NOTICE OF COUNCIL MEETING

Pursuant to the provisions of section 84 (1) of the Local Government Act 1999

The Ordinary Meeting of the District Council of Mallala will be held in

Council Chambers
Redbanks Road
Mallala

on

Monday, 18 January 2016 at 6.30 PM

James Miller
ACTING - CHIEF EXECUTIVE OFFICER
AGENDA

1. ATTENDANCE
   1.1 Present
   1.2 Apologies
   1.3 Not Present / Leave of Absence

2. CONFIRMATION OF MINUTES
   2.1 Ordinary Council meeting held on Monday 21 December 2015 (MB Folios 13146 to 13165, inclusive).

3. BUSINESS ARISING
   3.1

4. DECLARATION OF MEMBERS’ INTEREST
   4.1

5. OPEN FORUM
   5.1 Speakers

6. BRIEFINGS
   6.1 No Briefings

7. MAYOR’S REPORT
   7.1 Meetings Attended and / or Discussions Held – Acting Mayor (CON12/1199)

8. MINUTES AND/OR RECOMMENDATIONS
   8.1 Environmental Management Advisory Committee
      8.1.1 No Minutes

   8.2 Mallala and Districts Homes Committee
      8.2.1 No Minutes

   8.3 Community Development and Advisory Committee
      8.3.1 No Minutes
8.4 Mallala and Districts Historical Committee
8.4.1 No Minutes

9. ASSOCIATED ORGANISATIONS
9.1 Gawler River Floodplain Management Authority
9.1.1 Minutes of meeting held 9 December 2015 (CON12/314)

9.2 Central Local Government Region
9.2.1 No Minutes

10. QUESTIONS ON NOTICE
10.1 Questions on Notice
10.1.1 Hickinbotham Development Deeds of Agreement (CON12/537)

11. QUESTIONS WITHOUT NOTICE

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.

12. PETITIONS
12.1 No Petitions

13. DEPUTATIONS
13.1 No Deputations

14. MOTIONS ON NOTICE
14.1 Suicide Prevention Network (CON12/537)
14.2 Dedicated car parking facilities (CON12/537)
14.3 Reduce Speed Limits Coastal Settlements (CON12/537)
14.4 Mallala Community Wastewater Management Scheme (CON12/537)
14.5 Port Gawler Wharf (CON12/537)
15. **ITEMS FOR NOTING / INFORMATION / ACTIVITY REPORTS**

15.1 **Items for Information / Noting**

15.1.1 Infrastructure Services Activity Report (CON12/1191)

16. **ITEMS FOR DECISIONS**

16.1 Acting Chief Executive Officer Priorities and Platforms - January to June 2016 (CON12/1158)

16.2 Pinery Fire Recovery – Development assessment for building replacement (CON15/106)

16.3 Relocation of the Mallala Library (CON12/1078)

16.4 Strategic Plan Exemption (CON12/1150)

16.5 Audit Committee – Independent Members (CON12/522)

16.6 Two Wells Community Returned Services League – Dedication Ceremony (CON12/193)

16.7 Flag Pole Installation - Two Wells Service Centre (CON12/948)

17. **URGENT BUSINESS**

17.1

18. **CONFIDENTIAL ITEMS**

18.1 No Confidential Items

19. **CLOSURE**
2. CONFIRMATION OF MINUTES

MONDAY 18 January 2016

Items:

2.1 “that the minutes of Ordinary Council meeting held on Monday 21 December 2015 (MB Folios 13146 to 13165, inclusive), be accepted as read and confirmed.”
1. ATTENDANCE

1.1 Present
Acting Mayor S M Strudwicke (Presiding Member), K McColl, M Lawrence, S Jones, E Stubing, P Daniele, B Summerton and T Keen and Messrs J Miller (Acting Chief Executive Officer), Paul Cleghorn (Acting General Manager – Assets and Infrastructure), J Tanti (General Manager – Corporate and Community Services), Peter Buttery (General Inspector / Fire Prevention Officer), L Seccafien (Community Development Officer), S Schenk (Governance Officer), C Muzyk (Strategic Projects Coordinator), A Humphrys (Minute Taker)

1.2 Apologies
Cr Picard

1.3 Not Present / Leave of Absence
Nil

The Presiding Member sought and was granted leave of the meeting to move Item 2.3 - Confirmation of minutes Wednesday 2 December 2015 (MB Folios 13146 to 13150, inclusive) and Item 18.2 - Confidential – Chief Executive Officer (Katrina Márton) (CON15/96) be postponed until agenda Item 16 – Items for Decision.

2. CONFIRMATION OF MINUTES

2.1 Moved Cr Daniele Seconded Cr Keen
“that the minutes of Ordinary Council meeting held on Monday 16 November 2015 (MB Folios 13117 to 13141, inclusive), be accepted as read and confirmed with the change of No Quorum to be recorded at the point of the meeting that Councillor Jones, Keen and Daniele left the chamber.”

CARRIED (2015/324)
2.2 Moved Cr Keen Seconded Cr McColl
“that the minutes of the Special Council meeting held on Thursday 19 November 2015 (MB Folios 13142 to 13145, inclusive), be accepted as read and confirmed.”

CARRIED (2015/325)

3. BUSINESS ARISING
3.1 No Business Arising

4. DECLARATION OF MEMBERS’ INTEREST
4.1 Acting Mayor Strudwicke declared an interest in Item 16.5 - *Mallala Men’s Shed Lease Agreement (CON15/95)*, as Acting Mayor is an Ordinary Member of the Men’s Shed.

4.2 Cr Keen declared an interest in item 16.7 - Ombudsman SA – Final Determination – Code of Conduct (CON12/547), as Cr Keen was a complainant.

4.3 Cr Jones declared an interest in item 16.7 - Ombudsman SA – Final Determination – Code of Conduct (CON12/547), as Cr Jones was a complainant.

4.4 Cr Daniele declared an interest in item 16.7 - Ombudsman SA – Final Determination – Code of Conduct (CON12/547), as Cr Daniele was the respondent.

5. OPEN FORUM
The Presiding Member 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 6.33 pm

The following speakers addressed Council:

5.1 Deidre Skene Dublin Resident
Mick Tennant Two Wells Resident
Denis Pellizzari Two Wells Resident
Alvin Jenkin Parham Resident
John Lush Mallala Resident
Margaret Tiller Mallala Resident
Michael King Mallala Resident
Andrew Laird  Mallala Resident
Meeting resumed at 7.13 pm

6.  **BRIEFINGS**

6.1 Department of Environment, Water and Natural Resources – Land Revocation Adelaide International Bird Sanctuary – Tammie Edwards and Elspeth Young

6.2 Priorities and Platforms for 2016 – Acting Chief Executive Officer - James Miller

7.  **MAYOR’S REPORT**

7.1 Meetings Attended and / or Discussions Held – Acting Mayor (CON12/1199)

**Tuesday, 17 November 2015**
Social meeting with Mallala and District Ratepayers Association - Dublin

**Sunday, 22 December 2015**
Hosted visitors Mallala Museum

**Wednesday, 25 November 2015**
Various activities connected with the Pinery Fire. Witnessed the great work done by our outdoor teams, and the staff at the Two Wells Community centre.
Numerous radio interviews, ABC Adelaide, Port Pirie, Brisbane, Fremantle, Sky News etc

**Thursday, 26 November 2015**
Liaising with neighbouring councils re offers of support.
Radio interviews for ABC 891 Drive, and SAA Alan Hickey. TV Interview channel 9
Attendance at Gawler Rec Centre Relief Centre.

**Friday, 27 November 2015**
Further media interviews
Mallala Lions/RSL Hall - update on the days local issues

**Sunday, 29 November 2015**
Conversations with many affected residents at Lions Distribution centre at Mallala RSL. Extraordinary support provided at the centre with cash goods and clothing forthcoming.
Updated on the days issues

**Monday, 30 November 2015**
Local Recovery Committee meeting at Gawler Council Chambers
Strategic Planning and Review Committee meeting, Mallala
Mallala Lions/RSL Hall - update on the days local issues
Tuesday, 1 December 2015
Mallala Museum Working Bee
Mallala Lions/RSL Hall - update on the days local issues
Visited worst affected areas of the Council
Attended the Mallala Bowling Club dinner and auction. An uplifting event raising over $22,000

Wednesday, 2 December 2015
Mallala & Districts Homes Committee, Mallala
Mallala Lions/RSL Hall - update on the days local issues
Meeting with Brian Carr/ Kathy Jarret at LGA House, Adelaide
Special Council Meeting - Mallala

Thursday, 3 December 2015
Meeting with James Miller, General Manager Light Regional Council – Mallala
Meeting with Andrea Humphrys and Jo-Ann Tanti - Mallala
Local Recovery meeting – Mallala Institute

Friday, 4 December 2015
Mallala Lions/RSL Hall - update on the days local issues
Meeting with Acting CEO James Miller
Local Recovery Meeting- Gawler

Sunday, 6 December 2015
Pinery Bushfire Appeal Auction - Port Parham Social Club

Monday, 7 December 2015
Mallala Lions/RSL Hall - update on the days local issues
Council Briefings Middle Beach Emergency Management, Pinery Fires.

Wednesday, 9 December 2015
Mallala Probus Christmas Lunch - Mallala
Mallala Museum Committee meeting

Thursday, 10 December 2015
Mallala Christmas Street Parade event

Sunday, 13 December 2015
Long Plains Blaze Aide Fire Fundraising Event

Monday, 14 December 2015
Premier’s Fire Preparedness Forum – Salisbury
Meeting with Acting CEO, Councillors Jones, Lawrence and Keen – Leases
Local Recovery Committee meeting – Mallala Institute

Monday, 21 December 2015
Ordinary Council meeting
8.  MINUTES AND/OR RECOMMENDATIONS

8.1  Environmental Management Advisory Committee
8.1.1 Minutes of meeting held 23 November 2015 (CON12/1101)

8.2  Mallala and Districts Homes Committee
8.2.1 Minutes of meeting held 2 December 2015 (CON12/872)

8.3  Community Development and Advisory Committee
8.3.1 Minutes of meeting held 3 December 2015 (CON12/1100)
8.3.2 Community Development and Advisory Committee Recommendation to Council
Moved  Cr Jones  Seconded  Cr McColl
“that Council, having considered the recommendation from the Community Development and Advisory committee in reference to 5.1 – General Business, endorses that Council provide a report on the safety aspects of the school bus pick up and drop off location points at the southern end of Dublin.”
CARRIED  (2015/326)

8.4  Mallala and Districts Historical Committee
8.4.1 Minutes of meeting held 9 December 2015 (CON12/871)

9.  ASSOCIATED ORGANISATIONS

9.1  Gawler River Floodplain Management Authority
9.1.1 Not available

9.2  Central Local Government Region
9.2.1 Minutes of meeting held 20 November 2015 (CON12/582)

10.  QUESTIONS ON NOTICE
10.1  Questions on Notice
10.1.1 No Questions on Notice
11. **QUESTIONS WITHOUT NOTICE**

*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.

12. **PETITIONS**

12.1 No Petitions

13. **DEPUTATIONS**

13.1 No Deputations

14. **MOTIONS ON NOTICE**

14.1 Grant Funding and Lease Agreements (CON12/537)

Moved Cr Strudwicke  
Seconded Cr Lawrence

"that a report addressing any issues associated with the recent grant allocations of the CDAC, including the status of leases of the Two Wells Cricket Club and Two Wells Football and Netball Sporting Club, and related matters, be provided to Council."

CARRIED (2015/327)

14.2 Financial Long Term Plan (CON12/537)

Moved Cr Jones  
Seconded Cr Lawrence

"that Council undertake a substantial and complete review of its Long Term Financial Plan in good time for the next Budget."

CARRIED (2015/328)

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

15.1 Items for Information / Noting

15.1.1 Acting Chief Executive Officer Report (CON12/514)

Moved Cr Jones  
Seconded Cr Lawrence

“that Council, having considered Item 15.1.1 – *Acting Chief Executive Officer Report*, dated 21 December 2015, receive and note the report.”

CARRIED (2015/329)
15.1.2 Supplementary Election of Mayor (CON12/568)
Moved Cr Keen Seconded Cr Jones
“That Council, having considered Item 15.1.2 – Supplementary Election of Mayor, dated 21 December 2015, receive and note the report.”
CARRIED (2015/330)

15.1.3 Finance Report (CON12/491)
Moved Cr McColl Seconded Cr Lawrence
“That Council, having considered Item 15.1.3 - Finance Report, dated 21 December 2015, that the report be received and noted.”
CARRIED (2015/331)

15.1.4 2014-15 Financial Results Comparison (CON12/433)
Moved Cr McColl Seconded Cr Jones
“That the Council, having considered Item 15.1.4 - 2014-15 Financial Results Comparison, dated 21 December 2015, receive and note the report.”
CARRIED (2015/332)

15.1.5 Infrastructure Services Activity Report (CON12/1191)
Moved Cr Daniele Seconded Cr Stubing
“That the Council, having considered Item 15.1.5 - Infrastructure Services Activity Report, dated 21 December 2015, receive the report.”
CARRIED (2015/333)

16. ITEMS FOR DECISIONS

2.3 Moved Cr Keen Seconded Cr Stubing
“Exclusion of the Public, that:

a. pursuant to Section 90(2) of the Local Government Act, 1999, orders that all persons with the exception of the Acting Chief Executive Officer, James Miller, General Manager Corporate & Community Services, Jo-Ann Tanti, Acting General Manger, Paul Cleghorn and Andrea Humphrys, Minute Taker, be excluded from attendance at the meeting for agenda items 2.3 and 18.2, relating to Chief Executive Officer (Katrina Márton).
b. the Council is satisfied pursuant to Section 90(3)(a) of the Act,: information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).”

CARRIED (2015/334)

2.3 Moved Cr Keen Seconded Cr Lawrence
“that the minutes of Special Council meeting held on Wednesday 2 December 2015 (MB Folios 13146 to 13150, inclusive), be accepted as read and confirmed with the addition of $215,000 be inserted in place of XXXX.”

CARRIED (2015/335)

Moved Cr Jones Seconded Cr Lawrence
“that all legal documentation associated with the resignation of the Chief Executive Officer, Ms Márton, remain in confidence indefinitely in accordance with Section 90(2)(3)(a)(h).”

CARRIED (2015/336)

16.1 Acting Chief Executive Officer – Extension of Secondment (CON12/1173)
Moved Cr Keen Seconded Cr McColl
“that Council, having considered Item 16.1 – Acting Chief Executive Officer – Extension of Secondment, dated 21 December 2015, in accordance with Section 98 (2) of the Local Government Act, 1999 the District Council of Mallala extends the appointment of Mr James Miller to the position of Acting Chief Executive Officer for a period to expire on 30 June 2016. Further, that in the context of Mr Miller’s platforms and priorities for 2016, Council hereby resolve that the recruitment process for a new CEO be deferred until April 2016.”

CARRIED (2015/337)
Moved Cr McColl Seconded Cr Keen
“that Council, having considered Item 16.1 – Acting Chief Executive Officer – Extension of Secondment, dated 21 December 2015, in accordance with McArthur's guarantee, Council instructs its Acting CEO to formally write to McArthur and seek their assurance that they will undertake a recruitment process for a replacement CEO without charge other than advertising expenses.”

CARRIED (2015/338)

16.2 Bank Account Signatories (CON12/503)
Moved Cr McColl Seconded Cr Daniele
“that Council, having considered Item 16.2 – Bank Account Signatories, dated 21 December 2015, receive and note the report.”

