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 26 AUGUST 2020 commencing at 4.00pm.

A copy of the Agenda for the above meeting is attached to this notice.

Due to COVID-19 response restrictions on social distancing, public gatherings and non-essential travel the following arrangements will apply to the normal Council Meeting format:

1. Members of the public may attend the meeting. However, a restriction on numbers present will apply in accordance with the SA Police Commissioner’s declaration.

The minutes of this meeting will be available to the public and published on the Council website no later than 4pm Friday 28 August 2020.

Any comments or questions regarding the agenda items for this meeting can be emailed to roxby@roxbycouncil.com.au

Roy Blight
Chief Executive

21 August 2020
AGENDA

Meeting MUNICIPAL COUNCIL OF ROXBY DOWNS
Ordinary Council Meeting

Meeting Date & Time Wednesday 26 August 2020 at 4.00pm. Members of the public may attend. However, a restriction on numbers present will apply in accordance with the SA Police Commissioner’s declaration.

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

1. Opening Statement

Due to COVID-19 response restrictions on social distancing, public gatherings and non-essential travel the following arrangements will apply to the normal Council Meeting format:

1. Members of the public may attend the meeting. However, a restriction on numbers present will apply in accordance with the SA Police Commissioner’s declaration.

Acknowledgement of Country

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 Ordinary Council Meeting 29 July 2020 be confirmed as a true and accurate record of proceedings. Page 3

3. Adoption of Council Resolutions

3.1 Audit Committee Minutes 14 August 2020 (Subject to Confirmation) Page 10
3.2 Treasury Report Page 15
3.3 Review of Bad Debts Written Off Page 18
3.4 Annual Report on Credit Cards Page 21
3.5 Environmental Health Report – 2019-2020 Page 24
3.6 Six Month Report Card Page 39
3.7 Land Division – Lot 1396 Olympic Way Roxby Downs Page 52
3.8 Freedom of Information Statement 2020-2021 Page 54
3.9 Council Assessment Panel – Meeting Procedures Page 61
3.10 Road Closure for Roxby Downs Desert Dash Page 58
3.11 Roxby Downs and District Racing Club – Letter of Consent Page 70
3.12 Review – Credit Card Policy Page 73

4. Reports

4.1 Chief Executive Report Page 79
4.2 Development Application Decisions Page 81

5. Community Presentations, Petitions and Deputations

Nil

6. Next Meeting

The next Ordinary Council Meeting is scheduled for 26 August 2020 at 4.00pm - Council Office Boardroom, 6-8 Richardson Place, Roxby Downs, unless advised otherwise, by notice on the Council’s website

7. Closure
MINUTES

Meeting Date & Time: Wednesday 29 July 2020 at 4:00pm

Location: Council Office Boardroom, 6-10 Richardson Place, Roxby Downs

Present: Roy Blight (Chief Executive), Michelle Hales (Group Manager Governance & Community), Stuart Edwards (Group Manager Essential Services & Assets), Drew Ellis (Group Manager Corporate Services), Paul McInerney (Group Manager Lifestyle & Sport)

Staff Present: Geoff Whitbread (Administrator)(via teleconference)

Minutes – Kerrie Thomas (Executive Support)

Members of Public in Attendance: Sandy Sumson (departed at 4:28pm)

Apologies: Nil

1. Council Opening

The meeting commenced at 4:00pm.

This meeting is being held under the auspices of the COVID-19 rules established by the State Government and the COVID-19 Safe Plan for Council Meetings.

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: That the Minutes of the Ordinary Council Meeting and the Minutes of the Public Meeting Draft Annual Business Plan & Budget 2020/2021 held on 24 June 2020 be confirmed as true and accurate records of proceedings.

3. Council Business

3.1 Municipal Council of Roxby Downs Annual Business Plan and Budget 2020/2021

PURPOSE: To consider the adoption of the Municipal Council of Roxby Downs Annual Business Plan and Budget for 2020/2021.

RESOLVED: That Council:

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

   Pursuant to Section 123(6) of the Local Government Act 1999, the Council adopts the 2020/2021 Annual Business Plan as set out in the attachment to the report to
Council dated 29 July 2020 entitled Annual Business Plan and Budget 2020/2021:

And

- Pursuant to Section 123(7) of the Local Government Act 1999, having considered the Budget as set out in the attachment to the report to Council dated 29 July 2020 entitled Annual Business Plan and Budget 2020/2021 in conjunction with Council’s Annual Business Plan, and that budget being consistent with that Annual Business Plan, the Council adopts that Budget:

2. Requests the Chief Executive to ensure that a summary of the Annual Business Plan is prepared, published, made available, and provided with the first rates notice sent to ratepayers for the 2020/2021 financial year, in accordance with Section 123(9) of the Local Government Act 1999.

3. Acknowledges from BHP the approval of the budget and rates in a letter dated 13 July 2020 and signed by Laura Tyler, Asset President, BHP Olympic Dam and from the Department of Energy and Mining in a letter dated 21 July 2020 with a statement indicating approval of the budget signed by Dr Paul Heithersay, Chief Executive. Both parties have acknowledged their contribution of $300,000.00 to the Municipal Deficit.

4. Given the Council’s commitment to not increase rates and tariffs to provide some financial relief to ratepayers due to the widespread Covid-19 pandemic impact and the approved budget indicates a circa $700k deficit that the Chief Executive be requested to consider options to substantially reduce this operating deficit and present a report to the Council meeting with recommendation(s) contemporaneous with the first statutory quarter financial review taking place.

3.2 2020/2021 Annual Valuations, Declaration of Rates, Charges and Levies

PURPOSE: Adoption of the 2020/21 annual valuations, declaration of rates, charges and levies.

RESOLVED:

That Council:

Adoption of Valuation

Pursuant to Section 12(6)(b) of the Roxby Downs (Indenture Ratification) Act 1982 and Section 167(2)(a) of the Local Government Act 1999, the most recent valuations of the Valuer-General available to the Council of the capital value of land within the Council’s area are adopted, totalling $545,638,100.00.

Fixed Charge

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

Differential General Rates

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

- Residential – a differential rate of 0.54244 cents in the dollar on the capital value of such land.
- Commercial Shop - a differential rate of 1.58312 cents in the dollar on the capital value of such land.
• Commercial Office - a differential rate of 2.15213 cents in the dollar on the capital value of such land.
• Commercial Other - a differential rate of 1.74566 cents in the dollar on the capital value of such land.
• Industrial Light - a differential rate of 1.33873 cents in the dollar on the capital value of such land.
• Industrial Other - a differential rate of 1.36243 cents in the dollar on the capital value of such land.
• Vacant - a differential rate of 1.54390 cents in the dollar on the capital value of such land.
• Other - a differential rate of 0.94779 cents in the dollar on the capital value of such land.

**Service Charges**

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

In accordance with Section 155(3)(b) of the Local Government Act 1999 and Regulation 12(4)(a) of the Local Government (General) Regulations 2013, this service charge will only apply to land of the Residential category.

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

**Separate Rate – Landscape Levy**

Pursuant to Part 5 of the Landscape South Australia Act 2019 and Section 154 of the Local Government Act 1999, a separate rate (fixed charge) of $64.85 is declared on all rateable land in the Council area to raise the amount of $120,818.00 on behalf of the SA Arid Lands Landscape Board.

**No minimum Rate**

The Council does not fix a minimum rate pursuant to Section 158(1)(a) of the Local Government Act 1999 for the 2020/21 financial year.

**Rate Capping Rebate**

A rebate of differential general rates for the 2020/21 financial year will be granted to the Principal Ratepayer of any assessment under Section 166(1)(l) of the Local Government Act 1999, conditions apply.

In general terms, the amount of the rebate will be the positive difference (if any) between:
(a) the amount of differential general rates imposed for the 2020/21 financial year in respect of that assessment, and (b) the amount of differential general rates imposed for the 2019/20 financial year in respect of that assessment.

This rebate will be calculated by Council and will be applied and noted as a ‘Rebate/Concessions’ amount on each eligible assessment notice.
The rebate will be applied regardless of the property’s land-use category or ownership. The only basis for exemption from eligibility will be where the property has been subject to a change in land-use category in the last year.

**Due Dates for Payment of Rates**

*In accordance with Section 181 of the Local Government Act 1999, the 2020/21 General rates (fixed Charge and Differential Rate), Service Charge and Separate Rate shall be due in four (4) equal or approximately equal instalments payable on 15 September 2020, 15 December 2020, 15 March 2021 and 15 June 2021.*

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

It is noted that:

- Any land excluded from rating pursuant to clause 29(1) of the Schedule to the Roxby Downs (Indenture Ratification) Act 1982 is, in accordance with Section 147(2)(h) of the Local Government Act 1999, not rateable land.
- The rates resolved herein are operative with the agreement of the Joint Venturers under clause 29(3)(a) of the Schedule to the Roxby Downs (Indenture Ratification) Act 1982.
- No rates or charges adopted herein are discriminatory to the Joint Venturers.
- The budget adopted herein attracts the operation of clause 29(3)(b) of the Schedule to the Roxby Downs (Indenture Ratification) Act 1982 with the approval of the State and Joint Venturers.

**3.3 Council Assessment Panel**

**PURPOSE:** To seek approval to establish a Council Assessment Panel (“CAP”).

**RESOLVED:** That:

1. pursuant to Section 83 of the Planning, Development and Infrastructure Act 2016, Council establishes a Council Assessment Panel. This CAP will comprise three (3) members – the Council Administrator and two (2) Independent Members

2. having regard to the recommendations of the Chief Executive, Council appoints the following as Independent Members

   - Edward Byrt
   - Wendy Bell

   to the Municipal Council of Roxby Downs Assessment Panel for a two year term commencing on 1 August 2020 and expiring on 31 July 2022

3. having regard to the recommendations of the Chief Executive, Council appoints Edward Byrt as the Presiding Member of the Roxby Downs Assessment Panel for a two year term commencing on 1 August 2020 and expiring on 31 July 2022

4. having regard to the recommendations of the Chief Executive, Council appoints Stephen Smith as a Deputy Member

5. Council approves that CAP sitting fees for Independent Members be set an amount determined by the Administrator and the Chief Executive

6. Council adopts the CAP Terms of Reference attached to this report

**3.4 Delegations under the Planning, Development and Infrastructure Act 2016**

**PURPOSE:** To adopt Delegations in accordance with the Planning Development and Infrastructure Act 2016.
RESOLVED:

That Council:

2.1 Revocation

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

- Planning, Development and Infrastructure Act 2016

2.2 Adoption

2.2.1 Delegation of Powers of the Council as a Council, Designated Authority and Designated Entity under the Planning, Development and Infrastructure Act 2016

In exercise of the power contained in Section 44 of the Local Government Act 1999 the powers and functions under the Planning, Development and Infrastructure Act 2016 and regulations made thereunder contained in the proposed Instrument of Delegation (attached to this report and provided under separate cover) are hereby delegated this 29th day of July 2020 to the person occupying the office of Chief Executive of the Council subject to the conditions and/or limitations, if any, specified herein or in the Schedule of Conditions in the proposed Instrument of Delegation.

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 Officer sees fit, unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation.

2.2.2 Delegation of Powers of the Council as a Relevant Authority under the Planning, Development and Infrastructure Act 2016

In exercise of the power contained in Section 100 of the Planning, Development and Infrastructure Act 2016 the powers and functions under the Planning, Development and Infrastructure Act 2016 and regulations made thereunder contained in the proposed Instrument of Delegation (attached to this report and provided under separate cover) are hereby delegated this 29th day of July 2020 to the person occupying the office of Chief Executive of the Council subject to the conditions and/or limitations, if any, specified herein or in the Schedule of Conditions in the proposed Instrument of Delegation.

Such powers and functions may be further delegated by the Chief Executive in accordance with Section 100(2)(c) of the Planning, Development and Infrastructure Act 2016 as the Chief Executive sees fit, unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation.

3.5 Delegations – Landscape South Australia Act 2019

PURPOSE: To approve delegations to the Chief Executive under the Landscape South Australia Act 2019 and Landscape South Australia (General) Regulations 2020.

RESOLVED:

1.1 Revocations
1.1.1 That Council hereby revokes the previous delegations to the Chief Executive of those powers and functions under the Natural Resource Management Act 2004, Natural Resources Management (General) Regulations 2005 and Natural Resources Management (Transitional Provisions – Levies) Regulations 2005.

1.2 Adoptions

1.2.1 In exercise of the powers contained in Section 44 of the Local Government Act 1999 the powers and functions under the Landscape South Australia Act 2019 and Landscape South Australia (General) Regulations 2020 and specified in the proposed Instrument of Delegation contained in the attachment to this report are hereby delegated this 29 July 2020 to the person occupying the office of the Chief Executive subject to the conditions and or limitations specified herein or in the Schedule of Conditions in the proposed Instrument of Delegation.

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

3.6 Cat By-Law Review

PURPOSE: To seek approval to commence the process to revoke current By-law No: 3 (Cats) and replace with a new By-Law No.3 for Cats.

RESOLVED: That Council authorises Council staff to commence the process to replace By-Law No.3 (Cats) with a new By-Law following the steps prescribed by law.

3.7 Building Fire Safety Committee

PURPOSE: To seek approval to establish a Building Fire Safety Committee (“BFSC”) under the Planning Development and Infrastructure Act 2016 (“PDI Act”).

RESOLVED: That Council:

1. establishes a Building Fire Safety Committee pursuant to section 157 (17) of the Planning Development and Infrastructure Act 2016.

2. appoints the following as members of the Building Fire Safety Committee:

   ▪ Mr Jeffrey Shillabeer, being a person appointed by the Council and who holds prescribed qualifications in building surveying and is an authorised officer of the Municipal Council of Roxby Downs; and

   ▪ Mr Brett Fennell, being a person appointed by the Council as a person with expertise in the area of fire safety; and

   ▪ Mr Colin Paton, being an authorised officer under Part 3 Division 5 or section 86 of the Fire and Emergency Services Act 2005 and has been approved by the Chief Officer of the South Australian Country Fire Service.

   for a term of office ending on 28 July 2023

3. appoints Jeff Shillabeer as the Presiding Member of the Roxby Downs Building Fire Safety Committee.
4. adopts the Terms of Reference for the Building Fire Safety Committee as presented in the attachment to this report.

3.8 Mobile Food Vendor Permit

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

RESOLVED: That Council, having considered the Mobile Food Vendor Permit application, approves a permit to Alkan Tufekcibas trading as ‘Felix the Van’ with the following conditions:

- 12 month term expiring on 29 July 2021
- $200.00 fee
- Annual renewals on application and payment of relevant annual fees
- Consideration will be given for all other businesses trading with same or similar services with a 100 metre clearance required unless trading of neighbouring related business has ceased for the day
- Satisfactory proof of the requirements identified under 5.3 of this report are supplied to and recorded by the Council

3.9 Statement of Approach to Financial Hardship

PURPOSE: This statement is to assist ratepayers of the Municipal Council of Roxby Downs who are experiencing temporary hardship in meeting payment for property rates due to the impact of COVID-19, and provides flexibility for eligible ratepayers.

