the identity of an Informant) in relation to a Disclosure

1. may also face disciplinary action by the Council or the Chief Executive (as appropriate).

9. Availability of the Policy

9.1. 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.

10. Review of the Policy
# Appendix A

## Relevant Authorities

<table>
<thead>
<tr>
<th>Where the information relates to…</th>
<th>the relevant authority is…</th>
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<tbody>
<tr>
<td>a public officer*</td>
<td>either:</td>
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<tr>
<td></td>
<td>• the person who is designated by the Guidelines as being taken to be responsible for management or supervision of the public officer; or</td>
</tr>
<tr>
<td></td>
<td>• the person who is in fact responsible for the management or supervision of the public officer; or</td>
</tr>
<tr>
<td></td>
<td>• the relevant responsible officer (as designated by the Council in accordance with section 12 of the PID Act)</td>
</tr>
<tr>
<td>a public sector agency or public sector employee</td>
<td>either:</td>
</tr>
<tr>
<td></td>
<td>• the Commissioner for Public Sector Employment; or</td>
</tr>
<tr>
<td></td>
<td>• the responsible officer for the relevant public sector agency</td>
</tr>
<tr>
<td>an agency to which the <em>Ombudsman Act 1972</em> applies</td>
<td>the Ombudsman</td>
</tr>
<tr>
<td>a location within the area of a particular council established under the <em>Local Government Act 1999</em></td>
<td>a member, officer or employee of that Council</td>
</tr>
<tr>
<td>a risk to the environment</td>
<td>the Environment Protection Authority</td>
</tr>
<tr>
<td>an irregular and unauthorised use of public money or substantial</td>
<td>the Auditor-General</td>
</tr>
<tr>
<td>the commission, or suspected commission, of any offence</td>
<td>a member of the police force</td>
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<tr>
<td>a judicial officer</td>
<td>the Judicial Conduct Commissioner</td>
</tr>
<tr>
<td>a member of Parliament</td>
<td>the Presiding Officer of the House of Parliament to which the member belongs</td>
</tr>
<tr>
<td>a person or a matter of a prescribed class(^1)</td>
<td>an authority declared by the regulations to be a relevant authority in relation to such information</td>
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\(^1\) at this stage, no prescribed persons or classes have been identified
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<thead>
<tr>
<th>Where the information relates to...</th>
<th>the relevant authority is...</th>
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<tr>
<td>public interest information - being:</td>
<td>• the OPI;</td>
</tr>
<tr>
<td>• environmental and health information (information that raises a potential issue of a substantial risk to the environment or to the health or safety of the public generally or a significant section of the public); or</td>
<td>• a Minister of the Crown; or</td>
</tr>
<tr>
<td>• public administration information (information that raises a potential issue of corruption, misconduct or maladministration in public administration)</td>
<td>• any other prescribed person or person of a prescribed class</td>
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</table>
### PROCEDURE

**Responsible Department:** Governance and Community  
**Original Adoption Date:**  
**Current Adoption Date:**  
**Audit Committee Review Date:**  
**Date of Review:** 31.07.22

### TITLE | PUBLIC INTEREST DISCLOSURE PROCEDURE

<table>
<thead>
<tr>
<th>Latest Review Changes</th>
<th>New procedure associated with the new Public Interest Disclosure Policy</th>
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### Applicable Legislation:
- Public Interest Disclosure Act 2018
- Local Government Act 1999

### Related Policies (alphabetical list):
- Fraud and Corruption Policy
- Code of Conduct for Council Employees
- Internal Review of Council Decisions Policy
- Public Interest Disclosure Policy

### Related Procedures:

### Reference Documents:
- Local Government Association Public Interest Disclosure Model Procedure
Principal Officer - Statement of Intent

This Procedure has been prepared in accordance with the requirements of sections 12(4) and (5) of the Public Interest Disclosure Act 2018 (PID Act).

As Chief Executive of the Municipal Council of Roxby Downs and designated Principal Officer for the purposes of the PID Act, I expect that the implementation and operation of the PID Act will encourage and facilitate:

- further transparency and accountability in the Council's administrative and management practices; and
- the Disclosure, in the public interest, of information about substantial risks to public health or safety, or to the environment, and about corruption, misconduct and maladministration in public administration.

This Procedure, and the Council’s Public Interest Disclosure Policy, are designed to enable that to occur, by ensuring that proper procedures are in place for the making of such Disclosures and for dealing with such Disclosures, and by providing appropriate protections for those who make such Disclosures.

I, and the other staff and officers at the Municipal Council of Roxby Downs remain deeply committed to the protection of informants who make public interest Disclosures in accordance with the objectives of the PID Act, and to the genuine and efficient consideration and action in relation to information provided to the Council via a public interest Disclosure, as contemplated and demonstrated by this Procedure.

Any questions about this Procedure or the Council’s Public Interest Disclosure Policy should be directed in the first instance to the Responsible Officer, whose details are at Part 4 of this Procedure.

Principal Officer

Chief Executive, Municipal Council of Roxby Downs
1. Introduction

1.1. Municipal Council of Roxby Downs (“Council”) is committed to:

- upholding the principles of transparency and accountability in its administrative and management practices;
- the protection of informants who make public interest Disclosures; and
- the genuine and efficient consideration and action in relation to information provided in a public interest Disclosure.

and, therefore, encourages the making of appropriate Disclosures that reveal public interest information in accordance with this Procedure.

1.2. The Council is also committed to:

- referring, as necessary, appropriate Disclosures to another Relevant Authority;
- where the Disclosure relates to Corruption, or serious or systemic Misconduct or Maladministration in public administration, reporting the Disclosure directly to the OPI in accordance with the Guidelines and the requirements of the ICAC Act;
- otherwise facilitating the investigation of appropriate Disclosures in a manner which promotes fair and objective treatment of those involved; and
- rectifying any substantiated wrongdoing to the extent practicable in all the circumstances.

1.3. This document explains the applicable procedures and processes that the Council has in place for making and dealing with appropriate Disclosures of public interest information, to ensure that the Council:

- properly fulfils its responsibilities under the PID Act and the ICAC Act;
- appropriately encourages and facilitates Disclosures of Public Interest Information, including environmental and health information regarding a location within the area of the Municipal Council of Roxby Downs;
- provides a process by which Disclosures may be made so that they are properly investigated;
- provides appropriate protection for those who make Disclosures in accordance with the Act; and
- recognises the need to appropriately support Informants, the Responsible Officer and, as appropriate, those Public Officers affected by any appropriate Disclosure.

1.4. The Council will review and update this Procedure at the same time as the review of the Public Interest Disclosure Policy.
2. Scope

2.1. This Procedure applies to appropriate Disclosures of Public Interest Information, that are made in accordance with the PID Act, by public officers including Officers and Employees of the Council, and by members of the public.

2.2. This Procedure is intended to complement the reporting framework under the ICAC Act, and designed to complement the existing communication channels within Council and to operate in conjunction with other existing policies, including the:

- Public Interest Disclosure Policy;
- Fraud & Corruption Prevention Policy;
- Code of Conduct for Council Employees;

3. Definitions

For the purposes of this Procedure the following definitions apply.

3.1. **Commissioner** means the person holding or acting in the office of the Independent Commissioner Against Corruption.

