



Minutes of the Ordinary Council Meeting held on
Tuesday 15 January 2019 at the
Elliston Council Chambers

Present

Mayor Hancock, Deputy Mayor Hitchcock, Cr May, Cr Williams, Cr McLeod, Cr McGlasson, Cr Callaghan, Cr Henderson

Acting Chief Executive Officer A Johnstone, Manager Financial Services K Quinn, Manager Corporate and Community G Karzis, Rates and Revenue/Administration Officer J Leonard (Minute Clerk)

1. Opening of Meeting

The Mayor presided over the meeting, declared the Ordinary Council Meeting open at 9.07am by welcoming Councillors, staff and the public to the Meeting.

2. Apologies

CEO Cameron

3. Questions from Members of the Public

Nil.

4. Confirmation of Minutes – Previous Meetings

4.1 Minutes from Ordinary Meeting held 18 December 2018

RECOMMENDATION

That the minutes of the District Council of Elliston Council Meeting, held Tuesday 18 December 2018, as previously circulated to Councillors, be taken as read and confirmed as a true and accurate record.

Cr Williams moved:

2019.01

That the minutes of the District Council of Elliston Council Meeting, held Tuesday 18 December 2018, as previously circulated, be taken as read and confirmed as a true and accurate record.

Seconded by Cr May

CARRIED

5. Business adjourned (from Previous Meetings)

Nil.

6. Declaration of Interest

Members are reminded of the requirements for disclosure by Members of direct or indirect pecuniary benefit in items listed for consideration on the agenda.

7. Reports by Members (including Chairman)

Nil.

8. Questions With and Without Notice

Cr Callaghan:

1. When is the Sheringa Beach Road re-sheeting scheduled in the Asset Management Plan
2. Liberty Roadhouse may be dispensing with LPG pump – to be discussed in Item 14. Other Urgent Business.

9. Petitions

Nil.

10. Deputations

Nil.

11. Motions on Notice

Nil.

12. Recommendations from Committees

Nil

13. Reports from Officers

13.1 Resolutions of Council

File Reference: 9.24.1/16

Report Author: Chief Executive Officer

PURPOSE

The purpose of this report is to provide Council with a record going forward on the implementation and subsequent actioning of the various resolutions that need to be dealt with from any monthly and special meetings.

BACKGROUND

A subsequent result following most meetings of Council is for officers to action various Council resolutions in a timely fashion. There is a risk that a resolution could get lost or forgotten in the process after any meeting due to various reasons.

At its meeting held May 19 2015, Council resolved the following:

Cr McGlasson moved:

2015.85

That report item 12.6 titled "Resolutions of Council" be received and noted.

Seconded by Cr Allchurch and Carried Unanimously.

REPORT

To keep Elected Members and officers abreast of any Council resolution that requires actioning after a meeting the following has been implemented:

- An information summary of all the Council resolutions that require some form of action will be tabled to Elected Members at the scheduled monthly general meeting.
- The summary document will display each resolution and its progress to date.
- All resolutions marked as completed will be removed from the following months report.

SUMMARY

An information summary containing the status of the various Council resolutions will be produced on a monthly basis. ([Attachment 13.1.1](#))

OFFICER RECOMMENDATION

That Council note the Report titled Resolutions of Council.

Cr Hitchcock moved:

2019.02

That Council note the Report titled Resolutions of Council.

Seconded by Cr McGlasson

CARRIED

13.2 Capital Works Monthly Update

File Reference: 9.24.1.16

Report Author: Operations Manager

PURPOSE

To update Council on the 2018/19 Capital Works Program.

BACKGROUND

At the December 2014 Ordinary Council Meeting the following was resolved by Council:

Cr Hancock moved:

2015.176

That an update report on Works be included in the monthly agendas

Seconded by Cr McGlasson and CARRIED

REPORT

Works

Capital Project	Anticipated Commencement	Anticipated Completion	Status
Unsealed Roads			
Hambidge Drive	September	October	Completed
Holman Road	July	August	Completed
Road Reseals			
Venus Bay Road	December	March	Sealing Complete, Line Marking to be done
Footpaths, Kerb, Guttering & Drainage			
Venus Bay Kerbing	September	March	Commenced
Port Kenny Stormwater	March	June	
Plant & Machinery			
FE Loader	October	February	Order Placed
Water Tanker Upgrade	July	June	Commenced
Houses & Buildings			
Toilet Block - Walker's Rock	July	May	Commenced
Toilet Block - ECVIC	July	June	Commenced
Sheringa Toilet Block	July	May	Commenced
Port Kenny Toilet Block	July	May	Commenced

