THE ORDINARY MEETING OF THE DISTRICT COUNCIL OF MALLALA WILL BE HELD IN THE COUNCIL CHAMBERS, REDBANKS ROAD, MALLALA ON MONDAY 17 NOVEMBER 2014, COMMENCING AT 7:00PM

...........................................

Peter Sellar
ACTING CHIEF EXECUTIVE OFFICER

AGENDA

1. ATTENDANCE
   1.1 Present
   1.2 Councillors Apologies
   1.3 Councillors Absent

2. COUNCILLOR DECLARATIONS
   2.1 Declarations to be undertaken by each Councillor in accordance with Section 60 of the Local Government Act 1999

3. APPOINTMENTS
   3.1 Appointment of Deputy Mayor (CON12/1199)

4. TIME AND PLACE OF MEETINGS
   4.1 Time and Place of Ordinary Meetings of Council 2015 (CON12/1199)

5. APPOINTMENTS OF COMMITTEES AND DELEGATES
   5.1 Review of Community and Independent Membership and Terms of Reference for Section 41 Committees, Subsidiaries and Identified Committees (CON12/573)
   5.1.1 Appointment to Section 41 Committees, Subsidiaries and Identified Committee’s Report (CON12/573)
   5.1.2 Mallala and Districts Historical Committee Appointments (CON/871)

6. CONFIRMATION OF MINUTES
   6.1 Council Meeting held on Monday 27 October 2014 (MB Folios 12875 to 12879, inclusive).

7. BUSINESS ARISING
7.1

8. DECLARATION OF MEMBERS’ INTEREST
8.1

9. OPEN FORUM
9.1

10. BRIEFINGS
10.1 No Briefings

11. MAYORS REPORT
11.1 Meetings Attended and/or Discussions (CON12/1199)

12. MINUTES AND/OR RECOMMENDATIONS
12.1 Economic Development Advisory Committee
12.1.1 No Minutes

12.2 Community Development Advisory Committee
12.2.1 No Minutes

12.3 Audit Committee
12.3.1 No Minutes

12.4 Mallala and Districts Historical Committee
12.4.1 Mallala and Districts Historical Committee Minutes 8 October 2014 (CON12/871)

12.5 Mallala and Districts Homes Committee
12.5.1 No Minutes

13. QUESTIONS WHICH NOTICE HAS BEEN GIVEN
13.1 Questions on Notice
13.1.1 No Questions on Notice

14.2 Notice of Motion
14.2.1 No Notice of Motion
15. **QUESTIONS WHICH NOTICE HAS NOT BEEN GIVEN**

*Rules from Local Government Act 1999 Regulations:*-

* Questions and replies are not entered in the minute book unless expressly required by resolution.
* No debate shall be allowed on any question or reply to any question.

16. **PETITIONS**

16.1 No Petitions

17. **DEPUTATIONS**

17.1 No Deputations

18. **ITEMS FOR NOTING / INFORMATION / ACTIVITY REPORTS**

18.1 Items for Information / Noting

18.1.1 Finance Report (CON12/491)

18.1.2 Elected Members Training (CON12/544)

18.2 Activity Reports

18.2.1 No Activity Report

19. **ITEMS FOR DECISIONS**

19.1 Motions Which Lay on the Table Report (CON12/573)

19.2 Recruitment of Chief Executive Officer (CON12/1181)

19.3 Draft Annual Report (CON12/1137)

20. **URGENT BUSINESS**

20.1

21. **CONFIDENTIAL ITEMS**

21.1 Review of Confidential Items Report (CON12/540)

22. **CLOSURE**
Items:

2.1 Declarations to be undertaken by each Councillor in accordance with Section 60 of the Local Government Act 1999.
### APPOINTMENTS

**MONDAY 17 November 2014**

**Items:**

1. Appointment of Deputy Mayor (CON12/1199)
### 3.1 Appointment of Deputy Mayor Report

<table>
<thead>
<tr>
<th>Container No:</th>
<th>12/1199</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document No:</td>
<td>D14/25186</td>
</tr>
</tbody>
</table>

**Report Date:** 17 November 2014  
**Prepared by:** Governance Coordinator

**Corporate Objective:**  
5.4 Effective strategic and performance management.

**Purpose:**  
To seek Council’s endorsement of the appointment of a Council Member to the role of Deputy Mayor.

**Recommendation 1:**  
“that the Council, having considered Item 3.1 Appointment of Deputy Mayor Report, appoints Cr.........to the role of Deputy Mayor for a period of twelve (12) months or term of Council.”
## Impact Summary

### Organisational and Governance

<table>
<thead>
<tr>
<th>Financial</th>
<th>Nil Impact.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legislation</td>
<td>In accordance with Section 51(4) of the <em>Local Government Act 1999</em> Council may appoint a Deputy Mayor for a term determined by Council, with that term not exceeding four (4) years.</td>
</tr>
<tr>
<td>Risk</td>
<td>The appointment of a Deputy Mayor will ensure the continued operation of Council in the event the Mayor elect is absent / not available. It is vital that Council have an appointed representative to preside over meetings, attend civic functions and ceremonies and provide a voice for Council and the community, the lack of an appointed Deputy Mayor could cause confusion over roles and responsibilities in the absence of the Mayor.</td>
</tr>
<tr>
<td>Consultation</td>
<td>Nil.</td>
</tr>
<tr>
<td>Asset Management Plans</td>
<td>Nil Impact.</td>
</tr>
<tr>
<td>Service Standards</td>
<td>The appointment of a Deputy Mayor will ensure the continued operation of Council in the event the Mayor elect is absent / not available. It is vital that Council have an appointed representative to preside over meetings, attend civic functions and ceremonies and provide a voice for Council and the community.</td>
</tr>
</tbody>
</table>
Background

Section 51(4) of the Local Government Act 1999 provides for Council to appoint a Deputy Mayor for a term determined by Council, with that term not exceeding four (4) years.

Discussion

Following the appointment of a Deputy Mayor Council needs to determine the term that the Deputy Mayor will be in the role. Historically Council has appointed the role for a period of twelve (12) months, and they may wish to continue with this practice. Alternatively with the appointment of the Mayor being for the term of Council, (four years) Council may wish to appoint the Deputy Mayor under the same term.

Summary

The appointment of a Deputy Mayor will ensure the continued operation of Council in the event the Mayor elect is absent / not available. It is vital that Council have an appointed representative to preside over meetings, attend civic functions and ceremonies and provide a voice for Council and the community.
Items:

4.1 Time and Place of Ordinary Meetings of Council 2015 (CON12/1199)
4.1 Time and Place of Ordinary Meetings of Council

<table>
<thead>
<tr>
<th>Container No:</th>
<th>CON12/1199</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document No:</td>
<td>D14/25255</td>
</tr>
</tbody>
</table>

Report Date: 17 November 2014

Prepared by: Acting Chief Executive Officer

Corporate Objective: 5.1 Effective governance, leadership and teamwork.

Purpose: To provide Council with options for the proposed scheduling and location of Ordinary Meetings of Council of the new Council.

Recommendation 1: “that Council having considered Item 4.1 Time and Place of Ordinary Meetings of Council, dated 17 November 2014, endorse the following:
- Location of Ordinary Meetings of Council - Mallala Council Chambers;
- Frequency of Ordinary Meetings of Council – second and fourth Monday of each month excluding January whereby only one (1) meeting is to held on the fourth Monday of the month and December, only one (1) meeting held on the third Monday of the month; and
- Commencement time of Ordinary Meetings of Council – 7.00pm”

Recommendation 2: “that Council having considered Item 4.1 Time and Place of Ordinary Meetings of Council, dated 17 November 2014, endorse the following:
- Location of Informal Strategy Workshops - Two Wells Council Chambers;
- Frequency of Informal Strategy Workshops – Bi-monthly commencing February 2015 on first Monday of the month excluding December.”

Recommendation 3: “that Council having considered Item 4.1 Time and Place of Ordinary Meetings of Council Meetings, dated 17 November 2014, authorise the Acting Chief Executive Officer to submit a draft 2015 Meeting Schedule to a December 2015 Meeting based on the above resolutions for adoption”

Recommendation 4: “that Council having considered Item 4.1 Time and Place of Ordinary Meetings of Council Meetings, dated 17 November 2014, that for
<table>
<thead>
<tr>
<th>December two Ordinary Meetings of Council will be held on:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Monday 1 December 2014,</td>
</tr>
<tr>
<td>- Monday 15 December 2014.&quot;</td>
</tr>
</tbody>
</table>
### Impact Summary

#### Organisational and Governance

<table>
<thead>
<tr>
<th>Category</th>
<th>Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial</td>
<td>Nil</td>
</tr>
<tr>
<td>Legislation</td>
<td>Section 81(1) of the Local Government Act 1999 and Local Government (Procedures at Meetings) Regulations 2013</td>
</tr>
<tr>
<td>Risk</td>
<td>Nil</td>
</tr>
<tr>
<td>Consultation</td>
<td>Nil</td>
</tr>
<tr>
<td>Asset Management Plans</td>
<td>Nil</td>
</tr>
<tr>
<td>Service Standards</td>
<td>It is important that Council consider and decide on the proposed Ordinary Council Meeting times so that administrative and consultative mechanisms can be finalised ensuring the community is well informed regarding the time, location and frequency of meetings of Council</td>
</tr>
</tbody>
</table>
Background

Section 81(1) of the Local Government Act 1999 states:

“Subject to this section, ordinary meetings of a council will be held at times and places appointed by a resolution of the council.”

Discussion

Ordinary Meetings of Council
The decision of the future time and place of Ordinary Meetings of Council following the first Council meeting is a decision for members. Currently Council meets on the second and fourth Monday’s of the month with one (1) meeting held in January on the fourth Monday. Meetings in December are usually held earlier than in other months so as a meeting is not held in the week of Christmas. As such the meeting structure proposed in the month of December is for only one (1) meeting to be held on the third Monday of the month. An alternative if Council wish to hold two (2) meetings, being for the first and third Monday’s of the month.

The recommendation reflects the current structure, however, in the month of December for most years if the two (2) meeting option was preferred it would mean that the meeting scheduled for the fourth Monday in November will be followed the next week by the first Monday in December, resulting in meetings on consecutive weeks. An option to be considered and recommended would be that only one (1) meeting is held in December on either the second or third Monday of that month.

For this year with an election and only one (1) meeting being held in November the first and third Monday in December provides a two (2) week break in between meetings. If Council adopt to only schedule one (1) meeting in December, a separate motion is provided for December 2014 if members wish to hold two (2) meetings.

As per discussions at the last meeting options for the Ordinary Meetings for the remainder of 2014, are for meetings to be held on Monday 1 December and Monday 15 December. This will allow a two (2) week break for the three (3) remaining meetings for 2014 and not schedule a meeting in the week of Christmas. Alternatively Council may choose to only hold one (1) meeting in December being Monday 8 or 15 December 2014.

Currently Ordinary Meetings are held at the Mallala Council Chambers and scheduled to commence at 7.00pm. The recommendation retains the status quo, although Council can resolve an alternative commencement time.

Informal Strategy Workshops
Currently Informal Strategy Workshops are scheduled to be held bi-monthly on the first Monday of the month commencing in February in each calendar year and excluding December. The Workshops are scheduled to commence at 7.00pm and generally held at the Two Wells Council Chamber.
These Workshops are a valuable way to informally discuss proposals that are about to be presented to Council, particularly around budget preparation time or when deliberating on information that is scheduled to be placed before the community seeking their feedback. It is also an opportunity to schedule guest speakers to address Council rather than during an ordinary meeting.

Summary

It is important that Council consider and decide on the proposed Ordinary Council Meeting times so that administrative and consultative mechanisms can be finalised ensuring the community is well informed regarding the time, location and frequency of meetings of Council.
## Items:

5.1 Review of Community and Independent Membership and Terms of Reference for Section 41 Committees, Subsidiaries and Identified Committees (CON12/573)

5.1.1 Appointment to Section 41 Committees, Subsidiaries and Identified Committee's Report (CON12/573)

5.1.2 Mallala and Districts Historical Committee Appointments (CON12/871)
### 5.1 Review of Community and Independent Membership and Terms of Reference for Section 41 Committees, Subsidiaries and Indentified Committees

<table>
<thead>
<tr>
<th>Container No:</th>
<th>CON12/573</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document No:</td>
<td>D 14/25481</td>
</tr>
</tbody>
</table>

**Report Date:** 17 November 2014  
**Prepared by:** Acting Chief Executive Officer

**Corporate Objective:** 5.1 Effective governance, leadership and teamwork.

**Purpose:** To seek Council’s consideration and endorsement of a process to defer the review of the Terms of References and extending the term of office for Community and Independent Members for identified Committees until 30 April 2015.

**Recommendation 1:**

“that the Council having considered Item 5.1 Review of Community and Independent Membership and Terms of Reference for Section 41 Committees, Subsidiaries and Identified Committees dated 17 November 2014 defer the review of the Terms of Reference and extend the term of office for Community and Independent Members for the following Committees until 30 April 2015:

- Animal Management Plan Advisory Committee
- Audit Committee
- CEO Appraisal Committee
- Community Development Advisory Committee
- Economic Development Advisory Committee
- Environmental Management Advisory Committee
- Facilities and Infrastructure Advisory Committee
- Mallala & Districts Homes Committee"
# Impact Summary

## Organisational and Governance

<table>
<thead>
<tr>
<th>Financial</th>
<th>Nil</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legislation</td>
<td>It is a legislative requirement that Council formally appoints Council Member Representatives as part of the Membership to its Section 41 Committees in accordance of the <strong>Section 41 of the Local Government Act 1999</strong>.</td>
</tr>
<tr>
<td>Risk</td>
<td>It is important that Council effectively manages the administrative and legislative requirements associated with its Section 41 Committees, Subsidiaries and Identified Committee's ensuring that its activities and practices surrounding these committees are transparent and consistent and that through its practices Council is not open to internal or external review.</td>
</tr>
<tr>
<td>Consultation</td>
<td>Nil</td>
</tr>
<tr>
<td>Asset Management Plans</td>
<td>Nil</td>
</tr>
<tr>
<td>Service Standards</td>
<td>It is important that Council's Section 41 Committees, Subsidiaries and Identified Committees are appointed and administered effectively, ensuring Council's strategic goals and direction are maintained and that there continues to be a provision for the community to have direct input to the decision making process of Council.</td>
</tr>
</tbody>
</table>
Background

As per discussion and information included in Item 13.1.5 of the 27 October 2014 meeting agenda, a strategy and recommendation is provided to defer a review of the Terms of Reference of the committees listed below and extend the appointment of the Community and independent members of the committees until early next year. Elected member representatives on the various Committees would still need to be made as per the following report. The Committees are as follows:

- Animal Management Plan Advisory Committee
- Audit Committee
- CEO Appraisal Committee
- Community Development Advisory Committee
- Economic Development Advisory Committee
- Environmental Management Advisory Committee
- Facilities and Infrastructure Advisory Committee
- Mallala & Districts Homes Committee

Discussion

As reported at the 27 October meeting, current Terms of Reference of Council's committees state:

‘that the appointment to the Committee shall be for the term of the Council or as amended by Council’

To comply with this clause all committee members, including community and independent members, would need to be re-appointed for the term of the new Council. The newly elected Council, at this 17 November 2014 meeting, would consider if it wishes to retain its current structure of Advisory Committees and then instruct staff to call for expressions of interest for the committee's community representatives. Given that the call for community members would lead into Christmas, at best the committee membership would only be considered by Council in its January 2015 meeting. An alternative suggestion was discussed at the 27 October meeting and is now provided as a recommendation.

Council appoint its elected member representatives on the various committees but resolve that the community representatives or independent members on those committees retain their positions until the newly appointed Council consider the committee structure at a meeting proposed early in 2015. Expressions of Interest can then be sought in February or March 2015 for community representatives with an end date for the current membership and structure recommended as 30 April 2015.

This option would maintain the committee’s momentum in any projects they are involved in and allow them to continue business without disruption. For example the Community Development Advisory Committee if this option is endorsed would look to call a Special meeting of the Committee in December to consider the Community Partnerships applications for funding which
closes on 17 November 2014. If the committee membership ceases at the end of the current term of the Council the Community Partnerships applications would not be considered, at the earliest, February 2015.

If this recommendation is supported, a Draft Policy Report will be presented to Council outlining the requirements and administrative processes in identifying and selecting members to Council's Section 41 Committees and Subsidiaries. This report would be scheduled for one of the February 2015 meetings. This timeframe would also allow Council time to consider, in particular, the Advisory Committee structure.

This report deals with Council's Section 41 Community Committees excluding the Mallala and Districts Historical Committee which have provided information through their minutes of the 8 October 2014 Meeting appointing their community representatives. Report 5.1.2 considers the Mallala and Districts Historical Committee appointments separately.

Attached is a list of Council Committees with the current membership included. It is noted that in the column headed Council Member Representative member's who are no longer elected members for this term are marked in 'Red'.

Also included in the list is the 'Council Development Assessment Panel'. Given that this Panel is appointed under provisions of the Development Act 1993, this will be treated independently with the General Manager Infrastructure & Planning drafting a report for a December 2014 Meeting.

A separate report will also be provided in relation to the Terms of Reference for the 'Working Party – Salt Creek Remediation'. This working Party is not a Committee of Council.

Summary
Council's Section 41 Committee structure needs to be aligned in an effort to deliver key outcomes and ensure resources are appropriately allocated and ongoing business is not interrupted.
<table>
<thead>
<tr>
<th>CON Number</th>
<th>Committee</th>
<th>Council Member Representative</th>
<th>Employee Representative</th>
<th>Chairperson</th>
<th>Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/129</td>
<td>Animal Management Plan Advisory Committee</td>
<td>Cr Terry Keen</td>
<td>Peter Buttery - General Inspector</td>
<td>Mr. J. Newton</td>
<td>Mr. B. Hawkesworth</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cr Karen McColl</td>
<td>Rose Day - Secretary</td>
<td>Mr. J. Spodler</td>
<td>Mrs. S. Foote</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cr Anne Picard</td>
<td></td>
<td>Dr. J. Katakasi</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cr Tom Summerton</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Four (4) Elected Members</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Six (6) Community / Independent Members</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/522</td>
<td>Audit Committee</td>
<td>Cr Duncan Kennington - Mayor</td>
<td>Peter Sell - Acting CEO</td>
<td>John Connie</td>
<td>Peter Fairlie-Jones</td>
</tr>
<tr>
<td></td>
<td>Mayor</td>
<td>Cr Mark Wasley</td>
<td>Gary Graham - Finance Coordinator</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Two (2) Elected Members</td>
<td>Cr Yvonne Howard</td>
<td>Derek Lawson - Governance Coordinator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/521</td>
<td>CEO Performace Appraisal Committee</td>
<td>Cr Duncan Kennington - Mayor</td>
<td>Mayor</td>
<td>Mr. Geoff Hill</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mayor</td>
<td>Cr Mark Wasley</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Four (4) Elected Members</td>
<td>Cr Karen McColl</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>One (1) Independent Member</td>
<td>Cr Tom Summerton</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cr Terry Keen</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/218</td>
<td>Council Development Assessment Panel</td>
<td>Cr Yvonne Howard</td>
<td>Gary Mavrinac - GM Infrastructure &amp; Planning</td>
<td>Mr. Trevor White</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Three (3) Elected Members</td>
<td>Cr Joe Daniele</td>
<td>Rose Day - Secretary</td>
<td>Mr. Joel Taggart</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Three (3) Independent Members</td>
<td>Cr Tom Summerton</td>
<td>Brendon Schulz - Development Coordinator</td>
<td>Mr. Joshua McDonnell</td>
<td></td>
</tr>
<tr>
<td>12/1100</td>
<td>Community Development Advisory Committee</td>
<td>Cr Jan Heley</td>
<td>Peter Sell - Acting CEO</td>
<td>Ms. Anne Porter</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Two (2) Elected Members</td>
<td>Cr Joe Daniele</td>
<td>Lynette Seccafien - Community Development Officer</td>
<td>Ms. Jasmin Daniele</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Seven (7) Community / Independent Members</td>
<td>Cr Tom Summerton</td>
<td></td>
<td>Sylvia Nieuwenhuizen</td>
<td></td>
</tr>
<tr>
<td></td>
<td>One (1) RDA</td>
<td></td>
<td></td>
<td>Stephen Birch (RDA Barossa)</td>
<td></td>
</tr>
<tr>
<td>12/1099</td>
<td>Economic Development Advisory Committee</td>
<td>Cr Duncan Kennington - Mayor</td>
<td>Peter Sell - Acting CEO</td>
<td>Mr. Ian O'Loan</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Two (2) Elected Members</td>
<td>Cr Yvonne Howard</td>
<td>Christine Kelley - Executive Assistant</td>
<td>Mr. Tony Lange</td>
<td></td>
</tr>
<tr>
<td>12/1101</td>
<td>Seven (7) Community / Independent Members</td>
<td>Cr Steve Jones</td>
<td></td>
<td>Mr. Anne Moroney</td>
<td></td>
</tr>
<tr>
<td></td>
<td>One (1) RDA</td>
<td></td>
<td></td>
<td>Mr. Barry Sowerby</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Mr. Eddie Stubing</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Mr. Ian Telfer</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Mr. Rodney Wilmhurst</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Mr. Norm Dicks</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Environmental Management Advisory Committee</td>
<td>Cr Duncan Kennington - Mayor</td>
<td>Carol Muzyk - Strategic Projects Coordinator</td>
<td>Ms. Laurel Walker</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Two (2) Elected Members</td>
<td>Cr Steve Jones</td>
<td>Rose Day - Secretary</td>
<td>Ms. Hilary Stones</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Seven (7) Community / Independent Members</td>
<td></td>
<td>Warrick Barnes - Coastal, Estuary &amp; Marine Officer</td>
<td>Ms. Lee Slater</td>
<td></td>
</tr>
<tr>
<td></td>
<td>One (1) AMLNRMB</td>
<td></td>
<td>Pamela Drew - Senior Horticultural Officer</td>
<td>Mrs. Barb Reid</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ordinary Council Meeting</td>
<td></td>
<td></td>
<td>Ms. Jessica Cavallo - NRM Board</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Mr. T. Fox - NRM Board</td>
<td></td>
</tr>
</tbody>
</table>
### Facilities & Infrastructure Advisory Committee

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>Cr Tom Summerton</td>
</tr>
<tr>
<td>Chair</td>
<td>Cr Jan Heley</td>
</tr>
<tr>
<td>Secretary</td>
<td>Gary Mavrinac - GM Infrastructure &amp; Planning</td>
</tr>
<tr>
<td>Minute Secretary</td>
<td>Andrea Humphrys</td>
</tr>
</tbody>
</table>

**Two (2) Elected Members**

**Seven (7) Community / Independent Members**

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs. Lynette Seccafien</td>
<td></td>
</tr>
<tr>
<td>Mr. Daryl Standley</td>
<td></td>
</tr>
<tr>
<td>Mr. Chris Mason</td>
<td></td>
</tr>
</tbody>
</table>

### Mallala & Districts Historical Committee

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>Cr Marcus Strudwicke</td>
</tr>
<tr>
<td>Secretary</td>
<td>Peter Sellar - Acting CEO</td>
</tr>
</tbody>
</table>

**One (1) Elected Member**

**Up to Ten (10) Community Members**

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs. Laura Parson</td>
<td></td>
</tr>
<tr>
<td>Mrs. Gwenda Griffiths</td>
<td></td>
</tr>
<tr>
<td>Mrs. Margaret Tiller</td>
<td></td>
</tr>
<tr>
<td>Mrs. Maxine Varcoe</td>
<td></td>
</tr>
<tr>
<td>Mr. Ray Earl</td>
<td></td>
</tr>
<tr>
<td>Mr. Bob Bevan</td>
<td></td>
</tr>
<tr>
<td>Mr. Brain Verral</td>
<td></td>
</tr>
<tr>
<td>Mr. Jim East</td>
<td></td>
</tr>
<tr>
<td>Mrs. Sharon Svetec</td>
<td></td>
</tr>
</tbody>
</table>

### Mallala & Districts Homes Committee

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>Cr Marcus Strudwicke</td>
</tr>
<tr>
<td>Chair</td>
<td>Cr Jan Heley</td>
</tr>
<tr>
<td>Secretary</td>
<td>Peter Sellar - Acting CEO</td>
</tr>
<tr>
<td>Officer</td>
<td>Lynette Seccafien - Community Development Officer</td>
</tr>
</tbody>
</table>

**Marie Ingham**

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chirala Dunlop</td>
<td></td>
</tr>
<tr>
<td>Charmaine Standley</td>
<td></td>
</tr>
<tr>
<td>Dean Galonas - Junction</td>
<td></td>
</tr>
<tr>
<td>Womens Housing</td>
<td></td>
</tr>
</tbody>
</table>
## 5.1.1 Appointment to Section 41 Committees, Subsidiaries and Identified Committee's Report

<table>
<thead>
<tr>
<th>Container No:</th>
<th>12/573</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document No:</td>
<td>D14/25202</td>
</tr>
</tbody>
</table>

### Report Date: 17 November 2014

**Prepared by:** Governance Coordinator

### Corporate Objective:

5.4 Effective strategic and performance management.

### Purpose:
To seek Council’s consideration and endorsement of Council Members representation on Council's Section 41 Committee's in accordance with Section 41 of the Local Government Act 1999, Subsidiaries and identified Committee's requiring Council Member Representation.”