3.2. **Corruption in public administration** is defined in section 5(1) of the ICAC Act and means:

3.2.1. an offence against Part 7 Division 4 (Offences relating to public officers) of the *Criminal Law Consolidation Act 1935*, which includes the following offences:

   (i) bribery or corruption of public officers;
   (ii) threats or reprisals against public officers;
   (iii) abuse of public office;
   (iv) demanding or requiring benefit on basis of public office;
   (v) offences relating to appointment to public office; or

3.3.2 an offence against the *Public Sector (Honesty and Accountability) Act 1995* or the *Public Corporations Act 1993*, or an attempt to commit such an offence; or

3.3.3 an offence against the *Lobbyists Act 2015*, or an attempt to commit such an offence; or

3.3.4 any other offence (including an offence against Part 5 (Offences of dishonesty) of the *Criminal Law Consolidation Act 1935*) committed by a public officer while acting in his or her capacity as a public officer or by a former public officer and related to his or her former capacity as a public officer, or by a person before becoming a public officer and related to his or her capacity as a public officer, or an attempt to commit such an offence; or
3.3.5 any of the following in relation to an offence referred to in a preceding paragraph:

(i) aiding, abetting, counselling or procuring the commission of the offence;
(ii) inducing, whether by threats or promises or otherwise, the commission of the offence;
(iii) being in any way, directly or indirectly, knowingly concerned in, or party to, the commission of the offence;
(iv) conspiring with others to effect the commission of the offence

3.3. **Council** means Municipal Council of Roxby Downs

3.4. **Detriment** includes:

- injury, harm (including psychological harm), damage (including damage to reputation) or loss;
- intimidation or harassment;
- discrimination, disadvantage or adverse treatment in relation to a person's employment; and/or
- threats of reprisal (which may be express or implied, and/or conditional or unconditional).

3.5. **Directions and Guidelines** is a reference to the Directions and Guidelines issued pursuant to section 20 of the ICAC Act and/or section 14 of the PID Act, which are available on the Commissioner’s website (www.icac.sa.gov.au).

3.6. **Disclosure** means an appropriate Disclosure of public interest information made by an Informant to a Relevant Authority.

A person makes an **appropriate Disclosure of environmental and health information** if:

(a) the person:
   
i. believes on reasonable grounds that the information is true; or
   
ii. is not in a position to form a belief on reasonable grounds about the truth of the information, but believes on reasonable grounds that the information may be true and is of sufficient significance to justify its Disclosure so that its truth may be investigated; and

(b) the Disclosure is made to a Relevant Authority.

A person makes an **appropriate Disclosure of public administration information** if:

(a) the person:
   
i. is a public officer; and
ii. reasonably suspects that the information raises a potential issue of corruption, misconduct or maladministration in public administration; and

(b) the Disclosure is made to a Relevant Authority.

3.7. **Employee** refers to all the Council’s employees, whether they are working in a full-time, part-time or casual capacity.

3.8. **Environmental and health information** means information that raises a potential issue of a substantial risk to the environment or to the health or safety of the public generally or a significant section of the public.

3.9. **Fraud** includes an intentional dishonest act or omission done with the purpose of deceiving.

3.10. **ICAC Act** is the *Independent Commissioner Against Corruption Act 2012*.

3.11. **Independent Assessor** means the person designated by the Responsible Officer as being responsible for investigating a Disclosure made to [INSERT COUNCIL NAME] in accordance with clause 10 of this Procedure.

3.12. **Informant** means a person who makes an appropriate Disclosure of public interest information to a Relevant Authority.

3.13. **Maladministration in public administration** is defined in section 5(4) of the ICAC Act and

3.13.1. means:

(i) conduct of a public officer, or a practice, policy or procedure of a public authority, that results in an irregular and unauthorised use of public money or substantial mismanagement of public resources; or

(ii) conduct of a public officer involving substantial mismanagement in or in relation to the performance of official functions; and

3.13.2. includes conduct resulting from impropriety, incompetence or negligence; and

3.13.3. is to be assessed having regard to relevant statutory provisions and administrative instructions and directions.

3.14. **Misconduct in public administration** is defined in section 5(3) of the ICAC Act and means:

3.14.1. contravention of a code of conduct by a public officer while acting in his or her capacity as a public officer that constitutes a ground for disciplinary action against the officer; or

3.14.2. other misconduct of a public officer while acting in his or her capacity as a public officer.
3.15. **Office for Public Integrity (OPI)** is the office established under the *ICAC Act* that has the function to:

3.15.1. receive and assess complaints about public administration from members of the public;

3.15.2. receive and assess reports about corruption, misconduct and maladministration in public administration from the Ombudsman, the Council and public officers;

3.15.3. refer complaints and reports to inquiry agencies, public authorities and public officers in circumstances approved by the Commissioner or make recommendations as to whether and by whom complaints and reports should be investigated;

3.15.4. give directions or guidance to public authorities in circumstances approved by the Commissioner;

3.15.5. perform other functions assigned to the Office by the Commissioner.

3.16. **Public administration** is defined in section 4 of the ICAC Act and, without limiting the acts that may comprise public administration, an administrative act within the meaning of the *Ombudsman Act 1972* will be taken to be carried out in the course of public administration.

3.17. **Public administration information** means information that raises a potential issue of corruption, misconduct or maladministration in public administration.

3.18. **Public interest information** means environmental and health information, or public administration information.

3.19. **PID Act** means the *Public Interest Disclosure Act 2018*.

3.20. **Principal Officer** for the purposes of the PID Act means the Chief Executive of the Council.

3.21. **Public Officer** has the meaning given by section 4 and Schedule 1 of the ICAC Act, and includes an employee of officer of the Council;

3.22. **Relevant Authority** means the person or entity that receives an appropriate Disclosure of public interest information in accordance with the PID Act, as set out in Appendix A to this Procedure.

3.23. **Responsible Officer** is a person who has completed any training courses approved by the Commissioner for the purposes of the *Public Interest Disclosure Regulations 2019* and has been designated by the Council as responsible officer under section 12 of the PID Act.

3.24. **Victimisation** occurs when a person causes detriment to another on the ground, or substantially on the ground, that the other person (or a third person) has made or intends to make an appropriate Disclosure of public interest information.
4. Responsibilities

4.1. The Principal Officer is responsible for:

4.1.1. ensuring that one or more appropriately qualified officers or employees of the Council are designated as responsible officers of the Council for the purposes of the PID Act and undertake any training required by the Public Interest Disclosure Regulations; and

4.1.2. ensuring that the name and contact details of each responsible officer of the Council are made available to officers and employees of the council; and

4.1.3. the preparation and maintenance of this Procedure in accordance with the requirements of the PID Act and the Directions and Guidelines, in particular the Public Interest Disclosure Guidelines.

4.2. A person designated as a Responsible Officer for the Council:

4.2.1. must:

4.2.1.1. receive appropriate Disclosures relating to the Council and ensure compliance with the PID Act, and this Procedure, in relation to any such Disclosures;

4.2.1.2. make appropriate recommendations to the Principal Officer of the Council in relation to dealing with Disclosures, including any suggested changes to this Procedure or the Public Interest Disclosure Policy; and

4.2.1.3. provide advice to officers and employees of the Council in relation to the administration of the PID Act; and

4.2.1.4. complete any training courses approved by the Commissioner for the purposes of the Public Interest Disclosure Regulations; and

4.2.2. may carry out any other functions relating to the PID Act.

4.3. An employee or officer of the Council is responsible for

4.3.1. ensuring they comply with this Procedure and the Public Interest Disclosure Policy when dealing with any Disclosure; and

4.3.2. immediately referring any Disclosure of environmental and health information made to them by a member of the public, or any Disclosure of public interest information made to them by a public officer, to the Responsible Officer.
4.4. Upon receipt of a Disclosure, the Responsible Officer will deal with the Disclosure in accordance with the processes described in this Procedure, and within the authority granted by the Public Interest Disclosure Policy and the PID Act.

