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 27 MARCH 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

22 March 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 27 February 2019 be confirmed as a true and accurate record of proceedings.

3. Adoption of Council Resolutions

3.1 Upgrade of Hermit Street Playground – Stage 2

3.2 Far North Local Government Funding Agreement

3.3 Nomination for Zone Emergency Management Committee

3.4 Review of Privacy Policy

3.5 Review of Volunteer Management Policy

3.6 Review of Food Hygiene Policy

3.7 Review of Utility Charges – Internal Policy

3.8 Review of Healthy Eating Roxbylink Dunes Café & Kiosk

3.9 Review of Dog and Cat Registrations Policy

4. Reports for Information

4.1 Development Act Section 56A(27)

4.2 Chief Executive’s Report

4.3 Development Application Decisions

5. Community Presentations, Petitions and Deputations

Nil

6. Next Meeting

The next Ordinary Council Meeting is scheduled for Wednesday 17 April 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

MUNICIPAL COUNCIL OF ROXBY DOWNS

Meeting Date & Time

Ordinary Council Meeting

Wednesday 27 February 2019 at 4:00pm

Location

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

Present

Geoff Whitbread (Administrator)

Staff Present

Michelle Hales (Group Manager Governance & Community), Stuart Edwards (Group Manager Essential Services & Assets), Drew Ellis (Group Manager Corporate Services), Tony Weir (Group Manager Lifestyle & Sport), Kerrie Thomas (Executive Support)

Apologies

Roy Blight (Chief Executive)

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

3. Council Business

3.1 Six Month Review July – December 2018

PURPOSE: To be transparent with the community and provide information on what Council achieved between July – December 2018, and its ongoing projects and plans for the first half of 2019.

RESOLVED: That Council endorses the report for public release and it be published on Council’s website.

3.2 Second Quarter Budget Review


RESOLVED: That Council adopt the report as recommended by the Audit Committee at its meeting on 22 February 2019.

3.3 Budget Development Timeline

PURPOSE: To consider a development timeline for the 2019-2020 Annual Business Plan and Budget.
RESOLVED: That Council adopt the proposed timeline as recommended by the Audit Committee at its meeting on 22 February 2019.

3.4 2019/2020 Budget Assumptions

PURPOSE: To advise Council of initial assumptions shaping the preparation of the 2019/2020 budget, and to serve as a planning document for the budget process that is ongoing.

RESOLVED: That Council adopt the initial assumptions behind the preparation of the 2019/2020 budget as determined to be sound and reasonable by the Audit Committee at its meeting on 22 February 2019.

3.5 Electricity Bad Debts

PURPOSE: To advise Council of an intended clean-up of historic electricity bad debts.

RESOLVED: That Council authorise the writing off as unrecoverable historic electricity bad debts as recommended by the Audit Committee at its meeting on 22 February 2019.

3.6 Freedom of Information Statement


RESOLVED: That Council adopts the Freedom of Information Statement 2019, as presented and it be published on Council’s website.

3.7 Review of Authorised Officers

PURPOSE: To provide Council with the details of employees appointed as authorised officers.

WITHDRAWN: The report was withdrawn to enable further consultation with the Chief Executive.

3.8 Essential Street Tree Works

PURPOSE: To provide Council with details of essential street tree works, including removal of three (3) street trees deemed to be a risk to infrastructure and private property.

RESOLVED: Council notes the report.

3.9 Request for Concession of Fees, Scouts Australia (SA)

PURPOSE: To consider a submission by the Scouts Australia (SA) for a reduction of fees payable in respect of costs applicable to the lodgement for the establishment of a new Scout Hall at Roxby Downs.

RESOLVED: That in recognition of the not for profit status of Scouts Australia (SA) and their contribution to the development and wellbeing of youth within the Roxby Downs Community, Council approves a reduction of fees payable equivalent in
respect of the Development Application, to the total fees applicable less those amounts remitted by Council to the State Government/agencies and service providers involved in the assessment of the application.

3.10 105.5 RoxFM Progress Report

PURPOSE: To receive the 105.5 RoxFM report of annual activities for 2018.

RESOLVED: That Council receives and notes the RoxFM acquittal report for 2018.

3.11 Review of Gifts and Benefits Policy

PURPOSE: To review and adopt the new Gifts and Benefits Policy.

RESOLVED: That Council adopts the Gift and Benefits Policy as presented and publishes it on the Council’s website.

3.12 Review of Library Conditions of Use Policy

PURPOSE: To review and adopt the Library Conditions of Use Policy.

RESOLVED: That Council adopts the Library Conditions of Use Policy as presented and publishes it on the Council’s website.

3.13 Review of Procurement Policy

PURPOSE: To review and adopt the Procurement Policy.

RESOLVED: That Council adopt the Procurement Policy as presented and publishes it on Council’s website.

3.14 Review of Street Tree Policy

PURPOSE: To undertake a periodic review of the Street Tree Policy.

RESOLVED: That Council adopts the Tree Policy as presented and publishes it on the Council’s website.

3.15 Naming of Roads and Public Places Policy

PURPOSE: To adopt the Naming of Roads and Public Places Policy.

RESOLVED: That Council adopts the Naming of Roads and Public Places Policy as presented and publishes it on the Council’s website.

4. Reports for Information

RESOLVED: The Council receive and notes the following reports:

- Chief Executive Report
- Development Application Decisions
- Grant Register
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 27 March 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 4:36pm.

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Geoff Whitbread  
Administrator  
27 March 2019
REPORT FOR ORDINARY COUNCIL MEETING

Meeting Date 27 March 2019
Title of Report Upgrade of Hermit Street Playground – Stage 2

1. Purpose

To provide a progress update at the Hermit Street Playground redevelopment.

2. Recommendation

That Council

1. Endorses the proposed project plan for the redevelopment of the Hermit Street Playground into a nature play space;

2. Approves the procurement process to select a suitably qualified design and construct specialist for the Hermit Street nature play space; and

3. Authorises the Chief Executive to approve the contract with LCS Landscaping to provide design and construction of the Hermit Street nature based play space, provided it is within budget.

3. Background

Roxby Council has obtained supporting funds through the State Government of South Australia to enhance the 3km Emu Walk Trail and redevelop the Hermit Street Playground located within Roxby Downs as part of the development.

A Project Control Group meeting was held in July 2018 which resulted in the establishment of a Community Reference Group to assist with the planning and decision making.

Invitees to the Community Reference Group (CRG) included representatives from:

- Arid Recovery
- BHP
- Community Hub
- Community Forum
- Roxby Council

Following site visits and CRG meetings during September and October 2018, variations to the scope of the Emu Trail project were proposed, which included:

- Amendment to lookout area with bench seating and interpretive signage
- Re-distribution of allocated funds to enhance Hermit Street development works

The Hermit Street Playground development was put out to community consultation (stage 1) in November 2018, and the results were reported at the 19 December 2018 Council meeting.

A design brief was provided to three (3) recognised and acknowledged nature based play space design specialists to provide quotations for a design which incorporates elements requested in the community consultation.

Evaluation of the proposals received included reference checking of similar works carried out in regional areas.
LCS Landscapes have extensive experience in design and construction of similar works, summarised in the below table:

<table>
<thead>
<tr>
<th>Location</th>
<th>Project delivered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alexandrina Council</td>
<td>Play space at Bristow Smith Reserve</td>
</tr>
<tr>
<td>City of Holdfast Bay</td>
<td>Glenelg Foreshore playspace</td>
</tr>
<tr>
<td>West Torrens Council</td>
<td>Construction of Weigall Reserve</td>
</tr>
<tr>
<td>Adelaide Zoo</td>
<td>Nature based playground</td>
</tr>
<tr>
<td>Adelaide</td>
<td>Marshmallow Park nature playspace</td>
</tr>
<tr>
<td>Adelaide CBD</td>
<td>Bonnython Park playspace</td>
</tr>
<tr>
<td>Oak Valley Regional Projects</td>
<td>Nature based space</td>
</tr>
<tr>
<td>Goodwood Primary School</td>
<td>Nature based space under construction</td>
</tr>
<tr>
<td>Cradock Hotel</td>
<td>Nature based play space designed</td>
</tr>
</tbody>
</table>

Since the design and construction of nature based play spaces is a specialist field, it is proposed to appoint LCS Landscapes to provide design and construction services for the nature based play space.

Indicative pricing shows that the work can be completed within existing approved budget.

