ORDINARY MEETING OF COUNCIL
14 AUGUST 2018

Members of The Flinders Ranges Council

His Worship the Mayor
PJ Slattery

Councillors:
KP Anderson
RK Daniel
NS Downing
GD Flint
JIL Hipwell
SAW Reubenicht
PM Reynolds
AJ Smith

Notice of Meeting

An Ordinary Meeting of The Flinders Ranges Council will be held in the Quorn Council Chambers, 1 Seventh Street, Quorn SA 5433 on Tuesday 14 August 2018 commencing at 6:30pm

The business to be considered at the above-mentioned meeting is set out in the attached Agenda.

There will be Caretaker training for all Elected Members by Kelley Jones at 6:00pm

Colin Davies
Chief Executive Officer
10 August 2018
AGENDA

1. PRESENT:

2. APOLOGIES:

3. CONFLICT OF INTEREST:

Elected Members are reminded of the requirements for disclosure by Elected Members of a conflict of interest (whether a material conflict of interest under Section 73 of the Local Government Act 1999 (the Act) or an actual or perceived conflict of interest under section 75 of the Act in items listed for consideration on the Agenda. Sections 74 and 75A of the Act respectively require that Elected Members declare any material conflict of interest and any actual or perceived conflict of interest and provide details of the nature of the interest to the Council prior to consideration of that item on the Agenda. In relation to an actual or perceived conflict of interest, Elected Members must also explain how they intend to deal with that interest. Each Elected Member of a Council has a duty to vote at all meetings unless exempted by legislation. The major exemption being where a Member has a conflict of interest. Likewise Staff are reminded of the requirements of section 120 of the Act.

4. MINUTES – CONFIRMATION OF:

4.1 Ordinary Meeting 10 July 2018

MOVED
SECONDED
That the Minutes of the Council Meeting held on Tuesday 10 July 2018, as circulated, be confirmed as a true and correct record of that meeting.

4.2 Special Meeting 25 July 2018

MOVED
SECONDED
That the Minutes of the Special Council Meeting held on Wednesday 25 July 2018, as circulated, be confirmed as a true and correct record of that meeting.

5. BUSINESS ARISING FROM THE MINUTES:

5.1 Officer Action Plans

Updated for review

6. MEMBERS REPORTS:

6.1. Mayoral Report:

6.2. Councillors’ Verbal Reports:

MOVED
SECONDED
That the Mayoral and Councillor Reports for July / August 2018 be received, the contents noted and the attendance of the Mayor and Councillors at meetings and functions be endorsed.
7. QUESTIONS WITH NOTICE:

7.1. Public Question Time: Nil

7.2. Questions with Notice: Nil

8. QUESTIONS WITHOUT NOTICE: Nil

9. DELEGATIONS / DEPUTATIONS:

9.1. Delegations:

9.1.1 Bruce Wilson, Department of Industry, Innovation and Science

9.1.2 Terry Nicholas, TNPK (Parking Plan)

9.2. Deputations: Nil

10. PETITIONS: Nil

11. NOTICE OF MOTION: Nil

12. COUNCIL COMMITTEES:

12.1. Audit Committee

12.1.1 The Flinders Ranges Council Audit Committee Nil

12.2. Section 41 Committees

12.2.1. Flinders Ranges Visitor Information Centre Management Committee

MOVED SECONDED
That the minutes of the Flinders Ranges Visitor Information Centre Management Committee held on Monday 13 August 2018 be received and noted, and the recommendations made, be adopted.

12.2.2. Works Review Reference Committee 21 - 22

MOVED SECONDED
That the minutes of the Works Review Reference Committee held on Wednesday 25 July 2018 be received and noted, and the recommendations made, be adopted.

12.2.3. Policy Review Reference Committee 23 - 24

MOVED SECONDED
That the minutes of the Policy Review Reference Committee held on Tuesday 17 July 2018 be received and noted, and the recommendations made, be adopted.
12.2.4. Swimming Pools Reference Committee Nil

12.2.5. Quorn and District Local History Group Reference Committee

MOVED SECONDED
That the minutes of the Quorn & District Local History Group Reference Committee held on Thursday 2 August 2018 be received and noted, and the recommendations made, be adopted.

12.2.6. The Flinders Ranges Council Building Fire Safety Committee

MOVED SECONDED
That the minutes of The Flinders Ranges Council Building Fire Safety Committee held on Thursday 28 June 2018 be received and noted, and the recommendations made, be adopted.

12.3. Section 43 Committees

12.3.1. Legatus Group (formerly Central Local Government Region)

Minutes of the CEO Forum held on Friday 3 August 2018 are provided for information.

13. CORRESPONDENCE:

13.1. Correspondence for Information:

All correspondence for information is provided on Council’s Extranet under Members Information. Index attached.

13.2. Correspondence for Decision:

13.2.1. Blackwood Seeds
Seed Collection Permit

13.2.2. Quorn Gun Club
In-kind Assistance

13.2.3. Dr Tony Lian-Lloyd
Medical Services in Quorn

13.2.4. Hawker Craft Mart
In-kind Assistance

13.2.5. Hawker Flinders Fest
In-kind Assistance & Road Closure

MOVED SECONDED
That the correspondence for information and decision for July / August 2018 be received, the contents noted.
14. OFFICERS’ REPORTS:

14.1. Development and Environmental Health Officer:
   14.1.1. Development Officer’s Report
   14.1.2. Environmental Health Officer’s Report

14.2. Human Resource Officer:
   14.2.1. Human Resource Officer’s Report

14.3. Finance and Administration Manager:
   14.3.1. Finance and Administration Manager’s Report

14.4. Chief Executive Officer:
   14.4.1. Chief Executive Officer’s Report
   14.4.2. Major Projects Report
   14.4.3. Shared Services
   14.4.4. Policy Review

MOVED SECONDED
That the Development Officer’s, Environmental Health Officer’s, Human Resource Officer’s, Finance and Administration Manager’s and Chief Executive Officer’s Reports be received and the contents noted.

15. ITEMS FOR CONSIDERATION AS TO CONFIDENTIALITY: Nil

16. NEXT MEETING:

The next Ordinary Meeting of The Flinders Ranges Council will be held on Tuesday 11 September 2018 commencing at 6:30pm in the Hawker Hospital Community Room, Cradock Road, Hawker SA 5434.

17. CLOSE:
MINUTES OF THE ORDINARY MEETING OF THE FLINDERS RANGES COUNCIL
HELD IN THE QUORN COUNCIL CHAMBERS, QUORN
ON TUESDAY 10 JULY 2018 COMMENCING AT 6:40 PM

1. PRESENT
Mayor PJ Slattery (in Chair)
Councillors KP Anderson, RK Daniel, NS Downing, GD Flint,
JL Hipwell, PM Reynolds and AJ Smith
Chief Executive Officer CJ Davies
Finance & Administration Manager DW Whicker
Works Manager B Akhtar

2. APOLOGIES
Councillor SAW Reubenicht
ABSENT Nil
GALLERY 5 persons in gallery

3. CONFLICT OF INTEREST
Elected Members are reminded of the requirements for disclosure by Elected Members of a conflict of interest
(whether a material conflict of interest under Section 73 of the Local Government Act 1999 (the Act) or an actual
or perceived conflict of interest under section 75 of the Act in items listed for consideration on the Agenda.
Sections 74 and 75A of the Act respectively require that Elected Members declare any material conflict of interest
and any actual or perceived conflict of interest and provide details of the nature of the interest to the Council prior
to consideration of that item on the Agenda. In relation to an actual or perceived conflict of interest, Elected
Members must also explain how they intend to deal with that interest. Each Elected Member of a Council has a
duty to vote at all meetings unless exempted by legislation. The major exemption being where a Member has a
conflict of interest. Likewise, Staff are reminded of the requirements of section 120 of the Act.

4. CONFIRMATION OF MINUTES
4.1 Ordinary Meeting 12 June 2018
Moved Councillor Hipwell, Seconded Councillor Anderson
That the Minutes of the Ordinary Meeting of Council held on Tuesday 12 June 2018, as
circulated, be confirmed as a true and correct record of that meeting.
CARRIED (151/2018)

5. BUSINESS ARISING FROM THE MINUTES
5.1 Officer Action Plans
Updated and reviewed

6. MEMBERS REPORTS
6.1 Mayoral Report – Written report provided.
6.2 Councillors’ Reports – verbal reports
6.2.1 Councillor Anderson
Councillor Anderson advised that he had attended the following meetings / functions:
28 Jun 2018 Building Fire Safety Committee
6.2.2 Councillor Daniel

Councillor Daniel advised that he had attended the following meetings / functions:

- 11 Jun 2018 Hawker Area School Council
- 26 Jun 2018 Barndioota Consultative Committee
- 06 Jul 2018 Senate Enquiry - Hawker
- 09 Jul 2018 UoQ NRWMF Research Project - Hawker
- 10 Jul 2018 Meet the Minister (Tourism) - Hawker

6.2.3 Councillor Downing

Councillor Downing advised that she had attended the following meetings / functions:

- 05 Jul 2018 QDLHGRC

6.2.4 Councillor Flint

Councillor Flint advised that he had attended the following meetings / functions:

- 18 Jun 2018 Hawker Community Development Board
- 26 Jun 2018 Barndioota Consultative Committee

6.2.5 Councillor Hipwell

Councillor Hipwell advised that he had attended the following meetings / functions:

- 18 Jun 2018 FRVICMC
- 09 Jul 2018 FRVICMC

6.2.6 Councillor Reubenicht

Councillor Reubenicht advised that he had attended the following meetings / functions:

Nil – Apology presented

6.2.7 Councillor Reynolds

Councillor Reynolds advised that she had attended the following meetings / functions:

Nil

6.2.8 Councillor Smith

Councillor Smith advised that he had attended the following meetings / functions:

Nil

Moved Councillor Downing, Seconded Councillor Flint

That the Mayoral and Councillor Reports for June / July 2018 be received, the contents noted and the attendance of the Mayor and Councillors at meetings and functions be endorsed.

CARRIED (152/2018)
7. QUESTIONS WITH NOTICE

7.1 Public Question Time                   Nil
7.2 Question with Notice                   Nil

8. QUESTIONS WITHOUT NOTICE                Nil

9. DELEGATIONS / DEPUTATIONS               Nil

9.1 Delegations                           Nil
9.2 Deputations                           Nil

10. PETITIONS                              Nil

11. NOTICE OF MOTION                       Nil

12. COUNCIL COMMITTEES

12.1. Audit Committee

12.1.1 The Flinders Ranges Council Audit Committee       Nil

12.2 Section 41 Committees

12.2.1 Flinders Ranges Visitor Information Centre Management Committee

Moved Councillor Hipwell, Seconded Councillor Flint
That the minutes of the Flinders Ranges Visitor Information Centre Management Committee held on Monday 18 June 2018 and Monday 10 July 2018 be received and contents noted, and the recommendations made, be adopted.
CARRIED (153/2018)

12.2.2 Works Review Reference Committee       Nil
12.2.3 Policy Review Reference Committee      Nil
12.2.4 Swimming Pools Reference Committee     Nil
12.2.5 Quorn and District Local History Group Reference Committee

Moved Councillor Downing, Seconded Councillor Flint
That the minutes of the Quorn and District Local History Group Reference Committee held on Thursday 5 July 2018 be received and noted, and the recommendations made, be adopted.
CARRIED (154/2018)

12.2.6 The Flinders Ranges Council Building Fire Safety Committee       Nil

12.3 Section 43 Committees

12.3.1 Legatus Group (formerly Central Local Government Region)

Mayor Slattery advised that he attended a Legatus workshop to discuss the proposed changes to the LGA Constitution and sub-ordinate structure.
13. CORRESPONDENCE

13.1 Correspondence for Information

Provided on an ongoing basis via Council’s Extranet under Members Information and listed in the Agenda for information.

13.2 Correspondence for Decision

13.2.1 Quorn Christmas Eve Street Party
Request for assistance

Moved Councillor Hipwell, Seconded Councillor Reynolds

That:

a. The Flinders Ranges Council exercise the power subject to Section 33 of the Road Traffic Act 1961, and Clause F of the instrument of general approval of the Minister dated 22 August 2013, to make an order that First Street, between Sixth Street and 50m east of Seventh Street, Quorn and Seventh Street between First Street and 50m south of First Street be closed on 24 December 2018 between the hours of 5:00 pm and 11:00 pm;

b. Council seek volunteer staff to undertake work associated with temporary road closure;

c. Council meet the cost of the required convenors insurance from the community budget line for the Event – Christmas Pageant and Parties;

d. Committee being responsible for all signage and Traffic Management Plans; and

e. Council authorise the Works Manager to provide other in-kind assistance as required, subject to Quorn Christmas Eve Street Party providing a detailed Event Management Plan (inclusive of the required Traffic Management Plan) at the earliest available opportunity for Council to review and Council will then confirm its support for the 2018 Christmas Eve Street Party based on the adequacy of the presented Event Management Plan.

CARRIED (155/2018)

13.2.2 Quorn Jockey Club
Request for sponsorship

Moved Councillor Anderson, Seconded Councillor Flint

That Council will continue to provide platinum sponsorship by providing in-kind assistance to the Quorn Jockey Club and that Council’s Works Manager be authorised to provide the in-kind assistance as and when required.

CARRIED (156/2018)

Moved Councillor Reynolds, Seconded Councillor Downing

That the correspondence for information and decision for June / July 2018 be received, the contents noted.

CARRIED (157/2018)

14. OFFICERS’ REPORTS

14.1 Development and Environmental Health Officer’s Report

14.1.1 Development Officer’s Report
For Information

14.1.2 Environmental Health Officer’s Report
For Information

14.2 Human Resource Officer’s Report

14.2.1 Human Resource Officer’s Report
For Information
14.3 Finance and Administration Manager’s Report

14.3.1 Finance and Administration Managers Report

Monthly Finance Reports

Moved Councillor Daniel, Seconded Councillor Flint

That Council:
   a. note the contents of the Bank Reconciliation for month ending 31 May 2018;
   b. endorse transfers to and from Reserves as per the Investment and Reserve Reconciliation for the month ending 31 May 2018;
   c. note the contents of the Debenture Loan Reconciliation for the period ending 31 May 2018;
   d. pursuant to Section 123(13) of the Local Government Act 1999 and Section 7 of the Local Government (Financial Management) Regulations 2011 note the contents of the Statutory Finance Reports for the period ending 31 May 2018 including budget review; and
   e. That Council approve the Grant Approval and Authorisation Criteria as presented in the agenda, with the addition of Elected Member endorsement at the next Ordinary meeting.

CARRIED (158/2018)

14.4 Chief Executive Officer’s Report

14.4.1 Chief Executive Officer’s Report

NRWMF Community Vote

Moved Councillor Hipwell, Seconded Councillor Reynolds

That Council approve the following wording for the community ballot being undertaken by Australian Electoral Commission for the proposed National Radioactive Waste Management Facility being located on a site on Wallerberdina Station: “Do you support the proposed National Radioactive Waste Management Facility in your community?”.  

CARRIED (159/2018)

Use of Council Seal

Moved Councillor Anderson, Seconded Councillor Downing

That Council endorse the Mayor and Chief Executive Officer signing and sealing the Local Government Finance Authority Debenture Loan No. 52 agreement for $120,000 at 3.49% over 10 years.

CARRIED (160/2018)

LGFA AGM

Moved Councillor Flint, Seconded Councillor Hipwell

That Council confirm that the Mayor will represent Council at the Local Government Finance Authority Annual General Meeting.

CARRIED (161/2018)

LGFA AGM

Moved Councillor Anderson, Seconded Councillor Flint

That Council nominates Colin Davies, Chief Executive Officer, for the Local Government Finance Authority Board.

CARRIED (162/2018)

Cr Hipwell vacated his seat and left the meeting at 7:43pm
Native Title Lawyers

Moved Councillor Anderson, Seconded Councillor Daniel

That Tim Mellor, Partner Mellor Olsson Lawyers be appointed to legally represent The Flinders Ranges Council in relation to all Native Title matters affecting The Flinders Ranges Council region, effective 1 July 2018 and further that Council authorise Mellor Olsson Lawyers to seek Government Financial Assistance on behalf of The Flinders Ranges Council.

CARRIED (163/2018)

Carpe Diem

Moved Councillor Anderson, Seconded Councillor Reynolds

That Council authorise the Chief Executive Officer to negotiate with Carpe Diem promoters to secure a presentation in Quorn with a maximum cash sponsorship of $1,000.

CARRIED (164/2018)

Hawker Area School

Moved Councillor Reynolds, Seconded Councillor Flint

That Council present an Achievement Award to a Year 12 student at the Hawker Area School with cash recognition of $100.00.

CARRIED (165/2018)

14.4.2 Major Projects Report

For information

14.4.3 Shared Services

For information

Moved Councillor Downing, Seconded Councillor Flint

That the Development Officer’s, Environmental Health Officer’s, Human Resource Officer’s, Finance and Administration Manager’s and Chief Executive Officer’s Reports be received and the contents noted.

CARRIED (166/2018)

15. ITEMS FOR CONSIDERATION AS TO CONFIDENTIALITY

Nil

16. NEXT MEETING

Tuesday 14 August 2018 commencing at 6:30 pm at the Quorn Council Chambers, 1 Seventh Street, Quorn SA 5433.

17. MEETING CLOSED AT 7:50 PM

Confirmed at the Meeting held on 14 August 2018

................................. MAYOR

Certified to be a true and accurate record of the Minutes of the Meeting held on 10 July 2018

................................. CHIEF EXECUTIVE OFFICER
MINUTES OF THE SPECIAL MEETING OF THE FLINDERS RANGES COUNCIL
HELD IN THE QUORN COUNCIL CHAMBERS, QUORN
ON WEDNESDAY 25 JULY 2018 COMMENCING AT 4:05 PM

1. PRESENT
   Mayor PJ Slattery (in Chair)
   Councillors KP Anderson, RK Daniel, GD Flint,
   JIL Hipwell, PM Reynolds and AJ Smith
   Chief Executive Officer       CJ Davies

2. APOLOGIES
   Councillors NS Downing and SAW Reubenicht
   ABSENT               Nil
   GALLERY              0 persons in gallery

3. CONFLICT OF INTEREST
   Elected Members are reminded of the requirements for disclosure by Elected Members of a conflict of interest
   (whether a material conflict of interest under Section 73 of the Local Government Act 1999 (the Act) or an actual
   or perceived conflict of interest under section 75 of the Act in items listed for consideration on the Agenda.
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   to consideration of that item on the Agenda. In relation to an actual or perceived conflict of interest, Elected
   Members must also explain how they intend to deal with that interest. Each Elected Member of a Council has a
   duty to vote at all meetings unless exempted by legislation. The major exemption being where a Member has a
   conflict of interest. Likewise, Staff are reminded of the requirements of section 120 of the Act.

4. LOCAL GOVERNMENT (RATE OVERSIGHT) AMENDMENT BILL 2018
   4.1 Chief Executive Officer’s Report
   Moved Councillor Reynolds, Seconded Councillor Smith
   That Council advises the Local Government Association (LGA) that it opposes the Local
   Government (Rate Oversight) Amendment Bill 2018.
   CARRIED UNANIMOUSLY (167/2018)
   Moved Councillor Hipwell, Seconded Councillor Reynolds
   That Council advises the LGA that the priority issues, amendments and concessions Council
   would seek the LGA to use best endeavours to address in discussions with all political
   parties about the Local Government (Rate Oversight) Amendment Bill 2018 include the
   following:
   a. All State Government owned properties/assessments be fully rateable (i.e. no rebates)
      including schools, hospitals, and emergency services;
   b. State Government directly collect the NRM levy;
   c. No fee to submit or assess a request for rates variation;
   d. State Government imposes the same capping on all State Government fees payable
      by councils including vehicle registration, SA Water charges, ESL, Solid Waste Levy,
      SA Power Networks (e.g. Street Lighting), Licensing (e.g. ESCOSA), and
      development fees (e.g. Heritage fees);
   e. Statutory fees and charges be reviewed to allow for full cost recovery; and
   f. A capping formula that includes an allowance for loss of rates through objections and
      changes in valuations.
   CARRIED UNANIMOUSLY (168/2018)

5. MEETING CLOSED AT 4:45 PM
Confirmed at the Meeting held on 14 August 2018

........................................ MAYOR

Certified to be a true and accurate record of the Minutes of the Meeting held on 25 July 2018

........................................ CHIEF EXECUTIVE OFFICER
<table>
<thead>
<tr>
<th>Motion Number</th>
<th>Date of Meeting</th>
<th>Actions</th>
<th>By When</th>
<th>Status</th>
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<tbody>
<tr>
<td>179/2017</td>
<td>17-Oct-17</td>
<td>Draft plans for an off-leash dog park in East Parklands and present to Council</td>
<td>31-Dec-17</td>
<td>presented to WRRC</td>
</tr>
<tr>
<td>055/2018</td>
<td>13-Mar-18</td>
<td>Purchase new Front Deck Mower with additional budget allocation of $4,300</td>
<td>31-Mar-18</td>
<td>Complete</td>
</tr>
<tr>
<td>057/2018</td>
<td>13-Mar-18</td>
<td>Signage committee recommendations actioned</td>
<td>31-Mar-18</td>
<td>in progress and ongoing</td>
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To be reviewed: August 2018
Prepared: August 2018
Commenced from 16 December 2014
### GOVERNANCE

#### DEVELOPMENT & ENVIRONMENTAL HEALTH OFFICER’S ACTION PLAN

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<th>By When</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td>080/2017</td>
<td>16-May-17</td>
<td>Implement Council Community Grants program</td>
<td>31-Dec-17</td>
<td>draft policy, guidelines and forms to PRRC</td>
</tr>
<tr>
<td>094/2018</td>
<td>08-May-18</td>
<td>Formalise loan agreement with Wirreanda Cottages Inc for $25,000</td>
<td>31-May-18</td>
<td>Complete</td>
</tr>
<tr>
<td>Motion Number</td>
<td>Date of Meeting</td>
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<tr>
<td>093/2018</td>
<td>08-May-18</td>
<td>negotiate with other councils and organisations re participation in &quot;Antiques Walkabout&quot;</td>
<td>12-Jun-18</td>
<td>In progress</td>
</tr>
<tr>
<td>110/2018</td>
<td>08-May-18</td>
<td>lodge trademark application for &quot;Pichi Richi Marathon&quot;</td>
<td>30-Jun-18</td>
<td>Complete</td>
</tr>
<tr>
<td>155/2018</td>
<td>10-Jul-18</td>
<td>write to Quorn Christmas Eve Street Party - road closures, insurance, assistance</td>
<td>13-Jul-18</td>
<td>Complete</td>
</tr>
<tr>
<td>156/2018</td>
<td>10-Jul-18</td>
<td>write to Quorn Jockey Club - platinum sponsorship through in-kind work</td>
<td>13-Jul-18</td>
<td>Complete</td>
</tr>
<tr>
<td>159/2018</td>
<td>10-Jul-18</td>
<td>advise AEC that ballot wording approved by Council</td>
<td>13-Jul-18</td>
<td>Complete</td>
</tr>
<tr>
<td>161/2018</td>
<td>10-Jul-18</td>
<td>CEO to advise LGFA of authorised AGM representative</td>
<td>13-Jul-18</td>
<td>Complete</td>
</tr>
<tr>
<td>162/2018</td>
<td>10-Jul-18</td>
<td>CEO to nominate as LGFA Board member</td>
<td>17-Aug-18</td>
<td>Complete</td>
</tr>
<tr>
<td>163/2018</td>
<td>10-Jul-18</td>
<td>Advise Tim Mellor appointed Native Title Lawyers for FRC</td>
<td>13-Jul-18</td>
<td>Complete</td>
</tr>
<tr>
<td>164/2018</td>
<td>10-Jul-18</td>
<td>Advise promoters of Carpe Diem that Council will sponsor up to $1,000</td>
<td>13-Jul-18</td>
<td>Complete</td>
</tr>
<tr>
<td>165/2018</td>
<td>10-Jul-18</td>
<td>Advise Hawker Area School that Council will sponsor award for $100</td>
<td>13-Jul-18</td>
<td>Complete</td>
</tr>
</tbody>
</table>
### Executive Summary

We are now well into the new Financial Year, and the works program is beginning to evolve as things get completed from last year and new tasks commence. The long-awaited Skate Park is taking shape and is eagerly awaited by the younger members of our community, though the (most welcome!) recent rains might not have helped progress.

