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 28 AUGUST 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  
23 August 2019
AGENDA

Meeting
MUNICIPAL COUNCIL OF ROXBY DOWNS
Ordinary Council Meeting

Meeting Date & Time
Wednesday 28 August 2019 at 4.00pm

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

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 31 July 2019 be confirmed as a true and accurate record of proceedings. Page 3

3. Adoption of Council Resolutions
3.1 Playground Tree Removal – Pine Crescent Children’s Playground Page 6
3.2 Road Closure for Roxby Downs Desert Dash Page 9
3.3 Town Oval Policy Page 11

4. Reports for Information
4.1 Chief Executive Report Page 16
4.2 Recognition of Service – Tony Weir Page 17
4.3 No Development Application Decisions were made between 23 July and 20 August 2019

5. Community Presentations, Petitions and Deputations
Nil

6. Next Meeting
The next Ordinary Council Meeting is scheduled for 25 September 2019 at 4.00pm - Council Office Boardroom, 6-8 Richardson Place, Roxby Downs, unless advised otherwise, by notice on the Council’s website.

7. Closure
MINUTES

Meeting
Ordinary Council Meeting

Meeting Date & Time
Wednesday 31 July 2019 at 4:00pm

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

Present
Geoff Whitbread (Administrator)
Roy Blight (Chief Executive), Michelle Hales (Group Manager Governance & Community), Stuart Edwards (Group Manager Essential Services & Assets), Drew Ellis (Group Manager Corporate Services), Tony Weir (Group Manager Lifestyle & Sport), Juliette Demaine (Communications and Engagement), Amanda Turner (Research and Media), Danielle Moore (Governance Support)

Staff Present

Apologies
NA

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

3. Council Business

3.1 Bulk Water – Filling Swimming Pool by Hydrant


RESOLVED: That Council:

1. adopt the new charge for Bulk Water – Filling Swimming Pool by Hydrant at $3.90 per kl; and

2. the charge be added to the Fees and Charges Register 2019/2020; and updated on Council's website.

3.2 Roxby Council Instagram

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

RESOLVED: That Council:

establishes an Instagram account named @Roxby for the purpose of promoting the Roxby Downs experience.
3.3 Media Policy and Procedure

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

RESOLVED: That Council:

adopts the Media Policy and Procedure as presented and the policy included to be published on the Council’s website.

3.4 Street Sweeping Contract Extension

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

RESOLVED: That Council:

1. approve the extension of the Contract with Environmental Wastewater Catchment Services Pty. Ltd. ATF EWCS Unit Trust trading as Envirosweep (ABN 52 067 331 460) for the provision of street sweeping services for a further two (2) years to 5 August 2021 as per the terms and conditions of Tender number MW055/16.

2. authorise the Group Manager, Essential Services & Assets to provide written confirmation to Envirosweep that a Contract extension is approved for a two (2) year term, expiring 5 August 2021.

3.5 Street Tree Removal – Richardson Place

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

RESOLVED: That Council:

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

3.6 Street Tree Removal - Stuart Road

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

RESOLVED: That Council:

notes the removal of a street tree in Stuart Road due to root intrusion into the mains water pipe as approved by the Chief Executive.

3.7 Public Interest Disclosure Act and Procedure

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

RESOLVED: That Council:

1. adopts the Public Interest Disclosure Policy and Procedure, as presented, and publishes these documents on the Council’s website.

2. revokes the now obsolete Whistleblower Protection Policy.
3. nominates the Group Manager Governance and Community as Council’s Responsible Officer.

3.8 Memorandum of Understanding (MoU) for the Wildlife Hotline

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

RESOLVED: That Council:

notes and endorses the agreement between the three (3) parties and authorises the Chef Executive to execute same.

3.9 Six Month Report Card January – June 2019

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

RESOLVED: That Council:


4. Reports for Information

RESOLVED: The Council receive and notes the following reports:

- Chief Executive Report
- Development Application Decisions

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 28 August 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 4:14pm.

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Geoff Whitbread
Administrator
28 August 2019
1. Purpose

To provide Council with detail regarding removal of a tree in Pine Crescent Children’s Playground.

2. Recommendation

That Council notes the removal of a dead tree from the playground as approved by the Chief Executive in accordance with Council's Policy.

3. Background

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

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

For all other tree removals, Council approval is required.

During a routine work assessment on August 12, 2019 at Pine Crescent playground, a dead pine tree was discovered.

Further investigation revealed the tree posed a risk injury to playground users.