4. Discussion

Council staff involved in managing the project includes:

- Superintendent Asset Services
- Environment & Townscape Projects Officer
- Group Manager Essential Services & Assets

A summary of the Project Plan is included in the figure below:

<table>
<thead>
<tr>
<th>Milestone Description</th>
<th>Start Date</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Closure – Fencing</td>
<td>12 March 2019</td>
<td>Completed</td>
</tr>
<tr>
<td>Site Clearance</td>
<td>29 March 2019</td>
<td>14 April 2019</td>
</tr>
<tr>
<td>Award Project to Designer</td>
<td>29 March 2019</td>
<td>29 March 2019</td>
</tr>
<tr>
<td>Designer Site Visit</td>
<td>15 April 2019</td>
<td>15 April 2019</td>
</tr>
<tr>
<td>Finalise Concept Plan Design</td>
<td>06 May 2019</td>
<td>10 May 2019</td>
</tr>
<tr>
<td>Present Final Concept Plan Council for approval</td>
<td>29 May 2019</td>
<td>29 May 2019</td>
</tr>
<tr>
<td>Commence construction</td>
<td>03 June 2019</td>
<td>28 June 2019</td>
</tr>
<tr>
<td>Inspection and handover</td>
<td>01 July 2019</td>
<td>01 July 2019</td>
</tr>
</tbody>
</table>

5. Policy Implications

5.1 Financial/Budget

A total of $401,000.00 has been budgeted for the Emu Walk Project which includes an estimated $185,000.00 on the Hermit Street Nature Play redevelopment.

5.2 Resources

In addition to the Project Management team, involvement from the Communications and Engagement Officer will be required throughout the project. Additionally the Townscape Maintenance Supervisor will be involved in conducting site inspections as the project progresses.

5.3 Legal and Risk Management

Project risks will be identified via scheduled inspections, regular meetings and reviews. The Project Management team will follow and implement processes as specified in Roxby Council’s policies and procedures. Risk assessments and mitigation plans will be communicated within progress reports to the Project Control Group and to the client and key stakeholders.
6. **Report Consultation**

   Environment & Townscape Officer  
   Superintendent Asset Services  
   Supervisor Townscape Maintenance  
   Communications

7. **Report Authorisers**

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

Meeting Date: 27 March 2019
Title of Report: Regional Development Australia Far North Local Government Funding Agreement

1. Purpose

To consider the renewal of the Funding Agreement with Regional Development Australia Far North Incorporated (RDAFN), commencing 1 July 2019 and expiring 30 June 2023. The purpose of the agreement with RDAFN is to facilitate economic development outcomes in the Roxby Downs Council region.

2. Recommendation

1. That Council enter into the Funding Agreement with Regional Development Australia Far North Incorporated, commencing 1 July 2019 and expiring 30 June 2023

2. The Administrator and Chief Executive be authorised to sign the Funding Agreement on behalf of Council.

3. Background

Regional Development Australia (RDA) is a national network of 55 committees throughout Australia with the purpose of bringing together all spheres of government to support the development of regional Australia. The network is principally funded by the Australian Government and constituent local government authorities. RDAs are administered by the Federal Department of Infrastructure and Regional Development.

The current Funding Agreement expires on 30 June 2019. This agreement commenced on 1 July 2016.

4. Discussion

The purpose of this agreement is to contribute funds to RDAFN, to facilitate economic development outcomes in the Roxby Downs Council Region, in providing support services to local businesses.

The main focus of the work of RDAFN is through direct contact with individual business and collaboration with the Business Forum established under the auspices of the Roxby Downs Community Board.

5. Policy Implications

5.1 Financial/Budget

The proposed contribution rate for Roxby Downs Council for 2019/20 is $18,500.00 ex GST ($18,305.63 ex GST for 2018/19) per year with each subsequent financial year of the funding period increasing by CPI and applied to the funding amount of the previous financial year.

5.2 Resources

Regular communication with RDAFN on local issues.
5.3 Legal and Risk Management

Council signs in good faith that they will remain a signatory for the entire agreed term.

6. Report Authorisers

Roy Blight
Chief Executive
REPORT FOR ORDINARY COUNCIL MEETING

Meeting Date 27 March 2019
Title of Report Nomination for Zone Emergency Management Committee

1. Purpose

To make nominations for the Zone Emergency Management Committee.

2. Recommendation

That Council nominate Mr Stuart Edwards, Group Manager Essential Services and Assets as Council’s representative and Mr Roy Blight, Chief Executive as Council’s deputy representative to the Zone Emergency Management Committee.

3. Background

Emergency management in South Australia is managed by National and State strategies, plans and legislation which help everyone to work together to minimise the impact of disasters and emergencies.

Public and private sector work together to help plan, prepare for, respond to and recover from emergencies.

4. Discussion

In line with the provisions of Section 8(d) of the Local Government Act 1999, local government must give due weight to the State Emergency Management Plan (SEMP), and align their plans and activities to the objectives and strategies described herein.

At a strategic level, a key role is through Zone Emergency Management Committees (ZEMC). There are 11 of these across South Australia with key representatives from local government. These committees meet quarterly and report through to the State Mitigation Advisory Group.

Disaster/incident response falls under the Essential Services and Assets portfolio. Accordingly is it recommended that Stuart Edwards, Group Manager Essential Services and Assets be Council’s representative and Roy Blight, Chief Executive be Council’s deputy representative to the Zone Emergency Management Committee.

5. Policy Implications

5.1 Financial/Budget

No additional financial commitment for participation.

5.2 Resources

Participation in Zone Emergency Management Committee meetings and actions arising therefrom.

5.3 Legal and Risk Management

Engagement with Emergency Management stakeholders to facilitate response/recovery in the event of local emergency situations.
6. Report Authorisers

Roy Blight
Chief Executive
REPORT FOR ORDINARY COUNCIL MEETING

Meeting Date 27 March 2019
Title of Report Review of Privacy Policy

1. Purpose
   To review and adopt the updated Privacy Policy.

2. Recommendation
   That Council adopts the Privacy Policy as reviewed and publishes it on the Council’s website.

3. Background
   Council policies are regularly reviewed to ensure that they are up to date and reflect the current operating environment. The Privacy Policy is now due for this periodic review.

   Currently there is no privacy legislation to regulate the manner in which personal information is collected, stored and shared that applies to councils in South Australia. In response the SA Department of Premier and Cabinet has issued a Cabinet Administrative Instruction PC012 (dated 6 February 2017) relating to Information Privacy Principles under the Commonwealth Privacy Act 1988. These Information Privacy Principles help guide decision making and have been applied by councils throughout South Australia as the benchmark for best practice. This is the approach taken with Council’s Privacy Policy.

4. Discussion
   The Privacy Policy covers the collection, use, storage and distribution of personal information. In the time since the last policy review Council has increased the ways it collects information which includes via electronic means. Information Sharing Guidelines for Promoting Safety and Wellbeing have also been published by the SA Ombudsman to cover situations where release of information to other organisations on reasonable grounds is necessary to prevent or lessen a serious threat to life or health or safety of a person. Both of these new aspects have been incorporated into the updated Privacy Policy.

5. Policy Implications
   5.1 Financial/Budget
       Nil

   5.2 Resources
       Nil

   5.3 Legal and Risk Management
       Risk of a privacy breach is reduced by the implementation of this policy.

6. Report Consultation
   Senior Management Team
7. Attachments

Privacy Policy

8. Report Authorisers

Michelle Hales
Group Manager Governance and Community
## Privacy Policy

<table>
<thead>
<tr>
<th>TITLE</th>
<th>Privacy Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Latest Review Changes</td>
<td>Collection of information via electronic means and information sharing protocols have been added</td>
</tr>
<tr>
<td>Previous Council Reviews</td>
<td>20.07.15</td>
</tr>
<tr>
<td>Previous Audit Committee Reviews</td>
<td>Not applicable</td>
</tr>
</tbody>
</table>

### Applicable Legislation:
- Privacy Act 1988 (Cth)
- Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth)
- Freedom Information Act 1991 (SA)
- State Records Act 1997
- Copyright Act 1968

### Related Policies (alphabetical list):
- Records Management Policy

### Related Procedures:

### Reference Documents:
- Information Sharing Guidelines for promoting safety and wellbeing (Department of Premier and Cabinet/Ombudsman SA) 2015
- Information Sharing Guidelines (Local Government Association) 2015
1 PURPOSE

The Municipal Council of Roxby Downs ("Council") is committed to ensuring openness and transparency of governance to stakeholders while protecting the privacy of individuals. This policy outlines how the Council will approach the collection, storage, disclosure and use of personal information.

2 SCOPE

This Policy applies to all people with access to Council information systems and storage:

- employees of the Municipal Council of Roxby Downs including permanent, temporary, externally hosted trainees and casual staff
- volunteers and work experience placements
- independent contractors and consultants

3. PRINCIPLES

The Commonwealth Privacy Act 1988 and the Privacy Amendment (Enhancing Privacy) Act 2012 set out the principles that must be followed by Commonwealth Government agencies in relation to the collection, use, storage and disclosure of personal information.

Although Council is not directly subject to the application of the Privacy Act 1988 the Australian Privacy Principles contained in the Privacy Act set an appropriate standard for privacy protection. This Policy is intended to achieve best practice through consistency with those standards. Council recognises that there will be occasions when other legislative requirements may cause personal information to be included in public documents.