Council’s Supplementary Roll has now closed for the NRWMF Community Ballot, and has about 62 names on it (in comparison to the usual 3-6). It has now been provided to the AEC for conduct of the ballot commencing in a few weeks time. This is a hugely significant and important moment in time for our towns and our community as the question about support for the establishment of the NRWMF at Barndioota/Wallerberdina will determine a distinct path forward one way or another. The level of community engagement seems to be picking up a bit around Quorn, and has long been quite strong in Hawker.
Council has always held the position that such an emotive issue should be determined by a well-informed community, rather than by its delegated representatives, and that Council would support and work with the community sentiment so determined whatever that may be. We should have some context around that in about 7 weeks.

Council’s Supplementary Roll for Local Government Elections closed on Friday 10 August 2018.

Council will enter “Caretaker Mode” in the lead-up to the periodic elections on 18 September 2018.

Whilst Council’s day to day operations have to continue, there are some constraints on the scale and type of decisions which Council can effect during this time, and pre-meeting training will address this. We are also holding an information session for prospective candidates prior to this month’s meeting in Quorn and next month’s meeting in Hawker.
MINUTES OF THE WORK REVIEW REFERENCE COMMITTEE MEETING HELD AT THE QUORN COUNCIL CHAMBERS ON TUESDAY 25 JULY 2018 COMMENCING AT 1:55PM

1. PRESENT: Mayor PJ Slattery  
   Councillor KP Anderson  
   Councillor RK Daniel  
   Councillor AJ Smith  
   B Akhtar (Works Manager)  

   IN ATTENDENCE: CJ Davies (Chief Executive Officer)  
                   DW Whicker (Finance & Administration Manager)  

2. APOLOGIES: Nil  
   ABSENT: Nil  

3. CONFLICT OF INTEREST Nil  

4. CONFIRMATION OF MINUTES  
   Moved Councillor Daniel, Seconded B Akhtar  
   That the Minutes of the Works Review Reference Committee Meeting held on Tuesday 29 May 2018 and Tuesday 26 June 2018, as circulated, be confirmed as a true and correct record of that Meeting.  
   CARRIED  

5. ACTION PLAN  
   The action plan was reviewed and updated.  

6. WORKS MANAGERS REPORT  
   Moved Councillor Anderson, Seconded Councillor Smith  
   That the Works Manager’s Report be received and the contents noted.  
   CARRIED  

7. MAJOR PROJECTS REPORT  
   Moved Mayor Slattery, Seconded B Akhtar  
   That the Major Projects Report 2017-2018 and 2018-2019 be received and the contents noted.  
   CARRIED  
   The committee noted the significant progress on the works backlog and discussed various individual items.  
   Staff to include in a report to the full Council the following:  
   • Requirement to present Major Projects Report to each Council meeting
8. **GENERAL BUSINESS**

8.1. **Dog Park**

Moved Councillor Anderson, Seconded Mayor Slattery

That the Works Review Reference Committee recommend to Council that the budget allocation for Powell Gardens in 2017-2018 be reallocated to the Dog Park budget and that Council proceed with stage 1 of the Dog Park project as presented by the Works Manager, subject to public consultation of the proposed plans.

**CARRIED**

8.2. **Warren Gorge Management Plan**

Councillor Anderson and the Works Manager to undertake a walkthrough of Warren Gorge to observe completed works and discuss a draft implementation plan of the Warren Gorge Management Plan.

8.3. **Waste Depot draft Tender**

The tender was discussed and it was agreed to proceed to tender noting that Council will be presented with a report before any changes are implemented.

8.4. **Rural Living Area speed restrictions**

The report provided by the Works Manager was discussed and the Works Manager was requested to check the definition of built up area and urban area in relation to the report. The Works Manager was further requested to ascertain the likelihood on Ministerial approval for 50km signage.

8.5. **Parking Plan**

It was agreed this matter be considered by the full Council. The Chief Executive Officer advised that the consultant had been contacted and agreed to attend the Council meeting on 14 August 2018.

9. **NEXT MEETING**

Wednesday 29 August 2018 at 2:00pm in Quorn Council Chambers

10. **THE MEETING CLOSED AT 3:58PM**

Confirmed at the Meeting held on 14 August 2018

...........................................  CHAIRPERSON

Certified to be a true and accurate record of the Minutes of the Meeting held on 25 July 2018

...........................................  CHIEF EXECUTIVE OFFICER
MINUTES OF THE POLICY REVIEW REFERENCE COMMITTEE MEETING
HELD AT THE QUORN COUNCIL CHAMBERS
ON TUESDAY 17 JULY 2018 COMMENCING AT 1:01PM

1. PRESENT: Mayor PJ Slattery
   Councillor SAW Reubenicht
   Councillor AJ Smith (by phone)
   CJ Davies (Chief Executive Officer)

   IN ATTENDENCE: DW Whicker (Finance & Administration Manager)

2. APOLOGIES: Nil

3. ABSENT: Nil

4. CONFLICT OF INTEREST Nil

5. CONFIRMATION OF MINUTES
   Moved Councillor Reubenicht, Seconded CJ Davies
   That the Minutes of the Meeting held on Wednesday 2 May 2018, as
circulated, be confirmed as a true and correct record of that meeting.
CARRIED

5. BUSINESS ARISING FROM MINUTES
   5.1 FRC Policy G1.46 Parking Control v1

   The Committee noted the brief response from the consultant and believed the
matter should be considered by the full Council and that the Chief Executive
Officer invite the consultant to the next meeting.

6. NEW BUSINESS
   6.1 FRC Policy Index v16 – Reviewed and dates updated
   6.2 FRC Policy G1.1 Safe Environment v2 – Reviewed with minor changes
   6.3 FRC Policy G1.7 Information Privacy v3 – Reviewed with minor changes
   6.4 FRC Policy G1.17 Selection of Road and Public Place Names v2 – Reviewed
with minor changes
   6.5 FRC Policy G1.19 Asset Management v2 – Reviewed with no changes
   6.6 FRC Policy G1.21 Accounting for Assets v3 – Reviewed with no changes
   6.7 FRC Policy G1.25 Procurement and Disposal v6 – New updated policy
6.8 FRC Policy G1.35 Council Resources for Emergency Response v1 – Reviewed with minor changes

6.9 FRC Policy G1.37 Closed Circuit Television and Security Camera v1 – Reviewed with minor changes


6.11 FRC Guideline OG.01 Keeping of Animals or Birds v1 – Reviewed with no changes

6.12 FRC Policy G1.47 Community Grants v1 – New policy

Moved Councillor Smith, Seconded Councillor Reubenicht

That the Policy Review Reference Committee recommend to Council that FRC Policy G1.25 Procurement and Disposal v6 and FRC Policy G1.47 Community Grants v1 be approved for public consultation pursuant to Council’s Public Consultation policy.

CARRIED

8. NEXT MEETING

To be advised

9. THE MEETING CLOSED AT 2:00PM

Confirmed at the Meeting held on 14 August 2018

……………………………….. CHAIRPERSON

Certified to be a true and accurate record of the Minutes of the Meeting held on 17 July 2018

……………………………….. CHIEF EXECUTIVE OFFICER
MINUTES OF THE MEETING OF THE QUORN & DISTRICT LOCAL HISTORY GROUP
REFERENCE COMMITTEE MEETING HELD IN THE QUORN COUNCIL CHAMBERS
ON THURSDAY 2 AUGUST 2018 COMMENCING AT 6:02 PM

1. PRESENT: C Davies (CEO) (Chair)
               N Norris
               J Noden
               D Darr
               L Southon (by phone)

IN ATTENDANCE Nil

2. APOLOGIES: Councillor N Downing, J McLeod, I Coverdale

ABSENT: Nil

GALLERY: 0 person present in the Gallery

3. CONFLICT OF INTEREST Nil

4. CONFIRMATION OF MINUTES
   Moved N Norris, Seconded L Southon
   That the Minutes of the Meeting held on Thursday 5 July 2018, as circulated, be confirmed as a true and correct record of that meeting.
   CARRIED

5. ACTION PLAN
   Action plan was reviewed and updated.

6. FINANCE
   The Chief Executive Officer advised that committee funds current balance is $657.39.

7. HR, WHS and TRAINING
   Volunteers continue to sign in each time they visit the Courthouse.

   Council is in the process of establishing volunteer policies, procedures and training.

8. UPCOMING EVENTS
   8.1 Courthouse Open - 11:30am to 2:30pm on Saturday 4 August 2018; and
   8.2 Courthouse Open - 11:30am to 2:30pm on Saturday 18 August 2018.

9. NEW BUSINESS
   9.1 Volunteer Roster – N Downing has drafted for next 3 months;
   9.2 Scanner – Both the fixed scanner and handheld scanners were approved in Council’s budget and have been ordered;
   9.3 Computers – C Davies has purchased 2 new computers which are set up and in the courthouse;
   9.4 Suggested that the committee and volunteers should undertake a bus trip around Quorn to visit all the historical sites;
   9.5 C Davies to contact John Mannion re recordings of Quorn people;
   9.6 Committee to continue to advertise for historical photos and documents; and
   9.7 Events to be advertised on Facebook page.
10. **NEXT MEETING**

   Proposed for Thursday 6 September 2018 at 6:00pm at Quorn Council Chambers, 1 Seventh Street, Quorn.

11. **THE MEETING CLOSED AT 6:25 PM**

   Noted at the Ordinary Council Meeting held on 14 August 2018

   ........................................ CHAIR

   Certified to be a true and accurate record of the Minutes of the Meeting held on 2 August 2018

   ........................................ CHIEF EXECUTIVE OFFICER
1. **PRESENT:**
   - Cr Ken Anderson (Chair)
   - Mr Peter Harmer (Building Surveyor)
   - Mr Colin Paton (CFS)
   - Mr Nick Heron (Building Officer)
   - Ms Ann Frick (Minute Secretary)

2. **APOLOGIES:**
   - Mr Quinton Kessner (CFS – proxy)

3. **CONFIRMATION OF MINUTES:**

   3.1 **Minutes of The Flinders Ranges Council Building Fire Safety Committee Meeting held on 24th October 2017**

   That the Minutes of The Flinders Ranges Council Building Fire Safety Committee Meeting held on 24th October 2017 be received and confirmed.

   Peter Harmer / Colin Paton

   CARRIED

4. **BUSINESS ARISING FROM PREVIOUS MEETINGS**

   4.1 **Pichi Richi Park, Quorn**
   
   Inspection conducted on 7th March. A draft of a letter was circulated with the Agenda detailing the outstanding items.

   That the draft letter as circulated with the Agenda be sent to the owners of Pichi Richi Park, Quorn.

   Peter Harmer / Colin Paton

   CARRIED

   4.2 **Flinders Ranges Caravan Park, Hawker**
   
   The Agenda Report advised that a change of use application had been received and was being processed at the time of the last meeting. This sale however has fallen through and the old use of the overflow of the main park in town will continue when necessary.

   It was agreed that the Committee continue to monitor the premises.

   4.3 **Austral Hotel, Quorn**
   
   The Agenda Report advised that verbal advice was received from licensee to Peter Harmer – no further works have been undertaken. It was agreed that the Committee continue to monitor the premises.

   4.4 **Criterion Hotel, Quorn**
   
   An inspection was conducted prior to the Meeting. Peter Harmer advised that the Hotel is awaiting contractor to complete installation.

   It was agreed to continue to monitor the premises.
4.8 **Quorn Oval Grandstand**
At the previous Meeting, advice was been received that the underside rooms are currently closed for usage and will remain closed until such time that the required elements are in place. Ken Anderson advised that he will bring up at a Council Meeting to confirm its future use.

4.9 **Hawker Rec Centre (Racecourse)**
Advice received in June 2018 from Council was that upgrades to the doors and lighting have been completed. It was agreed that the Committee re-inspect to confirm compliance.

4.10 **Ticklebelly Hill, Woolundunga**
Inspection conducted on 7th March. A draft of a letter was circulated with the Agenda detailing the outstanding items.

That the draft letter as circulated with the Agenda be sent to the owners of Ticklebelly Hill, Woolundunga; and

That Ticklebelly Hill, Woolundunda be removed from the Agenda.

**Peter Harmer / Colin Paton**
CARRIED

4.11 **The Mill, Quorn**
Inspection conducted on 7th March. A draft of a letter was circulated with the Agenda.

That the draft letter as circulated with the Agenda be sent to the owners of The Mill, Quorn; and

That The Mill, Quorn be removed from the Agenda.

**Ken Anderson / Nick Heron**
CARRIED

4.12 **Great Northern Lodge, Quorn**
The Agenda Report detailed that an inspection was conducted on 7th March. A letter was sent to the owners on 10th April detailing issues.

A follow up inspection was conducted prior to the Meeting. Peter Harmer detailed a few areas needing attention eg extinguishers, conference room.

That a letter be sent to the owners of the Great Northern Lodge, Quorn detailing the deficiencies and that the Committee re-inspection during next round of inspections.

**Peter Harmer / Colin Paton**
CARRIED

4.13 **Hawker Hotel Motel**
It was agreed that the Hawker Hotel Motel be inspected during the next round of inspections.

4.14 **Quorn Caravan Park**
An inspection was conducted prior to the Meeting. Peter Harmer detailed the deficiencies in relation to the Park.

That a letter be sent to the owners of the Quorn Caravan Park detailing the deficiencies.

**Peter Harmer / Nick Heron**
CARRIED
4.15 Pichi Richi Railway Workshop.
An inspection was conducted prior to the Meeting. Peter Harmer detailed the deficiencies at the Workshop.

That a letter be sent to the owners of the Pichi Richi Railway Workshop following a draft letter being circulated to inspection members of the Committee.

Peter Harmer / Nick Heron

CARRIED

5. CORRESPONDENCE RECEIVED

5.1 Non-Conforming Claddings
An inspection was undertaken on 7\textsuperscript{th} March 2018. Peter Harmer advised that no non-conforming claddings were found and that this has been reported to the Minister.

6. GENERAL BUSINESS

6.1 Future Inspections
It was agreed that the following inspections be undertaken:
- Hawker Hotel Motel
- Cradock Hotel
- State Bank Accommodation, Quorn
- Quorn Brewer’s Cottage
- Windana Cottages, Hawker

6.2 Quorn Community Hall
Discussed was the capacity of the Quorn Community Hall in relation to the Building Code. The Code has either 200 people or 1 person per square metre (excluding toilets, bar storage, kitchen) – which ever is the lesser.

The floor area of the Quorn Community Hall was unknown at the Meeting – Peter Harmer advised that he has some measurements and will advise.

6.3 Other General Business – Nil

7. NEXT MEETING:
20\textsuperscript{th} September – inspections
10\textsuperscript{th} December – Meeting (at District Council of Orroroo Carrieton Council Chambers)

CLOSE: 2.57pm
Notes of Legatus Management Group meeting
Friday 3 August 2018 11.00 am District Clare and Gilbert Valleys Council

1. ATTENDANCE

1.1 Present: Colin Byles (Chair), Colin Davies, Peter Harder, Andrew Cole, Martin McCarthy, David Stevenson, Helen Macdonald, Peter Ackland, Kristen Clark, Jason Kuchel and Simon Millcock.

1.2 Apologies:
Andrew Cameron, Wayne Hart, Brian Carr, Peter McGuinness and James Miller.

2. WELCOME

Colin Byles welcomed everyone to the meeting and congratulated the Copper Coast Council on the opening of the Copper Coast Sports & Leisure Centre and the role of Peter Harder and the team at Copper Coast Council. Peter outlined some of the learnings and answered questions.

3. PRESENTATIONS

i  Michael Arman Manager LG Emergency Management Planning

Michael provided an overview of the Emergency Management Council Ready Program and the state-wide workshop program assisting with identifying areas that will support the regional officers scheduled for 2019. All Legatus Group councils (except Wakefield) are involved with either one on one workshops or with combined workshops. Michael seeking as many council staff as possible due to the complexity across the whole of council when dealing with emergency management. Wakefield Regional Council will be undertaking a specific response. The findings are due to be finalised by December 2018. Michael acknowledged Legatus Group has sought this regional officer role from past two years ago and have been active in assisting with promoting and coordinating the workshops.

ii Larissa Mackrill Disability Workforce Coordinator RDA Yorke Mid North

Larissa provided an update on the two-year program that is designed to connect disability sector employers and suitable job seekers, support local employers to identify and address their workforce development needs and deliver community engagement activities and information dissemination. Information was provided on the participants and employment progress in the region and it was identified there are deficiencies with local and regional impacts discussed. Larissa acknowledged the work being undertaken in partnership with Legatus Group including the recent socio-economic impacts of NDIS to councils and the upcoming Wellbeing and Disability Forum in Port Pirie. Larissa is seeking assistance from constituent councils by:

• Information & links to be made available on all LGA websites
• Resources & pamphlets in reception offices
• Subscriptions to E-newsletter
• Attendance at upcoming Regional Disability & Wellbeing Forum

4. DISCUSSION ITEMS

Legatus Group CEO’s Simon Millcock provided a verbal report on:
• Audit and Risk Management Committee meeting held 3 August 2018 outlining that the committee noted the 2018/2019 budget variation report distributed to all councils. Discussion held on the level of reserves and that subject to the adoption of the 2017/2018 annual report, Colin Davies and the Legatus Group CEO will undertake a review and develop recommendations given that many of these reserves projects have been acquitted.

• Road and Transport Infrastructure Advisory Committee meeting held 2 August 2018 included an update on the current SLRP allocations and commencement of phase 2 of the Regional Transport Plan. Noted that the Legatus Group CEO will be progressing a report on railway crossing safety and the meeting saw value in this work being undertaken. Agreement on value for progressing with report with other organisations on the socio-economic impacts associated with deteriorating condition of Horrocks Highway. The meeting was supportive of the workshops on heavy vehicle access issues.

Legatus Group CEO had provided a written report and general discussion was held on the following topics:

• Community Wastewater Management Schemes – great feedback from the state-wide forum coordinated by Legatus Group in Nuriootpa the week before. The meeting noted that no CEO’s had expressed interest at this stage in the Legatus Group CWMS Committee. Andrew Cole noted that 4G communications and that CWMS are serviced by copper wire.

• Emergency Management - CEO’s were encouraged to consider staff attendance at the workshops.

• Climate Change – including interest around the approach of PhD Interns and waiting on update from the Yorke Mid North Alliance re RDA YMN contribution.

• NDIS socio-economic impact on regional councils – update on the meeting held with LGA Executive to progress discussions with state government agencies and LGA position to be confirmed after metropolitan council’s project is completed.

• Rating Equity – LGA circular has been distributed seeking any further comments from councils by end of August.

• Yorke Mid North Regional Planning Day and Regional Development South Australia Conference.

• LGA R&D funding applications – Digital Maturity and Volunteering projects supported.

• Population Policy for LGA and Legatus Group Region.

• Offer by Legatus Group CEO to assist with grant funding either at whole of region or sub-regional levels for programs such as Healthy Communities and the Regional Growth Fund. CEO’s were encouraged to use the resource of the Legatus Group CEO.

5. OTHER BUSINESS

5.1 LGA Constitution and Auxiliary documents – The meeting noted that the LGA Circular had been distributed that day with an update on the consultation and proposed action by LGA for feedback by 31 August 2018: https://www.lga.sa.gov.au/page.aspx?c=81066

5.2 Illegal Dumping – Some councils have seen an increase over the past few months and CEO’s invited to bring data to the next meeting for further discussion.

5.3 Nuclear Waste Dump Hawker – Colin Davies provided an update on the community consultation process.

5.4 Cost involved with LG Risk Services – Major issue for all councils and meeting saw the value in a specific workshop being held for all CEO’s and appropriate staff to identify the key 4-5 issues that are common across the region. These issues would be of interest to other Regional LGAs and then to SAROC. Workshop to be held prior to the next meeting as stand-alone workshop. CEO’s Helen Macdonald, Jason Kuchel, Peter Ackland and Martin McCarthy to scope out further with Legatus Group CEO.

5.5 Ambulance services – Jason Kuchel discussed concerns about the level of volunteers and that he would follow up with Ambulance SA. It was noted that Limestone Coast had undertaken some work in this space 7-8 years ago and Jason would follow up.

6. CLOSE AND DATE OF NEXT MEETING

The meeting was closed at 2.10 pm and next meeting to be held at District Council of Mount Remarkable 11.00am Friday 30 November 2018.
13.1 Index of Correspondence on Council’s Extranet – July / August 2018

- 03Aug18 - Norman Waterhouse Legislation (196 kb)
- 03Aug18 - SA Nuclear Brief August 2018 - Ports (683 kb)
- 03Aug18 - Norman Waterhouse Gazette (142 kb)
- 03Aug18 - LGA Circulars Week 31 (153 kb)
- 03Aug18 - LGGC Database Reports 2016-2017 (177 kb)
- 03Aug18 - Kelley Jones LG Breakfast - Ombudsman (167 kb)
- 03Aug18 - Kelley Jones - LG breakfast ECSA - Mick Sherry (906 kb)
- 02Aug18 - SA Health Equity Access in Health Care Policy (490 kb)
- 02Aug18 - ECSA Council CEO Update - Issue 3 (747 kb)
- 01Aug18 - Plant Maintenance July 2018 (11 kb)
- 01Aug18 - Works Requests July 2018 (49 kb)
- 01Aug18 - Patrol Grading July 2018 (11 kb)
- 01Aug18 - FRVIC Stats July 2018 (12 kb)
- 01Aug18 - Liquor Licence Clubs (101 kb)
- 31Jul18 - DPTI State planning Policy - draft summary (577 kb)
- 30Jul18 - DEW Landscape Reform (515 kb)
- 28Jul18 - Allison McFarlane WPB final (17 kb)
- 27Jul18 - Norman Waterhouse Legislation (172 kb)
- 27Jul18 - Norman Waterhouse Government Gazette (137 kb)
- 27Jul18 - LGA Circulars Week 30 (152 kb)
- 26Jul18 - MDA Media release - water extraction (122 kb)
- 26Jul18 - ATLA NRWMF opposition (78 kb)
- 25Jul18 - LGFA Deb Loan 52 (1496 kb)
- 25Jul18 - ECSA CEO Update Issue 2 (149 kb)
- 20Jul18 - LGA Value for Money proposition (2526 kb)
- 20Jul18 - Norman Waterhouse Legislation (189 kb)
- 20Jul18 - Norman Waterhouse Gazette (140 kb)
- 20Jul18 - CFS BMC appointment (2197 kb)
- 20Jul18 - QASS Minutes 20 June 2018 (170 kb)
- 20Jul18 - LGA Circulars Week 29 (20 kb)
- 18Jul18 - Legatus LGA Constitution notes Jamestown (144 kb)
- 18Jul18 - Legatus - LGA Constitution notes Balaklava (148 kb)
- 17Jul18 - SATC SA Regional Visitor Strategy 2018 (4422 kb)
- 17Jul18 - JLT Class Action (431 kb)
- 17Jul18 - Prof Roberta Ryan - Rate Capping presentation to LGA meeting (75 kb)
- 17Jul18 - LGA CE Make a Difference Booklet (4708 kb)
- 17Jul18 - Professor Roberta Ryan - Presentation on Rate Capping (75 kb)
- 16Jul18 - DPTI draft State Planning Policies (107 kb)
16Jul18 - ECSA FRC Ballot letter (169 kb)
16Jul18 - Nuclear Waste Storage Facility (Prohibition) Act 2000 (54 kb)
16Jul18 - ECSA CEO Update 1 (575 kb)
16Jul18 - DCMB exemptions (324 kb)
13Jul18 - LGA Special Meeting Agenda (1300 kb)
13Jul18 - ADC PSM 2019 (301 kb)
13Jul18 - Norman Waterhouse Gazette (144 kb)
13Jul18 - LGA Circulars Week 28 (19 kb)
13Jul18 - Norman Waterhouse Legislation (164 kb)
11Jul18 - Grant approval (349 kb)
11Jul18 - MO Native Title 10Jul18 (880 kb)
11Jul18 - CFS BMAP Handbook (876 kb)
10Jul18 - UoQ - Research Project NRWMF (494 kb)
10Jul18 - DCOC Question Time Edition 53 (1150 kb)
10Jul18 - BFS FRC Minutes 28Jun18 (85 kb)
09Jul18 - LGA Schemes Restructure (141 kb)
09Jul18 - LGA CEO Rate Oversight forum (410 kb)
09Jul18 - LGA Rate Capping Information Pack (557 kb)
06Jul18 - Norman Waterhouse Gazette (146 kb)
06Jul18 - Norman Waterhouse Legislation (176 kb)
06Jul18 - MDA Media Release (124 kb)
06Jul18 - LGA Circulars Week 27 (19 kb)
REPORT ITEM 13.2.1
REPORT TITLE Blackwood Seeds – Seed Collection Permit
Implementation Immediate
Budget Impact Nil
Risk Assessment Tolerable / Moderate
File References 2.36.1.1
Statutory Requirement Local Government Act 1999
Native Vegetation Act 1991

STRAategic Reference
Goal
Objective
Strategy
Our Environment
We conserve our surrounding unspoilt natural environment and built heritage
Support development that retains the character of the area

RECOMMENDATION:

That Council grant Blackwood Seeds with a twelve (12) month permit from the date of their written request to harvest native seed from road reserves within the Council district.