### Recommendation 1:

“that the Council, having considered Item 5.1.1 Appointment to Section 41 Committees, Subsidiaries and Identified Committee's Report, appoints Cr .......... , Cr .......... , Cr .......... and Cr .......... to the Animal Management Plan Committee.”

### Recommendation 2:

“that the Council, having considered Item 5.1.1 Appointment to Section 41 Committees, Subsidiaries and Identified Committee's Report, appoints Mayor Kennington, Cr .............. and Cr ............. to the Audit Committee.”

### Recommendation 3:

“that the Council, having considered Item 5.1.1 Appointment to Section 41 Committees, Subsidiaries and Identified Committee's Report, appoints Mayor Kennington, Cr .............. , Cr .............. and Cr .............. to the Chief Executive Officer Performance Appraisal Committee.”

### Recommendation 4:

“that the Council, having considered Item 5.1.1 Appointment to Section 41 Committees, Subsidiaries and Identified Committee's Report, appoints Cr .............. and Cr .............. to the Community Development Advisory Committee.”

### Recommendation 5:

“that the Council, having considered Item 5.1.1 Appointment to Section 41 Committees, Subsidiaries and Identified Committee's Report, appoints Cr .............. and Cr .............. to the Economic Development Advisory Committee.”
| Recommendation 6: | “that the Council, having considered Item 5.1.1 Appointment to Section 41 Committees, Subsidiaries and Identified Committee’s Report, appoints Cr ............... and Cr ............... to the Environmental Management Advisory Committee.” |
| Recommendation 7: | “that the Council, having considered Item 5.1.1 Appointment to Section 41 Committees, Subsidiaries and Identified Committee’s Report, appoints Cr ............... and Cr ............... to the Facilities Management Advisory Committee.” |
| Recommendation 8: | “that the Council, having considered Item 5.1.1 Appointment to Section 41 Committees, Subsidiaries and Identified Committee’s Report, appoints Cr .................. to the Mallala and Districts Historical Committee.” |
| Recommendation 9: | “that the Council, having considered Item 5.1.1 Appointment to Section 41 Committees, Subsidiaries and Identified Committee’s Report, appoints Cr ............... and Cr ............... to the Mallala and Districts Homes Committee.” |
| Recommendation 10: | “that the Council, having considered Item 5.1.1 Appointment to Section 41 Committees, Subsidiaries and Identified Committee’s Report, appoints Mayor Kennington as Council’s representative to the Central Local Government Region Board.” |
| Recommendation 11: | “that the Council, having considered Item 5.1.1 Appointment to Section 41 Committees, Subsidiaries and Identified Committee’s Report, appoints Cr ............... as Council’s representatives to the Gawler River Floodplain Management Authority, and that Council appoints Cr ............... as the Proxy Member to the Gawler River Floodplain Management Authority.” |
| Recommendation 12: | “that the Council, having considered Item 5.1.1 Appointment to Section 41 Committees, Subsidiaries and Identified Committee’s Report, Appoints Cr .................. and Cr ................ as Council’s representatives to the Working Party – Salt Creek Remediation.” |
## Impact Summary

### Organisational and Governance

<table>
<thead>
<tr>
<th>Financial</th>
<th>Nil Impact.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legislation</td>
<td>It is a legislative requirement that Council formally appoints Council Member membership to its Section 41 in accordance with Section 41 of the Local Government Act 1999.</td>
</tr>
<tr>
<td>Risk</td>
<td>It is important that Council effectively manages the administrative and legislative requirements associated with its Section 41 Committees, Subsidiaries and Identified Committee's ensuring that its activities and practices surrounding these committees are transparent and consistent and that through its practices Council is not open to internal or external review.</td>
</tr>
<tr>
<td>Consultation</td>
<td>Nil.</td>
</tr>
<tr>
<td>Asset Management Plans</td>
<td>Nil Impact.</td>
</tr>
<tr>
<td>Service Standards</td>
<td>It is important that Council's Section 41 Committees, Subsidiaries and Identified Committee's are appointed and administered effectively; ensuring Council's strategic goals and direction are maintained and that there continues be a provision for the community to have direct input to the decision making process of Council.</td>
</tr>
</tbody>
</table>
Background

With the new Council being elected there is a requirement to appoint Council Members to Council’s Section 41 Committees, Subsidiaries and Independent Committee’s. In some cases the Mayor has historically automatically elected as the Council Representative, such as the Audit Committee, CEO Performance Appraisal Panel and Central Local Government Region. This is reflected in the recommendations. The following outlines the Section 41 Committee’s, Subsidiaries and Identified Committee’s and their purpose:

Animal Management Plan Committee
Council is required to develop an Animal Management Plan under section 26A of the Dog and Cat Management Act 1995. The aim of the five (5) year Plan is to allow a planned approach to Councils responsibilities under the Dog and Cat Management Act 1995, and provide a guide for domestic animal management within our community.

Audit Committee
The purpose of the Audit Committee will be to monitor and assist Council in the effective implementation and conduct of its responsibilities for financial reporting, management of risk and maintaining a reliable system of internal controls. The current Terms of Reference of the Committee states that ‘the Principal Member of Council shall be a member of the Committee’.

CEO Performance Appraisal Panel
The purpose of the CEO Performance Appraisal Committee is to provide an objective basis to review the annual performance of the CEO and to facilitate effective communication between the CEO and elected members of Council. The current Terms of Reference state that ‘the Chairperson of the Council will chair the Panel’. This will need to be changed during a review of the Terms of Reference to reflect the position of the Mayor.

Community Development Advisory Committee
The purpose of the Community Development & Advisory Committee will be to:
- Provide advice to Council on projects and initiatives that it should consider in delivering on the Strategic Focus Area; Community Development and its associated outcomes and strategies within a 4 year rolling Business Plan;
- Report half yearly on progress of approved plans;
- Conduct an annual review of Council’s performance in Community Development and identify potential projects for input into Council’s Budget, and Long Term Financial Plan process; and
- Administer functions approved by Council to be administered by the Committee.

Economic Development Advisory Committee
The purpose of the Economic Development Advisory Committee will be to:
- Advise Council of actions that it should consider in delivering on the Strategic Focus Area; Economic Development and its associated outcomes and strategies within a four (4) year rolling Business Plan;
- Report half yearly on progress of approved plans;
- Conduct an annual review of Council’s performance in provision of Economic Development initiatives and identify potential projects for input into Council’s Budget, and Long Term Financial Plan process; and;
- Administer functions approved by Council to be administered by the Committee.

**Environmental Management Advisory Committee**

The purpose of the Environmental Management Advisory Committee will be to:
- Provide advice and associated reports to Council detailing considerations in delivering on the Strategic Focus Area; Natural and Built Environment and its associated outcomes and strategies within a four (4) year rolling Business Plan;
- Report half yearly on the progress of approved plans;
- Conduct an annual review of Council’s performance in provision of Environmental initiatives and identify potential projects for input into Council’s Budget and Long Term Financial Plan;
- Make recommendations to Council on matters pertaining to the management and protection of the coastal environment and community interests;
- Make recommendations to Council on matters pertaining to the management and protection of the biodiversity and remnant vegetation;
- Promote and support natural resource management initiatives at the local level; and
- Administer functions approved by Council to be administered by the Committee.

**Facilities Infrastructure Advisory Committee**

The purpose of the Facilities & Infrastructure Advisory Committee will be to:
- Advise Council of actions that it should consider in delivering on the Strategic Focus Area; Natural and Built Environment and its associated outcomes and strategies within a 4 year rolling Business Plan;
- Report half yearly on progress of approved plans;
- Conduct an annual review of Council’s performance in provision of Facilities and Infrastructure and identify potential projects for input into Council’s Budget, and Long Term Financial Plan process; and
- Administer functions approved by Council to be administered by the Committee.

**Mallala & Districts Historical Committee**

The purpose of the Mallala and District Historical Committee will be to:
- Make recommendations to Council on historical and heritage matters;
- Respond to local and family history inquiries relating to Mallala and Districts;
- Collect, preserve and exhibit collection items; and
- Co-ordinate the management of the Mallala Museum facility.

**Mallala & Districts Homes Committee**

The purpose of the Committee is to make recommendations to Council on accommodation needs for the community in the District Council of Mallala.
**Central Local Government Region**
The Central Region is established to:

- Undertake co-ordinating, advocacy and representational roles on behalf of its Constituent Councils at a regional level;
- Facilitate and co-ordinate activities of local government at a regional level related to community and economic development with the object of achieving improvement for the benefit of the communities of its Constituent Councils;
- Develop, encourage, promote, foster and maintain consultation and co-operation and to strengthen the representation and status of local government when dealing with other governments, private enterprise and the community;
- Develop further co-operation between its Constituent Councils for the benefit of the communities of the region;
- Develop and manage policies which guide the conduct of programs and projects in the region with the objective of securing the best outcomes for the communities of the region;
- Undertake projects and activities that benefit the region and its communities; and
- Associate, collaborate and work in conjunction with other regional local government bodies for the advancement of matters of common interest.

Traditionally the Mayor of the Council is appointed as the representative of this organisation which is reflected in the recommendation.

**Gawler River Floodplain Management Authority**
The Gawler River Floodplain Management Authority (GRFMA) was formed as a Regional Subsidiary under Section 43 and Schedule 2 of the Local Government Act 1999 in August 2002, by a Charter that was amended and published in The South Australian Government Gazette on 17th August 2006 at pages 2813 to 2820.

The six Constituent Councils of the GRFMA are Adelaide Hills Council, The Barossa Council, Town of Gawler, Light Regional Council, District Council of Mallala and City of Playford.

The Charter provides that a representative of the Adelaide Mount Lofty Ranges Natural Resources Management Board is the Chairperson of the Board of Management of the GRFMA. The Charter sets down the powers, functions, safeguards, accountabilities and an operational framework and the Business Plan sets down the operational plan and financial plan to achieve agreed objectives.

The GRFMA has been established for the following purposes:

- To co-ordinate the construction, operation and maintenance of flood mitigation infrastructure in the Gawler River area (the Floodplain);
- To raise finance for the purpose of developing, managing and operating and maintaining flood mitigation works within the Floodplain;
- To provide a forum for the discussion and consideration of topics relating to the Constituent Council's obligations and responsibilities in relation to management of flood mitigation within the Floodplain;
- To enter into agreements with Constituent Councils for the purpose of managing and developing the Floodplain.

Current members of the Authority are Cr Picard with Cr Summerton the Proxy Member.

**Working Party – Salt Creek Remediation**

The Working Party – Salt Creek Remediation is a Working Party established by the Two Wells Regional Action Team (TWRAT) supported by Council, its purpose is to:

- Consider and discuss options and proposals that will remediate and enhance the recreational use of Salt Creek between the Middle Beach boat ramp and western edge of the Middle Beach lagoon, a distance of approximately 400 metres;
- Develop concept plans and general cost estimates of a preferred solution;
- Consider projects that will utilise materials made available during the remediation process;
- Develop grant applications that can capitalise on future funding opportunities;
- Coordinate key stakeholder input into the preferred solution; and
- Identify potential funding sources that minimise community and Council funds.

Current members of the Working Party are Cr Jones and Cr Wasley.

**Discussion**

With the appointment of the new Council there is a requirement for Council to nominate and elected Council Members to Council's Section 41 Committee's, Subsidiaries and Independent Committee's and this is the intent of this Report.

The attachment for the preceding report Item 5.1 lists the current membership of the Council Committees for your information. Those not listed in that attachment are included in the body of the report.

**Summary**

Council’s Section 41 Committee structure needs to be aligned in an effort to deliver key outcomes and ensure resources are appropriately allocated.
5.1.2 Mallala and Districts Historical Committee Appointments

<table>
<thead>
<tr>
<th>Container No:</th>
<th>12/871</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document No:</td>
<td>D14/</td>
</tr>
<tr>
<td>Report Date:</td>
<td>17 November 2014</td>
</tr>
<tr>
<td>Prepared by:</td>
<td>Acting Chief Executive Officer</td>
</tr>
</tbody>
</table>

Corporate Objective: 5.4 Effective strategic and performance management.

Purpose: To seek Council's consideration and endorsement of newly appointed members to the Mallala and Districts Historical Committee decision made at their Wednesday 8 October 2014 meeting.

Recommendation 1: “that the Council, having considered Item 5.1. Mallala and Districts Historical Committee appointments, endorses the Committee Members as recommended by the Mallala and Districts Historical Committee from their minutes of the meeting held on 8 October 2014.”
### Impact Summary

#### Organisational and Governance

<table>
<thead>
<tr>
<th>Category</th>
<th>Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial</td>
<td>Nil Impact.</td>
</tr>
<tr>
<td>Legislation</td>
<td>It is a legislative requirement that Council formally appoints Council Member membership to its Section 41 in accordance with <strong>Section 41</strong> of the <strong>Local Government Act 1999</strong>.</td>
</tr>
<tr>
<td>Risk</td>
<td>It is important that Council effectively manages the administrative and legislative requirements associated with its Section 41 Committees, Subsidiaries and Identified Committee's ensuring that its activities and practices surrounding these committees are transparent and consistent and that through its practices Council is not open to internal or external review.</td>
</tr>
<tr>
<td>Consultation</td>
<td>Nil.</td>
</tr>
<tr>
<td>Asset Management Plans</td>
<td>Nil Impact.</td>
</tr>
<tr>
<td>Service Standards</td>
<td>It is important that Council's Section 41 Committees, Subsidiaries and Identified Committee's are appointed and administered effectively; ensuring Council's strategic goals and direction are maintained, and that there continues be a provision for the community to have direct input to the decision making process of Council.</td>
</tr>
</tbody>
</table>
Background

The Mallala and Districts Historical Committee met Wednesday 8 October 2014 and provided minutes outlining it's newly appointed members, with the minutes provided to Council under Agenda Item 12.4.1.

Discussion

Following ratification of this report the Committee will be informed and the newly appointed membership will be updated in the Committee's Terms of Reference.

Summary

Council's Section 41 Committee structure needs to be aligned in an effort to deliver key outcomes and ensure resources are appropriately allocated.
Items:

6.1 Council Meeting held on Monday 27 October 2014 (MB Folios 12875 to 12879, inclusive)
MINUTES OF THE ORDINARY MEETING OF THE DISTRICT COUNCIL OF MALLALA HELD IN THE MALLALA COUNCIL CHAMBERS, REDBANKS ROAD, MALLALA ON MONDAY 27 OCTOBER 2014, COMMENCING AT 7:00 PM.

1. ATTENDANCE

1.1 Present
Crs D Kennington, P Daniele, J Heley, Y Howard, S Jones (7.08pm), T Keen, K McColl, A Picard, S Strudwicke, B Summerton, and Messrs P Sellar (Acting Chief Executive Officer), Gary Mavrinac (General Manager, Infrastructure and Planning Services), Ms Anne Sawtell (Customer and Library Services Coordinator), and Ms C Kelly (Minute Secretary).

1.2 Councillors Apologies
Cr Wasley

1.3 Councillors Absent

2. CONFIRMATION OF MINUTES

Moved Cr McColl Seconded Cr Heley
"that the minutes of meeting held on Monday 13 October 2014 (MB Folios 12864 to 12874, inclusive), be accepted as read and confirmed."

CARRIED (2014/424)

3. BUSINESS ARISING

3.1 Nil Business Arising

4. DECLARATION OF MEMBERS’ INTEREST

4.1 Nil Declaration Of Members’ Interest

5. OPEN FORUM

The Mayor sought leave of the meeting to suspend Part 2 of the Local Government (Procedures at Meetings) Regulations 2013 for ‘Open Forum’. The meeting was suspended at 7.01 pm

5.1 Mick Tennant Total Fire Ban Days – Issuing of Expiation Notices
• Addressed Council on Total Fire Ban Day procedure. Queried responsibility for the jurisdiction of Total Fire Ban days and the issuing of expiation notices. It was requested a report back to Council on how this is managed through Council operations.

Meeting resumed 7.05pm

6. BRIEFINGS
6.1 Stephen Barry and Tony Williams – Investigations and Tactical Support – Environmental Protection Agency

At this juncture Cr Jones entered the meeting 7.08pm.

7. MAYOR’S REPORT
7.1 Meetings Attended and / or Discussions Held (CON12/1199) Information noted.

8. MINUTES AND/OR RECOMMENDATIONS
8.1 Economic Development Advisory Committee
8.1.1 No Minutes

8.2 Community Development Advisory Committee
8.2.1 Community Development Advisory Committee Minutes 8 October 2014 (CON12/1100)

8.3 Audit Committee
8.3.1 Audit Committee Minutes 1 October 2014 (CON12/522)

8.4 Mallala and Districts Historical Committee
8.4.1 No Minutes

8.5 Mallala and Districts Homes Committee
8.5.1 No Minutes

8.6 Strategic Planning and Development Policy Committee
8.6.1 Strategic Planning and Development Policy Committee Minutes 13 October 2014 (CON14/35)

9 QUESTIONS WHICH NOTICE HAS BEEN GIVEN
9.1 No Questions on Notice

9.2 Notice of Motion
9.2.1 No Notice of Motion
10 QUESTIONS WHICH NOTICE HAS NOT BEEN GIVEN
10.1 No Questions Which Notice Has Not Been Given

11 PETITIONS
11.1 No Petitions

12 DEPUTATIONS
12.1 Nil Deputations

13 ITEMS FOR NOTING / INFORMATION / ACTIVITY REPORTS
13.1 Items for Information / Noting
13.1.1 Finance Report (CON12/491)
  Moved Cr Summerton          Seconded Cr Daniele
  “that Council, having considered Item 13.1.1 Finance Report dated
  27 October 2014, recommends to Council that it notes and receives the Finance Report
  as at 30 September 2014.”
  CARRIED (2014/425)

13.1.2 Community and Library Services Report (CON12/1046)
  Moved Cr McColl               Seconded Cr Strudwicke
  “that Council, having considered Item 13.1.2 Community and Library Services Report
  dated 27 October 2014, recommends to Council that it notes and receives the report.”
  CARRIED (2014/426)

13.1.3 Review of Section 41 Committee Structure (CON12/1159)
  Moved Cr Strudwicke           Seconded Cr Keen
  “that Council, having considered Item 13.1.3 Review of Section 41 Committee Structure
  Report dated 27 October 2014, recommends to Council that it notes and receives the report.”
  CARRIED (2014/427)

13.1.4 First Council Meeting – First Term (CON12/1199)
  Moved Cr Summerton           Seconded Cr McColl
  “that Council, having considered Item 13.1.4 First Council Meeting – First Term Report
  dated 27 October 2014, recommends to Council that it notes and receives the report.”
  CARRIED (2014/428)

13.1.5 Marine Parks Declared Sanctuary Zones within the District Council of Mallala
  (CON12/1192)
  Moved Cr Strudwicke           Seconded Cr Picard
“that the Council, having considered Item 13.1.5 Marine Parks- Declared Sanctuary Zones within the District Council of Mallala dated 27 October 2014, notes and receives the report.”

CARRIED (2014/429)

Moved Cr Picard Seconded Cr Keen

“that District Council of Mallala contact a relevant authority to express concerns about the exclusion area within the Light River Delta general area.”

CARRIED (2014/430)

13.1.6 Allocation of iPad’s for Elected Members (CON12/544)

Moved Cr Strudwicke Seconded Cr McColl

“that Council having considered Item 13.1.6 Allocation of iPad’s for Elected Members, dated 27 October 2014, notes and receives the report.”