4.5. If an Informant believes that his/her Disclosure is not being dealt with appropriately or in accordance with this Procedure or the Public Interest Disclosure Policy, they should contact the Responsible Officer in the first instance.

4.6. The Responsible Officer may be contacted in person, by telephone or in writing. The relevant contact details are:

- Telephone 8671 0010
- Email to be determined
- Address Confidential

Responsible Officer, Public Interest Disclosure
PO Box 85
Roxby Downs SA 5725

5. Confidentiality

5.1. The identity of an Informant will be maintained as confidential in accordance with the PID Act.

5.2. A recipient of an appropriate Disclosure may only divulge the identity of an Informant where:

5.2.1. the recipient believes on reasonable grounds that it is necessary to divulge the identity of the Informant in order to prevent or minimise an imminent risk of serious physical injury or death to any person, and the identity of the Informant is then divulged to a person or authority that the recipient believes on reasonable grounds is the most appropriate authority or person to be able to take action to prevent or minimise the imminent risk of serious physical injury or death to any person;

5.2.2. the recipient has been issued with a notice from the OPI advising that the identity of the Informant is required by the OPI, in which case the recipient must disclose the identity of the Informant to the OPI;

5.2.3. doing so is necessary for the matter to be properly investigated (but only to the extent necessary to ensure proper investigation); or

5.2.4. the Informant consents to his/her identity being disclosed

5.3. The PID Act does not expressly require any other information relating to a Disclosure (including, for example, the nature of the allegations) to be maintained as confidential, but in considering whether to further disclose other information provided as part of an appropriate Disclosure the Council should be mindful of the prohibition against Victimisation in the PID Act.
5.4. An Informant may wish to remain anonymous, but in that event must ensure that the allegation is sufficiently supported by the provision of necessary details and evidence to enable the matter to be properly investigated.

6. Disclosure Process

6.1. Relevantly for the purposes of this Procedure, the PID Act provides for protection for Informants where public interest Disclosures are made:

6.1.1. by a member of the public or a public officer about environmental and health information which the Informant reasonably believes to be true or which the Informant believes may be true and is of sufficient significance to warrant Disclosure, regarding a location within the Council area of a particular council; and/or

6.1.2. by a public officer with a reasonable suspicion about public administration information regarding either a location within a Council area or a public officer who is an officer or employee of the Council.

6.2. Disclosures should generally, and wherever possible, be directed in the first instance to the Responsible Officer, who has the responsibility for receiving appropriate Disclosures relating to the Council.

6.3. However, nothing in this Procedure prevents a person from making a Disclosure to another Relevant Authority, including a Relevant Authority external to the Council. This is a choice to be made by the Informant at his/her discretion.

6.4. The following are relevant considerations for an Informant in determining where to direct a Disclosure:

6.4.1. when choosing to make a Disclosure internally, Disclosures relating to a member of council staff, including the Chief Executive (or person acting in that position), should usually be made to a Responsible Officer;

6.4.2. any Disclosure relating to a person appointed as a Responsible Officer should be made to the other person appointed as a Responsible Officer or failing this, to a Relevant Authority external to the Council (such as the OPI);

6.4.3. any Disclosure relating to public administration information about a public officer who is an officer or employee of the Council may be made to a Responsible Officer, or to the person responsible (either in fact, or as may be designated by the PID Act) for the management or supervision of the public officer the subject of the Disclosure;

6.4.4. any Disclosure relating to Maladministration or Misconduct in public administration may be reported to OPI in accordance with the ICAC Act;

6.4.5. if there is a reasonable suspicion of Corruption, or of Maladministration or Misconduct that is serious or systemic, it must be reported to the OPI in accordance with the Directions and Guidelines;
6.4.6. If a Disclosure contains allegations of Fraud or Corruption, the Informant should report the matter in accordance with the Council’s Fraud and Corruption Policy, which provides that:

6.4.6.1. if the Disclosure relates to Corruption in public administration it will be reported to the OPI; and

6.4.6.2. if the Disclosure relates to Fraud, it may be reported to the Responsible Officer or direct to SAPOL.

6.5. A Disclosure may be made in person, by telephone or in writing (either by post or email). Where a Disclosure is made by telephone, the recipient must take notes of the conversation and, where possible, should ask the Informant to verify and sign the notes.

6.6. The following steps will be taken to ensure that a Disclosure is received securely:

6.6.1. Establish a restricted access email address to receive disclosures

7. **Receipt of a Disclosure**

7.1. A flowchart outlining the Disclosure Process is at Appendix B to this Procedure.

7.2. If an employee or officer receives a Disclosure of public interest information regarding a location within the Council area, the recipient of that Disclosure will:

7.2.1. ask the Informant whether they consent to the details of their identity being provided to the Responsible Officer, and in doing so advise the Informant that a failure to provide that consent may mean that the Disclosure cannot be properly investigated; and

7.2.2. refer the Disclosure to the Responsible Officer and, in doing so, comply with the wishes of the Informant with respect to whether details of their identity may be divulged.

7.3. Upon the receipt of a Disclosure (whether directly, or by referral from an employee or officer), the Responsible Officer will:

7.3.1. immediately undertake a Preliminary Assessment in accordance with Part 8 of this Procedure; and

7.3.2. as soon as practicable thereafter, in accordance with Part 9 of this Procedure:

7.3.2.1. notify the OPI of the Disclosure; and

7.3.2.2. confirm receipt of the Disclosure with the Informant; and

7.3.3. subject to the outcome of the Preliminary Assessment, then take appropriate action, including, where required:
7.3.3.1. appointing an Independent Assessor to further investigate the Disclosure in accordance with Part 10 of this Procedure; and

7.3.3.2. notifying the Informant of the outcome of any action, including any investigation in accordance with Part 11 of this Procedure; and

7.3.3.3. notifying the OPI of the outcome of any action taken in accordance with Part 11 of this Procedure; and/or

7.3.3.4. reporting the outcome of any action taken to the Minister in accordance with Part 11 of this Procedure; and

7.3.3.5. preparing and issuing a final report to the Principal Officer in accordance with Part 12 of this Procedure.

8. Preliminary Assessment of Disclosure

8.1. Where the identity of the Informant is known to the Responsible Officer or is reasonably ascertainable, the Responsible Officer will acknowledge receipt of the Disclosure within 2 days and in doing so, will provide a copy of this Policy to the Informant.

8.2. Upon receipt of a Disclosure, the Responsible Officer will undertake a preliminary assessment to determine:

8.2.1. if the content of the Disclosure suggests there is an imminent risk of serious physical injury or death to any person or the public generally;

8.2.2. if the matter/s the subject of the Disclosure involve corruption in public administration, or serious or systemic misconduct or maladministration in public administration; or

8.2.3. if the information disclosed justifies further action, including a decision as to whether the Disclosure:

8.2.3.1. is frivolous, vexatious or trivial (in which case, no further action will be taken in relation to the Disclosure);

8.2.3.2. involves a matter which has already been investigated or acted upon by a Relevant Authority and there is no reason to re-examine the matter or there is other good reason why no action should be taken in respect of the matter (in which case, no further action will be taken in relation to the Disclosure);

8.2.3.3. requires referral to another Relevant Authority external to the Council; or

8.2.3.4. warrants referral to an Independent Assessor for a formal investigation and report to Council.

8.3. Where the Disclosure relates to public administration information about a public officer who is an officer or employee of the Council and it is made to the person responsible for the management or supervision of the public officer the subject of the Disclosure (the Supervisor), the Supervisor will conduct the Preliminary Assessment instead of the Responsible Officer, and will then report the outcome of his/her determination following the Preliminary Assessment to the Responsible Officer to action.
8.4. The Responsible Officer must report the outcome of his/her determination following the Preliminary Assessment to the Chief Executive (unless the Disclosure relates to the Chief Executive). Any report prepared in accordance with this Part will not disclose particulars that will or are likely to lead to the identification of the Informant, unless the circumstances in clause 5.2 of this Procedure apply.