RESOLVED: That Council


4. Reports for Information

RESOLVED: The Council receive and notes the following reports:

- Chief Executive Report.
- Development Application Decisions
- Grants 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 26 August 2020 at 4:00 pm - Council Office Boardroom, 6-8 Richardson Place, Roxby Downs, unless advised otherwise, by notice on the Council’s website.

7. Closure

The meeting closed at 4:31pm.

Geoff Whitbread
Administrator
26 August 2020
REPORT FOR ORDINARY COUNCIL MEETING

Meeting Date 26 August 2020
Title of Report Audit Committee Minutes 14 August 2020 (Subject to Confirmation)

1. Purpose
To receive the minutes (subject to confirmation) from the Audit Committee meeting held 14 August 2020.

2. Recommendation
That the minutes (subject to confirmation) of the Audit Committee meeting held 14 August 2020 be received and noted.

3. Background
By operation of the Roxby Downs (Indenture Ratification) Act 1982, the provisions of the Local Government Act 1999 ('the Act') which relate to the establishment and meetings of a Council Committee do not apply to the Council. However, pursuant to Sections 36(1)(c) and 126 of the Act, the Council has established a committee known as the Roxby Council Audit Committee to ensure compliance with Section 126 of the Act and accountability in decision-making.

The Audit Committee meets a minimum of four times per year.

4. Policy Implications

5.1 Financial/Budget
Nil

5.2 Resources
Nil

5.3 Legal and Risk Management
Nil

5. Attachment
Audit Committee Meeting Minutes 14 August 2020 (subject to confirmation).

6. Report Authoriser
Roy Blight
Chief Executive
MINUTES

MUNICIPAL COUNCIL OF ROXBYS DOWNS

Meeting: Audit Committee Meeting
Meeting Date & Time: Friday 14 August 2020 at 12:30pm
Location: Council Office Boardroom, 6-8 Richardson Place, Roxby Downs SA 5725

Present: David Powell (Chair), Rosina Hislop, Trevor Starr (all via teleconference)
In Attendance: Geoff Whitbread (Administrator) (via teleconference)
Roy Blight (Chief Executive) (via teleconference)
Drew Ellis (Group Manager Corporate Services)
Kerrie Thomas (Executive Support) (Minutes) (via teleconference)
Matthew Brunato (Manager Audit & Assurance, Bentleys) (via teleconference to 12:45pm)

Apologies: Nil

1. Opening Statement

The meeting commenced at 12:35pm.

Mr Powell acknowledged the Kokatha and the Kaurna peoples retrospectively, the traditional owners of the lands 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. Conflict of Interest

No member declared a conflict of interest.

3. Confirmation of Minutes of the Previous Meeting

Moved: T. Starr

That the Minutes of the Audit Committee Meeting held on 15 May 2020 be confirmed as a true and accurate record of proceedings

Seconded: R. Hislop

Carried

4. Chief Executive Report

In addition to the written report provided, the Chief Executive Roy Blight also commented on the following:

SUBJECT TO CONFIRMATION
• Craig Johnson from Galpins (internal audit) will provide an update to the next Audit Committee Meeting on the Risk Review workshops that are being held with Council’s Senior Management Team in week commencing 17 August 2020.
• Olympic Dam Resource Development Strategy
• Suite of management plans under development including the Long Term Financial Plan and the Asset Management Plan

The Administrator Geoff Whitbread commented on the status of the Strategic Plan development:

• Five year plan
• Determines behaviours and approaches
• Identifies the range of programs and projects the Council intends addressing
• Will require an annual review
• Expecting completion of the Draft Strategic Plan in the next few weeks

Moved: T. Starr

That the report by the Chief Executive be received and noted.

Seconded: R. Hislop

Carried

5. Written Reports

5.1 Interim Audit Report 2019-2020

Moved: T. Starr

That the Audit Committee notes the production of the Interim Audit for 2019-2020.

Seconded: R. Hislop

Carried

5.2 Full Year Financial Review 2019-2020

Moved: T. Starr

That the Audit Committee notes the Full Year Financial Review 2019-2020.

Seconded: R. Hislop

Carried

5.3 Treasury Report

Moved: T. Starr

That the Audit Committee recommend to Council that it adopts the report on the Review of Treasury Activity for the 2019-2020 financial year.

Seconded: R. Hislop

Carried

5.4 Draft Long Term Financial Plan

Moved: T. Starr

That the Audit Committee notes the DRAFT Long Term Financial Plan.

Seconded: R. Hislop

Carried
5.5 Review of Bad Debts Written Off

Moved: T. Starr

That the Audit Committee notes the report in relation to debts written off in the 2019-2020 financial year.

Seconded: R. Hislop

Carried

5.6 Report on Payroll Audit

Moved: R. Hislop

That the Audit Committee notes the report on the Draft Payroll Audit:

Seconded: T. Starr

Carried

5.7 Annual Report on Credit Cards

Moved: T. Starr

That the Audit Committee notes the report on credit cards allocated to responsible staff to facilitate purchasing of goods and services for the Council.

Seconded: R. Hislop

Carried

5.8 Policy Review – Credit Cards

Moved: T. Starr

That the Audit Committee notes the proposed changes to the Credit Card Policy and recommends adoption by Council.

Seconded: R. Hislop

Carried

5.9 WHS and Risk Management

Moved: T. Starr

That the Audit Committee receives the Report and notes the actions taken by staff.

Seconded: R. Hislop

Carried

5.10 Other Business – Cyber Security

The Australian Government has provided guidance around Cyber Security in the workplace. Has Council looked at the risk management of Cyber Security and what actions have been done to minimise risk?

Chief Executive Roy Blight advised he will provide a report to the next Audit Committee Meeting.

6. Next Meeting

The next Audit Committee Meeting is proposed for 16 October 2020 at 12:30pm – Boardroom, Local Government Finance Authority, Suite 1205, 147 Pirie Street, Adelaide SA 5000, (unless advertised otherwise, by notice on the Council’s website).
7. Closure

The meeting closed at 2.26pm.
REPORT FOR ORDINARY COUNCIL MEETING

Meeting Date  26 August 2020
Title of Report  Review of Treasury Activity 2019-2020

1.  Purpose

To consider a report on Council’s investment activities and the resulting income from those activities.

2.  Recommendation


3.  Background

The Local Government Act requires a report be prepared each year on the performance of Council’s investments. This report covers the 12 months to 30 June 2020.

4.  Discussion

In summary, 2019-2020 was characterised by:
- Increasing cash balances held by Council
- A consistent trending down of interest rates due to the Reserve Bank Australia’s series of reductions in the underlying cash rate

Total interest earned for the 2019-2020 from all sources was $236,908.00 (compared to $189,197.00 in 2018-2019). This total was derived from the following sources:
- Term Deposits: $157,512.00
- LGFA (Bonus interest paid): $17,126.00
- NAB Reimbursement of prior year interest: $62,297.00
- Interest on NAB & LGFA at call deposits: $8,298.00
- Accrued interest on Term Deposits not matured: $8,270.00
- Adjustment (reversal of prior year accrual): ($16,595.00)

Council’s main investment vehicles are Term Deposits. Council invested in a range of term deposits across LGFA (Local Government Finance Authority), NAB and Bank SA. Investments were made in accordance with the Treasury Policy.

The following table summarises those term deposits that matured during the financial year:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Term</th>
<th>Principal ($)</th>
<th>Interest rate</th>
<th>Interest earned ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank SA</td>
<td>6 months</td>
<td>2,000,000.00</td>
<td>2.40%</td>
<td>24,197.00</td>
</tr>
<tr>
<td>LGFA</td>
<td>6 months</td>
<td>2,000,000.00</td>
<td>1.90%</td>
<td>39,052.00</td>
</tr>
<tr>
<td>LGFA</td>
<td>3 months</td>
<td>2,000,000.00</td>
<td>1.60%</td>
<td>8,066.00</td>
</tr>
<tr>
<td>LGFA</td>
<td>6 months</td>
<td>2,000,000.00</td>
<td>1.60%</td>
<td>16,482.00</td>
</tr>
<tr>
<td>LGFA</td>
<td>6 months</td>
<td>1,000,000.00</td>
<td>1.40%</td>
<td>7,058.00</td>
</tr>
<tr>
<td>LGFA</td>
<td>6 months</td>
<td>500,000.00</td>
<td>1.20%</td>
<td>2,992.00</td>
</tr>
<tr>
<td>NAB</td>
<td>6 months</td>
<td>600,000.00</td>
<td>1.70%</td>
<td>5,086.00</td>
</tr>
<tr>
<td>LGFA</td>
<td>6 months</td>
<td>2,000,000.00</td>
<td>1.20%</td>
<td>11,836.00</td>
</tr>
<tr>
<td>LGFA</td>
<td>1 month</td>
<td>500,000.00</td>
<td>1.00%</td>
<td>425.00</td>
</tr>
</tbody>
</table>
Council also invested in the following term deposits, all of which had not yet matured as at 30 June 2020:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Term</th>
<th>Principal ($)</th>
<th>Interest rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAB</td>
<td>7 months</td>
<td>605,086.00</td>
<td>1.50%</td>
</tr>
<tr>
<td>LGFA</td>
<td>3 months</td>
<td>2,000,000.00</td>
<td>0.70%</td>
</tr>
<tr>
<td>LGFA</td>
<td>5 months</td>
<td>2,000,000.00</td>
<td>0.85%</td>
</tr>
<tr>
<td>Bank SA</td>
<td>10 months</td>
<td>2,040,852.00</td>
<td>1.12%</td>
</tr>
<tr>
<td>LGFA</td>
<td>3 months</td>
<td>1,004,144.00</td>
<td>0.70%</td>
</tr>
<tr>
<td>LGFA</td>
<td>3 months</td>
<td>5,200,000.00</td>
<td>0.70%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12,244,996.00</td>
<td></td>
</tr>
</tbody>
</table>

**Bank accounts**

Council closed its NAB Maximiser account during the year. This account had originally been set up as an account that paid higher interest than the ‘operating’ account. It was used as a depository for any cash that was surplus to immediate requirements. In recent years the underlying terms of the account had changed, resulting in it paying a lower rate of interest than the ‘operating’ account. When this was realised, Council stopped using the account. (This resulted in the $62,296.00 reimbursement of interest which is reflected above).

Council now utilises the following bank accounts:
- NAB ‘operating’ account – the main account used for cash and EFTPOS deposits, debtors and creditors
- NAB ‘Roxbylink’ account – primarily used for cash and EFTPOS deposits at Roxbylink
- LGFA 24-hour access account – used for any cash surplus to immediate needs

There are no plans to make any substantive changes to Council’s bank account structure in the next twelve months.

This report was considered by the Council’s Audit Committee at the meeting held 14 August 2020. The Audit Committee resolved:

> That the Audit Committee recommend to Council that it adopts the report on the Review of Treasury Activity for the 2019-2020 financial year.

### 5. Policy Implications

#### 5.1 Financial/Budget

The value of interest earned was:

- 2019-2020 Budget: $225,000.00
- 2019-2020 Actuals: $236,908.00

#### 5.2 Resources

Cash investments are managed internally. Only cash resources that are surplus to immediate needs are invested.
5.3 Legal and Risk Management

Appropriate investment framework ensures that treasury activities are limited to appropriate and risk-averse strategies per the Treasury Policy.

6. Report Consultation

Audit Committee
Roy Blight - Chief Executive
Eion Williamson - Financial Accountant

7. Report Authoriser

Drew Ellis
Group Manager Corporate Services
REPORT FOR ORDINARY COUNCIL MEETING

Meeting Date 26 August 2020
Title of Report Review of Bad Debts Written-Off 2019-2020

1. Purpose

To consider a report on Council’s debts written off for the year ending 30 June 2020.

2. Recommendation


3. Background

A regular review of its debtors forms part of Council’s financial management activities. The identification of doubtful debts is important as failure to do so would potentially lead to the overstatement of assets and the understating of expenses. When a doubtful debt is determined to be either un-recoverable, or the cost of recovery makes further recovery unviable, it should be earmarked for writing off as a bad debt.

4. Discussion

All the individual debts that were written off by Council in 2019-2020 related to electricity debts incurred through Roxby Power. Many of the debts had been incurred in prior years and the write-offs formed part of a major clean-up of the electricity debtors. The individual debts are detailed in Appendix 1 – Bad Debts Register 2019-2020 (names redacted to ensure privacy).

The decision to write off each of these debts was based on either:

- An assessment that any further recovery of the debt (or part of the debt) was doubtful, or
- An assessment that the cost required for any further recovery of the debt would be unviable in the context of the value of the debt.

The authority for the writing off of each debt was consistent with the required policy - Council (where the value of any specific debt exceeded the Chief Executive’s authority) or the Chief Executive. In all cases, the approval was sought by the appropriate authority only after a review and recommendation by both the Electricity Billing Officer and Group Manager Corporate Services.

Generally, the debts had been subject to the following debt recovery procedure:

- Reminder Notices and Final Notices issued by billing officers
- Referral to debt collectors
- Referral for legal action by debt collectors
- Issue of Court summons
- Judgement obtained by Court
- Investigation Summons

Despite having been subject to the above recovery process, many of the written off debts relate to debtors whose location since leaving Roxby Downs were unknown. In many cases, skip traces performed by Kemps, have failed to confirm their location. The issue of electricity
debtors ‘disappearing’ once they leave Roxby Downs presents an ongoing challenge for Council in terms of its debtor management strategies.

Note: That if a defaulting debtor returns to Roxby Downs and seeks to establish a new account, bad debts recovery effort will be renewed and the debtor will be required to pay a bond. For the 2019/2020 financial year five debts were reversed with three debts being paid in full.

The value of debts written off in 2019-2020 was $26,081.00 against a budget of $37,000.00. The value was up on 2018-2019 total by $2,786.00 or 11%. When measured as a percentage of Electricity Sales, the value of bad debts equates to 0.56% of sales ($26,081.00 / $4,673,922.00). This compares to 0.49% for the prior year.

This report was considered by the Council’s Audit Committee at the meeting held 14 August 2020. The Audit Committee resolved:

*That the Audit Committee notes the report in relation to debts written off in the 2019-2020 financial year.*

5. **Policy Implications**

5.1 **Financial/Budget**

2019-2020 Budget: $37,000.00  
2019-2020 Actuals: $26,081.00

5.2 **Resources**

No additional resources required beyond those already employed in management of debts (including internal staff and external agency (ie. Kemps)).