CARRIED (2014/431)

At this juncture Cr Keen left the meeting at 8.46pm

13.1.7 Two Wells Ageing in Style Expo Summary (CON/13/18)

Moved Cr Heley Seconded Cr Summerton

“that the Council having considered Item 13.1.7 Two Wells Ageing in Style Expo Summary dated 27 October 2014 notes and receives the report.”

CARRIED (2014/432)

13.2 Activity Reports

13.2.1 Corporate and Community Services Status Report (CON12/1199)

Moved Cr Summerton Seconded Cr Heley

“that the Council, having considered Item 13.2.1 Corporate and Community Services Status Report dated 27 October 2014, receives the report.”

CARRIED (2014/433)

14 ITEMS FOR DECISIONS

14.1 Future of Northern Connections Nc21

Moved Cr Heley Seconded Cr McColl

“that Council having considered Item 14.1 Future of Northern Connections Nc21, dated 27 October 2014, reaffirms its commitment to acting on a regional basis to address common economic and social issues and opportunities confronting our community.”

CARRIED (2014/434)
Moved Cr Heley    Seconded Cr Summerton

“That Council having considered Item 14.1 Future of Northern Connections Nc21, dated 27 October 2014 support the review of Nc21 and promote a model of regional partnership and economic development and continue to work with the State Government and Local Government Authorities involved in Nc21.”

CARRIED (2014/435)

15 URGENT BUSINESS
15.1 No Urgent Business

16 CONFIDENTIAL ITEMS
16.1 Nil Confidential Items

17 CLOSURE

There being no further business, the Chair declared the meeting closed at 8.56pm.

Confirmed as a true record.

Mayor: ..............................................................

Date: ___/___/___
Items:

7.1
Items:

8.1
## OPEN FORUM

**MONDAY 17 November 2014**

**Items:**

9.1
Items:

10.1 No Briefings
Items:

11.1 Activities and Meetings Attended
### 11.1 Meetings Attended and / or Discussions Held

<table>
<thead>
<tr>
<th>Container No:</th>
<th>CON12/1199</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document No:</td>
<td>D14/25366</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Report Date:</th>
<th>17 November 2014</th>
<th>Prepared by:</th>
<th>Mayor Duncan Kennington</th>
</tr>
</thead>
</table>

**Corporate Objective:** N/A

### Activities and Meetings attended

- **Monday 27 October 2014**  
  Ordinary Council Meeting

- **Tuesday 28 October 2014**  
  CEO and Deputy Mayor Briefing

- **Tuesday 28 October 2014**  
  Two Wells Bowling Club – “Come and try Bowls’

- **Friday 29 October 2014**  
  Local Government Association Annual General Meeting

- **Sunday 2 November 2014**  
  Long Plains Dance

- **Wednesday 5 November 2014**  
  CEO and Deputy Mayor Briefing

- **Friday 7 November**  
  Planning Institute Australia - Awards

- **Sunday 9 November**  
  Dublin Memorial Tree Planting

- **Tuesday 11 November**  
  Remembrance Day - Mallala

- **Tuesday 11 November**  
  CEO Briefing
Thursday 13 November
Science behind the Dry Creek International Bird Sanctuary Royal Society of South Australia - Lecture

Sunday 16 November
The Home Front during Wartime – Mallala Museum
Items:

12.1 Economic Development Advisory Committee Reports
   12.1.1 No Minutes

12.2 Community Development Advisory Committee
   12.2.1 No Minutes

12.3 Audit Committee
   12.3.1 No Minutes

12.4 Mallala and Districts Museum Committee
   12.4.1 Mallala and Districts Historical Committee Minutes 8 October 201 (CON12/871)

12.5 Mallala and Districts Homes Committee
   12.5.1 No Minutes
Mallala & Districts Historical Committee

Minutes of meeting held Wednesday October 8th. 2014 at 7.00pm.

1. Welcome – Chairperson Marcus Strudwicke welcomed those present – Gwenda Griffiths, Margaret Tiller, Sharon Svetec, Maxine Varcoe, Chris Young, Laura Parsons, Bob Bevan, Brian Verrall, Jim East, Andrew Prince, Tom Varcoe, Peter Luxton, Ray Earl & Peter March.

At this stage chairperson Marcus Strudwicke gave a brief report on the activities & highlights of our Museum of the past year, followed by a slide show of these activities prepared by Laura Parsons. Graphs showing annual hours worked by volunteers & visitor numbers were also presented by Laura.


3. Minutes of previous meeting – held Wednesday September 10th. 2014 – moved Margaret Tiller that they are a true record, 2nd. Brian Verrall, carried.


5. Treasurers Report – prepared by D.C. of Mallala – moved Margaret Tiller that this be accepted, 2nd. Maxine Varcoe, carried.

6. Correspondence – see separate list. Proposed Margaret Tiller that Correspondence be accepted, 2nd. Sharon Svetec, carried.

7. General Business.
   1. Paint Shop Gallery update – Marcus gave a rundown on the latest developments – the Peter Templeton panels are in place & a draft copy of the Lions plaque has been done.
   2. Official opening of Paint Shop Gallery – planned for Sunday November 16th. at 2.00pm.
      a. Afternoon tea – agreed to be mainly biscuits – especially home-made.
      b. Additional shade for the courtyard – Gwenda reported that Mike Sharman’s marquee is probably too difficult to erect. Lions Club marquee could be used, plus possibly one owned by Mallala C.F.S, all subject to the weather on the day.
      c. A small committee was a suggested to finalise details of this event, with Marcus Strudwicke, Gwenda Griffiths, Margaret Tiller, Bob Bevan & Brian Verrall being elected. First meeting to be on Tuesday October 14th. at 9.00am.
   3. Margaret Tiller has collected the 8 ordered copies of the book “Remembrance – 100 years – 100 stories – 100 memorials” in which the Mallala memorial is featured in a double page spread, together with the story of the four Roberts brothers from Barabba enlisting for W.W.1. Julie Millowick from LaTrobe University, Bendigo Campus took the wonderful photos.
   4. Recent donations - Bill Field has donated two wall-mounted telephones for the WW1 display in the Paint Shop – thank you to Bill.
   5. In House training in the Office – as suggested recently by Sharon Svetec – to be organised after our Paint Shop Gallery opening, but Marcus has stated that individual sessions could be arranged with him.

[cont’d]
7. General Business [cont’d]

Chairperson – proposed & accepted to be Marcus Strudwicke.
Deputy Chairperson – proposed & accepted to be Gwenda Griffiths.
Secretary – proposed & accepted to be Laura Parsons.
Assistant Secretary – proposed & accepted to be Brian Verrall.
Treasurer – proposed & accepted to be Margaret Tiller.
Committee members – proposed & accepted to be – Sharon Svetec, Bob Bevan, Maxine Varcoe, Jim East & new members – welcome to Christine Young & Peter Luxton.
Moved Sharon Svetec that all positions be accepted, 2nd. Jim East, carried.
Retiring member of 44 years, Ray Earl, was given a nice farewell by those present for his untiring work over all those years.

8. Visits – nothing listed at this stage until Butler Society – Southern Cross Region in October 2016.

9. Thank Yous – to both members & friends who have helped with recent visits, especially the September Car Club visit & Tuesdays working bees.

10. Any other Business – Peter March spoke on the possibility of obtaining a grant from the Bendigo Bank for the purpose of extra shedding cover in the courtyard. He has offered to liaise with them for this purpose. An up-dated costing of this shed will be required.

Meeting closed at 8.45pm.

Next meeting is on Wednesday November 12th 2014. at 7.00pm.

Sunday Roster 2.00pm. to 4.30pm.

<table>
<thead>
<tr>
<th>Sunday</th>
<th>October</th>
<th>19th</th>
<th>Ray Earl</th>
<th>Rosemary Jenkin</th>
</tr>
</thead>
<tbody>
<tr>
<td>“</td>
<td>“</td>
<td>26th.</td>
<td>Margaret Tiller</td>
<td>Lucy Vanzini</td>
</tr>
<tr>
<td>“</td>
<td>November</td>
<td>2nd.</td>
<td>Laura Parsons</td>
<td>Lois Wasley</td>
</tr>
<tr>
<td>“</td>
<td>“</td>
<td>23rd.</td>
<td>Gwenda Griffiths</td>
<td>Chris Young</td>
</tr>
<tr>
<td>“</td>
<td>December</td>
<td>7th.</td>
<td>Maxine Varcoe</td>
<td>Tom Varcoe</td>
</tr>
<tr>
<td>“</td>
<td>“</td>
<td>14th.</td>
<td>Bob Bevan</td>
<td>Rosemary Jenkin</td>
</tr>
</tbody>
</table>
Items:

13.1 Questions on Notice
13.1.1 No Questions on Notice
### 14. NOTICE OF MOTION

**MONDAY 17 November 2014**

**Items:**

<table>
<thead>
<tr>
<th>14</th>
<th>Notice of Motion</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.2</td>
<td>No Notice of Motion</td>
</tr>
</tbody>
</table>
### QUESTIONS WHICH NOTICE HAS NOT BEEN GIVEN

**MONDAY 17 November 2014**

**Items:**

15. Questions Which Notice Has Not Been Given
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PETITIONS</strong></td>
<td><strong>16</strong></td>
</tr>
<tr>
<td><strong>MONDAY 17 November 2014</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Items:**

16. Petitions
16.1 No Petitions
Items:

17    Deputations
17.1  No Deputations
18.1 Items for Noting/Information
18.1.1 Finance Report (CON12/491)
18.1.2 Elected Members Training (CON12/544)

18.2 Activity Reports
18.2.1 No Activity Report
### 18.1.1 Finance Report

<table>
<thead>
<tr>
<th>Container No:</th>
<th>CON12/491</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document No:</td>
<td>D14/25266</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Prepared by:</th>
<th>Finance Co-ordinator</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Report Date:</th>
<th>17 November 2014</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Corporate Objective:</th>
<th>5.5.2 Develop and maintain long term financial planning, management and reporting ensuring resources are provided to deliver services and manage Council's assets.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Purpose:</th>
<th>To provide Council with an update of Financial Position as at 31 October 2014 including funds and performance against budget:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Recommendation:</th>
<th>“that Council, having considered Item 18.1.1 Finance Report dated 17 November 2014, recommends to Council that it notes and receives the Finance Report as at 31 October 2014.”</th>
</tr>
</thead>
</table>
## Impact Summary

### Strategic

<table>
<thead>
<tr>
<th>Economic</th>
<th>Nil</th>
</tr>
</thead>
<tbody>
<tr>
<td>Built Environment</td>
<td>Nil</td>
</tr>
<tr>
<td>Community</td>
<td>Nil</td>
</tr>
</tbody>
</table>

### Organisational & Governance

<table>
<thead>
<tr>
<th>Financial</th>
<th>Provision of a total cash balance to enable Council to meet their monthly financial commitments and monitor financial performance.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legislation</td>
<td>Nil</td>
</tr>
<tr>
<td>Risk</td>
<td>Nil</td>
</tr>
<tr>
<td>Consultation</td>
<td>Nil</td>
</tr>
<tr>
<td>Asset Management Plans</td>
<td>Nil</td>
</tr>
<tr>
<td>Service Standards</td>
<td>Nil</td>
</tr>
</tbody>
</table>
The Bank Reconciliation Statements show the following account balances, inclusive of investments and overdraft, as at 31 October 2014:

<table>
<thead>
<tr>
<th>Account</th>
<th>$ Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) District Fund Account</td>
<td>248,373</td>
</tr>
<tr>
<td>(1.a) LGFA 24hr Investment</td>
<td>65,244</td>
</tr>
<tr>
<td><strong>Sub total</strong></td>
<td><strong>$ 313,617</strong></td>
</tr>
<tr>
<td>(2) Other</td>
<td>134,965</td>
</tr>
<tr>
<td><strong>Sub total</strong></td>
<td><strong>$ 134,965</strong></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$ 448,582</strong></td>
</tr>
</tbody>
</table>

**Note**

(1.b) LGFA Overdraft Debenture* \(\text{\$(3,425,000)}\)

Cash balance at the end of each month:

![2014/15 Cash Balance - EOM](chart.png)
### District Council of Mallala

**Capital Work Projects For Period Ending October 2014**

<table>
<thead>
<tr>
<th>Capital Project</th>
<th>YTD Actuals</th>
<th>Annual Current Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foot Paths</td>
<td>7,371</td>
<td>46,340</td>
</tr>
<tr>
<td>Land &amp; Buildings</td>
<td>120,980</td>
<td>211,153</td>
</tr>
<tr>
<td>Office &amp; ICT Equipment</td>
<td>14,947</td>
<td>28,925</td>
</tr>
<tr>
<td>Minor Capital Projects</td>
<td>75,631</td>
<td>95,776</td>
</tr>
<tr>
<td>Plant, Machinery &amp; Vehicles</td>
<td>0</td>
<td>112,000</td>
</tr>
<tr>
<td>Roads - Arterial Construction</td>
<td>251,144</td>
<td>853,310</td>
</tr>
<tr>
<td>Roads - Sealed</td>
<td>2,705</td>
<td>135,000</td>
</tr>
<tr>
<td>Roads - Unsealed Re-sheeting</td>
<td>289,721</td>
<td>547,661</td>
</tr>
<tr>
<td>Reserves &amp; Playgrounds</td>
<td>0</td>
<td>37,000</td>
</tr>
<tr>
<td>Mallala CWMS</td>
<td>1,329,962</td>
<td>2,000,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>2,092,460</strong></td>
<td><strong>4,067,165</strong></td>
</tr>
</tbody>
</table>

### District Council of Mallala

**Income Statement for Period Ending October 2014**

<table>
<thead>
<tr>
<th></th>
<th>YTD Actual $'000</th>
<th>YTD Budget $'000</th>
<th>YTD Variance $'000</th>
<th>Original Budget $'000</th>
<th>Current Budget $'000</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rates</td>
<td>7,408</td>
<td>7,419</td>
<td>(11)</td>
<td>7,441</td>
<td>7,441</td>
</tr>
<tr>
<td>Statutory Charges</td>
<td>225</td>
<td>199</td>
<td>26</td>
<td>361</td>
<td>361</td>
</tr>
<tr>
<td>User Charges</td>
<td>28</td>
<td>24</td>
<td>4</td>
<td>72</td>
<td>72</td>
</tr>
<tr>
<td>Operating Grants &amp; Subsidies</td>
<td>322</td>
<td>298</td>
<td>24</td>
<td>1,218</td>
<td>1,218</td>
</tr>
<tr>
<td>Investment Income</td>
<td>2</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Reimbursements</td>
<td>216</td>
<td>217</td>
<td>(1)</td>
<td>372</td>
<td>372</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>19</td>
<td>19</td>
<td>0</td>
<td>39</td>
<td>39</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>8,219</strong></td>
<td><strong>8,177</strong></td>
<td><strong>43</strong></td>
<td><strong>9,504</strong></td>
<td><strong>9,504</strong></td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Costs</td>
<td>1,616</td>
<td>1,623</td>
<td>7</td>
<td>4,740</td>
<td>4,740</td>
</tr>
<tr>
<td>Materials, contracts &amp; other expenses</td>
<td>1,301</td>
<td>1,301</td>
<td>(1)</td>
<td>3,915</td>
<td>3,915</td>
</tr>
<tr>
<td>Finance Charges</td>
<td>125</td>
<td>125</td>
<td>0</td>
<td>455</td>
<td>455</td>
</tr>
<tr>
<td>Depreciation</td>
<td>732</td>
<td>732</td>
<td>0</td>
<td>2,197</td>
<td>2,197</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>3,744</strong></td>
<td><strong>3,780</strong></td>
<td><strong>6</strong></td>
<td><strong>11,308</strong></td>
<td><strong>11,308</strong></td>
</tr>
<tr>
<td><strong>NET SURPLUS /(DEFICIT)</strong></td>
<td><strong>4,445</strong></td>
<td><strong>4,397</strong></td>
<td><strong>49</strong></td>
<td><strong>(1,804)</strong></td>
<td><strong>(1,804)</strong></td>
</tr>
</tbody>
</table>
Year to Date Variances Explanations (Variances over $40,000)

October 2014  Year to Date

No significant operating variance to report for the year to October, the first installment of the financial assistance grant (FAG) suggests the full year allocation will be $1,288,212 around $70,000 higher than initially budgeted, official confirmation of the FAG amount generally occurs in October.

Development fees are slightly higher year to date providing a favourable variance in Statutory Charges.
18.1.2 Elected Members Training

Corporate Objective:  5.1.2 Strengthen the governance role and teamwork of Councillors through induction, training and development

Purpose:  To provide an outline of proposed elected member training commencing with an LGA conducted session scheduled for Wednesday 17 December 2014 to be held at the Barossa Council.

Recommendation 1:  “that Council having considered Item 18.1.2 Elected Members Training, dated 17 November 2014, receives and notes the report.”
## Impact Summary

### Organisational and Governance

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial</td>
<td>An allocation for training of elected members has been made for the 2014/2015 year</td>
</tr>
<tr>
<td>Legislation</td>
<td>Important for members to regularly update their knowledge of applicable legislation</td>
</tr>
<tr>
<td>Risk</td>
<td>Members to periodically undertake relevant training so as decision making can be more informed taking into account current practices and processes</td>
</tr>
<tr>
<td>Consultation</td>
<td>Nil</td>
</tr>
<tr>
<td>Asset Management Plans</td>
<td>Nil</td>
</tr>
<tr>
<td>Service Standards</td>
<td>Nil</td>
</tr>
</tbody>
</table>
Background

A draft elected member Training Plan is currently being developed in conjunction with the Light Regional Council for regular training sessions for members on specific identified topics. This training is proposed to be conducted through Norman Waterhouse Lawyers.

Discussion

As identified in the report from the Local Government Governance Panel as part of the 22 September 2014 Council agenda, whereby the following resolution was passed:

"that Council having considered Item 14.6 Code of Conduct Investigations - Local Government Governance Panel Response, dated 22 September 2014, notes the recommendation of the Panel and endorse the Acting CEO to arrange for Code of Conduct and Meeting Procedure training for Council members after the November 2014 Local Government Elections."

Both the subjects of Code of Conduct and Meeting Procedure will be included in the training schedule.

As part of the post election training and as previously reported, a training session conducted by the LGA entitled “Council Members’ Induction: Post Election 2014” is scheduled to be held at the Barossa Council on Wednesday 17 December 2014. The current program is attached for your reference and contains relevant topics such as legal responsibilities in relation to the role of ICAC, Minister for Local Government and the Ombudsman, Council meeting procedures and financial management and reporting.

The training is aimed at providing an overview of these topics to newly elected members and to provide a valuable refresher for ongoing members. All members are urged to attend if possible. Could members please inform Christine of their intentions of their availability to attend this session by Monday 1 December so as formal bookings can be confirmed.

If this date is unsuitable other sessions are scheduled throughout the State with one session at LGA House proposed for Thursday 27 November 2014.
COUNCIL MEMBERS' INDUCTION: POST ELECTION 2014

FULL DAY PROGRAM

8:00am  REGISTRATIONS OPEN

8:30am  Introduction to Local Government *(1:30min)*

   **Speaker:** Wendy Campana, CEO, LGA (or proxy)

   In this session you will gain an understanding of the Australian System of Government and the composition, structure and operational functions of Councils in South Australia.

10:00am  MORNING TEA

10:15am  Legal Responsibilities *(2hrs)*

   **Speaker:** Amanda Harfield, Legal Services Associate, LGA

   In this session you will learn about your duties as a Council Member under the Local Government Act 1999. This session will overview the role of ICAC, the Minister for Local Government and the Ombudsman regarding individual and Council performance with an emphasis on investigations of maladministration, corruption and misconduct.

   + time for quick cuppa and leg stretch

12:15pm  Council and Committee Meetings *(1:30min)*

   **Speaker:** Amanda Harfield, Legal Services Associate, LGA

   In this session you gain a greater understanding of the meeting procedures established to guide Council decision making.

1:45pm  LUNCH
2:15pm  Financial Management and Reporting *(2:30min)*

*Speaker: John Comrie, Director, JAC Comrie Pty Ltd (or proxy)*

In this session you will gain an understanding of a Council's responsibilities for financial and asset management planning, setting rates and monitoring budgets.

3:15pm  Afternoon Tea

3:30pm  Financial Management and Reporting (continues)

5:00pm  CLOSE
### Items:

<p>| |
|   |<br />
|---|---|
| 19.1 | Motions Which Lay on the Table Report (CON12/573) |
| 19.2 | Recruitment of Chief Executive Officer (CON12/1181) |
| 19.3 | Draft Annual Report (CON12/1137) |</p>
<table>
<thead>
<tr>
<th>Corporate Objective:</th>
<th>5.4 Effective strategic and performance management.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose:</td>
<td>To notify Council of motions which lay on the table immediately prior to the Local Government Election in accordance with Regulation 12(19) of the Local Government (Procedures at Meetings) Regulations 2013.</td>
</tr>
<tr>
<td>Recommendation 1:</td>
<td>“that the Council, having considered Item 19.1 Motions Which Lay on the Table Report notes and receives the Report.”</td>
</tr>
<tr>
<td>Recommendation 2:</td>
<td>“that the Council, having considered Item 19.1 Motions Which Lay on the Table Report is to determine if the motion regarding Pedestrian Crossing Old Port Wakefield Road Two Wells – Consultation Report should be reconsidered by Council and brought back to the table.”</td>
</tr>
</tbody>
</table>
**Impact Summary**

### Organisational and Governance

<table>
<thead>
<tr>
<th><strong>Financial</strong></th>
<th>Nil.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Legislation</strong></td>
<td>Regulation 12(19) of the <em>Local Government (Procedures at Meetings) Regulations 2013</em> requires that the CEO provide a report to the first meeting of Council on any Motions which lay on the table immediately prior to the Local Government Election.</td>
</tr>
<tr>
<td><strong>Risk</strong></td>
<td>Council must consider the report to ensure it maintains legislative compliance.</td>
</tr>
<tr>
<td><strong>Consultation</strong></td>
<td>Nil.</td>
</tr>
<tr>
<td><strong>Asset Management Plans</strong></td>
<td>Nil.</td>
</tr>
<tr>
<td><strong>Service Standards</strong></td>
<td>It is important that Council considers the report ensuring that motions not actioned are managed accordingly.</td>
</tr>
</tbody>
</table>
Background

At its 24 June 2013 Ordinary Council Meeting Council considered Report 11.9.2 Pedestrian Crossing Old Port Wakefield Road Two Wells and passed the following resolution:

Moved Cr Strudwicke / Seconded Cr Heley
“that Council having considered Item 11.9.2 Pedestrian Crossing Old Port Wakefield Road Two Wells dated 11 June 2013, endorses the design and location of the pedestrian crossing at Two Wells, as recommended in the report, for the purpose of undertaking community consultation in line with Council’s Consultation Policy.”