8.5. Where the Responsible Officer (or Supervisor) determines that the content of the Disclosure suggests there is an imminent risk of serious physical injury or death to any person or to the public generally, the Responsible Officer (or Supervisor) must immediately communicate such information as may be necessary to mitigate that risk to the most appropriate agency (for example, South Australia Police, SafeWork SA, SA Ambulance, Environment Protection Authority). In doing so, the Responsible Officer or Supervisor must also have regard to clause 5.2.1 of this Procedure.

8.6. Where the Responsible Officer (or Supervisor) forms a reasonable suspicion that the matter/s the subject of the Disclosure involve corruption in public administration, or serious or systemic misconduct or maladministration in public administration, the Responsible Officer (or Supervisor) must comply with his/her reporting obligations under the ICAC Act in accordance with the Directions and Guidelines.

8.7. Where the Responsible Officer determines the Disclosure warrants referral to an external body or another Relevant Authority, the Responsible Officer will undertake the referral, including ensuring that such information as is necessary to enable action to be taken is communicated to the most appropriate person or relevant authority to take that action. Where the Preliminary Assessment is being undertaken by the Supervisor, the Supervisor will include this recommendation in his/her report to the Responsible Officer for the Responsible Officer to action.

8.8. Where the Responsible Officer determines the Disclosure warrants further investigation, the Responsible Officer will, having regard to available resources, appoint the Independent Assessor and refer the Disclosure to the Independent Assessor for investigation. Where the Preliminary Assessment is being undertaken by the Supervisor, the Supervisor will include this recommendation in his/her report to the Responsible Officer for the Responsible Officer to action.

8.9. Where the Responsible Officer determines the Disclosure requires any other action to ensure the matter the subject of the Disclosure is properly addressed, the Responsible Officer will include in his/her determination details of that other recommended action. Where the Preliminary Assessment is being undertaken by the Supervisor, the Supervisor will include this recommendation in his/her report to the Responsible Officer for the Responsible Officer to action.

9. Notification of Preliminary Assessment

9.1. So long as the identity of the Informant is known to the Responsible Officer or is reasonably ascertainable, the Responsible Officer will notify the Informant of the outcome of his/her determination in writing as soon as is reasonably practicable after the Preliminary Assessment has been made, and in any event within 30 days of receipt of the Disclosure. In doing so, the Responsible Officer must advise the Informant of:

9.1.1. any action that has been, or will be, taken in relation to the Disclosure; or

9.1.2. if no action is being taken in relation to the Disclosure, the reason/s why.
9.2. If the Responsible Officer fails to notify the Informant in accordance with clause 9.1 above, the Informant may be entitled to protection in relation to any subsequent Disclosure of that information to a journalist or member of Parliament in accordance with the PID Act.

9.3. If the Informant is dissatisfied with the Responsible Officer's determination, it is open to him/her to report the Disclosure to another Relevant Authority external to the Council.

9.4. As soon as reasonably practicable following the Preliminary Assessment and notification to the Informant, the Responsible Officer must use the dedicated online notification form at icac.sa.gov.au to notify OPI of the Disclosure (Initial Notification), and in doing so must ensure that the details required by Guideline 1.4 of the Public Interest Disclosure Guidelines are included in the Initial Notification.

9.5. The Responsible Officer will retain the unique reference number issued by the OPI upon making the Initial Notification, and will ensure that reference number is provided to any other person or authority to whom the Disclosure is referred.

10. Investigation Procedure

10.1. Where the Responsible Officer determines, following a Preliminary Assessment, that a Disclosure warrants referral to an Independent Assessor for a formal investigation and report to Council, the Responsible Officer will appoint an Independent Assessor in accordance with this Part to investigate the Disclosure.

10.2. The Independent Assessor will be appointed on a case-by-case basis depending on the nature of the Disclosure. The Council may prepare a list of pre-approved persons who may be appointed as an Independent Assessor in any given circumstances, in which case the Responsible Officer must have regard to this list in appointing the Independent Assessor.

10.3. The objectives of the investigation process are:

10.3.1. in appropriate circumstances, to investigate the substance of the Disclosure and to determine whether there is evidence in support of the matters raised or, alternatively, to refute the report made;

10.3.2. to collate information relating to the allegation as quickly as possible. This may involve taking steps to protect or preserve documents, materials and equipment;

10.3.3. to consider the information collected and to draw conclusions objectively and impartially;

10.3.4. to observe procedural fairness in the treatment of any person who is subject of the Disclosure; and

10.3.5. to make recommendations arising from the conclusions drawn concerning remedial or other appropriate action.

10.4. The Independent Assessor will observe the principles of natural justice throughout the investigation process. The investigation will be conducted in an efficient manner and will involve a thorough and balanced assessment of the available evidence and any other factors deemed relevant to making a fair and reasonable judgement about the matter.
10.5. Upon receipt of a Disclosure referral under this Part, the Independent Assessor will bring the fact of the Disclosure to the attention of the person who is the subject of it in writing within 5 days, and provide them with an opportunity to respond to the Disclosure within a reasonable timeframe (either in writing or in person). The full details of any allegations contained in the Disclosure need not be brought to the person’s attention if the Independent Assessor considers that doing so will compromise the investigation.

10.6. During any interview with the Independent Assessor, the person who is the subject of a Disclosure may be accompanied by any person providing support to him/her (including a lawyer) as he/she considers fit. Any costs incurred in relation to obtaining the assistance of a support person are the personal expenses of the person subject of the Disclosure. The support person is bound by a duty of confidentiality in relation to any matter discussed during such interview.

10.7. The investigation will be undertaken in confidence. So long as the identity of the Informant is known to the Responsible Officer or is reasonably ascertainable, the Independent Assessor will keep the identity of the Informant confidential unless the circumstances in clause 5.2 of this Procedure apply.

10.8. The Independent Assessor will keep the Responsible Officer informed of the expected timeframes for completion of the investigation and the provision of his/her investigation report to the Responsible Officer.

10.9. Upon finalising an investigation the Independent Assessor must prepare an investigation report to the Responsible Officer that will contain the following details:

10.9.1. the allegation(s);

10.9.2. an account of all relevant information received including any rejected evidence, and the reasons why the rejection occurred;

10.9.3. the conclusions reached and the basis for them; and

10.9.4. any recommendations arising from the conclusions, including any remedial action which should be taken by the Council.

The report is to be accompanied by:

10.9.5. the transcript or other record of any verbal evidence taken, including tape recordings; and

10.9.6. all documents, statements or other exhibits received by the Independent Assessor and accepted as evidence during the course of the investigation.

10.10. Any report prepared in accordance with this Part will not disclose particulars that will or are likely to lead to the identification of the Informant, unless the circumstances in clause 5.2 of this Procedure apply.

10.11. The Responsible Officer must take whatever action is, in his/her discretion, considered appropriate in the circumstances having regard to the matters identified in the Independent Assessor’s report.
11. Notification of Further Action

11.1. So long as the identity of the Informant is known to the Responsible Officer or is reasonably ascertainable, the Responsible Officer will notify the Informant of the outcome of his/her determination in writing as soon as is reasonably practicable after the Further Action has been taken and, in any event, within either:

11.1.1. 90 days of receipt of the Disclosure; or

11.1.2. such longer period as may be specified by written notice given by the Responsible Officer within that 90 day period.