5.3 **Legal and Risk Management**

Appropriate review of debtors and write-off of bad debts mitigates financial risk.

6. **Report Consultation**

Audit Committee  
Roy Blight - Chief Executive  
Eion Williamson - Financial Accountant  
Leah Caden - Electricity Services Officer

7. **Attachment**

Bad Debts Written Off

8. **Report Authoriser**

Drew Ellis  
Group Manager Corporate Services
### 2019-2020 Debts Written Off

The following debts were written off:

<table>
<thead>
<tr>
<th>E02410</th>
<th>Written off 19/20</th>
<th>1,246.44</th>
</tr>
</thead>
<tbody>
<tr>
<td>E02890</td>
<td>Written off 19/20</td>
<td>872.15</td>
</tr>
<tr>
<td>E03002</td>
<td>Written off 19/20</td>
<td>352.52</td>
</tr>
<tr>
<td>E03999</td>
<td>Written off 19/20</td>
<td>287.18</td>
</tr>
<tr>
<td>E02801</td>
<td>Written off 19/20</td>
<td>650.84</td>
</tr>
<tr>
<td>E03314</td>
<td>Written off 19/20</td>
<td>2,491.25</td>
</tr>
<tr>
<td>E04040</td>
<td>Written off 19/20</td>
<td>69.91</td>
</tr>
<tr>
<td>E01900</td>
<td>Written off 19/20</td>
<td>811.75</td>
</tr>
<tr>
<td>E01615</td>
<td>Written off 19/20</td>
<td>336.16</td>
</tr>
<tr>
<td>E01939</td>
<td>Written off 19/20</td>
<td>333.02</td>
</tr>
<tr>
<td>E01774</td>
<td>Written off 19/20</td>
<td>1,260.74</td>
</tr>
<tr>
<td>E01053</td>
<td>Written off 19/20</td>
<td>1,835.07</td>
</tr>
<tr>
<td>E03794</td>
<td>Written off 19/20</td>
<td>797.16</td>
</tr>
<tr>
<td>E03588</td>
<td>Written off 19/20</td>
<td>596.47</td>
</tr>
<tr>
<td>E03580</td>
<td>Written off 19/20</td>
<td>242.27</td>
</tr>
<tr>
<td>E01906</td>
<td>Written off 19/20</td>
<td>270.13</td>
</tr>
<tr>
<td>E03751</td>
<td>Written off 19/20</td>
<td>757.18</td>
</tr>
<tr>
<td>E03607</td>
<td>Written off 19/20</td>
<td>85.45</td>
</tr>
<tr>
<td>E03575</td>
<td>Written off 19/20</td>
<td>136.36</td>
</tr>
<tr>
<td>E02795</td>
<td>Written off 19/20</td>
<td>101.36</td>
</tr>
<tr>
<td>E03652</td>
<td>Written off 19/20</td>
<td>636.06</td>
</tr>
<tr>
<td>E03785</td>
<td>Written off 19/20</td>
<td>484.59</td>
</tr>
<tr>
<td>E03159</td>
<td>Written off 19/20</td>
<td>1,965.52</td>
</tr>
<tr>
<td>E01430</td>
<td>Written off 19/20</td>
<td>1,300.35</td>
</tr>
<tr>
<td>E03850</td>
<td>Written off 19/20</td>
<td>755.20</td>
</tr>
<tr>
<td>E03444</td>
<td>Written off 19/20</td>
<td>258.79</td>
</tr>
<tr>
<td>E03209</td>
<td>Written off 19/20</td>
<td>432.03</td>
</tr>
</tbody>
</table>

**Total:** 19,419.95
**Session:** 29/01/2020

The following amounts were recovered from debts previously written off:

<table>
<thead>
<tr>
<th>E02768</th>
<th>Recovered - previously written off</th>
<th>230.98</th>
</tr>
</thead>
<tbody>
<tr>
<td>E01947</td>
<td>Recovered - previously written off</td>
<td>98.44</td>
</tr>
<tr>
<td>E03159</td>
<td>Recovered - previously written off</td>
<td>1,965.52</td>
</tr>
<tr>
<td>E00226</td>
<td>Recovered - previously written off</td>
<td>181.82</td>
</tr>
<tr>
<td>E02072</td>
<td>Recovered - previously written off</td>
<td>100.02</td>
</tr>
</tbody>
</table>

**Total:** 2,536.78

---

**2019-2020 FY**

2019-2019 Budget

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>26,081.27</td>
</tr>
<tr>
<td></td>
<td></td>
<td>37,000.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10,918.73</td>
</tr>
</tbody>
</table>
REPORT FOR ORDINARY COUNCIL MEETING

Meeting Date 26 August 2020
Title of Report Annual Report on Credit Cards 2019-2020

1. Purpose
To provide a report to Council on the use of credit cards by employees 2019-2020.

2. Recommendation

3. Background
Council credit cards require robust internal controls to mitigate the risks associated with their misuse.

The use and misuse of Council credit card has been a particular focus recently of the South Australian Ombudsman.

Part of the internal control and governance framework will see an annual report on credit cards for both Audit Committee and Council.

4. Discussion
The credit cards are sourced through National Australia Bank's credit card supplier, Flexipurchase.

Council utilises credit cards for purchases where it is not viable on the basis of recurrent need to set the supplier up in the system, or for instances where telephone or online purchases are the only purchase method on offer. Credit Card purchases tend to be of relatively low value to mainstream purchases.

Council has a minimalist approach to credit cards, issuing as few as possible and limiting the respective card limits to as small a limit as is viable. The card limits are reviewed at least annually, as part of the review of Council’s Financial Delegations.

New credit cards issued in 2019-2020:

<table>
<thead>
<tr>
<th>Cardholder</th>
<th>Date ordered</th>
<th>Credit limit</th>
<th>Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matthew Kinnaird – Operations Manager Roxbylink</td>
<td>7/11/2019</td>
<td>$5,000.00</td>
<td>Financial Delegations, October 2019</td>
</tr>
<tr>
<td>Rebecca Mackey – Executive Support Roxbylink</td>
<td>7/11/2019</td>
<td>$5,000.00</td>
<td>Financial Delegations, October 2019</td>
</tr>
</tbody>
</table>

Cards cancelled in 2019-2020:

<table>
<thead>
<tr>
<th>Cardholder</th>
<th>Date cancelled</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tony Weir – Group Manager Lifestyle &amp; Sports</td>
<td>4/11/2019</td>
<td>Resigned</td>
</tr>
</tbody>
</table>
Summary of credit cards on issue as at 30 June 2020:

<table>
<thead>
<tr>
<th>Cardholder</th>
<th>Position</th>
<th>Credit limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michelle Hales</td>
<td>Group Manager Governance &amp; Community</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Kerrie Thomas</td>
<td>Executive Support Officer</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Paul McInerney</td>
<td>Group Manager Lifestyle &amp; Sports</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Matthew Kinnaird</td>
<td>Operations Manager Roxbylink</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Rebecca Mackey</td>
<td>Executive Support Roxbylink</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Geoff Whitbread</td>
<td>Administrator</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>Drew Ellis</td>
<td>Group Manager Corporate Services</td>
<td>$3,000.00</td>
</tr>
</tbody>
</table>

The above credit limits are considered to be appropriate. No changes to limits are planned at this time.

Credit card policy review

Council’s Credit Card Policy became due for review in June 2020. It was last reviewed in June 2018.

The review has considered the recent investigations into credit card use in South Australian Councils by the South Australian Ombudsman. The report into City of Onkaparinga’s use of credit cards was found to be particularly useful.

The reviewed Credit Card Policy is being tabled separately in this meeting for consideration.

Online card management

Council’s ability to issue and cancel credit cards was improved during the year with a limited online facility becoming available through the NAB Connect platform. Prior to this, Council was reliant on having to email instructions to a third party, and the level of service and response times were unacceptably poor. Whilst new card issues and cancellations can now be done more easily, limitations remain as to what can be achieved using the online facility. There is very limited facility to run useful reports, and even the search tools are very limited. For example, it does not allow the running of a basic report to show the value of purchases over a twelve month period either by individual credit card or across all cards. The only way to rectify these issues would be for Council to source credit cards through an alternate supplier, which would also require us to transition to a new bank. Whilst Council has planned for this as a contingency, these reporting limitations are not considered material enough to justify any action at this time.

This report was considered by the Council’s Audit Committee at the meeting held 14 August 2020. The Audit Committee resolved:

> That the Audit Committee notes the report on credit cards allocated to responsible staff to facilitate purchasing of goods and services for the Council.

5. Policy Implications

5.1 Financial/Budget

The total value of purchases made by Council’s credit cards during 2019-2020 was $89,233.00. The cost to Council in the form of credit card administration fees was $568.00.

5.2 Resources

Council’s credit cards are managed and administered internally, with oversight involvement by Auditors, Audit Committee and Council.
5.3 Legal and Risk Management

Appropriate policies, internal controls and specific rules around credit card use manage risk associated with use of credit cards.

6. Report Consultation

Audit Committee
Roy Blight - Chief Executive
Michelle Hales - Group Manager Governance and Community
Reference: City of Onkaparinga – Use of Corporate Credit Cards (SA Ombudsman, Nov 2019)

7. Report Authoriser

Drew Ellis
Group Manager Corporate Services
REPORT FOR COUNCIL MEETING

Meeting Date: 26 August 2020
Title of Report: Environmental Health Report 2019-2020

1. Purpose

To consider and endorse the Environmental Health Report 2019-2020

2. Recommendation

That Council:

1. Endorses the Annual Environmental Health Report 2019-2020
2. Authorises the Chief Executive to sign the report and lodge the report with SA Health

3. Background

The South Australian Public Health Act 2011 (“SAPH Act 2011”) requires Council to submit a report outlining the Environmental Health activities conducted by the Council for the previous financial year. The intent of the report, which is based on SA Health’s environmental health annual reporting preform a, is to report information relating to workforce, activities, compliance, administration and enforcement of the SAPH Act 2011.

Data obtained from reports is used by SA Health to assess trends and direct policy and service provision and inform the State Public Health Plan.

4. Discussion

Council outsources the on ground provision of environmental health activities to the City of Salisbury. The attached Annual Report has been prepared by the City of Salisbury’s Acting Environmental Health Officer (“EHO”).

During the current COVID-19 period attendances by City of Salisbury’s EHO has been limited and restricted due to the assessment of Work Health Safety risk by both councils. In the absence of a locally based EHO, officers from Roxby Downs Police have assisted with compliance checking of local food businesses.

During the financial year the EHO did not issue any Section 92 notices. These notices are issued when a risk of harm or potential harm to public health is identified.

5. Policy Implications

5.1 Financial/Budget

Environmental Health is a contracted service with an annual budget allocation. City of Salisbury charges an hourly rate and Roxby Council also covers costs for flights and travel.

5.2 Resources

Council’s Governance Officer liaises with the EHO and distributes correspondence originated by the EHO. Council staff also report and raise food safety related issues with the EHO based on local observations and also receive any complaints which are forwarded to the EHO for attention.

5.3 Legal and Risk Management

The Annual Report ensures Council is meeting its legislative reporting obligations and responsibilities under the SA Public Health Act 2011
6. **Report Consultation**

City of Salisbury EHO

7. **Attachment**

Annual Environmental Health Report 2019-2020

8. **Report Authoriser**

Michelle Hales
Group Manager Governance and Community
The aim of this report is to assist the Minister for Health and the Chief Public Health Officer and their delegates to perform their functions under the following sections of the South Australian Public Health Act 2011:

s17(1) The Minister's functions in connection with the administration of this Act include the following (to be performed to such extent as the Minister considers appropriate):
(a) to further the objects of this Act by taking action to preserve, protect or promote public health within the State;
(b) to promote proper standards of public and environmental health within the State by ensuring that adequate measures are taken to give effect to the provisions of this Act and to ensure compliance with the Act.

s21(1) The Chief Public Health Officer's functions are as follows:
(b) to ensure that the Act, and any designated health legislation, are complied with;

s23(1) The Chief Public Health Officer is required to prepare a written report every 2 years about—
(a) public health trends, activities and indicators in South Australia

It is requested that all councils complete and submit this report by 30 September 2020.

When completing this report, please add rows to tables as necessary.

Please submit your completed report by 30th September 2020 in electronic copy emailed to:

HealthProtectionPrograms@sa.gov.au
1 ENVIRONMENTAL HEALTH WORKFORCE

1.1 Authorised officers (s44)
Please provide a list of all persons currently authorised by the authority pursuant to s44 of the Act on 30 June 2020 in the following format. This is requested to confirm that the Chief Public Health Officer’s notification register is up to date.

<table>
<thead>
<tr>
<th>Authorised officer’s full name</th>
<th>Employment type (PFT, PPT, CE or CNE)</th>
<th>Date authorised</th>
<th>Approved qualification number</th>
<th>Environmental health experience (years/months)</th>
<th>Average EH hours worked per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr John Darzanos Manager Environmental Health and Safety</td>
<td>CE</td>
<td>2018</td>
<td>7</td>
<td>32</td>
<td>0</td>
</tr>
<tr>
<td>Mr Stephen John Sowter Environmental Health Officer</td>
<td>CE</td>
<td>2018</td>
<td>7</td>
<td>34</td>
<td>0</td>
</tr>
<tr>
<td>Nicholas Malandris Environmental Health Officer</td>
<td>CE</td>
<td>2018</td>
<td>9</td>
<td>3</td>
<td>0</td>
</tr>
</tbody>
</table>

Notes:

Approved qualification number: Please refer to the list of approved qualifications for the appointment of local authorised officers.
Average EH hours: Please indicate the average number of hours the individual spends working on environmental health related tasks and activities (including food safety, administrative, strategic, management and policy related tasks) for council per week.

1.2 Were any environmental health positions vacant on 30 June 2020?
No

1.3 Any additional comments relating to environmental health workforce

Due to COVID-19 restrictions – attendances by EHO’s from City of Salisbury has been limited and restricted given the risks associated with flying and the WHS assessments undertaken by the City of Salisbury
2 SA PUBLIC HEALTH ACT & REGULATIONS - ENFORCEMENT

2.1 Were any section 92 notices issued under the Act during the reporting period?  
No – proceed to section 2.2

2.1.1 In total, how many section 92 notices were issued during the reporting period (not including preliminary notices).

2.1.2 Please provide a summary of the matters that section 92 notices were issued to deal with.

2.1.3 Was action taken on non-compliance with any section 92 notices issued (s.93)?  
No – proceed to section 2.1.4

2.1.4 Were any expiation notices issued or prosecutions commenced for failure to comply with a section 92 notice (s.92.10)?  
No – proceed to section 2.1.5

2.1.5 Were any section 92 notices reviewed or appealed (s.95-96)?  
No – proceed to section 2.1.6

2.1.6 Any additional comments relating to section 92 notices issued
2.2 Were any expiation notices issued or prosecutions commenced for material or serious risks to public health during the reporting period?