PREVIOUS CONSIDERATION:

The following resolution was passed at the September 2014 Ordinary Meeting

9.1 Blackwood Seeds
Harvesting Permit

Moved Councillor Shute, Seconded Councillor Daniel,

That Council grant Blackwood Seeds with a twelve (12) month permit from the date of their written request to harvest native seed from road reserves within the Council district.

CARRIED (189/2014)

The following resolution was passed at the November 2015 Ordinary Meeting

13.2.1 Blackwood Seeds
Seed Harvesting Permit Application

Moved Councillor Thompson, Seconded Councillor Hipwell

That Council grant Blackwood Seeds a twelve (12) month permit from the date of their written request to harvest native seed from road reserves within the Council district.

CARRIED (266/2015)
EXECUTIVE SUMMARY:

Council has granted permission to Blackwood Seeds to harvest native seed from road reserves on a regular basis.

Blackwood Seeds has requested Council permission to harvest native seed from road reserves.

Blackwood Seeds has provided a copy of their permit issued by the Department of Environment, Water and Natural Resources and a Certificate of Currency for their business insurance.
6th August, 2018

Mr Colin Davies,
Chief Executive Officer,
The Flinders Ranges Council

Dear Mr Davies,

Re: Permit to Collect Native Plant Materials

I am writing to request renewal of Council permission for Blackwood Seeds Collectors to harvest native seed from roadside reserves within the Council area as per the Department of Environment and Water guidelines. I have attached the renewed 2018 permit from DEW, along with the Certificate of Currency of Blackwood Seeds’ public liability insurance.

I would appreciate it if you could respond by email or letter confirming your continued permission to collect seed in your Council area. Please let me know if you need any additional information, or would like to discuss this further.

kind regards

Phil Druce
Blackwood Seeds
PO Box 55, Inman Valley, SA 5211
0427 588288
PERMIT TO COLLECT NATIVE PLANT MATERIALS
Class A

Section 49, National Parks and Wildlife Act, 1972

Subject to the provisions of the National Parks and Wildlife Act, 1972, and the Regulations and
Proclamations made thereunder, the person named below is permitted to take and retain in
his/her possession seeds and cuttings from native plants listed in this permit.

PHILLIP JAMES DRUCE
Blackwood Seeds
PO Box 55
INMAN VALLEY SA 5211

Subject to the provisions of the National Parks and Wildlife Act 1972, and the Regulations the
person named above is permitted to take seeds and cuttings material from native plants listed
in this permit.

AREA ALL OF STATE: Roadsides and unallotted crown land within South Australia. This does not
include any reserve constituted under the National Parks and Wildlife Act 1972,
wilderness protection area or wilderness protection zone, any forest reserve or
any land reserved for or dedicated to public purposes.

Approval is granted for the collection of native plant material from;
Deep Creek Conservation Park
Newland Head Conservation Park

COLLECTORS: Jeffrey David Whittaker, 2286 Strathalbyn Rd, Macclesfield SA 5153
(D.O.B:31/08/1964)
Neville Bonney, 1 Aeolus Crt, Carpenter Rocks SA 5291 (D.O.B: 19/01/1939)
Philip Collins, 20 Noble Ave, Goolwa SA 5214 (D.O.B: 07/03/1956)

CONDITIONS OF PERMIT:
1. Prior to collection, consent is required from the relevant authority (eg local Government or
District Council or Department for Transport, Energy and Infrastructure (previously Transport
SA), to access land under their care and control.

2. The permit holder must keep a written record of the following information on the form
attached (a) the species and number of native plants collected from pursuant to the
permit (b) the date on which they were taken, and (c) the location at which they were
taken.

3. The permit holder shall produce these records for the warden's inspection if requested to
do so by a NP&W warden.

4. Within an area of continuous habitat, no more than 10% of the visible local population is to
be collected.
5. Within an area of continuous habitat, no more than 20% of the seed stock or 5% of the foliage is to be removed from any one plant. Native plant material must not be collected from isolated plants.

6. Collection of seeds or cuttings should involve minimal disturbance to the environment. Avoid damaging neighbouring plants including trampling understorey and ground cover species. Nesting sites, all tree hollows, and other animal habitats must be left undisturbed.

7. Fungal and disease transmission must be taken into account and appropriate steps taken to clean footwear, vehicles and all materials and equipment used before and after collection.

8. This permit will cease to have effect upon a determination that native title exists in any of the land or waters covered by this permit to the extent that such a determination affects those lands and waters.

9. The permit holder shall within fourteen days after completion, expiration, revocation or cancellation of this permit deliver to the Director, National Parks and Wildlife, a report, in writing, of the species and quantity of native plant material taken pursuant to the permit; and the date on which they were taken, and the location at which they were taken.

10. This permit allows for the collection of any species NOT listed in the Environment Protection and Biodiversity Conservation Act 1999 or on Schedules 7 (Rare), 8 (Vulnerable) and 9 (Endangered) of the National Parks and Wildlife Act 1972 from public land.

11. The permit holder shall comply with the provisions of the National Parks and Wildlife Act 1972, Regulations and Proclamations.

12. A person must not collect seeds or cuttings on private land without the consent of the owner of the land.

13. The permit holder shall on any day on which he/she intends to exercise rights pursuant to this permit, carry the permit on his person and produce the permit on demand.

14. Upon receipt of this permit, the permit holder is requested to read all conditions relevant to the permit and sign the following,

I have read and understood the conditions of permit (signed) ________________________

Date Issued: 27/07/2018
Unless cancelled or revoked under the provisions of the above Act this permit shall remain in force until 30/06/2019

___________________________

Senior Fauna Permits Officer
Fauna Permit Unit
25 June 2018

Company Secretary
Blackwood Seeds
EJ & PJ Druce T/as
PO BOX 55 5211

Your Business Pack Certificate of Currency

This Certificate of Currency has been issued by the Insurer and confirms that on the Date of Issue the Policy is current for the Period of Insurance and Sums Insured and other limits as shown herein.

This Certificate of Currency is issued as a matter of information only and confers no rights upon its holder. This Certificate of Currency does not form part of the terms and conditions of the Policy and does not amend, extend, replace or alter the terms, conditions, definitions, limitations and exclusions noted therein.

This Certificate of Currency is provided as a summary only of the cover provided and is current only at the Date of Issue. The Policy may be subsequently altered or cancelled in accordance with its terms after the Date of Issue of this notice without further notice to the holder of this notice.

Certain words used in this document and the Policy have special meanings. The 'Words with special meaning' Section of the Policy Document contains such terms. Please read the Policy Document, the Schedule and any other documents that form part of the Policy for the terms and conditions of cover:

Date of Issue: 25 June 2018
Insurer
Allianz Australia Insurance Limited
ABN 15 000 122 850
AFS Licence No. 234708 (Allianz)
2 Market Street, Sydney NSW 2000

Details
Insured(s) BLACKWOOD SEEDS
Trading as BLACKWOOD SEEDS
Business Seed cleaning or grading

To update any fields showing "Unknown" or other information, please call your broker.
Situation
Main Road INMAN VALLEY SA 5211

Public and Products Liability

<table>
<thead>
<tr>
<th>Description</th>
<th>Limit of Indemnity</th>
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<tbody>
<tr>
<td>General Liability any one Occurrence</td>
<td>$20,000,000</td>
</tr>
<tr>
<td>Products Liability any one Occurrence and in the aggregate any one Period of Insurance</td>
<td>$20,000,000</td>
</tr>
<tr>
<td>Property in Your physical and legal control any one Occurrence</td>
<td>$250,000</td>
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Cover is provided anywhere within the Territorial Limits, including Australia or its external territories and the Situations and any other Australian locations set out in this document. Refer to the Policy Document for full details.

General Property

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<th>Property Insured</th>
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<tbody>
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<tr>
<td>Unspecified Stock</td>
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</tbody>
</table>

Kind regards,

Richard Feledy
Managing Director
Allianz Australia Limited
REPORT ITEM 13.2.2
REPORT TITLE Quorn Gun Club
Implementation Immediate
Budget Impact $1,000+
Risk Assessment Tolerable / Moderate
File References 2.36.1.1
Statutory Requirement Local Government Act 1999
Road Traffic Act 1961
Associations Incorporation Act 1985

STRATEGIC REFERENCE
Goal Our Community
Objective Maintain the lifestyle advantages and values our community treasures
Strategy Continue support of Community events

RECOMMENDATION:

That Council provide in-kind earthworks assistance to the Quorn Gun Club and that Council’s Works Manager be authorised to provide the in-kind assistance as and when required.

PREVIOUS CONSIDERATION:

Nil

EXECUTIVE SUMMARY:

The Quorn Gun Club have requested in-kind assistance with earthworks to their access track. They have their own material, just require machinery to spread the material on their track.

Council has provided “in-kind” assistance to many other clubs including the Quorn Jockey Club and Hawker Racing Club.
Hi Colin and Bilal. We had a meeting yesterday at the Gun club and decided we are in need for a bit of assistance to fix up the road into the club. We now have close to 60 members and the club is booming, unfortunately there have a several occasions where we have had to cancel shoots due the road being impassable. We want to put a top on it, we do have the material for this, just need the earthworks done. The club operates every Wednesday and Saturday and the traffic is quite busy on the road in.

In the future we also hope to host some state competition and possibly a section of the Masters Games one year, but until we can guarantee that our road in is all weather, we are reluctant to take these sorts of events on.

If you can bring this up at the next council meeting that would be great.

Regards

John

John Simpson
President QP&SC
0433 129 840
MEETING: Ordinary Meeting of Council
DATE: 14 August 2018

DEPARTMENT: Correspondence
OFFICER: Chief Executive Officer

REPORT ITEM 13.2.3
REPORT TITLE Dr Tony Lian-Lloyd
Implementation Long Term
Budget Impact Potentially $300,000+
Risk Assessment Tolerable / Moderate
File References 2.36.1.1

Statutory Requirement
Local Government Act 1999
Health Care Act 2008
Health Practitioner Regulation National Law (South Australia) Act 2010
Health Services Charitable Gifts Act 2011

STRATEGIC REFERENCE

Goal
Our Community
Objective
Maintain the lifestyle advantages and values our community treasures
Strategy
Continue support of Community events

RECOMMENDATION:

That Council liaise with Quorn Health Advisory Committee regarding securing ongoing medical services for Quorn.

PREVIOUS CONSIDERATION:

Nil

EXECUTIVE SUMMARY:

Dr Tony Lian-Lloyd has written to Council expressing his concern for ongoing medical services in Quorn after his retirement.

As the correspondence states Dr Lian-Lloyd has no plans to retire in the immediate future, but believes that the community should be looking to provide incentives to entice his future replacement. As Dr Lian-Lloyd suggests, other communities have provided subsidised accommodation as part of a package to attract a doctor and this would be a project that could commence now in anticipation of future need.

Council may choose to liaise with Quorn Health Advisory Committee (QHAC) to ascertain what, if any, considerations they have discussed in regard to this matter. Perhaps a sub-committee of QHAC could be formed to raise funds and acquire a suitable residence.
Dear Colin,

In a recent conversation with yourself, having passed 25 years in medical practice in Quorn, we as a community need to plan to sustain a long-term medical practitioner in this town.

Whilst I have no immediate plans for retirement, I am getting older and sooner or later will begin to fatigue with the demands of solo rural practice.

I have spent many years until now actively trying to inspire young doctors and students alike to take up rural practice. However we are dealing with a different generation, with different perspectives and priorities and this includes medical practitioners.

There are multiple examples of rural communities Australia wide who cannot attract a medical practitioner to their town, no matter what incentives they offer.

Both State and Federal Governments have incentives, both financial and otherwise to attract doctors to Rural Practice, with limited success, especially for solo practice. What is known as the base starting point, is that quality accommodation is a priority. As it stands, we do not have quality housing to form the basis of an attractive package for a doctor to take up medical practice in Quorn. Until now we haven't needed one.

Both the HAC and FRC would need to come together and consider options to attract a quality practitioner to work in Quorn in the future.

What I do know is this; Ideally we need to have a seamless transition in medical practitioners, otherwise the viability of the hospital will come into question, no matter which Political party is in power.

I continue to work from 'my side' to 'sell' Quorn and rural practice, but we need to seriously plan now for at least the accommodation/housing package to be part of the incentive for the next generation of practitioner(s) to Quorn.

Yours sincerely,

Dr Tony Lian-Lloyd  
062896CB

cc: Peter Slattery - Mayor FRC  
John Loechel - Chairperson HAC
REPORT ITEM | 13.2.4
REPORT TITLE | Hawker Craft Mart
Implementation | Immediate
Budget Impact | $3,000 in subsidised fees
Risk Assessment | Tolerable / Moderate
File References | 2.36.1.1
Statutory Requirement | Local Government Act 1999
| Associations Incorporation Act 1985

| Goal | Our Community
| Objective | Maintain the lifestyle advantages and values our community treasures
| Strategy | Continue support of Community events

RECOMMENDATION:

That Council allow the Hawker Craft Mart organising committee to hire the Hawker Institute, at no cost, for the period of 21 September 2018 to 8 October 2018 inclusive to convene the 2018 Hawker Craft Mart, subject to the committee meeting all Council requirements in relation to the hire permit.

PREVIOUS CONSIDERATION:

Council has supported the Hawker Craft Mart since 2009 by providing the Hawker Institute at reduced rate or no cost.

EXECUTIVE SUMMARY:

The Hawker Craft Mart Quilts and Photography has been part of the annual Hawker Art Exhibition for many years and a decision was made in 2009 by the Hawker Art Exhibition to not convene the Exhibition. The organisers have convened the craft mart each year since 2009 and wish to hold the event again in 2018.

In 2009 Council provided the Hawker Institute at a reduced hire rate and met the cost of the required convenors insurance. In 2010, 2011, 2012 and 2013 Council again provided the Hawker Institute at a reduced hire rate with the organisers being able to meet the cost of the convenors insurance. Council provided the Hawker Institute free of charge in 2014, 2015, 2016 and 2017 with the organisers meeting the cost of the convenors insurance.

The organisers now request Council to consider a reduced hire fee for use of the Hawker Institute between 21 September 2018 and 8 October 2018 and for Council to organise the required convenors insurance.

Council can organise insurance on behalf of the Hawker Craft Mart which is paid for by the committee.
The CEO
Flinders Ranges Council
Dear Colin,

The Hawker Craft Mart committee, together with the Hawker Quilters have made the decision to hold a combined event again this year from September 22nd till October 7th.

This event attracts a lot of visitors to our town which helps the local businesses and puts Hawker on the map. Proceeds from the event are returned to the community by way of donations for specific requests.

We would like to book the Hawker Institute from September 21st till October 8th and request that Council support this local event through a reduction in hall hire costs and arranging insurance for us as in previous years.

We look forward to your support for this event.

Yours Sincerely

Janice McInnis

On behalf of the organising committee
REPORT ITEM | 13.2.5
---|---
REPORT TITLE | Hawker Community Development Board – Hawker Flindersfest
Implementation | Short term
Budget Impact | Events Budget allocation
Risk Assessment | Tolerable / Moderate
File References | 2.67.2.2
Statutory Requirement | Local Government Act 1999
| Road Traffic Act 1961
| Associations Incorporations Act 1985

**STRATEGIC REFERENCE**

| Goal | Our Community
| Objective | Maintain the lifestyle advantages and values our community treasures
| Strategy | Continue support of Community events

**RECOMMENDATION:**

That:

a. The Flinders Ranges Council exercise the power subject to Section 33 of the Road Traffic Act 1961, and Clause F of the instrument of general approval of the Minister dated 22 August 2013, to make an order that Elder Terrace, between 70 Elder Terrace (Telstra Exchange) and Wonoka Terrace, Hawker be closed on Sunday 30 September 2018 between the hours of 8:00 am and 3:30 pm;

b. Council seek volunteer staff to undertake work associated with temporary road closure;

c. The Flinders Ranges Council close access to the rear of Blue Burt Park at the Hawker Dam and Public Toilet Carpark entrances;

d. The Hawker Community Development Board provide evidence to Council that all residents and businesses effected by the closures have been advised and have no objections to the closure;

e. Committee being responsible for all signage and Traffic Management Plans; and

f. Council authorise the Works Manager to provide other in-kind assistance as required.

subject to Hawker Community Development Board providing a detailed Event Management Plan (inclusive of the required Traffic Management Plan) at the earliest available opportunity for Council to review and Council will then confirm its support for the 2018 Hawker Flindersfest based on the adequacy of the presented Event Management Plan.

**PREVIOUS CONSIDERATION:**

At the 18 April 2017 Ordinary Meeting, Council resolved:

13.2.1 Hawker Community Development Board

Hawker Fair – 1 October 2017

Moved Councillor Anderson, Seconded Councillor Downing
That:

a) The Flinders Ranges Council exercise the power subject to Section 33 of the Road Traffic Act 1961, and Clause F of the instrument of general approval of the Minister dated 22 August 2013, to make an order that Elder Terrace, between 70 Elder Terrace (Telstra Exchange) and Wonoka Terrace, Hawker be closed on Sunday 1 October 2017 between the hours of 8:00 am and 10:30 pm;

b) The Flinders Ranges Council close access to the rear of Blue Burt Park at the Hawker Dam and Public Toilet Carpark entrances;

c) The Hawker Community Development Board provide evidence to Council that all residents and businesses effected by the closures have been advised and have no objections to the closure.

CARRIED (060/2017)

EXECUTIVE SUMMARY:

The Hawker Community Development Board (HCDB) has requested that Council close Elder Terrace and other access points to Blue Burt Park for the purpose of holding the Hawker Flindersfest in Blue Burt Park on Sunday 30 September 2018 between the hours of 9:00am and 2:00pm.

HCDB have also advised that both the Hawker Hotel and Sightseers Café are supportive of the event. All residents and businesses in Elder Terrace likely to be impacted by the road closure have already been contacted by HCDB and they have received no objections. They noted that the road closure period has been greatly reduced from the previous year.

The HCDB will also need to provide a copy of their event insurance and risk assessment and site plan. Also each individual stall holder will require a council permit to be completed with their insurance. This is similar to the Quorn Show requirement.

Council will liaise with the organising committee to help them through this process.
8th August 2018

Colin Davies
CEO Flinders Ranges Council
PO Box 43,
Quorn SA 5433

Colin,

The Flindersfest committee would like to apply for the use of Blue Burt Park for Flindersfest 2018.

Flindersfest 2018 is to be held on Sunday September 30th between the hours of 10am and 2pm. We currently have bouncy castles, live music, face painting and 25 stalls organised, in the hope of making it another successful event.

Council approval for the use of the park would be greatly appreciated

Chelsea Haywood
Chairperson
REPORT ITEM: 14.1.1

REPORT TITLE: Development Officers Report

Implementation: Immediate


Risk Assessment: Tolerable / Moderate

File References: Various

Statutory Requirement: Local Government Act 1999
Development Act 1993
Planning, Development and Infrastructure Act 2016
Environment Protection Act 1993
Heritage Act 1993
Heritage Places Act 1993

STRATEGIC REFERENCE

Goal
Objective

Strategy
Governance
We have the essential infrastructure necessary to grow our communities;
Our community has equitable access to essential services;
We conserve our surrounding unspoilt natural environment and built heritage;
Sound governance meeting contemporary standards and legislation;
Provide a high standard of core business infrastructure services e.g. local roads, footpaths, community waste water management;
Support development that retains the character of the area
Update Development Plan to incorporate 'green' credentials;
Ensure transparency, honesty and accountability in all Council decision making and implementation processes

RECOMMENDATION:

Nil

PREVIOUS CONSIDERATION:

Elected members are advised at the monthly Ordinary Meetings of the inspection regime, identified issues and community information provided by the Development Officer.

EXECUTIVE SUMMARY:

Yantel Burns, Planning Officer, will attend Council on a Wednesday morning, on as required basis, to provide Development services to Council.

Nick Heron, Building Officer, will continue to attend Council on a Wednesday morning, on as required basis, to provide building rules services.
Angie Finlay will provide administration support to both officers.

The updated Development Register is attached.

PDI Act 2016

DPTI have released the draft State Planning Policy which was provided on Council’s Extranet – EM Info on 31 July 2018 which was subject of letter on EM Info on 16 July 2018.
<table>
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<th>App No</th>
<th>Applicant [Owner]</th>
<th>Location of Development</th>
<th>Description of Dev</th>
<th>Class</th>
<th>Date of Application</th>
<th>Date of Registration</th>
<th>Building</th>
<th>Fees Remitted to Minister</th>
<th>Private Certificate</th>
<th>Additional Information Request</th>
<th>Referral</th>
<th>Concurrency</th>
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<th>Dev Plan Consent Approval Date</th>
<th>RDAF Rule 74(1) Consent Approval Date</th>
<th>Conditions</th>
<th>Comments</th>
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<td>REPORT TITLE</td>
<td>Environmental Health Officers Report</td>
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<tr>
<td>Budget Impact</td>
<td>Within 2018-2019 Annual Business Plan</td>
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<td>Risk Assessment</td>
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| Statutory Requirement | Local Government Act 1999  
Food Act 2001  
South Australian Public Health Act 2011  
Water Industry Act 2012  
Safe Drinking Water Act 2011 |

**STRATEGIC REFERENCE**

<table>
<thead>
<tr>
<th>Goal</th>
<th>Governance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objective</td>
<td>We have the essential infrastructure necessary to grow our communities; Our community has equitable access to essential services; We have reduced our reliance on and use of grid power and reticulated water</td>
</tr>
</tbody>
</table>

| Strategy | Sound governance meeting contemporary standards and legislation; Provide a high standard of core business infrastructure services e.g. local roads, footpaths, community waste water management; Support development that retains the character of the area  
Ensure transparency, honesty and accountability in all Council decision making and implementation processes |

**RECOMMENDATION:**

For Information

**PREVIOUS CONSIDERATION:**

Elected Members are advised at the monthly Ordinary Meetings of the inspection regime, identified issues and community information provided by the Environmental Health Officer.

**EXECUTIVE SUMMARY:**

The Chief Executive Officer has engaged Port Pirie Regional Council to undertake all duties relating to an Environmental Health Officer position, including CWMS compliance and Food Safety. Port Pirie Reginal Council’s Environmental Health Officer is Brian Sickles.

Brian Sickles has been given the appropriate delegations to undertake the position.

Brian will be reviewing the status of all food premises as well as Council documentation and processes relevant to the Environmental Health Officer’s position.
Brian currently attends for a half day once a month but is available ‘on-call’ for any emergency and attends to administrative matters periodically throughout each month, remotely.