11.2. In doing so the Responsible Officer must advise the Informant of:

11.2.1. any action that has been, or will be, taken in relation to the Disclosure; or

11.2.2. if no action is being taken in relation to the Disclosure, the reason/s why.

11.3. If the Responsible Officer fails to notify the Informant in accordance with clauses 11.1 and 11.2 above, the Informant may be entitled to protection in relation to any subsequent Disclosure of that information to a journalist or member of Parliament in accordance with the PID Act.

11.4. If the Informant is dissatisfied with the Responsible Officer’s determination or the action taken it is open to him/her to report the Disclosure to another Relevant Authority external to the Council.

11.5. As soon as reasonably practicable following the Preliminary Assessment and notification to the Informant, the Responsible Officer must use the dedicated online notification form at icac.sa.gov.au to notify OPI of the action taken in relation to the Disclosure (Further Notification) and, in doing so, must ensure that the details required by Guideline 2 of the Public Interest Disclosure Guidelines are included in the Further Notification.

11.6. If the Disclosure came to the Council by way of a referral from a Minister, the Responsible Officer must ensure that the Minister is also notified of the action taken in relation to the Disclosure, and the outcome of any such action. The Minister should be notified in accordance with this clause following the Preliminary Assessment if the Responsible Officer determines that no action is to be taken.

12. Final Report and Recommendation

12.1. Upon finalising any action required in relation to a Disclosure, the Responsible Officer must prepare a report that will contain the following details:

12.1.1. the subject of the Disclosure;

12.1.2. an account of the steps taken by the Responsible Officer in accordance with this Procedure, including, where appropriate, enclosing a copy of any Independent Assessor’s report;

12.1.3. conclusions reached as a result of the steps taken in response to the Disclosure and the basis for them; and
12.1.4. any recommendations arising from the conclusions, including any remedial action which should be taken by the Council.

12.2. Any report prepared in accordance with this Part will not disclose particulars that will or are likely to lead to the identification of the Informant, unless the circumstances in clause 5.2 of this Procedure apply.

12.3. The Responsible Officer’s Report must be provided to the Chief Executive to action as he/she considers appropriate.

12.4. The Chief Executive may, in his/her discretion, inform the Administrator, on a confidential basis, about a Disclosure in accordance with Part 7 of the Public Interest Disclosure Policy.

13. Secure Handling and Storage of Information

13.1. The Responsible Officer must ensure accurate records of an appropriate Disclosure are securely and confidentially maintained including notes of all discussions, phone calls, and interviews.

13.2. The Responsible Officer will ensure all information relating to an appropriate Disclosure is maintained as confidential and as such, will be solely responsible for the secure storage of this information, which will be stored separately from the Council’s records.

13.3. In performing his/her duties, the Responsible Officer will maintain a confidential file of information (including written documents, disks, tapes, film or other objects that contain information) that relates to a Disclosure and/or is a product of the associated investigation/reporting process. All such information will be recorded in a register which is to remain confidential and be securely stored.

13.4. In the event that a person’s appointment as a Responsible Officer is terminated, the person must provide this information to the newly-appointed Responsible Officer and having done so will continue to be bound by a duty of confidentiality in respect of an Informant’s identity and the information received as a result of the Disclosure.

13.5. Although the Responsible Officer is ultimately responsible to ensure public interest information will be securely received and stored, the security and confidentiality obligations outlined in this Part also apply to any Independent Assessor appointed pursuant to this Procedure in relation to any Investigation.

14. Protection for the Informant

14.1. Although the PID Act does not provide any protection to people who knowingly make Disclosures that are false or misleading in a material particular, an Informant who makes an appropriate Disclosure will ordinarily be protected by:

14.1.1. immunity from criminal or civil liability;

14.1.2. a prohibition on Disclosure of his/her identity, other than in limited specific circumstances;

14.1.3. a prohibition against Victimisation; and
14.1.4. a prohibition against hindering, obstructing or preventing an Informant from making an appropriate Disclosure.

14.2. A person who personally commits an act of Victimisation against an Informant is guilty of an offence and may be prosecuted.

14.3. The Council will take action as appropriate in the circumstances of the relevant Disclosure/s to protect Informants from Victimisation, and/or from being hindered or obstructed in making a Disclosure. Such action may include acting in accordance with the following risk minimisation steps:

14.3.1. Secure email accessible only by the Responsible Officer and the Chief Executive to protect the anonymity of a person making a disclosure and a secure records storage strategy for any documents

14.3.2. set out in the Public Interest Disclosure Procedure and/or referring the matter to the SA Police

14.3.3. disciplinary action by the Council or the Chief Executive (as appropriate) for any failure to act otherwise than in accordance with this Procedure or the Public Interest Disclosure Policy (including with respect to divulging the identity of an Informant) in relation to a Disclosure.

15. Availability of the Procedure

15.1. This Procedure will be available free of charge 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.
### Relevant Authorities

<table>
<thead>
<tr>
<th>Where the information relates to…</th>
<th>the relevant authority is…</th>
</tr>
</thead>
<tbody>
<tr>
<td>a public officer*</td>
<td>either:&lt;br&gt;the person who is designated by the Guidelines as being taken to be responsible for management or supervision of the public officer; or&lt;br&gt;the person who is in fact responsible for the management or supervision of the public officer; or&lt;br&gt;the relevant responsible officer (as designated by the Council in accordance with section 12 of the PID Act)</td>
</tr>
<tr>
<td></td>
<td>*as defined and set out in Schedule 1 of the Independent Commissioner Against Corruption Act 2012 - relevantly, this includes members, officers and employees of local government bodies</td>
</tr>
<tr>
<td>a public sector agency or public sector employee</td>
<td>either:&lt;br&gt;the Commissioner for Public Sector Employment; or&lt;br&gt;the responsible officer for the relevant public sector agency</td>
</tr>
<tr>
<td>an agency to which the Ombudsman Act 1972 applies</td>
<td>the Ombudsman</td>
</tr>
<tr>
<td>a location within the area of a particular council established under the Local Government Act 1999</td>
<td>a member, officer or employee of that Council</td>
</tr>
<tr>
<td>a risk to the environment</td>
<td>the Environment Protection Authority</td>
</tr>
<tr>
<td>an irregular and unauthorised use of public money or substantial</td>
<td>the Auditor-General</td>
</tr>
<tr>
<td>the commission, or suspected commission, of any offence</td>
<td>a member of the police force</td>
</tr>
<tr>
<td>a judicial officer</td>
<td>the Judicial Conduct Commissioner</td>
</tr>
<tr>
<td>a member of Parliament</td>
<td>the Presiding Officer of the House of Parliament to which the member belongs</td>
</tr>
<tr>
<td>a person or a matter of a prescribed class¹</td>
<td>an authority declared by the regulations to be a relevant authority in relation to such information</td>
</tr>
</tbody>
</table>

¹ presently, no prescribed persons or classes have been identified
<table>
<thead>
<tr>
<th>Where the information relates to…</th>
<th>the relevant authority is…</th>
</tr>
</thead>
<tbody>
<tr>
<td>public interest information - being:</td>
<td>the OPI;</td>
</tr>
<tr>
<td>environmental and health information (information that raises a potential issue of a substantial risk to the environment or to the health or safety of the public generally or a significant section of the public); or</td>
<td>a Minister of the Crown; or</td>
</tr>
<tr>
<td>public administration information (information that raises a potential issue of corruption, misconduct or maladministration in public administration)</td>
<td>any other prescribed person or person of a prescribed class</td>
</tr>
</tbody>
</table>
Appendix B

Notification Process Flowchart

- Disclosure by a public officer about public administration information - can be made to the person responsible for the supervision of the public officer that the information relates to, or the Responsible Officer.
- Disclosure by a member of the public about environmental/health information to do with a location in the council area - can be made to any member, officer or employee of that council, to then be passed on to the Responsible Officer to assess.
- Acknowledge receipt within 2 days - see Part 8 of Procedure.
- Undertaken by the Responsible Officer, or (for public administration disclosures only) by the public officer’s supervisor, to determine:
  - If an imminent risk of serious harm exists;
  - Whether there is a need to refer to OPI;
  - Whether other action is required, and if so, what.
  - For example - report risk of imminent harm to SA Police or another appropriate agency, make report to OPI, etc.
  - See Part 8 of Procedure.