New Assets			
Kyancutta/Mt Wedge Road	September	March	<i>Sealing Complete, Line marking to be done</i>
Clementina & Spindrift Extension	January	May	<i>Awaiting Coastal Protection approval</i>
Government Road in Bramfield	October	October	<i>Completed</i>
Other Assets			
Port Kenny Playground	September	April	<i>In Progress</i>
Locks Well Staircase	December	April	<i>Commenced</i>
Sheringa Beach Staircase	March	March	<i>Commenced</i>
Talia Cave Staircase	October	April	<i>Commenced</i>

Information of operational works:

- Ongoing discussion with Boral about the Port Kenny - Pygery Road reseal that has stripped, this will now be passed to LGA's new legal service as a shared arrangement with Wudinna Council, which has also experienced the same difficulties
- Airport Lighting failed at Elliston, overridden to enable lights to operate 24 hours per day while waiting for replacement parts
- Public toilets at Venus Bay ran out of water. Plumber called and advised that the fill point is very low in the tank, water trucked to alleviate this problem while a peak tourism period was active.
- Christmas Flags were displayed in the 3 towns
- Additional Rubbish collections were arranged for the Christmas/New Year holiday period
- Fencing erected around car park at Venus Bay near boat ramp

OFFICER RECOMMENDATION

That Council note the report title Capital Works Monthly Update.

Cr McGlasson moved:

2019.03

That Council note the report title Capital Works Monthly Update.

Seconded by Cr Williams

CARRIED

13.3 Bike SA – 2019 Annual Tour

File Reference: 4.50.3/1

Report Author: Chief Executive Officer

PURPOSE

For Council to consider hosting a leg of the Bike SA – 2019 Annual Tour Lock on the 23 September 2019.

REPORT

Council has received correspondence from Bike SA giving details of their proposed 2019 Annual Tour recreational cycle tour event.

The Annual Tour is a nine (9) day journey, exploring the Lower Eyre Peninsula by bike, with an overnight stop at Lock proposed on the 23 September 2019. The number of participants will be approximately 200 riders.

Critical to the success of this major event is the close involvement of the region, including local councils, community groups and businesses for the provision of accommodation, catering and tourism activities.

Council has been invited by Bike SA to partner with them in hosting part of the 2019 Annual Tour, which involves supporting their overnight stay in Lock. A hosting fee of \$2,000 plus GST is requested, plus in-kind support from community organisations to access sports grounds for overnight accommodation. There is an additional option for Council to host a welcome pre-dinner drinks function for the participants.

The Bike SA correspondence has already been forward to the Lock Community through Cr McGlasson to enable discussion on whether they would like to be a host on the 23 September 2019.

Refer [Attachment 13.3.1](#) for a copy of the Bike SA – 2019 Annual Tour proposal.

SUMMARY

The benefits of being a host for the event include:

- Visitors on bikes can spend over \$340 per day.
- Bike SA anticipates that their annual tour will inject over \$500,000 directly into the local regional economy.
- Bike SA generates positive media coverage for the town and region.

Bike SA requires a response from Council by the end of January 2019.

MANAGEMENT PLAN DRIVERS

Strategic Plan Reference

Goal 1 – Our Economy

To actively encourage, support and promote opportunities to increase the prosperity and sustainable growth of the community.

Finance/Budget

Commit \$2,500 ex GST within the draft 2019/20 budget for the Bike SA – Annual Tour event.

Risk/Asset Management

Likelihood	Consequences				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (Almost certain)	H	H	E	E	E
B (Very likely)	M	H	H	E	E
C (Possible)	L	M	H	E	E
D (Unlikely)	L	L	M	H	E
E (Rare)	L	L	M	H	H

Legend: E: Extreme risk; immediate action required
 H: High risk; management attention required
 M: Moderate monitor and further review where practicable
 L: Low risk; broadly acceptable level of risk

Extreme and High Risk Issues require appropriate controls to be implemented and monitored

OFFICER RECOMMENDATION

That Council authorises the CEO to notify Bike SA that the District Council of Elliston will participate in the 2019 Bike SA 2019 Annual Tour and allocates \$2,500 ex GST within the draft 2019/2020 budget to host the Bike SA – overnight stay in Lock on the 23 September 2019.

Cr McGlasson moved:

2019.04

That Council authorises the CEO to notify Bike SA that the District Council of Elliston will participate in the 2019 Bike SA 2019 Annual Tour and allocates \$2,500 ex GST within the draft 2019/2020 budget to host the Bike SA – overnight stay in Lock on the 23 September 2019.