**ENVIROMENTAL HEALTH OFFICER ACTIVITY REPORT**

<table>
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<tr>
<th>JOB</th>
<th>ACTIONS</th>
<th>STATUS</th>
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<tbody>
<tr>
<td>Food Safety Course</td>
<td>The EHO has organised another Food Safety Course for Hawker to be delivered by TAFE</td>
<td>2 October 2018</td>
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New CWMS Connections 2018:

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<th>OWNER</th>
<th>Address</th>
<th>DA Number</th>
<th>Fee</th>
<th>Date Submitted</th>
<th>Date of Approval</th>
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<tbody>
<tr>
<td>Uniting Church Hawker</td>
<td>52 Cradock Rd Hawker SA 5434</td>
<td>740/S0001/2018</td>
<td>$</td>
<td>30-May-18</td>
<td>04-Jun-18</td>
<td>Alteration &amp; Replace</td>
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<td>Zac Wedding and Kate Sims</td>
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<td>A Jolly</td>
<td>6 McHugh Street Quorn SA</td>
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<td>$223.00</td>
<td>30-May-18</td>
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<td>Replacement</td>
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<td>Wirreanda Cottages</td>
<td>18 Wirreanda Tce Hawker</td>
<td>740/S0005/2018</td>
<td>$</td>
<td>30-May-18</td>
<td>04-Jun-18</td>
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<tr>
<td>Aj and R Hilder</td>
<td>Sec 19 278 Acacia Valley Rd Cradock</td>
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<td>$ 457.00</td>
<td>30-May-18</td>
<td>00-Jan-00</td>
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<td>Cradock Hotel</td>
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<td>30-May-18</td>
<td>00-Jan-00</td>
<td>Alteration &amp; Replace</td>
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SA Health is currently developing the State Public Health Plan 2019-2024 in conjunction with the LGA Public Health Program. For further details on the consultation process please visit the SA Health website [here](#).
### REPORT ITEM: 14.2.1

### REPORT TITLE: Human Resource Officer’s Report

<table>
<thead>
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<th>Implementation</th>
<th>Immediate</th>
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<tbody>
<tr>
<td>Budget Impact</td>
<td>Moderate</td>
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<tr>
<td>Risk Assessment</td>
<td>Tolerable / Moderate</td>
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</table>

### File References
- Various
- Local Government Act 1999
- Industrial and Employee Relations Act 1994
- Fair Work Act 1994
- Ombudsman Act 1972
- Work Health Safety Act 2012

### STRATEGIC REFERENCE:

<table>
<thead>
<tr>
<th>Goal Objective</th>
<th>Governance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategy</td>
<td>Sound governance meeting contemporary standards and legislation; Continuous improvement underlies our core values and practices</td>
</tr>
</tbody>
</table>

### RECOMMENDATION

Nil

### PREVIOUS CONSIDERATION

Elected Members are kept informed of changes in staff and their respective roles as well as WHS and training on a monthly basis.

Elected Members are reminded that pursuant to Section 103 & 104 of the Local Government Act 1999, the Chief Executive Officer has sole responsibility for appointment, management and dismissal of all Council staff.

### EXECUTIVE SUMMARY

**Staff**

2018 performance appraisals are complete for 2018.

Works meeting held 11 July 2018 and Administration meeting was held 17 July 2018. The administration team are participating in a weekly visual management meeting, this concept has been well received and resulted in process improvements being identified and actioned.
Training

Elected Members:

Prior to the July 2018 Ordinary Meeting Elected Members received training on Social Media by Kelley Jones webinar.

Staff:

Programmed mandatory training will continue as required. Rob Wallace will continue to a variety of certification qualifications.

- Aggressive Customer training
- Local Nuisance and Litter Act Refresher
- Advance Payroll

Work Health Safety Training

Two Vocam courses were undertaken by the WHS & Risk Officer, as a result Manual Handling Training has been scheduled for works and office staff.

Enterprise Bargaining – SAMSOA Staff

Council’s Staff employed under the South Australian Municipal Salaried Officers Award (SAMSOA) have lodged a Notice of Intention to Bargain. SAMSOA employees currently receive a 10% above award payment and 3 bonus day holidays at Christmas/New Year with no variation of award conditions.

A draft EBA “Log of Claims” has been received. The Australian Services Union has been advised of Council’s position.

Enterprise Bargaining – LGEA Staff

Council’s Staff employed under the Local Government Employees Award advised that they wished to commence Enterprise Bargaining and the Chief Executive Officer issued a Notice of Intention to Negotiate and Enterprise Agreement under the Fair Work Act 1994.

The current EBA 2008 expired on 28 February 2018 and had 4 x 5% increases on the 1 March each year from 2014.

The EBA Committee met on 13 September 2017, 4 October 2017, 1 February 2018, 15 March 2018, 4 April 2018, 8 May 2018 and 31 May 2018 to discuss a “Log of Claims”. AWU Union Organiser, Mick Hopgood, was also present at the meetings. The draft agreement was finalised but the State Secretary wanted changes to the no forced redundancies clause which had already been agreed with the local AWU Organiser and the AWU refused to put the agreement to the vote. Council put the EBA to ballot on the 4 July 2018, the result was that the EBA was not approved by staff. Council therefore advised the staff and AWU that it was formally withdrawing from any further negotiations and staff would remain on EBA No. 8 - 2014

As a result of a subsequent request from AWU Organiser, Council has removed the disputed clause and will again put the EBA to staff vote on 15 August 2018. This revised EBA No. 9 –2018 – v12 25Jul18 will be Council’s final negotiation attempt. Should this final EBA No. 9 – 2018 – v12 25Jul18 not be accepted, Council’s position will be as previously advised to AWU.
Work, Health & Safety

Progress against the Work Health Safety Calendar 2018 (WHS Calendar) and Work Health Safety, Injury Management and Enterprise Risk Management was presented to The Flinders Ranges presented below as at 30 July 2018 as follows:

2018 Safety Calendar compliance:

<table>
<thead>
<tr>
<th>Category</th>
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<th>Mar</th>
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<th>Jun</th>
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<td>Registers &amp; Plan Reviews</td>
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<tr>
<td>Communication Meetings &amp; Reports</td>
<td>100%</td>
<td>67%</td>
<td>60%</td>
<td>86%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td></td>
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</tr>
<tr>
<td>Equipment Checks</td>
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<td></td>
<td></td>
<td></td>
<td>100%</td>
<td>75%</td>
<td>50%</td>
<td></td>
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<tr>
<td>Grand Total</td>
<td>100%</td>
<td>90%</td>
<td>88%</td>
<td>95%</td>
<td>94%</td>
<td>100%</td>
<td>82%</td>
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</table>

As at July 2018, the 2018 WHS Safety Calendar is on track; some minor tasks were not completed during but will be completed during August.

Work Health Safety & Injury Management Plan and Enterprise Risk Management Plan:

<table>
<thead>
<tr>
<th>WHS, IM &amp; ERM Plan 2018-20 Year 1 Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Items Planned</td>
</tr>
<tr>
<td>Items Completed</td>
</tr>
<tr>
<td>% Planned Vs Completed</td>
</tr>
</tbody>
</table>

As at July 2018 the Plan is on track with 100% completion as well as advance progress against several future tasks.

SKYTRUST integration

Local Government Risk Services have provided all Councils with free access to Skytrust which is a Work Health Safety and Human Resources software package. FRC are integrating our WHS and Human Resource business into SKYTRUST where possible. Key business integration projects include:

| WHS Policies online in central repository | Complete |
| Incidents and hazards reported and investigated online using Skytrust | Complete |
| Workplace Inspections template available online | Complete |
| Playground inspections and other auditing tools available online | Complete |
| Training needs analysis available online | Complete |
| WHS training calendar available online | Not Started |
| HR Training files transferred | Complete |
| SafeWork Method Statements and Safe Work Instructions transferred | Ongoing – Templates developed |
| Mobile Tablet integration | In Progress |
**VOCAM Trial**

FRC is participating in a free VOCAM trial sponsored by LGRS. VOCAM is a repository of online training resources and is ideal for rural Councils. The initial review looks promising and has the potential to:

- provide access to low cost training resource
- efficiently program and deliver training
- compliment mandatory training program
- customise staff and contractor induction program
- customise policy awareness training

VOCAM training courses trialled to date:
- Manual tasks for industry – E Learning; and
- Bullying and harassment

Please note - VOCAM is a trial only, and FRC’s role is to utilise the training packages and provide feedback. LGRS continued funding of this program is unknown.
REPORT ITEM 14.3.1

REPORT TITLE Finance and Administration Managers Report

Implementation Immediate

Budget Impact various

Risk Assessment Tolerable / Moderate

File References 7.73.3

Statutory Requirement Local Government Act 1999
Land and Business (Sale and Conveyancing) Act 1994
Valuation of Land Act 1971

STRATEGIC REFERENCE

Goal Governance

Objective Sound governance meeting contemporary standards and legislation; ‘Continuous improvement’ underlies our core values and practices

Strategy Ensure transparency, honesty and accountability in all Council decision making and implementation processes; Develop a culture of ‘continuous improvement’ across the organisation

RECOMMENDATION:

1. That Council:

   a. note the contents of the Bank Reconciliation for month ending 31 July 2018;
   b. endorse transfers to and from Reserves as per the Investment and Reserve Reconciliation for the month ending 31 July 2018;
   c. note the contents of the Debenture Loan Reconciliation for the period ending 31 July 2018;
   d. pursuant to Section 123(13) of the Local Government Act 1999 and Section 7 of the Local Government (Financial Management) Regulations 2011 note the contents of the Statutory Finance Reports for the period ending 31 July 2018 including budget review.

PREVIOUS CONSIDERATION:

Council considers the standard set of financial reports at each Council meeting.

Council is informed on the status of grant applications each month.

EXECUTIVE SUMMARY:

Monthly Finance Report

The finances of Council are reported at each Ordinary Meeting of Council and Elected Members are required to resolve that the contents of the reports have been noted. The standard set of financial reports comprises of:

1. Bank Reconciliation – confirmation of Council’s cash position at the end of the month
2. Investments and Reserves Reconciliation - confirmation of investment funds by institution and the allocation to reserves
3  Debenture Loan Reconciliation – confirmation of loans outstanding at end of month
4  Statutory Finance Reports – the only finance reports required to be presented to Council.

Councillors are encouraged to contact the Finance and Administration Manager prior to the meeting to discuss any aspects of the financial reporting package.

Grants

The attached Grants Status Report provides the status of each grant application and the grants that are in preparation. The Hawker Institute project is complete, fully expensed and acquitted. However, negotiation with the Hawker Community Development Board continues in relation to the provision of white goods.

Council also provides assistance to community and sporting groups with their grant applications, which are listed for your information. This may be as the auspicing body or just help with writing the actual grant application. A Community Grants Policy/Program was endorsed in July by the Policy Review Reference Committee.

Council continues to utilise the services of Regional Development Australia Far North when applying for major grants.

Rates

Section 184 sale of properties are scheduled for public auction on Friday 24 August 2018 at 11:00am due to non-payment of rates. FRC has exhausted all possible remedies to recover rate debt over approximately a two-year period but to no avail. The properties to be sold are listed as follows:
1. First Street, Hawker – Vacant land comprised in CT5826/142
2. 36 Shepstone Street, Quorn – Vacant land comprised in CT 5258/646
3. 38 Shepstone Street, Quorn – Vacant land comprised in CT 5258/648; and
4. 12 First Street, Quorn – Improved land comprised in CT 6043/193

Single Touch Payroll

Single Touch Payroll (STP) was due to commence for all employers with 20 or more employees from 1 July 2018. However, despite best endeavours the Local Government Systems were unable to transition from this date. As a result, FRC have lodged and been approved for a deferral of STP until 31 December 2018.

Grants Commission

The Grants Commission has provided the 2016-2017 Database Reports which were made available to Elected Members on 3 August 2018 via Council’s Extranet – EM Info.

Council has also received correspondence relating to the brought forward payment and that the balance should be approved by the Federal Government shortly.
### OPERATING FUNDS ON HAND as at: 31-Jul-18

<table>
<thead>
<tr>
<th>Statement No.</th>
<th>Date</th>
<th>191E</th>
<th>31-Jul-18</th>
</tr>
</thead>
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<tr>
<td>Cash at Bank</td>
<td>- NAB</td>
<td>24,676.37</td>
<td>28,561.89</td>
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<tr>
<td></td>
<td>- ANZ</td>
<td>3,885.52</td>
<td>581.99</td>
</tr>
<tr>
<td>Less: Unpresented Cheques</td>
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<td></td>
<td>-</td>
</tr>
<tr>
<td>Less: Dir Dep to be Receipted</td>
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<td>-</td>
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<tr>
<td>Less: O/S EFT Pmts to Clear</td>
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<td>-</td>
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<tr>
<td>Add: D/H Chq to be Processed</td>
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<tr>
<td>Add: Deposits Not Yet On Stmt</td>
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<tr>
<td>Add: Deposits on Hand</td>
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<tr>
<td></td>
<td>27,979.90</td>
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<td></td>
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<tr>
<td>LGFA 24 Hour Short Term Investment</td>
<td></td>
<td>523,570.52</td>
<td>LGFA @ 1.5%</td>
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<tr>
<td>Fixed term investment</td>
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<td>2,805,000.00</td>
<td>2.4% to 28Sep18;</td>
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<tr>
<td>TOTAL OPERATING FUNDS ON HAND</td>
<td></td>
<td>3,356,550.42</td>
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</tr>
</tbody>
</table>

### RECONCILIATION OF BANK

- **Balance Brought Forward**: 3,259,232.94
- **Income - Jul-18**: 481,641.27

#### Direct Deposits
- Rates: 166,846.99
- Debtor: 26,996.76
- Dogs: 572.50
- Dev / Build Fees: 1,072.50
- Refuse: 2,267.33
- Interest: 120,000.00
- Searches: -
- Reimbursements: -
- Hall: -
- GST Refund: -
- Bus Income: -
- VIC: 38,077.66
- Shop Rent: -
- Miscellaneous: 89,351.96
- Training: 445,185.70

#### Expenses - Jul-18
- Creditors - Direct Debits: 384,323.79
- Capital - Swimming Pool: 6,124.59
- Cheques: 1,885.55
- Petty Cash: -
- Plant & Machinery: -
- Business Card: 6,124.59
- Miscellaneous: -
- Salaries and Wages: 67,850.01
- Allocations to Reserves: -
- Pool Floats: -
- Fees & Charges: 588.26

#### TOTAL OPERATING FUNDS ON HAND
- 3,356,550.42

#### CASH RECEIPTS FOR: Jul-18
- Rates: 29,687.30
- VIC: -
- Tourism: -
- Debtor: 1,506.92
- Dogs: 660.25
- Grants: -
- Miscellaneous: 371.15
- Building/Development Fees: -
- Searches: 55.80
- Reimbursements: -
- Water: 36.45
- Halls: 340.00
- Warren Gorge: 2,894.20
- Dump Fees: 749.50
- Community Buses: -
- Shop Rent: 154.00

- 36,455.57
### The Flinders Ranges Council
### Financial Year Ended 30 June 2019

#### INVESTMENTS

<table>
<thead>
<tr>
<th>Period</th>
<th>LGFA 24 hour call Investment</th>
<th>LGFA Fixed Term Investment</th>
<th>LGFA Fixed Term Investment - CWMS</th>
<th>BAB Fixed Term Investment</th>
<th>NAB Fixed Term Investment</th>
<th>TOTAL INVESTMENTS</th>
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<td>31-Jul-18</td>
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<td>31-Jan-19</td>
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<td>30-Jun-19</td>
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#### Graph

The Flinders Ranges Council
Investments 2018-2019

- LGFA Fixed term
- LGFA 24 hour call
- LGFA Fixed Term - CWMS
- NAB Fixed Term Deposit
- BAB Fixed Term Investment

- $0 - $3,500,000
### INVESTMENTS

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<th>Account No.</th>
<th>Balance 30-Jun-17</th>
<th>Withdrawals</th>
<th>Deposits</th>
<th>Interest</th>
<th>Balance 31-Jul-17</th>
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<td>3 87 8040</td>
<td>401,442.04</td>
<td>120,000.00</td>
<td></td>
<td>2,128.48</td>
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<tr>
<td>3 87 8041</td>
<td>2,000,000.00</td>
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<td>200,099.24</td>
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### Represented by Reserves:

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<th>Account No.</th>
<th>Description</th>
<th>Balance</th>
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<tbody>
<tr>
<td>5 85 7924</td>
<td>NRM Levy</td>
<td>1,452.81</td>
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<tr>
<td>5 85 7928</td>
<td>Land &amp; Buildings</td>
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<tr>
<td>5 85 7933</td>
<td>Plant &amp; Machinery</td>
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<td>5 85 7943</td>
<td>Other</td>
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<td>5 85 7947</td>
<td>Refuse Service Charge</td>
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<td>5 85 7952</td>
<td>Stormwater Dams</td>
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<td>5 85 7957</td>
<td>Hawker Swimming Pool</td>
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<td>5 85 7961</td>
<td>Legal Costs</td>
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<td>5 85 7966</td>
<td>Community Trust</td>
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<td>5 85 7970</td>
<td>Quorn Swimming Pool</td>
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<td>5 85 7974</td>
<td>Hawker CWMS</td>
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<td>5 85 7978</td>
<td>Quorn CWMS</td>
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<td>5 85 7982</td>
<td>Airstrips</td>
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<td>5 85 7987</td>
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<table>
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### Community Trust Reserve

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<td>Powell Gardens</td>
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<tr>
<td>Quorn Historical Association</td>
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<td>Quorn Skate Park</td>
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<td>TOTAL Comm Trust Funds</td>
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63
## Other Reserve

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<tr>
<th>Category</th>
<th>Beginning Balance</th>
<th>Deposits</th>
<th>Other Income</th>
<th>Closing Balance</th>
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<td>Town Entrances</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Vehicles</td>
<td>30,790.86</td>
<td>0.00</td>
<td>0.00</td>
<td>30,790.86</td>
</tr>
<tr>
<td>Warren Gorge</td>
<td>102,394.69</td>
<td>0.00</td>
<td>0.00</td>
<td>102,394.69</td>
</tr>
<tr>
<td>Waste Management</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Website</td>
<td>20,550.77</td>
<td>0.00</td>
<td>0.00</td>
<td>20,550.77</td>
</tr>
</tbody>
</table>

**TOTAL Other Reserves** 5,857,943 1,119,162.81 0.00 0.00 772.71 1,119,935.52

**Represented by Funded Liabilities:**

** + 4 48 8419 + 4 96 9066**

<table>
<thead>
<tr>
<th>Category</th>
<th>Beginning Balance</th>
<th>Deposits</th>
<th>Other Income</th>
<th>Closing Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Entitlements</td>
<td>4 88 8407**</td>
<td>310,552.38</td>
<td>0.00</td>
<td>310,766.80</td>
</tr>
<tr>
<td>Grants</td>
<td>4 88 8409</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Employee Xmas Club</td>
<td>4 88 8406</td>
<td>12,900.31</td>
<td>0.00</td>
<td>12,909.22</td>
</tr>
</tbody>
</table>

**TOTAL Funded Liabilities** 323,452.69 0.00 0.00 223.33 323,676.02
### Flinders Ranges Council

#### Debenture Schedule as at 31 July 2018

<table>
<thead>
<tr>
<th>Loan Number</th>
<th>Self Serving</th>
<th>CWMS Charge</th>
<th>CWMS Charge</th>
<th>Skate Park</th>
<th>Council</th>
<th>Total including Self Serving</th>
</tr>
</thead>
<tbody>
<tr>
<td>51</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Details</td>
<td>Quorn Bowling Club (2)</td>
<td>Quorn CWMS</td>
<td>CWMS Balloon</td>
<td>Skate Park</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Inception</td>
<td>15 Sep 2015</td>
<td>15 Sep 2004</td>
<td>15 Sep 2014</td>
<td>16 Jul 2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Term - Years</td>
<td>10</td>
<td>25</td>
<td>5</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Term - Months</td>
<td>120</td>
<td>300</td>
<td>60</td>
<td>120</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Payments</td>
<td>20</td>
<td>30</td>
<td>10</td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last Payment Date</td>
<td>15 Sep 2025</td>
<td>15 Sep 2019</td>
<td>15 Sep 2019</td>
<td>16 Jul 2028</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loan Amount</td>
<td>$50,000</td>
<td>$1,250,000</td>
<td>$750,000</td>
<td>$120,000</td>
<td></td>
<td>$143,481.86, $139,447.04</td>
</tr>
<tr>
<td>Interest Rate</td>
<td>4.45%</td>
<td>6.65%</td>
<td>4.55%</td>
<td>3.49%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payment</td>
<td>$3,124.63</td>
<td>$51,621.65</td>
<td>$84,700.76</td>
<td>$7,159.45</td>
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<td></td>
</tr>
<tr>
<td>Last Payment Date</td>
<td>15 Mar 2018</td>
<td>15 Mar 2018</td>
<td>15 Mar 2018</td>
<td>15 Jul 2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Next Payment Due</td>
<td>15 Sep 2018</td>
<td>15 Sep 2018</td>
<td>15 Sep 2018</td>
<td>16 Jan 2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outstanding Payments</td>
<td>15</td>
<td>3</td>
<td>3</td>
<td>20</td>
<td>Total</td>
<td>Total</td>
</tr>
<tr>
<td>Interest</td>
<td>$7,387.92</td>
<td>$79,427.17</td>
<td>$11,137.77</td>
<td>$120,000.00</td>
<td>$210,564.94, $217,952.86</td>
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</tr>
<tr>
<td>Principle</td>
<td>$39,481.57</td>
<td>$820,860.00</td>
<td>$242,964.51</td>
<td>$23,189.08</td>
<td>$1,087,013.59, $1,126,495.16</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$46,869.48</td>
<td>$900,287.17</td>
<td>$254,102.28</td>
<td>$143,189.08</td>
<td>$1,297,578.53, $1,344,448.01</td>
<td></td>
</tr>
</tbody>
</table>

Total Annual Repayments (ex Self Serving) $286,963.72
General Rates 2018-19 $1,719,662.05

% Loan Repayments to Rates 16.69%

Total Annual Repayments (incl Self Serving) $278,894.08
General Rates 2018-19 $1,719,662.05

16.22%

Total Principle only (excl. Self Serving) $1,063,824.51
Total Self Serving only Principle $39,481.57

Total outstanding Loan principle $1,103,306.07

Interest rate as at 30 July 2018 (assume Loan of $500,000)
- 5 year rate 3.80%
- 15 year rate 4.60%
- CADR 3.60%
### The Flinders Ranges Council

**Statement of Comprehensive Income**

**For the Year Ended 30 June 2019**

As at 31 July 2018

<table>
<thead>
<tr>
<th></th>
<th>Audited 2018</th>
<th>Budget 2019</th>
<th>Actual YTD 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INCOME</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rates</td>
<td>2,223,707</td>
<td>2,321,600</td>
<td>2,322,206</td>
</tr>
<tr>
<td>Statutory charges</td>
<td>49,170</td>
<td>38,800</td>
<td>2,463</td>
</tr>
<tr>
<td>User charges</td>
<td>99,872</td>
<td>76,500</td>
<td>12,036</td>
</tr>
<tr>
<td>Grants, subsidies &amp; contributions</td>
<td>2,183,168</td>
<td>1,313,200</td>
<td>53,744</td>
</tr>
<tr>
<td>Investment income</td>
<td>78,013</td>
<td>44,300</td>
<td>(322)</td>
</tr>
<tr>
<td>Reimbursements</td>
<td>81,543</td>
<td>62,300</td>
<td>10,193</td>
</tr>
<tr>
<td>Other Income</td>
<td>475,736</td>
<td>409,600</td>
<td>(34,641)</td>
</tr>
<tr>
<td>Net gain - joint ventures &amp; associates</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td>5,191,209</td>
<td>4,266,300</td>
<td>2,365,679</td>
</tr>
<tr>
<td><strong>EXPENSES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Costs</td>
<td>1,441,980</td>
<td>1,826,200</td>
<td>106,588</td>
</tr>
<tr>
<td>Materials, contracts &amp; other expenses</td>
<td>4,314,711</td>
<td>2,611,300</td>
<td>161,807</td>
</tr>
<tr>
<td>Finance Costs</td>
<td>58,414</td>
<td>69,400</td>
<td>594</td>
</tr>
<tr>
<td>Depreciation, amortisation &amp; impairment</td>
<td>1,061,790</td>
<td>1,552,600</td>
<td>1,552,600</td>
</tr>
<tr>
<td>Net loss - joint ventures &amp; associates</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>6,876,896</td>
<td>6,059,500</td>
<td>1,821,590</td>
</tr>
<tr>
<td><strong>OPERATING SURPLUS / (DEFICIT)</strong></td>
<td>(1,685,687)</td>
<td>(1,793,200)</td>
<td>544,089</td>
</tr>
<tr>
<td>Asset disposal &amp; fair value adjustments</td>
<td>6,490</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Amounts received specifically for new or upgraded assets</td>
<td>1,125,773</td>
<td>378,900</td>
<td>0</td>
</tr>
<tr>
<td>Physical resources received free of charge</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Operating result from discontinued operations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>NET SURPLUS / (DEFICIT)</strong></td>
<td>(553,423)</td>
<td>(1,414,300)</td>
<td>544,089</td>
</tr>
<tr>
<td><strong>Other Comprehensive Income</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Changes in revaluation surplus - infrastructure, property, plant &amp; equipment</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Available-for-sale Financial Instruments - change in fair value</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Share of other comprehensive income - joint ventures &amp; associates</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Impairment (expense) / recoupments offset to asset revaluation reserve</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Transfer to accumulated surplus on sale of revalued infrastructure, property, plant &amp; equipment</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Transfer to accumulated surplus on sale of available-for-sale Financial Instruments</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Other Comprehensive Income</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL COMPREHENSIVE INCOME</strong></td>
<td>(553,423)</td>
<td>(1,414,300)</td>
<td>544,089</td>
</tr>
</tbody>
</table>
## The Flinders Ranges Council