CARRIED (2013/212)

Following this resolution community consultation was conducted.

At the 11 November 2013 Strategic Planning and Infrastructure Meeting the following was resolved:

Moved Cr Strudwicke Seconded Cr Kennington
‘that Item 11.9.3 Pedestrian Crossing Old Port Wakefield Road Two Wells – Consultation Report dated 11 November 2013, lay on the table.”

CARRIED (2013/130)

This formal motion was not considered with a note on the 25 November 2013 Agenda Item 16.9.3 stating:

Committee resolved to have item ‘lay on the table’ therefore no recommendation to consider.

The only other resolution regarding the item is as below.

At its 25 November 2013 Ordinary Council Meeting Council considered Report 16.9.3 Pedestrian Crossing Old Port Wakefield Road Two Wells – Consultation Report and passed the following resolution:
Moved Cr Summerton / Seconded Cr Wasley
“that Council, having considered Item 11.9.3 Pedestrian Crossing Old Port Wakefield Road Two Wells - Consultation Report dated 11 November 2013, receives and notes the public submissions and endorses the responses to the submissions as detailed in the summary table.”

CARRIED (2013/428)

Discussion

Section 19 of the Local Government (Procedures at Meetings) Regulations 2013 states:
(19) Any question that lies on the table as a result of a successful formal motion under sub regulation (14) (c) lapses at the next general election.

Section 14(c) of the Local Government (Procedures at Meetings) Regulations 2013 states: (c) that the question lie on the table, then the effect of the motion, if successful, is that the meeting immediately moves to the next item of business and the question can then only be retrieved at a later time by resolution (and, if so retrieved, debate is then resumed at the point of interruption).

In accordance with Section 19 of the Local Government (Procedures at Meetings) Regulations 2013 the motion regarding Pedestrian Crossing Old Port Wakefield Road Two Wells - Consultation Report has now lapsed and would need to be reconsidered by Council.

Summary

Should Council wish to reconsider the Pedestrian Crossing Old Port Wakefield Road Two Wells - Consultation Report it will need to bring the Motion back to the table.
19.2 Recruitment of Chief Executive Officer

Corporate Objective: 5.4.4 Ensure human resource planning, policies and procedures support effective service delivery and industrial relations requirements

Purpose: To provide Council with a strategy to commence the recruitment process of the new Chief Executive Officer of Council.

Recommendation 1: “that Council, having considered Item 19.2 Recruitment of Chief Executive Officer dated 17 November 2014, authorise the Acting Chief Executive Officer to commence the recruitment process for the position of Chief Executive Officer by calling for expressions of interest and quotations from suitably qualified preferred Local Government Recruitment Consultant Firms.”

Recommendation 2: “that Council having considered Item 19.2 Recruitment of Chief Executive Officer dated 17 November 2014 give authority to the Mayor, in conjunction with the Acting CEO to appoint a preferred Local Government Recruitment Consultant Firm to manage the recruitment process for the Chief Executive Officer.”

Recommendation 3: “that Council having considered Item 19.2 Recruitment of Chief Executive Officer dated 17 November 2014 appoint the following members to represent Council on the CEO Selection Panel:

- The Mayor,
- The Deputy Mayor,
- One (1) other elected member being Cr ..............................”
**Impact Summary**

### Organisational and Governance

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial</td>
<td>Costs to recruit the Chief Executive Officer to be allocated from the savings of the interim structure arrangements and as part of a future budget review allocation.</td>
</tr>
<tr>
<td>Legislation</td>
<td>Section 96(1) of the <em>Local Government Act 1999</em> states that each Council must have a Chief Executive Officer.</td>
</tr>
<tr>
<td>Risk</td>
<td>Nil</td>
</tr>
<tr>
<td>Consultation</td>
<td>Nil</td>
</tr>
<tr>
<td>Asset Management Plans</td>
<td>Nil</td>
</tr>
<tr>
<td>Service Standards</td>
<td>Nil</td>
</tr>
</tbody>
</table>
Background

With the resignation of Charles Mansueto from his position as Chief Executive Officer (CEO) it was resolved at the 14 July 2014 Ordinary Council Meeting to endorse interim staffing arrangements until the recruitment of the new CEO, which would not be finalised until after the conclusion of the November 2014 Council elections.

Discussion

As per discussions at the 8 September 2014 Ordinary meeting, Members options to recruit a CEO would be either to:

- Appoint a suitably qualified selected Local Government Recruitment Consultant Firm to manage the recruitment process in conjunction with an elected member panel;
- Appoint an independent person suitably qualified to manage the recruitment process in conjunction with an elected member panel; or
- Manage the entire recruitment process internally via an Elected Member panel.

If Council choose to appoint a consultant firm an estimated cost to manage the process is approximately $10,000 plus advertising. An independent individual may be less but would not have the backing and support of a consultant firm and may not have the background of experience and contacts throughout the industry. If Members elect to manage the process internally there would be no up front external cost but internal resources would need to be allocated.

Given the position is the Chief Executive Officer it is strongly recommended that a consultant firm is engaged to manage the process. The CEO will lead this Council through a period of extensive growth for the community and organisation. A well informed and researched appointment is extremely important.

If Council are supportive of this direction the process would commence with Expressions of Interest or quotations from suitably qualified selected Local Government Recruitment Consultant Firms to manage the recruitment process being sought. The criteria for appointment would be based on past experience of the consultant firm, suitability of personnel involved and the overall value. It is proposed that the Acting CEO in consultation with the Mayor select the recruitment agency.

The following agencies have either extensive experience in Local Government recruitment or have been placed on the LGA approved supplier list, and are proposed to be contacted to seek quotations for the management of the recruitment process:

- Hender Consulting;
- McArthur;
- AME Recruitment; or
- Davies Stewart.
From an internal Council process a CEO Recruitment Panel would need to be appointed to work closely with the agency. It is proposed that the Elected Member Panel consist of the Mayor, Deputy Mayor and one (1) other member, making up a panel of four (4) members including a representative from the agency.

It would not be recommended to commence the call for applications over the Christmas/New Year period. This time will provide the Panel and consultant an opportunity to determine a suitable job advertisement, finalise a Job and Person Specification, determine a salary range and any other detail that may be required. It is proposed that the call for applications would occur in the third or fourth week of January 2015.

The process, often adopted by an agency, would be to call for applications and from those applications received, conduct an initial round of interviews themselves to determine a short list of candidates to be considered for interview by the Panel and consultant representative. After a preferred candidate is identified details of the Employment Contract needs to be negotiated and the appointment made.

Another item for consideration will be to re-draft the Employment Contract in a standard form that the Panel and Council are comfortable with. The detail of the Contract, including salary and benefits, would be negotiated with the preferred candidate. After the Panel have been appointed a standard draft contract will be sourced for their consideration.

Summary

As per this Report, and the recommendations as they are listed, it is recommended to authorise the Acting CEO to commence the process for the recruitment for the position of Chief Executive Officer by calling for expressions of interest and quotations from suitably qualified selected Local Government Recruitment Consultant Firms. If Council support this action it is also recommended that the Mayor, in conjunction with the Acting CEO, consider quotes and Expressions of Interest received and make an appointment.

The final recommendation is to appoint a CEO Selection Panel made up of the Mayor, Deputy Mayor and (1) other Elected Member and the Consultant Representative as the independent. Any more than four (4) people on an interview panel can be quite daunting for the interviewee and is at odds with regular Human Resources practices.
**Corporate Objective:**

5.4 Effective strategic and performance management.

**Purpose:**

To provide the Council with a DRAFT of Council's 2013 - 2014 Annual Report for approval.

**Recommendation 1:**

"that the Council having considered Item 19.3 Draft Annual Report – Report authorise staff, subject to any requested changes by Council, to finalise the administrative and legislative reporting requirements associated with the 2013-2014 Annual Report".
## Impact Summary

### Organisational and Governance

<table>
<thead>
<tr>
<th>Financial</th>
<th>Nil Impact.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legislation</td>
<td>Council must formally prepare and adopt an Annual Report by the 30th of November annually in accordance with Section 131 of the Local Government Act 1999.</td>
</tr>
<tr>
<td>Risk</td>
<td>Failure to meet the legislative requirements could result in an investigation by the Ombudsman in addition to portraying a poor public image by failing to meet legislative requirements and keeping the wider community and parliament informed of Council’s performance.</td>
</tr>
<tr>
<td>Consultation</td>
<td>Management and staff have contributed to the DRAFT 2013-2014 Annual Report prior to coming to Council.</td>
</tr>
<tr>
<td>Asset Management Plans</td>
<td>Nil Impact.</td>
</tr>
<tr>
<td>Service Standards</td>
<td>The approval and completion of the 2013 - 2014 Annual Report is an important process providing the wider community and parliament a comprehensive overview of Council’s performance and undertakings during the past financial year.</td>
</tr>
</tbody>
</table>
Background


Discussion

Council’s Financial Statements have been reviewed by the Audit Committee with recommendations included within the Financial Statements. These will be included following authorisation by Council’s External Auditor. There is some minor formatting and administrative inclusions such as the Cover and contents page and this will be completed following the inclusion of Council’s Financial Statements.

Once adopted a copy of the Annual Report will be provided to each Elected Member and a copy submitted to the Presiding Members of both Houses of Parliament and the State Library in accordance with Section 35 of the Libraries Act 1982 and Section 201 of the Copyright Act 1968.

A copy of Council’s final Annual Report will be made available at Council’s office locations and on Council’s website.

Summary

The completion of the 2013 - 2014 Annual Report is an important process providing the wider community and parliament a comprehensive overview of Council's performance and undertakings during the past financial year.
Vision, Mission and Values

Vision
A progressive, growing community enjoying a quality lifestyle in a sustainable, rural and coastal environment.

Mission
Provide a safe, healthy and sustainable environment for our growing community, business and visitors, by providing quality services, infrastructure and facilities.

Core Values
The values and behaviours that Council embraces to support our Mission and guide us in achieving the Vision are:

Leadership and Diplomacy
By acting strategically and effectively managing our relationships.

Teamwork
Through unity, co-operation and support.

Professionalism
Through commitment, quality and timeliness of work delivered.

Honesty and Integrity
Building trust and loyalty with the community and within Council.

Respect
For others, acting with humility and empathy.

Innovative and Open-Minded
Being proactive in continually improving our services.
**Council Synopsis**

- **Area of Council**: 926.7sq km
- **Number of Rateable Assessments**: 4,559
- **Number of Electors**: 5,809
- **Total Population**: 8,544

**Council Principal Office**

2a Wasleys Road, Mallala SA 5502

*Office Hours*: Monday to Friday – 9am to 5pm – Excluding Public Holidays

*Telephone*: 8527 0200

*Fax*: 8527 2242

*Postal Address*: PO Box 18, Mallala SA 5502

*Email Address*: info@mallala.sa.gov.au

*Website Address*: www.mallala.sa.gov.au

**Two Wells Service Centre**

69 Old Port Wakefield Road, Two Wells SA 5501

*Office Hours*: Monday to Friday – 9am to 5pm - Excluding Public Holidays

*Telephone*: 8520 3360

*Fax*: 8520 2375
Executive Summary

The District is made up of approximately 926 square kilometers covering an area that is predominately rural with a large tidal coastal region facing the Gulf of St Vincent. The District borders the City of Playford in the South, Wakefield Regional Council in the North and the Light Regional Council to the East.

As a floodplain, the Light and Gawler Rivers flow through the District East to West. A look at our logo shows the two rivers in blue amongst the green and yellow reflecting the rural landscape.

The main townships within the District are Dublin, Mallala and Two Wells with coastal settlements at Middle Beach, Webb Beach, Thompson Beach and Parham. Within these coastal settlements you will find pristine, sensitive tidal flats famous for its blue crabs and a place to find some interesting and unique vehicles called 'jinkers' that locals use to get their boats out to deeper water. In-land you will find some beautiful natural assets like our Rockies Reserve which is a permanent water source forming part of the Light River and is a great place to visit and enjoy the natural setting.

The District encompasses Lewiston which is one of the major population areas where you will find the Animal Husbandry Zone where residents are able to participate in the breeding of animals, with a particular focus on dogs and horses.

The District has approximately 8,600 residents, with major growth predicted in the next 5 to 20 years in line with the Greater Adelaide 30 Year Plan. A major development of approximately 3,500 dwellings has been approved at Two Wells, which proposes to bring an additional 10,000 people into the District. This development will see the establishment of the District’s first secondary school responding to strong community support for such a facility.

The District is home to some key industries, including the successful D'Vine Ripe horticultural producer at Two Wells and engineering firm Sharman's, which provides silos, steel products and engineering to many of the State’s farming entities. The area is home to a number of agricultural pursuits such as wheat, barley, canola, lucerne and hay production. Council is actively pursuing increased investment in the horticultural industry through improved sustainable water infrastructure and a supporting planning regime.

The District is only a short 50 minute trip from the Adelaide CBD which brings with it enormous potential for growth. This potential has been identified in the State's Greater Adelaide 30 Year Plan with the challenge for the Council and the community to manage this growth in a sustainable manner, whilst protecting the rural character of the District.
**Elected Members**

### Mayor
Duncan Kennington  
290 Hayman Road  
Lewiston SA 5501  
duncank@dcmallala.sa.gov.au

### Deputy Mayor
Mark Wasley  
Lot 414 Gordon Road  
Two Wells SA 5501  
markw@dcmallala.sa.gov.au

### Dublin Ward
Cr Steve Jones  
C/- Post Office  
Lower Light SA 5502  
stevej@dcmallala.sa.gov.au

Cr Duncan Kennington  
290 Hayman Road  
Lewiston SA 5501  
duncank@dcmallala.sa.gov.au

Cr Anne Picard  
PO Box 581  
Virginia SA 5120  
dcmallala.anne@gmail.com

Cr Terry-Anne Keen  
PO Box 118  
Dublin SA 5502  
terryk@dcmallala.sa.gov.au

### Lewiston Ward
Cr Anne Picard  
PO Box 581  
Virginia SA 5120  
dcmallala.anne@gmail.com

Cr Karen McColl  
45 Aunger Road  
Lewiston SA 5501  
karenm@dcmallala.sa.gov.au

Cr Tom Summerton  
1 Aunger Road  
Lewiston SA 5501  
toms@dcmallala.sa.gov.au

### Mallala Ward
Cr Yvonne Howard  
3 Irish Street  
Mallala SA 5502  
yvonneh@dcmallala.sa.gov.au

Cr Marcus Strudwicke  
4 Dublin Road  
Mallala SA 5502  
marcuss@dcmallala.sa.gov.au

### Two Wells Ward
Cr Joe Daniele  
8 Old Port Wakefield Road  
Two Wells SA 5501  
joed@dcmallala.sa.gov.au

Cr Mark Wasley  
Lot 414 Gordon Road  
Two Wells SA 5501  
markw@dcmallala.sa.gov.au

Cr Jan Heley  
PO Box 779  
Two Wells SA 5501  
janh@dcmallala.sa.gov.au
The Year in Review

Council continues to strive to improve its overall performance within an environment that is challenging but also rewarding to its community if delivered successfully and sustainably. The challenges are to ensure existing services continue to be enhanced while also catering for the expected growth with its own set of opportunities and challenges.

In the review and development of its 2013/2014 program Council faced a number of competing priorities. Through a robust process engaging community members Council approved a budget of $10.0 million in operating expenditure and a capital budget of $578,000 on new and upgraded assets.

In December 2013 an Elector Representation Review was completed with the publication of a notice in the Government Gazette. The changes that will take effect from polling day of the periodic Local Government elections to be held in November 2014 being:

- The Principal Member of Council will be a Mayor elected by the community;
- The elected Council will comprise a Mayor and nine (9) Ward Elected Members; and
- The Council will be divided into three (3) Wards, Mallala/Dublin, Two Wells and Lewiston.

In April 2014 Council resolved to alter its meeting structure which saw one (1) Council meeting and two (2) Committees, the Strategic Community and Governance and Strategic Infrastructure and Planning Committees, replaced by disbanding the Committees and holding two (2) Ordinary Council meetings per month on the second and fourth Monday’s (excluding public holidays).

Preparation for the construction of the Mallala Community Wastewater Management System (CWMS) commenced in January 2014, this will provide a sustainable long term solution for the management of waste water within the Mallala Township. The construction works are proposed to be completed by the end of December 2014.

The Two Wells Residential Development Plan Amendment (DPA) was finalised in August 2013 to facilitate the rezoning of land to the North of the Two Wells Township to accommodate an expected 3,000 to 3,500 additional dwellings. A Statement of Intent (SOI) has now been approved by the Minister for a Two Wells Town Centre DPA to facilitate the development of the Two Wells Township to better cope with the additional expected population growth.

Council continued its extensive road construction program to meet community expectations and also comply with Federal funding criteria. The higher level of road construction activity is expected to continue for the next 1-2 years.

Overall once again the 2013/2014 year has been a busy year, particularly for a small semi-urban Council. Hopefully decisions made now will support the prosperity and well being of the community in the future.
**Elected Members Expenses and Allowances**

**Re-imbursement of Expenses, Facilities and Support**
Council ensures that the reimbursement of expenses and the provision of allowances, facilities and support to its Elected Members is accountable, transparent and in accordance with the *Local Government Act 1999* and associated *Regulations*.

**Allowances**
Section 76 of the *Local Government Act 1999* and *Regulation 4* prescribe that all Elected Members are entitled to receive an allowance. The Council, within the limits imposed by the *Regulations*, provides this allowance annually. The allowance is to help Elected Members cover the cost of performing and discharging their official functions and duties. Elected Member allowances are now set by an Independent Remuneration Tribunal. Council reviewed its Council Members Allowances and Benefits Policy during the period.

**Payments made to Elected Members**
Total payments made to Elected Members for the period 1 July 2013 to 30 June 2014 were:

<table>
<thead>
<tr>
<th>Elected Member</th>
<th>Allowance</th>
<th>Travel Reimbursement</th>
<th>Total Payments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cr S M Strudwick</strong></td>
<td>$8,811.50</td>
<td>Nil Claimed</td>
<td>$8,811.50</td>
</tr>
<tr>
<td><strong>Cr Y L Howard</strong></td>
<td>$8,811.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Cr T A Keen</strong></td>
<td>$8,811.50</td>
<td>Nil Claimed</td>
<td>$8,811.50</td>
</tr>
<tr>
<td><strong>Cr E Jones</strong></td>
<td>$8,811.50</td>
<td>$1,680.00</td>
<td>$10,491.50</td>
</tr>
<tr>
<td><strong>Cr A Picard</strong></td>
<td>$8,811.50</td>
<td>$1,116.73</td>
<td>$9,928.23</td>
</tr>
<tr>
<td><strong>Cr B J Summerton</strong></td>
<td>$8,811.50</td>
<td>$1,655.25</td>
<td>$10,466.75</td>
</tr>
<tr>
<td><strong>Cr J Daniele</strong></td>
<td>$8,811.50</td>
<td>$646.76</td>
<td>$9,458.26</td>
</tr>
<tr>
<td><strong>Cr D Kennington</strong></td>
<td>$35,245.25</td>
<td>$3,036.30</td>
<td>$38,281.55</td>
</tr>
</tbody>
</table>
Cr M N Wasley
Allowance $11,014.50
Travel Reimbursement $1,185.00
Total Payments $12,199.50

Cr J M Heley
Allowance $8,811.50
Travel Reimbursement $741.00
Total Payments $9,522.50

Cr K M McColl
Allowance $10,461.00
Travel Reimbursement (inc Child Care) $1,507.93
Total Payments $11,968.93

Total Payments to Elected Members 2013 / 2014: $138,781.72

Elected Members Meeting Attendance

<table>
<thead>
<tr>
<th>Elected Member</th>
<th>Ordinary Council Special Meetings (16)</th>
<th>Strategic Community Governance (9)</th>
<th>Strategic Infrastructure &amp; Planning (9)</th>
<th>Total 34</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cr Daniele</td>
<td>16</td>
<td>9</td>
<td>8</td>
<td>33</td>
</tr>
<tr>
<td>Cr Heley</td>
<td>12</td>
<td>6</td>
<td>7</td>
<td>25</td>
</tr>
<tr>
<td>Cr Howard</td>
<td>10</td>
<td>6</td>
<td>5</td>
<td>21</td>
</tr>
<tr>
<td>Cr Jones</td>
<td>15</td>
<td>3</td>
<td>7</td>
<td>25</td>
</tr>
<tr>
<td>Cr Keen</td>
<td>11</td>
<td>4</td>
<td>4</td>
<td>19</td>
</tr>
<tr>
<td>Cr Kennington</td>
<td>15</td>
<td>9</td>
<td>6</td>
<td>30</td>
</tr>
<tr>
<td>Cr McColl</td>
<td>14</td>
<td>7</td>
<td>6</td>
<td>27</td>
</tr>
<tr>
<td>Cr Picard</td>
<td>12</td>
<td>0</td>
<td>4</td>
<td>16</td>
</tr>
<tr>
<td>Cr Strudwicke</td>
<td>15</td>
<td>3</td>
<td>8</td>
<td>26</td>
</tr>
<tr>
<td>Cr Summerton</td>
<td>16</td>
<td>8</td>
<td>7</td>
<td>31</td>
</tr>
<tr>
<td>Cr Wasley</td>
<td>16</td>
<td>9</td>
<td>9</td>
<td>34</td>
</tr>
</tbody>
</table>
At its 28 April 2014 Ordinary Council meeting Council resolved the disbandment of the Strategic Community and Governance Committee and the Strategic Infrastructure and Planning Committee. Both of these Committees were originally established with the view to streamlining the decision making process at Ordinary Council meetings with both Committees meeting once per month.

Council resolved to have two (2) Ordinary Council meetings per month on the second and fourth Monday’s (excluding public holidays). This new meeting structure commenced in May 2014.

**Training & Development Activities**

During the 2013/2014 period Council undertook a range of legislative and organisational training for Elected Members. This included the continuation of Council’s partnership with the Light Regional Council and Norman Waterhouse Lawyers to provide specific training in respect to Elected Members, their roles and the legislative requirements of Council.

Elected Members were invited to and undertook training and development in areas such as, but not limited to:

- Codes, Policies, Procedures and Reports;
- Financial Management & Responsibilities;
- Grievance Procedures & Dispute Resolution;
- *Independent Commissioner Against Corruption Act 2012*;
- Meeting Procedures;
- Mandatory Code of Conduct (Norman Waterhouse);
- Public Health Act (Wallmans Lawyers); and
- Managing Conflict (LGA).

