MINUTES

MUNICIPAL COUNCIL OF ROXBY DOWNS

Meeting
Ordinary Council Meeting
Meeting Date & Time
Wednesday 29 May 2019 at 6:00pm
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)
Apologies
Minute Taker - Kerrie Thomas (Executive Support)

1. Council Opening

The meeting commenced at 6:00pm.

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

3. Council Business

3.1 Audit Committee Meeting Minutes 17 May 2019 (Subject to Confirmation)

PURPOSE: To receive the minutes (subject to confirmation) from the Audit Committee held 17 May 2019.

RESOLVED: That the minutes (subject to confirmation) of the Audit Committee held 17 May 2019 be received and the recommendations contained therein be noted.

3.2 Financial Performance Ending March 2019

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

RESOLVED: That the report on the Financial Performance ending March 2019 be received and notes a review by the Audit Committee that there were no substantive comments to be made.

3.3 Third Quarter Budget Review


RESOLVED: That Council adopts the Third Quarter Budget Review as reviewed and recommended by the Audit Committee at its meeting held on 17 May 2019.
3.4 Draft Annual Business Plan & Budget 2019/2020

PURPOSE: To provide Council with the opportunity to consider feedback from the Audit Committee and the Government of South Australia in relation to the DRAFT Annual Business Plan & Budget 2019-2020.


3.5 Audit Committee Terms of Reference

PURPOSE: To review the Audit Committee Terms of Reference to reflect the proposed role for an Internal Auditor.

RESOLVED: That Council notes the changes to the Terms of Reference in relation to the role for an internal auditor and adopts the proposed amendments to the Audit Committee Terms of Reference as recommended by the Audit Committee at its meeting held 17 May 2019.

3.6 Financial Delegations

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

RESOLVED: That the amended Financial Delegations, as presented, be adopted by Council.

3.7 Updates to the Council Delegations

PURPOSE: To adopt amendments to existing delegations to ensure they align with recent legislative amendments.

RESOLVED: That Council:

1. Revocations

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

1.1 Local Government Act 1999
1.2 Supported Residential Facilities Act 1992
1.3 Water Industry Act 2012 and Water Industry Regulations 2012
1.4 Heavy Vehicle National Law (SA) Act 2013

2 Delegations made under the Local Government Act 1999

In exercise of the power contained in Section 44 of the Local Government Act 1999 the powers and functions under the following Acts and specified in the proposed Instruments of Delegation (attached in the Annexure) are hereby delegated this 29 day of May 2019 to the person occupying the office of Chief Executive subject to the conditions and or limitations specified in each such Instrument of Delegation.

2.1 Local Government Act 1999
2.2 Water Industry Act 2012 and Water Industry Regulations 2012
2.3 Gas Act 1997

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

3 Delegations made under the Supported Residential Facilities Act 1992

In exercise of the power contained in Section 9 of the Supported Residential Facilities Act 1992, the powers and functions under the Supported Residential Facilities Act 1992 contained in the proposed Instrument of Delegation (attached in the Annexure) are hereby delegated this 29 day of May 2019 to the person occupying the office of Chief Executive subject to the conditions and or limitations specified in the proposed Instrument of Delegation under the Supported Residential Facilities Act 1992.

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

4 Delegations under the Heavy Vehicle National Law (South Australia) Act 2013

In exercise of the powers contained in Section 44 of the Local Government Act 1999 and Section 22B of the Heavy Vehicle National Law (South Australia) Act 2013 (as relevant) the powers and functions under the Heavy Vehicle National Law (South Australia) Act 2013 contained in the proposed Instrument of Delegation (attached in the Annexure) are hereby delegated this 29th day of May 2019 to the person occupying the office of Chief Executive subject to the conditions and or limitations specified herein or in the Schedule of Condition contained in the proposed Instrument of Delegation under the Heavy Vehicle National Law (South Australia) Act 2013.

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

3.8 Authorised Persons

PURPOSE: To update the Authorised Persons register.

RESOLVED: That Council

1. Endorses the amendments and additions to the Authorised Persons register and

2. Authorise the Chief Executive to sign an Instrument of Appointment for each Officer.

3.9 Proposed Dog and Cat Registration Fees for 2019/2020

PURPOSE: To consider the dog and cat registration fees for 2019/20.

RESOLVED: That Council approve the dog and cat registration fee structure for 2019/2020
<table>
<thead>
<tr>
<th>Service Description</th>
<th>2018/2019</th>
<th>2019/2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non Standard Dog (not microchipped/not desexed)</td>
<td>$66.00</td>
<td>$66.00</td>
</tr>
<tr>
<td>Non Standard Dog with microchip</td>
<td>$66.00</td>
<td>$66.00</td>
</tr>
<tr>
<td>Non Standard Dog desexed</td>
<td>$66.00</td>
<td>$66.00</td>
</tr>
<tr>
<td>Non Standard Dog Concession</td>
<td>$33.00</td>
<td>$33.00</td>
</tr>
<tr>
<td>Standard Dog (desexed and microchipped)</td>
<td>$33.00</td>
<td>$33.00</td>
</tr>
<tr>
<td>Standard Dog Concession</td>
<td>$16.50</td>
<td>$16.50</td>
</tr>
<tr>
<td>Accredited Assistance Dog</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Assistance Dog in Training</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Standard Cat (desexed and microchipped)</td>
<td>$33.00</td>
<td>$33.00</td>
</tr>
<tr>
<td>Standard Cat Concession</td>
<td>$16.50</td>
<td>$16.50</td>
</tr>
<tr>
<td>Registration of a dog business (breeder)</td>
<td>$250.00</td>
<td>$250.00</td>
</tr>
</tbody>
</table>

3.10 Off Leash Dog Park

PURPOSE: To establish an off leash dog park (hereafter described as “the park”) for Roxby Downs and provide a secure site for exercising and socialising dogs.