CARRIED (2015/339)

Moved Cr Daniele Seconded Cr Jones
“that the Council having considered Item 16.2 - Bank Account Signatories, dated 21 December 2015, recommends the removal of Katrina Márton and the addition of James Miller as authorised signatory to all Council Trading Bank Accounts and authorises Council staff to finalise the administrative requirements associated.”

CARRIED (2015/340)

16.3 Ordinary Council Meeting Schedule 2016 (CON12/573)
Moved Cr Keen Seconded Cr Lawrence
“that Council, having considered Item 16.3 – Ordinary Council Meeting Schedule for 2016, dated 21 December 2015: 1. Endorse the monthly schedule of Ordinary Council meetings to be held on the third Monday of each month.”

CARRIED (2015/341)

Moved Cr Jones Seconded Cr Keen
“that Council, having considered Item 16.3 – Ordinary Council Meeting Schedule for 2016, dated 21 December 2015, that a report be presented to Council in relation to the merits or otherwise of holding twice monthly meetings of Council.”

CARRIED (2015/342)
16.4 Notice of Resignation of Mayor (CON12/511)
Moved Cr Keen Seconded Cr Jones
“That the Council, having considered Item 16.4 – Notice of Resignation of Mayor, dated 21 December 2015, receive and note the report.”

CARRIED (2015/343)

Moved Cr McColl Seconded Cr Jones
“That the Council, having considered Item 16.4 – Notice of Resignation of Mayor, dated 21 December 2015, instruct the Acting Chief Executive Officer to formerly write to the Central Local Government Region advising that Council’s delegate up to and including the Supplementary Election for Mayor, will be Acting Mayor Marcus Strudwicke.”

CARRIED (2015/344)

Moved Cr Keen Seconded Cr McColl
“That the Council, having considered Item 16.4 – Notice of Resignation of Mayor, dated 21 December 2015, that Council instruct the Acting CEO to formerly write to the Local Government Association advising that the Proxy Delegate from the CLGR to the LGA Board, in former Mayor Duncan Kennington is no longer in office.”

CARRIED (2015/345)

16.5 Mallala Men’s Shed Lease Agreement (CON15/95)
Moved Cr McColl Seconded Cr Daniele
“That Council, having considered Item 16.5 – Mallala and Districts Men’s Shed Inc – Lease Agreement, dated 21 December 2015, delegate authority to the Acting Mayor and Acting Chief Executive Officer to affix Council’s seal to the lease agreement between the District Council of Mallala and the Mallala Men’s Shed pursuant to Sections 38 and 44 of the Local Government Act, 1999, and subject to the addition of all of those responses and position statements, and formatting adjustments as set out by the Mallala and Districts Men’s Shed Incorporated.”

CARRIED (2015/346)
16.6 Pinery Fire November 2015 (CON15/106)

Moved Cr Keen Seconded Cr McColl

“that the Council, having considered Item 16.6 – Pinery Fire – November 2015, dated 21 December 2015, receive and note the report.”

CARRIED (2015/347)

Moved Cr McColl Seconded Cr Daniele

“that the Council, having considered Item 16.6 – Pinery Fire – November 2015, dated 21 December 2015, makes the following determinations having regard to the advice received from the Department for Communities and Social Inclusion (State Recovery Office) as those properties located within the defined fire ground foot print area will experience hardship in some form.”

CARRIED (2015/348)

Moved Cr Daniele Seconded Cr Lawrence

“that the Council, having considered Item 16.6 – Pinery Fire – November 2015, dated 21 December 2015, in accordance with sections 181 and 182 of the Local Government Act 1999, to assist those ratepayers whose rateable assessment (land, property and structures) located within a defined township boundary or outside of a defined township and situated within the defined fire ground foot print area (as officially determined by the State Government) within the whole of the localities of Barabba; Grace Plains; Mallala & Redbanks Council offers:

a. Postponement of the payment of council rates instalments due on Friday, 4 December 2015 and on Friday, 4 March 2016 until Friday, 3 June 2016.

b. Remission in full of Fines and Interest raised or to be raised on outstanding council rates instalments due on Friday, 4 December 2015 and on Friday, 4 March 2016 for the period up to and including Friday, 3 June 2016.”

CARRIED (2015/349)

Moved Cr McColl Seconded Cr Daniele

“that the Council, having considered Item 16.6 – Pinery Fire – November 2015, dated 21 December 2015, in accordance with section 181 of the Local Government Act 1999 determines that affected ratepayers may enter into alternative arrangements for the payment of council rates with Council’s Chief Executive Officer or his delegate where the ratepayer may not wish to
postpone the payment of rates. Where this occurs, Council will in accordance with the Act, remit fines and interest in full for the period up to and including Friday, 3 June 2016.”

CARRIED (2015/350)

Moved Cr Lawrence Seconded Cr Stubing

"that the Council, having considered Item 16.6 – Pinery Fire – November 2015, dated 21 December 2015, offer the following Development Act fee waivers in accordance with section 39(4)(c) of the Development Act 1993 against those fees and charges imposed under section 39(1)(d) and Schedule 6 of the Development Regulations 2008, and South Australian Public Health Act 2011 fee waivers, for applications lodged by landowners whose property is situated within the defined fire ground footprint area (as officially defined by the State Government):

- Applications that are submitted which are a direct result of the Pinery Fire event will be given priority with respect to their assessment;
- Applicants utilising Council’s services for both the Planning and Building Rules Assessment, building rules assessment fees will be reduced by 50%;
- Applications for demolition of fire damaged buildings will require the minimum lodgement fee only;
- Council’s Waste Control Application fees be reduced through the waiving of the inspection fee component (saving of approximately 75% of the normal fee);
- Applicant’s using only Council’s Planning Assessment Services, the minimum lodgement fee and planning assessment fees can be applied irrespective of the cost of the development.”

CARRIED (2015/351)

Moved Cr Jones Seconded Cr Keen

“that the Council, having considered Item 16.6 – Pinery Fire – November 2015, dated 21 December 2015, instruct the Acting Chief Executive Officer to formally write to the Minister for Planning, the Hon John Rau MP, requesting that the Development Assessment Commission waive their statutory fees and charges for all development applications within the Pinery fireground.”

CARRIED (2015/352)
Moved Cr Lawrence Seconded Cr McColl

“that the Council, having considered Item 16.6 – Pinery Fire – November 2015, dated 21 December 2015, receive monthly briefings of the Pinery Fire on ground recovery effort at its ordinary council meetings until determined otherwise.”

CARRIED (2015/353)

Moved Cr Keen Seconded Cr Lawrence

“that the Elected Members would like to pass on a formal thanks to all the staff for their handling during the fire event and their ongoing support to affected families.”

Unanimously CARRIED (2015/354)

Moved Cr McColl Seconded Cr Keen

“that the meeting be extended beyond the curfew for 30 minutes.”

CARRIED (2015/355)

At this juncture, 9.30 pm Councillors Jones, Keen and Daniele left the Chamber as an interest had been declared in item 16.7 – Ombudsman SA – Final Determination – Code of Conduct (CON12/547).

16.7 Ombudsman SA – Final Determination – Code of Conduct (CON12/547)

Moved Cr McColl Seconded Cr Keen

“that the Council, having considered Item 16.7 – Ombudsman SA – Final Determination – Code of Conduct, dated 21 December 2015, receive and note the report.”

CARRIED (2015/356)

Moved Cr McColl Seconded Cr Lawrence

“that the Council, having considered Item 16.7 – Ombudsman SA – Final Determination – Code of Conduct, dated 21 December 2015, require Councillor Daniele attend the new Conflict of Interest training session as soon as practicable.”

CARRIED (2015/357)
Moved  Cr Lawrence  Seconded  
“that the Council, having considered Item 16.7 – *Ombudsman SA – Final Determination – Code of Conduct*, dated 21 December 2015, request that Councillor Daniele formerly apologize to Council and Mr Flaherty in accordance with the Ombudsman findings and within one calendar month of this meeting.”

**LAPSED for want of a Seconder**

At this juncture, 9.33 pm Councillors Jones, Keen and Daniele returned to the chamber.

Moved  Cr McColl  Seconded  Cr Keen  

**CARRIED  (2015/358)**

Moved  Cr Keen  Moved  Cr McColl  
“that the Council, having considered Item 16.8 - Policy Review – Water & Sewerage Services Hardship, dated 21 December 2015, endorses the requirement to provide this policy free of charge from the Council principal office and the subsequent alteration of the list of fees and charges.”

**CARRIED  (2015/359)**

16.9  Elected Member Appointment to Audit Committee (CON12/522)  
Moved  Cr Keen  Seconder  Cr Jones  
“that the Council, having considered Item 16.9 – *Elected Member Appointment to Audit Committee*, dated 21 December 2015, receive and note the report.”

**CARRIED  (2015/360)**
Moved  Cr Jones   Seconded  Cr Keen

“that the Council, having considered Item 16.9 – Elected Member Appointment to Audit Committee, dated 21 December 2015, appoints Councillor Lawrence to the membership of Audit Committee.”

CARRIED  (2015/361)

16.10 Parham – Horse Activity Management (CON12/131)

Moved  Cr Keen   Seconded  Cr McColl

“that Council, having considered Item16.10 - Parham – Horse Activity Management, dated 21 December 2015, receive the report.”

CARRIED  (2015/362)

Moved  Cr McColl   Seconded  Cr Keen

“that Council, having considered Item 16.10 - Parham – Horse Activity Management, dated 21 December 2015, authorize the installation of “No Horse Float Parking” or “Boat Trailers Only” signs at the Boat Ramp carpark.”

CARRIED  (2015/363)

Moved  Cr Keen   Seconded  Cr McColl

“that Council, having considered Item 16.10 - Parham – Horse Activity Management, dated 21 December 2015, authorize the installation of “Please Keep Boat Ramp Clear” signs at the Boat Ramp carpark.”

CARRIED  (2015/364)

Moved  Cr McColl   Seconded  Cr Keen

“that Council, having considered Item 16.10 - Parham – Horse Activity Management, dated 21 December 2015, authorize the installation of “No Horse Float Parking” signs at the Shelter Shed carpark.”

CARRIED  (2015/365)

Moved  Cr McColl   Seconded  Cr Stubing

“that Council, having considered Item 16.2 - Parham – Horse Activity Management, dated 21 December 2015, adopt and establish Option “D” as a temporary measure until such time as Council determines the ultimate site location.”

CARRIED  (2015/366)
Moved Cr Jones              Seconded Cr Keen
“that Council, having considered Item 16.2 - Parham – Horse Activity Management, dated 21 December 2015, resolve that Councillors and relevant staff visit the various sites identified in the report with the view of establishing a more permanent option.”
CARRIED (2015/367)

17. URGENT BUSINESS

17.1 Equestrian/Horse Keeping Study (CON14/45)– DPA’s
Moved Cr McColl              Seconded Cr Lawrence
“that Council having considered Item 6.1 - Equestrian/Horse Keeping Study, dated 30 November 2015, of the Strategic Planning and Development Policy Committee, receives both the Stage 1A and Stage 1B Equestrian/Horse Keeping Study reports.”
CARRIED (2015/368)

17.2 Strategic Projects and Development Policy Update (CON15/36)
Moved Cr Lawrence              Seconded Cr Jones
“that Council, having considered Item 6.2 - Strategic Projects and Development Policy Update, dated 30 November 2015, of the Strategic Planning and Development Policy Committee, receives the report.”
CARRIED (2015/369)

17.3 Miscellaneous Amendments Development Plan Amendment – Statement of Intent (CON15/17)
Moved Cr Lawrence              Seconded Cr Keen
“that Council, having considered Item 6.3 - Miscellaneous Amendments Development Plan Amendment – Statement of Intent, dated 30 November 2015, of the Strategic Planning and Development Policy Committee endorses the Statement of Intent for the Miscellaneous Amendments Development Plan Amendment.”
CARRIED (2015/370)

Moved Cr Keen              Seconded Cr Lawrence
“that Council, having considered Item 6.3 - Miscellaneous Amendments Development Plan Amendment – Statement of Intent, dated 30 November 2015, of the Strategic Planning and Development Policy Committee authorizes the Acting Chief Executive Officer to submit the Statement of Intent to the Minister for Planning for approval.”
CARRIED (2015/371)

21 December 2015
17.4 Township Review Project – Project Brief (CON12/233)

Moved Cr Keen  Seconded Cr Stubing

“That Council, having considered Item 6.4 - Township Review Project – Project Brief, dated 30 November 2015, of the Strategic Planning and Development Policy Committee endorses the project brief.”

CARRIED (2015/372)

18. CONFIDENTIAL ITEMS

18.1 Australia Day Awards - Confidential (CON12/206)

Moved Cr Jones  Seconded Cr Keen

“That pursuant to Sections 90(2) and 90(3) (a) of the Local Government Act 1999, the Council orders that the public be excluded from the meeting, with the exception of the Chief Executive Officer, Acting General Manager Infrastructure and Planning, General Manager Corporate and Community Services and the Minute Secretary, Lynette Seccafien, Community Development Officer, as matters pertaining to the Australia Day Awards contains information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person, (living or dead)”

CARRIED (2015/373)

The Presiding Member declared the meeting adjourned at 10.00 pm until Tuesday 22 December 2015, 6.30 pm, Mallala Council Chambers.

Meeting resumed at 6.35 pm, Tuesday 22 December 2015.

1.1 Present

Acting Mayor S M Strudwicke (Presiding Member), M Lawrence, S Jones, E Stubing, P Daniele, B Summerton, A Picard and T Keen and Messrs J Miller (Acting Chief Executive Officer), L Seccafien (Community Development Officer), and A Humphrys (Minute Taker)

1.2 Apologies

Cr McColl

1.3 Not Present / Leave of Absence

Nil

At this juncture, 6.40 pm, L Seccafien left the Chamber.
The Presiding Member at 6.36 pm sought and was granted leave of the meeting to facilitate discussions with reference to Item 18.1 - Australia Day Awards - Confidential (CON12/206).

Cr Keen declared an interest in item 18.1 - Australia Day Awards - Confidential (CON12/206), as Cr Keen is an Associate Member of the Two Wells RSL.

Cr Lawrence declared an interest in item 18.1 - Australia Day Awards - Confidential (CON12/206), as Cr Lawrence is a Full Member of the Two Wells RSL.

Cr Stubing declared an interest in item 18.1 - Australia Day Awards - Confidential (CON12/206), as Cr Stubing is a Full Member of the Two Wells RSL.

The meeting resumed at 6.51 pm.

Moved Cr Jones Seconded Cr Lawrence

“that Council having considered Item 18.1 –Australia Day Awards-confidential, dated 21 December 2016, having being considered in confidence pursuant to Section 90(3) (a) of the Local Government Act 1999, hereby orders, in accordance with Section 91(7) of the Local Government Act

21 December 2015
1999, that this report and associated documents and the minutes of this item be kept confidential until the Council has notified all of the award recipients.”

CARRIED (2015/377)

At this juncture, 7.10 pm, Councillors Daniele and Summerton left the Chamber.

At this juncture, 7.11 pm, Cr Keen left the Chamber as an interest had been declared in 16.7 - Ombudsman SA – Final Determination – Code of Conduct (CON12/547), as Cr Keen was a complainant.

Moved Cr Picard Seconded Cr Lawrence

“that Council requires that Councillor Daniele makes an apology to Council and a Public apology to Mr Tony Flaherty in relation to matters recently investigated and reported to Council in November agenda (16.7) within next month.”