**Balance Sheet**

**For the Year Ended 30 June 2019**

*as at 31 July 2018*

<table>
<thead>
<tr>
<th></th>
<th>Audited 2018</th>
<th>Budget 2019</th>
<th>Actual YTD 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASSETS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Current Assets</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash &amp; cash equivalents</td>
<td>3,259,733</td>
<td>2,073,600</td>
<td>3,357,050</td>
</tr>
<tr>
<td>Trade &amp; other receivables</td>
<td>344,562</td>
<td>801,600</td>
<td>2,506,400</td>
</tr>
<tr>
<td>Other financial assets</td>
<td>2,197</td>
<td>300</td>
<td>2,197</td>
</tr>
<tr>
<td>Inventories</td>
<td>425,407</td>
<td>436,700</td>
<td>424,982</td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td>4,031,899</td>
<td>3,312,200</td>
<td>6,290,630</td>
</tr>
<tr>
<td><strong>Non-current Assets</strong></td>
<td>52,296,340</td>
<td>54,248,900</td>
<td>51,804,040</td>
</tr>
<tr>
<td>Financial Assets</td>
<td>37,379</td>
<td>32,900</td>
<td>37,379</td>
</tr>
<tr>
<td>Equity accounted investments in Council businesses</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Investment Property</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Infrastructure, Property, Plant &amp; Equipment</td>
<td>52,258,961</td>
<td>54,216,000</td>
<td>51,766,661</td>
</tr>
<tr>
<td>Other Non-current Assets</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Non-current Assets</strong></td>
<td>52,296,340</td>
<td>54,248,900</td>
<td>51,804,040</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td>56,328,239</td>
<td>57,561,100</td>
<td>58,094,670</td>
</tr>
<tr>
<td><strong>LIABILITIES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Current Liabilities</strong></td>
<td>1,596,931</td>
<td>808,900</td>
<td>1,607,629</td>
</tr>
<tr>
<td>Trade &amp; Other Payables</td>
<td>13,892</td>
<td>(4,800)</td>
<td>17,825</td>
</tr>
<tr>
<td>Borrowings</td>
<td>0</td>
<td>214,200</td>
<td>5,065</td>
</tr>
<tr>
<td>Provisions</td>
<td>351,674</td>
<td>101,700</td>
<td>351,674</td>
</tr>
<tr>
<td>Other Current Liabilities</td>
<td>1,231,365</td>
<td>497,800</td>
<td>1,233,065</td>
</tr>
<tr>
<td><strong>Total Current Liabilities</strong></td>
<td>1,596,931</td>
<td>808,900</td>
<td>1,607,629</td>
</tr>
<tr>
<td><strong>Non-current Liabilities</strong></td>
<td>1,160,353</td>
<td>2,775,900</td>
<td>1,275,288</td>
</tr>
<tr>
<td>Trade &amp; other payables</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Borrowings</td>
<td>1,103,306</td>
<td>2,775,900</td>
<td>1,218,241</td>
</tr>
<tr>
<td>Provisions</td>
<td>57,047</td>
<td>0</td>
<td>57,047</td>
</tr>
<tr>
<td>Other Non-current Liabilities</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Non-current Liabilities</strong></td>
<td>1,160,353</td>
<td>2,775,900</td>
<td>1,275,288</td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
<td>2,757,286</td>
<td>3,584,800</td>
<td>2,882,917</td>
</tr>
<tr>
<td><strong>NET ASSETS</strong></td>
<td>53,570,954</td>
<td>53,976,300</td>
<td>55,211,752</td>
</tr>
<tr>
<td><strong>EQUITY</strong></td>
<td>53,570,954</td>
<td>57,346,800</td>
<td>55,211,752</td>
</tr>
<tr>
<td>Accumulated Surplus</td>
<td>14,825,434</td>
<td>15,347,300</td>
<td>16,466,232</td>
</tr>
<tr>
<td>Asset Revaluation Reserve</td>
<td>35,764,708</td>
<td>40,050,300</td>
<td>35,764,708</td>
</tr>
<tr>
<td>Other Reserves</td>
<td>2,980,812</td>
<td>1,949,200</td>
<td>2,980,812</td>
</tr>
<tr>
<td><strong>TOTAL EQUITY</strong></td>
<td>53,570,954</td>
<td>57,346,800</td>
<td>55,211,752</td>
</tr>
</tbody>
</table>
## ACCUMULATED SURPLUS

<table>
<thead>
<tr>
<th></th>
<th>Audited</th>
<th>Budget</th>
<th>Actual YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance at end of previous reporting period</td>
<td>14,606,341</td>
<td>16,170,000</td>
<td>15,922,143</td>
</tr>
<tr>
<td>Adjustment due compliance with revised Accounting Standards</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Net Surplus / (Deficit) for year</td>
<td>(553,423)</td>
<td>(1,414,300)</td>
<td>544,089</td>
</tr>
<tr>
<td>Transfers to Other Reserves</td>
<td>772,516</td>
<td>120,800</td>
<td>0</td>
</tr>
<tr>
<td>Transfers from Other Reserves</td>
<td>0</td>
<td>470,800</td>
<td>0</td>
</tr>
<tr>
<td><strong>Balance at end of period</strong></td>
<td>14,825,434</td>
<td>15,347,300</td>
<td>16,466,232</td>
</tr>
</tbody>
</table>

## ASSET REVALUATION RESERVE

<table>
<thead>
<tr>
<th></th>
<th>Audited</th>
<th>Budget</th>
<th>Actual YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance at end of previous reporting period</td>
<td>35,764,708</td>
<td>39,265,000</td>
<td>35,764,708</td>
</tr>
<tr>
<td>Gain on revaluation of infrastructure, property, plant &amp; equipment</td>
<td>0</td>
<td>785,300</td>
<td>0</td>
</tr>
<tr>
<td>Transfer to Accumulated Surplus on sale of infrastructure, property, plant &amp; equipment</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Balance at end of period</strong></td>
<td>35,764,708</td>
<td>40,050,300</td>
<td>35,764,708</td>
</tr>
</tbody>
</table>

## OTHER RESERVES

<table>
<thead>
<tr>
<th></th>
<th>Audited</th>
<th>Budget</th>
<th>Actual YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance at end of previous reporting period</td>
<td>3,753,328</td>
<td>2,540,800</td>
<td>2,980,812</td>
</tr>
<tr>
<td>Transfers from Accumulated Surplus</td>
<td>(772,516)</td>
<td>(120,800)</td>
<td>0</td>
</tr>
<tr>
<td>Transfers to Accumulated Surplus</td>
<td>0</td>
<td>(470,800)</td>
<td>0</td>
</tr>
<tr>
<td><strong>Balance at end of period</strong></td>
<td>2,980,812</td>
<td>1,949,200</td>
<td>2,980,812</td>
</tr>
</tbody>
</table>

## TOTAL EQUITY AT END OF REPORTING PERIOD

<table>
<thead>
<tr>
<th></th>
<th>Audited</th>
<th>Budget</th>
<th>Actual YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total of all revenues recognised directly in Equity</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total of all expenses recognised directly in Equity</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Net Change in equity</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
### THE FLINDERS RANGES COUNCIL

#### CASH FLOW STATEMENT

FOR THE YEAR ENDED 30 JUNE 2019

as at 31 July 2018

<table>
<thead>
<tr>
<th></th>
<th>Audited 2018</th>
<th>Budget 2019</th>
<th>Actual YTD 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CASH FLOWS FROM OPERATING ACTIVITIES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Receipts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating receipts</td>
<td>5,295,930</td>
<td>4,469,400</td>
<td>746,751</td>
</tr>
<tr>
<td>Investment receipts</td>
<td>78,013</td>
<td>50,300</td>
<td>(322)</td>
</tr>
<tr>
<td>Payments</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating payments to suppliers and employees</td>
<td>(6,256,692)</td>
<td>(4,152,000)</td>
<td>(768,396)</td>
</tr>
<tr>
<td>Finance payments</td>
<td>(58,414)</td>
<td>(79,900)</td>
<td>(594)</td>
</tr>
<tr>
<td><strong>Net cash provided by (or used in) Operating activities</strong></td>
<td>(941,163)</td>
<td>287,800</td>
<td>(22,561)</td>
</tr>
</tbody>
</table>

| **CASH FLOWS FROM INVESTING ACTIVITIES** |              |             |                 |
| Receipts             |              |             |                 |
| Amounts Specifically for new or upgraded assets | 1,125,773 | 378,900 | 0               |
| Sale of replaced assets | 352,182 | 146,400 | 0               |
| Sale of surplus assets | 0          | 0          | 0               |
| Sale of investment property | 0          | 0          | 0               |
| Net disposal of investment securities | 0          | 0          | 0               |
| Sale of real estate developments | 0          | 0          | 0               |
| Repayments of loans by community groups | 2,103      | 4,300      | 0               |
| Distributions received from associated entities | 0          | 0          | 0               |
| Payments             |              |             |                 |
| Expenditure on renewal / replacement of assets | (758,116) | (1,594,700) | (122)          |
| Expenditure on new / upgraded assets | (563,857) | (580,900) | 0               |
| Purchase of investment property | 0          | 0          | 0               |
| Net purchase of investment securities | 0          | 0          | 0               |
| Development of real estate for sale | 0          | 0          | 0               |
| Loans made to community groups | 0          | 0          | 0               |
| Capital contributed to related entities | 0          | 0          | 0               |
| **Net cash provided by (or used in) Investing Activities** | 158,085    | (1,646,000) | (122)          |

| **CASH FLOWS FROM FINANCING ACTIVITIES** |              |             |                 |
| Receipts             |              |             |                 |
| Proceeds from borrowings | 0          | 178,500    | 114,935         |
| Proceeds from Aged Care Facility deposits | 0          | 0          | 0               |
| Payments             |              |             |                 |
| Repayments of borrowings | (203,782) | (203,800) | 5,065           |
| Repayment of Finance Lease Liabilities | 0          | 0          | 0               |
| Repayment of Aged Care Facility deposits | 0          | 0          | 0               |
| **Net cash provided by (or used in) Financing Activities** | (203,782) | (25,300) | 120,000         |

| **Net Increase / (Decrease) in cash held** | (986,860) | (1,383,500) | 97,317          |
| **Cash & cash equivalents at beginning of period** | 4,246,593 | 3,200,000   | 3,259,733       |
| **Cash & cash equivalents at end of period** | 3,259,733 | 1,816,500   | 3,357,050       |
## THE FLINDERS RANGES COUNCIL

### FUNCTIONS / ACTIVITIES STATEMENT
FOR THE YEAR ENDED 30 JUNE 2019
as at 31 July 2018

<table>
<thead>
<tr>
<th>Functions / Activities</th>
<th>Income</th>
<th>Expenses</th>
<th>Operating Surplus (Deficit)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>3,067,396</td>
<td>3,059,400</td>
<td>1,816,264</td>
</tr>
<tr>
<td>Public Order &amp; Health</td>
<td>23,278</td>
<td>2,100</td>
<td>0</td>
</tr>
<tr>
<td>Social Security &amp; Welfare</td>
<td>7,934</td>
<td>8,400</td>
<td>275</td>
</tr>
<tr>
<td>Community Amenities</td>
<td>476,350</td>
<td>494,500</td>
<td>483,787</td>
</tr>
<tr>
<td>Recreation &amp; Culture</td>
<td>484,707</td>
<td>82,600</td>
<td>8,209</td>
</tr>
<tr>
<td>Agricultural Services</td>
<td>43,512</td>
<td>44,400</td>
<td>44,812</td>
</tr>
<tr>
<td>Regulatory Services</td>
<td>54,212</td>
<td>44,300</td>
<td>2,066</td>
</tr>
<tr>
<td>Transport &amp; Communication</td>
<td>448,114</td>
<td>95,300</td>
<td>0</td>
</tr>
<tr>
<td>Economic Development</td>
<td>295,703</td>
<td>309,100</td>
<td>87,588</td>
</tr>
<tr>
<td>Not Elsewherer Classified</td>
<td>277,498</td>
<td>126,200</td>
<td>(77,321)</td>
</tr>
<tr>
<td>Works Overheads</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other Functions/Activities</td>
<td>12,505</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total Functions / Activities</td>
<td>5,191,209</td>
<td>4,266,300</td>
<td>2,365,679</td>
</tr>
<tr>
<td></td>
<td>Audited</td>
<td>Budget</td>
<td>Actual YTD</td>
</tr>
<tr>
<td>----------------------</td>
<td>---------</td>
<td>--------</td>
<td>------------</td>
</tr>
<tr>
<td></td>
<td>2018</td>
<td>2019</td>
<td>2019</td>
</tr>
<tr>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Operating Surplus (Deficit) before Capital Revenues</td>
<td>(1,685,687)</td>
<td>(1,793,200)</td>
<td>544,089</td>
</tr>
<tr>
<td>Operating Surplus Ratio</td>
<td>(32%)</td>
<td>(42%)</td>
<td>23%</td>
</tr>
<tr>
<td>(=Adjusted Operating Surplus / Total Revenue)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Financial Liabilities</td>
<td>(886,587)</td>
<td>676,400</td>
<td>(3,020,109)</td>
</tr>
<tr>
<td>(=Financial Liabilities - Financial Assets)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Financial Liabilities Ratio</td>
<td>(17%)</td>
<td>16%</td>
<td>(130%)</td>
</tr>
<tr>
<td>(=Net Financial Liabilities / Total Operating Revenue)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest Cover Ratio</td>
<td>(0.4%)</td>
<td>0.6%</td>
<td>0.0%</td>
</tr>
<tr>
<td>(=Net Interest Expense / Total Operating Revenue)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asset Renewal Funding Ratio</td>
<td>158%</td>
<td>150%</td>
<td>0%</td>
</tr>
<tr>
<td>(=Net Asset Renewals / Depreciation Expense)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asset Consumption Ratio</td>
<td>58%</td>
<td>96%</td>
<td>58%</td>
</tr>
<tr>
<td>(=Carrying value of depreciable assets / Gross value of depreciable assets)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Uniform Presentation of Finances

**For the Year Ended 30 June 2019**  
as at 31 July 2018

<table>
<thead>
<tr>
<th>Audit Year</th>
<th>Budget Year</th>
<th>Actual YTD</th>
<th>$</th>
<th>$</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>2019</td>
<td>2019</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Revenues</td>
<td>5,191,209</td>
<td>4,266,300</td>
<td>2,365,679</td>
<td></td>
<td></td>
</tr>
<tr>
<td>less Operating Expenses</td>
<td>(6,876,896)</td>
<td>(6,059,500)</td>
<td>(1,821,590)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adjusted Operating Surplus / (Deficit) before Capital Amounts</td>
<td>(1,685,687)</td>
<td>(1,793,200)</td>
<td>544,089</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Outlays on Existing Assets</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Expenditure on renewal and replacement of Existing Assets</td>
<td>(758,116)</td>
<td>(1,594,700)</td>
<td>(122)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>less Depreciation, Amortisation and Impairment</td>
<td>1,061,790</td>
<td>1,552,600</td>
<td>1,552,600</td>
<td></td>
<td></td>
</tr>
<tr>
<td>less Proceeds from Sale of Replaced Assets</td>
<td>352,182</td>
<td>146,400</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Net Outlays on Existing Assets</td>
<td>655,856</td>
<td>104,300</td>
<td>1,552,478</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Outlays on New and Upgraded Assets</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Expenditure on New and Upgraded Assets</td>
<td>(563,857)</td>
<td>(580,900)</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>less Amounts received specifically for New and Upgraded Assets</td>
<td>1,125,773</td>
<td>378,900</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>less Proceeds from Sale of Surplus Assets</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Net Outlays on New and Upgraded Assets</td>
<td>561,916</td>
<td>(202,000)</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Lending / (Borrowing) for Financial Year</td>
<td>(467,914)</td>
<td>(1,890,900)</td>
<td>2,096,567</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## GRANT APPLICATIONS AWARDED

<table>
<thead>
<tr>
<th>NAME OF GRANT</th>
<th>AMOUNT</th>
<th>DATE GRANT AWARDED</th>
<th>AQUITTAL DUE</th>
<th>COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Local Roads - LG Transport Advisory Panel &amp; Central Local Government Region of SA – Druid Range Drive</td>
<td>$320,000</td>
<td>01 Aug 17</td>
<td>30 Jun 18</td>
<td>Contract Awarded, work commenced</td>
</tr>
<tr>
<td>State Local Government Infrastructure Partnership – Quorn Skate Park</td>
<td>$64,000</td>
<td>01 Apr 17</td>
<td>30 Jun 18</td>
<td>Contract Awarded – work commenced</td>
</tr>
<tr>
<td>CCTV Grants Program</td>
<td>$51,843</td>
<td>29 Jun 17</td>
<td>31 Aug 18</td>
<td>Contract awarded, work nearly finalised</td>
</tr>
<tr>
<td>ORS Sporting Surfaces Program – Hawker Tennis/Netball/Basketball Courts</td>
<td>$68,000</td>
<td>07 Feb 18</td>
<td>21 Jan 20</td>
<td>In conjunction with HCSC</td>
</tr>
<tr>
<td>Community Benefit Grant (DIIS) Hawker Gymnasium</td>
<td>$250,000</td>
<td>11 Apr 18</td>
<td>28 Jun 19</td>
<td>Designs being finalised</td>
</tr>
<tr>
<td>Community Benefit Grant (DIIS) Cradock Memorial Wall and History Walk</td>
<td>$28,986</td>
<td>11 Apr 18</td>
<td>28 Dec 18</td>
<td>In conjunction with the Cradock Heritage Group</td>
</tr>
<tr>
<td>Community Benefit Grant (DIIS) Round 2 – Quorn Skate Park</td>
<td>$175,000</td>
<td>11 Apr 18</td>
<td>28 Jun 19</td>
<td>Contract Awarded – community consultation phase two complete.</td>
</tr>
<tr>
<td>Community Benefit Grant (DIIS) Hawker Aerodrome Refuelling,</td>
<td>$99,335</td>
<td>11 Apr 18</td>
<td>28 Feb 19</td>
<td>Contract being negotiated.</td>
</tr>
<tr>
<td>Community Benefit Grant (DIIS) Flinders Ranges History Signage and Walk</td>
<td>$110,118</td>
<td>20 Jun 18</td>
<td>28 Jun 19</td>
<td>History writer contract in situ</td>
</tr>
<tr>
<td>Armistice Centenary Grant – Cradock Memorial</td>
<td>$4,781</td>
<td>01 Jul 18</td>
<td>31 Oct 18</td>
<td>Grant agreement signed, funding received.</td>
</tr>
<tr>
<td>Armistice Centenary Grant – Bruce Honour Board</td>
<td>$4,950</td>
<td>03 Aug 18</td>
<td>31 Nov 18</td>
<td>Grant Awarded, awaiting grant agreement</td>
</tr>
</tbody>
</table>

## GRANT APPLICATIONS SUBMITTED (AWAITING OUTCOME)

<table>
<thead>
<tr>
<th>NAME OF GRANT</th>
<th>LOCATION</th>
<th>AMOUNT SOUGHT</th>
<th>PROJECT COST</th>
<th>DATE SUBMITTED</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Better Regions Fund – Quorn Airstrip Sealing</td>
<td>Quorn</td>
<td>$255,000</td>
<td>$510,000</td>
<td>19 Dec 17</td>
<td>Unsuccessful</td>
</tr>
<tr>
<td>National Disaster Recovery Program – Hawker Aerodrome Fire Fighting Water Source.</td>
<td>Hawker</td>
<td>$48,000</td>
<td>$60,000</td>
<td>20 Jun 18</td>
<td>Awaiting Assessment</td>
</tr>
</tbody>
</table>
COUNCIL GRANT APPLICATIONS CURRENTLY BEING DEVELOPED

Silo Art, Quorn Airstrip Sealing

INVESTIGATING FUNDING OPPORTUNITIES (DERIVED FROM COUNCIL'S BUDGET)

Bicycle Strategy.

ASSISTANCE TO COMMUNITY GROUPS / ASSOCIATIONS

Quorn Jockey Club – In-kind support, track preparation and facility maintenance.
Dear Mayor Slattery

On 5 July 2018 the Federal Minister for Regional Development, Territories and Local Government, the Hon Dr John McVeigh MP, advised that the Australian Government had brought forward the payment of $1.2 billion of the 2018-19 Financial Assistance Grants.

The Minister advised that the brought forward payment had been made in June 2018 to give councils immediate access to funds to commence new projects and to benefit from the interest on additional cash in the bank.

I am pleased to advise that the brought forward payment was forwarded to councils by the SA Local Government Grants Commission on 21 June 2018.

South Australia’s share of the brought forward payment is $80 million, which includes $59.3 million in General Purpose Grants and $20.7 million in Identified Local Road Funding.

The Flinders Ranges Council has received a total of $786,676, comprising $604,402 in General Purpose Grants and $182,274 in Identified Local Road funding.

The brought forward payment of the 2018-19 Financial Assistance Grants has been distributed amongst councils based on the 2017-18 recommendations of the South Australian Local Government Grants Commission, which were approved by the Federal Minister and previous Minister for Local Government in August 2017.

Should you have any further queries about this process, please contact the Commission’s Executive Officer, Mr Peter Ilee on (08) 7109 7148 or by email at grants.commission@sa.gov.au.

Yours sincerely

HON STEPHAN KNOLL MP
MINISTER FOR TRANSPORT, INFRASTRUCTURE AND LOCAL GOVERNMENT
MINISTER FOR PLANNING

3\ July 2018

cc. Mr Colin Davies
   Chief Executive Officer
   The Flinders Ranges Council
Chief Executive Officer’s Report

RECOMMENDATION:

1. That Council grant ROWESA a rate rebate of 100% in 2018-2019, 67% in 2019-20 and 33% in 2020-2021 in line with the recommendation of the Chief Executive Officer’s assessment pursuant to FRC Policy G1.43 Investment Support and Incentives Policy.

PREVIOUS CONSIDERATION:

Various items for decision and information are presented to Council on an ongoing basis.

EXECUTIVE SUMMARY:

Use of Council Seal

<table>
<thead>
<tr>
<th>Number</th>
<th>Document</th>
<th>Page Number</th>
<th>Minute Number</th>
<th>Council Approval</th>
<th>Date of Sealing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nil</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Ordinary Returns

Ordinary Returns are now due and must be returned to the Chief Executive Officer by 30 August 2018. The appropriate form was emailed on 11 July 2018 and are available on Council’s Extranet under Forms.

Skate Park

Trinity Skate Parks work on the Flinders Ranges Skate Park on Railway Terrace, Quorn continues to progress well. Completion is anticipated around the end of August 2018.

Council is liaising with Trinity Skate Parks about a date for an official opening to be combined with a demonstration event.
NRWMF Community Vote

The voters roll for the Community Ballot for National Radioactive Waste Management Facility (NRWMF) closed on 31 July 2018. There were 1,224 voters on the roll sent to the Australian Electoral Commission (AEC) with 62 on the combined Supplementary Roll and 1,162 on the State Electoral Roll.