4 DEFINITIONS

Access means providing to an individual information about himself or herself that is held by the Council. This may include allowing an individual to inspect personal information or to obtain a copy.

Collection means gathering, acquiring or obtaining personal information from any source and by any means including information that the Council has come across by accident or has not asked for.

Consent means voluntary agreement to some act, practice or purpose.

Disclosure means the release of information to persons or organisations outside the Council. It does not include giving individuals information about themselves.

Personal Information means information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about a natural living person whose identity is apparent, or can reasonably be ascertained, from the information or opinion, including a photograph or other pictorial representation of a person but does not include information that is in:

- generally available publications
- material kept in public records and archives such as the Commonwealth or State archives; or
- anything kept in a library, art gallery or museum for the purpose of reference, study or exhibition
Sensitive Information means information or an opinion that may give rise to discriminatory practices based on an individual’s:

- racial or ethnic origin;
- political opinions;
- membership of a political association, a professional or trade association or a trade union;
- religious beliefs or affirmations;
- philosophical beliefs;
- sexual preferences or practices;
- gender;
- criminal record; or
- health

Use means the handling of personal information within a council including information in a publication.

5 POLICY

5.1 Collection and Use of Personal Information

All personal information collected by the Council is to be used only for the purpose of conducting business in accordance with the Local Government Act 1999 and any other relevant Acts under which Council is charged with any responsibility and in the provision of Council services to residents, ratepayers and visitors.

All personal information will be collected for a lawful purpose directly related to a legislative function or power of the Council where the personal information is necessary for or directly related to that purpose. Council is committed to ensuring that residents and ratepayers are aware of the purpose for which personal information is being collected and aware that its collection is authorised or required by law. The Council will take reasonable steps to inform a resident or ratepayer whose personal information it collects:

- of the purpose (s) for which the personal information is being collected, unless that purpose is obvious;
- whether the collection of the personal information is authorised or required by law; and
- in general terms, of its usual practices with respect to the use and disclosure of personal information of the kind collected.

The Council will take reasonable steps to ensure that the collection of personal information does not unreasonably intrude upon an individual’s personal affairs. Council will not use personal information for purposes other than that for which it was originally collected unless:

- permission has been sought from the resident, ratepayer or other person providing the information; or
- it is believed that disclosure on reasonable grounds is necessary to prevent or lessen a serious threat to life or health or safety of a person; or
- the provider of the information might reasonably expect the organisation to use or disclose the information for secondary purpose within the Council; or
- it is for the purpose of training/coaching of staff; or
- it is for the purpose of obtaining customer satisfaction feedback; or
- Council employees are required to collect, use or disclose the information collected by law
5.1.1 Type of Information collected
The type of personal information that is collected and held will depend on the services provided to residents and ratepayers but may include:

- telephone numbers;
- name and addresses (postal, residential and e-mail or social media addresses);
- age and/or date of birth;
- property ownership and/or occupier details;
- details of resident's/ratepayer's spouse or partner;
- development applications, including plans or specifications of buildings;
- dog and cat ownership;
- electoral roll details;
- pensioner / concession information;
- payment history;
- financial, rental or income details;
- details of land valuation;
- images;
- recordings (including oral history);
- preferred addresses and methods of contact;
- details of employment; and
- insurance details

5.1.3 When is Information Collected?
Information may be collected:

- When an inquiry or request is made including through Council's website
- In administering services to ratepayers, residents and other persons
- When an individual contacts Council via telephone or email or makes an online submission through Council's website
- In person
- From correspondence (whether in writing or electronically)
- While conducting customer satisfaction and market research surveys
- As otherwise required to undertake and manage Council's business in accordance with relevant legislation
- When a person elects to bring a matter to a Council meeting, their name and address may be used in public reports as required under open and transparent meeting and reporting principles to ensure Council is fully informed

5.1.4 Collection of Sensitive Information
The Council will not collect sensitive information about an individual unless:

- the individual has consented;
- the collection is required by law;
- the collection is necessary to prevent or lessen a serious and imminent threat to the life or health of any person; or
- the collection is necessary for the establishment, exercise or defence of a legal or equitable claim.
If the Council collects sensitive information about an individual in accordance with the provisions of this Policy, the Council will take reasonable steps to de-identify the information before the Council discloses it.

Council collects personal information through the provision of programs and services to children, young people and their families. This information will not be shared without the individual’s/ group’s consent unless there is a legitimate reason to share information without consent if it is believed that failure to share information will lead to risk of serious harm.

5.1.5 Closed Circuit Television

Closed Circuit Television (CCTV) forms part of Council’s broader safety strategies which focuses on crimes against a person/s and or/property and assisting SA Police to enhance public safety. The release of CCTV footage will be in accordance with Council policies, procedures and relevant legislation.

If an activity that has been recorded by CCTV is identified by Council staff and deemed to be of a criminal nature (i.e. graffiti, vandalism, illegal dumping etc), the matter will be referred to the South Australian Police or an appropriated enforcement agency.

5.1.6 Accuracy of Information Collected

In satisfying the collection and use of personal information obligations, which the Council has to its residents and ratepayer, the Council assumes that:

- a) any personal information provided by residents, ratepayers and other persons is free from errors and omissions, is not misleading or deceptive and complies with relevant laws; and
- b) residents, ratepayers and other persons have the necessary authority to provide the personal information submitted to the Council.

The Council relies on personal information provided to it. While the Council will make every effort to ensure that its records of an individual’s personal information are up to date and accurate, this may not always be the case.

It is the responsibility of residents, ratepayers and other persons to provide the Council with details of any changes to their personal information as soon as reasonably practicable following such change (in connection with Council business only).

5.1.6 Information Obtained from Third Parties

The Council may receive information concerning ratepayers, residents or other persons from a number of sources including Government and Non-government, and from other ratepayers, residents or other persons. The Council may not necessarily check or verify the accuracy of any personal information it obtains from residents, ratepayers or other persons.

In some instances the personal information held by the Council may incorporate or summarise views, guidelines or recommendations of third parties. The Council will endeavour to assemble and record such personal information in good faith.
5.1.7 Information collected via the Internet of other electronic means

Council will collect a person’s email address and other required details to respond to an enquiry made via the Internet or other electronic means.

5.2 Disclosure of Personal Information

5.2.1 Mandatory Notification

Mandatory notification requirements of the Child and Young People (Safety) Act 2017 apply to employees and volunteers who are engaged in the delivery of services wholly or partly for children on behalf of the Council.

5.2.2 Information Sharing

Information sharing will follow the principles identified in the SA Ombudsman Information Sharing Guidelines (i.e. secure, timely, accurate and relevant). This applies to the sharing of personal information without consent to another organisation so that services can be effectively coordinated to prevent or lessen threats to safety and wellbeing of a person or group of people.

5.2.3 Distribution to Third Parties

The Council will not permit the distribution of personal information it holds about a resident, ratepayer or other persons to a third party, except where:

- the resident, ratepayer or other person has made a written request for personal information to be provided to a third party;
- the resident, ratepayer or other person has given written consent for the personal information to be available to a wider audience (e.g. oral history recordings);
- the provision of personal information is for the purpose of distributing materials of and on behalf of the Council (e.g. the provision of address data for use by a mailing service provider to post rates notices);
- the third party has been contracted by the Council to provide advice or services for the sole purpose of assisting the Council to provide benefits to residents, ratepayers and other persons (e.g. State or Federal Electoral Offices, Office of the Valuer General, insurers);
- the Council is required or authorised by law to provide personal information to a third party (e.g. provision of personal information to the Electoral Commission SA, Ombudsman enquiries) or to the public at large (e.g. in accordance with the Local Government Act 1999 or to an applicant under the Freedom of Information Act 1991 where the information is not otherwise exempt);
- the resident, ratepayer or other person has been advised of the Council’s usual practice of disclosing personal information to that third party or a third party of that type for a particular purpose and the disclosure is consistent with that purpose.

5.2.4 Disclaimer

The Council does not accept any responsibility for any loss or damage suffered by individuals because of their reliance on any personal information provided to them by the Council or because of the Council’s inability to provide individuals with any requested personal information.
Before relying on any personal information that the Council provides, it is expected that the resident, ratepayer or other person will first seek confirmation from the Council about the accuracy and currency of the personal information.

5.3 Maintenance and Storage of Personal Information

The Council will take reasonable steps to protect the personal information it holds from loss and from any unauthorised access, use, modification or disclosure and from other misuse. Council will maintain systems to ensure that all personal information collected is, as far as possible, up to date, accurate and complete. Council will ensure that any person who, on behalf of the Council, uses or discloses personal information held by the Council has appropriate authorisation to do so.