CARRIED (2015/378)

At this juncture, 7.30 pm, Councillor Keen returned to the Chamber

Moved Stubing Seconded Cr Lawrence

“Exclusion of the Public, that:

a. pursuant to Section 90(2) of the Local Government Act, 1999, orders that all persons with the exception of the Acting Chief Executive Officer, James Miller, and Andrea Humphrys, Minute Taker, be excluded from attendance at the meeting for agenda item 18.3 – Grant Funding and Lease Agreements (CON12/537) – refer to Motion on Notice 14.1 (CON12/912).

b. The Council is satisfied pursuant to Section 90(3)(a) of the Act, that:

The meeting resumed at 7.43 pm.
18.3 Grant Funding and Lease Agreements (CON12/537) – refer to Motion on Notice 14.1 (CON12/912)

Moved Cr Picard Seconded Cr Lawrence

“That Council having considered Item 18.3 – Grant Funding and Lease Agreements – refer to Motion on Notice 14.1, dated 21 December 2015, reallocate $14,076 funds under the Community Partnership funds to the Mallala Men’s Shed Project and remove the granted monies for the Two Wells Cricket Club and Mallala Bowling Club projects, in recognition of the important role of a Men’s Shed following the devastating Pinery Fires.”

CARRIED (2015/380)

Moved Cr Picard Seconded Cr Keen

“That Council having considered Item 18.3 – Grant Funding and Lease Agreements – refer to Motion on Notice 14.1, dated 21 December 2015, receives the report.”

CARRIED (2015/381)

Moved Cr Keen Seconded Cr Picard

“That Council instructs its Acting Chief Executive Officer to prepare a report to council detailing operational, legal and governance concerns relating to the operation of the CDAC and related issues.”

CARRIED (2015/382)

19. CLOSURE

There being no further business, the Presiding Member declared the meeting closed at 8.14 pm.

Confirmed as a true record.

Presiding Member: .................................................................

Date: ___/___/___
**Items:**

7.1 **Activities and Meetings attended**

7.1 Meetings Attended and / or Discussions Held – Acting Mayor (CON12/1199)
Activities and Meetings attended

Thursday, 17 December 2015
Acting Mayor and CEO Briefing

Monday, 21 December 2015
Acting Mayor and CEO Briefing
Ordinary Council Meeting

Tuesday, 22 December 2015
Adjourned Ordinary Council Meeting

Wednesday, 6 January 2016
Discussion with Prime Valley Pastoral (Brian Carey) re Grant Application

Monday, 11 January 2016
Election Candidate Briefing Session, Mallala Council Chambers

Tuesday, 12 January 2016
Mallala Museum
Mallala Ratepayer meeting with Acting CEO, Mallala Boardroom
Acting Mayor and CEO Briefing

Monday, 18 January 2016
Ordinary Council Meeting, Mallala Council Chambers
Media Inquiries – Plains Producer, Gawler Bunyip and Jayne Stinson (Channel 7)
8. MINUTES AND/OR RECOMMENDATIONS

MONDAY 18 January 2016

Items:

8. MINUTES AND/OR RECOMMENDATIONS

8.1 Environmental Management Advisory Committee
8.1.1 No Minutes

8.2 Mallala and Districts Homes Committee
8.2.1 No Minutes

8.3 Community Development and Advisory Committee
8.3.1 No Minutes

8.4 Mallala and Districts Historical Committee
8.4.1 No Minutes
Items:

9. ASSOCIATED ORGANISATIONS

9.1 Gawler River Floodplain Management Authority
9.1.1 Minutes of meeting held 9 December 2015 (CON12/314)

9.2 Central Local Government Region
9.2.1 No Minutes
1. **WELCOME**

   Dr Bruce Eastick formally welcomed Board Members, Deputy Board Members and opened the eighty fifth meeting of the Board.

2. **PRESENT**

   Dr Bruce Eastick AM, AMLNRMB Appointee, Board Member, Chair
   Cr Adrian Shackley, Gawler Council, Board Member
   Mr Sam Dilena, Gawler Council, Board Member
   Cr Anne Picard, District Council of Mallala, Board Member
   Cr Mel Lawrence, District Council of Mallala, Deputy Board Member
   Cr Bill Close, Light Regional Council, Board Member
   Mr Andrew Philpott, Light Regional Council, Deputy Board Member
   Mr Leigh Miller, Adelaide Hills Council, Deputy Board Member
   Cr Denis Davey, City of Playford, Board Member
   Mr Mal Hemmerling, City of Playford, Board Member
   Mr Greg Pattinson, City of Playford, Deputy Board Member
   Cr Carol Muzyk, City of Playford, Deputy Board Member
   Mayor Bob Sloane, The Barossa Council, Board Member
   Mr Gary Mavrinac, The Barossa Council, Board Member
   Mr Dean Gollan, Executive Officer

3. **APOLOGIES**

   Cr Malcolm Herrmann, Adelaide Hills Council, Board Member
   Mr Marc Salver, Adelaide Hills Council, Deputy Board Member
   Mr Brian Carr, Light Regional Council, Board Member
4. MINUTES OF THE PREVIOUS MEETING

4.1 Board Meeting – 21 October 2015
Confirmation of the Minutes of the previous Gawler River Floodplain Management Authority meeting held on 21 October 2015.

<table>
<thead>
<tr>
<th>GRB 15/0057</th>
<th>Confirmation of the Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moved: Cr Davey  Seconded: Mr Philpott</td>
<td></td>
</tr>
<tr>
<td>That the Minutes of the previous Gawler River Floodplain Management Authority Board meeting held on 21 October 2015 as per copies supplied to members be confirmed as a true and correct record of that meeting.</td>
<td></td>
</tr>
<tr>
<td>CARRIED</td>
<td></td>
</tr>
</tbody>
</table>

4.2 Audit Committee Meeting
No meeting during this period.

4.3 Technical Assessment Panel
No meeting during this period.

5. EXECUTIVE OFFICER’S REPORT

5.1 Financial Report

<table>
<thead>
<tr>
<th>GRB 15/0058</th>
<th>Financial Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moved: Mr Philpott  Seconded: Cr Shackley</td>
<td></td>
</tr>
<tr>
<td>That the financial report as at 30 November 2015 showing a balance of total funds available of $211,313.15 be received.</td>
<td></td>
</tr>
<tr>
<td>CARRIED</td>
<td></td>
</tr>
</tbody>
</table>

5.2 Board Meeting Schedule

<table>
<thead>
<tr>
<th>GRB 15/0059</th>
<th>Board Meeting Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moved: Mr Mavrinac  Seconded: Cr Melville</td>
<td></td>
</tr>
<tr>
<td>That the Schedule of Ordinary Board meetings for 2016 be:</td>
<td></td>
</tr>
<tr>
<td>Thursday 18 February 2016   Light Regional Council</td>
<td></td>
</tr>
<tr>
<td>Thursday 21 April 2016   Adelaide Hills Council</td>
<td></td>
</tr>
<tr>
<td>Thursday 16 June 2016   The Barossa Council</td>
<td></td>
</tr>
<tr>
<td>Thursday 18 August 2016   Town of Gawler</td>
<td></td>
</tr>
<tr>
<td>Thursday 20 October 2016   District Council of Mallala</td>
<td></td>
</tr>
<tr>
<td>Thursday 8 December 2016 (2nd Wed)   City of Playford</td>
<td></td>
</tr>
<tr>
<td>All meetings to commence at 9.30 am.</td>
<td></td>
</tr>
<tr>
<td>CARRIED</td>
<td></td>
</tr>
</tbody>
</table>

5.3 Constituent Councils Shares for Contributions
The Executive Officer was requested last meeting to review how the original percentages were determined for capital works. Research bought to light a Discussion Paper which was commissioned by the Northern Adelaide & Barossa Catchment Water Management Board in 2000.
Following discussion by members, it was resolved that the Executive Officer prepare a background paper on contributions, including how other authorities within Australia deal with similar circumstances.

6. **CORRESPONDENCE**

6.1 *Natural Resources Adelaide and Mt Lofty Ranges*

Correspondence received from the Regional Manager, Natural Resources Adelaide and Mt Lofty Ranges recommending that Chrissie Bloss be the replacement for Chris Wright on the GRFMA Board’s Technical Assessment Panel.

<table>
<thead>
<tr>
<th>GRB 15/0060</th>
<th>Natural Resources Adelaide and Mt Lofty Ranges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moved: Mr Philpott</td>
<td>Seconded: Mr Hemmerling</td>
</tr>
<tr>
<td>That Chrissie Bloss be appointed to the Board’s Technical Assessment Panel in lieu of Chris Wright.</td>
<td></td>
</tr>
<tr>
<td><strong>CARRIED</strong></td>
<td></td>
</tr>
</tbody>
</table>

At 9.49am, the Chairman declared an interest in the following matter and left the Chamber.

7. **IN COMMITTEE**

7.1 *Appointment of Independent Chairperson*

<table>
<thead>
<tr>
<th>GRT 15/0061</th>
<th>Appointment of Independent Chairperson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moved: Mayor Sloane</td>
<td>Seconded: Mr. Dilena</td>
</tr>
<tr>
<td>That under the provisions of Section 90(2) of the Local Government Act 1999, an Order be made that the public be excluded from attendance at the meeting in order to consider in confidence agenda item</td>
<td></td>
</tr>
</tbody>
</table>

1. Appointment of Independent Chairman

And Further

That the GRFMA Board is satisfied that it is necessary that the public be excluded to enable the Board to receive, discuss or consider the report at the meeting on the following ground/s:

Section 90(3) (b) information the disclosure of which —
(i) could reasonably be expected to confer a commercial advantage on a person with whom the Authority is conducting, or proposing to conduct, business, or to prejudice the commercial position of the Authority, and
(ii) would, on balance, be contrary to the public interest;

And Further

That accordingly, on this basis, the principle that meetings of the GRFMA Board should be conducted in a place open to the public has been outweighed by the need to keep the information and discussion confidential.

**CARRIED**
OUT OF COMMITTEE

<table>
<thead>
<tr>
<th>GRB 15/0066</th>
<th>Out of Committee</th>
</tr>
</thead>
</table>
| Moved: Cr Davey  Seconded: Mayor Sloane  
That the confidential Minutes of the meeting held on 9 December 2015, Item 7.1 – Appointment of Independent Chairperson and all reports and discussions relating to the matter which was considered in confidence pursuant to Section 90(2) and (3)(b), remain confidential until the next annual review in June 2016 and a formal request be made to Constituent Councils to keep the matter confidential until such time as the minutes are released by the Board. |

CARRIED

At 10.16am, the Chairman returned to the meeting.

7.2  Land Acquisition Dispute

<table>
<thead>
<tr>
<th>GRT 15/0067</th>
<th>Land Acquisition Dispute</th>
</tr>
</thead>
</table>
| Moved: Mr Mavrinac  Seconded: Mr. Philpott  
That under the provisions of Section 90(2) of the Local Government Act 1999, an Order be made that the public be excluded from attendance at the meeting in order to consider in confidence agenda item 2.  
And Further  
That the GRFMA Board is satisfied that it is necessary that the public be excluded to enable the Board to receive, discuss or consider the report at the meeting on the following ground/s:  
Section 90(3) (h) – legal advice  
And Further  
That accordingly, on this basis, the principle that meetings of the GRFMA Board should be conducted in a place open to the public has been outweighed by the need to keep the information and discussion confidential. |

CARRIED
OUT OF COMMITTEE

GRB 15/0068  Out of Committee

Moved: Cr Close  Seconded: Cr Lawrence
That the confidential Minutes of the meeting held on 9 December 2015, Item 7.2 - Land Acquisition Dispute and all reports and discussions relating to the matter which was considered in confidence pursuant to Section 90(2) and (3)(h), remain confidential until the next annual review in June 2016.

8. NEXT MEETING

Please note that the next Ordinary Board meeting will be held on:

Date  Host Council
Thursday 18 February 2016  Light Regional Council

Meeting to commence at 9.30am.

9. CLOSURE

The Chair thanked everyone for their contribution and closed the meeting at 10.48am.

Confirmed 18 February 2016

Chair ________________
MONDAY 18 January 2016

Items:

10. **QUESTIONS ON NOTICE**

10.1 Questions on Notice

10.1.1 Hickinbotham Development Deeds of Agreement (CON12/537)
Councillor Jones gave notice of his intention to ask the following questions:

**Preamble**

Recently a Freedom of Information application was submitted to Council from member public requesting details of Two Wells Housing Development. In answer to request including reference FOI Act - part 3, a number of conditions advised including 15 mins per document, to read it, ensure it’s relevant to the search, print it, may need for third party consultation, determine if part or whole of it needs to be exempt, Further in part, that to proceed with these FOI requests there would be a need of an advance of $9500- and that would cover only electronic documents, in the publics interest I ask the following:

**Question 1:** Are Two Wells developer documents deeds etc between Council and Hickinbotham group covered subject under State Records Act?

**Answer:** Subject to further review and investigation, answers to questions comprised in agenda item 10.1.1 will be provided to the 15 February 2016 Ordinary Meeting of Council.

**Question 2:** Are Two Wells developer documents deeds etc between Council and Hickinbotham group Confidential in any way?

**Answer:** Subject to further review and investigation, answers to questions comprised in agenda item 10.1.1 will be provided to the 15 February 2016 Ordinary Meeting of Council.

**Question 3:** Is there requirement for Two Wells developer documents to be on public register?

**Answer:** Subject to further review and investigation, answers to questions comprised in agenda item 10.1.1 will be provided to the 15 February 2016 Ordinary Meeting of Council.
<table>
<thead>
<tr>
<th>Question 4:</th>
<th>Are Two Wells developer documents, deeds etc on Public Register and available to general public?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Answer:</td>
<td>Subject to further review and investigation, answers to questions comprised in agenda item 10.1.1 will be provided to the 15 February 2016 Ordinary Meeting of Council.</td>
</tr>
</tbody>
</table>
Items:

11. QUESTIONS WITHOUT NOTICE

*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.

12. PETITIONS

12.1 No Petitions

13. DEPUTATIONS

13.1 No Deputations


14. MOTIONS ON NOTICE

14.1 Suicide Prevention Network (CON12/537)
14.2 Dedicated car parking facilities (CON12/537)
14.3 Reduce Speed Limits Coastal Settlements (CON12/537)
14.4 Mallala Community Wastewater Management Scheme (CON12/537)
14.5 Port Gawler Wharf (CON12/537)
14.1 Suicide Prevention Network

Container No: CON12/537

Report Date: 18 January 2016
Prepared by: Councillor McColl

Preamble: In light of the recent traumatic events of the Pinery Fire, and the sad loss of 3 lives in Port Lincoln, I feel it is prudent that we as a council take a pro active step in looking into the development of a suicide prevention network. Some of our neighbouring councils already have this in place.