No – proceed to section 2.2.4

2.2.4 Any additional comments relating to material or serious risks to public health

2.3 Were any other expiation notices issued or prosecutions not previously covered commenced for breaches of the Act during the reporting period?

No – proceed to section 2.4
2.4 South Australian Public Health (General) Regulations 2013

2.4.1 How many known premises with public pools and/or spas are there in your council area?

2.4.2 Please complete the table below to indicate routine inspections of public pools and spas conducted during the reporting period to confirm compliance with the regulations and to minimise the incidence of water borne illness.

<table>
<thead>
<tr>
<th>Type of public pool</th>
<th>No. of known public pools and spas in council area. Please count each pool separately at premises with more than one pool.</th>
<th>No. of pools inspected at least once for compliance</th>
<th>Please provide details of any regularly encountered non-compliance issues</th>
</tr>
</thead>
<tbody>
<tr>
<td>Swimming pool</td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Spa pool</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hydrotherapy pool</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waterslide</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals</td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

2.4.3 Were any expiation notices issued or prosecutions commenced under the General Regulations during the reporting period?

No – proceed to section 2.4.4

2.4.4 Please provide feedback for consideration in relation to the review of the South Australian Public Health (General) Regulations 2013

2.4.5 Any additional comments relating to the South Australian Public Health (General) Regulations 2013

2.4.6 Are there any unregulated interactive fountains or water play areas using recirculated water within your council area?

No – proceed to section 2.5
2.5  South Australian Public Health (Wastewater) Regulations 2013

2.5.1  Were any applications for wastewater works approvals received during the current or previous reporting periods?
   No – proceed to section 2.6

2.5.2  Do you keep a wastewater works approval register compliant with the requirements of regulation 27 of the Wastewater Regulations?
   Yes
2.6 South Australian Public Health (Legionella) Regulations 2013

2.6.1 How many cooling towers are registered in your council area? Please provide the number of individual towers even when they are part of a single cooling water system.

2.6.2 Please complete the table below to indicate inspections of high risk manufactured water systems conducted during the reporting period to confirm compliance with the regulations and to minimise the incidence of Legionellosis.

<table>
<thead>
<tr>
<th>Type of registered system</th>
<th>No. of systems on council’s register</th>
<th>No. of systems inspected at least once for compliance by an authorised council officer. Reg. 15(1)</th>
<th>No. of systems inspected at least once for compliance by an independent competent person. Reg. 15(2)</th>
<th>No. of follow-up inspections by an authorised officer due to non compliance issues</th>
<th>No. of additional inspections due to complaints and disease investigations</th>
<th>Total no. of inspections conducted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coolings water systems*</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Warm water systems</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

* A cooling water system may include an individual cooling tower, or a number of interconnected cooling towers that utilise the same recirculating water.

2.6.3 Please provide details of any regularly encountered HRMWS compliance issues.
2.6.4 Were any expiation notices issued or prosecutions commenced under the Legionella Regulations during the reporting period?

No – proceed to section 2.6.5

Please provide details on all expiation notices issued and prosecutions commenced by the authority during the reporting period.

<table>
<thead>
<tr>
<th>Reg. No.</th>
<th>Type</th>
<th>No. of expiations issued</th>
<th>No. of prosecutions commenced</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>5(2)</td>
<td>Unregistered system</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6(4)</td>
<td>Notification of change to registration particulars.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6(5)</td>
<td>Notification of permanent decommissioning or removal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Automatic biocide dosing device</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8(1)</td>
<td>Drift eliminators</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Commissioning</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10(1)</td>
<td>System plans</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10(3)</td>
<td>Operation and maintenance manuals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Operation and maintenance by a competent person</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Maintenance of cooling water system</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Maintenance of warm water systems</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14(1)</td>
<td>Log books</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14(2)</td>
<td>Retain log books</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17(1)</td>
<td>Failure to shut down or decontaminate system</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17(2)</td>
<td>Reporting of notifiable results within 24 hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18(4)</td>
<td>Contravention of a condition of a determination or approval</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>False or misleading statement</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>N/A</strong></td>
<td></td>
<td><strong>N/A</strong></td>
<td></td>
</tr>
</tbody>
</table>
2.6.5 Were any notices issued under the Legionella Regulations during the reporting period?

No – proceed to section 2.6.6

2.6.6 Please provide feedback for consideration in relation to the review of the South Australian Public Health (Legionella) Regulations 2013

2.6.7 Any additional comments relating to the Legionella Regulations
3 South Australian Public Health (Severe Domestic Squalor) Policy 2013

3.1 Were any cases of hoarding and/or domestic squalor investigated in your area during the reporting period?
   No – proceed to section 4.1

3.2 Is the South Australian Severe Domestic Squalor Scale (Appendix 2 – A Foot in the Door) used for the assessment of cases of domestic squalor?
   Yes – proceed to section 3.3

3.3 Are you involved in an interagency squalor group?
   No.

3.4 In instances of severe domestic squalor where a breach of the general duty or a risk to public health has been identified, what public health risks have been associated with these cases?

3.5 Have situations of hoarding and/or domestic squalor been encountered where the application of the Act has been deemed inappropriate?
   No – proceed to section 3.6

3.6 Has the South Australian Public Health (Severe Domestic Squalor) Policy 2013 and associated guideline ‘A Foot in the Door’ assisted you in the administration of the Act and in the resolution of cases of severe domestic squalor?
   No – no cases required investigation

3.7 Any additional comments on the South Australian Public Health (Severe Domestic Squalor) Policy 2013?
4. The South Australian Public Health (Clandestine Drug Lab) Policy 2016

4.1 Were any clandestine drug laboratories reported and/or investigated in your area during the reporting period?

No – proceed to section 5.0

Please provide details on all clandestine drug laboratories reported and/or investigated during the reporting period.

<table>
<thead>
<tr>
<th>Total number of clan labs notified</th>
<th>Total number of clan labs assessed</th>
<th>Total number of clan labs completely remediated</th>
<th>Total number of clan labs currently being remediated</th>
<th>Total number of clan labs declared unfit for human habitation</th>
<th>Total number of clan labs demolished</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

4.2 Was a site inspection undertaken of any of the clandestine drug labs listed above?

☐ Yes - total number of inspections undertaken ☐ No – proceed to section 4.3

4.3 Has the South Australian Public Health (Clandestine Drug Laboratory) Policy 2016 and the associated ‘Practice Guideline for the Management of Clandestine Drug Laboratories’ assisted you in the administration of the Act and in the remediation of clandestine drug laboratories?

☐ Yes

☐ No – provide an overview of your experiences

4.4 Any additional comments on the South Australian Public Health (Clandestine Drug Laboratory) Policy 2016?
5  Environmental Health Complaints/Customer Requests

Please complete the table below to indicate the number of environmental health complaints and customer requests received and actioned during the reporting period. Please change category names or add new categories according to council’s complaint/customer request recording system.

<table>
<thead>
<tr>
<th>Type of complaint / customer request (category)</th>
<th>Number received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation Standards</td>
<td>0</td>
</tr>
<tr>
<td>Air Pollution / Odours / Air quality / Dust</td>
<td>0</td>
</tr>
<tr>
<td>Asbestos</td>
<td>0</td>
</tr>
<tr>
<td>Body Piercing / Tattooing / Other Skin Penetration</td>
<td>0</td>
</tr>
<tr>
<td>Combustion Heaters / Wood Heater Smoke</td>
<td>0</td>
</tr>
<tr>
<td>Community Amenity</td>
<td>0</td>
</tr>
<tr>
<td>Contaminated Land</td>
<td>0</td>
</tr>
<tr>
<td>Development Pollution</td>
<td>0</td>
</tr>
<tr>
<td>Discharge of Wastes / Waste Control / Refuse Storage and/or Disposal</td>
<td>0</td>
</tr>
<tr>
<td>Excessive Vegetation / Long Grass / Undergrowth / Fire Hazard</td>
<td>0</td>
</tr>
<tr>
<td>General Health Complaint or Enquiry / Other</td>
<td>0</td>
</tr>
<tr>
<td>Hazardous Substances</td>
<td>0</td>
</tr>
<tr>
<td>Infectious Disease / Notifiable Condition</td>
<td>0</td>
</tr>
<tr>
<td>Hairdressing / Beauty Salons</td>
<td>0</td>
</tr>
<tr>
<td>Keeping of Animals</td>
<td>0</td>
</tr>
<tr>
<td>Legionella Investigation</td>
<td>0</td>
</tr>
<tr>
<td>Mosquitoes</td>
<td>0</td>
</tr>
<tr>
<td>Noise</td>
<td>0</td>
</tr>
<tr>
<td>Public Swimming Pools and Spa Pools</td>
<td>0</td>
</tr>
<tr>
<td>Rats or Mice</td>
<td>0</td>
</tr>
<tr>
<td>Sanitary Facilities</td>
<td>0</td>
</tr>
<tr>
<td>Septic Tanks / Aerobic Servicing / Failing Onsite System</td>
<td>0</td>
</tr>
<tr>
<td>Sharps Disposal</td>
<td>0</td>
</tr>
<tr>
<td>Supported Residential Facilities</td>
<td>0</td>
</tr>
<tr>
<td>Vermin (including pigeons and insects other than rats, mice, wasps and mosquitoes)</td>
<td>0</td>
</tr>
<tr>
<td>Wasps</td>
<td>0</td>
</tr>
<tr>
<td>Water Quality (other than public swimming pools and spa pools)</td>
<td>0</td>
</tr>
</tbody>
</table>
Person to contact regarding the contents of this report:

Nicholas Malandris 20/07/2020
Acting Senior Environmental Health Officer

Endorsed by Chief Executive Officer/delegated person:

Please submit your completed report by 30th September 2020 in electronic copy emailed to:

HealthProtectionPrograms@sa.gov.au

This template will be reviewed annually.
REPORT FOR ORDINARY COUNCIL MEETING

Meeting Date 26 August 2020
Title of Report Six Month Report Card January – June 2020

1. Purpose

To inform the community and interested stakeholders about progress in meeting the objectives of Council’s Annual Business Plan and Budget and reporting Council-initiated and/or partnered activities, programs, and events. The Six Month Report Card provides an overview for the January to June 2020 period.

2. Recommendation


3. Background

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

4. Discussion

A review of all areas of Council was undertaken. The review attached to this report provides a summary of highlights in each area of Council, as well as ongoing projects for the first half of 2020.

5. Policy Implications

5.1 Financial/Budget

Nil

5.2 Resources

Nil

5.3 Legal and Risk Management

Nil

6. Report Consultation

Senior Management Team

7. Attachment

Six Month Report Card January-June 2020

8. Report Author

Juliette Demaine
Communications and Engagement
9. **Report Authoriser**  
Roy Blight  
Chief Executive
Welcome to the sixth edition of Roxby Council’s Six Month Report Card series.

This Report Card initiative was first introduced for the July-December 2017 period. It illustrates our ongoing commitment to inform the community and other 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.

This edition provides a snapshot of Council highlights during the period January to June 2020.

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

Many of these activities are reported upon as they happen via the Roxby Council website and the Roxby Council and Roxbylink Facebook pages. Radio segments on RoxFM (Council Catchup, Thursdays at 9am and The Vibe, Fridays at 1pm) and other radio programs broadcasting in the region are also utilised as a key way of communicating progress and achievements.

This Report Card represents a succinct and easy-to-read summary of these highlights.

We are interested in your feedback. Please feel free to provide comments and suggestions via: roxby@roxbycouncil.com.au
A PERIOD OF UNCERTAINTY:

To date, 2020 has presented a range of unprecedented challenges.

Australia recorded its first case of Novel coronavirus (COVID-19) on 25 January 2020 and by 2 March Australia recorded its first case of community transition. The latter propelling Australia’s policy response and subsequent actions which would inevitably have an immense impact upon cities, towns and communities across the country.

By late March Australia transitioned into ‘shutdown mode’- social distancing, testing, quarantine and ‘stop the spread’ became prevalent terms. Soon Government ‘spatial distancing’ policies would force enormous changes to how people would go about everyday life and how industry could conduct business.

Whilst Roxby Downs has not recorded a single case of COVID-19, the local community, local business and other groups have been required to abide by Australian Government directions.

Roxby Downs – Andamooka COVID-19 Working Group:

Roy Blight, Chief Executive of Roxby Council, responded promptly convening a Roxby Downs – Andamooka COVID-19 Working Group which would meet (virtually) weekly to discuss the implications of the pandemic for our region. The first meeting taking place on 19 March 2020.

Stakeholders participating in these meetings, with the Chief Executive, included members from the health services, BHP, local schools and children’s services, APOMA and SAPOL. The group discussed the status of the local COVID-19 response and preparedness for pandemic impacts upon local services, facilities, and businesses.
The 2018/19 Annual Business Plan and Budget saw Council set aside $50,000 for the redevelopment of the Hermit Street Playground. Consultation with the community revealed a strong desire for the playground to include a public toilet and fencing. As such the 2019/20 budget saw Council commit further funds to meet this requirement.

May 7 2020 saw the Hermit Street Nature Play Playground open to the public. With a range of nature play spaces such as rocks, slides climbing elements and more the playground was a huge hit with families. The playground also includes a water fountain, public toilet and barbecue. Fully fenced it provides a safe, challenging and enjoyable play space for families.
HIGHLIGHTS:

Emu Walk Upgrade Complete:
The Emu Walking Trail is a 3 kilometre circuit trail. The head of the trail is on Richardson Place outside the Roxby Downs Visitor Information Centre, however you can start the walking trail at any point along the circuit.

The Emu Walk winds its way around residential Roxby Downs, through the community garden, over sand dunes and through nature reserves. The trail is marked with directional markers. Along the trail you will see different species of native trees as well as a glimpse of the Olympic Dam mine.

Interpretive signage is installed along the trail which includes information about local flora and fauna, the Olympic Dam Mine and Kokatha peoples.

Off-leash Dog Park Progress:
May 2019 saw Council approve (subject to BHP’s consent as a landowner and community consultation) the establishment of an off leash dog park on the land located at the corner of Olympic Way and Pioneer Drive.

The development commenced early 2020 with the site prepared for fencing and a perimeter path and car parking area completed.

The remainder of 2020 will see a range of elements added to the dog park including watering station, bins and activity components such as large rocks and logs.
ESSENTIAL SERVICES & ASSETS:

Richardson Place Public Toilets:
2019 saw the installation of two unisex toilets incorporating baby-change facilities. The second stage of this project was completed in June 2020 with the existing toilet block updated with cladding and refurbished with new internal fittings.