Induction and training continues to be an integral part of Elected Members professional development, ensuring they have the tools to adequately perform their roles.
Senior Management

Chief Executive Officer
Charles Mansueto
Salary: $162,620 (Contract)
9.3% Superannuation
Fully maintained and use of Motor Vehicle, Mobile Phone & i-pad.

General Manager, Corporate & Community Services
Peter Sellar
Salary: $119,446 (Contract)
9.3% Superannuation
Fully maintained and use of Motor Vehicle, Mobile Phone & i-pad.

General Manager, Infrastructure & Planning Services
Gary Mavrinac
Salary: $131,921 (Contract)
9.25% Superannuation
Fully maintained and use of Motor Vehicle, Mobile Phone & i-pad.
Community Development

Community Development Services

- Aged and Disabled Services
- Animal Management & Dog Control
- Community Development
- Community and Sporting Groups Information & Support
- Events
- Fire Prevention
- General Inspections
- Library Services
- Museum & History
- Public Health and Food Administration
- Recreational Facilities
- Volunteer Services

Animal Management and Dog Control

Council's Animal Management Plan prepared in response to the requirements of the Dog and Cat Management Act 1995 was formally adopted by Council in October 2012. The Animal Management Plan identifies strategies and actions to implement the mission, aims and objectives for the management of dogs, cats and other animals within the District. The Plan contains recommendations for a wide range of actions to be undertaken by Council over a five (5) year period.
Council is responsible for the management of dogs within the District pursuant to the above Act. The objectives of the legislation are to encourage responsible ownership, promote effective management and reduce the public and environmental impact from dogs and cats. Council is responsible under the Act to receive registration of dogs. Council conducted a door knock in the main townships and settlements to locate unregistered dogs and dogs that had not been re-registered. This resulted in an increase of dog registration numbers and an increase in the number of expiations issued for the year.

During the reporting period, Council received 3,327 individual dog registrations and 119 business registrations. It is estimated that the average number of dogs on a property with a dog business registration is about fifteen (15) dogs, which equates to approximately 1,785 dogs. Total dogs registered for the period, including business registrations, was estimated to be 5,112.

Since the completion of Council's Animal Management Plan, policies, procedures and improvements are being developed and put into place for dealing with various dog and cat management issues.

Improvements that have been made during the period are:
- Bag dispensers for dog faeces management have been purchased and placed in relevant public areas in each town and settlement in the Council area; and
- Tangari Reserve in Two Wells has been declared (for a trial period) as an off-leash area between the hours of 8am till 6pm.

It is noted that the dog off-leash area on Wells Road, Two Wells is still being used regularly by the public.

While Council has resolved not to introduce cat management controls at this point, residents are afforded advice and assistance in the removal of stray or feral cats, to lessen their impact on the environment and society.

<table>
<thead>
<tr>
<th>Dog Control Statistics 2013-2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expiations Issued</td>
</tr>
<tr>
<td>Wandering at Large</td>
</tr>
<tr>
<td>Impounded</td>
</tr>
<tr>
<td>Returned to Owner</td>
</tr>
<tr>
<td>Barking Complaints</td>
</tr>
<tr>
<td>Attack - Person</td>
</tr>
<tr>
<td>Attack - Animal</td>
</tr>
<tr>
<td>Harass - Person</td>
</tr>
<tr>
<td>Harass - Animal</td>
</tr>
</tbody>
</table>
**Fire Prevention**

The *Fire and Emergency Services Act 2005*, stipulates that each rural Council must appoint a Fire Prevention Officer for its area. The role of Council's Fire Prevention Officer includes the monitoring of residential areas to ensure landowners take reasonable steps to protect property from fire, as required under the Act. Inspections of residential areas, leading up to and during the fire danger season are carried out to assess compliance. Notices are issued where compliance has not been met.

Section 105F Notices are issued as required and pursuant to the *Act*, requiring landowners to attend to maintenance of land to reduce the risk of fire. Council also has the responsibility to ensure that reserves which come under its care and control are maintained to good bushfire prevention standards.

<table>
<thead>
<tr>
<th>Fire Prevention Statistics 2013/2014</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 105F Notices issued</td>
<td>254</td>
</tr>
<tr>
<td>Council action required</td>
<td>4</td>
</tr>
<tr>
<td>Expiations Issued</td>
<td>4</td>
</tr>
</tbody>
</table>

Council's Fire Prevention Officer is also responsible for the issuing of permits and monitoring compliance, pursuant to the *Fire and Emergency Services Act 2005*, for the agricultural purpose of burning off stubble. As the District is largely agricultural, with predominance for cropping, the agricultural practice of burning stubble to lessen weed and pest infestation is commonly undertaken.

<table>
<thead>
<tr>
<th>Fire Permit Statistics 2013/2014</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Permits issued</td>
<td>46</td>
</tr>
<tr>
<td>Number of burn offs</td>
<td>55</td>
</tr>
<tr>
<td>Expiation Notices issued for non compliance</td>
<td>0</td>
</tr>
</tbody>
</table>

**General Inspections**

**Parking**

Car parking in the parking regulated areas within the Council area has been generally compliant within the reporting period. On a small number of occasions a caution was issued and requirements explained. Two (2) expiation notices were issued in the last 12 months for offences relating to the *SA Australian Road Rules*.

An issue regarding truck parking mainly on Old Port Wakefield Road, Two Wells and Old Port Wakefield Road, Dublin is still being monitored. A number of drivers have been cautioned and in most cases the issues have been resolved. The issue is predominantly with the parking of trailers which are disconnected and left. A small number were sighted in the past 12 months and were photographed and details forwarded to Transport SA inspectors. Most trailers left in Dublin are now disconnected and parked on the BP Service Station property.

Council is still communicating with the relevant government department to develop suitable signage to place in Dublin to advise of legal parking requirements.

**Abandoned Vehicles**

Abandoned vehicles have generally been stolen and burnt. Most are recovered by insurance companies or the owner after Council make enquiries. Council has not been required to recover any vehicle in the period.
**Livestock**

The majority of wandering livestock complaints made to Council related to livestock wandering between private properties. These, in most cases, were resolved by talking with property owners. Issues with livestock on roads or road sides have been dealt with during meetings with the relevant property or stock owner. Council also works closely with the local police. In some instances the police have prosecuted the owners of wandering livestock. Council’s Authorised Officer is able to issue expiations in relation to breaches of Council By-laws. One (1) expiation notice was issued to a stock owner for allowing stock to wander on a roadway pursuant to Council By-Law 3 Roads.

**Celebrations and Events**

**Citizenship Ceremonies**

Citizenship Ceremonies are scheduled four (4) times each year in:

- January – Australia Day;
- March – Harmony Day;
- July – Proclamation Day; and
- September – Australian Citizenship Day.

This year Council held its biggest ceremony in March with 11 residents receiving their citizenship.

**Australia Day Event**

A successful Australia Day event was held at the Mallala Oval with a large group gathering under the gum trees at the Oval. Awards were presented to:

- **Citizen of the Year** – Norm Trestrail;
- **Young Citizen of the Year** – Peter Seccafien;
- **Community Event of the Year** – United Football Club – 2013 APFL/APNA grand final day;
- **Community Group of the Year** – Mallala RSL – Sunday Lunches; and
- **Community Project of the Year** – Mallala Lions Club – Mallala Oval Ablution Block.

At the event, four (4) residents took the oath to become official citizens of Australia.

**Dream Australia – Local Stories**

Staff assisted Dream Australia make contact with a local migrant family to produce a documentary of their ‘story’. This resulted in the production of a short film that is proposed to be televised in 2014.

**Mallala & Two Wells Christmas Street Parades**

Council continued to support the Mallala and Two Wells Christmas Street Parades by funding insurance and providing administrative, facility and staff volunteer assistance for both events.

**Anzac Day and Remembrance Day**

Council participated in both Anzac Day and Remembrance Day services, providing wreaths for services at both Two Wells & Mallala. The Mayor, Deputy Mayor and Chief Executive Officer all attending events held in the District.

**Totally Locally**

Staff assisted Regional Development Australia (RDA) Barossa, to organise a Totally Locally business and community workshop held in Two Wells.
Volunteer Week 2014
The District Council of Mallala was proud to be able to show its appreciation to the Volunteers across our region, by providing a free movie (choice of two movies, daytime and evening) at the Gawler Cinema on Wednesday 14th May 2014.
Approximately 70 volunteers were also treated to morning tea / light lunch as part of the day time session and popcorn / ice cream as part of the evening session. Feedback from volunteers attending was extremely positive. These movie sessions were a wonderful way to recognise our community minded volunteers and say ‘Thank you’.

SALA Festival 2013
Participation in the South Australian Living Artists (SALA) Festival saw many local artists displaying their talent with the ‘Flowing Through the Plains’ exhibition held in the Two Wells Public Library, Mallala Library, Two Wells Service Centre and Mallala Principal Office. The exhibition ran from the 7th August to 24 August 2013.
Eight (8) local artists displayed in excess of 30 pieces of art to the exhibition, which was well received by the public and artists alike.

Community Information Directory 2014
Creation and publication of the Community Information Directory 2014 saw the joining of a State-wide Community Information Database – SA Community www.sacommunity.org
Local community groups where added to the database/website and from this listing we were able to produce a full colour A5 directory with a comprehensive index listing of Council Service Information. The new directory was well received within the community.

Variety Bash – Two Wells Start
Staff assisted the SA Variety Bash commence their 2013 tour from Two Wells. Local community organisations and schools were invited to assist with food preparation as part of the event.

NAIDOC Week
Council provided funding towards NAIDOC Week which enabled the Mallala and Two Wells primary schools to participate.

Committees & Funding

Community Transport
Council contributed funding to the Mid North Community Passenger Network who provide medical, health and general transport services for the residents of Council. In 2014 Council successfully sought the purchase of a car for the Council region which is stored at the Mallala Community Hospital. The service has been well received and provides better access to medical, health and general transport services.

State Government – Funding
Council staff successfully applied for funding to upgrade a shelter in the Dublin Township. The project was jointly funded by the Dublin History Group, Council and the State Government.

Grant Funding
Community Service staff provide local community groups notification of funding opportunities through Federal and State Government departments, and assist community groups with completing funding applications.
Tourism
The District Council of Mallala continues to support tourism through the retention of the Visitor Information Outlet based at the Two Wells Service Centre. Council did not continue with the Yorke Peninsula Tourism Board and will continue to investigate tourism opportunities with RDA Barossa.

Community Development and Advisory Committee
The Community Development and Advisory Committee continue to manage the Community Bus (monthly bus service to the Elizabeth City Centre). The annual Community Partnerships Fund provides funding opportunities to local community and sporting organisations, enabling them to undertake significant upgrades to their organisation. The Individual Sports and Cultural Fund provided over $1,800 to residents who have been selected to represent SA or Australia in their chosen field of sport, recreation or cultural activity. Some of the recipients represented Australia in Hockey and Rugby League while a further two (2) people went to the USA to participate in the First Tech Challenge World Festival (Robotics).

Mallala & Districts Homes Committee
The Committee continue to oversee the management and tenancy of the homes in Dunstan Court and Schneider Court, Mallala, managed by Barossa and Districts Housing Association (BDHA). BDHA are currently transitioning to Junction Women’s Housing and Council has Board representation at this level.

Regional Youth Bus Committee
The Regional Youth Bus Committee is on track to deliver a mobile Youth Recreation & Support Services Bus to the Regions of Goyder, Mallala, Light, Barossa and Wakefield early next year. Throughout the year the Committee has been overseeing the purchase and refurbishment of an old STA bus. Young people have been engaged in the process through TAFE SA, Northern Futures and have offered Social Media Internship to refurbish, market and promote the bus.

Community Services Staff

Training
Staff attended the following training sessions:
• WH&S training and anti-bullying training;
• Local Government Volunteer Managers training;
• Website (Unity) training; and
• InDesign training.

Workshops
Staff attended the following Workshops:
• STARCLUB;
• Regional Development Conference in Port Wakefield;
• Main Street SA conference held in Gawler; and
• ‘Totally Locally’ held in Two Wells.
Library Services

The District Council of Mallala’s Library Service operates three (3) branches, the main library is located at Two Wells (opening five (5) days a week for 28.5 hours), and a smaller branch is based within the Mallala Principal Office opening on Wednesday morning and Friday afternoon, totaling four (4) hours per week. There is a Library Depot at the Windsor Institute, opening every Sunday morning for 1 and half hours, which is run by local resident Barbara Kennedy.

Council employs 2.6 Library staff, as well as sharing casual library officers under the terms of a Memorandum of Understanding with the Town of Gawler, to cover staff absences.

The Library's public computers continue to be well patronised. There are three (3) computers at the Two Wells Library as well as a dedicated computer for borrowers to search our Library’s catalogue, and one (1) computer at the Mallala Library. Access to Wireless Internet at the Two Wells Library is also popular.

Public libraries across South Australia now offer a large collection of downloadable e-books and audio books for registered library patrons.

One Library Management System

On Tuesday, March 4 2014 the Library Service moved from Civica's Spydus Library Management System and officially joined the State-Wide One Library Management System (1LMS). This new system connects more than 130 public libraries across South Australia and enables registered library patrons to borrow and return items utilising one library card at any consortium library. Library borrowers, through accessing the Mallala Library catalogue via the Council website www.mallala.sa.gov.au are no longer restricted to reserving Mallala stock; rather they can access collections across the State whether from the comfort of their home or in the Library. The 1LMS catalogue has a range of items including books, dvd's, cd's and magazines as well as on-line resources featuring e-books, digital newspapers and Ancestry on-line.

The Library Service celebrated joining the 1LMS on Tuesday, 25 March 2014. Guests included Geoff Stremple, Associate Director from the State Library’s Public Library Services (PLS). Six months prior to joining the 1LMS, Public Library Services staff worked closely with Council staff to ensure the smooth transition of our Library Service joining the State wide consortium. The Two Wells Library was closed for three (3) days in order for all staff to attend training on the 1LMS at the State Library from Tuesday 14 January through to Thursday 16 January 2014.
1LMS Official launch – CEO Charles Mansueto, Mayor Duncan Kennington and PLS Associate Director Geoff Stremple. Guests enjoyed the themed celebration cake at the official launch.

Above is an image of our newly designed Library Card which has been issued to borrowers since we have become a member of the State Wide One Library Management System.

**Events and Programs**

The Mallala Library Service continues to conduct various programs throughout the year which included:

- The Premier's Reading Challenge – which is a State wide challenge for students from Reception Class to Year 9 to read 12 books annually; and
- A variety of interesting guest speakers once again visited the Mallala Council in the last twelve months. The aim of the Library's author events is not only to entertain, but also inform our audience.

Port Lincoln based suspense writer Diane Hester visited the Two Wells RSL Club Rooms on Thursday, 26 September 2013.
Author Diane Hester signed copies of her latest book “Run to me” at the Two Wells RSL.

Well known media presenter Jane Doyle entertained 85 guests at the Mallala Football Clubrooms on Wednesday, 13 November 2013. Jane proved to be interesting celebratory and kept guests amused with her many stories.

Gardening expert Sophie Thompson revisited the Two Wells Bowling Club on Wednesday 30 April 2014 and proved to be a popular draw card as over 95 people attended this sold out event.

Mayor Duncan Kennington with guest Sophie Thomson and her son.

• SA History Week celebrations – the Library’s fourth History Week tour.

Guests viewing the many interesting displays at the Mallala Museum.
This year’s Bus tour focused on exploring the township of Mallala. Aptly themed “Exploring Mallala’s Past” thirty (30) people boarded the hired bus at the Two Wells Library and journeyed to Mallala. Highlights of the day included visiting the Mallala Museum, Mallala Cemetery and the Mallala Motorsport Park (which had an interesting history in its own right, as this site was formally the base of the RAAF Number 6 Service Flight Training School whose numbers peaked at just over 1,900 personnel in 1942).

- Summer Reading Program - the Library Service once again participated in this program over the January 2014 school holidays. The Summer Reading Club is a national program, led by the State Library of Queensland, in partnership with the Australian Library and Information Association (ALIA) and other State Libraries, which is delivered through public libraries across Australia.

Thirty (30) local children registered in this year’s Summer Reading Club competition. Unfortunately, the planned Summer Reading Party where the Mayor traditionally presents children with their certificates and books prizes (for those children who have successfully completed the quota of reading at least ten books) had to be cancelled due to a heat wave. However, all eighteen (18) children did receive their book prizes and certificates when they next visited the Library Service.

- The Two Wells Book Group continues to meet on the first Wednesday of the month from 5.30 pm - 6.30 pm at the Two Wells Reading Room.

The Two Wells Toddler Read & Rhyme sessions are held at the Two Wells Old Council Chambers, generally on the first Wednesday of the month from 9.30 am to 10.30 am. The youngsters accompanied by their parents and siblings enjoyed listening to stories and participating in craft activities.

- Tax Help@ the Library – this is a free service run by the Australian Tax Office and is open to individual taxpayers who need assistance to lodge a tax return or form.

**Public Health and Food Administration**

**Food**

Council continues to undertake its legal responsibilities under the provisions of the Food Act 2001 with the resources available. Food premises throughout the District are inspected on a regular basis. The frequency of inspections is dependent on their risk classification which is established using the Australian New Zealand Food Standards Council (ANZFSC) system.

Of the 102 food premises in the District, 39 are rated as low risk, 59 as medium and one (1) as high risk. The remaining three (3) premises are deemed to provide food to ‘vulnerable populations’ and are required to provide a Food Safety Plan and be independently audited, however Council is still responsible for enforcing any non-compliance of these premises.

During the 2013/2014 period there were 49 routine inspections conducted and a total of nine (9) re-inspections for non-compliance. In the same period, one (1) warning letter was sent to the relevant proprietors, which later complied with requirements. There were only two (2) food related complaints received by Council in the reporting period, which is below average for the number of food premises in the area.
Council continues, as it has in the past, to conduct food premises inspections (including follow up and complaint inspections) for no charge. Under the *Food Act 2001 (Food Regulations 2002, Part 4, Section 11)* a fee may be charged for inspections if required by Council.

Proprietors are regularly informed of changes to food legislation best practice standards and relevant health warnings regarding food requirements, which include food recalls. Food safety and hygiene legislative information is distributed to all food businesses, community and charitable organisations within the Council. The Council website is also continually updated and information is available relating to the relevant legislation and codes, food business notifications, food handler training and links to other food industry information.

Council continues to promote the use of the “I’m Alert” on-line food safety training program through distribution of flyers, dialogue during food premises inspections and information on Council’s website. Subscriptions to the program have now reached over 300 users, which provides food handlers with the basic skills and knowledge to implement safe food handling practices.

**Public Health**

The *South Australian Public Health Act 2011* came into operation in June 2013 repealing the *Public and Environmental Health Act* and commencing the following supporting *Regulations*:

- *South Australian Public Health (General) Regulations 2013*;
- *South Australian Public Health (Legionella) Regulations 2013*; and
- *South Australian Public Health (Wastewater) Regulations 2013*.

The Act recognises Local Government’s role as:

- public health authorities for their areas;
- preserving, protecting and promoting public health within its area;
- cooperating with other authorities involved in the administration of this Act;
- ensuring that adequate sanitation measures are in place in its area;
- ensuring that activities do not adversely affect public health;
- identifying risks to public health within its area; and
- providing or supporting activities within its area to preserve, protect or promote public health.

The new Act represents a shift to more contemporary public health issues and challenges such as:

- Epidemiological Transition – chronic diseases;
- Shrinking world and easier spread of infectious disease;
- Emergent and re-emergent bugs;
- Pandemic and other mass casualty emergencies;
- Social/Economic Breakdown;
- Natural Disasters;
- Climate Change;
- Social determinants of health; and
- Persistent public health issues requiring vigilance.
Regional Public Health Plan

In regard to Section 51 of the South Australian Public Health Act 2011, Council, or if the Minister so determines or approves, a group of Councils, must prepare and maintain a Regional Public Health Plan. Councils can either incorporate this process as part of their Strategic Management Plan or create a stand-alone Plan.

Councils are obligated to report on a bi-annual basis against the extent to which they have implemented their Regional Public Health Plan. This report replaces the annual report to the former Public and Environmental Health Council and is made to the Chief Public Health Officer.

The Barossa Council, The Town of Gawler, Light Regional Council and the District Council of Mallala have worked in collaboration with Regional Development Australia (Barossa) to develop a Public Health and Wellbeing Plan for the ‘Barossa, Light and Lower Northern Region’. The planning process has been an opportunity to collectively identify public health priorities for the region and to establish a coordinated approach to promoting community wellbeing.

The Plan aims to promote better community health through harnessing regional strengths, such as:

- A quality natural environment;
- Quality recreational facilities, open space and trails;
- Town character and amenity;
- A resilient and active community; and
- Effective regional collaboration and action across a variety of areas (including open space planning, climate change, community services and emergency management).

The Regional Public Health and Wellbeing Plan adopt a holistic approach to providing supportive social, natural, built and economic environments to support the community to live well. Commitments are outlined for achieving a regional vision of a ‘healthy, happy and connected community’, through:

- Promoting community and stakeholder ownership of public health priorities for the region through regional engagement and collaboration;
- Supporting the community’s capacity to live a healthy lifestyle through community participation, knowledge and support;
- Providing a regional environment that protects and improves the community’s health through planning, education and regulatory enforcement; and
- Supporting the health of the community through a thriving economy.

The Plan recognises that good health is not only about preventing illness, it is about promoting the positive aspects of health and a person’s overall state of wellbeing.

Importantly, the Plan acknowledges that the Councils do not have sole responsibility for managing public health. A concerted effort across all levels of government is needed to address the health priorities for the region. The Plan provides a platform for recognising the roles of other agencies and for advocating for regional public health needs.

Complaints

Under the South Australian Public Health Act 2011 a total of 34 complaints were investigated concerning various public health issues.
These complaints were mainly related to “General Duty” (Section 56 of the Act), which states, “a person must take all reasonable steps to prevent or minimise any harm to public health caused by, or likely to be caused by, anything done or omitted to be done by the person”. Examples include:

- Failure of on-site wastewater systems;
- Odour related complaints;
- Vermin;
- Illegal burning;
- Severe domestic squalor;
- Chemical overspray;
- Accumulation of rubbish;
- Asbestos dumping; and
- Pigeons.