- Notify informant - preliminary assessment outcome of action:
- Must be done within 30 days of the disclosure being made (s7(1)(b)) - see Part 9 of Procedure.
- Include details of the action that has been, or will be, taken.
- Alternatively, if no action will be taken, advise why.

- Notify OPI about disclosure:
- As soon as reasonably practicable.
- Use the online notification form at icac.sa.gov.au.
- Must include the details specified in Guideline One - see Part 9 of Procedure.

- Take action:
- May include undertaking investigations, or referring to another relevant authority - see Part 10 of Procedure.
- Must be done within either 90 days of the disclosure being made, or such longer period as specified by written notice given within that 90 day period (s7(3)(a)) - see Part 11 of Procedure.
- Include details of the outcome of the action taken.

- Notify OPI - outcome of action:
- Use the online notification form at icac.sa.gov.au.
- Must include the details specified in Guideline Two - see Part 11.6 of Procedure.

- If applicable, notify Minister (re outcome of action):
- Only applicable if the initial disclosure came from/via a Minister (s7(5)(b)(ii)) - see Part 11 of Procedure.
REPORT FOR ORDINARY COUNCIL MEETING

Meeting Date: Wednesday 31 July 2019
Title of Report: Memorandum of Understanding (MoU) for the Wildlife Hotline

1. Purpose

The purpose of the MoU is to clearly define the roles and represent a non-binding agreement between the Municipal Council of Roxby Downs, Arid Recovery and the Community Board to support the operation of the Roxby Downs Wildlife Hotline.

2. Recommendation

That Council endorse and sign the agreement as presented.

3. Background

The Roxby Downs Wildlife Hotline is an initiative of the Roxby Downs Environment Forum and is supported by the resources of Arid Recovery and the Council. $6000 per annum is provided by the Council to Arid Recovery to provide administrative support to the Wildlife Hotline. This is a fixed amount for a three year period (to 31 December 2020). This is detailed in the resource agreement signed by Arid Recovery on 19 February 2018.

Historically there has existed some ambiguity regarding roles and responsibilities of each party to the agreement. The MOU seeks to clarify roles and expectations of the Council, Arid Recovery and the Community Board (on behalf of the Environment Forum).

4. Discussion

5. Policy Implications

5.1 Financial/Budget

Nil

5.2 Resources

Nil

5.3 Legal and Risk Management

Nil

6. Report Consultation

Roy Blight - Chief Executive, Roxby Downs Council
Arid Recovery
Roxby Downs Community Board Inc

7. Attachments

Memorandum of Understanding to be signed. Three copies one for each party.

8. Report Authorisers

Nikki Hamilton
Environment and Townscape Projects Officer
MEMORANDUM OF UNDERSTANDING

Between Municipal Council of Roxby Downs (ABN 68 284 130 046)
Arid Recovery (ABN 62 135 841 904) and
Roxby Downs Community Board Inc. (ABN 77 462 963 468)

July 2019

PURPOSE

This MOU represents a non-binding agreement between the Municipal Council of Roxby Downs ("Council"), the Roxby Downs Community Board Inc. and Arid Recovery to support the operation of the Roxby Downs Wildlife Hotline. The Wildlife Hotline comprises a group of volunteers who make themselves available to retrieve and care for injured wildlife, relocate dangerous wildlife and connect with the community on living with wildlife in the Roxby Downs environment.

The Council is the local government authority responsible for managing the town of Roxby Downs. The Roxby Downs Community Board is a not-for-profit incorporated association with a community development focus which operates a subcommittee responsible for environmental initiatives (known as the Roxby Downs Environment Forum). Arid Recovery is a not-for-profit conservation reserve with an active research program north of Olympic Dam.

BACKGROUND

The Wildlife Hotline is an initiative of the Roxby Downs Environment Forum and is supported by the resources of Arid Recovery and the Council.

ROLES OF GROUPS

The Council will:

- Provide financial support to Arid Recovery over a three year period for a fixed amount to provide administration support to the Wildlife Hotline. This is detailed in the resource agreement signed by Arid Recovery on 19 February 2018.
Arid Recovery will:

- Advertise, hire and host an administrative support position for the Wildlife Hotline as supported by a three-year resource agreement with the Council until 31 December 2020 to employ a person part-time.
- The Wildlife Hotline administrator role involves:
  - Applying for and maintaining permits & licensing
  - Volunteer rostering
  - Organising volunteer training in snake handling, first aid etc.
  - Organise community awareness sessions for snake handling
  - Management of the Wildlife Hotline phone
  - Source funding opportunities
  - Prepare grant applications on behalf of the Roxby Downs Environment Forum
  - Marketing/ fundraising
  - Reports (annual report, reports to the Council and any necessary grant reports)
- Cover Wildlife Hotline volunteers under Arid Recovery insurance.

Roxby Downs Environment Forum will:

- Provide support to the Wildlife Hotline where possible, including:
  - Assist with marketing and promoting the Wildlife Hotline
  - Assist with fundraising
  - Source funding opportunities
  - Prepare grant applications
  - Provide a sounding board for the Wildlife Hotline.

Roxby Downs Community Board will:

- Hold and manage Wildlife Hotline finances.

All groups will:

- Seek to support the continuation of the Wildlife Hotline through fundraising, promotion and raising awareness of the initiative

GENERAL CONDITIONS

This MOU will cover the period from 4th July 2019 to 31 December 2020

This MOU will be reviewed by all parties at the request of either party or after 1.5 years, whichever occurs first.

CONTACTS

Council contact: Anni Giles – Environment & Townscapes Project Officer

Arid Recovery contact: Dr Katherine Tuft, Arid Recovery

Community Board contact: Charles Nzama, Chairperson
AUTHORISATION

Municipal Council of Roxby Downs

Name: Roy Blight
Title: Chief Executive
Signed: Date:

Arid Recovery

Name: Dr Katherine Tuft
Title: General Manager, Arid Recovery
Signed:  Date: 5.7.19

Roxby Downs Community Board Inc

Name: Charles Nzama
Title: Chairperson
Signed: Date:
Meeting Date 31 July 2019
Title of Report Six Month Report Card January – June 2019

1. 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 January to June 2019 period.

2. Recommendation


3. Background

The purpose of the Report Card is to provide an ongoing and timely report to the community and interested stakeholders about the work of the Council in providing services and facilities.

4. Discussion

A review of all areas of Council was undertaken. The review attached to this report provides a summary of highlights in each area of Council, as well as ongoing projects for the first half of 2019.

5. Policy Implications

5.1 Financial/Budget
Nil

5.2 Resources
Nil

5.3 Legal and Risk Management
Nil

6. Report Consultation
Senior Management Team
Chief Executive

7. Attachments
Six Month Report Card January–June 2019

8. Report Author
Juliette Demaine
Communications and Engagement

9. Report Authorisers
Roy Blight
Chief Executive
SIX MONTH REPORT CARD

January - June 2019
Welcome to the fourth edition of Roxby Council’s Six Month Report Card series.