5.4 Access to Personal Information and Freedom of Information

Residents, ratepayers or other persons who wish to access the personal information that the Council holds in relation to them can do so by contacting the Freedom of Information (FOI) Officer at the Council Office. These requests will be dealt with as soon as it is reasonably practicable, having regard to the nature of the information requested but, in any event, in accordance with the obligations imposed on the Council by the Freedom of Information Act 1991. The person making the request will need to satisfy the FOI Officer as to his or her identity and may need to complete a Freedom of Information Request for Access application and pay the relevant fee.

If a resident, ratepayer or other person can show that the personal information held by Council is not accurate or complete they may apply in writing for the amendment of Council’s records.

Personal information may be released to others if requested under the Freedom of Information Act, however, in accordance with this Act, a person may be consulted to obtain their opinion on release of the information. Should a determination be made that the information will be released against the view of the person, they have the right to request a review of the decision, prior to the information being released and on payment of the prescribed fee.

5.4.1 Access to Property Files

Although development applications are not considered to be personal in nature they often contain documents such as professional drawings and expert advice. It is contrary to the Copyright Act 1968 (Cth) for Council to reproduce such documents without the written consent of the owner of the copyright protected documents.

Owners of properties within the Municipality and agents authorised in writing for this specific purpose, will be given access to the Council file relating to their property for perusal only. Proof of identity such as a rates notice or driver’s licence is required. Copies of documents on the file will be provided at Council’s standard photocopy charge, subject to any limitations under the Commonwealth Copyright Act 1968.

Before a property file is given to a property owner for perusal it is to be viewed by Council’s FOI Officer to assess whether there are any documents which could be considered exempt. Any such documents are to be removed from the file prior to it being viewed by the owner. Application for access to these documents must be made in accordance with FOI provisions.
5.5 **Suppression of Personal Information**

Personal information may be suppressed from the Council’s assessment record if inclusion in these records would place at risk the personal safety of a resident, ratepayer or other person, a member of that person’s family or any other person.

Enquiries regarding suppression of personal information should be directed to the Chief Executive.

5.6 **Grievances**

Residents, ratepayers or other persons that have any concerns regarding how the Council handles their personal information, or require further information, should contact the Group Manager Governance and Community in the first instance.

A formal complaint may be lodged in writing to:
Group Manager Governance and Community
Municipal Council of Roxby Downs
PO Box 124
ROXBY DOWNS SA 5725

6 **POLICY REVIEW**

This policy will be reviewed periodically at every two years to ensure legislative compliance.

7 **AVAILABILITY OF THE POLICY**

This policy will be available for inspection at the Council Office located at 6 Richardson Place, Roxby Downs during ordinary business hours and at the Council’s website www.roxbydowns.sa.gov.au. Copies will also be provided to interested members of the community upon request, and upon payment of a fee in accordance with Council’s Schedule of Fees and Charges.
REPORT FOR ORDINARY COUNCIL MEETING

Meeting Date 27 March 2019
Title of Report Review of Volunteer Management Policy

1. Purpose

To review and adopt the updated Volunteer Management Policy

2. Recommendation

That Council adopts the Volunteer Management Policy as reviewed and publishes it on the Council’s website

3. Background

Council recognises the important role of volunteers. They forge a strong bond between the Council and the community harnessing people’s time, interests and skills. Volunteers not only gain personal benefits from volunteering but also support the delivery of Council’s projects, programs and services.

The Volunteer Management Policy provides a framework to ensure best practice in the management of volunteers. It clarifies the Council’s underlying philosophy of involving volunteers and provides direction and structure to the way volunteers are managed.

The Policy aims to clearly define the relationship between Council and its volunteers; it sets out the expectations of Council and articulates the rights and responsibilities of volunteers.

The Policy informs paid staff at all levels of the organisation of their responsibilities towards volunteers.

The Volunteer Management Policy is now due for periodic review having last been examined on 7 May 2015.

4. Discussion

The policy has been reviewed taking into account updated legislation relating to the Child and Young People (Safety) Act 2017 and current best practice in other councils. Local Government Association of South Australia publications relating to best practice in volunteer management and Volunteering Australia’s National Standards for Volunteer Involvement were also referred to when finalising the content.

Although the current number of volunteers engaged by Council is small this policy provides the framework for an expanded volunteer program in the future.

It is recommended that the review term be extended from every two years to every four years to be consistent with the timing used by other councils.

5. Policy Implications

5.1 Financial/Budget

Nil

5.2 Resources

Nil
5.3 **Legal and Risk Management**

Council has a responsibility to ensure that it meets its obligations for the health, safety and wellbeing of volunteers and that all risk is managed.

6. **Report Consultation**

   Senior Management Team
   Community Team Coordinator

7. **Attachments**

   Volunteer Management Policy

8. **Report Authorisers**

   Michelle Hales
   Group Manager Governance and Community
POLICY – VOLUNTEER MANAGEMENT

POLICY

Responsible Department: Governance & Community
Original Adoption Date: 08.12.10
Current Adoption Date: 27.03.19
Audit Committee Review Date: n/a
Date of Review: 31.03.23

TITLE | Volunteer Management Policy
--- | ---
Latest Review Changes | Change in policy review period
| Updated references to legislation
Previous Council Reviews | 08.12.10, 07.05.15
Previous Audit Committee Reviews | Not applicable

Applicable Legislation:
- Volunteers Protection Act 2001
- Work Health and Safety Act (SA) 2012
- Work Health and Safety (SA) Regulations 2012
- Child and Young People (Safety) Act 2017
- Child and Young People (Safety) Regulations 2017
- Equal Opportunity Act 1984
- Privacy Act 1988

Related Policies (alphabetical list):
- Child and Vulnerable Persons Policy

Related Procedures:
- Volunteer Management Procedures

Reference Documents:
- Local Government Mutual Liability Scheme 2015
- Covering All Bases: An Information Guide for Managing Volunteers in Local Government

Electronic version on the Intranet is the controlled version.
Printed copies are considered uncontrolled.
Before using a printed copy, verify that it is the current version.
1. BACKGROUND

The Roxby Downs Council ("Council") recognises the importance of volunteers within the community.

Volunteers forge a strong bond between the Council and the community harnessing people’s time, interests and skills and providing benefits to the volunteer, to the persons or projects assisted and the organisation within which they work.

Volunteers can initiate, extend and enhance services and improve the quality of community life by encouraging:

- Community participation;
- Access to resources and information;
- Social interaction and satisfaction;
- Participation in established Council services and events.

2. PURPOSE

The Volunteer Management Policy ("Policy") provides a framework to ensure best practice in the management of volunteers. It clarifies the Council’s underlying philosophy of involving volunteers and provides direction and structure to the way volunteers are managed.

The Policy aims to clearly define the relationship between Council and its volunteers; it sets out the expectations of Council and articulates the rights and responsibilities of volunteers.

The Policy informs paid staff at all levels of the organisation of their responsibilities towards volunteers.

3. SCOPE

The Policy applies to:

- Individuals who are registered as volunteers to support the delivery of Council’s programs, services and activities
- Council employees involved in the management, supervision and support of volunteers.

4. DEFINITIONS

Volunteers are defined as individuals who give their time willingly for the common good and without financial gain. Volunteers:

- Undertake activities that benefit the community and themselves
- Provide services of their own free will and without coercion;
- Do not receive any monetary reward or payment (out of pocket expenses are not regarded as monetary reward or payment)
- Complement, but not replace or threaten the livelihood of, paid workers

5. VOLUNTEER REQUIREMENTS

All volunteers must meet the following criteria to volunteer for the Council

- Complete a satisfactory criminal history check prior to appointment and at least every 3 years
• If working in a prescribed position, in accordance with the Children and Vulnerable Persons policy, undertake a DCSI Working with Children check

6. COUNCIL’S RESPONSIBILITIES TO VOLUNTEERS

• Provide a safe work environment including administration of criminal history checks in accordance with legislation
• Manage volunteers in a structured and professional manner
• Provide appropriate insurance coverage
• Provide out of pocket expenses where appropriate
• Recognise volunteer contributions
• Promote volunteering in the community
• Oversee the day to day responsibilities of volunteers at work

7. RESPONSIBILITIES OF VOLUNTEERS

Volunteers have the responsibility to:

• Uphold Council’s reputation and image
• Maintain confidentiality and privacy
• Consider volunteering to be a serious commitment
• Abide by Council’s policies, standards and procedures
• Participate in the appropriate induction and training provided
• Give notice as soon as possible of their unavailability
• Be reliable and give adequate notice before termination
• Report any injury or accident to their Volunteer Manager immediately or as soon as possible after the event
• Raise issues of concern with their Volunteer Manager as they arise
• Have respect for others work time, skills and workplaces
• Respect and treat the general public, Council employees and fellow volunteers in a courteous manner (as they would like to be treated)
• Be committed to working cooperatively as a team member
• Share information and skills with other volunteers
• Ask for help when needed
• Only accept tasks they feel comfortable with
• Declare any gifts or gratuities to their Volunteer Manager
• Wear appropriate dress
• Wear safety clothing when required

8. VOLUNTEER RIGHTS

Volunteers have the right to:
• Received sufficient appropriate ongoing training to fully prepare for their role
• Be kept up to date with any new developments in regard to their role
• Receive ongoing support and supervision
• Be heard by their Volunteer Manager if they need to voice any concerns, queries or complaints and have such issues dealt with sensitively and expeditiously
• Contribute ideas, attend meetings if desired or appropriate and have their contributions recognised
• Refuse tasks they believe are unsuitable
• Be treated as co-worker by Council employees and other volunteers
• Receive reimbursement of any authorised out of pocket expenses
• Work in a safe environment

9. COUNCIL RIGHTS
Council has a right to:

• Negotiate a commitment from a volunteer
• Refuse the services of volunteers
• Expect volunteers to adhere to volunteer policies and procedures
• Have Council property and equipment respected

10 RECOGNITION OF VOLUNTEERS
Council will recognise the valuable contributions made by volunteers through annual events and functions.