Pursuant to Section 92(1)(b) of the Act, two (2) notices were issued for non-compliance with the General Duty. To date there has been compliance with one (1) of the notices while one (1) remains in force and may proceed to works in default.

**Legionella**

High risk manufactured water systems (cooling tower and warm water supply) were independently audited and samples submitted for microbiological testing under the *South Australian (Legionella) Regulations 2013* to ensure proper maintenance of the systems and to help control the incidence of Legionellosis. The District has one (1) cooling tower and one (1) warm water system in its area which is compliant with the legislation.

**Disease Surveillance**

Notifiable diseases can be associated with a variety of sources, including preparation and consumption of food; access to swimming pools; and cooling towers / warm water handling systems and handling of potting soil etc.

Council liaises with the Communicable Disease Control Branch of the Department for Health and Ageing, and maintains Communicable Disease surveillance within the District to help prevent the transmission of infectious diseases. This is achieved by undertaking interviews and conducting investigations when necessary to determine the source of an illness and to establish links between similar cases. There was only one (1) disease notification which required investigation during this reporting period.

**Vector Control**

Council’s Regulatory Services Department liaises with the Department for Health and Ageing as required regarding monitoring and controlling mosquitoes. Samples of mosquito larvae and adults are collected, identified and recorded for density determination and population monitoring. Due to the large areas of coastal mangroves, control of mosquitoes in this area is not practical or viable and residents of these areas are encouraged to be aware of the preventative measures they can take. Information relating to this is available on the Council website.

**European Wasps**

During the reporting period there were no European Wasp nests either identified or destroyed. Residents are encouraged to report wasp sightings, and Council supplies information and instructions on how to locate nests. When the nest is located, arrangements are made to have the nest destroyed by a licensed pest controller at no cost to the ratepayer. Further information is also available on the Council website.
On-site Waste Water Disposal

Due to the District being a non-sewered area, wastewater system approvals continue to require compliance under the South Australian Public Health Act 2011 and South Australian Public Health (Wastewater) Regulations 2013. During the period 70 applications for installation or alteration of wastewater systems were processed.

During the same period a total of 68 inspections were conducted on wastewater disposal systems for both compliance with installation conditions and ongoing issues. There were a total of ten (10) systems that were not in compliance with the Regulations. While some issues have been resolved a number are still on-going.

Various types of systems are approved in the District, ranging from a conventional septic tank system with alternating trenches, to the more technically advanced Aerobic Waste Treatment Plants and Sand Filter Systems. The Septic Tank Effluent Disposal (STED) Scheme at Middle Beach is currently the only operational community based system in the District, however construction of the Mallala Community Wastewater Management System (CWMS) project is progressing well and due to become operational in early 2015.

While owners with newer on-site systems will be given a period of time to connect to the CWMS system, many owners with older failing systems will be required to connect as soon as possible. This will require the decommissioning of existing on-site systems and applications provided to Council to connect to the CWMS.
Built Environment

Built Environment Services
- Asset Management
- Buildings & Facilities Management
- Community Infrastructure
- CWMS Administration
- Development Assessment
- Engineering Services
- Horticultural Services
- Land Use Planning
- Open Space Planning
- Planning & Building Compliance
- Roads Services
- Waste Management

The Infrastructure Services Department manages and maintains Council’s civil assets including roads, footpaths, bridges, above ground and underground drainage, parks and gardens, reserves, depots, quarry operations and support to emergency services in the preparation, response and recovery phases of emergency management.

Asset Management

Thompson Beach Fire Fighting Hydrant and Infrastructure Upgrade
Council resolved to replace the aging infrastructure of the existing Thompson Beach fire fighting hydrant valves and the private mains water service line servicing the holding tanks adjacent Ruskin Road. The fire fighting infrastructure was installed in the northern section of Thompson Beach as part of the Development Approval in the late 1980’s.

Council engaged a contractor to replace 24 of the 28 valves, located in the road network. Council had previously replaced four (4) hydrant valves in 2012. As part of the infrastructure upgrade 5 kilometres of water line from the water metre to the two (2) 150,000 litre holding tanks located in the fire pump compound were replaced.

Building and Facility Maintenance

Lewiston Playground Facilities Improvement
Council purchased a prefabricated cement toilet facility for the Lewiston Playground situated at 210 Hayman Road, Lewiston, as part of the annual budget process. The facility is a single disable unisex structure incorporating LED lighting and change table with tiled floors and skirting installed. In the future the facility will also include, paved paths, surrounding landscaping and a new veranda.

Photo: Example of design and floor plan
The site will also be enhanced with a new paved wheelchair compliant walking trail, from the car park to the playground, leading to BBQ’s, shelter and the new toilet facility. A new community shelter with seating arrangements providing a space for family social events will also be established. The landscaped area will accommodate family activities, and planted areas will be established utilising native species to the District.

**Community Floodsafe Program**

Community FloodSafe is a partnership between local Councils and State and Federal Governments. Flood mapping has highlighted the flood-prone areas, and each Council has nominated the key areas for FloodSafe to target. By working with local communities the State Emergency Services (SES) volunteers will become more familiar with local flood-prone areas and the residents who may need help in severe storms or floods.

The FloodSafe Program is funded by the Department for Water, the Adelaide and Mount Lofty Ranges Natural Resource Management Board, and local funding from Councils, including Adelaide, Mitcham, Marion, Unley, Holdfast Bay and West Torrens. The key creek systems in the first year of the program include Brown Hill, Keswick, Sturt, Chamber, Minno and the Patawalunga.

The first northern Councils to join in 2009-2010 were The Barossa Council, City of Port Adelaide Enfield and the District Council of Mallala. Port Adelaide Enfield and Mallala have significant tidal inundation and storm surge issues along their coast and this broadens the flood risk issues of FloodSafe.

The FloodSafe Program uses existing SES volunteers to reach into communities to raise awareness in flood-prone areas. Initiatives include articles in Council newsletters, street corner meetings, community group meetings, websites, brochures and school education.

Volunteers talk to community groups, local residents, businesses and schools about what they can do to reduce the risk of flood damage and improve the resilience of their community if a flood should occur.

The FloodSafe volunteers address communities on:

- local risks;
- historic flooding in the area;
- having a Flood Plan to reduce the risk to business equipment, stock and staff;
- protecting your family and property;
- understanding BOM Flood Watch and Flood warnings;
- having a home emergency kit; and
- how to call for SES response.

SES Volunteers handed out many flood packs and discuss vital information within the community in various locations during the year entering a float in both the Mallala and Two Wells Christmas Street Parades. There was a very positive response from community members on how they could better protect properties in such an event of inundation. Council provides $5,000 support to the FloodSafe Program for it to continue the education, advice and support to the community.
Asset Management Plan Updates

Council developed three (3) Asset Management Plans in 2013/2014 which documents Councils infrastructure information and strategies behind renewal and maintenance of assets. The Asset Management Plans that have been developed are:

- Transport (e.g. roads, kerbs, footpaths, bridges);
- Community Wastewater Management System (CWMS); and
- Stormwater (e.g. pipes, box culverts, pits).

Originally prepared in 2008, the plans were recently updated with data such as current construction unit rates, revised quantities to reflect assets created or renewed, and also simplified to a more understandable format. These plans can be found on the Council's website – [www.mallala.sa.gov.au](http://www.mallala.sa.gov.au)

Mallala CWMS

Council's Community Wastewater Management System (CWMS) project will provide a sustainable long-term solution for waste water within the Mallala Township, and irrigation for the local sporting complex. The project duration has been estimated to run from January 2014 to January 2015, with SADB being the principle contractor.

As part of the CWMS implementation there is the opportunity to redesign the space associate with the short stay and recreation facility (Mallala Sporting Complex), inclusive of an irrigated open space area suitable for walking, bike riding, sitting and relaxing. This project is an important step in increasing available usable open space for the community.

The Mallala Sporting Complex is already actively used by many sporting clubs and groups, including visitors using the short term camping facility. The oval precinct expansion will allow Council to provide a dedicated space that will better manage the different uses of the oval incorporating short stay accommodation for the community, visitors and tourists.

Engineering Services

Capital Works

The Mallala Works Depot provides the construction, maintenance and management of the following key services:

- transport facilities (roads, bridges, storm water systems, and footpaths);
- quarry operations;
- parks, ovals, gardens, reserves, streetscapes and roadside vegetation;
- flood mitigation (coastal and flood plain areas);
- cemetery operations;
- waste and recycling collection / transfer stations / illegal dumping;
- public conveniences & barbecue facilities;
- engineering assessment of development applications; and
- plant and depot operations.

Equipment/Plant Replacement

The following major equipment was purchased during 2013/2014 as part of Council's plant replacement program:

- Replacement of two (2) utilities; and
- Upgrade of Quarry fuel storage tank.
Operational Works

The Capital Works Programme provides for the construction, maintenance and management of the following key services:

- transport facilities (roads, bridges, storm water systems, and footpaths);
- quarry operations;
- parks, ovals, gardens, reserves, street scapes and roadside vegetation;
- flood mitigation (coastal and flood plain locations);
- cemetery operations;
- waste and recycling collection / transfer stations / illegal dumping;
- public conveniences & barbecue facilities;
- engineering assessment of development applications; and
- plant and depot operations.

These services are provided by the following work groups:

- Construction/Maintenance;
- Waste Services;
- Horticulture Services; and
- Workshop/General Maintenance.

Major projects include road construction and sealing.

Capital Works

<table>
<thead>
<tr>
<th>Location</th>
<th>Street Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>DUBLIN</td>
<td>First Street, Dublin – Seventh Street to end</td>
</tr>
<tr>
<td>LEWISTON</td>
<td>Germantown Road, Lewiston - Dawkins to Gawler River Road</td>
</tr>
<tr>
<td></td>
<td>Germantown Road, Lewiston - Gawler Road to Hayman Road</td>
</tr>
<tr>
<td></td>
<td>Pederick Road, Lewiston - Dawkins to Gawler River Road</td>
</tr>
<tr>
<td>LONG PLAINS</td>
<td>Oval Precinct road upgrade in progress and to be completed as part of the 2014-15 capital works</td>
</tr>
<tr>
<td>MALLALA</td>
<td>Cameron Terrace, Mallala – Feltwell Road to railway crossing</td>
</tr>
<tr>
<td>TWO WELLS</td>
<td>Elizabeth Street, Two Wells – Donaldson Road to end</td>
</tr>
<tr>
<td></td>
<td>McCord Road, Two Wells – Williams to Germantown Road</td>
</tr>
<tr>
<td></td>
<td>Petticoat Lane, Two Wells – Full length</td>
</tr>
<tr>
<td></td>
<td>Russell Road, Two Wells – Dawkins to Trim Road</td>
</tr>
<tr>
<td></td>
<td>Trim Road, Two Wells – Russell to Kathleen Road</td>
</tr>
<tr>
<td></td>
<td>Williams Road, Two Wells – Dawkins Road to South end</td>
</tr>
</tbody>
</table>
Major maintenance programs and works included:
• Extensive patrol grading of the District’s 795 kilometres of unsealed roads;
• Mallala Museum car park sealing;
• Storm water pump station installation – Old Mallala Road, Two Wells;
• Salt Creek Bridge Upgrade;
• Chapman Street paving and access ramps; and
• Re-sealing and repairs of sealed roads (various).

Re-sheeting (new wear course of 100mm of crushed limestone) unsealed roads:

<table>
<thead>
<tr>
<th>Road Name</th>
<th>Category</th>
<th>Distance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harvey Road - Pratt Road to Wilson Dairy</td>
<td>3</td>
<td>2.5 kms</td>
</tr>
<tr>
<td>Pratt Road - Railway line to East of Harvey Road</td>
<td>3</td>
<td>1.6 kms</td>
</tr>
<tr>
<td>Marshman Road - Davies to Barabba Road</td>
<td>3</td>
<td>3.9 kms</td>
</tr>
<tr>
<td>Day Road - Railway line to Gregor Road</td>
<td>1</td>
<td>1.6 kms</td>
</tr>
<tr>
<td>Old Dublin Road - Turner Road to Shannon Road</td>
<td>3</td>
<td>3.8 kms</td>
</tr>
<tr>
<td>Porter Road - Navvy Hill to Port Wakefield Road</td>
<td>3b</td>
<td>1.8 kms</td>
</tr>
<tr>
<td>Navvy Hill Road - Mallala Road to Wasley Road</td>
<td>2</td>
<td>1.8 kms</td>
</tr>
<tr>
<td>Navvy Hill Road - Wasley Road to Porter Road</td>
<td>2</td>
<td>1.3 kms</td>
</tr>
<tr>
<td>Worden Road - Woolsheds Road to Helps Road</td>
<td>3</td>
<td>1.8 kms</td>
</tr>
</tbody>
</table>

• Limerock Road Landfill Closure Plan revegetation of site;
• Installation of a large number of road signs improving information for the community, and to replace signage that was no longer serviceable / vandalised / stolen;
• Closure and rehabilitation of the Old Coleman Road Landfill Site; and
• Completion of Stage 2 of the Parham Southern levee.

**Horticultural Services**

**Bakers Ford Wetlands**

Work is continuing at the Wetlands with the removal of woody weeds and revegetation of more areas. The mechanical removal of the woody weed work is well under way with approximately 66% completed. With the removal of these weeds (boxthorns, pepper trees, castor oil, prickly pear, dog rose etc) there is now better access along the river.

This allows us to see what is or isn't there and to have the ability for longer term planning with the rehabilitation of our small section of the river system. Revegetation is continuing with just under 2000 stems being planted within the “bowl” area.
The bulk of plants consisted of grasses with the remainder being small to medium shrubs. Total costs for 2013/2014 - $9050, with funding from the Natural Resources Management Board and in-kind labour from Council.

**Oval Irrigation**

**Dublin Oval**
Council in conjunction with the Dublin Cricket Club completed Stage 2 of the installation of the irrigation to the Southern end of the oval. Total cost of the project was $16289.

**Mallala Oval**
With the installation of the Community Wastewater Management Scheme to the township of Mallala, underground irrigation was installed at the oval, which will utilise the recycled water. The re-use of this valuable resource will not only benefit the oval precinct but the community as a whole.

**Mallala Landfill**
After the closure of the landfill site at Limerock Road, the four (4) hectare area has now been capped and rehabilitated with indigenous species. 30 kilograms of native grasses and 16 kilograms of native saltbush ground covers were direct seeded, along with a mix of 850 shrubs and trees being planted. The site sits between the two (2) segmented areas of Blue Bonnet Reserve. This will now bring these scrub areas together to aid the local fauna and provide them the ability to traverse the area. Total cost $15000.

**Waste Management**

**Waste Management- Kerbside**
Council operates and manages an alternating domestic waste and recycling collection servicing 2604 properties per week.

Residents residing in the rural living areas are provided with a 240 litre MGB for recycling purposes. Residents residing in the townships, Mallala, Two Wells and Dublin are provided with a 240 litre MGB for dry recyclables and a bench top basket for food organic composting, and a 140 litre MGB is provided for residual waste. Residents wanting to dispose of organic material and are willing to supply their own 240 litre bin are provided the service of organic waste collection by Council.

Recyclables and Domestic waste are transported to the Northern Adelaide Waste Management Authority (NAWMA) to be further sorted, or processed in preparation for sending to landfill. Waste collected from street bins, parks and reserves is delivered to Transpacific at Inkerman for disposal into landfill.

**Kerbside Recyclables**
Council collects approximately 22MT of recyclables per fortnight, which equates to an average of 7.5 kilograms per household per week. On top of the 22 tonnes per week of recyclables collected there was also 5.2 tonnes per fortnight of material incorrectly placed in recycling bins.
This represents a contamination level of 17%, this is a reduction of 3% on last year’s contamination rates. The Waste Services Department continues to use this figure for benchmarking and look for ways to reduce contamination in recycling.

**Kerbside General Waste**
Kerbside Waste collected by Council amounts to 47.5mt per fortnight which equates to 18kg per household per fortnight.

**Kerbside Organics**
Council collected approximately 13.5mt of green waste per fortnight, this includes food organic waste. 13mt per fortnight equates to an average of 32 kilograms per household per fortnight, approximately 420 residences present organics for collection. Green waste is transported to the Peats Soil processing facility located on Carslake Road, Dublin, for composting into garden products.

The waste collection tonnage statistics for the reporting period are provided below:

<table>
<thead>
<tr>
<th>Waste</th>
<th>1235 tonne</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recycling</td>
<td>545 tonne</td>
</tr>
<tr>
<td><strong>Waste sorted from kerbside recycling</strong></td>
<td>136 tonne</td>
</tr>
<tr>
<td><strong>Green Waste</strong></td>
<td>356 tonne</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>2272 tonne</strong></td>
</tr>
</tbody>
</table>

Council is committed to minimising its operating costs and aims to educate residents to maximise the amount of recyclables presented for recycle collection. Waste Management staff looks at simple ways of deterring poor recycling behaviors whilst encouraging good behaviors.

**Waste Management- Transfer Stations**
Tonnages disposed through Transfer Stations:

**Mallala Resource Recovery Centre**
- General Waste 18.92 tonne
- Dry Recyclables 33.22 tonne
- Organics 26.50 tonne
- Metal Carried over into new financial year

**Two Wells Transfer Station**
- General Waste 63.74 tonne
- Dry Recyclables 82.78 tonne
- Organics 28.92 tonne
- Metal 15.56 tonne
Medical Waste – Service Centers
50kg of medical waste, namely syringes, were collected by Council and disposed of responsibly.

Illegal Dumping
Council responded to 68 illegal reports from the public. Numerous other incidences were cleaned up prior to any reports being lodged with Customer Service. The Senior Waste Officer received many reports direct from Council staff.

The volume of the dumped materials collected range from semi trailer loads to bags. Waste dumped includes general residential waste, tyres, asbestos and building materials.

Illegal dumping is not only limited to road verges, but also occurred on parks, reserves, creeks and watercourses.

Council’s Authority 6 accounting program shows the cost of illegal dumping at $60,000 for 2013/2014. This figure does not take into account the cost to Council of disposing of illegally dumped material through our transfer stations.

DrumMuster – AG & Vet Chemical Container Stewardship
Council continues to participate in the DrumMuster collection program which provides an avenue for farm chemical metal & plastic drums to find their way back into a recyclables waste stream. With on-going support from the farming community, approximately 3,296 containers were collected in one day and sent for recycling.

E-Waste
Council has continued its agreement with TechCollect who supply a shipping container to the Two Wells Transfer Station for the purpose of storing E-Waste. The shipping container and disposal of collected E-waste materials attracts no fees to Council. All associated costs are paid for by the National Television and Computer Product Stewardships. The Stewardship only covers the cost for disposal of televisions, computers, monitors, keyboards, hard drives, mice, scanners and printers.

During the period Council collected and disposed of 36,340kg of television and IT equipment.

Planning Services

Development Assessment
The total number of development applications lodged with Council for the period was 344, a significant increase from the 297 recorded for the previous year. Accordingly, the value of development also increased from the previous year to a value of approximately $23.63 million.

<table>
<thead>
<tr>
<th>Development Applications &amp; $ Value of Development</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009-10</td>
</tr>
<tr>
<td>Numbers</td>
</tr>
<tr>
<td>354</td>
</tr>
<tr>
<td>Value (millions)</td>
</tr>
<tr>
<td>$35</td>
</tr>
</tbody>
</table>
Most applications lodged with Council in the period were for developments approved by staff under delegated authority. Examples include dwellings, dwelling additions, sheds/garages, swimming pools, verandahs, carports, pergolas, and other types of minor out buildings.

Proposals for development in the townships of Mallala, Two Wells and Thompson Beach were commonly received throughout the year. Most coastal applications were referred to the Coast Protection Board for advice on required site and finished floor levels. A number of applications for development in the farming areas of the District were also processed.

As in previous years the majority of development applications approved by Council related to rural living properties in Lewiston/Two Wells. Applications for horse keeping and dog kenneling developments were also common in this area, and many building development applications involved a level of complexity due to issues of potential flooding from the Gawler River.

Several plastic hothouse developments on land in the horticultural area adjacent to the Gawler River were also assessed by staff during the period. Several of these assessments are ongoing with issues relating to stormwater management and fire safety being addressed.

The creation of additional allotments within the District also continued, with 17 land division applications processed by Council. These included a mix of mostly residential and rural living allotments, and some boundary re-alignments. Significantly, two (2) major land division applications were received by Council following the rezoning of land as part of the Two Wells Residential Development Plan Amendment introduced on 29 August 2013. The applications propose almost 600 new allotments on the Northern outskirts of Two Wells.

Approximately 51 development applications were publicly notified during the period, as required by the Development Act 1993. It is also of note that a number of applications lodged with Council resulted from compliance investigations throughout the period.

Non-Complying Development
A total of thirteen (13) non-complying development applications were lodged during the period. The concurrence of the Development Assessment Commission is required before Council can issue any approvals in relation to these applications.

Appeals/Compulsory Conferences
An applicant appealed to the Environment, Resources and Development Court (ERD Court) against Council’s Development Assessment Panel (CDAP) decision to refuse a dog kenneling application for a property at Barabba. The appeal is on-going.

Significantly, an appeal to the Supreme Court against the CDAP decision to refuse the division of one (1) allotment into five (5) for rural living purposes (each partly within Flood Hazard Zone 1 of Gawler River Flood Plain Policy Area) at Lewiston, was not successful, therefore confirming the decision of the CDAP.

Customer Satisfaction – Development Assessment Survey Form
Customer survey forms were sent out with decision notifications for planning and building approval during the reporting period with a total of fourteen (14) completed and returned.
The level of customer satisfaction with the Council’s Planning and Building Services Department was very high. The levels of satisfaction scored in excess of seven (7) out of ten (10) in eleven (11) cases.

**Council Development Assessment Panel (CDAP)**
Six (6) meetings of CDAP took place during the period, two (2) less than the previous year. The CDAP meets when required on the first Tuesday of each month to consider public notification development applications where there has been representations, applications that are being recommended for refusal, and any other applications that staff consider warrant the attention of the CDAP. The CDAP may also be called upon to consider applicant compromise proposals resulting from appeals to the Environment, Resources and Development Court (ERD) against their decision to refuse a particular development.

The following developments were refused by the CDAP during the period:
- Dog keeping and kenneling at Barabba; and
- Truck parking at Wild Horse Plains.

The following developments were approved by the CDAP during the period:
- Extension to veterinary clinic in Lewiston;
- Organic waste processing facility at Korunye;
- Division of one (1) allotment into three (3) at Mallala - (Non-Complying and required concurrence by the Development Assessment Commission);
- CWMS at Mallala - (Non-Complying and required concurrence by the Development Assessment Commission);
- A shed in Lewiston; and
- Plastic greenhouses in Lewiston.