Motion 1: "that council investigates with The Office Of The Chief Psychiatrist the potential to establish a suicide prevention network for the District Council of Mallala and reports back with the requirements, process and funding arrangements/costs.”
**Preamble:**

```
Motion 1: “that the Chief Executive Officer be instructed to bring a report back to council that provides suitable options for the provision of dedicated car parking facilities at Webb Beach, Parham and Thompson Beach. Further, that in undertaking this research, the CEO be instructed to commence discussions with agencies such as Fisheries, Coast Protection Branch, Native Vegetation Council, Natural Resources Management Board and the Northern Adelaide International Bird Sanctuary with a view of obtaining their position and the prospect of securing funding for this initiative.”
```
### Preamble:
The current vehicle speed limit within our coastal towns / settlements is set and posted at 40km p/h for considerable time and with particular reference but not limited specifically sealed access to Parham and Thompson Beach has seen a growing number of people attracted to our coastal lifestyle with continuing number of new dwellings being constructed and people taking up permanent residency, however with this influx its reasonable to assess from issues continually being raised from residents the number of visitors has also increased proportionately to a point where identified liability issues of traffic flow, safe pedestrian vehicle interaction and appropriate vehicle speed need to be considered and effectively managed within towns coastal tourism and lifestyle setting. As towns have no designated pedestrian footpaths, esplanades and internal road verge networks, with varying degrees of site line difficulties, double as pedestrian though fares used by all, including growing numbers of children, it is to that end I submit the following motion:

### Motion 1:
“that a report be provided to Council as to how and what options are available to reduce the current posted 40km vehicular speed limit within our coastal Town / Settlements from designated 40km ph to 25km p/h.”
<table>
<thead>
<tr>
<th><strong>Preamble:</strong></th>
<th></th>
</tr>
</thead>
</table>
| **Motion 1:** | “that the Chief Executive Officer prepare a comprehensive report to the March 2016 Council Meeting in relation to the Mallala Community Wastewater Management System which details, among other items:  
• the funding model adopted by Council;  
• loan borrowing commitments;  
• rationale behind how the annual service charge is calculated;  
• any other information considered relevant in respect of the financial aspects of the scheme and associated community concerns." |
Preamble: Background

For around 60 years the Port Gawler Wharf site was the main transport hub for the central area of the Adelaide plains. With the advent of improved roads and then the new railway being established by 1915, the coastal based trade through the port diminished significantly.

Sadly, the wharf that had served the community so well, was accidentally destroyed by fire in 1920. Also sadly, there has been no replacement since that time and the site lacks a mooring base or platform from which to fish etc. Regular use of the site by line fishers involves foot traffic on the muddy banks thereby causing extra erosion of the bank.

Early in the first decade of the new millennia, the Two Wells & Districts Tourism & Trade Association Inc. (now the Two Wells Regional Action Team Inc.) with help from several grants, have among other things, landscaped the roundabout and installed an Interpretive Shelter at the site. A design and quotes were obtained for the installation of a gangway and floating pontoon, however at that time, no success was achieved in getting the required funds.

Current situation

Two designs with attendant quotes have been obtained for a gangway and floating platform arrangement. Four very encouraging support letters have been provided by separate yacht/boating organisations. Advice has been obtained about the permits and approvals that are required. Funding opportunities have been identified being from both the 2016 SA Recreational Fishing Grants Program and the South Australian Boating Facilities Advisory Committee.
<table>
<thead>
<tr>
<th><strong>Request for DCM administrative assistance</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>With the limited resources of the Two Wells Regional Action Team Inc. (TWRAT), assistance is being sought from Council’s appropriately experienced staff. Help is needed to obtain the required permits and approvals and also in the preparation of the grant applications for the project.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Motion 1:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>“that Council approves the allocation of administrative resources available to assist TWRAT in the obtaining of permits and approvals and also in the preparation of the suggested grant applications for the Port Gawler Wharf site gangway and floating platform project.”</td>
</tr>
</tbody>
</table>
Items:

15.1  Items for Information / Noting

15.1.1 Infrastructure Services Activity Report (CON12/1191)
## 15.1.1 Infrastructure Services Activity Report

### Corporate Objective:

<table>
<thead>
<tr>
<th>Objective</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.3.1</td>
<td>Ensure a safe and efficient network of local roads and associated infrastructure</td>
</tr>
<tr>
<td>3.4.1</td>
<td>Implement townscape, streetscape and parks and gardens improvements that maintain and enhance the character of townships</td>
</tr>
<tr>
<td>3.6.1</td>
<td>Provide and maintain Council buildings, facilities and public amenities</td>
</tr>
<tr>
<td>3.6.2</td>
<td>Maintain long term Asset Management Plans which identify, prioritise and effectively manage current and future building and facility asset needs</td>
</tr>
<tr>
<td>3.6.3</td>
<td>Develop new buildings and facilities in a planned and prioritised approach</td>
</tr>
</tbody>
</table>

### Purpose:

To inform on the progress of infrastructure projects being undertaken by Council

### Recommendation 1:

“that the Council, having considered Item 15.1.1 - *Infrastructure Services Activity Report* dated 18 January 2016, receive the report.”
### Background

This report details the activities of Infrastructure Services Department up to the month of January 2016.

### Asset Management

<table>
<thead>
<tr>
<th>Project/Action</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepare/Review Asset Management Plans, as required</td>
<td>The Asset Management Plans are being reviewed/updated. Work is progressing to ensure that appropriate linkages are made between the asset plans and the Long Term Financial Plan.</td>
</tr>
</tbody>
</table>

### Buildings and Facilities Management

<table>
<thead>
<tr>
<th>Project/Action</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mallala Institute Building Upgrade</td>
<td>Mallala Institute Building has had the salt damp treated and the next step is for the building to have the cracks repaired and painting internal and external sections of the building as required.</td>
</tr>
<tr>
<td>Dublin Lions Park Facility Upgrade</td>
<td>Capital project to replace the BBQ and shelter. Request for quote has been sent, project estimated date is February 2016</td>
</tr>
<tr>
<td>Parham Camping round</td>
<td>Capital project to replace the old BBQ shelter facility. Request for quote has been sent, project estimated date is February 2016</td>
</tr>
<tr>
<td>Mallala Institute – CWA Building</td>
<td>Capital project to replace a section of the roof on the Institute and full replacement for the CWA Building. Request for quote has been sent to scope work for completion</td>
</tr>
<tr>
<td>Dublin Playground fencing</td>
<td>Capital project budget was reallocated through Council resolution on the 16 November 15 to install a new fence around the children’s playground located at the Dublin sporting facility. Works to commence February/March</td>
</tr>
<tr>
<td>Mallala CWMS Treatment Plant Bunding</td>
<td>Capital project to install a bunded chlorine storage system for operator’s safety.</td>
</tr>
<tr>
<td>Playgrounds maintained to safety standards</td>
<td>Quarterly inspection was completed in November 15 by trained staff and identified maintenance was carried out. The next inspection due in February 2016</td>
</tr>
<tr>
<td>2015-2016 Asbestos Management</td>
<td>Annual Inspection Due in May 2016</td>
</tr>
</tbody>
</table>
### Asset Management

<table>
<thead>
<tr>
<th>Project/Action</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lewiston Playground Upgrade</td>
<td>In Progress</td>
</tr>
<tr>
<td></td>
<td>Shelters, paving and BBQ completed. New shade sail has been installed over the playground. Project carryover funds now approved to continue for completion early next year. Landscaping is in the process of being constructed, planting mounds have been installed and new paths formed in readiness for plants, irrigation, mulch and gravel.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Road Services

<table>
<thead>
<tr>
<th>Project/Action</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undertake road construction program</td>
<td>In Progress</td>
</tr>
<tr>
<td>Mallala Road Two Wells Roundabout – Design</td>
<td>Completed</td>
</tr>
<tr>
<td>Relocation of Marshman Street, Mallala</td>
<td></td>
</tr>
<tr>
<td>Undertake road maintenance / re-sheeting program</td>
<td>Not Started</td>
</tr>
<tr>
<td>Parker Road - Lawrie Road To Council Boundary</td>
<td></td>
</tr>
<tr>
<td>Old Dublin Road - Turner Road to Earl Road.</td>
<td>In Progress</td>
</tr>
<tr>
<td>Davies Road – Barabba Road to Wasleys Road</td>
<td>Completed</td>
</tr>
<tr>
<td>Richardson Road. – Pt Wakefield Road to Hart Road.</td>
<td>Completed</td>
</tr>
<tr>
<td>Dogleg Rd – Redbanks Rd to Change of Surface</td>
<td>Completed</td>
</tr>
<tr>
<td>Gordon Road - Porter Road to Wasley Road</td>
<td>Not Started</td>
</tr>
<tr>
<td>Gordon Road – Wasley road to Two Wells Road</td>
<td>Not Started</td>
</tr>
<tr>
<td>Windsor Road (Avon Road to Carter Road)</td>
<td>Not Started</td>
</tr>
<tr>
<td>Verner Road – Hall Road to Day Road</td>
<td>Completed</td>
</tr>
<tr>
<td>Hall Road - Germantown Road to Verner Road</td>
<td>Completed</td>
</tr>
<tr>
<td>Woolsheds Road – Warden Road to Boundary Road</td>
<td>Completed</td>
</tr>
<tr>
<td>Oliver Road – Aunger Road to Boundary Road</td>
<td>Completed</td>
</tr>
<tr>
<td>Boundary Road – Woolsheds Road to Bache Road</td>
<td>Completed</td>
</tr>
<tr>
<td>Bache road – Boundary to End.</td>
<td>Completed</td>
</tr>
<tr>
<td>Maintain Bridges/Crossings</td>
<td>Completed</td>
</tr>
<tr>
<td>Baker Road Ford Upgrade Two Wells</td>
<td></td>
</tr>
<tr>
<td>Undertake footpath reconstruction / construction</td>
<td>Not Started</td>
</tr>
<tr>
<td>Old Mallala Two Wells – Gawler Road to end</td>
<td></td>
</tr>
</tbody>
</table>
## Project/Action

<table>
<thead>
<tr>
<th>Project/Action Description</th>
<th>Location(s)</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undertake Kerbing and Pavement Renewal</td>
<td>Wasleys Road – Mallala, Joseph Street Mallala, Gawler Road Two Wells</td>
<td>Design work in progress, Not Started, Survey Complete</td>
</tr>
<tr>
<td>Road Closure and reopening of Marshman Street Mallala</td>
<td>Road Closure and opening process of Marshman Street is now formally complete and the Minister has signed off the procedure and the formal Gazette has been issued.</td>
<td>Completed</td>
</tr>
</tbody>
</table>

## Engineering Services

### Project/Action

<table>
<thead>
<tr>
<th>Project/Action Description</th>
<th>Location(s)</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mallala CWMS</td>
<td>Civil works have been completed and Practical Completion issued by the consultant Engineer. HDS Australia The treatment plant has been installed and operating and Practical Completion has been granted by the consultant Engineer HDS Australia. Adelaide road has been resealed after the trenching was completed Redbanks, Balaklava and Dublin roads have had the trenches repaired with hot mix prior to grain season due to the noise generated. Technical issues • 5 New pumps have been installed awaiting electrical connection for commissioning. • 11 connections are to be lowered to the main drain to meet the required % grade • Treatment plant operation excess ammonia generated additional chlorine is required to ensure the required water quality – Monitoring by specialists.</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Manage and maintain Council’s flood control infrastructure</td>
<td>Parham North Levee Upgrade – North Terrace to Main Street</td>
<td>Grant funding has been approved Development Application has been submitted</td>
</tr>
<tr>
<td>Develop, manage and maintain sustainable stormwater infrastructure</td>
<td>Dublin township Stormwater Water Reuse Plan.</td>
<td>Complete</td>
</tr>
<tr>
<td>FloodSafe Education 2014-15 Program</td>
<td>Council continues to support the FloodSafe Education support for the 2015-2016 approved budget of $5,000. The Mallala and Two Wells Christmas Street Party was attended by the SES and provided information to the community. SES to attend a briefing to the Elected members to discuss the FloodSafe program in the near future.</td>
<td></td>
</tr>
</tbody>
</table>

---
2015-16 activities

- School visits – Mallala and Two Wells
- Events – Mallala and Two Wells Christmas Parades - **Completed**
- Community speaking – Aging Expo - **Completed**
- Banners – HeatSafe and FloodSafe
- Newsletter content - Content for council Communicator Article to use seasonally
- I-responda training - **Completed**
- Council Brief
- Report - Detailed EOFY report for council

<table>
<thead>
<tr>
<th>Operate and manage Council’s Quarry services</th>
<th>Weed control at the site is being carried out with consultation with NRM. Crushing and quarry work is on going.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pinery Fire Recovery</td>
<td>Vegetation clearance from farm fencing - road reserve Drift sand removal of the road network</td>
</tr>
<tr>
<td>Support from other agencies</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Gawler Council</td>
</tr>
<tr>
<td></td>
<td>• Barossa Council</td>
</tr>
<tr>
<td></td>
<td>• Adelaide Hills Council</td>
</tr>
<tr>
<td></td>
<td>• City of Marion</td>
</tr>
<tr>
<td></td>
<td>• Playford Council</td>
</tr>
<tr>
<td></td>
<td>• Correctional Services</td>
</tr>
</tbody>
</table>

**On going**

**Horticultural Services**

<table>
<thead>
<tr>
<th>Project/Action</th>
<th>Gameau Reserve:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintain recreational and open spaces and associated public amenities</td>
<td>Upgrade of the reserve is in the planning stages of development.</td>
</tr>
</tbody>
</table>

**Ongoing**

<table>
<thead>
<tr>
<th>MOU Agreement with Para Worklinks Bakers Wetland</th>
<th>A Memorandum Of Understanding has been established with Council and Para Worklinks Work for the Dole program for a period of 26 weeks concluding in late February 2016 with the potential to roll over the program.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Bakers Wetland:</strong></td>
</tr>
<tr>
<td></td>
<td>As per the MOU above activities that will be conducted on site are:</td>
</tr>
<tr>
<td></td>
<td>• Herbaceous and woody weed control</td>
</tr>
<tr>
<td></td>
<td>• Mowing/brush cutting</td>
</tr>
<tr>
<td></td>
<td>• Seed collection</td>
</tr>
<tr>
<td></td>
<td>• Plant propagation</td>
</tr>
<tr>
<td></td>
<td>• Revegetation</td>
</tr>
</tbody>
</table>
- Establishment of trails  

<table>
<thead>
<tr>
<th>Project/Action</th>
<th>All Areas:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop and implement Councils slashing program</td>
<td>Slashing season for 2015 began end of August 2015 and was completed by mid November 2015.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project/Action</th>
<th>Cannizzaro Reserve:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Implement parks, reserves and garden improvement that maintain and enhance the character of townships</td>
<td>Revegetation of the Road verge and reserve is currently being designed along with the street-scaping of Milbourne Court. Direct seeding of the storm water catchment area has been completed. Tree planting on the verges will occur in 2016.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project/Action</th>
<th>Dublin Parklands:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage and maintain Council’s community land, reserves and open space</td>
<td>Control of declared weeds i.e.: Bridal Creeper, Boxthorns, Olives and Calomba Daisy.</td>
</tr>
</tbody>
</table>

### Waste Management

<table>
<thead>
<tr>
<th>Project/Action</th>
<th>Revegetation work at Lime Rock Road land fill</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operate and manage Council’s land fill sites</td>
<td>Coleman Rd site – Direct and hydro seeding has been completed. Follow up weed control over the ensuing years will occur with plantings of trees, shrubs and herbs. Earthwork is still to be carried out on the road reserve.</td>
</tr>
</tbody>
</table>

Annual testing for underground water contamination at the Lime Rock Road land fill site was completed in September as per EPA requirements. The results were consistent with previous testing and as such no further action is required until the next scheduled testing.
A presentation for departmental meetings on recycling initiatives resulted in effective changes to each sites recycling.

Completed

Undertake a waste audit of Council operations and Council events.

A “Green Team” has been established consisting of four members.

A representative from the Depot, Mallala office, Two Wells office and the Team leader of Waste Services. The committee has had several meetings and have identified what waste is generated at each site, including the transfer stations, and how it is disposed off and by whom. This information will be continually reviewed and updated as necessary.