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

Approval was granted in accordance with the Policy.
4. Policy Implications

4.1 Financial/Budget

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

Table 1: 2019/20 approved budget for street sweeping

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

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

4.3 **Legal and Risk Management**

The works were carried out by qualified personnel and the site was made safe during the works with fencing in place. The works were supervised by Council staff.

5. **Report Consultation**

Communications staff provided details and updates on social media prior to commencement and following completion of the work.

6. **Attachments**

Nil

7. **Report Authorisers**

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

Meeting Date       Wednesday 28 August 2019
Title of Report    Road Closure for Roxby Downs Desert Dash

1. Purpose

Closure of Olympic Way between Olympic Dam Highway and Pioneer Drive, Roxby Downs, Sunday 20 October 2019 for the Desert Dash Fun Run. Full closure of road for the hours of 6.30am to 11.00am.

2. Recommendation

That Council:-

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 6.30am to 11.00am Sunday 20 October, 2019.

ROAD: Olympic Way
       (Between Olympic Dam Highway and Pioneer Drive)

EVENT: Roxby Downs Desert Dash

ADJACENT / ADJOINING ROADS: Olympic Dam Highway, Burgoyne Street North and South entrances. Town Oval entrance.

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. **Background**

In previous years Roxby Council has waived the application fees for this event. The Notice of Road Closure will be advertised in The Advertiser and Roxby Downs Chronicle Newspapers. These are considered as donations to the Roxby Downs community.

Road Closure application has been received by Council. Permission has been sought from SAPOL requesting exemptions to Australian Road Rules and Conditions. A Traffic Management Plan and copy of insurance has been received. Traffic Management will be supplied by Steven Thompson (WZTM number 174-734). Local Emergency Services will be emailed a copy of the Road Closure Notice and Traffic Management Plan prior to the event.

4. **Discussion**

N/A

5. **Policy Implications**

5.1 **Financial/Budget**

Advertising $421.00

Total $421.00 (ex.GST)

Budget Account Reference: 14217070

5.2 **Resources**

Public infrastructure and recreation venue.

5.3 **Legal and Risk Management**

Event Management Plan will be in place for this event.

6. **Report Consultation**

Steven Thompson (Roxby Downs Desert Dash Committee)
Michelle Smith (Sport and Recreation Officer)
Roxby Downs Community Board (Sport and Recreation Forum)
Senior Sergeant Chris Holland (SAPOL)

7. **Attachments**

Nil

8. **Report Authorisers**

Roy Blight
Chief Executive
REPORT FOR ORDINARY COUNCIL MEETING

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>28 August 2019</th>
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<tbody>
<tr>
<td>Title of Report</td>
<td>Town Oval Policy</td>
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</table>

1. **Purpose**

To undertake a periodic review of the Town Oval Policy.

2. **Recommendation**

That the Council adopts the Town Oval Policy as presented.

3. **Background**

Sport and Recreation contributes significantly to Roxby Downs being a vibrant and active place for all that live and work within the area, as well as making a major contribution to the cultural and social wellbeing of our community. Sporting activities are usually team and competition based while recreation comes in many forms, including walking, jogging and fitness activities. Council appreciates that there are significant benefits from broad participation and enjoyment, therefore the Council is committed to keeping the Town Oval in excellent condition for community use.

4. **Discussion**

Discussion centred on the Users of the oval and was decided the three main groups using the Oval consisted of short term Permit Holders, occasional Community Group users and longer term occupiers under User Agreements, all of which have their own User Conditions.

5. **Policy Implications**

5.1 **Financial/Budget**

A commitment from Council to maintain the Town Oval and ensure the maintenance of all infrastructure is kept in good condition for the benefit of the community. Irrigation and water is included in the budget for the Town Oval.

5.2 **Resources**

Council provide an Oval Supervisor and staff to manage the oval along with grass cutting equipment and lawn care tools.

5.3 **Legal and Risk Management**

Compliance with the Community Land Management Plan
Section 202 Local Government Act 1999

6. **Report Consultation**

Roy Blight Chief Executive
Tony Weir Group Manager Lifestyle and Sport
Ted Byrt
7. **Attachments**
   Town Oval Policy

8. **Report Author**
   Tony Weir, Group Manager Lifestyle and Sport

9. **Report Authorisers**
   Tony Weir, Group Manager Lifestyle and Sport
POLICY

TOWN OVAL POLICY

Related Documents: Nil

Previous Council Review Dates: 01.12.04, 16.09.11, 16.09.13, 28.08.19
1. INTRODUCTION

This policy recognises that there may be three categories of users of the Town Oval and other public land in the Council area, namely, short term Permit Holders under the By-Laws, occasional community group users, and longer term group occupiers under User Agreements as determined by Council.