Three (3) applications were also deferred to allow the applicant to submit amended plans/information and/or to allow further processing.

Council’s General Manager, Infrastructure and Planning Services also provided regular reports to the CDAP on policy matters.

**Building Assessment**
During the last financial year there were some changes that occurred within the *Development Act 1993 and Regulations 2008* that impacted on Council. Legislative changes required Council to change its minimum inspection targets.

66% of houses and verandahs under construction managed by a licensed builder needed to be inspected by Council at some point during the construction process. 90% of houses and verandahs under construction where the owner was the project manager also needed to be inspected. 100% of swimming pool applications had to be inspected by Council within two (2) months of the construction of the pools.

Considering that Council averages 65 dwelling and dwelling addition applications each year, as well as approximately 77 verandah applications and five (5) pool applications, it was determined that Council’s Building Inspection Policy would need to be amended to ensure 50% of all development applications be inspected.
The amended policy was endorsed by Council in April 2014 and also incorporated new requirements for the inspection of swimming pools. It is now named the ‘Building and Swimming Pool Inspection Policy’.

A total of 123 inspections relating to development applications were performed during the year. There was 344 development applications received by Council, meaning approximately 36% of all applications were inspected.

For the majority of the year, the old inspection policy was Council’s guide, meaning the 25% inspection target was met. After the amended inspection policy was adopted, Council increased the number of inspections from ten (10) a month to fifteen (15) a month. The increase in inspection rates meant that Council was meeting the average rate under the new policy.

From all inspections performed, the builders notified Council on 63 occasions. Although this was a slightly lower rate than last year, Council still maintained a healthy inspection rate by maintaining good system procedures. Another explanation for the reduction in notifications is the higher rate of verandah inspections, commonly performed by Council as random audits. The remaining inspections were random inspections resulting from Council observations or information provided by members of the public. Of the inspections performed, 82 (66%) related to dwellings or dwelling additions, 38 (30%) related to minor domestic structures, 2% related to swimming pools and the remaining 1% related to commercial buildings.

Other changes to occur during the period included the implementation of the Country Fire Service (CFS) policy for farm buildings. Farmers both within and surrounding districts were frustrated by the legislative requirements for hay sheds and implement sheds. As a result of the combined efforts of the CFS and Council’s Building Fire Safety Committee member Peter Harmer, a new policy for farm buildings was adopted by the CFS which significantly reduced the operating costs to farmers without compromising fire safety.

Plastic hothouse applications proved to be the growing market in the region. The current challenge Council has, is to ensure that all hothouses are constructed in an orderly and legal manner. Council has made an effort to consult the CFS in regard to acceptable forms of construction and associated fire safety, as well as keeping land owners and applicants informed of their obligations. Within the coming year it is anticipated that new legislation may be introduced to make the development approval process for plastic hothouses easier and fair for everyone without compromising building fire safety.

**Private Certification of Development Plan Consent**

The Development Act 1993 allows for the private certification of Development Plan Consents for Residential Code complying development. Such development must meet specific criteria and includes single storey dwelling additions/alterations, carports, verandahs, sheds and garages.

New dwellings in defined areas as determined by the Minister for Planning in the Government Gazette are also included. In the District Council of Mallala this includes the Residential Zone in Mallala and the Suburban Neighbourhood Zone in Two Wells.

Essentially the issuing of some planning consents can be undertaken in much the same way as private building certification can occur. Only when the relevant consents have been granted and received can Council issue a Development Approval in relation to a particular development application. In certain circumstances Council will be eliminated from the development application assessment process.
Private planning certification is designed to make the development assessment process more streamlined and approvals cheaper for applicants, and result in an increase in new housing construction.

Two (2) fully certified applications were received by Council during the reporting period.

**Planning and Building Compliance**

The employment of a full time Compliance Officer at the end of September 2012 has significantly improved the ability of Council to follow up and investigate compliance matters. Although statistics have been collated since November 2012, this report provides the first opportunity to provide figures for a full 12 month reporting period (see Table below).

Once again, illegal land use and building work has been reported and observed by Council during the period. Approximately 83 new complaints or investigations were commenced during the reporting period, and approximately 79 investigations are currently ‘live’ including some matters that have been carried over from previous periods. Some of these matters impact negatively on adjoining land owners and as a result require detailed further investigation.

<table>
<thead>
<tr>
<th></th>
<th>2012-13 (Nov-June)</th>
<th>2013-14</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Investigations</td>
<td>63</td>
<td>83</td>
</tr>
<tr>
<td>Section 84 Notices Issued</td>
<td>8</td>
<td>12</td>
</tr>
<tr>
<td>Warning Letters</td>
<td>120</td>
<td>149</td>
</tr>
<tr>
<td>Resolved No ERD Court</td>
<td>38</td>
<td>42</td>
</tr>
<tr>
<td>ERD Court</td>
<td>14</td>
<td>6</td>
</tr>
<tr>
<td>No Action Required</td>
<td>16</td>
<td>25</td>
</tr>
</tbody>
</table>

Since 1 July 2013 approximately 45 development applications have been submitted to Council as a result of compliance investigations.

Compliance issues that were followed up by Council include the following:

- Various land uses without development approval, e.g. truck parking; storage of materials resulting in the use of the land as a ‘junk yard’; keeping of animals and associated structures (including dog keeping and horse keeping); and the use of non-residential buildings such as sheds for residential purposes;
- Illegal structures that have been investigated include: sheds, fencing, dwelling additions, building conversions, verandahs, carports and some plastic covered greenhouses and associated development; and
- Non-compliance with existing development approval conditions of approval has also been investigated by Council during the period.

Council has issued a number of enforcement notices to landowners in respect of some of these forms of unauthorised development; and several matters have progressed to the Environment, Resources and Development Court in Adelaide.

It is noted that some residents and property owners are not aware that certain activities on their properties require development approval under the *Development Act 1993*, including change in the use of land and building work.
For example, Council has received a number of complaints regarding truck parking and the placement of shipping containers on land – both activities often require development approval. To address these matters, Council has also circulated relevant information in the local newspapers.

**Building Fire Safety Committee**

The District Council of Mallala Building Fire Safety Committee is required pursuant to Section 71 of the *Development Act 1993*. Members include Council’s Development Services Coordinator and Building Officer, building surveyor Peter Harmer and CFS representatives Julian Aggiss and Colin Paton.

The Committee is established as the ‘appropriate authority’ under the *Development Act 1993* to take action, when required, to have a property owner upgrade the fire safety of a building to the appropriate level.

The Committee is required to inspect any public building that is brought to the attention of Council for the purpose of determining whether the fire safety of the building is adequate. It is the responsibility of the Committee to ensure any unsafe building defects relating to fire safety are addressed and resolved so that the building suitably complies with safety standards.

Two (2) meetings were held during the period and a number of inspections undertaken. It was also resolved that an Inspection Register be implemented and followed to accurately record the inspection and re-inspection of all commercial and public buildings over a period of time.
Natural Environment

Natural Environment Services

- Asset Management
- Community Infrastructure
- CWMS Administration
- Development Assessment
- Engineering Services
- Environmental Management
- Horticultural Services
- Land Use & Open Space Planning
- Waste Management

Planning Services

The Planning Services Department deals with a diverse range of issues associated with land use planning, open space, community infrastructure, development approvals, environmental management, public health, animal management and compliance within the Council area.

Land Use Planning

Virginia and Northern Adelaide Plains Horticulture Study

The Virginia and Northern Adelaide Plains region is one of the most successful and productive horticultural areas in the State. The District Council of Mallala is keen to ensure the future success of the region and to promote the area as South Australia’s premium Food Bowl.

The 30 Year Plan for Greater Adelaide has identified significant parts of the Virginia and Northern Adelaide Plains for future urban growth. While the majority of the area will be retained as a horticultural district for the foreseeable future, the encroachment of urban growth may introduce conflicts relating to noise, spray drift and odour. There is also potential for the area to be seen as being in the 'waiting room' for future urban development thereby increasing levels of uncertainty and potentially creating a difficult climate for major investment for horticultural purposes.

As a result, in 2013 the District Council of Mallala and the City of Playford jointly undertook a study in partnership with PIRSA, the NRM Board and Regional Development Australia (RDA) to get a clear picture of the significant social, environmental and economic factors influencing the Food Bowl and its future success.

The study was completed in late 2013 with the release of ‘The Virginia and Northern Adelaide Plains Horticultural Study- A Framework for Future Action.’ This Framework Report begins by establishing a vision for the region as the ‘Premium Northern Food Bowl’ for South Australia. It continues with commentary and recommendations derived from the investigations undertaken, and engagement with key stakeholders in the horticulture industry.
The study findings will make a major contribution to the investigations and definition of the policy and other key initiatives in regard to the horticultural district and will be utilised as a key information resource to inform future Development Plan Amendments (DPAs).

**Development Plan Amendments**

The Mallala (DC) Development Plan is the key on-the-ground development assessment document, containing the rules that set out what can be done on any piece of land across the District, and the detailed criteria against which development applications will be assessed. Policies in Development Plans are changed through a formal statutory Development Plan Amendment (DPA) process.

In the last twelve (12) months Council has initiated or completed the following Development Plan Amendments:

**Two Wells Residential DPA**

On 29 August 2013 the Development Plan was changed to incorporate the Two Wells Residential DPA. This DPA facilitated the rezoning of land to the North of the Two Wells Township to accommodate the future population growth detailed in *The 30 Year Plan for Greater Adelaide*. As result of the consolidation of the Two Wells Residential DPA into the Mallala Development Plan, an additional 3,000 - 3,500 dwellings can be built to accommodate between 8,000 and 11,000 new residents in the town of Two Wells.

**Mallala Township (Transport, Commercial and Minor Residential Zones) Boundary Alignment DPA**

On 15 May 2014 the Development Plan was changed to incorporate the Mallala Township (Transport, Commercial and Minor Residential Zones) Boundary Alignment DPA. This DPA facilitated the extension of the existing residential, commercial and industrial zones that are located around the township. The DPA will also facilitate the future heavy vehicle by-pass around the southern end of the township thereby alleviating heavy vehicle traffic through the town.

**Gawler River and River Light Flood Prone Areas DPA**

On 21 June 2013, the Minister approved the Statement of Intent (SOI) for the Gawler River and River Light Flood Prone Areas DPA.

The Gawler River and River Light Flood Prone Areas DPA will introduce new flood hazard maps into the Development Plan, which provide more comprehensive and up-to-date information on the level of hazard for areas within the floodplain of both the Gawler River and the River Light.

The policies regarding flood risk management will be reviewed in light of new information, in order to ensure that:

- the zones and desired land uses are appropriate to the level of flood hazard;
- design responses are consistent with best-practice floodplain management;
- flood-related policies do not conflict with other policy objectives or vice versa (such as increases in density);
- development policy is worded to facilitate future planned flood mitigation works; and
- development is not unnecessarily constrained or hindered by procedural requirements in situations where flood risk can be effectively managed.

In April 2014 the DPA was put on hold pending the development of a Land Use Risk Based Assessment Tool this Tool will assist in determining appropriate land use and development in known flood prone areas of the Council.
Two Wells Town Centre DPA
On 2 April 2014, the Minister approved the Statement of Intent (SOI) for the Two Wells Town Centre DPA.

The approval of the Two Wells Residential Development DPA will facilitate the development of the Two Wells Township for additional 3,000 – 3,500 dwellings. It is anticipated that the new dwellings will accommodate between 8,000 and 11,000 new residents.

The Two Wells Residential Development DPA clearly envisaged that the necessary commercial and retail services required by this proposed population will be provided predominately within the existing Two Wells Town Centre Zone rather than within the growth area.

The current level of services located within the Two Wells Town Centre is not sufficient to cater for the increased demand of a proposed residential population. The Two Wells Town Centre DPA will review the provisions of the Town Centre Zone within the Mallala Council Development Plan as well as the boundaries of the Town Centre Zone in Two Wells.

The proposed amendment to the Development Plan will attempt to prevent the fragmented provision of services and facilities and concentrate new retail, community and commercial land uses within the town centre. This will in turn assist in the development of a vibrant town centre where people can shop, work and access community and government facilities easily and without additional vehicle trips. It will concentrate public spending within an identified area and will promote the investment of the private sector. The DPA will also consider the most appropriate methods of preserving the historic built heritage that is evident on Old Port Wakefield Road.

A number of investigations and studies have been undertaken to inform the DPA. These include:

- Traffic Impact Study to review and report on traffic movements and car parking requirements for a redeveloped town centre;
- An All Age-Friendly Assessment that identifies the needs of the ageing population and/or people with disabilities. It will also set a framework to ensure the physical environment and built form are designed and maintained to minimise impact on mobility, independence and quality of life of older people and the extent to which they can ‘age in place’; and
- A Retail Demand Analysis to determine the demand for convenience and comparison retail requirements for the final estimated residential population of Two Wells.

It is anticipated that the Two Wells Town Centre DPA will be completed by June 2015.

Open Space Planning

Mallala Open Space and Community Land Management Plan
The District Council of Mallala was part of the development of the regional Barossa, Light and Lower North Region Open Space, Recreation and Public Realm Strategy (2013) which was undertaken with the support of a grant from the Office for Recreation and Sport (ORS) and the Department of Planning, Transport and Infrastructure (DPTI).

The goal of the Barossa, Light and Lower North Region Open Space, Recreation and Public Realm (BLNNROSRPR) Strategy was to develop a strategy that aligns with the vision, targets, relevant strategies and policies of The 30 Year Plan for Greater Adelaide by contributing to the critical land use arrangements and effective planning and growth
outcomes. This regional plan is a coordinated and prioritised strategy for the management and design of open space which includes specific priorities for the District Council of Mallala.

It is intended that the Mallala Open Space and Community Land Management Plan will facilitate the implementation of recommendations within the regional strategy and it will guide the provision, development and management of open space and community land over the next ten (10) years and beyond. The plan will identify future improvements and projects relating to open space and community land in the District. The plan will also include Precinct Plans for Mallala, Two Wells and Dublin ovals.

Council is cognisant of community views and expectations when it considers future use of open space. A number of interactive workshops will be undertaken with community and sporting groups and local residents in the first quarter of 2014/2015. The plan is expected to be completed by late 2014.

**Community Infrastructure**

**Two Wells Town Centre**
A few years back the Mallala Council engaged JPE Design / WAX to prepare planning guidelines, and future character statements encapsulating the vision for the town centre of Two Wells. Since the adoption of the ‘master plan’, Council has been seeking to progress its implementation, notably around the Civic and Community precinct and the Market Place precinct.

**Two Wells Civic and Community Precinct**
While some initial work has been progressed, Council resolved to put the new office accommodation element on hold for consideration by the new Council in 2015.

**Market Place Precinct**
Last year it was reported that Council sought funding to assist in the planning, design and construction of the Market Place. Council was unsuccessful in obtaining these funds. Consequently, no further work occurred during the year. Council has set aside budget for 2014-2015 to undertake preliminary planning and design work.

**Lewiston Community Focal Point Study**
In late 2013 the Council completed phase 1 of this study to ascertain the need for a community focal point at Lewiston. A community focal point being described as a place that provides the necessary social interaction and support of a community and can include a public park, library, civic hub, cafe, community centre and retail centre.

The Lewiston Community Focal Point Study involved engaging with a cross section of the community to canvas their views in relation to the provision of a community focal point. All residents and community groups were invited to attend workshops to discuss their views on whether or not a community focal point should be established and, if established, where it should be located.

While the results were mixed, the consultant identified that a portion of the community would benefit from the establishment of a mixed use facility at either Claire Harniman Reserve or Hams Park, and a secondary community focal point provided by the redevelopment of the Hayman Road Playground.

Before deciding if, and when, Council will establish the recommended focal points it will require an extensive process of designing and estimating the cost to develop one (1) or all of the recommendations, which will be undertaken as part of a subsequent stage of the overall project.
Environmental Management

The Adelaide and Mount Lofty Ranges NRM Board continued to fund a Coast, Estuary and Marine (CEM) Officer position, and has committed to fund the position for the next 12 months. The CEM Officer covers the Council areas of City of Salisbury, City of Playford and District Council of Mallala. Projects sites within District Council of Mallala include Parham, Webb Beach, Thompson Beach, Port Prime, Light Beach, Light River Estuary, Middle Beach, Port Gawler and the Northern reaches of Buckland Park.

Key areas of concerns and on-going issues that face the Mallala area include:
- Vandalism to revegetation works, and fencing from illegal Off Road Vehicles use;
- Continued weed spread and vegetation loss in sensitive coastal habitat directly related to illegal Off Road Vehicle use;
- Significant unauthorised rubbish dumping within Samphire habitat;
- Public concerns over rabbit control;
- Feral deer and feral goat invasions at both Thompson Beach and Middle Beach which has resulted in negative impacts on the coastal biodiversity within the region; and
- Boxthorn and Columba Daisy infestation throughout coastal areas.

Over the last 12 months a number of key activities has occurred which resulted in positive outcomes for the northern coastal region. These include:
- Sheep being removed from Light River Estuary after years of being grazed in the locality;
- Development of a Boxthorn Control Action Plan for the Light River Estuary;
- The successful control of Boxthorn infestation between Buckland Park and Parham;
- Improvements to the Thompson Beach Southern Walking Trail;
- Significant Revegetation works undertaken at Port Gawler and Port Prime;
- Fencing of EPBC listed Bead Samphire at Parham; and
- The initiation of the Red Capped Plover Monitoring Program.

Between the three (3) Council areas, financial investment from the NRM Board has contributed to:
- The planting of 5,651 plants covering an area of 11.51ha;
- Plant pest control activities over an area of 695.37ha;
- 2km of fencing protecting EPBC listed plants and plant communities;
- Animal pest control and monitoring activities covering an area of 1,093.68ha; and
- Rabbit and fox control activities covering an area of 725.90ha.

Within the District Council of Mallala Coastal Zone NRM Board financial investment has contributed to:
- 5,503 plants covering and area of 10.21ha;
- Pest Plant Control covering an area of 672.25ha;
- 2km of fencing protecting EPBC listed plants and plant communities;
- 1,093.68ha of pest animal control and monitoring works;
- Rabbit and fox control works covering an area of 725.90ha; and
- Improvement to the Thompson Beach Southern Walking Trail.
Coastal Settlements Adaptation Study

In accordance with the National Strategy for Disaster Resilience, Governments at all levels have a significant role in strengthening the nation’s resilience to disasters by:

- developing and implementing effective, risk-based land management and planning arrangements and other mitigation activities;
- having effective arrangements in place to inform people about how to assess risks and reduce their exposure and vulnerability to hazards;
- having clear and effective education systems so people understand what options are available and what best course of action is in responding to a hazard as it approaches;
- supporting individuals and communities to prepare for extreme events;
- ensuring the cost effective and coordinated response from emergency services and volunteers when disaster hits; and
- working in a swift, compassionate and pragmatic way to help communities recover from devastation and to learn, innovate and adapt in the aftermath of disastrous events.

In May 2013 the District Council of Mallala commissioned the University of South Australia School of Natural and Built Environments (UniSA) and URS Australia Pty Ltd (URS) to undertake the Coastal Settlements Adaptation Study. The Study used an adaptation of the Coastal Adaptation Pathways Decision Map developed by UniSA, Local Government Association, and Jacquelyn Balston and Associates. Council received both Federal and State funding to assist in undertaking the project.

The prime focus of the project was to evaluate how rising sea levels will impact on the four (4) coastal settlements; to propose cost effective, realistic and achievable adaptation strategies to cope with anticipated changes in sea level; to consider the development of planning policy in response to the predicted risks; and to build community resilience to the predicted risks.

The proposed adaptation strategies will strengthen the resilience of the four (4) settlements by ensuring timely and effective mitigation measures, where feasible (e.g. building and maintenance of levees); implementing well developed and effective risk-based planning policies (e.g. raising of houses and planning policy to address development in known flood prone areas); having effective mechanisms and procedures in place to inform the community how to assess risks, prepare for floods and reduce their vulnerability (e.g. developed Emergency Management Plans in collaboration with emergency services, Council and the community); ensuring a timely, effective and coordinated response from emergency services though the identification and assessment of high risk areas and the most vulnerable within the community; and, ensuring Council has appropriate and effective procedures in place to ensure a timely and targeted services in the aftermath of a severe flood event.

The study concluded that while there are a number of viable protection options for Parham, Webb Beach and Thompson Beach to cater for predicted flood levels for 2050, there are no viable protection options for Middle Beach, and there are no viable protection options for any of the settlements to cater for the predicted flood levels for 2100. Cognisant of this, accommodation strategies in response to the identified flood risk were proposed. The accommodation strategies proposed for Middle Beach focus on the management of risk, control of flood waters, rather than protection, and development of Community Emergency Management Plans. Longer term accommodation strategies for all settlements include the elevation of dwellings, the limitation of construction types, and the introduction of dwellings that can be removed subject to further monitoring of the rate of sea level rise.
**Two Wells Stormwater Management Plan**

In April 2013 Council engaged Australian Water Environments (AWE) to prepare an updated Stormwater Management Plan (SMP) for Two Wells so that it is compliant with the requirements of the Stormwater Management Authority (SMA) and the Adelaide and Mount Lofty Ranges Natural Resources Management Board (AMLRNRM Board). Compliance with these bodies is relevant when seeking funding opportunities.

An SMP was prepared for Two Wells in November 2007, however since that time there has been the introduction of the SMA’s Stormwater Management Plan Guidelines. In addition, Two Wells has been identified as an area of growth in accordance with The 30 Year Plan for Greater Adelaide. These changes have resulted in the need to update the existing SMP to accommodate the area planed for future growth and to meet the SMA’s funding requirements.

In accordance with the SMA’s Stormwater Management Plan Guidelines the Two Wells Stormwater Management Plan has a set of key actions that are considered priority responses for improved stormwater management in Two Wells. These key actions are as follows:

- Temby Road Swale Diversion System;
- Southern Flood Protection Levee along Salt Creek;
- Existing township stormwater drainage issues along Gawler Road at Old Port Wakefield Road and Drew Street intersections as well as at the Chapman Road spoon drain;
- Review of planning controls in the Development Plan to manage infill development and to incorporate water reuse and water treatment management objectives;
- Water treatment in wetlands for selected catchments in the 30 Year Growth Area;
- Water treatment and water reuse utilising Managed Aquifer Recharge in selected catchments in the 30 Year Growth Area;
- Flood Preparedness program including community education and awareness raising; and
- Promote the installation and effective use on rainwater tanks as secondary water supply at the allotment level.