Ongoing

<table>
<thead>
<tr>
<th>Waste Collection Statistics</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tonnage</strong></td>
</tr>
<tr>
<td><strong>Waste</strong></td>
</tr>
<tr>
<td><strong>Recycling</strong></td>
</tr>
<tr>
<td><strong>Green</strong></td>
</tr>
<tr>
<td><strong>Total Tonnage</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Waste Transfer Statistics</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tonnage</strong></td>
</tr>
<tr>
<td><strong>Waste</strong></td>
</tr>
<tr>
<td><strong>Recycling</strong></td>
</tr>
<tr>
<td><strong>Green</strong></td>
</tr>
<tr>
<td><strong>Metal</strong></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
</tr>
</tbody>
</table>
Illegal Dumping Statistics

The activity report is presented to provide an indication as to the progress of projects being undertaken within the Infrastructure Services department.

Summary

The activity report is presented to provide an indication as to the progress of projects being undertaken within the Infrastructure Services department.
16.1 Acting Chief Executive Officer Priorities and Platforms - January to June 2016 (CON12/1158)
16.2 Pinery Fire Recovery – Development assessment for building replacement (CON15/106)
16.3 Relocation of the Mallala Library (CON12/1078)
16.4 Strategic Plan Exemption (CON12/1150)
16.5 Audit Committee – Independent Members (CON12/522)
16.6 Two Wells Community Returned Services League – Dedication Ceremony (CON12/193)
16.7 Flag Pole Installation - Two Wells Service Centre (CON12/948)
## 16.1 Acting Chief Executive Officer Priorities and Platforms - January to June 2016

<table>
<thead>
<tr>
<th>Container No:</th>
<th>CON12/1158</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document No:</td>
<td>D16/473</td>
</tr>
<tr>
<td>Report Date:</td>
<td>18 January 2016</td>
</tr>
<tr>
<td>Prepared by:</td>
<td>Acting Chief Executive Officer</td>
</tr>
</tbody>
</table>

### Corporate Objective:

5.1.5 Create a positive and professional team culture through development opportunities, cooperation and accountability.

### Purpose:

To seek Council’s endorsement for the Acting Chief Executive Officer (CEO) to progress his five key platforms throughout the period January-June 2016.

### Recommendation 1:

“that Council, having considered Item 16.1 – Acting Chief Executive Officer Priorities and Platforms – January to June 2016, dated 18 January 2016, hereby resolves that it supports the thrust and direction of the five key platforms, the subject of the report and instructs its Acting Chief Executive Officer to bring back to Council further detailed reports for consideration, with the focus initially to be on establishing a governance structure and framework for the District Council of Mallala.”

---

*Ordinary Council Meeting*  
Page 52 of 122  
18 January 2016
## 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>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>
**Background**

At the 21 December 2015 ordinary meeting, I delivered to Council a power point presentation entitled Priorities and Platforms – January-June 2016 (*Attachment 1*).

As elected members will recall, the five key areas of focus throughout my secondment are:-

- People and Relationships
- Governance
- Organisational Structure and Resourcing
- Branding
- Organisational Development

Now that elected members have had time to reflect on the presentation, it is appropriate that a formal report be put to Council for its consideration which, subject to the support of the Chamber, endorses the general thrust and direction of the five key areas of focus.

**Discussion**

In the six weeks with the District Council of Mallala, my attention has been firmly on these five key focal areas with some inroads already achieved in a number of the platforms listed above.

**People and Relationships**

- CEO is intending to be based within the Mallala office itself and not sitting in isolation from staff in the current CEO office tenancy.
- CEO is working from the Two Wells office and the Depot tenancy on Wednesdays (half day in each) – office presence/communication improvements.
- Staff Christmas Lunch – opportunity for all staff to get together with offices manned by Light Regional Council – team building and a chance to express gratitude for the tremendous work undertaken by all staff during the Pinery Fires.
- Christmas Cards to all community groups/organisations/individuals who are connected to DC Mallala/those who assisted with the Pinery Fires – while only a small gesture, the feedback and gratitude has been extensive as it has never been done before.
- Face to face engagement with community. Meetings with a number of community groups/organizations/individuals already occurred.
Governance
- Meeting with senior Light Regional Council Governance staff as well as DC Mallala’s Corporate and Governance staff to understand the governance model put in place at Light and how best DC Mallala may be able to embrace such a governance structure.
- Delegations review has commenced – a vitally important matter that appears to have been overlooked placing both staff and Council in a situation where it is non-compliant in carrying out its legislative functions and duties.

Organisational Structure and Resourcing
- Numerous meetings held with executive staff in relation to labour resourcing and where gaps exist. Identifying where DC Mallala is failing in discharging its statutory duties and functions and also where the pressure points exist in terms of contingency planning and future workload demands.
- A number of the vacant positions have been identified as an immediate priority and will be filled.
- Consideration into when Council will commence the recruitment for a replacement CEO needs to be determined.

Branding
- To be advanced.

Organisational Development
- Needs-based training and development program is currently being examined – build depth, talent identification, succession planning and contingency planning.

With a heavy focus on the aforementioned platforms during the period January-June 2016 and beyond, the District Council of Mallala may be able to position itself in such a manner so as to achieve our vision statement, mission statement as well as core values and behaviours that guide us in achieving our vision.

As an aside, members would recall at the December 2015 ordinary meeting a motion was passed in relation to the merits or otherwise of holding twice monthly meetings of Council. With the focus to be on the aforementioned five key areas throughout the period January-June 2016, I envisage a number of informal workshops/briefing sessions with elected members being held. In addition, the forthcoming period will also see a focus on a review of the Long Term Financial Plan, Infrastructure and Asset Management Plan, 2016/17 Annual Business Plan and Budget, review of leases and community land management plans; all of which will also necessitate the need for
further briefing sessions and/or special meetings of Council. It is against this backdrop that I would not encourage further twice monthly meetings of Council being scheduled, rather turn the focus on holding briefing sessions, workshops and/or special meetings of Council on an as-needs basis. It is my intention to distribute to all members a calendar overview for the period January – June 2016 an itinerary of scheduled Ordinary Council meetings/workshops/committee meetings and briefing sessions.
Attachment 1
to report 16.1
dated 18 January 2016

Acting Chief Executive Officer Priorities and Platforms - January to June 2016
Elected Member Briefing

Acting Chief Executive Officer’s Priorities and Platforms January – June 2016

James Miller
Acting Chief Executive Officer
21 December 2015
Priorities and Platforms – the focus for 2016

- People and Relationships
- Governance
- Organisational Structure & Resourcing
- Branding
- Organisational Development
<table>
<thead>
<tr>
<th>PERSONAL</th>
<th>CAREER</th>
</tr>
</thead>
</table>
| • 38 years of age  
• Partnered to Hannah and have two children – Brodie and Madison  
• Affinity with the country  
• 37 years living in regional or outer metro  
• Graduated with a Bachelor of Urban and Regional Planning – City East, Uni SA in 1999 | • Senior Planner – Mid Murray Council 2000-2005  
• General Manager – Light Regional Council 2006 – present (Development, Environmental, Regulatory, Works, Acted as CEO on numerous occasions)  
• District Council of Mallala – December 2015 – present  
• Barossa and Mid Murray DAP’s |
**Who am I?**

<table>
<thead>
<tr>
<th>ACHIEVEMENTS</th>
<th>INTERESTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Millions of dollars received in grant funding bids</td>
<td>• Fitness</td>
</tr>
<tr>
<td>• Negotiate new WWTP for Freeling Township</td>
<td>• St Kilda Football Club</td>
</tr>
<tr>
<td>• Roseworthy Township DPA – separate rate initiative</td>
<td>• Economic Development</td>
</tr>
</tbody>
</table>
Priorities & Platforms
People & Relationships

District Council of Mallala has some terrific people
• Staff
• Elected Members
• Community

Stability is Crucial
• Outgoing Mayor, CEO, General Managers and Staff

Need to reconnect and rebuild
• Staff to staff
• Staff to Elected Members
• Council to Community
CEO role is integral with the focus to be on the building of relationships through:
• Open door policy,
• Accessibility,
• Approachability,
• Transparency, and
• Public Interest
Governance

• **Sound Governance = Corporate Shield**
  (ICAC, Ombudsman, S270 Reviews, Code of Conduct, Maladministration)

• Isolate behaviour and provide a framework for good governance practices and adherence to corporate standards, philosophies, policies and procedures

• Allow Council to address governance in an enclosed environment – outside of the Chamber through establishment of a Governance Advisory Panel

• Enable the focus in the Chamber to be on service delivery and community place making projects

• Workshop the notion of a **GAP** in January 2016
• Current structure is vertical and clumsy - not conducive to a small labour base
Issues with current structure include:-

- Development and Infrastructure portfolios under one department
- Governance sits beneath a GM not over the entire organisation
- Corporate Services GM has nine direct reports - unworkable + unmanageable
- Lack of GM presence at each tenancy
- Multitude of part time staff
- Lack of depth, no contingency planning and no succession planning
- Apparent lack of key personnel in crucial areas (asset handover)
- Staff acting in higher duties not backfilled
Focus for 2016 is to delve deeply into an organisational restructure and resourcing strategy
Review current data and service levels and identify known gaps, contingency shortfalls and depth of talent
Examine current financial year allocations and address urgent gaps
Position the organisation for future workload pressures and project budget expenditure for 2016 and beyond in the LTFP
Examine cross council shared labour pool
• How is DC Mallala perceived in the sector?
• Are we recruiting the best calibre candidates to our organisation?
• What do we stand for?
• Do we provide the best environment for our staff to flourish?
• Do members feel that staff are responsive, eager to assist and are supported in their dealings with the community?
• What are our staff retention rates and what do those who leave report at exit interviews
Focus

DC Mallala becoming a place where:
• people want to do business,
• developers wish to invest,
• community sense of pride,
• staff satisfaction, and
• elected members can be proud of their achievements
• Elected Members role is strategic policy setting,
• Administration's role is to advise and enact resolutions, and provide a service to our community in an efficient and legislatively compliant manner
• Chamber discussions to focus on Policy Setting, Strategic Planning, Place Making Projects, IAMP, LTFP - management to elevate the thinking to the strategic level (taking it beyond Roads, Rates and Rubbish philosophy)
• Administration's focus to be on culture, collaborative engagement, eradicating silo mentality between departments, training and working smarter not harder
### Corporate Objective:

| 3.2.3 | Provide consistent and responsive development assessment and compliance processes. |

### Purpose:

To provide Council with information relating to the development assessment process for property owners impacted by the Pinery fire.

### Recommendation 1:

## Impact Summary

### Organisational and Governance

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial</td>
<td>Nil as applications are additional due to the Pinery Fire</td>
</tr>
<tr>
<td>Legislation</td>
<td>Development Act 1993</td>
</tr>
<tr>
<td>Risk</td>
<td>Nil</td>
</tr>
<tr>
<td>Consultation</td>
<td>Property owners</td>
</tr>
<tr>
<td>Asset Management Plans</td>
<td>Nil</td>
</tr>
<tr>
<td>Service Standards</td>
<td>Provide responsive development assessment services.</td>
</tr>
</tbody>
</table>
Background

The devastating Pinery Fire of 25 November 2015 impacted significantly upon District Council of Mallala residents and land owners, and those in neighboring Councils. Many dwellings and associated domestic and farm outbuildings were damaged or destroyed as a result of the fire.

Discussion

Council resolved at the meeting of 21 December 2015, to offer the following initiatives and development application fee waivers for applications lodged by landowners whose property is situated within the defined fire ground footprint area (as officially defined by the State Government):

- Applications that are submitted which are a direct result of the Pinery Fire event will be given priority with respect to their assessment;
- Applicant’s utilising Council’s services for both the Planning and Building Rules Assessment, building rules assessment fees will be reduced by 50%;
- Applications for demolition of fire damaged buildings will require the minimum lodgement fee only;
- Council’s Waste Control Application fees be reduced through the waiving of the inspection fee component (saving of approximately 75% of the normal fee);
- Applicant’s using only Council’s Planning Assessment Services, the minimum lodgement fee and planning assessment fees can be applied irrespective of the cost of the development.

Further to the above resolutions and to ensure consistency with approaches undertaken by the other fire affected Councils, the Acting Chief Executive Officer has agreed to waive both lodgement and planning assessment fees for replacement development in the fire ground footprint. This delegation is pursuant to Section 39 of the Development Act, 1993. In addition, the Registrar Generals Office has advised that the fee for Registered Searches of Certificates of Title (required for development applications) is also being waived.

Council’s Planning Services Department is sending information to the owners of all identified fire affected properties outlining the above fee requirements. Property owners will also be invited to attend upcoming information sessions at the Mallala Council Chambers, during which they can seek advice and ask questions relating to the replacement of fire damaged buildings and development approval process. Dates and times are outlined on the attached draft letter.

The letter will also extend an invitation to property owners to meet with Planning Services staff either on-site or at the Mallala or Two Wells offices to discuss requirements in more detail.
Summary

The Pinery Fire of 25 November 2015 resulted in the damage and destruction of many buildings within the Council area. A letter will be sent to affected property owners outlining fee reductions for development applications for replacement buildings. Owners will also be invited to attend upcoming information sessions and meet with Council staff either on-site or in the Mallala or Two Wells Council offices.
Attachment 1
to report 16.2
dated 18 January 2016

Pinery Fire Recovery – Development assessment for building replacement
18 January 2016

Name of Property Owner
Address

Dear Sir/Madam,

Re – Development Applications for Replacement Buildings

The devastating Pinery Fire of 25 November 2015 impacted significantly upon District Council of Mallala residents and land owners, and those in neighbouring Councils.

To assist in the recovery effort, the Council resolved at its 21 December 2015 meeting to offer the following initiatives and development application fee waivers for applications lodged by landowners whose property is situated within the defined fire ground footprint area (as officially defined by the State Government):

- Applications that are submitted which are a direct result of the Pinery Fire event will be given priority with respect to their assessment;
- Applicant’s utilising Council’s services for both the Planning and Building Rules Assessment, building rules assessment fees will be reduced by 50%;
- Applications for demolition of fire damaged buildings will require the minimum lodgement fee only;
- Council’s Waste Control Application fees be reduced through the waiving of the inspection fee component (saving of approximately 75% of the normal fee);
- Applicant’s using only Council’s Planning Assessment Services, the minimum lodgement fee and planning assessment fees can be applied irrespective of the cost of the development.

Further to the above resolutions and to ensure consistency with approaches undertaken by the other fire affected Councils, the Acting Chief Executive Officer has offered to waive both lodgement and planning assessment fees for replacement development in the fire ground footprint. In addition, the Registrar Generals Office has advised that the fee for Registered Searches of Certificates of Title (required for development applications) is being waived.

Fees for advertising of applications (if needed) or referral to State Government agencies (as required) still apply, however the Councils are also in contact with State Government about
other opportunities for relief of state fees (such as referrals) where these may apply to redevelopment proposals.

Whilst normal approval processes still apply, Council staff will ensure that applications to replace fire damaged buildings will be prioritised and approved as soon as possible.

**Information Session**

Council Planning Services staff also invite affected property owners to an informal information session at the Mallala Council Chambers to answer any questions relating to the replacement of fire damaged buildings and development approval process. Dates and times are as follows:

- **Monday 25 January** 1.00pm to 3.00pm
- **Wednesday 27 January** 5.00pm to 7.00pm
- **Friday 29 January** 9.00am to 11.00am

**On-Site / Office Meetings**

Council Planning Services staff are also available to inspect properties to provide further advice, or meet by appointment at either the Mallala or Two Wells office. Please contact Council’s Senior Planning Officer, Jane Strange, at Two Wells on 85203360 to arrange a convenient time.

Council staff look forward to the opportunity to assist in the recovery and rebuilding process and are available to discuss any of the above information in more detail at any time.