11. REVIEW & EVALUATION
This Policy will be reviewed and evaluated no less than once every four years.

12. AVAILABILITY OF THE POLICY
This Policy will be available for inspection at the Council Office at 6 Richardson Place, Roxby Downs during ordinary business hours and at Council’s website www.roxbydowns.sa.gov.au.
REPORT FOR ORDINARY COUNCIL MEETING

Meeting Date  
27 March 2019

Title of Report  
Policy Review – Food Hygiene Policy

1. Purpose

To undertake a review of the existing Food Hygiene Policy

2. Recommendation

That Council adopts the Food Hygiene Policy as reviewed, and publishes it on the Council’s website.

3. Background

Council policies are regularly reviewed on an annual or biennial basis to ensure that they are up to date and reflect the current operating environment as well as any changes to the relevant act.

4. Discussion


The following changes have been made:

- add to policy that all Roxbylink staff / volunteers handling food must complete online IM ALERT Food Safety training through the Council Website: www.roxbycouncil.imalert.com.au

- change Person responsible to Group Manager Lifestyle and Sport.

- delete Hand Dryers as per Food Regulations 2017.

5. Policy Implications

5.1 Financial/Budget

No negative effect on existing budget.

5.2 Resources

Food Safety Act, 2001
Food Safety Standards
Food Regulations 2017
Councils environmental Health Officer will be responsible for ensuring compliance with food safety standards.

5.3 Legal and Risk Management

Compliance with the Food Safety act 2001, Food Safety Standards and the 2017 Food Regulations.
6. Report Consultation

   Senior Management Team

7. Attachments

   Proposed Food Hygiene Policy

8. Report Authorisers

   Tony Weir
   Group Manager Lifestyle & Sport
## Food Hygiene Policy

### Latest Review Changes
- Staff/Volunteers to complete online IM Alert Food Safety Training
- Change responsible person to Group Manager Lifestyle and Sport
- Delete hand dryers as per Food Regulations 2017

### Previous Council Reviews
- 07.09.16

### Previous Audit Committee Reviews
- Not applicable

### Applicable Legislation:
- Food Regulations 2017

### Related Policies (alphabetical list):

### Related Procedures:

### Reference Documents:
- The Professional Food Handlers Guide
1. INTRODUCTION

It is important that food purchased, supplied and provided by Roxbylink complies with relevant food hygiene standards to ensure the safety and health of both providers and consumers. This policy and procedure has been prepared to complement the relevant State regulations and Local Government (Council) requirements for food hygiene.

2. PURPOSE

To provide guidance to Roxbylink staff and volunteers in the safe purchase, storage, handling and preparation of food to ensure compliance with food hygiene standards and minimise the risk of food poisoning.

Also, to encourage awareness of food allergies and provide guidance on the avoidance and emergency response to anaphylactic reactions.

3. DEFINITIONS AND ACRONYMS

Food Service Facility: any permanent or semi-permanent facility where food is stored, prepared or handled.

Mobile/Temporary Premises: any hand drawn trolley or cart (including BBQs); trailer based stands; any temporarily positioned portable table or stall.

Anaphylaxis: a severe allergic reaction to food.

4. POLICY

Good food hygiene will be achieved by ensuring that:

a) Food preparation, handling and storage areas are kept clean and food handlers maintain good standards of personal hygiene at all times;

b) All foods are properly cooked (especially high risk foods like meat and rice);

c) Foods are stored at the correct temperature;

d) Raw foods are prevented from cross-contaminating ready-to-eat foods.


This Policy applies to all Roxbylink employees and volunteer workers.

5. RESPONSIBILITIES

The Group Manager Lifestyle and Sport is responsible for ensuring that this policy and procedure is communicated to, and implemented by Roxbylink staff and volunteers.

Roxbylink employees and volunteers involved in food preparation, handling or storage are responsible for maintaining good personal hygiene, in accordance with this procedure.

All Roxbylink staff / volunteers handling food must complete online IM ALERT Food Safety training through the Council Website: www.roxbycouncil.imalert.com.au

6. PROCEDURE Personal Hygiene

Personal hygiene shall be maintained when preparing or handling food through the following:

(a) Thoroughly washing (using warm water and liquid soap) and drying (using disposable towels) hands regularly when handling food, in particular:

- Before handling food
- Immediately after handling raw food, especially raw meat or poultry
• After going to the toilet
• After handling money
• After blowing their nose, sneezing or coughing
• After handling waste
• Before starting work and after every break
• After handling chemicals
• And handling dirty equipment
(b) Wearing clean clothes and, where practicable, protective food handling gloves and food handling tongs (to reduce direct contact with food)
(c) Tie hair back
(d) Cover cuts or sores with clean waterproof dressings
(e) Avoid wearing jewellery, false nails or other items that might fall into food
(f) Avoid touching face or hair
(g) Avoid coughing or sneezing over food
(h) No smoking
(I) Reporting illness and do not work with food if sick
(J) Wearing correct uniform such as hairnets, gloves, slip-proof shoes & aprons where appropriate

7. VERMIN CONTROL
Vermin may contaminate food and can spread disease and contaminate equipment and working surfaces. Vermin is controlled by:

1. Keeping vermin out – ensure all windows are closed and are screened, ensure all small holes and openings are sealed
2. Keep lids on bins and empty them regularly, cover all food and store them properly and keep all areas and equipment clean
3. If a pest has been sighted report it and engage a professional pest controller to remove vermin.
4. Continue with the quarterly Pest Control contract.

8. FOOD PURCHASE, STORAGE AND PREPARATION

1. Ingredients
Ingredients shall be purchased from reputable suppliers, with quality assured systems that maintain a high standard of food hygiene.

Evaluate product samples.

Record accurately all purchases and supply information i.e. purchase order records, receivable checklists, acceptance record logs, details of rejection or return of goods and the supplier details.

Action if recall is implemented, investigate, access the risk and take action if necessary. Action to consider may include withdrawal of product, detain all food, mark all stock or processed stock and mark “not to be used in production or for sale”.

Arrange for pick up and return all affected stock or dispose of it as directed. Ensure all receipt details of the product to be collected are completed prior to the collection/return of the product. Disposal must be under controlled supervision.

2. Storing Food
Stored foods must clearly display a ‘Use By’ or ‘Best Before’ dates with:

- Chilled food kept at or below 5 degrees Celsius
- Hot food kept above 60 degrees Celsius. Remember “First In” “First Out”
- Raw food kept away from ready to eat foods, ideally in separate fridges
- Raw meat in sealable containers at the bottom of the fridge
- Fridges must not be overloaded
- Dried foods stored off the floor, in suitably sealed containers, to protect them from pests.

**Food Preparation**

Food should be handled so as to prevent contamination and handlers should:

- Observe good personal hygiene
- Use different chopping boards/work surfaces, equipment and utensils for raw and ready-to-eat food
- Clean and sanitise equipment and surfaces thoroughly before and after use
- Avoid unnecessary handling of food
- Minimise the time chilled food remains out of the fridge.

**3. Cooking**

All meat including poultry, pork, minced/chopped meat (including burgers and sausages) should be cooked thoroughly. Cooking temperatures need to reach an internal temperature of 75 degrees.

Where cooked food is not being kept hot until serving, it should be cooled as quickly as possible. Cool food in small containers and place in the fridge/cool room as soon as possible – usually within 20 to 30 minutes of cooking.

Reheated food should be hot all the way through and should not be reheated more than once. These foods need to reach a temperature of 60 degrees.

**4. Transporting Food**

Contamination of foods during transportation shall be prevented through ensuring that:

- All food is transported in packaging or containers
- Chilled or hot foods are maintained at the correct temperature. Chilled foods below 5°C and hot foods above 60°C
- Raw foods and ready-to-eat foods are kept apart.