Seconded by Cr McLeod

CARRIED

13.4 Council Assessment Panel Presiding Member

File Reference: 3.14.7/2

Report Author: Rates and Revenue/Administration Officer

PURPOSE

For Council to appoint a Council Assessment Panel Presiding Member in accordance with Item 2.5 of the District Council of Elliston Council Assessment Panel Terms of Reference (Adopted 19 September 2017) and to authorise advertising for a fifth member of the Panel.

BACKGROUND

At its Ordinary Meeting on 19 September 2017, Council resolved:

Cr Rumbelow moved:

2017.134

That

1. *The Council resolves to establish a Council Assessment Panel comprising five (5) independent members under Section 83 of the Planning Development and Infrastructure Act 2016 effective from 1 October 2017.*
2. *The Council appoints Fred Benes as the Presiding Member of its Council Assessment Panel for a term commencing on 1 October 2017 and expiring on 1 October 2019.*
3. *The Council appoints the following four (4) members of the Council Assessment Panel for a term commencing on 1 October 2017 and expiring on 1 October 2019:*
 - i. *Ryan Donovan*
 - ii. *Rosa Gagetti*
 - iii. *Kingsley Holman*
 - iv. *Tim Kierse*
4. *The Council Assessment Panel is, from its establishment on 1 October 2017, authorised to exercise all of the powers and functions previously delegated by the Council to the Council Development Assessment Panel under the Development Act 1993 on 15 August 2017.*
5. *The Terms of Reference attached as Attachment 13.6.1 to this Report be adopted and that all appointments are made subject to the Terms of Reference.*
6. *Council notes that the Chief Executive Officer of the Council will appoint the Assessment Manager for the Council Assessment Panel pursuant to section 87 of the Planning Development and Infrastructure Act 2016.*
7. *Council resolves to maintain the current sitting fee of \$250 per meeting and travel expenses for the Panel Members, and \$300 per meeting and travel expenses for the Presiding Member.*

Seconded by Cr Allchurch and CARRIED

REPORT

Presiding Member

Mr Benes, the Presiding Member, tendered his resignation from the Panel as Presiding Member on 22 October 2018 leaving four remaining members of the Panel, Mr T Kierse, Ms R Gagetti, Mr R Donovan and Mr K Holman.

Mr Kierse has indicated his interest in becoming the Presiding Member of the Council Assessment Panel. The other Panel members have been canvassed and support his appointment.

Vacancy

The Terms of Reference of the Council Assessment Panel requires five (5) members, and Council is requesting to authorise the process of advertising to fill the vacant position on the Panel with membership expiring on 1 October 2019.

MANAGEMENT PLAN DRIVERS

Strategic Plan Reference

Goal 2- Our Economy

To actively encourage, support and promote opportunities to increase the prosperity and sustainable growth of the community.

Goal 5 - Our Leadership and Governance

To provide progressive leadership and good governance which encourages confidence of the community in the Council and conduct our business in a financially responsible manner.

Finance/Budget

Nil

Risk/Asset Management

Likelihood	Consequences				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (Almost certain)	H	H	E	E	E
B (Very likely)	M	H	H	E	E
C (Possible)	L	M	H	E	E
D (Unlikely)	L	L	M	H	E
E (Rare)	L	L	M	H	H

*Legend: E: Extreme risk; immediate action required
H: High risk; management attention required
M: Moderate monitor and further review where practicable
L: Low risk; broadly acceptable level of risk*

Extreme and High Risk Issues require appropriate controls to be implemented and monitored

OFFICER RECOMMENDATION 1

That Council appoints Tim Kierse as the Presiding Member of its Council Assessment Panel for a term commencing on 1 November 2018 and expiring on 1 October 2019.

OFFICER RECOMMENDATION 2

That Council authorise the Chief Executive Officer to advertise for a fifth member of the Panel in accordance with the Terms of Reference of the Council Assessment Panel for a period expiring on 1 October 2019.

RECOMMENDATION 1. Cr McLeod moved:

2019.05

That Council appoints Tim Kierse as the Presiding Member of its Council Assessment Panel for a term commencing on 1 November 2018 and expiring on 1 October 2019.

Seconded by Cr Williams

CARRIED

RECOMMENDATION 2. Cr May moved:

2019.06

That Council authorise the Chief Executive Officer to advertise for a fifth member of the Panel in accordance with the Terms of Reference of the Council Assessment Panel for a period expiring on 1 October 2019.

Seconded by Cr Williams

CARRIED

13.5 Regional Strategic Plan

File Reference: 4.89.1/1

Report Author: Chief Executive Officer

PURPOSE

For Council to give feedback to the Eyre Peninsula Local Government Association (EPLGA) regarding a draft high level Regional Strategic Plan that has been received, by the 8 February 2019.