Ballot papers are due to be posted by mail from 20 August 2018 and the ballot will close at 10:00am on Monday 24 September 2018. All ballots to be returned by mail to be received by AEC Prior to closure.

The count will be performed by AEC as soon as practical after the close of the ballot in Adelaide. The Chief Executive Officer will attend the count.

LGA Membership Subscriptions

The Local Government Association (LGA) has advised Council of the subscription fee for 2018-2019 in line with the proposed 60% increase imposed by the LGA.

The Fee for 2018-2019 is $9,166.00.

Local Government (Rate Oversight) Amendment Act 2018

The state government introduced the Local Government (Rates Oversight) Amendment Bill 2018 in the House of Assembly on 20 June 2018 following a Liberal Party election commitment to introduce rate capping legislation in the Parliament within their first 100 days of government. The Local Government (Rate Oversight) Amendment Act 2018 amends the Local Government Act 1999. This Bill has passed the House of Representatives and is awaiting debate in the Senate.

Various items relating to Rate Capping are added to Council’s Extranet under Members Info.

LGAAMF & Income Protection

Local Government Risk Services have advised that the 31 August 2018 will be the cut-off date for all insurance claims relating to 2017-2018 losses.

RDAFN

Regional Development Australia Far North (RDAFN) have provided their quarterly report for the period 1 April 2018 to 30 June 2018.

Council’s Chief Executive Officer (CEO) has been re-elected to the RDAFN Board as Deputy Chair, Treasurer and Chair of the Audit & Governance Committee. The CEO will be attending the National RDA Conference in Canberra from 15 August 2018 to 17 August 2018 in his capacity as Deputy Chair. Meetings are being arranged with various Ministers whilst in Canberra to discuss various issues relevant to The Flinders Ranges Council. There is no cost to Council for this conference.

Heritage Inquiry

The State Parliament’s Environment, Resources and Development Committee are conducting an inquiry into heritage as per the attached Terms of Reference. Does Council wish to make a submission.
Legatus Group

The Legatus Group AGM will be held on Friday 17 August 2018 in Jamestown. Mayor Peter Slattery will be attending as Council’s representative on the Board.

LGA AGM

The Local Government Association (LGA) is calling for nominations for President commencing after the next AGM in October 2018. Nominations are due by 24 August 2018.

The LGA membership adopted a new constitution at the 2018 Ordinary General Meeting (OGM). While the new Constitution does not take effect until after the 2018 AGM, the transitional provisions adopted at the OGM stipulated that the 2018 LGA elections will be run in accordance with the provisions of the new LGA Constitution. The Constitution stipulates that the office of President must be occupied on a rotational basis between members of a ‘country’ council and members of a metropolitan council. For this election nominations are sought from a ‘country’ council as listed in the attachment to this letter. Under the new Constitution, the President only needs to be nominated by a member council, and not necessarily the council which they are a member of. This differs from the old Constitution which required the candidate to be nominated by their own council. In addition, for this election only, under the transitional provisions as the LGA moves toward the new Constitution, those considering standing for President are not required to have served on the LGA Board (or SAROC) for at least the last 12 months.

Does Council wish to nominate a member?

Investment Support & Incentives Policy

Council has received an application under Council’s Investment and Incentives Policy from ROWESA in respect to their considerable investment in the Great Northern Lodge.

ROWESA made a previous application to the 18 April 2017 Ordinary Meeting of Council where it was determined that a formal policy be established prior to any further consideration of that application. The following is an extract from the minutes of that meeting:

14.4.3 Finance and Administration Managers – Economic Development Incentives

Moved Councillor Hipwell,

That Council grant a discretionary rebate of rates pursuant to Section 166(1)(a) & (b) to RoweSA Pty. Ltd. (trading as Great Northern Lodge), for a period of 4 (four) years, commencing in the 2017-2018 financial year so that the equivalent of the vacant land rate is paid on Allotments 102, 103 First Street (CT5787/394, CT5974/206) & Allotment 114 Seventh Street (CT5932/191)

LAPSED for want of a SECONDER

Moved Councillor Anderson, Seconded Councillor Reubenicht

That the Policy Review Reference Committee formulate an Economic Development Incentives Policy

CARRIED (064/2017)

Pursuant to Clause 8 of the FRC Policy G1.43 Investment Support and Incentives Policy the Chief Executive Officer (CEO) has assessed the application which has subsequently been endorsed by the Finance and Administration Manager and Mayor. Having considered the Council approved assessment criteria in Clause 5.1 of the policy, the CEO has approved a rate rebate only of 100% for 2018-19, 67% for 2019-2020 and 33% for 2020-2021.

As the total value of the support is over $2,000 for the 3 years, Council endorsement is required.
Ombudsman’s Report

The Ombudsman, Wayne Lines, has provided Council’s half yearly report for the period 1 January 2018 to 30 June 2018.

<table>
<thead>
<tr>
<th>Number</th>
<th>Complainant</th>
<th>Received Date</th>
<th>Title</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018/0643</td>
<td>Buith, Dyane</td>
<td>19 June 2018</td>
<td>Unreasonable financial demand</td>
<td>Alternative remedy available with another body</td>
</tr>
</tbody>
</table>

Council has received no correspondence from the Ombudsman regarding this item nor has Council had any phone calls from the Ombudsman.

Council Elections

The voters roll for Council elections closed on 10 August 2018. Council is yet to receive the State Electoral Roll for the Council area to verify who is eligible for Council’s Supplementary Roll, but it is anticipated there will be at least 26 (already verified for NRWMF Ballot process) which is a substantial improvement on the normal 3-6 voters.

Nominations will open on 4 September 2018 and close on 18 September 2018. There will be information sessions prior to both the August and September Ordinary Meetings for prospective candidates. Refer Council website for further information. Nomination kits should be available by 20 August 2018.

Pursuant to Section 91A of the Local Government (Elections) Act 1999 and FRC Policy G1.24 Caretaker, the Caretaker period commences at the close of nominations which will be 18 September 2018 and finishes at the conclusion of the election. Elected Members will receive training on the Caretaker provisions prior to this Council Meeting. FRC Policy G1.24 Caretaker can be access on Council’s website here: [http://www.frc.sa.gov.au/policy](http://www.frc.sa.gov.au/policy)

If required, voting materials will be posted out between the 22 October 2018 and 26 October 2018.

Voting will close at 12:00noon on 9 November 2018.

The initial count will be conducted in the Quorn Council Chambers by the Chief Executive Officer and other appointed staff as soon as practical after the close of voting.
In reply please quote our reference: ECM 663215 AW/KJ

20 July 2018

Mr Colin Davies  
Chief Executive Officer  
The Flinders Ranges Council  
PO Box 43  
QUORN SA 5433  
Emailed: cjd@frc.sa.gov.au

Dear Colin,

LGA Membership Subscriptions 2018/19

The Local Government Association of SA’s membership subscriptions for the 2018/19 financial year are now due. Please find attached an invoice for your membership.

The LGA remains focused on delivering value for members through advocating for local government, assisting councils, and advancing the sector.

We produce an annual value proposition that quantifies the value of LGA services to members, and the 2018 report indicates that councils receive an average annual benefit of $2 million in value through their LGA membership. This report can be downloaded here: http://www.lga.sa.gov.au/lgamembership.

An achievement from the past year include the review and restructure of the sector’s Mutual Liability and Workers Compensation Schemes, which are expected to deliver additional savings of $43 million over the next ten years. We also delivered the $24 million State Local Government Infrastructure Partnership program. A grant of $64,000 was provided from this program for the Quorn Skate Park.

Some of the other achievements and services provided to members in 2017/18 included:

- Secured and administered grants to councils worth $5.7 million. With your council specifically receiving the following:
  - $28,560 - Regional Youth Traineeship Program for 4 trainees
- Provided traineeships for 108 people in regional areas.
- Hosted websites for 56 councils.
- Provided training to 2,846 council staff and elected members and held more than 40 forums on key issues for the sector.
- Issued 499 circulars providing information on state government policies, standardized templates, pressing issues and updates to councils.
- Logged 2,537 issue reports from members of the public through the My Local Services App.
- $90 million of purchases managed through LGA Procurement contracts including $24 million for electricity.

A key focus for the LGA in 2018-19 will be launching a new suite of member services complementary to LGA Procurement that will save councils money through more opportunities to aggregate spend. The Association is also committed to working with the Government and Parliament on progressing reforms for the sector that will improve transparency and drive efficiencies on behalf of communities.
2018-19 is the second year of the three-year phase-in period for our new subscription methodology. Should you have any concerns regarding your invoice or would like more information about the value of LGA membership please contact me on 8224 2039.

Yours sincerely

[Signature]

Matt Pinnegar
Chief Executive Officer

Telephone: (08) 8224 2039
Email: matt.pinnegar@lga.sa.gov.au
TAX INVOICE

Flinders Ranges Council
PO Box 43
QUORN SA 5433

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<table>
<thead>
<tr>
<th>Description</th>
<th>Exclusive GST</th>
<th>GST</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018/19 LGA Membership Subscriptions</td>
<td>9,166.00</td>
<td>916.60</td>
<td>10,082.60</td>
</tr>
<tr>
<td><strong>Total Amount: (AUD)</strong></td>
<td><strong>9,166.00</strong></td>
<td><strong>916.60</strong></td>
<td><strong>10,082.60</strong></td>
</tr>
</tbody>
</table>
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Please settle this account by 3/08/2018

EFT PAYMENTS
Please email, fax or post your remittance immediately after payment is made to:
National Australia Bank
BSB 085-042
Account 51-635-0212
email: accounts@lga.sa.gov.au

Invoice No: 103981
Date: 20/07/2018
Exclusive GST: $9,166.00
GST: $916.60
Amount: (AUD) $10,082.60
6th August 2018

Mr Colin Davies
Chief Executive Officer
The Flinders Ranges Council
PO Box 43
QUORN SA 5433

Dear Colin,

**LGA Asset Mutual Fund/Income Protection Fund Claims Reporting "Cut Off" Date**

As previously advised the LGA Asset Mutual Fund & LG Income Protection Fund operate on a financial year ending at **4.00pm 30 June 2018**.

The Funds have previously, by letter dated 6 July 2018, advised all Members of the importance in the immediate reporting of all potential claims to the Funds, this process assists in accurately determining the Fund’s financial position and ensures that correct statistical data is provided to Members, Reinsurers, Actuaries and the Fund’s Overview Committee.

The Funds have determined the **31 August 2018** as a claims “cut off” date and any claims notified to the LGA Asset Mutual Fund after this date and which occurred in the 2017/2018 Fund year will be subject to settlement at the discretion of the Fund Manager in consultation with the Fund Overview Committee.

I have sent this letter to all Members and request that, if you have not already done so, a review of your claims notification/reporting procedures is completed to ensure all losses incurred in the 2017/2018 year will be advised to the Fund before **31 August 2018**.

Yours faithfully,

Anthony Genovese
Divisional Manager.
# LOCAL GOVERNMENT CORE FUNDING AGREEMENT – PROGRESS REPORT

**Grantee:** Regional Development Australia Far North  
**Reporting Period:** 1 April 2018 – 30 June 2018

<table>
<thead>
<tr>
<th>KPI</th>
<th>Description of Activities Undertaken</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General</strong></td>
<td><strong>Support collaborative regional governance by facilitating the Local Government Roundtable meetings on a bi-annual basis (as a minimum)</strong></td>
</tr>
<tr>
<td></td>
<td>Meeting held on 30th May 2018. Main topics of discussion were Far North Climate Change Adaptation Plan (presentation), Multispecies Livestock Transhipping Hub report, South East Region of Renewable Energy Excellence (presentation), Cross Regional Project, Live Music Roundtable and an update from each Council. CEO and RDAFN staff continue to hold regular meetings with all CEO’s or their representatives and attends and presents at Council meetings when appropriate and practical.</td>
</tr>
</tbody>
</table>
| **Play an advocacy role for facilitating access and information to other levels of Government** | RDAFN staff have held/attended 15 meetings with other levels of Government including AusIndustry, Department of State Development/Department of Industry and Skills, Primary Industries & Regions SA, Department of Environment, Water and Natural Resources/Department of Environment and Water, South Australian Tourism Commission, and Department of Infrastructure, Regional Development and Cities. RDAFN has assisted/facilitated, hosted and promoted the following events across the region:  
NBN Roadshow - Coober Pedy – 15 attendees  
NBN Roadshow - Roxby Downs – 20 attendees  
NBN Roadshow – Hawker – 15 attendees  
Oz Minerals Information Session  
Skills and Employment Forum  
Leigh Creek – 6 attendees  
National Radioactive Waste Management Facility Community and Industry Expo – 8 stallholders |
SATIC Service IQ Workshop – 13 attendees

RDAFN is continuing to work with OCA, DEWNR and PIRSA regarding the implementation of the Climate Change Adaptation Plan. It is still working with a consultant to move the implementation of the plan forward, with engagement with key stakeholders having been undertaken and the next step to involve the main parties to commit to ongoing support for the initiative via service levels.

Pisoni Ridgeway
Commonwealth visit

<table>
<thead>
<tr>
<th>Provide assistance with grants where appropriate and practical</th>
<th>RDAFN continues to be proactive in the promotion of grants and funding opportunities via Facebook, E-newsletters, email outs and meetings with prospective proponents. The grants that have been promoted include:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• State Regional Growth Fund</td>
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<tr>
<td></td>
<td>• Federal Regional Growth Fund</td>
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<tr>
<td></td>
<td>• Sports and Recreation Funding</td>
</tr>
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<td></td>
<td>• Grants SA Small Grants</td>
</tr>
<tr>
<td></td>
<td>• Indigenous Entrepreneurs Fund</td>
</tr>
<tr>
<td></td>
<td>Current and future grants being assisted, including provision of letter of support, as follows:</td>
</tr>
<tr>
<td></td>
<td>• Federal Regional Growth Fund – OCA/FRC (1), DCCP (1)</td>
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<td></td>
<td>• State Regional Growth Fund – PA – (1)</td>
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<td></td>
<td>Funding stream announcements this quarter are:</td>
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<td></td>
<td>• Regional Jobs and Investment Package – PACC (3) – total cost of funding provided = $7,570,369</td>
</tr>
<tr>
<td></td>
<td>• National Radioactive Waste Management Facility Community Benefit Programme – FRC (12) – total cost of funding provided = $2.1m</td>
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<td></td>
<td>Note: awaiting announcement of Building Better Regions Fund Round 2 – expected July 2018.</td>
</tr>
</tbody>
</table>

District Council of Coober Pedy

<table>
<thead>
<tr>
<th>Undertake agreed actions from the Coober Pedy Economic Growth and Investment Strategy</th>
<th>RDAFN has engaged SC Lennon &amp; Associates Pty Ltd to prepare the Coober Pedy Economic Growth and Investment Strategy with completion date expected in November 2018.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>As part of the NBN Roadshow, RDAFN organised for NBN to visit Coober Pedy on the 21 May and provide information to residents and businesses in the NBN rollout and connections.</td>
</tr>
</tbody>
</table>
Ongoing assistance provided to the CPBRTA regarding tourism information, industry communications, state and federal information, grant information and event management in particular for the Opal Festival preparation.

Telephone and face to face meetings held with A/CEO regarding the EGIS, funding and grant opportunities and current challenges and opportunities for Coober Pedy.

Assistance provided to Council in preparation of grant funding application to the Regional Growth Fund.

Organisation of a “meet the Minister” for Coober Pedy is being planned with SATIC, SATC and Minister Ridgway which will take place on 9 July 2018.

<table>
<thead>
<tr>
<th>The Flinders Ranges Council</th>
<th>RDAFN continues to work with FRC on various road upgrade needs, as they arise.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continue to review, assess and prioritise the Flinders Ranges’ strategic regional road upgrade needs using standard assessment criteria; agree on priorities and advocate needs to State and Federal Governments</td>
<td></td>
</tr>
<tr>
<td>Continue to collaborate with relevant State and Federal Government departments and agencies to progress the Strzelecki Track upgrade and sealing project proposal</td>
<td>RDAFN continues to work with FRC on various road upgrade needs, as they arise.</td>
</tr>
<tr>
<td>Report finalised and launched on 22 January 2018 in Quorn at an event attended by Local and State Government representatives and local Members of Parliament.</td>
<td></td>
</tr>
<tr>
<td>CEO continues to meet with various agencies to undertake ongoing lobbying for the project, including SACOME.</td>
<td></td>
</tr>
<tr>
<td>The Strzelecki Track project is on Infrastructure Australia’s list and also on the new State Government’s top 10 projects.</td>
<td></td>
</tr>
<tr>
<td>The importance of the Strzelecki Track as a key route was also raised with Minister Ridgway at recent face to face meetings and again with Senator Alex Gallacher.</td>
<td></td>
</tr>
<tr>
<td>Prepare a regional wayfinding signage strategy for the Flinders Ranges and Outback with an emphasis on consistent, branded signage throughout the region and the wider Far North Region</td>
<td>“Explorers Way” signage is now in place along the along the alternative touring route through the Flinders Ranges.</td>
</tr>
<tr>
<td>It is expected that the new wi-fi signs will be delivered in mid 2018.</td>
<td></td>
</tr>
<tr>
<td>RDAFN is working with the Local Government Roundtable Representatives to look at a regional wayfinding project that links all the areas of the region.</td>
<td></td>
</tr>
<tr>
<td>Continue to support the rollout of the National Broadband Network in the Flinders Ranges; promote the rollout to the region’s residents and businesses</td>
<td>RDAFN hosted the NBN Roadshow which included an information session in Hawker on 23 May 2018.</td>
</tr>
</tbody>
</table>
and include in the region’s investment prospectus material as a key competitive advantage

<table>
<thead>
<tr>
<th>Continue to actively pursue the extension of mobile and satellite phone coverage throughout the Flinders Ranges and the Outback through support for the Blackspots Program and other programs as they become available</th>
<th>Telstra was successful in gaining $500k from the National Radioactive Waste Management Facility Community Benefit Program for the installation of a mobile phone tower on Wonoka Hill. RDAFN assisted with this application. RDAFN also worked closely with the OCA and Telstra to submit an application for the Regional Growth Fund for the extension of mobile phone coverage across the Flinders Ranges and Outback region. Project valued at $22.8m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continue to provide business development support to traditional and non-traditional tourism businesses in the Flinders Ranges</td>
<td>RDAFN Business Development Manager has held 9 meetings with 8 individual businesses in the FRC region and provided a range of services including general business advice, assistance with grant opportunities and applications, purchase of new businesses, business growth etc. A number of face to face meetings have been held with visits to the region occurring each month.</td>
</tr>
<tr>
<td>Continue to provide business advisory services to pastoralists looking to diversify into tourism and other businesses</td>
<td>Business and Tourism Development Managers have worked with three pastoral businesses looking to diversify into tourism this quarter. This assistance has included legal requirements and obligations, benchmarking, competition comparisons and market trends, capital expenditure, funding, networking and assistance and more. A meeting of Station Stays SA was held on 1 June where the group discussed requirements for becoming an incorporated body and will submit all documentation to start that process. The Tourism Development Manager prepared a lot of background information for this meeting and RDAFN will continue to manage the SSSA budget and money for the meantime until they are set up to do so. The TDM will continue to play an advisory role into the future.</td>
</tr>
</tbody>
</table>

**Outback Communities Authority**

<p>| Continue to provide business advisory services to pastoralists looking to diversify into tourism and other businesses | Business and Tourism Development Managers have worked with three pastoral businesses looking to diversify into tourism this quarter. This assistance has included legal requirements and obligations, benchmarking, competition comparisons and market trends, capital expenditure, funding, networking and assistance and more. A meeting of Station Stays SA was held on 1 June where the group discussed requirements for becoming an incorporated body and will submit all documentation to start that process. The Tourism Development Manager prepared a lot of background information for this meeting and RDAFN will continue |</p>
<table>
<thead>
<tr>
<th>Task</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Investigate place-based community development opportunities to promote the Outback as a location of choice for working and living beyond mining, with a focus on Leigh Creek as a pilot project</td>
<td>RDAFN continues to work with OCA and other government agencies to provide support to Leigh Creek businesses and residents.</td>
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<tr>
<td></td>
<td>RDAFN is currently liaising with the Leigh Creek Progress Association and managers of the Visitor Information Office (VIO) in relation to funding options for redevelopment of the VIO under the State Regional Growth Fund.</td>
</tr>
<tr>
<td></td>
<td>The Economic Development Officer, Northern Flinders organised and facilitated the first Northern Flinders Training and Employment Forum at Leigh Creek on 10 May 2018. 14 people were registered to attend however, unfortunately, only six attended the forum. Various challenges identified at this forum included funding, lack of mentors in the region, social issues, remote location, no local training providers etc. Ideas to combat these challenges were discussed and brainstormed.</td>
</tr>
<tr>
<td></td>
<td>The second forum was organised and planned to be held on 27 June 2018, however, due to a lack of confirmed numbers this forum was cancelled. RDAFN will continue to follow up on issues as they arise.</td>
</tr>
<tr>
<td>Prepare a regional wayfinding strategy for the Outback with an emphasis on consistent, branded signage throughout the Outback and the wider Far North region</td>
<td>“Explorers Way” signage is now in place along the alternative touring route through the Flinders Ranges.</td>
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<td>It is expected that the new wi-fi signs will be delivered in mid 2018.</td>
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<tr>
<td></td>
<td>RDAFN is working with the Local Government Roundtable Representatives to look at a regional wayfinding project that links all the areas of the region.</td>
</tr>
<tr>
<td>Progress investigation of a business case to upgrade / seal the Strzelecki Track to serve the growing drive tourism market / Continue to collaborate with relevant State and Federal Government departments and agencies to progress the Strzelecki Track upgrade and sealing project proposal</td>
<td>Report finalised and launched on 22 January 2018 in Quorn at an event attended by Local and State Government representatives and local Members of Parliament.</td>
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<td>CEO continues to meet with various agencies to undertake ongoing lobbying for the project, including SACOME.</td>
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<td>The Strzelecki Track project is on Infrastructure Australia’s list and also on the new State Government’s top 10 projects.</td>
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<td>The importance of the Strzelecki Track as a key route was also raised with Minister Ridgway at recent face</td>
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<tr>
<td>Issue</td>
<td>Information</td>
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<td>----------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Undertake an assessment of all industry infrastructure needs in the region to identify cross-industry linkages and opportunities to help prioritise projects</td>
<td>This will be undertaken as part of the Regional Plan update process.</td>
</tr>
<tr>
<td>Continue to support the rollout of the National Broadband Network in the OCA Region</td>
<td>NBN Regional Roadshow held in May 2018 with workshops and information opportunities being held in Roxby Downs, Hawker and Coober Pedy. RDAFN is currently working with NBN to carry out a roadshow in the areas of Yunta, Copley, Lyndhurst, Marree and Andamooka in September 2018.</td>
</tr>
<tr>
<td>Continue to actively pursue the extension of mobile and satellite phone coverage throughout the Outback through support for the Blackspots program</td>
<td>Telstra was successful in gaining $500k from the National Radioactive Waste Management Facility Community Benefit Program for the installation of a mobile phone tower on Wonoka Hill. RDAFN assisted with this application. RDAFN also worked closely with the OCA and Telstra to submit an application for the Regional Growth Fund for the extension of mobile phone coverage across the Flinders Ranges and Outback region. Project valued at $22.8m.</td>
</tr>
<tr>
<td>Promote and utilise existing State and Federal government programs to build the capacity of businesses and communities to utilise digital technology</td>
<td>RDAFN will rollout a series of business workshops across the region focussing on Marketing and Social Media in August and September/October 2018. A timeline for delivery is being finalised.</td>
</tr>
</tbody>
</table>

**Port Augusta City Council**

<table>
<thead>
<tr>
<th>Issue</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilitation of the Augusta Markets event (one market per annum) and that the Markets be transitioned to a third party</td>
<td>Next Augusta Markets event scheduled for Saturday 24 November 2018. RDAFN has been liaising with Business Port Augusta regarding transitioning the event to them to coordinate in the future, as per the RDAFN funding agreement KPI. RDAFN staff have met with and presented to the BPA Board twice this quarter (13/4/ and 8/5) to provide information and with a view to engaging BPA in the coordination of the November Markets to allow for a smooth transition if they coordinate the event in the future. However, BPA has now officially advised RDAFN that they do not have the capacity to organise this event and therefore have declined the offer. RDAFN is now considering what other options for transition of this event are and will discuss further with Port Augusta City Council.</td>
</tr>
</tbody>
</table>

**Undertake actions from the Port Augusta Economic Growth and Investment Strategy;**

- Entrepreneurship and active Business Networking
- Transport & Logistics

<table>
<thead>
<tr>
<th>Issue</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entrepreneurship and Active Business Networking</td>
<td>RDAFN continues to be a first point of call for new major developers and investors in the region with staff responding and providing information on land options.</td>
</tr>
</tbody>
</table>

90
<table>
<thead>
<tr>
<th>Category</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Development</td>
<td>Business Development Manager has met with and assisted 13 businesses from Port Augusta and provided business advice including start up assistance, funding and grant opportunities, financial advice, liaison with Council, development approvals assistance, referrals to State Government departments such as PIRSA, DPTI etc., site visits, liaison with other private companies, expansion advice etc.</td>
</tr>
<tr>
<td>Health and Aged Care</td>
<td>RDAFN is the interim Chair of the Port Augusta Business Centre Board of Management and also provides in-kind administrative support via undertaking the daily management of the centre and its accounts.</td>
</tr>
<tr>
<td></td>
<td>RDAFN is currently locking in dates to hold two separate business development workshops in the region, including Port Augusta, with a focus on both Social Media and Marketing.</td>
</tr>
<tr>
<td>Transport and Logistics</td>
<td>Economic and Community Benefits of Sealing the Strzelecki Track Report finalised and launched on 22 January 2018 in Quorn at an event attended by Local and State Government representatives and local Members of Parliament.</td>
</tr>
<tr>
<td></td>
<td>CEO continues to meet with various agencies to undertake ongoing lobbying for the project, including SACOME.</td>
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<td></td>
<td>The Strzelecki Track project is on Infrastructure Australia’s list and also on the new State Government’s top 10 projects.</td>
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<tr>
<td></td>
<td>Multispecies Transhipping Hub – Final report has been released and is publicly available.</td>
</tr>
<tr>
<td>Heavy Industry</td>
<td>Continues assistance with a transport/rail hub project across Port Augusta, the Eyre Peninsula which could also link in with the Northlink Project.</td>
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<tr>
<td></td>
<td>Assisted Oz Minerals with marketing and promotion for their community information session held on 13 June with approximately 50 in attendance.</td>
</tr>
<tr>
<td>Renewable Energy</td>
<td>Assisting a number of Renewable Energy Projects at different stages, and provide an update on our website of current projects around the Far North. New project include providing land availability assistance to another prospective developer and linking with</td>
</tr>
</tbody>
</table>
existing developers where possible regarding power infrastructure.