Yours faithfully,

Brendon Schulz
Development Services Coordinator
16.3 Relocation of the Mallala Library

Corporate Objectives

1.4 A creative and learning community
3.6 Council buildings, facilities and assets that meet community needs
5.1 Effective governance, leadership and teamwork
5.3 Customer focus Council services

Purpose: To inform Members that the Mallala Library, which is currently located at the back of the Mallala Principal Office, is intended to be moved to the Chief Executive Officer’s transportable building.

Recommendation 1: “that the Council having considered Item 16.3 – Relocation of the Mallala Library Report, dated 18 January 2016, receives and notes the report.”

Recommendation 2: “that the Council having considered Item 16.3 – Relocation of the Mallala Library Report, dated 18 January 2016, endorses the relocation of the Mallala Library from its current location (Mallala Principal Office facing Redbanks Road) to the transportable annexe (Mallala Principal Office).”

Recommendation 3: “that the Council having considered Item 16.3 – Relocation of the Mallala Library Report, dated 18 January 2016, acknowledges the importance of the Chief Executive Officers office being located within the principal office environs’, in order to provide transparent leadership and presence amongst staff, improve communications and instil a positive working environment that builds culture within the team.”
Impact Summary

<table>
<thead>
<tr>
<th>Organisational and Governance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Financial</strong></td>
</tr>
<tr>
<td>The Customer &amp; Library Services Co-ordinator has discussed the financial implications of the Library’s move with the Acting Chief Executive Officer and he has authorised up to $6,000 be budgeted for this project – funds will be found within the 2015/2016 budget.</td>
</tr>
<tr>
<td><strong>Legislation</strong></td>
</tr>
<tr>
<td>Nil</td>
</tr>
<tr>
<td><strong>Risk</strong></td>
</tr>
<tr>
<td>Nil</td>
</tr>
<tr>
<td><strong>Consultation</strong></td>
</tr>
<tr>
<td>It is proposed that the Mallala Library be relocated to a larger site within the Mallala Main Office complex.</td>
</tr>
<tr>
<td><strong>Asset Management Plans</strong></td>
</tr>
<tr>
<td>Nil</td>
</tr>
<tr>
<td><strong>Service Standards</strong></td>
</tr>
<tr>
<td>A larger, more conducive site will encourage people to stay longer at the Mallala Library.</td>
</tr>
</tbody>
</table>
Background
The District Council of Mallala operates three library sites – namely the Two Wells Public Library (main branch), the Mallala Library and the Windsor Depot. The Mallala Library has been at its current location (back office of the Mallala Council Office facing Redbanks Road) for well over five years. Previously this library was housed at the current Depot site.

The Library is opened two days a week – Wednesday morning from 10 am to 12 noon and Friday afternoon – 3 pm to 5 pm. There are approximately 1,000 items available to be borrowed (excluding the number of items which are out on loan) and registered borrowers can also use a public computer with Internet access during opening hours. The majority of our patrons are local residents, however with the District Council of Mallala joining the State Wide One Library Management System in March 2014, there have been more borrowers using our resources who reside at other Councils. One of the major benefits of the One Library Management System is that borrowers, once they have joined at one Library branch, can borrow from and return library items to any public library within the State.

The current Mallala Library’s dimensions are 3.3 metres X 6 metres. Both the children’s and adult resources are located on shelves positioned against three walls and the remaining space only allows for two small chairs and a tiny coffee table to accommodate our patrons who may well wish to sit and browse the stock on offer. There are no suitable chairs/furniture for children to use and the current circulation desk is inadequate as a work space to accommodate both a computer and slip printer - there is also insufficient space to temporarily store returned items before they are discharged. With our borrowers embracing the advantages of the One Library Management System and reserving more items from public libraries across the State, we need additional space for both incoming and returned resources.

Discussion
The Acting Chief Executive Officer is keen to move his office (and his Executive Assistant) from the Mallala Principal Office’s transportable building into the Mallala Main Office. His current Office is essentially ‘isolated’ from the staff. He wants to encourage the staff to work together as a team, under his transparent leadership. By moving into the Mallala Main Office and taking over the current Library site and adjoining back offices, the benefits to the organisation will include:

- employees learn more about one another and can grow to work toward solving problems faster when their leader is transparent and setting a positive work environment.
• open two way communication between the Chief Executive Officer and staff means the team is built easier and staff’s strengths and performance are encouraged to develop.

• a transparent environment allows trust in relationships to mature faster which results in higher levels of staff’s performance.

Moving the Mallala Library to larger premises will provide additional space for this service — the Chief Executive Office space - 3.35M X 3.5M is likely to house the children’s collections and the foyer - 5.3M X 5.8M will be dedicated to adult resources, the public computer and library workstation. In order to take advantage of the new premises the Acting Chief Executive Officer has agreed that the Customer & Library Services Coordinator is authorised to spend up to $6,000 to purchase additional furniture — eg children’s table and chairs, additional seating for adults, shelving and a suitable circulation desk. Other cost considerations include an additional Internet connection in the Main Office foyer, internal painting of the walls and carpets to be cleaned once the Office furniture is removed.

It is expected that this move is likely to occur in early February 2016— once the Chief Executive Officer and the Customer & Library Services Coordinator forward plan the respective relocations and determine suitable date/s to move. Initially the current library furniture and resources will be moved over to the transportable — as to be expected ordered furniture and resources may take some time to be delivered. It is not envisaged that there will be any disruption to the library service — the move will be carried out on day/s when the Library is normally closed. The current opening hours will remain the same ie Wednesday 10 am to 12 noon and Friday 3 pm to 5 pm. The Boardroom will remain as a room for staff to use for meetings, but will be unavailable when the Library is open- ie four hours a week.

To ensure that borrowers are aware of the new Mallala Library’s location there will be a sign placed on the back of the current door (viewable by the public), redirecting them to the new site. Also after the January 2016 Council meeting, flyers will be handed out to our regular customers advising them of the change of venue (which will include the date the relocation commences), and the Mallala Library ‘move’ will also be promoted on both the Library’s public access webpage and the Council website. A paid advertisement will be placed in the “Plains Producer” as well as a ‘promotional feature’ in the local community newspaper “Mallala Crossroads Chronicle”. Lastly, the next edition of the Council newsletter will also feature a story regards the new venue for the Mallala Library.
Summary

The Chief Executive Officer’s intended move to the Mallala Main Office will mean that Council staff will benefit by having his more ‘visual presence’ in the Office. Additionally, Library patrons will enjoy a larger Library building, with some new furniture, to encourage them to extend the time they stay at the Mallala Library.
**16.4 Strategic Plan Exemption**

<table>
<thead>
<tr>
<th>Container No:</th>
<th>CON 12/1199</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document No:</td>
<td>D16/479</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Report Date:</th>
<th>18 January 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepared by:</td>
<td>Chief Executive Officer</td>
</tr>
</tbody>
</table>

**Corporate Objective:**

5.4 Effective strategic and performance management

**Purpose:**

To seek an exemption and deferment in relation to the comprehensive revision of Council’s Strategic Plan, which is due in November 2016.

**Recommendation 1:**

“That Council, having considered Item 16.4 – Strategic Plan Exemption, dated 18 January 2016, receive and note the report.”

**Recommendation 2:**

“That Council, having considered Item 16.4 – Strategic Plan Exemption, dated 18 January 2016, acknowledges its statutory obligations to commence a comprehensive review within the prescribed time frame. However, given Council is in the process of a supplementary election for Mayor and recruitment of a Chief Executive Officer, it would be appropriate to defer commencement on the review until these matters have been concluded and roles filled.”
Impact Summary

Organisational and Governance

<table>
<thead>
<tr>
<th>Financial</th>
<th>Deferring the comprehensive revision of economic strategies associated with its 2013-2016 Strategic Plan will ensure Council continues to meet its current and future financial responsibilities.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legislation</td>
<td><em>Local Government Act 1999 - Section 122</em></td>
</tr>
<tr>
<td>Risk</td>
<td>Identification and assessment of current and future responsibilities and the best practice management associated with developing strategies for those responsibilities.</td>
</tr>
<tr>
<td>Consultation</td>
<td>Community consultation is required in accordance with Section 122 of the <em>Local Government Act 1999</em>.</td>
</tr>
<tr>
<td>Asset Management Plans</td>
<td>Deferring the comprehensive revision of the 2013-2016 Strategic Plan will ensure that Council continues to identify current and best practice strategies when considering its natural &amp; built environments.</td>
</tr>
<tr>
<td>Service Standards</td>
<td>Deferring the comprehensive revision of the 2013-2016 Strategic Plan will demonstrate to the community, Council’s commitment to identifying current and future community based priorities and services in the development of its Strategic &amp; Long Term Financial Plans, ensuring acceptable and effective levels of services are provided and monitored across the organisation.</td>
</tr>
</tbody>
</table>
Background

Section 122(4)(b) of the Local Government Act 1999 requires Council to review its Strategic Plan within two (2) years of a general election. Accordingly, Council acknowledges its statutory obligation to comprehensively review its current Strategic Plan by November 2016.

Discussion

There is no legislative pathway for Council to obtain an exemption to its obligation for a comprehensive review of the Strategic Plan. However, there appears to be some leeway available to Council given that the term ‘comprehensive review’ is not clearly defined in the Local Government Act 1999. The legislation also does not impose any penalty for failing to meet the two (2) year deadline. It is therefore arguable that Council are able to determine the level of conformity with the requirements of Section 122(4)(b).

Further, Council is currently in the process of a supplementary election for Mayor and a recruitment process for a Chief Executive Officer. In the circumstances, it is appropriate to defer commencement on the review until these matters have been concluded and roles filled.

Summary

Given Council’s current leadership not being formally imbedded, the Acting Chief Executive Officer considers it to be in the best interest of Council to defer the process of undertaking a comprehensive review of the 2013-2016 Strategic Plan. The Council’s receiving of this report satisfies compliance with the Act.
### 16.5 Audit Committee – Independent Members

<table>
<thead>
<tr>
<th>Container No:</th>
<th>CON12/522</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document No:</td>
<td>D16/481</td>
</tr>
<tr>
<td>Report Date:</td>
<td>18 January 2016</td>
</tr>
<tr>
<td>Prepared by:</td>
<td>General Manager Corporate &amp; Community Services</td>
</tr>
</tbody>
</table>

**Corporate Objective:**
- 5.1 Effective governance, leadership and teamwork
- 5.5 Effective financial management that ensures Council’s financial sustainability

**Purpose:**
To seek a deferment in the appointment of Audit Committee Independent Members and an extension for the current incumbents.

**Recommendation 1:**
“that Council, having considered Item 16.5 - Audit Committee – Independent Members, dated 18 January 2016, receives and notes the report.”

**Recommendation 2:**
“that Council, having considered Item 16.5 – Audit Committee – Independent Members, dated 18 January 2016, acknowledges the Committee Terms of Reference where appointments shall be for a period of four years. However, given Council is in the process of a supplementary election for Mayor and recruitment of a Chief Executive Officer, it would be appropriate to defer appointments for 12 months.”

**Recommendation 3:**
“that Council, having considered Item 16.5 - Audit Committee – Independent Members, dated 18 January 2016, appoint Mr John Comrie, Presiding Member and Mr Peter Fairlie-Jones for a period of 12 months.”
### Impact Summary

#### Organisational and Governance

<table>
<thead>
<tr>
<th>Financial</th>
<th>Funded within current budget scope.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legislation</td>
<td><em>Local Government Act 1999 s126 &amp; s41.</em></td>
</tr>
<tr>
<td></td>
<td><em>Local Government (Financial Management) Regulations 2011 r17.</em></td>
</tr>
<tr>
<td></td>
<td>Audit Committee Terms of Reference cl.4.5 Appointment to the Committee shall be for a period of up to four years (4), or until the end of the term of the Council. Appointees may be reappointed by Council.</td>
</tr>
<tr>
<td>Risk</td>
<td>Effective monitoring of Council’s Risk Management Systems.</td>
</tr>
<tr>
<td>Consultation</td>
<td>Nil required</td>
</tr>
<tr>
<td>Asset Management Plans</td>
<td>Nil</td>
</tr>
<tr>
<td>Service Standards</td>
<td>Nil</td>
</tr>
</tbody>
</table>
Background

In accordance with Audit Committee Terms of Reference (TOR) as adopted by Council in 2013, appointment of all members shall be for a period of up to four years.

Council decision of 27 April 2015:

2015/143

“that the Council having considered Item 5 - Audit Committee Independent Members, dated 27 April 2015, re-affirms the appointment of John Comrie (Chairman) and Peter Fairlie-Jones as independent members of the District Council of Mallala Audit Committee until a review has been conducted of the Audit Committee Membership in conjunction with the incoming Council Chief Executive Officer, or until 30 November 2015 whichever is the earlier”.

Discussion

An Expression of Interest (EOI) detailing the conditions of membership per the regulations and TOR was proposed at the October 2015 meeting of Audit Committee. An extension is being sought to allow for the upcoming Mayoral Election and Chief Executive Officer recruitment and selection process.

Current Independent Members have indicated their willingness to continue in their current capacity for the ensuing 12 month period.

Summary

Supporting this proposal will ensure continuity and compliance throughout the forthcoming business planning and budget period.
### Purpose:

To inform Members that the Two Wells Community Returned Services League is holding a dedication ceremony at the Two Wells War Memorial on Saturday, 27 February 2016.

### Recommendation 1:

“that the Council having considered Item 16.6 – *Two Wells Community Returned Services League – Dedication Ceremony report*, dated 18 January 2016, receives and notes the report.”

### Recommendation 2

“that Council having considered Item 16.6 – *Two Wells Community Returned Services League – Dedication Ceremony report*, dated 18 January 2016, agrees in principle that Council administration temporary close the Old Port Wakefield Road, Drew Street to Rowe Crescent (Laneway), Two Wells to all vehicles, with the exception of Council, Utility Services Agency and Emergency Services vehicles and contractors engaged by the Two Wells Community Returned Services League, on Saturday 27 February 2016 from 4.00 pm to 7.30 pm in accordance with *Section 33 of the South Australian Road Traffic Act 1961.*”
| Recommendation 3 | “that Council having considered Item 16.6 – *Two Wells Community Returned Services League – Dedication Ceremony report*, dated 18 January 2016, authorises administration to conduct Level One consultation in accordance with the adopted Public Consultation Policy.” |
| Recommendation 4 | “that Council having considered Item 16.6 – *Two Wells Community Returned Services League – Dedication Ceremony report*, dated 18 January 2016, will consider any written submissions that are received, regarding this temporary road closure at the 15 February 2016 Council meeting.” |
## Impact Summary

### Organisational and Governance

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial</td>
<td>Approximately $450.00</td>
</tr>
<tr>
<td>Legislation</td>
<td>Temporary road closure as per the <em>Road Traffic Act 1961</em> <em>(Section 33)</em></td>
</tr>
<tr>
<td>Risk</td>
<td>Nil</td>
</tr>
<tr>
<td>Consultation</td>
<td>Level One – Public Consultation Policy</td>
</tr>
<tr>
<td>Asset Management Plans</td>
<td>Nil</td>
</tr>
<tr>
<td>Service Standards</td>
<td>Nil</td>
</tr>
</tbody>
</table>
Background

The Two Wells Community Returned Services League has recently submitted a Community Event Application Form (Attachment 1), as they are planning to hold a dedication ceremony at the Two Wells Memorial on Saturday, 27 February 2016. The event commences at 5.45pm in front of the Two Wells Memorial, followed with dinner and a concert at the Two Wells Community Centre. The RSL have arranged for a contractor to set up marquees and seating on Saturday afternoon on the paved area in front of the Memorial. Immediately after the Dedication Ceremony, the engaged contractors will dismantle the marquees and pack up the chairs.