REPORT

Following the recent November 2018 Regional Development forum held at Wudinna, aimed at getting directions for the development of a new three (3) year funding agreement between Regional Development Australia Whyalla and Eyre Peninsula (RDAWEP) and member Councils, the EPLGA has developed a high level Regional Strategic Plan (**the Plan**) for consultation.

The three regional organisations being the Eyre Peninsula Natural Resource Management (EPNRM), RDAWEP and the EPLGA high level priorities have been rolled into the one high level plan.

Also provided is a copy of the strengths, weakness, opportunities and threats (**SWOT**) information that was manufactured at the November 2018 meeting in Wudinna.

The writer has only one comment about the plan, which is concerning Oil and Gas Resources (refer page 18 of the Plan) and follows Council's resolution at its meeting held on January 2018.

Unite the Bight:

Cr Allchurch moved:

2018.06

That Elliston Council supports a moratorium on deep water oil and gas exploration and drilling in the Great Australian Bight to protect the fishing and tourism industries and pristine environment.

That Council writes to NOPSEMA (National Offshore Petroleum Safety and Environmental Management Authority) officially requesting such a moratorium.

Seconded by Cr Callaghan

CARRIED UNANIMOUSLY

Given the resolution of January 2018, it is advised that the Council's position on drilling in the Bight be provided in feedback to the EPLGA.

Elected Members are also invited to consider what other feedback, if any they consider appropriate to provide to the EPLGA and raise those matters at the point of consideration of this Report.

A copy of the information received from the EPLGA concerning the Plan is attached for Members information – refer Attachment 13.5.1.

MANAGEMENT PLAN DRIVERS

Strategic Plan Reference

Goal 5 - Our Leadership and Governance

To provide progressive leadership and good governance which encourages confidence of the community in the Council, and conduct our business in a financially responsible manner

Finance/Budget

Nil

Risk/Asset Management

Likelihood	Consequences				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (Almost certain)	H	H	E	E	E
B (Very likely)	M	H	H	E	E
C (Possible)	L	M	H	E	E
D (Unlikely)	L	L	M	H	E
E (Rare)	L	L	M	H	H

Legend: E: Extreme risk; immediate action required
H: High risk; management attention required
M: Moderate monitor and further review where practicable
L: Low risk; broadly acceptable level of risk

Extreme and High Risk Issues require appropriate controls to be implemented and monitored

OFFICER RECOMMENDATION

That Council authorises the Chief Executive Officer to provide feedback to the Eyre Peninsula Local Government Association (EPLGA) about the Council's position on drilling in the Bight in responding to the draft high level Regional Strategic Plan 2018 that has been received.

Cr Hitchcock moved:

2019.07

That Council authorises the Chief Executive Officer to provide feedback to the Eyre Peninsula Local Government Association (EPLGA) about the Council's position on:

- Council supports a moratorium against drilling in the Bight, but does not oppose mining as a general proposition
- Council expresses concern about the lack of appropriate consultation and compensation to landholders by mining industries
- Considering the poor condition of Eyre Peninsula infrastructure, in particular, the Tod and Flinders Highways, the Regional Strategic Plan 2018 should not use the current infrastructure as an indicator of wellbeing and viability
- Council comment about Natural Resource Management actions and management to provide more and improved resources on the Eyre Peninsula

in responding to the draft high level Regional Strategic Plan 2018 that has been received.

Seconded by Cr Henderson

CARRIED

13.6 Public Consultation Policy

File Reference: 9.63.2/1

Report Author: Governance Project Officer

PURPOSE

The Public Consultation Policy is provided to Elected Members for endorsement and approval to proceed with public consultation of the Policy.

BACKGROUND

The Public Consultation Policy has been reviewed as part of the ongoing Policy Review.

Section 50 of the *Local Government Act 1999* (SA) (**the Act**) provides that Council must prepare and adopt a public consultation policy.

The purpose of this Policy is to set out the steps that Council intends to take to deliver effective community consultation, whilst fulfilling Council's requirements under the Act.

Where the Act prescribes that public consultation is necessary, Council will obtain and consider community contributions and relevant information to ensure that any decision made is in the best interests of the community. However, it is important to note that having taken into account the submissions received, any final decision rests with Council.

This Policy outlines the minimum communication and consultation requirements under the Act that Council is required to comply with to ensure consistent, meaningful and effective consultation is achieved.