Scoping of impact of project and demand on accommodation etc is still being worked on.

Working with University of Adelaide on a couple of projects including a feasibility study investigating the use of small scale, distributed solar energy systems and story and significant investments and policy research opportunities.

**Education**

DCEO and CEO on the USGCPG Education committee – key project is a Community Owned Tertiary Education facility. Project was successful in gaining funding through the Regional Jobs and Investment Program ($1.1m). Two stage project with Port Pirie being reading for enrolments in January 2019 and Port Augusta target set for enrolments in January 2020.

RDAFN Career Development Centre has 130 clients with 72 clients with successful job outcomes. Note: State Government grant funding for this program ceases 30 June 2018.

**Defence**

RDAFN is a Member of the Cultana Environmental Advisory Committee. Attended meeting on 15 May 2018 with meetings providing a general update on expansion, an opportunity to raise any environmental concerns and an update on environmental impact of the facility and project and how it is being managed.

**Health & Aged Care**

Continued working with Pika Wiya – managing Aboriginal Childcare Worker Program – currently 9 participants with 8 employment outcomes. Note: State Government grant funding for this program ceases 30 June 2018

**Arid Lands Horticulture**

Department for Industry and Skills are undertaking another pre-employment program for Sundrop Farms. Note: Sundrop Farms local employment figures sat at over 50% in June 2018.

<table>
<thead>
<tr>
<th>Develop a Port Augusta Tourism Strategy by December 2017</th>
<th>Port Augusta Tourism Strategy was accepted at Council meeting on 12 February 2018.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Council requested that the deadline for the delivery of the Port Augusta Tourism Strategy be extended to February 2018. Council CEO confirmed this request on 4 December 2017.</strong></td>
<td><strong>Council confirmed this request on 4 December 2017.</strong></td>
</tr>
</tbody>
</table>
| The conduct of meetings with Council’s CEO or designated officer at least once per month to inform of progress against the Funding Agreement | RDAFN and PACC CEO meetings  
- 17 April  
- 3 May  
- 14 June  
Presentation to PACC Elected Members  
- 18 June |
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<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Roxby Downs Council</strong></td>
<td>RDAFN continues to work with the Roxby Downs Business Forum. Business Development Manager assisted extensively in preparing the Strategic Plan, which will be presented at the July meeting. The other focus for this quarter has been the business directory and data base, NBN roadshow, climate change adaptation, tourism data collection, networking events, BHP liaison, C-Res links and general updates.</td>
</tr>
<tr>
<td>Roxby Council, BHP Billiton and the Roxby Downs Community to work together to facilitate an updated vision for Roxby Downs that is aspirational beyond its current ties to the Olympic Dam mine and the spatial bounds of the Roxby Downs township, including ongoing support and guidance for the Roxby Downs Business Forum.</td>
<td></td>
</tr>
<tr>
<td>Review and update Roxby Council’s key land use and strategic plans to reflect the updated vision as part of a broader regional spatial framework and networked hierarchy of centres and towns</td>
<td>RDAFN will provide feedback via the formal process when the strategic plan is updated.</td>
</tr>
</tbody>
</table>
| Work with key agencies, communities and tourism operators to develop and promote local tourism packages to link the Roxby Downs Region more explicitly into The Explorers Way. Consider geo-tourism and other potential product/experience linkages | “Explorers Way” signage is now in place along the alternative touring route through the Flinders Ranges.  
It is expected that the new wi-fi signs will be delivered in mid 2018.  
RDAFN continues to campaign to the SATC to include the journey from the Stuart Highway to the Oodnadatta Track via the Borefield Road as a sub route. Geo-tourism is being considered for the whole Flinders Ranges and Outback region and the land surrounding and including Roxby Downs is of significant importance to the development of Geo Tours. |
| Prepare a wayfinding strategy for the Roxby Downs Region as part of a broader Outback wayfinding strategy, with an emphasis on consistent/branded signage throughout the region | “Explorers Way” signage is now in place along the alternative touring route through the Flinders Ranges.  
It is expected that the new wi-fi signs will be delivered in mid 2018.  
Development of a tourism plan is currently in the consultation process. This plan incorporates Roxby Downs, Andamooka, Pimba and Woomera and is facilitated by the Business Forum. |
Mr Colin Davies  
Chief Executive Officer  
The Flinders Ranges Council  
PO Box 43  
QUORN  SA  5433

Dear Mr Davies

**Heritage Inquiry**

Parliament’s Environment, Resources and Development Committee resolved at their meeting on 30 July 2018 to conduct an inquiry into the operation of the heritage system in South Australia. On behalf of Mr Adrian Pederick MP Presiding Member and members of the Committee I would like to invite you to provide a written submission to the inquiry.

Further information and the terms of reference for the inquiry can be obtained on the Committees website [www.parliament.sa.gov.au/erdc](http://www.parliament.sa.gov.au/erdc)

Please send written submissions to the Parliamentary Officer, Environment, Resources and Development Committee, preferably in PDF format by return email to ERDC.Assembly@parliament.sa.gov.au by **Friday 14 September 2018**.

Please contact me if you require further information.

Yours sincerely,

Joanne Fleer  
Parliamentary Officer  
Environment, Resources and Development Committee  
Phone : 8231 9130
Parliament of South Australia

ENVIRONMENT, RESOURCES AND DEVELOPMENT COMMITTEE

Inquiry into Heritage

Terms of Reference

Parliament’s Environment, Resources and Development Committee resolved at their meeting on 30 July 2018 to conduct an Inquiry into the operation of the Heritage system in South Australia.

The terms of reference for the Inquiry are as follows:

That the Committee investigate and report on the existing arrangements and desirable reforms for local, state and national heritage listings, with particular reference to:

1. Highlighting the differences in, and consistency of, processes and criteria between listing and assessing local, state and national heritage;
2. How heritage should be managed in the future; including, but not limited to investigating:
   a. How should the process for listings (from initiation to final placement on the appropriate register) be managed, and by whom;
   b. Who should have the right to be heard in relation to listings;
   c. Who should be the decision maker for listings and review; and
   d. What processes should be in place for the review of listings;
3. What is the relationship and distinction between ‘character’ and ‘heritage’;
4. Have there been unexpected or perverse outcomes; and
5. Any other relevant matter.

Submissions to the Inquiry should be submitted by Friday 14 September 2018 to:

The Parliamentary Officer
Environment, Resources and Development Committee
GPO Box 572
ADELAIDE SA 5000
Phone: (08) 8237 9387
Email: ERDC_Assembly@parliament.sa.gov.au
26 July 2018

Mr Colin Davies
Chief Executive Officer
The Flinders Ranges Council
PO Box 43
QUORN SA 5433
Emailed: cjd@frc.sa.gov.au

Dear Mr Davies

Call for Nominations for LGA President

The LGA hereby calls for nominations for the position of LGA President to commence from the conclusion of the 2018 Annual General Meeting and to remain in office until the conclusion of the 2020 AGM. A nomination form for the position of President is attached and must be received by me, no later than 5pm Friday August 24 2018.

Separate advice will be provided for the arrangements for the election of persons to SAROC and GAROC.

The LGA membership adopted a new constitution at the 2018 Ordinary General Meeting (OGM). While the new Constitution does not take effect until after the 2018 AGM, the transitional provisions adopted at the OGM stipulated that the 2018 LGA elections will be run in accordance with the provisions of the new LGA Constitution.

The Constitution stipulates that the office of President must be occupied on a rotational basis between members of a ‘country’ council and members of a metropolitan council. For this election nominations are sought from a ‘country’ council as listed in the attachment to this letter.

Under the new Constitution, the President only needs to be nominated by a member council, and not necessarily the council which they are a member of. This differs from the old Constitution which required the candidate to be nominated by their own council.

In addition, for this election only, under the transitional provisions as we move to the new Constitution, those considering standing for President are not required to have served on the LGA Board (or SAROC) for at least the last 12 months.

The new Constitution includes provision for the calling of nominations for the Office of President by no later than 3 months prior to the AGM before the officers are due to retire. In addition, ballot papers are required to be distributed at least 6 weeks prior to the AGM.
Key (indicative) timings and LGA Constitutional provisions are outlined in the following table:

<table>
<thead>
<tr>
<th>Indicative Timing</th>
<th>Headline</th>
<th>LGA Constitution Provision</th>
</tr>
</thead>
<tbody>
<tr>
<td>n/a</td>
<td>Office of President</td>
<td>Position of President – rotated between metropolitan and regional (Clause 28.6) Current President is metropolitan</td>
</tr>
<tr>
<td>n/a</td>
<td>Returning Officer</td>
<td>Returning Officer for all LGA electoral matters is the Chief Executive Officer (Clause 29.1)</td>
</tr>
<tr>
<td>23 July 2018</td>
<td>Nominations Called</td>
<td>CEO to write to members calling for nomination for position of President (Clause 28.2) at least 3 months before AGM. (last date 26 July)</td>
</tr>
<tr>
<td>24 August 2018</td>
<td>Nominations Close</td>
<td>Nominations must be received by the CEO no later than 5pm on the day specified for the close of nomination (President Clause 28.7). 24th August has been the date nominated</td>
</tr>
<tr>
<td>n/a</td>
<td>Nominations equal to vacancies</td>
<td>If the number of nominations received equals the number of vacant positions each candidate is elected and takes office at the conclusion of the AGM (Clause 29.3)</td>
</tr>
<tr>
<td>3 September 2018</td>
<td>Ballot papers prepared and posted</td>
<td>CEO shall deliver ballot papers to each member at least 6 weeks before AGM (Clause 29.5.1) (last date 14 Sept)</td>
</tr>
<tr>
<td>18 October 2018</td>
<td>voting closes</td>
<td>The new Constitution does not specify when voting closes; thus it is up to the CEO as returning officer to determine this with reference to Clauses 29.5.6 for counting of votes. Council’s will have 7 weeks to lodge their votes.</td>
</tr>
<tr>
<td>19 October 2018</td>
<td>Counting of votes</td>
<td>The CEO shall nominate the date, time and place for the counting of votes (Clause 29.5.6)</td>
</tr>
<tr>
<td>26 October 2018</td>
<td>Final declaration of result</td>
<td>CEO shall declare the candidate with the most votes elected at the AGM (Clause 29.5.8)</td>
</tr>
<tr>
<td>26 October 2018</td>
<td>President takes office</td>
<td>President takes office at the conclusion of the AGM (Clause 30.1)</td>
</tr>
</tbody>
</table>

**Timing of LGA Election**

The issue in relation to the timing of the LGA Elections and the timing of the Local Government general elections has been raised by a number of members.
Recent changes to the LGA Constitution provided for the election of President, SAROC and GAROC members, and to the LGA Board to take effect at the conclusion of the LGA’s AGM, every other year. This was part of the modernization of the LGA Constitution to reflect more contemporary corporate governance practices where, like most companies and organisations, the President and Board take office from the AGM. This enables the outgoing President to deliver their annual report, the LGA’s annual report and finance statements for the preceding year, before handing over to the incoming President.

It is acknowledged that because of the timing of the AGM, the election of the LGA Board and President, and the local government general election; that there is the potential for the President and/or a Board member(s) to not be elected in their respective council and thus causing a casual vacancy. It is also noted that this situation could also occur if the election of LGA office holders was held, say three to six months after of the Local Government Elections to coincide with the LGA’s OGM. In fact the old Constitution foreshadowed this occurrence and outlined how a replacement President would be elected. Under the new Constitution, the casual vacancy provisions would apply.

Thus there is no ideal time to hold elections for office bearers for the LGA when the end of term coincides with the general council elections. However, the general view is, that it is preferable for a new Board and President to take office at the AGM and as soon as possible around a general council election to ensure the Board and President can maximise the use of a two year term, rather than be put in a holding pattern until a new Board is elected following council elections.

Access to Members Information

A number of prospective candidates to the coming LGA elections have asked if they could be provided the contact details of councils and council elected members from the LGA database to assist in communicating with the sector during the election campaign. It is proposed to make this information available upon request.

If you have any questions in relation to the election process, please contact me or Dr Andrew Johnson on 8224 2094 or andrew.johnson@lga.sa.gov.au.

Yours sincerely

Matt Pinnegar
Chief Executive Officer/Returning Officer

Telephone: (08) 8224 2039
Email: matt.pinnegar@lga.sa.gov.au

CC: Council CEO

Attachments:
1 2018 Nomination Form – LGA President
2 Candidate Information Sheet
3 Extract from LGA Constitution – Section 28
List of Eligible Council’s in which a President can be elected from

<table>
<thead>
<tr>
<th>SAROC Regional Grouping</th>
<th>Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Southern &amp; Hills Councils</td>
<td>Alexandrina, Mount Barker, Victor Harbor, Yankalilla, Kangaroo Island</td>
</tr>
<tr>
<td>Legatus Councils</td>
<td>Adelaide Plains, Barossa, Barunga West, Clare &amp; Gilbert Valleys, Copper Coast, Goyder, Light, Mount Remarkable, Northern Areas, Orroroo/ Carrieton, Peterborough, Wakefield, Yorke Peninsula, Flinders Ranges</td>
</tr>
<tr>
<td>Eyre Peninsula</td>
<td>Ceduna, Cleve, Elliston, Franklin Harbor, Kimba, Streaky Bay, Tumby Bay, Wudinna, Lower Eyre Peninsula, Port Lincoln</td>
</tr>
<tr>
<td>Limestone Coast</td>
<td>Grant, Kingston, Mount Gambier, Naracoorte &amp; Lucindale, Robe, Tatiara, Wattle Range</td>
</tr>
<tr>
<td>Murraylands &amp; Riverland</td>
<td>Loxton/ Waikerie, Mid Murray, Karoonda/ East Murray, Coorong District, Southern Mallee, Berri/Barmera, Renmark/Paringa, Murray Bridge</td>
</tr>
<tr>
<td>Spencer Gulf Cities</td>
<td>Port Augusta, Port Pirie, Whyalla</td>
</tr>
<tr>
<td>Other</td>
<td>Roxby Downs, Coober Pedy</td>
</tr>
</tbody>
</table>
# 2018 Nomination Form

**LGA President**

<table>
<thead>
<tr>
<th>Name of Council submitting nomination</th>
<th>(insert name of council)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nominee’s (full name)</td>
<td>(insert title, first name and surname)</td>
</tr>
</tbody>
</table>
| Declaration and signature of nominee  | I hereby accept such nomination and consent to act as President if so elected.  
                                          Signature:  
                                          .................................................................................................................. |
| Council Resolution                    | (insert date & resolution no.)  
                                          (insert council resolution) |
| Signature and name of CEO (Nominating Council) | Signature:  
                                          ..................................................................................................................  
                                          (insert name) |
| Dated                                 | (insert date) |

This form is to be sent to the LGA Returning Officer

Close of nominations 5:00pm Friday 24 August 2018
**Candidate Information Sheet**

**LGA President**

_(word limit is strictly 1,000 words)_

<table>
<thead>
<tr>
<th>Name:</th>
<th>(insert title, first name and surname)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Council:</td>
<td>(insert council name)</td>
</tr>
<tr>
<td>Local Government Experience &amp; Knowledge</td>
<td>(insert)</td>
</tr>
<tr>
<td>Local Government Policy Views &amp; Interests</td>
<td>(insert)</td>
</tr>
<tr>
<td>Other information</td>
<td>(insert details of leadership, board, corporate governance experience etc)</td>
</tr>
</tbody>
</table>

**This form must accompany the Nomination Form**
Extract – LGA Constitution

Clause 28 – Nominations for the Office of President

28.1 The office of President shall be elected by Members biennially.
28.2 In the year in which a new President is to be elected, and at least 3 months before the Annual General Meeting, the Chief Executive shall write to all Members calling for nominations for the position of President.
28.3 Every Member is entitled to nominate an eligible person to the office of President.
28.4 To be eligible for nomination as a candidate for the position of President, a person must be a Council Member.
28.5 Not Applicable (under Transitionary arrangements).
28.6 The eligibility for office of President shall rotate each term between a person who is a Council Member of a Member within Regional Groupings of Members in SAROC and a Council Member of a Member within Regional Groupings of Members in GAROC.
28.7 A nomination of a person for the office of President shall be by resolution of a Member and must be received by the Chief Executive not later than 5 pm on the day specified for the closure of nominations. A nomination must be signed by the candidate indicating his or her willingness to stand for election and be in the form determined by the Chief Executive.
28.8 If no nomination is received for the office of President under clause 28.6, then the Chief Executive shall call for additional nominations from and by the Delegates at the Annual General Meeting and will conduct an election at the meeting.
Role of LGA President

1. Chair and lead the LGA Board of Directors who have the following roles, functions and duties:
   - The role of the Board of Directors is to oversee corporate governance of the LGA and provide strategic direction and leadership. The Directors do not represent SAROC, GAROC or a specific Member or Members
   - The functions of the Board of Directors include:
     - appointing a Chief Executive and superintending his or her performance;
     - holding the Chief Executive accountable for the performance of the LGA Office;
     - advocating for the LGA, the Members and the local government community;
     - superintending the activities of the LGA;
     - determining matters which may be placed on the agenda of a General Meeting; and
     - undertaking such other functions as may be provided for, or envisioned by, this Constitution.
   - The Board of Directors must ensure that:
     - the LGA acts in accordance with applicable laws and this Constitution;
     - the LGA acts ethically and with integrity, respecting diversity and striving for gender balance participation in all activities;
     - the activities of the LGA are conducted efficiently and effectively and that the assets of the LGA are properly managed and maintained;
     - subject to any overriding fiduciary or other duty to maintain confidentiality, the affairs of the LGA are undertaken in an open and transparent manner; and
     - the LGA performs to its business plan and achieves or betters the financial outcomes projected in its budget.

2. Preside at meeting of members including General/special meetings, and other forums/meetings of the LGA that are held from time to time;

3. To act as the principal spokesperson of the LGA;

4. To exercise other functions of the LGA as the LGA Board of Directors determines;

5. To represent the LGA to government, stakeholders and events
**PART A - ABOUT YOUR BUSINESS**

**2. APPLICANT DETAILS**

<table>
<thead>
<tr>
<th>Applicant/Business Name</th>
<th>ROWES A</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABN</td>
<td>76 605790 645</td>
</tr>
<tr>
<td>ACN</td>
<td></td>
</tr>
<tr>
<td>GST registered</td>
<td>Yes</td>
</tr>
<tr>
<td>Registered Trading Name</td>
<td>Great Northern Lodge</td>
</tr>
<tr>
<td>Alternate Name</td>
<td></td>
</tr>
<tr>
<td>Street Address</td>
<td>45 First Street Quorn 5433</td>
</tr>
<tr>
<td>Postal Address</td>
<td>P.O Box 336 Quorn S.A 5433</td>
</tr>
<tr>
<td>Locations</td>
<td></td>
</tr>
<tr>
<td>Website Address</td>
<td></td>
</tr>
</tbody>
</table>

**3. CONTACT DETAILS**

| Salutation (eg. Mr, Mrs, Dr) | Mrs |
| First Name                  | Wendy |
| Surname                     | Brown |
| Position Title (eg. CEO, Manager) | Owner |
| Email Address               | admin@greatnorthernlodge.com.au |
| Contact Numbers             | 86486946 |

**4. EXISTING BUSINESS DETAILS**

<table>
<thead>
<tr>
<th>Years of trading</th>
<th>Total:</th>
<th>one</th>
<th>By current owner:</th>
<th>one</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employees</td>
<td>Full Time</td>
<td>8</td>
<td>Part Time</td>
<td></td>
</tr>
<tr>
<td>Industry Sector</td>
<td>Hospitality</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Nature</td>
<td>accommodation / Restaurant</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Key Persons</td>
<td>Baker</td>
<td>gardener</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cook</td>
<td>Waitress / 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Housekeeper / 2</td>
<td>Manager</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please select states to which your products and services are currently sold:

- QLD
- NSW
- VIC
- WA
- TAS
- VIC
- NT
- **SA**
- ACT

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PART B - PROJECT DETAILS

5. PROJECT OVERVIEW
Describe the overall project and/or development.

| 31 Roomed Motel - Bistro and conference centre |

6. PROJECT DETAIL

| Total Project Cost excl. GST | $2,600,000 |
| Project Location (eg Street Address or CT reference) | 45 First Street QUORN |
| Project Timeframe | |
| Project Commencement Date | |
| Project Completion Date | |

7. BUSINESS BENEFITS

| What benefit will the project generate for your business? | The motel will generate more employment so the community and more marketing of the town |
| What other benefits will the project generate for the Council economy? | Extra 75 tourists and corporate can stay overnight and spend money in the town |
| Are there any other regional benefits will this project generate? | It attracts Events on a larger scale and high end travel also a capacity for bosses |

8. PARTNERS / SUPPLIERS AND SUPPLY CHAINS

| Who are your key project partners and suppliers? | State Government and the Brown Family |
| What % or $ of local suppliers and contractors will be used in the project? | % Local Suppliers Build 90% Inputs $ local suppliers inputs $1,600,000 $500,000 |
| Provide details of any supply chain opportunities | aapt kingy expanding Horizons + Beach companies Movie companies |
# GOVERNANCE POLICY

## Investment Support & Incentives Policy Form

### 9. PROJECT OUTCOMES

<table>
<thead>
<tr>
<th>Current/ Actual Position</th>
<th>Increase after 1 year</th>
<th>Increase after 2 years</th>
<th>Increase after 3 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Investment $</td>
<td>2,600,000</td>
<td>2,600,000</td>
<td>Make</td>
</tr>
<tr>
<td>Number of new jobs created (FTE)</td>
<td>8</td>
<td>8 + 4</td>
<td>12 + 2</td>
</tr>
</tbody>
</table>

### 10. JOB CREATION/RETENTION BREAKDOWN

<table>
<thead>
<tr>
<th>Job Classification</th>
<th>Estimated Initial</th>
<th>Estimated On-Going</th>
</tr>
</thead>
<tbody>
<tr>
<td>Managers and Administrators</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Professionals and Associated Professionals</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Trade Persons and Related Workers</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Clerical, Sales and Service Workers</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>Production and Transport Workers</td>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td>Labourers and Related Workers</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## PART C – CERTIFICATION

### 11. APPLICANT CERTIFICATION

I/we understand that:
1. Submission of a signed application does not guarantee incentive approval for either all, or part of, the incentive being sought; and
2. Terms and conditions of financial incentive will be strictly adhered to and no extensions of time for compliance will be granted under any circumstances.
3. Project costs incurred prior to the date the final signed application form is lodged with the Council are not eligible for reimbursement and are incurred at the applicants own risk.