Town Entry Signs:
The 2019-20 budget set aside $100,000 (including BHP funding $70,000) for 3 Town Entrance Signs (1 at each of the key entry points to town). Council has worked with a Design company to produce concepts based upon the Kokatha painting depicted at the introduction of this report. The concepts have now been finalised and works now commencing on site preparations.

Road Resealing and Repairs:
In the period January to June 2020 17,324m$^2$ of township road surface was resealed.

Road profiling was also completed in the light industrial area totalling 1,631m$^2$.

Resurfacing to key intersections in town including those at Olympic Way and Burgoyne St (North and South), Pioneer Drive and Arcoona Street and Pioneer and Olympic Way.

Road resurfacing and repairs are completed in accordance with an annual program in which condition assessments and traffic volumes determine the priority of roads resealed. For example, the average daily traffic volume on Olympic Way is 3356 vehicles with Pioneer Drive averaging 2139.

Asset Management System:
Council’s strategic focus upon asset management and renewal was further strengthened with completion of the Phase 1 implementation.
ESSENTIAL SERVICES & ASSETS:

Roxby Water:

- Sewerage upgrade – The first stage of the upgrade of the transfer channels between sewer ponds was completed. The upgrade should reduce ongoing maintenance costs within the waste water recycling system.

- A new pump was installed to ensure consistent delivery of the town water supply.

- Wildlife Protection: Over the summer months native wildlife, in particular kangaroos, have been accessing the sewer treatment ponds to obtain water. Roxby Water worked to find a solution to this issue as a significant number of kangaroos were falling in the ponds unable to escape. Roxby Water installed a number of water troughs outside the fence of the sewer lagoons. The troughs are fed through a gravitational system allowing for water to be supplied from an adjacent water tank.

Roxby Power:

- Maintenance completed to 30% of the town service pillars – there are over 700 service and 205 section pillars in Roxby Downs. Pillars are above-ground boxes which serve as junction points for underground cables. Pillar boxes play a vital role in connecting homes and businesses to the underground electricity network.

- Street light maintenance resulted in an upgrade of 125 street lights to LED; this brings the total street light LED conversion to 350 to date (47% complete).
LIFESTYLE AND SPORT:

Impact of COVID-19:
The COVID-19 pandemic impacted very significantly on the lifestyle and sport operations of the Roxby Downs Council. With the Roxbylink centre overseeing many of the town’s sport and leisure facilities and activities a significant proportion of the January to June 2020 period saw the closure and/or restricted functioning of many such facilities and functions. All major events, functions and bookings were cancelled.

23 March 2020:
• Dunes Café – closed for in-house dining. Takeaway only.
• Closed – All aquatics, Pulse Gym, crèche and Nippy Gym, Cinema, all indoor sporting facilities, Cinema, Community Youth Centre and Visitor Information Centre

26 March 2020:
• Community Library closed.

30 March 2020:
• Playgrounds, tennis courts and skate park closed.

07 May 2020:
• Playgrounds re-open to the public with COVID safe restrictions in place.

21 May 2020:
• Skate park and tennis courts open subject to COVID safe restrictions.
• Community Library and Community Youth Centre re-open with limited hours and in-person attendance conditions

16 June 2020:
• Pulse Gym re-open to the public with COVID safe restrictions in place.

22 June 2020:
• Dunes Café re-opens with limited in-house dining and COVID safe restrictions in place.

Roxbylink Centre Maintenance:
The January to June 2020 period offered an opportunity to focus upon general asset upkeep including the continuation of the LED light replacement program aimed at reducing power costs for the centre, cinema painting and ceiling work and small maintenance repairs. Unfortunately many of the larger maintenance projects scheduled for the period (such as circuit board upgrades) could not be completed due to inability to source equipment and contractors (due to COVID-19).
COMMUNITY:

Pre COVID-19:

Prior to the service delivery impacts of the COVID-19 pandemic the Community Team coordinated several community events.

- Australia Day – 26 January – 451 community members in attendance at the annual barbecue and award ceremony
- 28 February – Eight local residents were granted Australian Citizenship
- Youth Pool Party – 29 February – over 70 youth participated
- Clean-up Australia Day – 1 March

Many of Roxby Council’s community programs would usually take place on site at the Roxbylink sporting and leisure complex, however the COVID-19 pandemic meant all face to face activities eventually ceased.

Adapting to Government activity restriction directives yet still providing a service to the community was imperative. As such the community team creatively activated a series of ‘online/virtual’ programs for the community. Activity packs and library resources were also delivered to community members.

From 26 March 2020 the Community Library commenced online virtual delivery of many of its most popular community programs including Toddler Storytime and Baby Bounce; both literacy and learning based programs. 2 new programs were also added to the virtual program – ‘Bedtime Stories’ and ‘My Time’ (a program for adults).
COMMUNICATIONS:

Community Consultations:
Draft Annual Business Plan and Budget Public Consultation took place from Monday 1 June to Monday 22 June 2020. The Draft Annual Business Plan and Budget outlines Council’s priorities and program of works for the next 12 months. Allocating funding for key projects and services, and demonstrates how rates are invested.

Public submission opportunities were provided online survey, hardcopy survey and by two Facebook live sessions. This term did not include an in-person public session due to COVID-19.

Website:
Most South Australian council websites rely upon a content management system (CMS) contracted via the Local Government Association. 2020 saw the transition of Council websites to a new CMS. Council took this opportunity to deeply analyse the content of its website. Considerable information cleansing was undertaken as was the analysis of web site traffic and key content.

The new site offers improved content searching which should see customers able to more easily and quickly find the information they require.

Social Media:

- Social Media, in particular, Facebook remains as the most reliable, instant and accessible communication tool for Council.
- Council utilised Social Media as a key tool to inform the community regarding the status of services, facilities and events during the COVID-19 pandemic.
- June saw Council commit to enhanced record keeping of social media activity of Roxby Council, Roxbylink, Roxby Community Library and Roxby Youth.

Other Communication Tools:

- Council produce and present two radio programs on the local RoxFM radio station.
  - Council Catch-up – The latest Council and community news: Thursdays 9am-10am
  - The Vibe – Events and community news: Fridays 1pm – 2pm
- SMS Broadcast is proving a valuable tool in terms of direct messaging to customers with regard to pending Roxby Power and Roxby Water invoices, and Dog and Cat Registrations. During the January to June 2020 period 620 direct sms texts were sent.
**DATA COMPARISONS**

**Household Waste – Tonnes Collected (all bins):**

The Jan-June 2020 period saw a substantial increase in general waste collected compared to the same period in 2017.

<table>
<thead>
<tr>
<th></th>
<th>Jan-June 2017</th>
<th>Jan-June 2018</th>
<th>Jan-June 2019</th>
<th>Jan-June 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Waste</td>
<td>390.56</td>
<td>376.948</td>
<td>383.934</td>
<td>368.036</td>
</tr>
<tr>
<td>Recycling</td>
<td>78.46</td>
<td>89.91</td>
<td>90.46</td>
<td>93.055</td>
</tr>
<tr>
<td>Green Waste</td>
<td>43.06</td>
<td>43.06</td>
<td>43.06</td>
<td>43.06</td>
</tr>
</tbody>
</table>

**Power Consumption – kWh:**

Data records indicate an encouraging decrease in power consumption since 2017. Whilst the population has remained fairly constant it could be speculated that this suggests wiser use of power.

**Water Consumption - KL:**

The Jan-June 2020 period saw a substantial decrease in water consumption compared to the same period last year.
REPORT FOR ORDINARY COUNCIL MEETING

Meeting Date 26 August 2020
Title of Report Land Division – Lot 1396 Olympic Way Roxby Downs

1. Purpose

For Council to execute the Application for Deposit of a Plan of Division (Form RTU) for lodgement with the Lands Titles Office to enable the land division (described as Lot 1396 deposited plan D55074 in the area named Roxby Downs out of hundreds (Andamooka)) to be finalised.

2. Recommendation

That Council authorise the Administrator and Chief Executive to execute the Application for Deposit of a Plan of Division (Form RTU) (for the land described as Lot 1396 deposited plan D55074 in the area named Roxby Downs out of hundreds (Andamooka)) under seal pursuant to S38 of the Local Government Act 1999.

3. Background

In 2019 BHP commenced planning and preparation for the next smelter campaign maintenance program booked for April 2021. Part of the planning stage was to consider constructing an accommodation village for 1500 people to support the program. The proposed footprint for the overall development site included a portion of the land owned by Council contained in Certificate of Title – Volume 5806 Folio 888 described as Allotment 1396 deposited plan D55074 in the area named Roxby Downs out of hundreds (Andamooka). This land is currently designated as community land under the Local Government Act and is subject to a licence to the Roxby Downs Golf Club Inc.

At the Council meeting held 30 October 2019 adopted the following resolution:
RESOLVED:

1. That Council authorise the Chief Executive to prepare a proposal for the revocation of the Community Land classification for the portion of the land identified in the allocated plan being part of allotment 1396 Certificate of Title – Volume 5806 Folio 888.

2. Further that the Chief Executive conduct community consultations on the proposal in accordance with Council’s public consultation policy.

3. That Council authorises the Administrator and Chief Executive to negotiate and agree specific terms and conditions with BHP and the Roxby Downs Golf Club in order to progress this proposal in a timely manner.

On the day of the Council Meeting held 18 December 2019, Council received a request from BHP that the community land revocation process be paused.

Council had already on 3 December 2019 lodged a Development Application (692/D002/19 for the land division. Council proceeded with the application and final development approval for the land division was given on 20 March 2020.

4. Discussion

The land division results in the creation of a separate allotment covering the residential zoned land only.

The creation of this allotment will facilitate subsequent decisions made by the Council in relation to the future of this land.
The signing of the “Application for Deposit of a Plan of Division” is required to be lodged with the Lands Title Office to enable the land division to be finalised.

5. **Policy Implications**

5.1 **Financial/Budget**

The cost to finalise the Land Division is as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mosel Surveyors Fee</td>
<td>$6,380.00</td>
</tr>
<tr>
<td>Land Titles Office Plan Lodgement Fee</td>
<td>$1,139.10</td>
</tr>
<tr>
<td>Land Titles Office RTU Lodgement Fee</td>
<td>$518.00</td>
</tr>
<tr>
<td>Ex Tax Amount</td>
<td>$8,037.10</td>
</tr>
<tr>
<td>GST</td>
<td>$638.00</td>
</tr>
<tr>
<td><strong>Total Amount Payable</strong></td>
<td><strong>$8,675.10</strong></td>
</tr>
</tbody>
</table>

5.2 **Resources**

Nil

5.3 **Legal and Risk Management**

Nil

6. **Report Consultation**

Stewart Payne – Planning Consultant

7. **Report Authoriser**

Roy Blight
Chief Executive
REPORT FOR ORDINARY COUNCIL MEETING

Meeting Date 26 August 2020
Title of Report Freedom of Information Statement 2020-2021

1. Purpose

To adopt the Freedom of Information Statement 2020-2021 as required by the Freedom of Information Act 1991

2. Recommendation

That Council adopts the Freedom of Information Statement 2020/21, as tabled, and publishes the Statement on the Council website.

3. Background

The Freedom of Information Act 1991 ("FOI Act") promotes openness and transparency in governance and accountability of government agencies including councils. To achieve these objectives the FOI Act provides members of the public with a legally enforceable right to be given access to information held by the Council (subject to some exemptions).

Section 9 (1a) of the FOI Act requires councils to publish an up to date information statement every 12 months. The manner of publication is prescribed by regulation and it can be on the Council website and/or the annual report. The contents of the statement are prescribed in the FOI Act.

4. Discussion

The purpose of the Information Statement is to assist members of the public to identify the functions and decision making process of Council, detail the types of information held by Council and advise how it can be accessed by the public.

The current Information Statement published in 2019 has been reviewed and an updated version is attached for consideration. The timing of the review has been realigned to be by financial years rather than by calendar years to coincide with other annual reporting requirements under the FOI Act.

In addition to publishing this statement on the Council website, elements of the Statement are also incorporated in Council’s Annual Report each year.

5. Policy Implications

5.1 Financial/Budget

Nil

5.2 Resources

Nil

5.3 Legal and Risk Management

Compliance with section 9 of the Freedom of Information Act 1999 and section 5 of the Freedom of Information (General) Regulations 2017
6. **Attachment**

   Freedom of Information Statement 2020-2021

7. **Report Authoriser**

   Michelle Hales  
   Group Manager Governance and Community
FREEDOM OF INFORMATION
Information Statement 2020/2021

This information statement is published by the Municipal Council of Roxby Downs in accordance with the requirements of Section 9 (1a) of the Freedom of Information Act 1991 ("FOI Act").

Subject to certain restrictions, the FOI Act gives members of the public a legally enforceable right to access information held by South Australian (Local) Government agencies such as councils. The purpose of this statement is to assist members of the public to identify the functions and decision making process of Council, detail the types of information held by Council and advise how it can be accessed by the public.

An updated Information Statement will be published on the Council’s website each financial year.

1 Structure of the Council

The Municipal Council of Roxby Downs is located in outback South Australia and encompasses an area of 110 square kilometres. Roxby Downs was built as a service centre for the nearby Olympic Dam Mine and the Council operates under the provisions of the Roxby Downs (Indenture Ratification) Act 1982 and Local Government Act 1999.

Council operates with all the powers, functions and duties of a South Australian Local Government Authority but with a number of exceptions. These include:

- The requirement to have elected members has been suspended. An Administrator is appointed by the Minister for Energy and Mining and performs all the functions of a council.
- operating power and water authorities
- the requirement that the State Government and BHP approve the Council budget and fund an annual operating Municipal deficit
- External contractors carrying out horticultural, waste management, construction and maintenance work.

2 Council Functions (as set out in the Local Government Act 1999)

A council, under the system of local government created by the Local Government Act 1999 ("LG Act"), is established to provide for the government and management of its area at the local level and, in particular:

- to act as a representative, informed and responsible decision-maker in the interests of its community
- to provide and co-ordinate various public services and facilities and to develop its community and resources in a socially just and ecologically sustainable manner
- to encourage and develop initiatives within its community for improving the quality of life of the community
- to represent the interests of its community to the wider community
- to exercise, perform and discharge the powers, functions and duties of local government under this and other Acts in relation to the area for which it is constituted.