This Policy only applies to matters that require public consultation as per the Act. Community consultation prescribed under other legislation (ie *Planning, Development & Infrastructure Act 2016*) will be undertaken in accordance with the requirements of the said legislation, rather than this Policy.

Council recognises its responsibility to seek the views of all stakeholders impacted by its decisions and may elect to undertake public consultation above and beyond the minimum legislative requirements where deemed appropriate

REPORT

The revised Public Consultation Policy, attached as [Attachment 13.6.1](#) is based on the LGA Model Policy and has had additional input by Council's legal advisers, Norman Waterhouse Lawyers.

The LGA Model Policy was revised in June 2018 following judicial interpretation of Section 50 of the *Local Government Act 1999* in the decision of *Coastal Ecology Protection Group Inc & Ors v City of Charles Sturt*. Part of that decision found that the City of Charles Sturt had not consulted in line with their Public Consultation Policy and therefore a Community Land Management Plan was deemed invalid. The subsequent review of the Model Policy was to ensure that any gaps were addressed.

The Policy has been set up in a table format to clearly identify those parts of the Act requiring mandatory and standard consultation, and what those minimum consultation requirements are.

As noted in the Policy under Table 1, Public Consultation Policies require mandatory consultation and the standard consultation steps to be taken are as noted in Table 4.

It is suggested that the draft Public Consultation Policy, as attached, be placed on public consultation inviting written submissions from the public from 17 January 2019 for a period of 21 days. The consultation will include notices in the Port Lincoln Times, West Coast Sentinel and Council's website and Face Book page.

MANAGEMENT PLAN DRIVERS

Strategic Plan Reference

Goal 5 - Our Leadership and Governance

To provide progressive leadership and good governance which encourages confidence of the community in the Council, and conduct our business in a financially responsible manner

Finance/Budget

Nil

Risk/Asset Management

Likelihood	Consequences				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (Almost certain)	H	H	E	E	E
B (likely)	M	H	H	E	E
C (Moderate)	L	M	H	E	E
D (Unlikely)	L	L	M	H	E
E (rare)	L	L	M	H	H

Legend: E: Extreme risk; immediate action required
H: High risk; senior management attention needed
M: Moderate risk; management responsibility must be specified
L: Low risk; manage by routine procedures

Extreme and High Risk Issues require a Risk Assessment to be undertaken

OFFICER RECOMMENDATION

That the draft Public Consultation Policy, attached as Attachment 13.6.1 be endorsed and released for Public Consultation from 17 January 2019 for a period of 21 days, with a final report presented to the March 2019 Council Meeting.

Cr May moved:

2019.08

That the draft Public Consultation Policy, attached as Attachment 13.6.1 be endorsed and released for Public Consultation from 17 January 2019 for a period of 21 days, with a final report presented to the March 2019 Council Meeting.

Seconded by Cr Callaghan

CARRIED

13.7 Draft Travel and Accommodation Policy

File Reference: 9.63.2/1

Report Author: Human Resources Manager

PURPOSE

To present the draft Elected Member and Staff Travel and Accommodation Policy and Procedure (the Policy) to Elected Members for consideration and endorsement.

BACKGROUND

The District Council of Elliston recognises that on occasion, Elected Members and certain staff will need to undertake intrastate and interstate travel for official business pertaining to the function of Council.

There has been some variability in travel and accommodation arrangements arising from legacy arrangements and custom and practice that has evolved over time.

Consideration was also given last year to regulating and making consistent arrangements that applied to all of Council's public officers, which includes all staff and all Elected Members.

REPORT

The Policy (attached as Attachment 13.7.1) provides information on:

- Accommodation expenses
- Travel expenses
- Incidentals
- Travelling time
- Authorisation of travel and expenses

This Policy ensures that the process for claiming travel and accommodation expenses, the reimbursement of expenses, is accountable and transparent.

The Policy has been structured to ensure consistency of application across all Council's public officers and as a Council Policy (as opposed to a staff policy alone) it is publicly available and allows residents and ratepayers to be informed of the manner of expenditure by Council's officers and staff.

MANAGEMENT PLAN DRIVERS

Strategic Plan Reference

Goal 5 - Our Leadership and Governance

To provide progressive leadership and good governance which encourages confidence of the community in the Council, and conduct our business in a financially responsible manner

Finance/Budget

Nil

Risk/Asset Management

Likelihood	Consequences				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (Almost certain)	H	H	E	E	E
B (likely)	M	H	H	E	E
C (Moderate)	L	M	H	E	E
D (Unlikely)	L	L	M	H	E
E (rare)	L	L	M	H	H

*Legend: E: Extreme risk; immediate action required
H: High risk; senior management attention needed
M: Moderate risk; management responsibility must be specified
L: Low risk; manage by routine procedures*

Extreme and High Risk Issues require a Risk Assessment to be undertaken

OFFICER RECOMMENDATION

That Council adopt the draft Elected Member and Staff Travel and Accommodation Policy and Procedure, attached as Attachment 13.7.1.