Discussion

Council administration namely the Acting Chief Executive Officer, Acting General Manager- Assets and Infrastructure Services and the Customer & Library Services Coordinator met with members of the Two Wells Community Returned Services League, Monday 11 January 2016, to discuss the scope of the event being planned by the Two Wells RSL on Council land. Staff deemed it appropriate for Council to consider endorsing at its 18 January 2016 meeting, in principle, a temporary road closure for Saturday 27 February 2016 (from 4pm to 7.30pm) subject to public consultation, as per the requirements of Council’s Public Consultation Policy (Attachment 2). If any written submissions are received following the consultation closure date, a report will be prepared for Council’s consideration at the 15 February 2016 Ordinary Council meeting.

The public consultation process includes placing advertisements in the Bunyip, the Plains Producer, the Echo and the Communicator where practicable. The cost of placing these notices is to be invoiced to the Two Wells Community Returned Services League – approximately $1,000, as per the Community Event application form outlines, cost incurred by Council will be recovered from the applying community group.

The proposed temporary road closure (Attachment 3) of Old Port Wakefield Road will be between Drew Street and Rowe Crescent (Laneway). The businesses/properties which will have direct restricted road access during the temporary road closure will be:

- Hardware Shop,
- Hair Salon,
- Snack Bar,
- Pharmacy,
- Butcher/Meat Store and,
the vacant corner block.

However, all businesses open for trading during and after the road closure, will be directly or indirectly affected.

The Two Wells Cricket Club and Two Wells Bowling Club will be consulted, as both community organisations have home matches being played on the day of the event. The Two Wells Oval is anticipated to be the prime place guests of the event will park vehicles, and the Cricket match being played at the Two Wells oval is likely not to conclude until after 6pm.

A trained officer of Council is required to regulate the road closure procedure during the propose road closure hours. The expenditure directly to Council for Work Zone Traffic Management to be conducted on the day of the event will be approximately $450 (this includes double time for staff wages, meal allowance and vehicle operational costs).

**Summary**

Administration staff is seeking support in principle for the Two Wells Community Returned Services League event to be conducted On Saturday, 27 February 2016 at the Two Wells War Memorial, which incorporates a temporary road closure between 4.00 pm and 7.30 pm, and to proceed with the community consultation and any written submissions to be presented to the next scheduled Council meeting of 15 February 2016.
Attachment 1
to report 16.2
dated 18 January 2016

Two Wells Community Returned Services League – Dedication Ceremony
COMMUNITY EVENT APPLICATION FORM

For and on behalf of
Two Wells Community RSL
Here-in-after called the 'Applicant / Permit Holder'

Address: Old Pt Wakefield Rd Two Wells P/Code: 5501

Contact Person: Tony Flaherty Position/Title: President
Contact No: Mobile No: Email: Event Mobile:
Date of Birth: 5/12/44 Gender: Male Female

Event Details:
Event Name: DEDICATION OF TWO WELLS WAR MEMORIAL GARDENS
Event Venue / Location: (MAIN ST) OLD Pt WAKEFIELD RD TWO WELLS SA.
Event Date(s): From: 2/12/16 To: 2/12/16.
Contact No: Start: 5pm am/pm Finish: 7pm am/pm
Estimated Daily Attendance: 300 INVITED GUESTS.
Event Description: DEDICATION OF WAR MEMORIAL.

Site Plan:
Please detail the location of activities, stalls and facilities of the event on the plans provided at Attachment A. The following information should be included, but not limited to, on the Plan:
  - Activities - Stalls - Emergency Services
  - First Aid Locations - Food Stalls - Known Hazards
  - Restricted / Prohibited Areas - Parking - Public Conveniences
  - Access & Egress Points (people and vehicles).

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

Will your event involve animals of any kind, and will they be handled by members of the public? **YES ☐ NO ☑**

If Yes, please provide the details, including contact information, of the provider:

**Note:** Event organisers will be responsible for ensuring that sanitation / hand washing facilities are available for members of the public where animals will be handled. Event organisers will be responsible for the collection, storage and removal of all animal waste, including bedding and manure, and will be responsible for any wash down areas.

### Amusement Structures:

Will there be any amusement structures / rides at the event? **YES ☐ NO ☑**

If Yes, please provide the following details:

<table>
<thead>
<tr>
<th>Proprietor:</th>
<th>Contact No:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email:</td>
<td></td>
</tr>
<tr>
<td>Structure /</td>
<td></td>
</tr>
<tr>
<td>Amusement Ride:</td>
<td>SafeWork SA</td>
</tr>
<tr>
<td>Registration No:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Proprietor:</th>
<th>Contact No:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email:</td>
<td></td>
</tr>
<tr>
<td>Structure /</td>
<td></td>
</tr>
<tr>
<td>Amusement Ride:</td>
<td>SafeWork SA</td>
</tr>
<tr>
<td>Registration No:</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Owners / Operators of Amusement Rides & Structures must provide a copy to Council of their current Public Liability Insurance ($20,000,000), SafeWork SA Registration and an Engineers Report not more than twelve (12) months old.

Electronic version on the Intranet is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.
**Liquor Licensing:**

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will alcohol be sold / supplied at the event?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If Yes, have you applied for a Liquor Licence?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has the Liquor Licence been approved and do you have a copy?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you designated a Responsible Officer for the event?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Who:</td>
<td>Tony C L H E R T Y</td>
<td></td>
</tr>
</tbody>
</table>

**Toilet Facilities:**

<table>
<thead>
<tr>
<th>Facilities</th>
<th>Female</th>
<th>Male</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toilets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Urinals</td>
<td>Male</td>
<td></td>
</tr>
<tr>
<td>Hand Basins</td>
<td>Female</td>
<td>Male</td>
</tr>
<tr>
<td>Disabled Facilities</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

**Waste Management:**

- Will you require assistance with waste management? YES NO
- If Yes, please provide the details:

**Emergency & First Aid Requirements:**

- Have local emergency services been notified and consulted with regarding your event? YES NO
- Police
  - Date of Notification: 11
  - Police Officer: P A
  - Police requirements, if any:

- Country Fire Service
  - Date of Notification: 11
  - CFS Officer: B A
  - CFS requirements, if any:

- St Johns Ambulance Services
  - Date of Notification: 11
  - CFS Officer: B A
  - St Johns requirements, if any:
  - Will first aid services, facilities and volunteers be provided and available at your event? YES NO
  - If Yes, please provide the details:
  - Will licensed security personnel be provided at your event? YES NO
  - If Yes, please provide the details, including contact information, of the provider:
Insurance:

The Applicant must hold and keep current a Public Risk Insurance Policy for the minimum sum of Twenty Million Dollars ($20,000,000) in relation to the event. Council, at its discretion, may assist with specific insurance for an event.

Does the organisation have twenty million dollars ($20,000,000) public liability insurance for the stated event?  

YES  ☑️  NO  ☐

If Yes, a current Certificate of Currency must be provided with this Application.

Stall Holders:

Are there any other organisations / businesses contributing to or providing a service as part of the stated event?  

YES  ☑️  NO  ☐

If Yes, please provide the required details in Attachment B

Note: Where any other organisation / business is contributing to or providing a service as part of the stated event they must complete a Stall Holder Permit Attachment C.

If that organisation / business is providing any form of food then they must complete Councils Temporary Food Notification Form – Attachment D. This is a legislated requirement under the Food Act and is administered free of charge.

Note: It is the responsibility of the Event Organiser to ensure any third party has the appropriate insurances and licences to conduct their stated business.

Noise:

Will the event include amplified announcements / speeches / music / bands? YES  ☑️  NO  ☐

If Yes, please provide the details of such, including the proposed timeframes for the amplified noise:

Note: Where excessive noise is anticipated it may be a requirement to seek a permit from the Environmental Protection Authority.

Road Closures:

Will it be necessary to close any roads / or portions of roads for the event? YES  ☑️  NO  ☐

Road Name:  Date:  27/2/2016  Closure Time:  12:00 PM
Re-opening:  Date:  27/2/2016  Time:

Road Name:  Date:  Closure Time:  
Re-opening:  Date:  Time:

Note: Where it is a requirement for a Council Road to be closed as part of the event a minimum six (6) weeks notice must be provided allowing for a report to Council and public notices. Any public notice advertisement will be at the cost of Event Organisers.

Event organisers will also be responsible for ensuring that suitable qualified traffic management officers and traffic management plans are provided to Council prior to any approval being granted.
### Temporary Structures:

**Will the event include any of the following temporary structures?**  

<table>
<thead>
<tr>
<th>Structure</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marques</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Tents</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Please indicate:**

- Stages
- Tiered Seating
- Marques

**Other:**

**Note:** Council Development Approval may be required for some temporary structures and applicants should allow 12 weeks prior to the event for an assessment to be conducted.

### Volunteers:

**Will volunteers be used as part of the event?**  

- Yes ✓  
- No     

**If so, are they covered under your insurance policy?**  

- Yes ✓  
- No     

Please provide details of volunteers responsibilities for the event:

- [ ]

### Signage:

**Will temporary signage be displayed prior to and during your event?**  

- Yes ✓  
- No     

**Please indicate:**

- Ambulance / First Aid
- Emergency Services
- Food Outlets
- Toilets ✓
- Parking ✓
- Promotional Material ✓
- Liquor Licence ✓
- Lost & Found

**Other:**

**Note:** Council Development Approval will be required where temporary signage is greater than 2 square meters or adjacent roads and footpaths.

### Safety Requirements:

**Has your organisation conducted a risk assessment of your event prior to the event?**  

- Yes ✓  
- No     

**Have suitable control measures been put in place for identified hazards?**  

- Yes ✓  
- No     

**Note:** Where your event is being held on Council owned / controlled property you will be required to provide a risk assessment. Council staff may assist with this requirement upon request.
The issuing of this Permit is subject to the Applicant / Permit Holder:

1. Agreeing to the General Conditions of this permit as contained herein;
2. Agreeing to all Special Conditions which the District Council of Mallala may determine; and
3. Paying the prescribed bond and fee.

General Conditions of Permit

1. The Applicant / Permit Holder agrees to indemnify and to keep indemnified the District Council of Mallala, its servants and agents against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought, or made or claimed against them or any of them arising out of or in relation to the issuing of this permit.

2. The Applicant / Permit Holder shall take out and keep current a Public Risk Insurance Policy for the minimum sum of Twenty Million Dollars ($20,000,000) against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the Applicant / Permit Holder in relation to the activity. The Applicant / Permit Holder must provide a Certificate of Currency to Council on request. Council reserves the right to request additional insurance coverage.

3. The Applicant / Permit Holder shall be responsible for citing and maintaining a copy of the appropriate Public Liability Insurance for all other parties involved in the event and not covered under the Applicant / Permit Holder's Insurance cover.

4. The Applicant / Permit Holder, where appropriate, shall ensure that they are licensed and / or registered to carry out the activity authorised by the issuing of this permit.

5. This Permit is not transferable.

6. The Applicant / Permit Holder shall comply with and give all notices required by any Act of Parliament, WHS Legislation, Code of Practice, and Australian Standard, By-law or any other legislative requirement as determined by Council.

7. The Applicant / Permit Holder shall notify the Council at the time of the application, if food and / or alcohol are to be consumed, served or sold during the period of the permit and provide a current South Australian Liquor License. This includes any food that may be disposed of by way of raffles or offered as a prize or reward. A “Temporary Event Food Notification Form” is available on request from Council and must be completed and returned before the event commences.

8. The Applicant / Permit Holder shall ensure that the compliance plate and serial number is attached to each amusement ride / structure requiring SafeWork SA accreditation and that the serial number stated on the Certificate of Accreditation matches that on the amusement ride / structure. Current Engineering and Safety Certificates must be provided to Council. Where the event includes portable stages, marquees, or other constructions, details including dimensions, structural details etc must be provided to Council where requested.

9. All electrical cables and connections shall be protected and comply with Australian Standards and be secured in such a manner to prevent risk to health and safety of all persons.
10. Pyrotechnics (fireworks) must not be used without prior Council written approval, licences and SafeWork SA applications and permits must be supplied to Council at least twenty-one (21) days prior to the event commencement date.

11. At the completion of the event, all areas must be cleaned to the satisfaction of Council. Failure to do so will result in cleaning and waste management fees being charged.

12. All litter, resulting from any event, must be removed from the site before 12 noon the following day of the scheduled event date.

13. The Applicant / Permit Holder shall ensure that any lights are extinguished when leaving the site.

14. The use of the site may be granted up to 36 hours prior to the time of hire (requests must be included in the application) for setting-up purposes, subject to availability.

15. Repairing and / or replacing any damaged furniture, fixtures or fittings and associated infrastructure and services will be the responsibility of the Applicant / Permit Holder. If any necessary repair or replacement is not undertaken within a reasonable time, the Council may repair and / or replace and recover the costs from the Applicant / Permit Holder.

16. Normal hire charges and loss of bond may be applied if a written cancellation is not received by Council at least seven (7) days prior to the event date.

17. This permit may be revoked by Council if the Applicant / Permit Holder fails to comply with a condition of this permit and may be revoked in any other justifiable circumstance.

18. All promotional or directional signage associated with any event must be removed before 12 noon the following day of the scheduled event date.

19. The Applicant / Permit Holder will be responsible for ensuring a competent / qualified Work Zone Traffic Management Officer is appointed and will be required to provide Council with detailed traffic management plans in accordance with current legislative requirements.

I acknowledge that I have read and understood the permit conditions and agree to abide by the said Conditions.

Signed for and on behalf of the Applicant / Permit Holder:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Tony Flaherty</th>
<th>Position:</th>
<th>Event Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature:</td>
<td></td>
<td>Date:</td>
<td>3-12-2017</td>
</tr>
</tbody>
</table>

Signed by or on behalf of the District Council of Mallala:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Position:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Permit:</td>
<td>Denied ☐</td>
<td>Approved ☐</td>
</tr>
<tr>
<td>----------</td>
<td>----------</td>
<td>------------</td>
</tr>
<tr>
<td>Bond: $</td>
<td>Paid:</td>
<td>Yes ☐</td>
</tr>
<tr>
<td>Fee: $</td>
<td>Paid:</td>
<td>Yes ☐</td>
</tr>
</tbody>
</table>

**District Council of Mallala Authorisation**

**Fees may be waived at the discretion of Council**

<table>
<thead>
<tr>
<th>Insurance Required:</th>
<th>Yes ☐</th>
<th>No ☐</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate of Currency Received:</td>
<td>Yes ☐</td>
<td>No ☐</td>
<td>Date:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signed:</th>
<th>Date:</th>
</tr>
</thead>
</table>

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Two Wells Community Returned Services League – Dedication Ceremony
1. **Objective**

*Section 50 of the Local Government Act 1999* requires Council to adopt a Public Consultation Policy that prescribes minimum consultation standards.

This Public Consultation Policy will apply to Council activities and initiatives for which legislation requires consultation and where further identified by Council.

Council is committed to genuine, effective and timely community consultation encouraging the public to participate in policy development and planning, the management and evaluation of services and in identifying areas of concern.

Council will endeavour to take into account the views and consideration of the community balancing those views with factors such as infrastructure, financial constraints, health and safety and legislative requirements in order to make decisions compatible with Council's strategic direction and providing accurate information while maintaining financial viability and confidentiality.

2. **Scope**

This Policy will apply to the activities, initiatives and responsibilities of Council required by legislation and where further identified by Council.