The functions of a council, set out in section 7 of the LG Act, include:

- to plan at the local and regional level for the development and future requirements of its area
- to provide services and facilities that benefit its area, its ratepayers and residents, and visitors
- to provide for the welfare, well-being and interests of individuals and groups within its community
- to take measures to protect its area from natural and other hazards and to mitigate the effects of such hazards
- to manage, develop, protect, restore, enhance and conserve the environment in an ecologically sustainable manner, and to improve amenity
- to provide infrastructure for its community and for development within its area
- to promote its area and to provide an attractive climate and locations for the development of business, commerce, industry and tourism
- to establish or support organisations or programs that benefit people in its area or local government generally
- to manage and, if appropriate, develop, public areas vested in, or occupied by, the council
- to manage, improve and develop resources available to the council
- to undertake other functions and activities conferred by or under an Act.
3 Decision making structure

The decision making structures of the Municipal Council of Roxby Downs are unique in South Australia. Under the Roxby Downs (Indenture Ratification) Act 1982 (“Indenture”) the position of Administrator is an Officer of the Crown subject to the direction of the Minister for Energy and Mining. Decisions of the Administrator become the decisions of the Council like any other council in South Australia. Compliance with the Local Government Act 1999 and other legislation is still required, albeit with minor modifications determined by the Indenture.

3.1 Council Meetings

Ordinary Council meetings are held on the fourth Wednesday of each month unless otherwise advertised. Meetings are held at 6 Richardson Place, Roxby Downs. All meetings are open to the public with the exception of any matters subject to an order of confidentiality under section 90 of the LG Act.

Notices of meetings and accompanying agendas and reports are available at the Council Office and on the Council website no less than three clear days prior to those meetings. Minutes are available for public inspection and on the website within five days of the meeting.

3.2 Section 41 Committees

The provisions of the Indenture removed all requirements for elected members and as a result the normal mechanism of establishing a Committee of Council pursuant to the provision of Section 41 of the Local Government Act 1999 cannot be applied.

3.3 Audit Committee

Council is required to establish an Audit Committee in accordance with Section 126 of the LG Act. The Audit Committee makes recommendations to the Council within its terms of reference. The role of the Audit Committee is to assist Council in the discharge of its responsibilities for financial reporting, maintaining a reliable system of internal controls and risk management, asset management and liaising with the external auditor. The Audit Committee comprises three independent members. Audit Committee meetings are scheduled four times per year and as required.

3.4 Council Assessment Panel

Council, like a number of other small councils in South Australia, was previously granted an exemption by the Minister for Planning to not operate a Development Assessment Panel. With the enactment of the Planning, Development and Infrastructure Act 2016 this exemption no longer applies. Effective from 31 July 2020 Council is required to have a Council Assessment Panel. The Panel, which will begin operations in August 2020, will comprise the Administrator and two Independent Members. An Assessment Manager has also been appointed to assist the Panel.

Council also acts as a relevant authority under Sections 82 of the Planning, Development and Infrastructure Act 2016. Council makes decisions following independent advice from Council’s Planning Consultant.

3.5 Delegations

Councils have certain functions and duties which they must perform and certain powers which they may exercise, pursuant to the LG Act and other legislation.

The Administrator performs all the functions of Council. However, it is not practical or efficient for the Administrator to perform many operational activities that are required in the day to day administration of Council’s roles and functions.

The LG Act allows a council to formally delegate many of its powers and functions (within certain stated conditions and exemptions) to the Chief Executive. The Chief Executive may then sub-delegate these powers and functions to other staff delegates.

These delegations are listed in the Delegations Register, which is available on Council’s website, and are reviewed annually by Council.

4 Services provided by Council

Council is required by legislation to:

- determine policies to be applied by the Council
- develop and adopt Strategic Management Plans
- prepare and adopt annual business plans and budgets
- establish an Audit Committee
- develop appropriate policies, practices and processes of internal control
- set performance objectives
- establish policies and procedures for dealing with complaints, requests for service and internal review of Council decisions
- determine the type, range and scope of projects to be undertaken by the Council
- deliver planning and development, dog and cat management, fire prevention and certain public health services
- provide the necessary administration services to support Council’s functions

Other services and activities are provided through the decision making processes of Council in response to local needs, interests and aspirations of individuals and groups within the community to ensure Council’s resources are used equitably.
Council makes decisions on policy issues relating to services that are provided to ratepayers, residents and members of the public. These services are listed below and include but are not limited to:

- Administration
- Animal Control
- Asset and Risk Management
- Building Fire Safety
- Bushfire Management
- Civic Events
- Communications
- Community Buildings
- Community Consultation
- Community Development
- Corporate Planning
- Council meetings and committees
- Customer Services
- Development Assessment
- Dog and Cat management
- Economic Development
- Electricity retail and distribution
- Emergency Management
- Environmental Health
- Environmental Management
- Festivals and events
- Finance
- Fire Prevention
- Fleet management
- Food premises inspections
- Footpaths
- Human resources
- Information Services
- Information Technology
- Library Services
- Liquor Licensing
- Litter Control
- Marketing
- Parking Control
- Parks, Reserves and Ovals
- Pest Plant and Weeds
- Playgrounds
- Policy Development
- Public Conveniences
- Public Relations
- Public Seating
- Purchasing and Contract Management
- Rates and Assessments
- Road construction and maintenance
- Service SA
- Signage
- Sport and Recreation Facilities
- Stormwater
- Strategic Planning
- Street Lighting
- Street Sweeping
- Street Tree Maintenance
- Traffic Management
- Vandalism
- Visitor Information Services
- Waste Management
- Water and Sewerage Retail and distribution
- Work Health and Safety

5 Public Participation

5.1 Council Meetings

Members of the public have a number of options to put forward their views on particular issues before Council via the following methods:

(1) **Deputations:** With the permission of the Chief Executive, a member of the public may address the Council personally or on behalf of a group of residents for up to five (5) minutes.

(2) **Presentations to Council:** With prior notification and arrangement with the Chief Executive, a member of the public may address the Council for up to five (5) minutes on any issue relevant to Council.

(3) **Petitions:** Written petitions can be addressed to the Council on any issue within the Council’s jurisdiction.

5.2 Community Participation and Consultation

Additional ways to have a say include:

(1) **Written Requests:** A member of the public can write to the Council on any Council policy, activity or service. This can be carried out by post addressed to the Chief Executive, Municipal Council of Roxby Downs, PO Box 124, Roxby Downs, SA 5725 or by email to roxby@roxbycouncil.com.au

(2) **In person:** Contacting a members of staff to discuss any issues relevant to Council

(3) **Public meetings or community consultation sessions**

Council uses a range of methods to keep the community up to date including information sessions and displays, mail outs, Community Board and Forum meetings, Council website and social media notifications.

Examples where Council will seek consultation include:

- Annual Business Plan
- Long Term Financial Plan
- Infrastructure Plans
- Classification of Community Land
- Proposals for major infrastructure or community asset development
- Making a council by-law
6 Information publically available

6.1 Documents available for inspection at the Council Office

The following policies, codes and registers are available through Council’s Reception (6 Richardson Place, Roxby Downs) for inspection and/or purchased by the public (for a fee as set out in Council’s Fees & Charges Policy). Many of these can also be accessed on Council’s website at no charge.

Local Government Act 1999 Registers

- Register of Employees’ Salaries and Wages and Benefits (Section 105)
- Officer’s Register of Interests (Section 116)
- Fees and Charges (Section 188)
- Community Management Plans (Sec 196)
- Community Land (Section 207)
- Public Roads (Section 231)
- By-laws made (Section 252)
  - Permits and Penalties (No.1)
  - Dogs (No.2)
  - Cats (No.3)
  - Local Government Land (No.4)
  - Moveable Signs (No.5)
  - Roads (No.6)
  - Waste Management (No.7)

Local Government Act 1999 Codes

- Code of Practice for Access to Council Meetings and Documents
- Code of Practice for Council and Committee Meeting Procedures
- Local Government (General) Employee Code of Conduct

Local Government Act 1999 Statutory Policies

The following policies are available for inspection on Council’s website

- Prudential Management Policy (Section 48)
- Procurement Policy (Contracts and Tenders) (Section 49)
- Public Consultation Policy (Section 50)
- Financial Internal Control Policy (Section 125)
- Naming of Roads and Public Places Policy (Section 219)
- Order Making Policy (Section 259)
- Review of Council Decision Policy (Section 270)

Policies

The following additional policies are available for inspection on Council’s website:

- Asset Accounting Policy
- Bad Debt Policy
- Budget Management Policy
- Building Inspection Policy
- Business Units Financial Accounting Policy
- Child and Vulnerable Persons Safe Environment Policy
- Cemetery Management Policy
- Code of Conduct for Volunteers
- Complaints Policy
- Credit Card Policy
- Customer Service Policy
- Development - Maintenance and Verges Policy
- Disposal of Land and Assets Policy
- Dog and Cat Management Policy
- Dog and Car Registrations Policy
- Enforcement Policy
- Employee Code of Conduct
- Equal Opportunity, Discrimination, Harassment and Workplace Bullying Policy
- Expiration Notes Review Policy
- Financial Internal Control Policy
- Fit For Work Policy
- Flag Management Policy
- Food Hygiene Policy
- Fraud, Corruption and Maladministration Policy
- Funding Policy
- Gifts and Benefits Policy
- Grievance Policy- Procedure
- Healthy Eating Policy
- Issue of Parking Expiation Notices Policy
- ICT Policy
- Leases and Licences to Sporting and Community Organisations Policy
- Library Conditions of Use Policy
- Media Policy and Procedure
- Microchip Scanner Use Policy
- Mobile Food Vendors Policy
- Municipal Rating Policy
- Municipal Rating Policy
- Municipal Rates Hardship Policy
- Municipal Rating Policy
- Municipal Rating Policy
- Roxby Power Hardship Policy
- Roxby Power Pricing Policy
- Roxby Water Pricing Policy
- Roxby Water Hardship Policy
- Sponsorship and Donations Policy
- Tree Policy
- Town Oval Policy
- Treasury Policy
- Vehicle Policy
- Volunteer Management Policy
- Waste Collection Policy
- Water Leakage Allowance Policy
- WHS and Return to Work Policy
Council Plans

The following plans are available on Council’s website:

- Annual Business Plan and Budget
- Annual Financial Statements
- Annual Report
- Community Land Management Plan
- Infrastructure Asset Management Plan
- Regional Public Health Plan
- Strategic Management Plan

6.2 Other requests for information

Various Council documents and other information are available on Council’s website without the need for a formal application under the Freedom of Information Act 1991 (“FOI Act”). Some information may be available for viewing at no charge whilst some may be copied at a small charge, providing that the copying does not infringe copyright. In some cases, where an extraordinary amount of staff time is required to comply with a request for information, charges may be imposed to recover costs.

7 Information subject to a FOI request

Requests for information which fall outside of clause 6 will be considered in accordance with the FOI Act which gives individuals the right to access documents (subject to certain restrictions) that are in Council’s possession.

7.1 Requirements for submitting a FOI request

A person wishing to seek access to the Council's documents that are not available publicly must apply in writing. As prescribed in the FOI Act the application must:

- Be in writing and preferably on the form provided;
- Specify that it is made under the Freedom of Information Act 1991;
- Be accompanied by the application fee as prescribed on the form; and include proof of identity where documents relate to the applicant's personal affairs;
- Must contain information as is reasonably necessary to enable the document to be identified; and
- Specify an address in Australia to which notices under the FOI Act should be sent; and
- Be lodged at the Council Office and may specify that access to the document be given in a particular way

The application will be dealt with by an accredited Freedom of Information Officer of the Council and will be dealt with within 30 days after it has been received. The Freedom of Information Officer will work with the applicant to define the scope of the request and the costs involved.

Access to documents under the FOI Act is subject to exceptions and exemptions necessary to protect essential public interests and the private and business affairs of persons. Council supports the aims of the FOI Act which is to promote openness and accountability in government and to emphasize the importance of government held information being made available to the public. If Council refuses access to a document it will issue a letter stating why the document is a restricted document.

Under this legislation, unless the applicant is granted an exemption, an application fee must be forwarded with the application to Council’s Freedom of Information Officer. In the event that the applicant requires copies of any documents requested pursuant to a FOI request, charges may apply. If extraordinary staff time is required to comply with an information request additional charges may also apply.

The State Records website also has detailed information on the FOI process or you can also contact Council’s FOI Officer on 86710010. FOI requests should be addressed to:

Freedom of Information Officer
Roxby Downs Council
PO Box 124
ROXBY DOWNS SA 5725

7.2 Amendment to Council Records

Under the FOI Act any member of the public may request a correction to any information about themselves that is incomplete, incorrect, misleading or out of date.

To gain access to these Council records a person must complete and lodge the “Request to Amend a Document Containing Personal Affairs Information” with Council outlining the records that he/she wishes to inspect.

If it is found that these require amendment, details of the necessary changes are to be lodged with the Council’s Freedom of Information Officer. There are no fees or charges for the lodgement or the first two hours of processing of this type of application and where there is a significant correction of personal records and the mistakes were not the applicant’s any fees and charges paid for the original application will be refunded.
Meeting Date: 26 August 2020
Title of Report: Council Assessment Panel – Meeting Procedures

1. **Purpose**
   
   To consider and adopt the Council Assessment Panel – Meeting Procedures

2. **Recommendation**
   
   That Council adopts the Council Assessment Panel – Meeting Procedures

3. **Background**
   
   On the 29 July 2020 Council approved the establishment of a Council Assessment Panel pursuant to Section 83 of the Planning, Development and Infrastructure Act 2016. This is the first CAP for Council having previously been exempted from having a Development Assessment Panel under the Development Act 1993.

   The CAP’s Terms of Reference was also adopted at that meeting.

4. **Discussion**
   
   To support the operations of the CAP a meeting procedures document has been prepared. This document is based on the model CAP Meeting Procedures document published by the Local Government Association. This document has been modified to reflect local conditions.

   These CAP Meeting Procedures provide for the running of meetings electronically if required as all members currently reside in Adelaide.

   When the newly formed CAP meets for the first time these Meeting Procedures will need to be reviewed and amended to reflect COVID-19 operating conditions (if required).

5. **Policy Implications**
   
   5.1 **Financial/Budget**
   
   Nil

   5.2 **Resources**
   
   Nil

   5.3 **Legal and Risk Management**
   
   Meeting procedures ensure that the CAP operates within a good governance framework

6. **Report Consultation**
   
   Stephen Smith Local Government Association – Planning Reform Partner

7. **Attachment**
   
   CAP Meeting procedures

8. **Report Authoriser**
   
   Michelle Hales
   Group Manager Governance and Community
Municipal Council of Roxby Downs Council Assessment Panel

Meeting Procedures

Adopted by Council on [insert date]

Adopted by the CAP on [insert date]

These Meeting Procedures are to be read in conjunction with the meeting procedures contained within the Planning, Development and Infrastructure (General) Regulations 2017 (Regulations).