Cr Williams moved:

2019.09

That Council adopt the draft Elected Member and Staff Travel and Accommodation Policy and Procedure, attached as Attachment 13.7.1.

Seconded by Cr Hitchcock

CARRIED

13.8 Toilet Block Budget Request

File Reference: 7.11.3/1

Report Author: Operations Manager

PURPOSE

To request a variation to the 2018/19 Capital Budget for the supply and construction of the Walkers Rock, Sheringa Beach and Port Kenny public toilet blocks (**the toilet blocks**).

BACKGROUND

In 2018-2019 Capital Projects Budget funds were set aside for the replacement of the following toilet blocks:

- Sheringa - \$83,000
- Port Kenny - \$90,000
- Walker's Rock - \$83,000
- Elliston Community and Visitor Information Centre (**ECVIC**) - \$144,000

REPORT

Council engaged LGA Procurement to obtain quotes to replace the toilet blocks. Final quotations and pricings have now been received, with negotiations ongoing for the Visitor Centre toilets.

The original tendered responses did not meet Council's Budget nor Council's requirement for local input/benefit.

Council asked LGA Procurement to go back to the market and we now have a 27.78% local input/benefit for the Eyre Peninsula as the contractors are all local, apart from the supply of the toilet blocks.

The current budget allocation for the three (3) toilet blocks is \$256,000.00 and the amount required to complete the project is \$291,000 ex GST. Savings have been identified to date in other completed Capital Works projects in the amount of \$50,000.

The replacement of these three (3) toilet blocks has been identified as improvements to our camping sites in RDAWEP's *Eyes on Eyre Wayfinding, Camping and Coastal Access* stocktake conducted on behalf of all eleven (11) councils on the Eyre Peninsula in 2017. The Port Kenny toilets are an eyesore that needs urgent attention.

Coastal Protection and Native Vegetation agencies have given their approval to Walker's Rock and Sheringa Beach toilet replacements and with the upgrading of Sheringa Beach camp site. This will encourage more people to stay at this site. Walker's Rock current toilet is very old and severe disrepair, so the new toilet will enhance the wonderful camp site.

MANAGEMENT PLAN DRIVERS

Strategic Plan Reference

Goal 2- Our Infrastructure – *To effectively and efficiently manage and improve our community infrastructure.*

Finance/Budget

\$35,000.00 ex GST

Risk/Asset Management

Likelihood	Consequences				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (Almost certain)	H	H	E	E	E
B (likely)	M	H	H	E	E
C (Moderate)	L	M	H	E	E
D (Unlikely)	L	L	M	H	E
E (rare)	L	L	M	H	H

Legend: E: Extreme risk; immediate action required
 H: High risk; senior management attention needed
 M: Moderate risk; management responsibility must be specified
 L: Low risk; manage by routine procedures

Extreme and High Risk Issues require a Risk Assessment to be undertaken

OFFICER RECOMMENDATION

That Council approves the additional allocation within the 2018-2019 Capital Budget in the amount of \$35,000.00 ex GST towards the replacement of the three (3) public toilet blocks located at Walker’s Rock, Sheringa Beach and Port Kenny.

Cr Callaghan moved:

2019.10

That Council approves the additional allocation within the 2018-2019 Capital Budget in the amount of \$35,000.00 ex GST towards the replacement of the three (3) public toilet blocks located at Walker’s Rock, Sheringa Beach and Port Kenny.

Seconded by Cr Williams

CARRIED

13.9 CEO House Report

File Reference: 16.55.8/2

Report Author: Operations Manager

PURPOSE

To seek approval from Council to have an exemption from the procedures of the Procurement Policy for the upgrade to the CEO's Residence.

BACKGROUND

At the November 2018 General Council meeting it was resolved that;

***Cr Hitchcock moved:
2018.202***

That the Operations Manager and Crs May and Williams inspect the CEO Council house and report to Council on renovations required.

Seconded by Cr McGlasson

CARRIED

A preliminary inspection was carried out before the December 2018 meeting with Crs May and Williams. It was decided to obtain quotes for:

- Remodelled kitchen
- Replacement carpets
- Sanding of existing floor boards
- Painting of the interior of the house
- Installation of LED lighting

At the December meeting, informal discussion about the results of the preliminary inspection led to Cr May suggesting that investigations be carried out to evaluate the possibility of removing the wall between the kitchen and the lounge room. The writer agreed to explore the feasibility of the wall's removal. This will need to be done by a qualified building surveyor (Stassi) or similar.