The Six Month Report card initiative was first introduced for the July–December 2017 period. It illustrates our ongoing commitment to inform the community and other 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.

Roxby Council are very pleased to report that an interim external audit completed in this six months confirmed no material issues or concerns with Council’s financial reporting to date.

This edition provides a snapshot of Council highlights during the period January to June 2019.

This document also reports on a number of projects which are already underway and will, as they are progressively implemented, contribute to the economic and community wellbeing of Roxby Downs.

Many of these activities are reported upon as they transpire via the Roxby Council website, Roxby Council and Roxbylink Facebook pages, and via a Council meeting highlights video published online. Radio segments on RoxFM and FlowFM are also utilised as a key way of communicating progress and achievements.

The Six Month Report Card represents a succinct and easy-to-read summary of these highlights.

Council are interested in your feedback regarding this Six Month Report Card. Please feel free to provide comments and suggestions by emailing us at: consultation@roxbycouncil.com.au
Council engaged a specialist company, LCS Landscapes, to design the nature based play space to be developed on the site of the Hermit Street playground. LCS conducted a site visit and discussed concepts around access to the playground for people with disabilities, the use of local resources, and featuring durable and sustainable materials to meet the harsh demands of the Roxby Downs climate.

The Hermit Street nature play space development is a combined project with the Emu Walk upgrade. Elements completed during the first half of 2019 include:

- Construction of a concrete footpath along the road boundary of Blanche Court (providing users with a safe route from Gregory Street to the Emu Walking Trail).
- Upgrades to the entrances of the Emu Walk began at the Community Garden, with existing pine bollards removed, a new wire fence installed and planting of a native Westringia hedge.

Upgrade of the Lions Park playground and surrounding areas commenced and includes:

- Extension of the grassed area (at the rear of the Bowling Club).
- Replacement of all timber retaining walls with recycled plastic.
- Upgrades to the bins and shelter.
- Installation of three new table settings and a drinking fountain.
- Associated paving.

Completion of the upgrade of Rotary Park with installation of a barbecue area, toilets with lighting, and upgraded shaded seating and table area.
In collaboration with the University of Wollongong, Australian Power Quality and Reliability Centre, Council commenced an investigation into renewable energy generation for Roxby Downs. The research will provide recommended strategies for continued provision of a reliable, safe, quality and cost effective Roxby Power network.

- The research has involved extensive data analysis and modelling of rising voltage mitigation solutions.

Council’s strategic focus upon asset management is improving through:

- Traffic counters placed on key town roads to capture data regarding usage. The data will underpin road maintenance planning and also support applications to the State Government for local roads grants.
- Ongoing development into the adoption of a systems and data analysis asset management platform to better manage assets.

We are investigating strategies for improving aeration in the town’s three primary and two secondary sewer lagoons. Blue green algal problems are being addressed to reduce ongoing maintenance issues. Options being considered must be both cost and environmentally sustainable – potential for solar and/or wind powered solutions.

Scheduled horticulture/townscape works to prune trees and foliage overhanging residential properties, roads and infrastructure. Removing or significant pruning of hazardous trees.

Audit of the town irrigation systems; identifying and prioritising repairs and maintenance in preparation for spring townscape plantings and renewal.
LIFESTYLE & SPORT

- Roxbylink stadium 2 ramp replaced due to aging concerns. The new ramp meets Disability Discrimination Act requirements and will provide safe and secure access to the stadiums by the community and education partners for the foreseeable future.

- Auditorium stage lighting system replaced. The new system brings Roxbylink up to the minimum standard for stage infrastructure required for small to medium shows.

- Main Oval fencing complete.

- Netball Court Two lights replaced with LED's due to age and difficulties sourcing replacement parts. These lights provide a wider spread of light thus reducing shadows and are more cost efficient.

- New projector and screen in the auditorium to replace the dilapidated stage screen.

- Leisure Centre repainted.

- Squash court refurbishment complete. The works included repairs to the existing walls and roof due to general wear and tear. The refurbished courts are expected to last for another 15 years with only minor maintenance.

- Removable steps acquired for the indoor pool to replace the chair lift.
Roxbylink hosted a wide range of events and functions throughout January to June 2019 period including:

- A Community Reception hosted by the Administrator for the Governor of South Australia, His Excellency the Honourable Hieu Van Le AC and Mrs Lan Le, visit to Roxby Downs.
- Big Tops and Tiny Tots circus show (121 attendees)
- MEGT Apprentice Awards Night (84 attendees)
- Co-Opera performance of Mozart, Gershwin and other classic musical pieces (31 attendees)
- Black Screen Short Film Festival (25 attendees)
- BHP Leaders Day (170 attendees)
- Isaac Lomman’s Hypnosis (70 attendees)
- Kaput! – A family show of acrobatics, slapstick and more (80 attendees)

Art exhibitions in the Roxbylink gallery:
- ‘From the Desert to the Sea’ – Dave Kovac
- ‘Conversations with Myself’ – Monte Clements
- ‘Grounded in Truth’ – NAIDOC Committee

Upcoming Projects:
- Replacement of indoor and outdoor pool filter media.
- Installation of walkway from the indoor pool to the toilets.
- Replacement of Roxbylink lighting with energy efficient LED’s.
- South Australian Living Artists (SALA) Festival
- Development of the multipurpose pump track
Roxby Downs is a young, vibrant community and we celebrate diversity and culture in many ways. Council continued to support local groups in acknowledging and celebrating our community.

- Australia Day event and awards which had over 600 attendees.
- The ‘Community Foodies’ launched a local Breakfast Club in Term 2 of the school year. Total attendance for Term 2 was 101 school aged children.
- Sincere thanks to members of Scouts SA, Roxby Downs and the local community for their great work collecting rubbish around town on Clean Up Australia Day.
- Happy Healthy Expo – over 500 attendees.
- National Reconciliation Week event and art exhibition.
- Local youth worked with volunteers to upgrade the local skate park. Culminating in an SA Youth Week launch of the newly painted park – over 300 attendees.
- In collaboration with the City of Tea Tree Gully a Youth Leadership Group facilitated a one day conference with Roxby Downs Area School year 8-10 students.
- A range of other youth focussed programs and events including:
  - Digital media and DJ workshops
  - Learners Permit Study groups
  - Pool party evening
  - Footy and pizza nights
- Stage 1 of the Roxby Community Library upgrade was completed with replacement of library furniture that was deteriorating. Over 9,000 general library space users were recorded within the January to June 2019 period.
ENGAGEMENT & MEDIA

The January to June 2019 period saw the implementation and completion of two significant community consultations:

- The proposed upgrade of the Richardson Place public facilities: 72 survey responses from the community. Identified community preferences for design, configuration and safety/security.

- The Draft Annual Business Plan and Budget 2019-20: outlines Council’s priorities and program of works for the next 12 months. Allocating funding for key projects and services, and demonstrates how rates are invested. The consultation included a Facebook Live session and two community information sessions.

- Social media and the Roxby Council website continue to engage an increasing number of users. Roxbylink Instagram is also steadily increasing followers. The next six months will see the introduction of a Roxby Council Instagram feed.

- In May 2019 the first edition of local newspaper, The Roxby Downs Chronicle, was published by Fairfax Media. The Roxby Council publish a full page of Council news, events and important dates in each monthly edition.

Council in collaboration with BHP Olympic Dam, commissioned local videographer Travis Hague (Lonely Oak Films & Imaging) to develop ‘Living in Roxby Downs’, a video showcasing everything Roxby Downs has on offer for residents, tourists and impending residents. The Living in Roxby Downs video was launched on 30 May 2019 and subsequently posted on Council’s You Tube page and shared on Facebook.