All meetings of the CAP will be held in public except for that portion of the meeting where the CAP resolves to exclude the public in accordance with the provisions of Regulation 13(2).

1. CAP MEETINGS

Ordinary Meetings

1.1 Subject to clause 1.2, ordinary meetings of the Municipal Council of Roxby Downs Council Assessment Panel (CAP) will be held at such times and places as determined by the CAP.

1.2 The time and place of the first meeting of the CAP following its establishment will be determined by the Assessment Manager. The Assessment Manager must give notice of the first CAP meeting to the CAP and the public in accordance with clauses 1.4 and 1.6.

1.3 Notice of an ordinary meeting will be given to all CAP Members by the Assessment Manager not less than three clear business days prior to the holding of the meeting in accordance with clause 1.4.

1.4 Notice of a meeting of the CAP must:

1.4.1 be in writing;

1.4.2 set out the date, time and place of the meeting;

1.4.3 be signed by the Assessment Manager;

1.4.4 contain or be accompanied by the agenda and any documents and/or reports that are to be considered at the meeting (in so far as practicable); and

1.4.5 be given to a CAP Member personally, by post to a place authorised in writing by the Member or by email or by other means authorised by the Member as being an available means of giving notice.

1.4.6 where attendance at the meeting is able to occur by electronic means (in whole or in part), include details of how to connect to the meeting; and
1.4.7 where the meeting is to be live streamed for viewing by members of the public, include details of how to access and/or connect to the live stream.

1.5 A notice that is not given in accordance with clause 1.4 is taken to have been validly given if the Assessment Manager considers it impracticable to give the notice in accordance with that clause and takes action the Assessment Manager considers reasonably practicable in the circumstances to bring the notice to the attention of the Member.

1.6 A copy of the agenda (including attachments to reports) for all meetings of the CAP will be available for viewing by the public on the Council’s website and at the Council’s offices as soon as practicable after the time that notice of the meeting has been given to CAP Members.

1.7 The Assessment Manager may, with leave or at the request of the Presiding Member, include in the agenda an item to be considered at the meeting to which the agenda relates after notice of the meeting has been given to CAP Members. In such instance, the Assessment Manager shall provide an updated agenda and any documents and/or reports relating to that item to be considered at the meeting to Members as soon as practicable. The Assessment Manager will also make an updated agenda available to the public.

1.8 The Presiding Member may adjourn a CAP Meeting to a future date and time, unless the CAP resolves to continue the meeting.

1.9 A meeting may break for a specified time as determined by the Presiding Member.

Special Meetings

1.10 The Presiding Member, or two CAP Members, may by delivering a written request to the Assessment Manager require a special meeting of the CAP to be held. The written request must be accompanied by the agenda for the special meeting.

1.11 On receipt of a request pursuant to clause 1.10, the Assessment Manager must determine the date, time and place of the special meeting and give notice to all CAP members at least 24 hours before the commencement of the special meeting.

2. **DEPUTY MEMBERS**

2.1 If a CAP Member is unable to attend a meeting or part of a meeting, they must use their best endeavours to notify the Presiding Member or Assessment Manager at the earliest opportunity.

2.2 If notification pursuant to clause 2.1 is given, the Assessment Manager may request a Deputy Member attend the meeting in place of the CAP Member for the meeting or part of the meeting.

2.3 Unless the context otherwise requires, a reference to a Member in these Meeting Procedures includes a Deputy Member.
3. **MEETING BY ELECTRONIC MEANS**

3.1 One or more CAP members may attend a meeting via electronic means.

3.2 A member attending a meeting via electronic means is taken to be present at the meeting providing that the Member:

3.2.1 can hear and, where possible, see all other Members who are present at the meeting;

3.2.2 can hear and, where possible, see all representors (or their representatives) and applicants (or their representatives) who speak at the meeting;

3.2.3 can be heard, and where possible, seen by all other Members present at the meeting; and

3.2.4 can be heard and, where possible, seen by the person recording the minutes of the meeting.

3.3 Where a meeting occurs via electronic means, it shall (to the extent that the public is not able to physically attend the meeting) be live streamed.

3.4 Where the meeting is being live streamed, the live stream shall be disconnected only during those parts of the meeting during which the public has been excluded from attendance pursuant to Regulation 13(2) of the Regulations.

3.5 Where the public has been excluded from attendance pursuant to Regulation 13(3) of the Regulations, the Assessment Manager or a person nominated by the Assessment Manager shall ensure that all parties except for CAP Members disconnect from or are disconnected from the meeting.

4. **ADDITIONAL MEMBERS**

4.1 The CAP may appoint up to two Additional Members in accordance with Section 85 of the Planning, Development and Infrastructure Act 2016 (Act).

4.2 Where the CAP has appointed Additional Member(s), the Presiding Member, in consultation with the Assessment Manager, may invite one or both Additional Members to attend any meeting (or part thereof) where they consider the Additional Member(s) will, by virtue of their qualifications, expertise or experience, assist the CAP in dealing with a matter that it must assess under the Act (or, during the transition to the Act, the Development Act 1993).

4.3 A request that an Additional Member attend a meeting must be made in writing and be accompanied by the notice for the meeting in accordance with clause 1.4, highlighting the item(s) the Additional Member is required to consider.

4.4 Unless the context otherwise requires, a reference to a Member in these Meeting Procedures includes an Additional Member, save that an Additional Member is not able to vote on any matter arising for determination by the CAP.

5. **COMMENCEMENT OF MEETINGS**

5.1 Subject to a quorum being present, a meeting of the CAP will commence as soon as possible after the time specified in the notice of a meeting. A quorum is two (2) members for a CAP of three (3) members.
5.2 If the number of apologies received by the Assessment Manager or Presiding Member indicates that a quorum will not be present at a meeting, the Presiding Member may adjourn the meeting to a specified day and time.

5.3 If at the expiration of thirty minutes from the commencement time specified in the notice of the meeting a quorum is not present, the Presiding Member may adjourn the meeting to a specified day and time.

5.4 In the event that the Presiding Member is absent from a meeting, the Assessment Manager, or such other person as nominated by the Assessment Manager, will preside at the meeting until such time as the meeting appoints an Acting Presiding Member.

5.5 CAP Members are to declare any conflicts of interest in relation to a particular item prior to that item being discussed.

6. DECISION MAKING

6.1 The Assessment Manager may in their discretion exclude:

6.1.1 a representation or response to representation(s) which is received out of time;

6.1.2 a representation in relation to Category 2 development from a person who was not entitled to be given notice of the application; or

6.1.3 a representation or response to representation(s) which is otherwise invalid.

6.2 The Presiding Manager may, at their discretion, accept and allow to be considered by the CAP any new or additional material submitted by a representor or applicant. The CAP may defer consideration of the application to enable full and proper assessment of the further information.

6.3 Any material to be considered by the CAP pursuant to clause 6.2 must be provided to the applicant and/or representor(s) (as the case may be) in a manner directed by the Assessment Manager and those parties be provided with an opportunity to respond, either in writing or verbally, at the discretion of the Assessment Manager.

6.4 In relation to each application it considers, the CAP must:

6.4.1 determine whether the proposal is seriously at variance with the Development Plan or the Planning Rules (as relevant) and provide reasons for its determination; and

6.4.2 provide reasons for granting or refusing development authorisation and for the imposition of any conditions.

6.5 If the CAP determines that a proposal is seriously at variance with the Development Plan or the Planning Rules (as relevant), it must refuse development authorisation to the application.

6.6 In relation to each application to be considered and determined by the CAP:

6.6.1 a person who has lodged a representation in relation to a Category 2 or 3 application under the Development Act 1993 or an application for which notice must be given under the Act, which has not been excluded pursuant to clause 6.1 and who has indicated that they wish to be heard on their representation is entitled to appear before the CAP and be heard in support of their representation, in person or by an agent;

6.6.2 a person who has lodged a representation in relation to either a Category 2 application under the Development Act 1993 or an application for which
notice must be given under the Act, which has not been excluded pursuant to clause 6.1 and who has indicated that they wish to be heard on their representation may, at the discretion of the Presiding Member, appear before the CAP and be heard in support of their representation, in person or by an agent;

6.6.3 where one or more representors are heard by the CAP, the applicant is entitled to appear before the CAP to respond to any relevant matter raised by a representor, in person or by an agent;

6.6.4 where no representors appear at the meeting, the Presiding Member may, in their discretion, allow an applicant to be heard in support of their application, in person or by an agent;

6.6.5 representors and applicants will be allowed five minutes each to address the CAP. The Presiding Member may allow a party additional time at their discretion;

6.6.6 CAP members may question and seek clarification from a representor or applicant who has addressed the CAP at the conclusion of their address; and

6.6.7 following addresses from representors and the applicant, the Presiding Member will invite all Members to speak on any matter relevant to the application.

6.7 Each Member present at a meeting of the CAP, including a Deputy Member who has been requested to attend the meeting or part of the meeting in place of a Member who is unable to attend the meeting, is entitled to one vote on any matter arising for decision. If the votes are equal, the Presiding Member is entitled to a second or casting vote. Additional Members appointed to the CAP to provide expert advice and assistance are not entitled to vote.

6.8 Matters arising for decision at a meeting of the CAP will be decided by a majority of the votes cast by Members present at the meeting and entitled to vote.

6.9 The Presiding Member may adjourn a meeting in the event of a disruption or disturbance by any person (including a CAP Member, applicant, representor or other member of the public) to a specified date and time.

6.10 The Presiding Member may ask a member of the public (including an applicant, representor or other member of the public) to leave a meeting where they are, in the opinion of the Presiding Member:

6.10.1 behaving in a disorderly manner; or

6.10.2 causing an interruption or disruption to the meeting.

7. MINUTES AND REPORTING

7.1 The CAP must ensure that accurate minutes are kept of all meetings.

7.2 The Assessment Manager, or a person nominated by the Assessment Manager, will take minutes of all meetings.

7.3 The minutes will record:

7.3.1 the names of all Members present;

7.3.2 the names of all Members from whom apologies have been received;
7.3.3 the name and time that a Member enters or leaves the meeting;

7.3.4 the name of every person who makes or responds to a representation;

7.3.5 in relation to each application determined by the CAP:

7.3.5.1 the determination of the CAP as to whether the proposal is seriously at variance with the Development Plan or Planning Rules (as relevant);

7.3.5.2 the reasons for granting or refusing development authorisation and for the imposition of any conditions; and

7.3.5.3 where a decision is by majority vote, the decision and its mover and seconder, but not each Members’ vote;

7.3.6 if an application is not determined by the CAP, the deferral of the application and the reasons for the deferral;

7.3.7 a decision to exclude the public from attendance pursuant to the Regulations;

7.3.8 any disclosure of a direct or indirect pecuniary interest in any aspect of a development or anybody associated with any aspect of a development made by a Member in accordance with Section 83(1)(g) of the Act, and the nature of the interest;

7.3.9 any disclosure of a conflict of interest made by a Member pursuant to the Code of Conduct adopted by the Minister under Clause 1(1)(c) of Schedule 3 of the Act (Code of Conduct), and the nature of the interest; and

7.3.10 if a meeting is adjourned by the Presiding Member, the reason for the adjournment and the date and time to which the meeting is adjourned.

7.4 All minutes must be confirmed by the Assessment Manager in conjunction with the Presiding Member as being accurate prior to, or at the commencement of, the following CAP meeting.

7.5 A copy of the Minutes is to be included in the agenda for the next available ordinary meeting of Council.

8. ADDITIONAL PROCEDURES

8.1 Insofar as any procedure to be followed by the CAP is not prescribed by the Act and Regulations (and, during the transition to the Act and Regulations, the Development Act and Development Regulations 2008), the CAP’s Terms of Reference, the Code of Conduct or these Meeting Procedures - the CAP may by resolution determine the procedure for itself. Any such determination may be added to these Meeting Procedures.

8.2 The CAP may call for and consider such professional assistance from the Assessment Manager and, in consultation with the Assessment Manager, other professional advisors as it deems necessary and appropriate from time to time.

8.3 The CAP may revise the Meeting Procedures as and when required but as a minimum every two years or when a new CAP is appointed.
REPORT FOR ORDINARY COUNCIL MEETING

Meeting Date 26 August 2020
Title of Report Road Closure for Roxby Downs Desert Dash 2020

1. Purpose

Closure of Olympic Way between Olympic Dam Highway and Pioneer Drive, Roxby Downs, Sunday 20 September 2020 for the Desert Dash Fun Run. Full closure of road for the hours of 6.00am 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 6.00am to 11.00am Sunday 20 September 2020.

   ROAD: Olympic Way
   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. 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. Policy Implications

5.1 Financial/Budget

Advertising $570.00

Total $570.00 (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.

5. Report Consultation

Steven Thompson - Roxby Downs Desert Dash Committee
Kathy Hoffman - Sport and Recreation Officer
Roxby Downs Community Board - Sport and Recreation Forum
Senior Sergeant Chris Holland - SAPOL

6. Report Authoriser

Roy Blight Chief Executive
REPORT FOR ORDINARY COUNCIL MEETING

Meeting Date: 26 August 2020

Title of Report: Roxby Downs and District Racing Club – Letter of Consent

1. Purpose

To provide a letter granting consent to the Roxby Downs and District Racing Club Incorporated for approval under their lease with Roxby Council for the proposed replacement of 2 x existing and outdated portable toilet blocks with two new buildings.

2. Recommendation

That Council authorises the Chief Executive to provide a letter of consent under the Recreational and Sporting Lease Agreement between the Municipal Council of Roxby Downs & The Roxby Downs and Districts Racing Club Incorporated; and allows for a formal Development Application to be made by the (RDDRC) for the removal of the existing two portable toilets buildings and allows for the replacement the toilet facilities with new buildings.

3. Background

The Roxby Downs and Districts Racing Club Incorporated holds a Lease with the Municipal Council of Roxby Downs for Lot 727 D28278, Out of Hundreds, Olympic Way, Roxby Downs, South Australia.

The lease agreement was made on the 31 January 2018 and was for a term of TEN Years.

The permitted use is for Horse racing and associated events including usual club activities.

Within the lease agreement, Clause 3.11 requires that the Occupier (The Roxby Downs and District Racing Club) must first obtain the consent of the Council in writing to:

(a) Erect a building or structure;
(b) Clear any native vegetation;
(c) Fix anything to the outside of a building or structure;
(d) Alter any existing water supply or drainage facilities;
(e) Alter or demolish an existing building or structure;
(f) Make any other change of a permanent nature.

Clause 3.11.2 provides that if Council consents to any of the works under Clause 3.11.1 then the works must be done strictly in accordance with any plans and specifications approved by the Council and will be done at the reasonable cost of the Occupier.