Vehicles used to transport foods must be maintained in good repair and clean with separate storage for food and non-food products.

**9. FOOD HANDLING AREAS**

**1. Design and Set Up**

Food handling areas shall be designed or set up to permit food handlers to work. Hygienically and keep the areas clean. All areas should be adequately protected from pests.

**2. Cleanliness**

Food service facilities, equipment and surfaces must be kept clean and where necessary sanitized. Waste shall:

- Not be permitted to build up in food areas
- Be stored in a clean area
- Be removed frequently
- Not cause a tripping, slipping or obstruction hazard.
3. Facilities

Suitable facilities to wash hands, food and equipment shall be provided, including:

- Separate basin/sink stocked with warm water, liquid soap and hot air dryer or disposable towels for hand washing only
- Separate sink for washing food
- Sinks for cleaning and sanitizing premises, equipment, utensils, etc.

**Mobile/Temporary Premises**

Mobile and temporary premises for storing, preparing and handling food are, as far as is practicable, subject to the same provisions as outlined above. In particular, Roxbylink employees and volunteers using these premises must ensure that:

- There are adequate facilities to store, prepare and serve food safely in accordance with the provisions of this policy
- Adequate washing facilities are available.

10. MANAGING FOOD ALLERGIES

Anaphylaxis is becoming more prevalent in our society, especially amongst young children. A food allergy is very different to food intolerance. All food allergies must be taken seriously as they can cause life threatening conditions.

Common signs and symptoms of a food allergy include **one or more of the following**: hives (raised, red welts on the body), tingling feeling around the mouth, abdominal pain, vomiting and/or diarrhoea, facial swelling, cough or wheeze, difficulty swallowing or breathing, loss of consciousness or collapse (pale or floppy), or cessation of breathing.

The key allergens that trigger these reactions are:

- Peanuts
- Tree nuts (almonds, cashews, brazil, hazelnut, pistachios, pine nut)
- Egg
- Milk
- Fish
- Shellfish
- Sesame
- Soy
- Wheat.

It is important that when we serve food at any event that we are aware that a member, volunteer or person attending a performance may have a food allergy.

To manage these possibilities we must:

- Ensure that we follow the food hygiene policy when preparing food to reduce the possibility of cross contamination
- Be aware of all the ingredients that are in the food being served (it would be good for someone to write this down so servers can refer to it rather than rely on their memory).

Generally most people, if they have an allergy, will ask what ingredients are in the food. We can clarify their concerns by providing information and asking appropriate questions, such as:

- What are you allergic or intolerant to?
- What food products contain that allergen?
- Are you attending the event with someone or are you alone?
- Are you carrying your medication with you?
- What reaction do you have if you eat the allergen?
Most importantly; know what to do if a person appears to be having an anaphylactic reaction:

Call an ambulance immediately by dialling 000.

If someone is with them, ask that person to commence first aid measures by giving their medication.

If alone, calmly locate a First Aid Officer and their medication to commence first aid treatment as soon as possible.

Once medication or first aid is given remain with the person until paramedics arrive.

11. LEGISLATION

Food Safety Act, 2001
Food Safety Standards
Food Regulations 2017

12. REVIEW & EVALUATION

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

Meeting Date 27 March 2019
Title of Report Review of Utility Charges – Internal Policy

1. **Purpose**

To revoke the Utility Charges – Internal Policy.

2. **Recommendation**

That on the basis that this Policy is being superseded by systemic advances in accounting practices consistent with the Local Government Financial Standards, Council revoke the Utility Charges – Internal Policy and remove this policy from Council’s website.

3. **Background**

The Utility Charges – Internal Policy was developed to define how Council internally allocates the charges for water and electricity that are consumed by Council premises and activities.

4. **Discussion**

Over time this policy has declined in relevance with changes to accounting practices and business planning.

Council is migrating to an activity base costing system and together with support from the Business Unit Plans for Power and Water, these changes will provide a framework of internal charges for utilities.

As these Business Unit Plans will incorporate the framework for the internal charges, to avoid duplication the Utility Charges – Internal Policy is no longer required.

With the production of the Annual Business Plan and Budget Council also has the opportunity to articulate current costing and internal charging mechanisms.

5. **Policy Implications**

5.1 **Financial/Budget**

Nil

5.2 **Resources**

Nil

5.3 **Legal and Risk Management**

Nil

6. **Report Authorisers**

Drew Ellis
Group Manager Corporate Services
REPORT FOR ORDINARY COUNCIL MEETING

Meeting Date 27 March 2019
Title of Report Policy Review – Healthy Eating Roxbylink Dunes Café & Kiosk

1. Purpose
To undertake a review of the existing Healthy Eating Roxbylink Dunes Café & Kiosk Policy.

2. Recommendation
That Council adopt the Healthy Eating Roxbylink Dunes Café & Kiosk policy as reviewed, and that the policy be placed on the Council’s website.

3. Background
Council policies are regularly reviewed on an annual or biennial basis to ensure that they are up to date and reflect the current operating environment.

4. Discussion
The Healthy Eating policy was first implemented in June 2017. The policy was subject to an annual performance review using sales comparisons and other data to evaluate success. A recent review has indicated that some elements of the policy are unsustainable due to lack of interest from consumers in purchasing some healthier food options and the amount of fresh food wastage. This has occurred despite there being an active promotional campaign to promote healthy eating options. While the healthy food philosophy helps guide menu planning the Healthy Eating Policy has been amended to reflect a balance between sustainability, profitability and providing healthier food options. The focus will be on providing healthier food options that are popular with consumers but also profitable and result in limited food wastage.

The policy has been updated with the following changes:

- As we now have a new menu words were added “as a highlighted item on the menu”
- Placed at eye level “where possible”
- To be cheaper than less healthy options “when purchased at an equivalent cost”

5. Policy Implications

5.1 Financial/Budget
Waste has an effect on profitability, this policy is set to reduce wastage from Healthy options

5.2 Resources
Nil

5.3 Legal and Risk Management
Nil

6. Report Consultation
Senior Management Team
7. Attachments

Healthy Eating Roxbylink Dunes Café & Eating Policy

8. Report Authorisers

Tony Weir
Group Manager Lifestyle and Sport
POLICY – HEALTHY EATING ROXBYLINK DUNES CAFÉ & KIOSK

Latest Review Changes

- As we now have a new menu words were added “as a highlighted item on the menu”
- Placed at eye level “where possible”
- To be cheaper than less healthy options “when purchased at an equivalent cost”

Applicable Legislation:

Related Policies (alphabetical list):

Related Procedures:

Reference Documents:

1. POLICY STATEMENT

The Municipal Council of Roxby Downs understands and recognises the importance of good nutrition to the health and wellbeing of our community. We recognize that we have a responsibility to ensure that healthy food and drink choices are encouraged, promoted and accessible at all times.

This policy has been developed in line with key priorities as outlined in the Roxby Healthy Community Plan\(^1\). These priorities include two key areas;

Priority Area 1: Promoting Healthy Choices.
Priority Area 5: Children and Young people.

The Roxby Healthy Community Plan\(^1\) also addresses the following key areas:

- Support access to local healthy food.
- Increase Healthy food options in Council owned facilities.
- Support access to health information.

Concerning fact ‘The proportion of four year old boys in Roxby Downs assessed as being obese in the three year period 2010 to 2012 was over three times (3.23 times) the rate in the Non Metropolitan Region at 19.3% compared to 6.0%.’\(^1\)

Roxby Council is committed to protecting and enhancing the health and well-being of the community and recognises that most Council functions have a direct impact on this.

The Dunes Café and Roxbylink Kiosk are both popular venues for members of the community particularly children and teenagers to access snacks, hot food and drinks after swimming, competing or training in their chosen sport or activity.

The aim of this policy is to increase the appeal, affordability, accessibility, understanding and provision of healthy food and drink choices at the Dunes Café and Roxbylink Kiosk and to ensure sustainability regardless of future changes in management or staff.

2. CONSTRUCTIVE CULTURE LINKS

The implementation of this policy, associated procedures and training will help to develop an understanding of the importance and benefits of healthy food and drink choices amongst management, staff and customers. The policy aims to promote the following constructive behaviours:

- An increased understanding of the importance of healthy food and drink choices and the impact that this will have on the overall health of the Roxby Downs community

3. DEFINITIONS

**Employer**

In the context of this document, employer refers to Municipal Council of Roxby Downs.

**Employees**

In the context of this document, employees refers to all Council staff, volunteers, trainees, work experience placements who are performing duties/tasks on behalf of the Council, and contractors providing services to the Council.

**Manager**

In the context of this document, manager refers to all manager/supervisor positions within the Council irrespective of their actual title (e.g. Group Manager, Managers, Team Leader, Coordinator etc.).
Customer
In the context of this document, customer refers to those individuals purchasing items from the Dunes Café and Roxbylink Cafe.