The Two Wells Stormwater Management Plan will be completed and presented to Council for endorsement in August 2014.

**Waste Management Strategy**

The District Council of Mallala has developed a Waste Management Strategy that is consistent with the goals, outcomes and strategies of Council’s Strategic Plan and its Long Term Financial Plan. It contains clearly identifiable actions that can be measured and reported on.

The Goals described in the Waste Management Strategy are:

1. To provide high quality and environmentally responsible kerbside waste and recycling collection service to the community.
2. To ensure that the community is informed and actively participates in initiatives to provide environmentally responsible, economic and cost effective waste management services.
3. To ensure that Council operates and manages cost effective and best proactive waste management facility.
4. To ensure Council provides waste management services and facilities that meet the needs and expectations of the current and future community.
5. To ensure that Council conducts its operations and services in an environmentally sustainable manner.
The Waste Management Strategy incorporates Council’s waste management policies, a summary of its current waste management practices, waste assets and infrastructure, issues that have been identified to date, and the future strategies to improve waste management in the District. The Strategy was endorsed by Council in April 2014.
Governance and Organisation

Governance & Organisation Services

- Council Committees
- Customer Services
- Depot Operations
- Elected Member Support
- Financial Management & Compliance
- Governance Administration
- Information Technology
- Risk Management
- Human Resources
- Rating Administration
- Records Management
- Regional Relations & Planning
- Strategic Planning & Business Planning

Structure and Functions of Council

Functions of Council
Council has a legislative requirement and responsibility to:

- Determine policies to be applied by the Council in exercising its discretionary powers;
- Determine the type, range and scope of projects to be undertaken by the Council; and
- Develop comprehensive management plans, budgets, financial controls and performance objectives and indicators for the operations of Council.

Council makes decisions which may direct or determine its activities and functions. Such decisions include the approval of services and works to be undertaken and the resources required to undertake them. Decisions are made to determine if approvals are to be granted for applications from residents for various forms of development.

Council Meetings
Council consists of four (4) Wards with eleven (11) Councillors; it is the peak decision-making body on all policy matters. Ordinary meetings of the full Council are held on the 4th Monday monthly. Members of the public are welcome to attend. Where the Monday is a public holiday, Ordinary meetings are held on the following Tuesday.

Council's Strategic Infrastructure & Planning Committee met on the 2nd Monday, monthly and the Strategic Community & Governance Committee on the 3rd Monday, monthly. All Elected Members sat on each committee with the goal to discussing items to be considered by Council at its Ordinary meeting. This provided a greater opportunity for the provision of information and discussion, stream-lining the decision making process.

Council at its 28 April 2014 Ordinary meeting considered a report which recommended dissolving both the Strategic Infrastructure & Planning Committee and the Strategic Community & Governance Committee and adopting two (2) Ordinary Council meetings per month, to be held on the second and fourth Monday's. Council accepted this recommendation and two (2) Ordinary meetings per month commenced in May 2014.
Council's Development Assessment Panel meets the 1st Tuesday monthly, however does not sit if there are no development assessment considerations.

Ordinary & Strategic Committee Council meetings commence at 7:00pm with the Council Development Assessment Panel meetings commencing at 6:30 pm, all meetings are generally held in the Mallala Council Chambers, Redbanks Road Mallala. In accordance with Council's Community Consultation Policy, Council may at times vary the times and locations of its meetings where a specific item of community interest warrants it.

All Council and Section 41 Committee meetings are open to the public and agenda's and minutes of each meeting are available either at the Mallala Principal Office, Two Wells Service Centre or Council's website www.mallala.sa.gov.au

**Customer Service**
Council continues to provide a consistent, communicative provision of customer services to the wider community, in particular the development application process and public and environmental health matters.

With on-going training and development of Customer Service staff Council now has a multi-skilled team providing additional administrative support to Council's operations. They continue to provide valuable administrative support with a number of staff undertaking a range of roles and responsibilities.

**Financial Management**
As part of the financial sustainability program Council has in place a Long Term Financial Plan and associated financial policies to ensure cash flow and debt levels are monitored and managed effectively to produce an optimum outcome for Council and the community.

Key Performance Indicators are used to analyse the financial position and identify any trends in sustainability. Council informs the community of its current financial position in accordance with current legislative requirements relating to the Annual Business Plan, Long Term Financial Plan, Budget & Rating Reviews and Council's Audit Committee. Financial sustainability indicators are reported three (3) times annually as part of the budget review process, tracking our performance and informing Council, Auditors and the Audit Committee.

**Financial Statements for the year ending 30 June 2014**
Council's auditor, Ian McDonald, audited and recently accepted and signed the District Council of Mallala Annual Financial Statements, without qualification. The Council received and noted the statements at its general meeting on Monday the 17 November 2014.

The Financial Statements, Notes to the Financial Statements and the Key Performance Indicators are presented in Appendix 1 to this Annual Report and indicate that Council's overall performance, while requiring close monitoring over this period of extensive growth experience, remains within acceptable levels. Council's aim of producing a positive operating result continues to provide a challenge whilst the debt level remains manageable, and Council's performance in maintaining and renewing infrastructure assets is within the Local Governments target range.

**National Competition Policy**
Council finalised and implemented no new By-Laws during the reporting period.

Council undertook no significant business activities in either category for the financial year outside of its budget.
Community Consultation
Council holds regular consultation and information sessions relevant to specific projects from time to time and members of the public are encouraged and invited to attend. Members of the public have a number of opportunities and avenues to express their views on particular issues before Council including:

Deputations - A member of the public wishing to appear before Council or a Section 41 Committee must seek permission of the Mayor or Committee Chairperson. A request must include a statement of the reason why the member wishes to appear. The Chief Executive Officer (CEO) must notify the Mayor and the Mayor must advise the CEO, in writing, that the CEO notifies the member, in writing, of the date and hour of the meeting and also informing them that they have up to ten (10) minutes to discuss the item. Council recorded one (1) deputation during the 2013/2014 period.

Elected Members - Members of the public may contact, verbally or in writing (including email) an Elected Member to discuss any issue relevant to Council.

Employees - Members of the public may contact Council employees, verbally or in writing (including email) to discuss issues relevant to Council.

Open Forum - To encourage direct communication between the public and Council, a 30 minute open forum segment is held for the public to make statements or place submissions before Council.

Petitions - Written petitions must be addressed to Council and may address any issue within the Council's jurisdiction. Council recorded seven (7) petitions during the 2013/2014 period.

Written Requests - A member of the public may write, including email or fax, to Council on any Council Code, Policy, Procedure or Service.

Council acknowledges that the community has a right to be informed and involved in decisions affecting the District and is committed to effective consultation and communication with its residents and other stakeholders. Effective consultation involves seeking and receiving feedback, as well as providing information to the community.

Council's Community Consultation Policy outlines the procedures Council will follow when engaging and seeking feedback from the community in its decision making process ensuring accountability and transparency. Dependant on the topic for consultation, the number of residents who have the potential to be affected and the community interest in the topic will determine the level of consultation undertaken by Council which may include:

- Regular Newsletters – District Communicator;
- Direct Mail Publications;
- Local, Regional & State Media Publications and Releases;
- Community Forums and Stakeholder Meetings;
- Market Research and Surveys;
- General Fixed Displays / Notice-Boards / Library Displays.
Council Codes & Policies
Council continued to develop, implement and review its Governance and Operational codes, policies, procedures and associated documentation in accordance with legislative requirements and regularly undertakes internal, Local Government and community consultation with its policy development and review. Council maintains a review schedule of its policies with all legislatively required documentation, available to members of the public at Council's Principal Office – Mallala, the Two Wells Service Centre or at www.mallala.sa.gov.au. Documents are available for viewing on site or purchase in accordance with Councils Schedule of Fees.


Council maintains a range of policies required by legislation including, but not limited to:
- Asset Financial Management Policy
- Asset Management Policy
- Caretaker Policy
- CDAP Complaints Handling Policy
- Code of Practice – Access to Council Meetings & Documents
- Code of Practice – Council Meeting Procedures
- Community Consultation Policy
- Council Members Allowances & Benefits Policy
- Council Member Code of Conduct Breaches Procedure
- Customer Service Charter
- Delegations Policy
- Disposal of Assets other Than Land Policy
- Disposal of Surplus Land Policy
- Gifts and Benefits Policy
- Grievance Procedure – Elected Members
- Information Technology and Communications Policy
- Internal Review of Council Decisions Policy
- Mandatory Code of Conduct – Council Members
- Mandatory Code of Conduct – Council Employees
- Records Management Policy
- Risk Management Policy & Framework
- Tender & Purchasing Policy
- Treasury Management Policy
- Volunteer Policy
- Vulnerable Groups / Individuals Policy
- Whistleblowers Policy.

Delegations
Under Section 44 of the Local Government Act 1999 Council is able to delegate authority under a range of legislative acts and regulations to the Chief Executive Officer who in-turn is able to sub-delegate authority to specific Council employees and committees.
District Council of Mallala

Council last reviewed its delegations and associated authority in January 2014 and maintains a Delegations Register available to members of the public at Council's Principal Office, 2a Wasleys Road, Mallala as required by legislation and on Council's website at www.mallala.sa.gov.au

**Internal Review of Council Decisions**

In accordance with Section 270 of the *Local Government Act 1999*, Council has an established Internal Review of Council Decisions Policy and associated procedures. The Policy is one aspect of Council's customer focused approach to service delivery. It provides a further opportunity to review the way Council provides services to the community and to identify areas for improvement.

Council is committed to transparent decision-making processes; and to providing access to a fair and objective procedure for the internal review of decisions. Grievances may arise as a result of dissatisfaction with a decision about a policy, procedure, service or fee. All attempts will be made to resolve grievances quickly and efficiently, without the need for formal applications for review to be lodged. Sometimes this cannot be achieved. The policy provides guidance for dealing with formal requests for internal review of decisions of Council, its employees, and other people acting on behalf of the Council.

Council received one (1) formal request for an Internal Review of Council Decision during the period. Council undertook a comprehensive review of its Community Consultation Policy and its Complaints Handling Framework which was acknowledged by the Ombudsman as part of his Complaints Handling Audit.

**Section 41 Committees & Subsidiaries**

*Section 41* of the *Local Government Act 1999* allows Council to establish committees in an effort to streamline its business and assist with specific functions and programs within Council. In addition to Elected Members being sitting members, members of the public are encouraged to nominate and become committee members. The membership of the public to these committees provides greater involvement and ownership in specific projects and the decision making process.

Section 41 Committees predominately operate in an advisory capacity to Council discussing specific functions of the Committee and making recommendations to Council which it will consider. Each committee has ratified Terms of Reference applicable to their authority, delegation and specific functions.

The aligning of Council's Section 41 Committees to the 2013-2016 Strategic Plan and the Strategic Infrastructure & Planning and Strategic Corporate & Governance Committees has seen improved governance and direction associated with the committees.

The following Committees meet on a monthly, quarterly or six (6) monthly basis, with the Committees bound by Council's Code of Practice – Meeting Procedures. Members of the public are able to attend, with agendas and minutes of meetings available at Councils Principal Office – Mallala, Two Wells Service Centre or Councils website www.mallala.sa.gov.au

- Animal Management Advisory Committee
- CEO Performance Appraisal Committee
- Economic Development Advisory Committee
- Facilities & Infrastructure Management Advisory Committee
- Mallala & Districts Historical Committee.
- Audit Committee
- Community Development and Advisory Committee
- Environmental Management Advisory Committee
- Mallala & Districts Aged Homes Committee

__District Council of Mallala__

Ordinary Council Meeting  
Page 124 of 133  
17 November 2014
Allowances

Members of Council’s Audit Committee and Council’s Development Assessment Panel are entitled to an allowance within the limits imposed by legislation. This allowance is to help cover the cost of performing and discharging their official functions and duties. The following allowances were paid by Council for the period (Net of + GST):

Audit Committee
- Mr. John Comrie $4,400
- Mr. Peter Fairlie-Jones $1,600

Council Development Assessment Panel
- Ms. Sandra Foote $1,500
- Mr. Joshua McDonnell $1,800
- Mr. Joel Taggart $1,500
- Mr. Trevor White $1,750

Total: $12,550

Council Members Yvonne Howard, Joe Daniele and Tom Summerton are members of Council’s Development Assessment Panel.

External Bodies

Council is a member of, or participates in, a number of external Associations, Boards and Committees throughout the region.

Council’s membership and participation involves its Elected Members, employees and members of the community. These external bodies include, but are not limited to:
- Adelaide & Mount Lofty NRM Board;
- Local Government Workers Compensation Scheme;
- Regional Development Australia Barossa;
- Local Government Association;
- Local Government Finance Authority;
- Central Local Government Region Inc;
- Gawler River Floodplain Management Authority;
- Mid North Regional Passenger Transport Service; and
- Wakefield Group of Councils.

Subsidiaries

Council is a member of two (2) Regional Subsidiaries under Section 42 of the Local Government Act 1999 the Central Local Government Region (CLGR) and the Gawler River Floodplain Management Authority (GRFMA), in accordance with Section 28(3) Schedule 2 of the Local Government Act 1999. The CLGR & GRFMA Annual Reports are provided as Appendix 2 & 3 respectively.

Council does not have any Regional Subsidiaries established in accordance with Part 1 Schedule 2 of the Local Government Act, 1999.
**Human Resources**

During the period Council employed a range of full-time, part-time, casual and contract staff. Council employees performed a range of core functions associated with Council's roles in addition to performing a range of additional tasks and responsibilities to achieve requirements set out in its Annual Business Plan and 2013-2016 Strategic Plan. Council engaged the use of labour hire personnel and specific contractors during the period to accommodate a lack of resourcing within its Infrastructure & Planning Department and to cover periods of extended leave within the Inspectorate and Compliance areas.

Council continues to be an equal opportunity employer and welcomes employment interest from all avenues, including internal applicants.

Council continues to work within the scope of its Workforce Planning Framework and Plan 2013 – 2016 coinciding with Council's Strategic Plan. These Plans assist in identifying Council's human resources requirements and more importantly future personal and professional needs. Council continues to be part of the LGA Corporate Health Program with a variety of health based initiatives available to staff, including a range of physiological and psychological practitioners and services.

<table>
<thead>
<tr>
<th>Directorate</th>
<th>Male</th>
<th>Female</th>
<th>Full Time</th>
<th>Part Time</th>
<th>Casual</th>
<th>Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Corporate &amp; Community Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chief Executive Officer</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Executive Assistant</td>
<td></td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Manager</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Administration Officer</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Records Management Officer</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finance Coordinator</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finance / HR Officer</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payroll Officer</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Accounts Payable / Receivable Officer</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rates / IT Support Officer</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Governance Coordinator</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Customer Services Officers</td>
<td>4</td>
<td>2</td>
<td>1</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Health &amp; Safety Officer</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Customer &amp; Library Services Coordinator</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library Officers</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community &amp; Communication Officers</td>
<td>2</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cleaner</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td><strong>Totals – Corporate &amp; Community Services</strong></td>
<td><strong>6</strong></td>
<td><strong>16</strong></td>
<td><strong>12</strong></td>
<td><strong>7</strong></td>
<td><strong>2</strong></td>
<td><strong>3</strong></td>
</tr>
<tr>
<td>Directorate</td>
<td>Male</td>
<td>Female</td>
<td>Full Time</td>
<td>Part Time</td>
<td>Casual</td>
<td>Contract</td>
</tr>
<tr>
<td>-----------------------------------------</td>
<td>------</td>
<td>--------</td>
<td>-----------</td>
<td>-----------</td>
<td>--------</td>
<td>----------</td>
</tr>
<tr>
<td><strong>Infrastructure &amp; Planning Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Manager</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Administration Officer</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Development Services Coordinator</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Depot Operations Coordinator</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Strategic Infrastructure Coordinator</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Strategic Projects Coordinator</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Planning Officer</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant Building Surveyor</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Environmental Health Officer</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Inspector</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Infrastructure Support Services Officer</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coast, Estuary Marine Officer</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Asset Management Officer</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building Maintenance Officer</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Team Leader – Civil &amp; Construction</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior Horticulture Officer</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior Workshop Officer</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior Waste Officer</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waste Management Officers</td>
<td>2</td>
<td></td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Horticulture Officers</td>
<td>2</td>
<td>1</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance and Construction</td>
<td>10</td>
<td>10</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Totals – Infrastructure &amp; Planning</strong></td>
<td>28</td>
<td>6</td>
<td>34</td>
<td>-</td>
<td>-</td>
<td>4</td>
</tr>
<tr>
<td><strong>Overall Totals</strong></td>
<td>34</td>
<td>22</td>
<td>46</td>
<td>7</td>
<td>2</td>
<td>7</td>
</tr>
</tbody>
</table>
Rating & Property
Modeling property rate revenue is completed annually when Council formulates its annual budget to ensure overall rate increases are kept at target levels whilst accounting for valuation increments. Council makes adjustments to its variable rate to balance the impact of rate increases on individual households.

Council having completed a comprehensive rate review during 2013 commenced its new rating structure during the 2013 / 2014 period.

The authenticity of property, name and address records continues to be checked against the data provided by the office of the Valuer-General annually and updated where necessary.

At its 10 July 2013 Ordinary meeting, Council resolved that the 2013 / 2014 Financial Year Rate Installments would be the 13 September 2013, 6 December 2013, 7 March 2014, and 6 June 2014.

Electoral Representation
Section 12(4) of the Local Government Act 1999 requires Council to complete a comprehensive review of its size, composition and the division, or potential division of the Council into Wards, this review must be completed at least every eight (8) years. In accordance with Section 12(4) and Section 12(8) (a) of the Local Government Act 1999 Council conducted and provided a report to Council during 2013 on its Ward Structure with Council going from a four (4) Ward Structure to Three (3) with the amalgamation of the Dublin and Mallala Wards. This will see changes in the upcoming 2014 Local Government Elections with three (3) positions to be contested for each Ward and the election of a Mayor by the community.

Section 26 & 33 of the Local Government Act 1999 outlines the need to ensure fair representation while avoiding over representation in comparison to other similar sized Councils. The District Council of Mallala is classed as Rural Agricultural Large (RAL).

Records Management
Records management continues to be significant to Councils operations; it enables the control of one of our most valuable resources and information requirements. Council uses the GDS20 – General Disposal Schedule filing system as developed by State Records. All official records are captured and registered in our TRIM records management system.

Access to Council Documents
In accordance with Section 92 of the Local Government Act 1999 Council has an established Code of Practice – Access to Council Meetings & Documents. The following documents are available for public inspection at Council’s Principal Office - Mallala or by visiting Councils website at www.mallala.sa.gov.au

Members of the public may purchase copies of these documents in accordance with Councils Schedule of Fees and Charges available on request:
• Annual Budget;
• Annual Financial Statements;
• Annual Report;
• Council & Committee Agendas & Minutes;
• Council By-laws;
• Delegations Register;
• Development Plans;
• Elected Members & Employees Mandatory Codes of Conduct;
• Governance Policies;
• Long Term Financial Plan;
• Register of Allowances & Benefits;
• Register of Community Land;
• Register of Debenture Loans;
• Register of Interests;
• Register of Public Roads;
• Register of Salaries;
• Schedule of Fees & Charges;
• Strategic Plan; and
• Voters Roll.

Freedom of Information
Requests for information not included above will be considered in accordance with the {\textit{Freedom of Information Act 1991}} and the {\textit{Local Government Act 1999}}.

In accordance with this legislation an application fee must be forwarded with a completed Freedom of Information Application as provided for in Regulation 275 of the {\textit{Freedom of Information Act 1991}}, unless the applicant is granted an exemption.

Where the applicant requires copies of any documents, pursuant to a Freedom of Information Application, the charges set out in Council’s Schedule of Fees & Charges will apply.

Freedom of Information enquiries and Application Forms must be addressed to:
Governance Coordinator
District Council of Mallala
P.O. Box 18
MALLALA SA 5502

Applications will be responded to as soon as practicable within the statutory period of Council receiving the properly completed Freedom of Information Application Form, together with application fee. In accordance with Section 13 of the {\textit{Freedom of Information Act 1991}} and Section 65 of the {\textit{Local Government Act 1999}} three (3) determinations relating to Access to Documents requests were received by Council in the twelve (12) months to 30 June, 2014.

Amendment of Council Records
A member of the public may request access to Council documents, to make amendments to their personal affairs, by making a request under the Freedom of Information provisions of the {\textit{Local Government Act 1999}}. A request may then be made to correct any information about them that is incomplete, incorrect, misleading, or out of date.

To gain access to these Council records, a Freedom of Information Request Form must be completed, as indicated above, outlining the records that the applicant wishes to inspect.
Confidentiality Provisions
Council utilised the following provisions of Section 90 & 91 of the Local Government Act 1999 to consider confidential matters during the period:

- 90(2) 14 occasions;
- 90(2)(a) Nil occasions;
- 90(3) 01 occasion;
- 90(3)(a) 9 occasions;
- 90(3)(d) 01 occasion;
- 90(3)(g) 01 occasion;
- 90(3)(h) 01 occasion;
- 90(3)(i) Nil occasions;
- 90(3)(j) 01 occasion;
- 90(3)(k) 02 occasions;
- 90(3)(m) Nil occasions;
- 91(7) 15 occasions; and
- 91(9) 15 occasions.

Council's Development Assessment Panel did not record utilising Section 56A of the Development Act 1993 to consider confidential items during the period.

This Information Statement is published by the District Council of Mallala in accordance with the requirements of Section 65(r) of the Local Government Act 1934, as amended.

Council is pleased to comply with this legislation and welcomes all enquiries from the Public for information.

Risk Management
Council continues to be a self-insurer through the LGA Workers Compensation Scheme and is required to comply with WorkCover standards and to meet various legislative requirements. The LGA continued with its One System Implementation Program which continues to provide a greater emphasis on management being involved in the planning and development of Councils WHS&IM System.

Council was not formally audited against its risk management and health and safety practices during the period with only an interim review conducted by the LGAWCS and LGAMLS respectively.

Council has seen a significant improvement in its practices having now developed a highly successful and efficient WHS&IM system both practically and administratively.

Council continues to work on the Good Governance Program providing quarterly reports to its Audit Committee. During the period Council has made significant in-roads to its Governance & Risk Management performance with more detailed and established policies, procedures, training and development.
Items:

20.1
Items:

21.1 Review of Confidential Items Report (CON12/540)
22  Meeting Close

MONDAY 17 November 2014