This policy also outlines the relevant steps that must be taken by Council to protect and maintain the quality and safety of the Town Oval and all infrastructure located at the Town Oval.

2. OBJECTIVES

The purpose of this policy is to ensure that:

- Council maintains the Town Oval in good condition and in a manner which secures the safety of the community and all users at all times
- Council manages and ensures the maintenance of all infrastructure at the Town Oval is in good condition for the benefit of the community
- Council minimises the risk of damage to all infrastructure
- Council funds are available for the maintenance of infrastructure and a safe environment at the Town Oval
- Council maintains administrative systems to ensure that all use of the Town Oval is orderly and according to relevant “conditions of use”

3. RISK ASSESSMENT

- Council will produce and will maintain a risk analysis and a risk maintenance program for the Town Oval and for infrastructure at the Town Oval

4. CONDITIONS OF USE

- All users will be obliged to comply with conditions of use as required by Council

5. MAXIMISING THE LIFE OF INFRASTRUCTURE

- Council will ensure regular maintenance of the infrastructure to provide optimum efficiency and quality for the benefit of the community
- Any maintenance contract is to be reviewed periodically with recommendations made to Council for continuous improvement

6. REPORTING

- Council is to be kept informed by management of all damages sustained at the Town Oval so that measures can be undertaken and implemented to improve and to provide for the long and safe life of the Town Oval and all infrastructure.
7. REVIEW & EVALUATION

This Policy will be reviewed and evaluated no less than once every two years. The effectiveness of this Policy will be reviewed and evaluated from time to time within Council’s strategic management planning framework.

8. AVAILABILITY OF THE POLICY

The Policy is available for inspection at Council’s Principal Office at Richardson Place Roxby Downs.
REPORT FOR ORDINARY COUNCIL MEETING

Meeting Date 28 August 2019
Title of Report Chief Executive Report

1. Purpose

To provide Council with an update from the Chief Executive since 31 July 2019.

2. For Information

2.1 Enterprise Bargaining Agreement

Work has commenced on preparations for the next Enterprise Bargaining Agreement covering Council employees. The new agreement is due in 2020.

2.2 BHP launch Mining School of Excellence

On Friday 30 August 2019, BHP will be hosting the Premier of South Australia, the Honourable Steven Marshall MP and the Minister for Energy and Resources, the Honourable Dan Van Holst Pellekaan at Olympic Dam to open the Mining School of Excellence at Olympic Dam.

The Administrator and Chief Executive will be attending on behalf of Council.

2.3 BHP Village 1500

Council continues to work with BHP on planning for the proposed new village accommodation project. Following extensive community consultation and research it is expected that a preferred option will be established in the coming weeks.

3. Report Authorisers

Roy Blight
Chief Executive
REPORT FOR ORDINARY COUNCIL MEETING

Meeting Date 28 August 2019
Title of Report Recognition of Service – Tony Weir

1. **Purpose**

To recognise the service and contribution by Tony Weir to the Municipal Council of Roxby Downs and the Roxby Downs Community.

2. **Recommendation**

That Council records appreciation for the service and contribution by Tony Weir to the Roxby Downs Community.

3. **Background and Discussion**

Tony and his family came to Roxby Downs in 2009, with Tony gaining employment in managing the operations of a local retail business. Tony joined the Council in 2015 with responsibility for managing the operations of Roxbylink. In 2016, Tony was appointed to the role of General Manager Lifestyle and Sport with expanded responsibilities for the broad portfolio of recreation assets controlled by Council.

Tony was instrumental in facilitating cooperative arrangements between sporting clubs which resulted in the sharing of club room facilities. This sharing arrangement has resulted in the capacity to provide better utilisation of infrastructure and improved facilities.

Tony also enabled the settlement of leases and licences for sporting organisations occupying Council land.

Tony’s personal involvement in the Roxby Downs Community Board through the Business Forum and the Sport and Recreation Forum guided the contribution of these groups in responding to community needs.

Major projects overseen during Tony’s tenure include:

- Splashpad
- Resurfacing of floor surfaces to indoor stadium 1, gymnasium and netball courts
- Indoor/Outdoor pool resurfacing
- A myriad of centre improvements and upgrades
- Community Youth Centre
- Development of the multi-purpose pump track
- Formation of the Roxby Junior Sports Academy

Since 2018, Tony has served as Council’s representative to the Roxby Downs Area School Governing Council. Outside of Tony’s professional work he has been extensively involved with football, netball and bowls. His comprehensive networks within the sporting fraternity has been very useful in his understanding of the sport and recreation needs of the community.

4. **Report Authoriser**

Roy Blight
Chief Executive