3. **Definitions**

- **Communication** – refers to the exchange of information from Council to the community, and the views from the community to Council;
- **Community** – all people who live, work, pay rates, conduct private / government business, visit, utilise services, facilities and public space within the District Council of Mallala. They may be referred to as stakeholders, or comprise stakeholders;
- **Consultation** – a process of community engagement that seeks to inform the community and receive views and preferences of the community. These preferences and views are used to inform Council providing a guide to the decision making process;
- **Council** – Council member body representing the District Council of Mallala and Council staff operating under delegated authority, includes contractors and consultants with the authority to act on behalf of Council;
- **Engagement** – all levels, including the community in the decision making process.
4. Policy Statement
Council appreciates the community seeks to be involved and consulted with respect to decisions that affect the community culturally, financially, environmentally and socially. Council understands that the consultation process can identify a range of issues, ideas and solutions, providing a balanced outcome for the community within the parameters set by Council.

Effective consultation requires the commitment of Council ensuring an efficient process with the expectation that:
- community consultation will commence early in the planning process;
- achieving a balance between the requirement to consider community views, meet legislative requirements and provide timely and accurate information;
- ensure correspondence is easily understood, consistent, accessible and accurate;
- the development of a coordinated approach to consultation addressing the identified needs of the community;
- support transparent and accountable decision making practices;
- encourage the community and specific stakeholders to participate by making informed contributions to the consultation process;
- ensuring community submissions are responded to respectfully and timely;
- Council will consider community submissions as part of the decision making process;
- notify affected stakeholders of specific outcomes where identified;
- ensure decisions and outcomes are accurately recorded and reviewed where relevant; and
- develop a consistent approach to the requirements of community consultation.

5. Roles and Responsibilities
Council is charged with making decisions on the community's behalf. Appropriate levels of consultation will ensure that decisions take into account community views. This Policy will apply to Council Members, staff, contractors, agents and consultants acting on behalf of Council.

The Chief Executive Officer (CEO) is responsible for the implementation of this Policy, reporting outcomes of consultations to Council, and the review of this Policy.

It is the responsibility of community members seeking to make a submission as part of any consultation process to make those submissions to Council in writing and addressed to Council's Principal Office:

District Council of Mallala
2a Wasleys Road
PO Box 18
Mallala SA 5502
info@mallala.sa.gov.au

All written submissions shall be a matter of public record and may form part of a report to Council. It is the responsibility of the community member making the written submission to specifically request, in writing, that their submission is to remain confidential.

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5.2 Statutory Requirements

Section 50(4) of the Local Government Act 1999 identifies where Council must apply its Policy in accordance with the Act providing the community with a minimum twenty-one (21) days (inclusive of weekends and public holidays) notice to make written submissions, this must be included in the notice and is relevant to:

- Section 45(3) Principal Office operating hours;
- Section 92(5)(b) Code of Practice – Access to Meetings & Documents;
- Section 123(3)(b) Annual Business Plan;
- Section 151(5)(e) Changes to Basis of Rating;
- Section 156(14a)(b) Rating – Differential Rates;
- Section 193(2) Community Land – Classification;
- Section 194(2)(b) Community Land – Revocation of Classification;
- Section 197(1)(b) Community Land – Management Plans;
- Section 202(2) Community Land – Alienation by Lease or Licence;
- Section 223(1) Roads - Permits restricting access or for use of activity requiring public consultation under regulations; and
- Section 232(b) Trees – Planting Trees and Vegetation.

In addition to the above mandatory consultation requirements the Local Government Act 1999 identifies requirements to consult on the following Sections of the Act:

- Section 12 Representation Reviews – Composition and Wards;
- Section 13 Change of Status or Name of Council;
- Section 48 Commercial Activities – Prudential requirements;
- Section 249 By-Laws – the making of; and
- Section 259 Power to make Orders.

Where other legislation identifies consultation requirements these will take precedence over this Policy in so far as there are no inconsistencies.

This Policy does not cover consultation in respect to planning and building applications (i.e. Development Approval). The Development Act 1993 and Council’s Development Plan establishes specific requirements for the public notification of particular development applications. Public notification requirements for Development Plan Amendments (DPA’s) are also outlined in the Development Act 1993, and so are not included in this Policy.

In circumstances where there is no requirement to follow legislative requirements Council will undertake consultation in a manner consistent with the scope and principles of this Policy.

5.3 Consultation Methods

The strategic objective of any public consultation is to ensure the community receives regular information about Council’s achievements, objectives and performance, are advised of major issues affecting the community and are given the opportunity to comment on and be consulted about these issues or events.
Elements of this process include:
- A quarterly newsletter, the District Communicator;
- Direct mail publications or letterbox drops, as identified (Appendix 1);
- Advertising in The Bunyip, The Plains Producer, The Echo and other local township newsletters and other media outlets as identified;
- Regular media releases to appropriate media outlets and community groups;
- Community forums; informal workshops and stakeholder meetings, as identified;
- Market research or surveys;
- Council’s website www.mallala.sa.gov.au
- Fixed displays, noticeboards within Councils Principal Office, Two Wells Service Centre, Two Wells Public Library and Dublin General Store Noticeboard; and
- A flyer in business premise’s throughout the District.

5.4 Consultation Process
This Policy specifies four (4) levels of activity designed to suit all consultation requirements, ranging from the most basic public notification to a major project or issue of community-wide significance:

   Level 1 – Local area / street issue;
   Level 2 – Ward Issue;
   Level 3 – Single high impact issue affecting the wider community; and
   Level 4 – Council wide issue of strategic / financial / environmental importance.

Each level specifies the minimum statutory requirement relating to community consultation and exceeds them with a mixture of activities that may or may not be required.

An effective consultation strategy requires a degree of flexibility to suit the specific situation. While setting out minimum standards, each activity level reflects this need by not being too prescriptive. The following list indicates which level may apply for certain activities. (These are examples only and should not be regarded as a comprehensive list.):

**Level 1**
Change of Street Name;
Community Events;
Notice of Works;
Town Specific Works e.g. CWMS.

**Level 2**
Community Land – Alienation by Lease or License;
Community Land Management Plans – (minor);
Traffic Management Plans.

**Level 3**
Community Land Management Plans – Open Space (Major);
Level 4
Annual Business Plan;
By-Laws;
Changes to Basis Rating;
Codes of Practice – Access to Meetings and Documents;
Community Land – change in classification;
Council Amalgamations;
Major Projects;
Order Making Policy;
Plan Amendment Report (PAR) affecting the District;
Principal Office - Opening Hours;
Representation Reviews;
Rating – Differential Rates;
Strategic Plan.

Council will establish the level of consultation required when considering a subject requiring
community consultation. The level of consultation will reflect the minimum statutory
requirement relating to the consultation subject.

The CEO will be responsible for establishing the consultation level and determining elements
within that process where Council has not done so.

Where the Act requires the CEO / Council Officers will:
1. Prepare a report to Council which outlines Council’s proposal in relation to the matter;
2. Publish a notice:
   - detailing the issue under consideration;
   - in the Bunyip, The Plains Producer and The Echo newspapers and Council’s website
     www.mallala.sa.gov.au
   - invite the community to make written submissions within twenty-one (21) days
     (inclusive of weekends and public holidays) (to be stated in the notice).
3. When written submissions have been received following the stated closure date the
   responsible Council Officers will:
   - compile and summarise the received written responses;
   - prepare a detailed report for Council’s consideration which;
     - summarises the consultation outcomes;
     - presents the information in the broader context of the matter under consideration;
     - makes recommendations for Council to consider when making a decision on the
       matter, and
     - is provided to the Executive Assistant for inclusion in the next available Council
       Agenda.
4. Council will consider the report and its recommendations and decide on the matter
   accordingly.
The right to address Council by way of a deputation in support of any submission may be allowed at the discretion of the Mayor or Presiding Member in accordance with Council’s Code of Practice – Meeting Procedures, unless otherwise prescribed in the relevant legislation.

5. Related Documents
Code of Practice – Meeting Procedures.

6. Records Management
All documents relating to this Policy will be registered in Council’s Record Management System and remain confidential where identified.

7. Document Review
This Policy will be reviewed periodically to ensure legislative compliance and that it continues to meet the requirements of Council its activities and programs.

8. References
Development Act 1993
Local Government Act 1999

9. Further Information
Members of the public may inspect this Policy free of charge on Council’s website at www.mallala.sa.gov.au or at Council’s Principal Office at:

2a Wasleys Rd, Mallala SA 5502
On payment of a fee, a copy of this policy may be obtained.

Any queries in relation to this Policy must be in writing and directed to the general manager Corporate and Community Services.

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The *Local Government Act 1999* provides that Councils must consult whenever they consider:

<table>
<thead>
<tr>
<th>Principal Office – Operating Hours (<em>Section 45</em>)</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code of Practice - Access to Meetings and Documents (<em>Section 92</em>)</td>
<td>4</td>
</tr>
<tr>
<td>Annual Business Plan (<em>Section 123</em>)</td>
<td>4</td>
</tr>
<tr>
<td>Changes to Basis of Rating (<em>Section 151</em>)</td>
<td>4</td>
</tr>
<tr>
<td>Rating – Differential Rates (<em>Section 156</em>)</td>
<td>4</td>
</tr>
<tr>
<td>Community Land - Classification (<em>Section 193</em>)</td>
<td>4</td>
</tr>
<tr>
<td>Community Land – Revocation of Classification (<em>Section 194</em>)</td>
<td>4</td>
</tr>
<tr>
<td>Community Land – Management Plans (<em>Section 197</em>)</td>
<td>1-4</td>
</tr>
<tr>
<td>Community Land – Alienation by Lease or License (<em>Section 202</em>)</td>
<td>1-4</td>
</tr>
</tbody>
</table>

Roads – Permits restricting access or for use or for activity requiring public consultation (*Section 223*)

Trees – Planting Trees & Vegetation (*Section 232*)

**Other forms of consultation are required in respect to:**

<table>
<thead>
<tr>
<th>Representation Reviews (<em>Section 12</em>)</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status of Council or Name Change (<em>Section 13</em>)</td>
<td>4</td>
</tr>
<tr>
<td>Commercial Activities – Prudential Arrangements (<em>Section 48</em>)</td>
<td>4</td>
</tr>
<tr>
<td>Public Consultation Policy (<em>Section 50</em>)</td>
<td>4</td>
</tr>
<tr>
<td>Strategic Management Plans (<em>Section 122</em>)</td>
<td>4</td>
</tr>
<tr>
<td>By-laws (<em>Section 249</em>)</td>
<td>4</td>
</tr>
<tr>
<td>Power to make Orders (<em>Section 259</em>)</td>
<td>4</td>
</tr>
<tr>
<td>Level 1</td>
<td>Level 2</td>
</tr>
<tr>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td><strong>District Council of Mallala – Community Consultation Levels</strong></td>
<td></td>
</tr>
<tr>
<td><strong>District Issues</strong></td>
<td></td>
</tr>
<tr>
<td>• Compliance with statutory requirements where identified</td>
<td>• Compliance with statutory requirements where identified</td>
</tr>
<tr>
<td>• Relevant details placed on Councils Website and Noticeboards</td>
<td>• Relevant details placed on Councils Website and Noticeboards</td>
</tr>
<tr>
<td>• A letterbox drop may be done where identified.</td>
<td>• A letterbox drop may be done where identified.</td>
</tr>
<tr>
<td><strong>Ordinary Council Meeting</strong></td>
<td><strong>Ordinary Council Meeting</strong></td>
</tr>
<tr>
<td><strong>18 January 2016</strong></td>
<td><strong>18 January 2016</strong></td>
</tr>
</tbody>
</table>

Note: Electronic version in TRIM is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.
<table>
<thead>
<tr>
<th>Local Issues</th>
</tr>
</thead>
</table>
| • Compliance with statutory requirements where identified  
  • Letterbox drop to affected properties within 250m of proposal. |
| • Compliance with statutory requirements where identified  
  • Letterbox drop to affected properties within 500m of proposal. |
| • Compliance with statutory requirements where identified  
  • Letterbox drop to affected properties within 500m of proposal  
  • Community Letter. |

Note: Electronic version in TRIM is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.
Dear

Council is considering (subject) and is seeking input from the community as part of its decision making process. Please find attached documents relating to this matter for your information and consideration. Information is also available on Council’s website, [www.mallala.sa.gov.au](http://www.mallala.sa.gov.au). If you wish to discuss this matter with a member of staff please contact (name and number).

A report on this matter will be prepared for Council’s consideration; written submissions are encouraged and must be received by close of business on (day, date).

Submissions must be in writing and forwarded to:

**Position**
District Council of Mallala
PO Box 18
Mallala SA 5502
Or by email to [info@mallala.sa.gov.au](mailto:info@mallala.sa.gov.au)

**Please Note:** All written submissions shall become public record and may form part of a report to Council. It is the responsibility of the author to notify Council in writing if they wish their correspondence to remain confidential.

Regards,

(Name)
(Title)
PROPOSED ROAD CLOSURE

Contact Details
District Council of Mallala
PO Box 18, Mallala, SA 5502
T: 08 8527 0200
F: 08 8527 2242
E: info@mallala.sa.gov.au

Disclaimer
This advice and/or information is given for your private use only. The accuracy of the advice and information is not guaranteed and no responsibility is accepted by District Council of Mallala for any loss or damage caused by reliance upon this advice and/or information, as a result of any errors, omission, incorrect description or statement therein whether caused by negligence or otherwise.
<table>
<thead>
<tr>
<th>Corporate Objective:</th>
<th>3.6.1 Provide and maintain Council buildings, facilities and public amenities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Date:</td>
<td>18 January 2016</td>
</tr>
<tr>
<td>Prepared by:</td>
<td>Acting General Manager Assets and Infrastructure</td>
</tr>
<tr>
<td>Container No:</td>
<td>CON12/948</td>
</tr>
<tr>
<td>Document No:</td>
<td>D16/497</td>
</tr>
</tbody>
</table>

**Purpose:**
To provide Council with the associated costs to install a new flag pole located at the Two Wells Service Centre.

**Recommendation 1:**
“that Council, having considered Item 16.7 - Flag Pole Installation - Two Wells Service Centre, dated 18 January 2016, endorses this new project to be included in the next quarterly budget review in 2016 for consideration.”
## Impact Summary

### Organisational and Governance

| Financial             | Not budged for the 2015-16 financial year. Next budget review is in 2016  
The expenditure to install a new pole and flag is quoted at $2,663.00 Excluding GST |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Legislation</td>
<td>No Development Application is required</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>Asset plans will need to capture the new asset for maintenance and whole of life renewal planning.</td>
</tr>
<tr>
<td>Service Standards</td>
<td>Staff resourcing will be required to raise and lower the flag daily during the working week.</td>
</tr>
</tbody>
</table>
Background
At the meeting held on the 19 October 2015, Council recommendation was endorsed to investigate the costs of installing a new flag pole at the administration Service Centre in Two Wells.

Moved Cr Lawrence  Seconder Cr McColl

“that Council investigate the cost to supply and install a flagpole at the Two Wells Service Centre and present a report back to Council.”

CARRIED  (2015/249)

Council Administration has confirmed with the planning department that a Development Application is not required for an approval.

Discussion
Council administration had enquired and sourced a quote from the field experts for the supply and installation of the new proposed pole and flag. The Infrastructure Department has not budgeted for a new proposed flagpole, although the cost are minimal there is an impact on the approved operating budget that Council needs to consider prior to endorsement.

Summary
That Council considers the recommendation to support the new project for the installation of a new flagpole, and this proposal to be included in the next budget review in 2016 for endorsement. The non budget expenditure for the new flag pole for supply and installation is $2,663 00 Excluding GST.
MONDAY 18 January 2016

Items:

18. CONFIDENTIAL ITEMS

18.1 No Confidential Items