4. PRINCIPLES
When applying this policy, Roxbylink management and staff should be guided by the following principles:

- Dunes Café and the Roxbylink Kiosk hold the opportunity to act as a role model within the community.
- Food and drink offered will reflect current Australian government recommendations for people living in Australia to achieve and maintain good health.
- All members of the community have the right to access healthy food and drink.
- Healthy food and drink choices should be promoted using consistent and positive messages.
- Healthier food and drink choices should be made easily visible – as a highlighted item on the menu.
- Easily accessible and at eye level on counter with less healthy choices placed in less visible areas.
- To be cheaper than less healthy choices when purchased at an equivalent cost.
- As stated in the Australian Dietary Guidelines:

  “There are many ways for Australians to achieve dietary patterns that promote health and wellbeing and reduce the risk of chronic disease. Diet is arguably the single most important behavioral risk factor that can be improved to have a significant impact on health.

  As the quality and quantity of foods and drinks consumed has a significant impact on the health and wellbeing of individuals, society and the environment, better nutrition has huge potential to improve individual and public health and decrease healthcare costs.

  ‘The prevalence of overweight and obesity has increased dramatically over the past 30 years and is now around 60% in adults and 25% in children and adolescents.’

5. POLICY IMPLEMENTATION
The Municipal Council of Roxby Downs understands it is important that the healthy eating and drinking message is consistent.

- Healthy options will be sold at a more favorable rate when purchased at an equivalent cost than less healthy alternatives.
- The Dunes Café and Roxbylink Kiosk will introduce and continue to sell healthy options in place of less healthy alternatives and in a more prominent position where possible.
- Healthy options will always be promoted, guided by Australian government recommendations for people living in Australia to achieve and maintain good health.
- Interchange between Dunes Café and Roxbylink kiosk to reduce waste and increase overall profit margins where products are the same.

5.1 Promotion
- Promotional signage and displays will be established to support healthy food and drink choices. These will be displayed prominently around the Dunes Café and Roxbylink kiosk.
- Healthier Food choices to be displayed in more prominent areas than less healthy food choices.
• Advertising and promotion of less healthy alternatives will be discouraged.

5.2 Education
• Managers will pro-actively educate staff on the healthy eating policy, the importance of healthy eating and our role within the community for this.
• Safe food handling training to continue for all staff who prepare and handle food particularly with increased requirement for fresh produce ie. Fruit/veg being available.

6. POLICY FEEDBACK AND REVIEW
• Members of the public may inspect this Policy on the council website.
• This policy will be reviewed at the end of 2017 and every three years thereafter.
• Initial 3 month review to assess success of program and if any further strategies are required.
• Annual evaluation through Sales comparisons.

7. REFERENCES:
REPORT FOR ORDINARY COUNCIL MEETING

Meeting Date 27 March 2019

Title of Report Review of Dog and Cat Registrations Policy

1. Purpose

To review Dog and Cat Registrations Policy.

2. Recommendation

That Council

1. Adopt the Dog and Cat Registrations Policy as presented, with specific note of the intention to carry the Dog and Cat Board recommendation to waive registration fees in June of each year.

2. The policy be published on Council’s website.

3. Background

Council has legislative responsibilities in managing dogs and cats within our community under the current Dog and Cat Management Act 1995. As of 1 July 2018 mandatory desexing and microchipping, came into effect. The changes simplified the basis for dog registration fees and also saw the introduction of an online state-wide dog and cat database – DACO – Dogs and Cats Online.

4. Discussion

The dog and cat registration year runs concurrently with the financial year. In the final month of each financial year (June) only a very small amount of dog registration revenue is collected. The Dog and Cat Management Board estimates that the combined June revenue from all 68 councils (plus the Outback Communities Authority) is approximately $10,000.00.

There are a number of difficulties accepting dog registration fees in June:

1. DACO is an online system, available 24/7. An owner could register their dog as late as 11:59pm on 30th June. DACO only accepts dog registration fees during the current year. A number of dog owners will log into DACO, in June of each year, attempting to pay dog registration fees for the subsequent year. However, the only current option is to pay for the current year.

   This may cause confusion to the general public and a potential push for refunding the fee paid: i.e. owners will have paid a fee for a very short period of registration.

2. There are financial and procedural implications for charging fees for new dogs or renewals of registration in June, namely:
   a. Most councils still accept over-the-counter payments for dog registration. At the end of each month, the Board invoices each council for 100% of these fees and then remits the correct statutory percentage to the respective council. If councils collect dog registration fees in June:
      i. Councils will be invoiced for any payments accepted in June in the July invoicing period—that is, the invoice will be raised in the subsequent financial year;
      ii. Councils may then need to manually account for how much of this invoice is 2018/19 revenue vs 2019/20 revenue. The resources consumed, in accounting for these payments, is likely to far exceed the council’s corresponding revenue.
However, if June registration fees are waived by council:
   a. The Board currently issues its final invoice for the 1 Jan to 30 June period. If this period becomes 1 Jan to 31 May, the Board can (using DACO) issue its LAST ‘Council Invoice’ (for remittance of over the counter funds) in June of each year.
   b. All 2018/19 revenue will be invoiced in and, so, easily sit in the 2018/19 financial year.
   c. Councils should then be able to RECEIVE their LAST recipient created tax invoice (remittance of council portion of revenue from DCMB to Council) in June for the period 1 Jan to 31 May. Even if this payment is made by the Board in the subsequent financial year, the invoice will still be issued in and relate to the year of the relevant payment period.

5. Policy Implications

5.1 Financial/Budget
Nil to Negligible – in June 2018 - 16 people renewed registrations of dogs/cats. 733 Dogs and Cats are currently registered in Roxby Downs. (573 dogs and 160 cats).

5.2 Resources
As per discussion above. Waiving registration fees in June will allay potentially resource draining activity.

5.3 Legal and Risk Management
Negligible – as confirmed by the Dog & Cat Management Board – “This will not reduce a council’s ability to expiate owners who were required to register a dog before June, but did not do so”.

Whether a dog is re-registered in June or deferred to July should not impact upon general animal management as the animal will already appear on our records as previously registered. Animal owners who move to Roxby Downs are required to notify Council of their intention to keep the animal at their Roxby Downs address as soon as is practicable.

6. Report Consultation
Dog & Cat Management Board
Chief Executive

7. Attachments
Dog and Cat Registrations Policy

8. Report Authorisers
Juliette Demaine
Dog and Cat Registrar
<table>
<thead>
<tr>
<th>TITLE</th>
<th>POLICY – DOG AND CAT REGISTRATIONS POLICY</th>
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</thead>
<tbody>
<tr>
<td>Latest Review Changes</td>
<td>Waived registration fees for June of each year</td>
</tr>
<tr>
<td></td>
<td>New DACO Database</td>
</tr>
<tr>
<td>Previous Council Reviews</td>
<td>21.02.14</td>
</tr>
<tr>
<td>Previous Audit Committee Reviews</td>
<td>NA</td>
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Applicable Legislation:
- Dog and Cat Management Act 1995

Related Policies (alphabetical list):
- Cats By-Law 2016 – By-law No.3 of 2016
- Dogs By-Law 2016 – By-law No. 2 of 2016

Related Procedures:

Reference Documents:
- Guideline for Access to Dogs and Cats Online – Dog and Cat Management Board 5 June 2018
1. INTRODUCTION

In accordance with the Dog and Cat Management Act 1995 all dogs that are three months of age or older must be registered annually and within 14 days of taking possession of the dog.

The owner of a dog or cat must ensure that the dog or cat is microchipped and desexed in accordance with any requirements set out in the regulations.

All cats that are three months of age or older must be micro-chipped, desexed and registered with Council in accordance with Council By-Law No 3.

Registrations expire on 30 June each year, and are due to be re-registered by the 31 August each year.

Dogs and Cats Online (DACO) is South Australia’s central database for microchipped and registered dogs and cats, breeder registration and registration payments. Users and owners have 24/7 access to their dog and cat ownership information.

2. COST OF REGISTRATIONS

Each financial year, the proposed dog and cat registration fees and charges are submitted at a Council Meeting for approval.

Every year Roxby Council completes the Dog Registration Fee Schedule Proforma and sends to the Dog and Cat Management Board for approval. The latest approved fee schedule within the Council’s Fees & Charges Register will list the current costs for Dog and Cat Registrations.

Cat registration fees are the same as a desexed and micro-chipped dog.