4. Discussion

The Roxby Downs and District Racing Club on the 15 August 2020 wrote to Council seeking Council permission to replace 2 x portable toilet blocks on their property that are very old and beyond repairs. Their intention is to replace these with buildings that meet all Australian Standards and would be sited at the current/existing building locations. The buildings would be connected to current services (water and electricity) and plumbed into the current sewage system. The Club has further advised that they have alternate toilet facilities that already meets the accessibility and ambulant requirements.

The upgrade to the facilities available at the Racing Club will provide benefit across the permitted uses under the lease agreement.
5. **Policy Implications**

5.1 **Financial/Budget**
Nil

5.2 **Resources**
Nil

5.3 **Legal and Risk Management**
Development approval yet to be made.

6. **Attachment**

Plan for placement of proposed replacement toilets.

7. **Report Consultation**

Roy Blight, Chief Executive

8. **Report Authoriser**

Paul McInerney
Group Manager – Lifestyle and Sport
REPORT FOR ORDINARY COUNCIL MEETING

Meeting Date  26 August 2020
Title of Report  Policy Review – Credit Cards

1. Purpose

To adopt a reviewed Credit Card Policy.

2. Recommendation

That Council adopts the reviewed Credit Card Policy as recommended by Audit Committee on 14 August 2020.

3. Background

The Credit Card Policy was reviewed as part of Council’s ongoing commitment to ensuring that its policies are kept relevant and appropriate. This policy was last reviewed in June 2018.

The reviewed policy was also reviewed by Audit Committee at their meeting on 14 August 2020.

4. Discussion

This policy review was conducted with an awareness of recent investigations by the South Australian Ombudsman into credit cards used by other South Australian Councils. Specifically, the Ombudsman’s report into City of Onkaparinga’s management and use of its credit cards was considered for this review.

Key changes to the policy

The first key change proposal reflects a specific tightening up on what can be considered proper business-purpose in relation to credit card purchases. The following items all relate to ad-hoc informal staff ‘celebrations’ or ‘commemorations’. These will be excluded now under the reviewed policy:

- Purchases related to an employee’s birthday or special event (eg. Cakes, flowers, cards, etc) will not be allowed. Council now expects any expenditure relating to such events or celebrations to be contributed by staff on a voluntary basis.
- Any purchases of gifts or flowers for employees who have suffered a bereavement, except to the extent that it is limited to a purchase of an appropriate sympathy card.
- Any purchases related to a social event or ‘farewell’ related to an employee’s resignation. The Administrator retains the authority to authorise any such event.

The second key change has been made to reflect a better alignment with actual processes, especially in relation to end of month reconciliations with the Flexipurchase statements.

The third key change relates to the policy’s review period. It is proposed that a review every three years gives a reasonable timeframe, rather than the current two years. This will make the policy review period more aligned with many other policies. It would not prevent a review being done before it is due if circumstances arise that require it.
At its meeting on 14 August 2020, the Audit Committee made suggestions that consideration be given to ensuring that rules around credit card use in relation to the following scenarios are addressed by either this policy, or some other document:

- Credit card use in relation to purchases of alcohol by employees, and
- Credit card use in relation to ‘entertainment’ situations (e.g., business lunches) more broadly

Council has considered these suggestions in the context of its staff not generally being involved in either of the above scenarios, however will still ensure that they are addressed by a separate document relating to staff entertainment and alcohol purchases. This document will be tabled by Group Manager Governance and Community at a future meeting. In addition, the Cardholder Declaration Form, which is signed by every new cardholder upon issue of their credit card, will be reviewed to ensure it prescribes rules around credit card purchases that are relevant to the above scenarios.

This report was considered by the Council’s Audit Committee at the meeting held 14 August 2020. The Audit Committee resolved:

*That the Audit Committee notes the proposed changes to the Credit Card Policy and recommends adoption by Council.*

5. **Policy Implications**

5.1 **Financial/Budget**

Credit cards enable cashless purchasing which results in transactions that reflect in Council’s operating accounts, normally as expense items. All credit card purchases are made within approved financial delegations and the limiting parameters of Council’s approved budget.

5.2 **Resources**

Council has seven corporate credit cards issued to employees. Credit limits are set in accordance with Council’s Financial Delegations. All cardholders sign a declaration of their understanding and intention to comply with the relevant Credit Card Policy and guidelines.

5.3 **Legal and Risk Management**

An appropriate credit card policy helps to mitigate risks associated with potential misuse of credit cards.

6. **Report Consultation**

Audit Committee
Roy Blight - Chief Executive
Michelle Hales - Group Manager Governance and Community
City of Onkaparinga – Use of Corporate Credit Cards (SA Ombudsman, Nov 2019)

7. **Attachment**

Credit Card Policy

8. **Report Authoriser**

Drew Ellis
Group Manager Corporate Services
POLICY

TITLE

POLICY – CREDIT CARD

Latest Review Changes

14.08.20

Previous Council Reviews

31.08.11, 30.05.13, 21.10.16, 27.06.18

Previous Audit Committee Reviews

04.06.18

Applicable Legislation:

Local Government Act 1999

Related Policies (alphabetical list):

Procurement Policy
Employee Code of Conduct

Related Procedures:

Travel and Accommodation Guidelines

Reference Documents:

Corporate Credit Cardholder Agreement Form
City of Onkaparinga – Use of Corporate Credit Cards (SA Ombudsman, Nov 2019)
1. INTRODUCTION

This policy relates to the provision and use of use of corporate credit cards by Council employees. This policy has been reviewed in light of some recent reports by the South Australian Ombudsman and it is the intention of Council that this policy be consistent with the recommendations contained within the relevant reports of the Ombudsman.

2. SCOPE

This policy extends to Council staff who have been issued with a corporate credit card in accordance with Council’s Financial Delegations.

3. POLICY STATEMENTS

The credit card may only be used for purchases where the business-purpose is sufficiently evident. When in doubt, the credit card holder must seek advice from either a Group Manager or the Chief Executive. Personal purchases or cash withdrawals must not be made under any circumstances.

Use of the corporate credit card should be restricted to items where purchase orders are not accepted or upfront payment is required, e.g. flights, accommodation, or in cases of emergency. Corporate credit cards should not be used to purchase fuel products for Council vehicles except in exceptional circumstances and only where specifically authorised by a Group Manager.

Purchases over the internet or telephone are only permitted with approved suppliers as authorised by a Group Manager or Chief Executive.

Corporate credit card holders must comply with the conditions set out in the Corporate Credit Cardholder Agreement (refer Appendix A), which is required to be signed before the corporate credit card can be issued.

Each credit card holder is responsible for performing a monthly reconciliation of purchases to their Flexipurchase statement. This reconciliation requires for each purchase transaction:
- A written explanation of the nature and business purpose of the expenditure item
- A confirmation of the GL account that the expenditure should be charged to
- Supporting documentation including an appropriate tax invoice
In addition, each credit card holder must sign their reconciled statement as confirmation that they have provided the required detail for each of their transactions as prescribed above.

The monthly reconciliation of credit card purchases for all credit card holders (with the exception of the Administrator) will be approved by the Chief Executive. Each credit card holder is responsible for forwarding their completed and reconciled statement to the Chief Executive in a timely manner.

The monthly reconciliation of credit card purchases of the Administrator will be reviewed and approved by the Chair of the Audit Committee. The Administrator is responsible for forwarding his completed and reconciled statement to the Chair of the Audit Committee in a timely manner.

Cards will only be issued to employees with approval from the Council. On an annual basis the Group Manager Corporate Services will provide a written report to Council. This report will include:
- the number of issued credit cards along with any relevant justification for newly issued cards
- the limit of credit attached to each card issued
- any other relevant issues pertaining to credit cards
As part of an annual review of credit cards by the Group Manager Corporate Services, any cards that have not been used for six months should be considered for cancellation.

The following WILL NOT be deemed by Council to satisfy the business-purpose requirement (therefore credit cards will not be used for such purchases):
- Purchase of gifts, cakes or flowers for the purpose of recognising employee birthdays or special events
- Purchase of gifts or flowers for employees who have suffered a bereavement. In these cases, Council will allow the purchase of a card only
- Any expenditure relating to a gift or social event that recognises the service or resignation of an employee
(Council sees benefit in allowing birthdays and special events to be celebrated by staff, however expenditure for these should be met by voluntary contributions by staff, not by Council. (Any expenditure relating to the recognition of service or ‘farewell’ of an employee will be specifically authorised by the Administrator and the value of any related expenditure will be at his discretion)).

Any breaches of conditions may lead to disciplinary action, the immediate withdrawal of the facility and possible action under the Criminal Code Act 1995. In the event of loss or theft through cardholder negligence, or a failure to comply with this policy, financial liability may be passed to the cardholder.

4. REVIEW AND EVALUATION

The effectiveness of this Policy will be reviewed and evaluated no less than every three years.

5. AVAILABILITY OF POLICY

This policy will be available for inspection at the Council offices during ordinary business hours and via the Council’s website www.roxbydowns.sa.gov.au.
Corporate Credit Cardholder Agreement

I ___________________________ (insert cardholders name)

Acknowledge and accept the conditions listed below and undertake to comply with them at the time of using my corporate credit card:

a) I am responsible, at all times, to maintain the card in a secure manner and guard against improper use;

b) I will sign the card immediately upon receipt and ensure that I am the only person to use the card;

c) All purchases I make will be for business use of Roxby Council (approved in the Annual Budget) and under no circumstances will I incur private expenses.

d) For Australian purchases I will obtain a tax invoice from the supplier/contractor, which provides a clear description of the goods and/or services provided (“Goods” is not adequate). I realise the corporate credit card (EFTPOS) slip is not sufficient to act as a tax invoice

e) For overseas purchases I will contact the Group Manager Corporate Services for permission and documentation requirements

f) I will ensure that I retain a Tax Invoice to support each credit card purchase, and I will ensure that I attach each Tax Invoice to my Flexipurchase monthly statement, and that I will provide sufficient explanation of the nature and business purpose of each purchase on my reconciled Flexipurchase statement. I will then sign the Flexipurchase statement and forward to the Chief Executive for review.

g) I will make purchases in accordance with Roxby Council Procurement Policy.

h) I will not use the corporate credit card for cash advances;

i) If my card is lost or stolen, I will immediately inform the Bank and provide a written account of the circumstances to the Group Manager Corporate Services Officer on the first working day after the loss.

j) I will use the corporate credit card only up to the authorised transaction limit and monthly limit set by Council.

k) I will immediately return the card with a full acquittal of expenses to the Group Manager Corporate Services if I cease to be an employee of Roxby Council, or if called upon to do so. I understand that the card will then be immediately cancelled.

l) If I proceed on long service leave, annual leave or other extended leave, I will ensure that my credit card is secured in the Council safe. I will also ensure that any monthly Flexipurchase statements and supporting documents are forwarded to the Group Manager Corporate Services for reconciliation purposes.

m) Internet purchases will only be made using an encrypted gateway (i.e. web site has an https address).

n) I understand the corporate credit card does not cover purchase of fuel.

o) I will reimburse Council for any expense incurred which is not approved by Council.

p) I will abide by all corporate credit card responsibilities as outlined by the card provider.

I am aware that if I abuse the use of the corporate credit card or do not abide by the conditions identified in the Corporate Credit Card Policy or the Credit Card Provider, the corporate credit card will be withdrawn and my services may be terminated.

Signed 
(cardholder) ___________________________ Date _________________

Position ____________________________

Witness Name ____________________________

Witness Signature ___________________________ Date _______________
REPORT FOR ORDINARY COUNCIL MEETING

Meeting Date  26 August 2020
Title of Report  Chief Executive Report

1. Purpose

To provide Council with an update from the Chief Executive.

2. For Information

2.1 COVID-19 Response

The Roxby Downs & Andamooka Roundtable continues to conduct local briefings on the current situation and state of readiness for COVID-19. This forum has proved to be useful in harvesting insights across the Community and facilitating responses to identified needs.

The reported level of support and cooperation within our local Community has been very encouraging.

BHP continues to provide an extensive response across airport operations, residential villages and Olympic Dam.

The Local Government Association Functional Services Group continues to provide operational advice to Council about the application of the Police Commissioner’s Directions.

2.2 Enterprise Bargaining Agreement Ratified

The Roxby Downs Enterprise Bargaining Agreement 2020 was ratified by the South Australian Employment Tribunal on 17 August 2020.

The contribution of the Workplace Bargaining Committee, and Sam Ciccarello (SCM Management) who was responsible for facilitating the process is acknowledged.

2.3 Roxby Downs Community Board

With the onset of COVID-19, and restrictions on meetings and non-essential travel the Board has struggled to maintain momentum through 2020. The operation of Forums has also been disrupted. The Board’s 2020 experience will precipitate a rethink on the best way to support the work of active Forums.

2.4 Premier’s Advocate for Suicide Prevention

The Hon. John Dawkins MLC visited Roxby Downs in his capacity as the Premier’s Advocate for Suicide Prevention. The Chief Executive met with Mr Dawkins on Tuesday 18 August to discuss his work, and the community profile and services in Roxby Downs. Mr Dawkins was introduced to the BHP community programs delivered through The Hub.
2.5 Off Leash Dog Park

Community Volunteers participated in a working bee at the park on Saturday 8 August 2020.

The working bee focused on the installation of activity elements within both sectors of the park and preparing the park for public access. Students from Roxby Downs Area School and St Barbara’s Parish School are participating in an extension program to create artwork fitting in with the theme of the park. The interest and contribution of community volunteers is acknowledged and appreciated. Local contractors have also supported the project with the provision of pro bono services.

2.6 Staff Movements

An update on staff movements since the previous Council Meeting held 29 July 2020.

<table>
<thead>
<tr>
<th>Appointments</th>
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<tbody>
<tr>
<td>Name</td>
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<td>Sharni Napper</td>
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</tbody>
</table>

3. Report Authoriser

Roy Blight
Chief Executive
REPORT FOR ORDINARY COUNCIL MEETING

Meeting Date 26 August 2020
Title of Report Development Application Decisions

1. **Purpose**
   To inform the community of the Development Application Decisions.

2. **For Information**
   The following is listed as the Development Application processed from 17 July 2020 to 17 August 2020.

<table>
<thead>
<tr>
<th>DA Number</th>
<th>Applicant</th>
<th>Description of Work</th>
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<tbody>
<tr>
<td>692/018/20</td>
<td>Mr &amp; Mrs Harris</td>
<td>Installation of Portable Swim Spa and Safety Fence</td>
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<td>692/019/20</td>
<td>Fr Francis Montero</td>
<td>Signage and Internal Building Works</td>
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3. **Attachment**
   Development Register

4. **Report Authoriser**
   Danielle Moore
   Governance Support
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<th>Applicants Details</th>
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<td>Minetech</td>
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