RESOLVED: That Council

1. endorse (subject to the granting of a licence by BHP and satisfactory community consultation) the establishment of an off leash dog park on a portion of the land at the former caravan park site located at the corner of Olympic Way and Pioneer Drive.

2. authorise the Administrator and Chief Executive to sign the licence and supporting documentation on behalf of Council.

3.11 Proposed 12 Month Advertising Commitment with the Roxby Downs Chronicle

PURPOSE: To approve the proposed 12 month advertising commitment with the Roxby Downs Chronicle.

RESOLVED: That Council endorse the following in relation to the Roxby Downs Chronicle:

1. A 12 month advertising proposal with the Roxby Downs Chronicle. The terms are based on the proposal for the inaugural edition on 29 May 2019 and monthly thereafter.

2. A 12 month advertising commitment at the rate of $699.00 per month (inc. GST) for a full one page in each issue.

3. In addition to advertising content contained within the paid page, Council will be able to directly contribute editorial content for publication that is relevant to the Roxby Downs community.

4. Review the results from Council’s commitment of advertising and editorial content, and the level of engagement achieved by the Roxby Downs Chronicle within Roxby Downs at the conclusion of 12 months (i.e. review to be completed before the end of June 2020). The assessment of the results from this review will determine Council’s future commitment to the Roxby Downs Chronicle.

5. A further review and assessment of Council’s commitment will be triggered if the frequency of publication changes from monthly.

3.12 Roxby Downs Golf Club Lease and Licence Agreement

PURPOSE: To provide consent to grant the following Sporting club with a Lease and Licence agreement:
RESOLVED: That Council approve the granting of a lease and licence to the Roxby Downs Golf Club for a period of 5 years through a peppercorn arrangement ($1 per annum) for continued access to portion of allotment 1396 Deposited Plan 55074 in the Area Named Roxby Downs Out of Hundreds (Andamooka) for the purpose of playing Golf and associated Golf events and the golf club residence is to be used solely for an approved residence.

3.13 Municipal Council of Roxby Downs Christmas Closure

PURPOSE: To consider the Council Office (6 Richardson Place, Roxby Downs) closure for the Christmas/New Year period.

RESOLVED: That Council Office at 6 Richardson Place, Roxby Downs close from 12 noon Tuesday 24 December 2019 and re-open 9:00am Monday 6 January 2020.

3.14 NAIDOC 2019 Main Street Festival

PURPOSE: To consider the closure of Richardson Place between Burgoyne Street and Arcoona Street, Sunday 7 July, 2019 for the NAIDOC Main Street Festival. Full closure of road from the hours of 9.00am to 5.00pm.

RESOLVED: That:-

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

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

Pursuant to Section 33 (1) (a) of the Road Traffic Act 1961, make an order directing that the road on which the event is to be held and any adjacent or adjoining roads specified below can be closed to all traffic except police and emergency vehicles and vehicles involved in the event for the period commencing 9.00am to 5.00pm Sunday 7 July, 2019.

ROAD: Richardson Place
EVENT: NAIDOC 2019 Main Street Festival
ADJACENT / ADJOINING ROADS: Burgoyne Street, Arcoona Street, Norman Place, Roxby Club Car Park Entrance into Richardson Place, and Tavern Road, Roxby Downs.

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

Rule: 230 Crossing the road
Rule: 234 Crossing the road on or near a crossing for pedestrians
Rule: 238 Pedestrians travelling along the road
3.15 Policy Review – Municipal Rating Policy

PURPOSE: To review and adopt the Municipal Rating Policy.

RESOLVED: That Council adopts the reviewed policy as recommended by the Audit Committee at its meeting on 17 May 2019 and publishes it on Council’s website.

3.16 Policy Review – Bad Debts Policy

PURPOSE: To review and adopt the Bad Debts Policy.

RESOLVED: That Council adopts the reviewed policy as recommended by the Audit Committee at its meeting on 17 May 2019 and publishes it on Council’s website.

3.17 Review of Social Media Policy and Procedure

PURPOSE: To review and adopt the updated Social Media Policy and Procedure.

RESOLVED: That

1. Council adopt the Social Media Policy and Procedure as presented.
2. The Policy be removed from Council’s website on the grounds it is an internal document only.
3. The Chief Executive be requested to inform the staff on the policy and procedure.

3.18 Fit for Work Policy and Procedure

PURPOSE: To review and adopt the Fit for Work Policy and Procedure

RESOLVED: That Council:

1. Adopt the Fit for Work Policy and Procedure as reviewed and publish it on Council’s website
2. The Chief Executive be requested to provide information to all staff about their obligations in respect to fitness for work under this policy.

3.19 Policy Reviews

PURPOSE: To endorse policies that are due for review but where no changes are required.

RESOLVED: That the Council notes that no changes have been identified from the reviews of the following policies:

- Review of Council Decisions
- Whistleblower Protection

and following recommendation from the Audit Committee Meeting held 17 May 2019 the Council endorse the policies for a further period or until such time as legislative changes require a review and publishes it on Council’s website.

5. Reports for Information

RESOLVED: The Council receive and notes the following reports:

- Chief Executive Report
6. **Community Presentations, Petitions and Deputations**

Nil

7. **Next Meeting**

The next Ordinary Council Meeting for the Municipal Council of Roxby Downs is scheduled for **Wednesday 26 June 2019 at 4:00 pm** - Council Office Boardroom, 6-8 Richardson Place, Roxby Downs, unless advised otherwise, by notice on the Council’s website.

8. **Closure**

The meeting closed at 6.30pm.