Note re Registrations:

- The declared owner must be 16 years of age or older to register a dog or cat.
- Only one owner is to be named on the registration.
- Evidence must be provided to receive concession and desexed rates, eg
  - Concession Card - not student cards.
  - Certificate of desexing, microchipping.
- Also evidence of guide/therapeutic dogs
  - Documentation.
- A permit to house two or more dogs or cats must be obtained prior to registration and is required to apply for approval each registration year.
- A person moving to South Australia from interstate must register their dog on DACO within 14 days. When moving house within South Australia/Roxby Downs the owner must update DACO records as soon as is practicable.
- The Registrar may refuse to register a dog under section 4 of the Dog and Cat Management Act 1995 if satisfied that the dog is (or is to be) kept in a kennel or used for a purpose in connection with a business that should, in the opinion of the Registrar, be registered under section 35.
3. ACCURACY OF REGISTRATIONS

The person in whose name a dog is individually registered must inform the Registrar of the area in which the dog is registered as soon as practicable after any of the following occurs:

(a) the dog is removed from the place recorded in the register as the place at which the dog is usually kept with the intention that it will be usually kept at some other place (whether in the same area, in a different area or outside the State);
(b) the dog dies;
(c) the dog has been missing for more than 72 hours;
(d) the ownership of the dog is transferred to another person.

4. WAIVED REGISTRATION FEES

As recommended by the Dog and Cat Management Board (27.02.19), and to ensure data accuracies in DACO Council will waive all dog and cat registration fees in June each year. This will not reduce a council’s ability to expiate owners who were required to register a dog before June, but did not do so.

5. WORKING DOGS

No Dogs are to be registered as working dogs without a Dog Management Officer interviewing the owner to clarify, confirm and record the non-standard status of the dog as a working or working livestock dog.

6. DOG BUSINESS REGISTRATION AND LICENSES AND DOG BREEDERS

- A dog business involving a kennel at which dogs are bred or trained may register for a Business Licence in the manner and form approved by the Dog and Cat Management Board or the Registrar of the Council.
- Dogs registered under a Business will not receive registration discs.
- The dog owner is required to supply their tag with name and phone number of the owner upon it.
- However, they will be able to change their dogs without notifying Council, providing they do not exceed the maximum number of dogs registered under their business licence.
- A Dog Breeder (not a business) must register as a breeder with the Dog and Cat Management Act, and an annual Dog Breeder registration fee as set by the Dog & Cat Board is payable.
- The Dog and Cat Management Board of South Australia defines a breeder as: A person who is selling a dog or cat he or she has bred regardless if the litter was planned or not. A person will be taken to have bred a dog or a cat in any of the following circumstances:
  - Provides semen or ova used to breed the dog or cat
  - Provides any assistance (however described) in the course of breeding the dog or cat
  - Provides facilities used in the course of breeding the dog or cat
  - Fails to take reasonable steps to prevent the impregnation of another dog or cat
  - Fails to take reasonable steps to prevent the impregnation of their dog or cat

If a ‘breeder’ intends to sell a dog or a cat, they must register as a breeder with the Dog and Cat Management Board.

Any advertisement placed for the sale of a dog or a cat must include contact details and the breeder registration number.
7. GREYHOUNDS

- Greyhounds may be registered under a business licence.
- Greyhounds that are kept as pets are registered the same way as other dogs and normal fees apply.

8. TRANSFER OF OWNERSHIP

- The previous owner must visit the DACO website, and transfer the registration to the new owner by providing a name and email address. An email is sent to the new owner, and they must accept the transfer and new ownership to verify. No transfer of ownership fee is required. If transferring ownership from Roxby Downs to another Council, the new Council may charge a late fee if registration is not current.
- If registration is not current, full fees apply.

9. ALTERATIONS TO REGISTRATION RECORDS

- Alterations to records can be done by the owner of the dog or cat via the DACO website.
- If no current desexing or microchip evidence have been updated, photo evidence can be uploaded to the website. An email will be sent to the Council who will then assess and approve or request further evidence.
- Record where the dog was transferred from.
- Do not accept old disc or old disc number as proof.
- A registration record must be changed for:
  - Name change (e.g. married but same owner) or address change (if both, new registration forms are to be completed and record changed)
  - On/off concession
  - Dog desexed or microchipped
  - Change from Standard to non-Standard or Breeder registration status.
- A Person may request that the online register be amended where the information contained on it is otherwise incorrect – they must prove to the satisfaction of the Council Officer attending of the incorrect state of the record. Or the individual may log-in to the DACO website themselves. Where it has been demonstrated that such error exists, the record is to be amended appropriately.

10. PUBLIC ACCESS TO REGISTER

Subject to the Dog and Cat Management Act (1995) review of 2017 each council is required to administer and enforce the provisions of this Act relating to dogs and cats within its area and for that purpose must- (a) maintain a register of dogs containing the information required by the Board (which may be kept in the form of a computer record) and make the registers kept under the Act available for inspection by members of the public in accordance with any guidelines issued by the Board; and if guidelines issued by the Board so require, limit inspection of a register, or part of a register, kept under the Act by members of the public.

All requests for access to a council dog or cat register must be made in writing, to the Registrar, appointed pursuant to section 26(1)(b) of the Act.

Other than as set out in the Dog and Cat Management Board Guideline, a council must not disclose personal information in DACO to any third party. A council may apply to the Board for...
permission to make such a disclosure. The Board will consider any such application and must ensure that its decision is consistent with the SA Government Information Privacy Principles.

11. REVIEW & EVALUATION

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

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>27 March 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title of Report</td>
<td>Development Act Section 56A(27)</td>
</tr>
</tbody>
</table>

1. **Purpose**

To confirm Council’s exemption from the requirement to establish a Council Development Assessment Panel under the Development Act.

2. **For Information**

In 2006 the Municipal Council of Roxby Downs was granted an exemption from the requirement to establish a Council Development Assessment Panel under section 56A(27) of the Development Act.

This exemption will continue until such time as section 56A of the Development Act is repealed and ceases to operate.

The current review of the Development Act is being monitored for any implications which may impact upon this status.

3. **Report Authoriser**

Roy Blight  
Chief Executive
REPORT FOR ORDINARY COUNCIL MEETING

Meeting Date 27 March 2019
Title of Report Chief Executive Report

1. Purpose

To provide Council with an update from the Chief Executive since 27 March 2019.

2. For Information

2.1 Public Interest Disclosure Act 2018

The Public Interest Disclosure Act 2018 (PID Act) will replace the Whistleblowers Protection Act 1993. While a commencement date has not been set it is expected to come into operation in 2019.

In anticipation of the commencement of the Act a draft publication setting out the ICAC Act directions and PID Act guidelines has been developed for consultation.

At present section 12(4) of the PID Act will only apply to public sector agencies, although the Independent Commissioner Against Corruption has proposed to the Attorney-General that the requirements prescribed by this section be extended to councils. Should this amendment be introduced into Parliament and passed the guideline in respect of Section 12(4) will be amended accordingly.

Should Council wish to make any comments on the guidelines they are to be received no later than the 5 April 2019.

2.2 South Australian Living Artist Festival (SALA)

SALA in Roxby Downs, is an opportunity to allow greater arts access, participation and exposure in our community.

The SALA Festival will be held 1-31 August 2019.

An exhibition of works will be held in the Roxbylink Art Gallery, with exhibition pieces by Heather Gordon, Ben Roberts and Yvonne Dalton known as “A Rose Between Two Thorns”.

Community Art Workshops held in the Roxby Council shop front in the Mall, and the workshops will be open to the community for pre-registration. Workshop participants will learn from Yvonne Dalton and keep their art pieces as a keepsake. The Mall space has been donated as in-kind community support by Roxby Central Traders.

2.3 Human Resources

Appointments

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<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department</th>
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<tbody>
<tr>
<td>Rebecca Mackey</td>
<td>Personal Assistant to Group Manager</td>
<td>Lifestyle and Sport</td>
</tr>
<tr>
<td>Dannielle Paraha</td>
<td>Casual Multi-skilled Officer</td>
<td>Lifestyle and Sport</td>
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### Departures

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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Alexandra Thomas</td>
<td>Personal Assistant to Group Manager</td>
<td>Lifestyle and Sport</td>
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<tr>
<td></td>
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</tbody>
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3. **Report Authorisers**

Roy Blight  
Chief Executive
REPORT FOR ORDINARY COUNCIL MEETING

Meeting Date 27 March 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 20 February 2019 to 14 March 2019.
   - 692/031/18

3. Attachments
   Development Register

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

## MONTHLY COUNCIL REPORT OF BUILDING APPROVALS

<table>
<thead>
<tr>
<th>Permit No.</th>
<th>Applicants Details</th>
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<tr>
<td>692/031/18</td>
<td>Phil Paterson</td>
<td>Ashley Stevens</td>
<td>2 Rowe Court</td>
<td>Verandah</td>
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<td></td>
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<td>Roxby Downs 5725</td>
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<table>
<thead>
<tr>
<th>Owners Name &amp; Address :</th>
<th>C R &amp; P S PATERSON 2 Rowe Ct Roxby Downs SA 5725</th>
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<tr>
<th>Month</th>
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