REPORT

The gathering of the required number of quotes for supply and fitting can be a difficult process due to our remoteness of getting contractors to inspect, measure and quote in a prompt manner that will enable completion of the task. Other quotes have been sought but we are still waiting for responses.

A quote has been received for the remodelled kitchen, but this quote is obviously contingent on changes to the wall.

To be able to plan and cost this type of work is difficult and as the work is of an urgent nature the writer is requesting a change to the procurement process to allow for work to be carried out by a contractor without obtaining 2 written quotes if above \$10,000.00 for that service as required by the Procurement Policy.

MANAGEMENT PLAN DRIVERS

Strategic Plan Reference

Goal 2- Our Infrastructure – To effectively and efficiently manage and improve our community infrastructure.

Finance/Budget

It is estimated that the upgrade will cost approximately \$50,000.00 and this amount is not included in the 2018-2019 Budget.

Risk/Asset Management

Likelihood	Consequences				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (Almost certain)	H	H	E	E	E
B (Very likely)	M	H	H	E	E
C (Possible)	L	M	H	E	E
D (Unlikely)	L	L	M	H	E
E (Rare)	L	L	M	H	H

Legend: *E: Extreme risk; immediate action required*
H: High risk; management attention required
M: Moderate monitor and further review where practicable
L: Low risk; broadly acceptable level of risk

Extreme and High Risk Issues require appropriate controls to be implemented and monitored

OFFICER RECOMMENDATION

That Council suspends the operation of its Procurement Policy only for the purposes of seeking contractors and other service providers to provide quotes for the required works on the CEO’s house and delegates to the CEO all powers necessary to give effect to procurement for the purposes of this project.

Cr Williams moved:

2019.11

That Council suspends the operation of its Procurement Policy only for the purposes of seeking contractors and other service providers to provide quotes for the required works on the CEO’s house and delegates to the CEO all powers necessary to give effect to procurement for the purposes of this project.

Seconded by Cr May

CARRIED

13.10 Confidential Item – Unpaid Rates – Section 184 Request report

File Reference: 7.69.8/2

Report Author: Rates and Revenue / Administration Officer

CEO Indication pursuant to Section 83(5) of the *Local Government Act 1999*

Notice is hereby given in accordance with Section 83(5) of the *Local Government Act 1999* that the information and matters contained in the agenda report entitled 'Confidential Item – Unpaid Rates – Section 184 Request Report' and its annexures may, if the Council so determines, be considered in confidence under Part 3 of the *Local Government Act 1999* at item 13.10 (Confidential Item – Unpaid Rates – Section 184 Request Report) of the Agenda for the meeting of the Council on 15 January 2019 on the grounds set out at Section 90(3)(a) of the *Local Government Act 1999*.

Phil Cameron

Chief Executive Officer

OFFICER RECOMMENDATION

That pursuant to Section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public, except Phil Cameron, Chief Executive Officer, Karen Quinn, Manager Financial Services, Arthur Johnstone Operations Manager, George Karzis, Manager Corporate and Community and Jill Leonard, Rates and Revenue/Administration Officer (Minute Clerk), be excluded from attendance at the meeting for Agenda Item 13.10 'Confidential Item – Unpaid Rates – Section 184 Request Report'.

Council is satisfied that, pursuant to Section 90(3)(a) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this Agenda item would involve the unreasonable disclosure of information concerning the personal affairs of persons (living or dead), being information about Council employees and residents.

Council is satisfied that the principle that meetings of the Council should be conducted in a place open to the public has been outweighed by the need to keep the information, matter and discussion confidential.

Cr Hitchcock moved:

2019.12

That pursuant to Section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public, except Arthur Johnstone, Acting Chief Executive Officer, Karen Quinn, Manager Financial Services, George Karzis, Manager Corporate and Community and Jill Leonard, Rates and Revenue/Administration Officer (Minute Clerk), be excluded from attendance at the meeting for Agenda Item 13.10 'Confidential Item – Unpaid Rates – Section 184 Request Report'.

Council is satisfied that, pursuant to Section 90(3)(a) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this Agenda item would involve the unreasonable disclosure of information concerning the personal affairs of persons (living or dead), being information about Council employees and residents.

Council is satisfied that the principle that meetings of the Council should be conducted in a place open to the public has been outweighed by the need to keep the information, matter and discussion confidential.