The video has been viewed over 4,500 times on YouTube, reached 1,355 people on Facebook with over 650 reactions.  

https://www.youtube.com/watch?v=YjAjp0peEhl&t=7s
### JANUARY TO JUNE 2019

<table>
<thead>
<tr>
<th></th>
<th>Power Connections (new supply)</th>
<th>Power Vacating (moving within town)</th>
<th>Power Final (leaving town)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan-June 2019</td>
<td>183</td>
<td>68</td>
<td>176</td>
</tr>
<tr>
<td>Jan-June 2018</td>
<td>192</td>
<td>104</td>
<td>219</td>
</tr>
</tbody>
</table>

#### Water use

<table>
<thead>
<tr>
<th></th>
<th>Roxby Downs Business *</th>
<th>Residential</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan-June 2019</td>
<td>41,918kL</td>
<td>244,271kL</td>
</tr>
<tr>
<td>Jan-June 2018</td>
<td>41,174kL</td>
<td>251,635</td>
</tr>
</tbody>
</table>

*business premises within the Roxby Downs town area and includes the light industrial area north of the BP Service Station on Olympic Way.

#### Kerbside collection (Tonnes)

<table>
<thead>
<tr>
<th></th>
<th>General Waste</th>
<th>Recycling</th>
<th>Green Waste</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan-June 2019</td>
<td>453</td>
<td>101</td>
<td>34</td>
</tr>
<tr>
<td>Jan-June 2018</td>
<td>457</td>
<td>90</td>
<td>32</td>
</tr>
<tr>
<td>Jan-June 2017</td>
<td>391</td>
<td>78</td>
<td>43</td>
</tr>
</tbody>
</table>

#### Traffic Volumes

<table>
<thead>
<tr>
<th></th>
<th>Olympic Way</th>
<th>Callana Road</th>
<th>Axehead Road</th>
<th>Pioneer Drive</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peak 24 Hrs</td>
<td>3981</td>
<td>1492</td>
<td>1029</td>
<td>2407</td>
</tr>
<tr>
<td>Average Daily</td>
<td>3356</td>
<td>919</td>
<td>876</td>
<td>2139</td>
</tr>
<tr>
<td>Peak Hour AM</td>
<td>588</td>
<td>142</td>
<td>115</td>
<td>290</td>
</tr>
<tr>
<td>Peak Hour PM</td>
<td>554</td>
<td>156</td>
<td>127</td>
<td>333</td>
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</tbody>
</table>
REPORT FOR ORDINARY COUNCIL MEETING

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>31 July 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title of Report</td>
<td>Chief Executive Report</td>
</tr>
</tbody>
</table>

1. **Purpose**

   To provide Council with an update from the Chief Executive since 26 June 2019.

2. **For Information**

   2.1 **Regional Development Strategy**

   On 18 July, Council staff met with Mark Sutton, Chair of RDA Far North and General Manager of the Outback Communities Authority and Tony Vaughan, RFDS CEO who are holding consultations on behalf of the State Government regarding the potential development of a regional development strategy. Some of the ideas discussed were the activation of idle State Government owned assets (for example, the old police station on Richardson Place), the mixed messaging around TAFE and importance of it staying in Roxby, and the removal of the remote area vehicle registration tax. The feedback was well received. Council looks forward to seeing the outcome of the consultations with the development of a coherent and progressive regional development strategy.

   2.2 **BHP Accommodation Village**

   Council staff have attended BHP’s community consultations regarding the potential development of a new accommodation village. BHP are currently looking at two location options: south of the golf course, and adjacent to the industrial estate on Olympic Way. They are also considering whether it would be best to make the village permanent or temporary. Council will continue to take part in further discussions.

   2.3 **Local Voices**

   The CSIRO’s Local Voices project commenced in March. The initial Anchor survey has been completed. The data has been assembled, and it is expected that feedback will be available towards the end of July/early August.

   2.4 **Graffiti Outbreak**

   There has been a recent spate of random graffiti vandalism in the town. These incidents have been photographed for records purposes and reported to SAPOL for investigation. Enquiries are continuing and Council will seek to recover costs of remediation from the perpetrators. The cost of graffiti removal is high and is an unwelcome burden for the community. Once recording and investigations have been completed, the standard procedure will be for the graffiti to either be removed or painted over.
An awareness campaign is underway to alert the community and to seek early reports on incidents of graffiti vandalism to increase the chances of catching the alleged perpetrators and to reduce the amount of air time the graffiti achieves. Reports of graffiti vandalism can be made directly to the Council office during office hours, or to the Council’s emergency after-hours contacts.

2.5 Human Resources

**Appointments**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ines Badman</td>
<td>Casual Multi Skilled Officer</td>
<td>Lifestyle &amp; Sport</td>
</tr>
<tr>
<td>Jasmine Tovakuta</td>
<td>Casual Multi Skilled Officer</td>
<td>Lifestyle &amp; Sport</td>
</tr>
<tr>
<td>Diana Rosada</td>
<td>Casual Multi Skilled Officer</td>
<td>Lifestyle &amp; Sport</td>
</tr>
<tr>
<td>Lauren Herring</td>
<td>Casual Multi Skilled Officer</td>
<td>Lifestyle &amp; Sport</td>
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</table>

**Departures**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department</th>
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<tbody>
<tr>
<td>Brooke McDonald</td>
<td>Casual Multi Skilled Officer</td>
<td>Lifestyle &amp; Sport</td>
</tr>
<tr>
<td>Dan Zheng</td>
<td>Asset Administration and GIS Officer</td>
<td>Essential Services &amp; Assets</td>
</tr>
<tr>
<td>Kasey Duurland</td>
<td>Casual Multi Skilled Officer</td>
<td>Lifestyle &amp; Sport</td>
</tr>
</tbody>
</table>

3. Report Authoriser

Roy Blight
Chief Executive
REPORT FOR ORDINARY COUNCIL MEETING

Meeting Date 31 July 2019
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 1 May 2019 to 22 July 2019.

- 692/028/18
- 692/010/19

3. Attachments
Development Register

4. Report Authorisers
Danielle Moore
Governance Support
# DEVELOPMENT APPLICATION SYSTEM

## MONTHLY COUNCIL REPORT OF BUILDING APPROVALS

**Month** 1/05/2019  To  22/07/2019  
**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>692/028/18</td>
<td>Heath Mynhart</td>
<td>Heath Mynhart</td>
<td>86 Pioneer Drive</td>
<td>Shed and Pergola</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Roxby Downs 5725 SA</td>
<td>Valuation $25000.00</td>
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<tr>
<td></td>
<td></td>
<td></td>
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<td>Floor Area 109.50</td>
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</table>

<table>
<thead>
<tr>
<th>Ward :</th>
<th>Type of Building :</th>
<th>Alteration and/or Additions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Owners Name &amp; Address :</th>
<th>H B &amp; K M MYNHART 86 Pioneer Dr Roxby Downs SA 5725</th>
</tr>
</thead>
</table>

<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>
</tr>
</thead>
<tbody>
<tr>
<td>692/010/19</td>
<td>Chad Oldfield</td>
<td>Chad Oldfield</td>
<td>8 Frome Street</td>
<td>Industrial Building Extension - Shed</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Roxby Downs 5725 SA</td>
<td>Valuation $17000.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Floor Area 135.00</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Ward :</th>
<th>Type of Building :</th>
<th>Alteration and/or Additions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Owners Name &amp; Address :</th>
<th>BHP Billiton Olympic Dam Corp Pty Ltd 55 GRENFELL St Adelaide SA 5000</th>
</tr>
</thead>
</table>