Seconded by Cr McGlasson

CARRIED

Refer attached Confidential Report provided under separate cover.

OFFICER RECOMMENDATION

That:

- 1. Having considered the matter of Agenda Item 13.10 'Confidential Item – Unpaid Rates - Section 184 Request Report' in confidence under Sections 90(2) and 90(3)(a) of the Local Government Act 1999, Council orders under the provisions of Sections 91(7) and (9) of the Local Government Act 1999 that the agenda report, annexures and associated documents considered by Council in relation to this item and the minutes related to this item be kept confidential until further order of the Council as they relate to the personal affairs of Council employees and residents, the disclosure of which would be unreasonable.**
- 2. Pursuant to Section 91(9)(a) of the Local Government Act 1999, this confidentiality order be reviewed every 12 months.**

Cr Callaghan moved:

2019.14

That:

- 1. Having considered the matter of Agenda Item 13.10 'Confidential Item – Unpaid Rates - Section 184 Request Report' in confidence under Sections 90(2) and 90(3)(a) of the Local Government Act 1999, Council orders under the provisions of Sections 91(7) and (9) of the Local Government Act 1999 that the agenda report, annexures and associated documents considered by Council in relation to this item and the minutes related to this item be kept confidential until further order of the Council as they relate to the personal affairs of Council employees and residents, the disclosure of which would be unreasonable.**
- 2. Pursuant to Section 91(9)(a) of the Local Government Act 1999, this confidentiality order be reviewed every 12 months.**

Seconded by Cr May

CARRIED

14. Other Urgent Business

Cr Callaghan moved:

2019.15

That the District Council of Elliston, Mayor, Elected Members and staff express their deepest sympathies to Karen, Steve, Kailie and the Paul family for the untimely loss of their husband, son and father. Mr Paul was a highly valued, respected and much appreciated member of the community.

Seconded by Cr McLeod

CARRIED

Cr Callaghan moved:

2019.16

That Council authorise the CEO to arrange a meeting with the lessees of the Liberty Roadhouse, Elliston about the proposal to remove LPG from the roadhouse.

Seconded by Cr Hitchcock

CARRIED

Cr Callaghan left the meeting at 10.45am

Cr Callaghan returned to the meeting at 10.47am

Cr Hitchcock moved:

That the meeting take a 15 minute break for morning tea at 10.55am.

Seconded by Cr Williams

CARRIED

Cr Callaghan left the meeting at 10.55am

Meeting resumed at 11.10am

Cr Hancock moved:

2019.17

That Council Elected Members investigate a uniform shirt/blouse and jumpers with Council's logo embroidered. Cr May to make further enquiry with Nullabor Xing, Streaky Bay and other outlets, to obtain catalogues, quotes and material samples and report back to Council's February meeting.

That Cr May consult with the Chief Executive Officer with a view to staff also having access.

Seconded by Cr Williams

CARRIED

Cr May commented that watering at office and memorial should be more controlled.

Cr May moved:

2019.18

1. That Council authorise the Chief Executive Officer to use expert advice to redraft the petition to change the speed limit and road designs on Flinders Highway entering Elliston, to be more specific, and report back to the February meeting.

2. That Council authorises the Chief Executive Officer to renegotiate with Genesee Wyoming on the Rail Road Interface agreement about uniform signage at the crossings.

Seconded by Cr McLeod

CARRIED

Cr May suggested that Elected Members be advised of any emergency situation so they can report to community.

Cr May proposed consideration be given to installing a roundabout/traffic island at the Beach Terrace/Memorial Drive/Little Bay Road intersection.

Cr McLeod mentioned the contingency plan for time between CEO leaving and new CEO commencing. The Mayor advised that if necessary, Mr Cameron has offered to extend his departure date if required.

Cr McGlasson moved:

2019.19

That Council approach the State Government requesting funds to support the funding made available by the Federal Government for road works on Tod and Birdseye Highways.

Seconded by Cr Hitchcock

CARRIED

Cr Henderson requested information on the requirements for road trains on rubble roads, including Colton Back Road.

Cr Hitchcock commented that some cars and trailers are left on the boat ramp reducing accessibility, so signs be erected to prevent this occurrence. Operations Manager Johnstone advised this was already in hand.

Operations Manager Johnstone advised the re-sheeting of Sheringa Beach Road is scheduled for 2023 in the Asset Management Plan.

Mayor Hancock proposed a “meet and greet” be held at Elliston, Lock and Port Kenny to enable community to meet new Council. Times and dates to be confirmed.

15. Closure of Meeting

Meeting closed: 12.20pm

Next meeting: 19 February 2019 at 9.00am