I/we, the undersigned, authorise Council to undertake any necessary due diligence and hereby certify that all details provided in this application are true and correct. I/we understand Council’s privacy statement and policy on confidentiality and commercial-in-confidence.

<table>
<thead>
<tr>
<th>Name</th>
<th>Wendy Brown</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position</td>
<td>Owner</td>
</tr>
<tr>
<td>Signature</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>20-7-2018</td>
</tr>
</tbody>
</table>

## DOCUMENT REQUIREMENTS

- ✔ Application form - completed and signed by the authorised person/s
- ✔ Copy of Business Plan and Project Plan
- ✔ Copies/evidence of business insurance for the business and the project
- ☐ Any other documentation to support the application

All information provided with this application will be treated as commercial-in-confidence by The Flinders Ranges Council. The Council and its officers are subject to the the State Records Act 1997 and the Freedom of Information Act 1991.

Submit applications to:
Chief Executive Officer, The Flinders Ranges Council, PO Box 43, QUORN, SA 5433 or
Email: ceo@frc.sa.gov.au

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## OFFICE USE ONLY

<table>
<thead>
<tr>
<th>Application Reference</th>
<th>Date Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>131 0001</td>
<td>20/7/18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Receiving Officer Name and Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cumyn Davie , CEO</td>
</tr>
</tbody>
</table>

## ASSESSMENT CRITERIA

### INCENTIVE OR SUPPORT ELIGIBILITY ASSESSMENT

<table>
<thead>
<tr>
<th>Targeted Industry</th>
</tr>
</thead>
<tbody>
<tr>
<td>To be added</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Targeted location or precinct</th>
</tr>
</thead>
<tbody>
<tr>
<td>Queen</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of new jobs</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Investment $</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2.6m</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>% and / or $ local suppliers</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 - 90 %</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Economic Multiplier Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economic</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Completion Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extended</td>
</tr>
</tbody>
</table>

## ASSESSING OFFICER RECOMMENDATION

<table>
<thead>
<tr>
<th>Level of assistance / support</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Indicative $ cost to Council</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018-19 $12,750</td>
</tr>
<tr>
<td>2019-20 $8,500</td>
</tr>
<tr>
<td>2020-21 $4,400</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assessing Officer Name and Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cumyn Davie</td>
</tr>
</tbody>
</table>

## APPROVAL

<table>
<thead>
<tr>
<th>Level of assistance / support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rates Rebate only</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mayor</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>23/7/18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chief Executive Officer</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>23/7/18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Finance &amp; Administration Manager</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>25/7/18</td>
</tr>
</tbody>
</table>

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## MAJOR PROJECTS 2018-2019 - PROGRESS REPORT TO 10 AUGUST 2018

### Governance & Finance

<table>
<thead>
<tr>
<th>Name</th>
<th>Dept</th>
<th>Cap/Op</th>
<th>2018-2019 PROGRAM (MONTHS)</th>
<th>PROGRESS</th>
<th>Status</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Terms of Reference Review</td>
<td>Gov</td>
<td>OPEX</td>
<td>J A S O N D F M A M J</td>
<td></td>
<td>On Track</td>
<td></td>
</tr>
<tr>
<td>Ongoing Elected Member Training</td>
<td>Gov</td>
<td>OPEX</td>
<td>J A S O N D F M A M J</td>
<td></td>
<td>On Track</td>
<td></td>
</tr>
<tr>
<td>Elected Member Compulsory Training</td>
<td>Gov</td>
<td>OPEX</td>
<td>J A S O N D F M A M J</td>
<td></td>
<td>On Track</td>
<td></td>
</tr>
<tr>
<td>EM &amp; Staff Ordinary Returns</td>
<td>Gov</td>
<td>OPEX</td>
<td>J A S O N D F M A M J</td>
<td></td>
<td>On Track</td>
<td></td>
</tr>
<tr>
<td>EM Primary Returns</td>
<td>Gov</td>
<td>OPEX</td>
<td>J A S O N D F M A M J</td>
<td></td>
<td>On Track</td>
<td></td>
</tr>
<tr>
<td>FOI Return</td>
<td>Gov</td>
<td>CAPEX</td>
<td>J A S O N D F M A M J</td>
<td></td>
<td>On Track</td>
<td></td>
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### MAJOR PROJECTS 2018-2019 - PROGRESS REPORT TO 10 AUGUST 2018

#### Development, Health & Regulation

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<td>DPA's</td>
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### Community & Amenities

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## MAJOR PROJECTS 2018-2019 - PROGRESS REPORT TO 10 AUGUST 2018

### Infrastructure

#### WASTE MANAGEMENT

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#### PARKS & RESERVES

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#### POOLS & SPORTS AREAS

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# MAJOR PROJECTS 2018-2019 - PROGRESS REPORT TO 10 AUGUST 2018

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<td>Druid Range Drive - seal from Cradock Road to Flinders Ranges Way - 2017-2018</td>
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## MAJOR PROJECTS 2018-2019 - PROGRESS REPORT TO 10 AUGUST 2018

### Infrastructure

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### PLANT AND VEHICLES

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CAPEX Components: No Target, $114,000
## MAJOR PROJECTS 2018-2019 - PROGRESS REPORT TO 10 AUGUST 2018

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**REPORT TITLE**: Shared Services  
**Implementation**: Immediate  
**Budget Impact**: Various  
**Risk Assessment**: Tolerable / Moderate  
**File References**: Various  
**Statutory Requirement**: Local Government Act 1999

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<tr>
<td><strong>Goal</strong></td>
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<tr>
<td><strong>Objective</strong></td>
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</table>

**RECOMMENDATION:**  
Nil

**PREVIOUS CONSIDERATION:**  
Council is updated each meeting regarding various aspects of shared services.  
At the 16 May 2017 Ordinary Meeting the following resolution was passed:  

Moved Councillor Flint, Seconded Councillor Ryks-Jones  

1. That The Flinders Ranges Council agrees to investigate shared services models and arrangements with the District Council of Orroroo Carrieton.  
2. That a working party be established between the two Councils consisting of the following membership:  
   - The Flinders Ranges Council: Mayor Peter Slattery, Deputy Mayor Ken Anderson and Chief Executive Officer Colin Davies  
   - District Council of Orroroo Carrieton: Chairman Cr Kathie Bowman, Deputy Chairman Cr Grant Chapman and Chief Executive Officer Stephen Rufus  
3. That the role and function of the working group include:  
   a) Review current operations of the two Councils and identify areas where shared services will enable improvement in efficiency, cost effective delivery of services and improved utilisation of all resources;  
   b) Review previous consultancy reports prepared for the establishment of shared services in the region;  
   c) Explore models of shared services and provide an analysis of the advantages and disadvantages to include a preliminary cost benefit analysis; and  
   d) Provide a report to both Councils on the various models, analysis, and recommendations for further consideration.  

**CARRIED (082/2017)**
EXECUTIVE SUMMARY:

Council has signed a Memorandum of Understanding with Port Augusta City Council (PACC) for provision of the following services:

1. Development Officer – Yantel Burns will be at FRC every Wednesday from 9:00am to 12:00noon or as required.
2. Building Officer – Nick Heron will be at FRC on a Wednesday morning when and as required
3. WHS Officer – James Holmes will attend FRC 5 days per fortnight on a monthly rostered program

Council has signed a Memorandum of Understanding with Port Pirie Regional Council (PPRC) for the provision of EHO services.

The following is a list of current shared arrangements in which FRC participates as at 1 August 2018:

<table>
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<tr>
<th>Position</th>
<th>Supplied by</th>
<th>Supplied to</th>
<th>Shared with</th>
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<td>Environmental Health Officer</td>
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<td>Starfield Officer</td>
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<td>Rates Officer</td>
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<td>Outback Communities Authority</td>
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<tr>
<td>Works Manager</td>
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<td>District Council of Orroroo Carrieton</td>
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<td>General Inspector</td>
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<td>District Council of Orroroo Carrieton</td>
<td>District Council of Mount Remarkable</td>
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<td>Regional Development Assessment Panel</td>
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<td>District Council of Orroroo Carrieton</td>
<td>District Council of Mount Remarkable; District Council of Peterborough</td>
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<td>Waste Services</td>
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<td>District Council of Orroroo Carrieton</td>
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<tr>
<td>Northern Passenger Transport Network</td>
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<td>District Council of Orroroo Carrieton; District Council of Peterborough, Northern Areas Council</td>
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<td>Auditor</td>
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<td>LGE (Corporate Software Service)</td>
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**Flinders Shared Services Group**

A Flinders Shared Services Group (FSSG) Meeting was held on Wednesday 19 June 2018 with DCP & DCOC. The members of FSSG are the Principle Member and CEO of each Council. A full and frank discussion ensued, moderated by the pending rate capping policy and the likelihood of amalgamations being forced by stealth. All services were discussed It was agreed that Councils would continue to support each other when requested, provided Council had that capacity to provide support until a more formal arrangement was in place.
MEETING: Ordinary Meeting of Council
DATE: 14 August 2018

DEPARTMENT: Chief Executive Officer
OFFICER: Colin Davies

REPORT ITEM 14.4.4
REPORT TITLE Policy Review
Implementation Immediate
Budget Impact Various
Risk Assessment Tolerable / Moderate
File References Various
Statutory Requirement Local Government Act 1999
Road Traffic Act 1961

STRATEGIC REFERENCE
Goal Governance
Objective Sound governance meeting contemporary standards and legislation
Strategy Ensure transparency, honesty and accountability in all Council decision making and implementation processes

RECOMMENDATION:

1. That Council notes and endorses the reviewed FRC Policies G1.1, G1.7, G1.17, G1.19, G1.21, G1.35, G1.37, G1.39, OG.01 and Index 17.

2. That FRC Policy G1.25 Procurement and Disposal v6 be approved for public consultation pursuant to Council’s Public Consultation Policy.

3. That FRC Policy G1.47 Community Grants v1 and OG.02 Community Grants Guidelines be approved for public consultation pursuant to Council’s Public Consultation Policy.

PREVIOUS CONSIDERATION:

Minutes of the Policy Review Reference Committee (PRRC) are considered regularly.

Minutes of the PRRC Meeting held on 17 July 2018 have previously been considered by Council earlier in this agenda.

EXECUTIVE SUMMARY:

At the PRRC meeting held on 17 July 2018 the following policies were reviewed:

FRC Policy Index v16 – Reviewed and dates and version updated (v17)
FRC Policy G1.1 Safe Environment v2 – Reviewed with minor changes version updated (v3)
FRC Policy G1.7 Information Privacy v3 – Reviewed with minor changes
FRC Policy G1.17 Selection of Road and Public Place Names v2 – Reviewed with minor changes version updated (v3)
FRC Policy G1.19 Asset Management v2 – Reviewed with no changes
FRC Policy G1.21 Accounting for Assets v3 – Reviewed with no changes
FRC Policy G1.25 Procurement and Disposal v6 – New updated policy
FRC Policy G1.35 Council Resources for Emergency Response v1 – Reviewed with minor changes
FRC Policy G1.37 Closed Circuit Television and Security Camera v1 – Reviewed with minor changes
FRC Policy G1.39 CWMS Hardship Policy & Customer Service Charter v1 – Reviewed with no changes
FRC Policy G1.47 Community Grants v1 – New policy
FRC Guideline OG.01 Keeping of Animals or Birds v1 – Reviewed with no changes
FRC Guideline OG.02 Community Grants v1 – New Guideline

FRC Policy G1.25 Procurement and Disposal v6

The Finance and Administration Manager (FAM) has reviewed and rewritten this policy to ensure consistency with Council’s approved Lean Management methodology. The FAM has based the policy on Council’s old policy, City of West Torrens policy and current practices. Given the major change to the structure of the policy it will require public consultation.

FRC Policy G1.47 Community Grants v1

FRC Policy G1.47 Community Grants v1 and FRC Guideline OG.02 Community Grants Guidelines v1 is a new policy and guideline to formalise the current ad-hoc allocation of funds to community and sporting groups. This policy includes the provision of in-kind support. Being a new policy it will require public consultation.
The Flinders Ranges Council
Policy Index

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## GOVERNANCE

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Version Number: 17
Issued: March 2013
Last Review: July 2018
Next Review: December 2018
GDS: 9.63.1
SAFE ENVIRONMENT
MINIMISING THE RISK OF HARM TO CHILDREN
AND OTHER VULNERABLE PEOPLE

POLICY

The Flinders Ranges Council expects children and other vulnerable people who participate in our programmes to have a safe and happy experience. Furthermore, Council supports and respects all participants in our programmes, our staff and our volunteers.

Council regards the interests of children and vulnerable people in our community as paramount and acknowledges that abuse is abhorrent, illegal and must not be tolerated or ignored. Whilst some factors are outside the control of Council, it is recognised that Council has a role to play in fostering a safe local environment and contributing to a whole of community effort towards the protection of children and vulnerable people from abuse:

- ‘Abuse’ refers to all aspects of abuse, that is, neglect, physical, emotional and sexual;
- ‘Children’ refers to children, students and young people under 18 years of age; and
- ‘Vulnerable people’ refers to those who may be at risk of abuse or exploitation due to their dependency on others or experiences of disadvantage, and could include people with a disability, the frail aged, people from culturally and linguistically diverse backgrounds, refugees, and those living in poverty.

Council acknowledges the following principles:

Fostering the safety of children and other vulnerable people is a paramount consideration in the delivery of services and programmes. Children and vulnerable people:

- need to know they have the right to be safe from abuse at all times;
- are entitled to basic human rights regardless of special needs, cultural or socio-economic factors;
- are deserving of respect, care and protection; and
- are entitled to the support of a responsible person if they experience or are at risk of harm.

Council commits to the following actions:

- Increasing awareness within the organisation about ensuring a safe environment where children and vulnerable people feel safe and protected from abuse;
- Maintaining a rigorous staff and volunteer recruitment and/or screening/selection process;
- Providing ongoing training and support to Council Members, staff, volunteers and all those involved in the delivery of services and programmes to ensure they are able to fulfil their duty of care;
- Establishing supportive and responsive procedures for fulfilling mandatory reporting obligations and dealing with complaints and issues effectively as they arise;
- Operating in a spirit of cooperation and consultation with other relevant agencies in matters concerning protection of children and vulnerable people from abuse;
- Developing, monitoring, evaluating and reviewing risk management strategies to minimise harm to children and other vulnerable people; and
- Promoting Safe Environment legislation and practices to all contractors, service providers and suppliers as part of the risk assessment process of the supply if required.
RESPONSIBILITIES

The Chief Executive Officer is accountable for ensuring the proper operation of this Policy.

LEGISLATION

Children’s Protection Act 1993.

REFERENCES

Nil

REVIEW

To be reviewed within 12 months after a General Election, in line with legislation and any legislative changes or by resolution of Council.

Adopted by Council 14 August 2012
Resolution 164/2012

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<td>Review Clause updated</td>
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<td>Contractors added</td>
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INFORMATION PRIVACY

POLICY

1. Purpose

The purpose of this Policy is to formally state The Flinders Ranges Council’s (the Council’s) position in regard to the collection, maintenance and use of any individual's personal information by Council.

Council will adopt a ‘best practice’ approach to the management of personal information to ensure the protection of privacy.

2. Legislative Framework

Local Government entities in South Australia are required to collect, maintain and provide certain information to third parties in accordance with the provisions of specified Acts of Parliament, including, but not limited to:

- the Development Act 1993, in respect of some development application details;
- the Local Government Act 1999 in respect of some rating and property assessment information, as well as community land and leasing proposals;
- the Local Government (Elections) Act 1999 in respect of electoral rolls; and
- the Land & Business (Sale & Conveyancing) Act 1994 for “Section 7” Statements.

The Council is not bound by the Privacy Act 1998 (Cth) or by the State Government Information Privacy Principles Instruction (Cabinet Administrative Instruction) No 1 of 1989 (“the Privacy Principles”). Whilst these documents apply to a number of public sector agencies in South Australia, they do not apply to Local Government. Accordingly, the Council is not bound by privacy legislation when dealing with information collected in the course of the Council’s business.

However, while the Council acknowledges that it is not bound by the Privacy Act 1988 (Cth) or the Information Privacy Principles, it will endeavour, as far as is reasonably practicable, to ensure that its policies and practices in relation to personal information are consistent with the principles set out in these documents.

3. Principles

The following principles apply to the collection, storage and use of personal information by the Council:

- only information required by law or reasonably required for the effective operation of Council services and programmes will be collected and maintained;
- where possible, the reason for the collection of the information will be disclosed at the time of its collection;
- information is stored within Council’s record management systems, having due regard to its level of confidentiality and security; and
- other than for generally accepted Council operations, Council will not, without prior consent of the individual concerned, provide personal information to a third party unless required to do so by law.

4. Definitions

In this Policy, unless specifically noted otherwise:

‘access’ means providing to an individual, information about himself or herself that is held by the Council. This may include allowing that individual to inspect personal information or to obtain a copy of that information.
‘collection’ means gathering, acquiring or obtaining personal information from any source and by any means, including information that the Council has come across by accident or has not asked for.

‘consent’ means voluntary agreement to some act, practice or purpose.

‘Closed Circuit Television (CCTV)’ is a system used for video surveillance using video cameras and transmitting the recorded data to a recording device or monitor(s).

‘disclosure’ means the release of information to persons or organisations outside the Council. It does not include giving individuals about themselves.

‘personal information’ means information or an opinion (including information or an opinion forming part of a database) whether true or not, and whether recorded in a material form or not, about a natural living person whose identity is apparent, or can reasonably be ascertained, from the information or opinion, including a photograph or other pictorial representation of a person, but does not include information that is:

- in generally available publications;
- in material kept in public records and archives such as the Commonwealth or State Archives; or
- in anything kept in a library, art gallery or museum for the purpose of reference, study or exhibition.

‘personal information’ may include images captured by CCTV or Security Cameras.

‘security cameras’ is the camera part of a system used for video surveillance using video cameras and transmitting the recorded data to a recording device or monitor(s).

‘sensitive information’ means information or an opinion about an individual’s:

- racial or ethnic origin;
- political opinions;
- membership of a political association, a professional or trade association or a trade union;
- religious beliefs or affirmations;
- philosophical beliefs;
- sexual preferences or practices;
- criminal record; or
- health,

‘use’ means the handling of personal information within the Council including the inclusion of information within a publication.

5. Policy Statement

All personal information collected by the Council is to be used only for the purpose of conducting business in accordance with the Local Government Act 1999, and other relevant Acts under which the Council is charged with any responsibility, and in the provision of Council services to the Council’s residents and/or ratepayers and/or visitors to the Council area.

The type of personal information that is collected and held by Council will depend on the service provided to residents and ratepayers, but may include:

- name and address, (both residential and postal);
- telephone numbers and/or e-mail address;
- age and/or date of birth;
- details of resident’s spouse or partner;
- property ownership and/or occupier details;
• development applications including plans of buildings;
• dog ownership;
• Electoral Roll details;
• sensitive information regarding health and/or disability details only;
• pensioner/concession Information;
• payment history; and
• images captured by CCTV or Security Camera systems.

5.1 Information Accuracy

In satisfying the collection and use of personal information obligations, the Council assumes that:

• any personal information provided by residents and/or ratepayers and/or visitors to the Council area is free from errors and omissions, is not misleading or deceptive and complies with all relevant laws; and
• residents and/or ratepayers and/or visitors to the Council area have the necessary authority to provide any personal information submitted to the Council.

The Council relies on the personal information provided to it. The Council may obtain information concerning residents and/or ratepayers and/or visitors to the Council area from a number of external sources including State or Federal Government Departments, and other residents and ratepayers.

It is the responsibility of residents and/or ratepayers and/or visitors to the Council’s area to advise the Council in writing of any changes to their personal information as soon as reasonably practicable following such change.

5.2 Information Maintenance and Storage

The Council will take reasonable steps to ensure that the personal information held by the Council is protected from unauthorised access, disclosure, misuse, modification or loss.

The Council will provide such security safeguards as are reasonable in the circumstances and will maintain its records management system to ensure that, as far as is reasonably practicable, all personal information collected is up to date and complete.

5.3 Disclosure of Personal Information

The Council will not provide access to personal information it holds on residents and/or ratepayers and/or visitors to the Council area to third parties, except where:

• the resident and/or ratepayer and/or visitor to the Council area has made a written request for personal information to be provided to a third party;
• the provision of the personal information is for the purpose of distributing materials for the sole purpose of, and on behalf of, the Council (for example, the provision of address data for use by mailing service to post Rate Notices);
• the third party has been contracted by the Council to provide advice or services for the sole purpose of assisting the Council to provide benefits to the residents and/or ratepayers and/or visitors to the Council area (for example, the State Electoral Office, the Office of the Valuer General, or the Council’s insurers);
• the Council is required by legislation to provide personal information to a third party (for example provision of personal information to the State Electoral Office, the Ombudsman, or making available the Assessment Record, Dog Register, or Building Application Register) or to the public at large in accordance with the Local Government Act 1999, or other specific Acts of Parliament, or the Freedom of Information Act 1991 where the information is not otherwise exempt; and
• the resident and/or ratepayer and/or visitor to the Council area has been advised of the Council's usual practice of disclosing personal information to that third party, or a third party of that type for a particular purpose and the disclosure is consistent with that purpose.

Before the Council discloses personal information to a third party service provider that is subject to the provisions of the Privacy Act 1988 (Cth), that supplier will be required to provide a signed Privacy Undertaking to the Council that it will comply with the provisions of the Privacy Act 1988 (Cth) and the National Privacy Principles in respect to the collection, use and handling of personal information supplied by the Council.

The Council may supply personal information about an individual to that individual as part of a standard communication or pursuant to request made by that individual.

The Council does not accept any responsibility for any loss or damage suffered by residents and/or ratepayers and/or visitors to the Council area because of their reliance on any personal information provided by the Council, or because of the Council’s inability to provide residents and/or ratepayers and/or visitors to the Council area with any requested personal information.

Before relying on any personal information the Council provides, the Council expects the residents and/or ratepayers and/or visitors to the Council area will first seek confirmation from the Council about the accuracy and currency of such personal information.

5.4 Resident and/or Ratepayer Access to their Personal Information

Residents and/or ratepayers who wish to access the personal information that the Council holds in relation to them can do so by contacting the Records Management Officer at the principal Council Office in Quorn. These requests will be dealt with as soon as practicable, having regard to the nature of the information requested. The person making the request will need to satisfy the Records Management Officer as to his/her identity.

If a resident and/or ratepayer can show that the personal information held by the Council is not accurate or complete, the Records Management Officer will take the appropriate steps to have the information amended.

For enquiries made remotely (for example, by telephone, fax, or e-mail) information will only be sent to a postal or residential address, and not to a return fax, e-mail or over the telephone. Information may also be collected from the Council Office Customer Service Staff by prior arrangement, provided that suitable identification is provided at the time of collection.

The Council will not distribute private e-mail addresses to persons outside the Council unless the relevant person has had the opportunity to have their e-mail details suppressed.

5.5 Suppression of Personal Information

A person's name and/or address may be suppressed from the Council's Assessment Record and Voters Roll where the Chief Executive Officer of the Council is satisfied that the inclusion of the name and/or address in those records could pose a risk to the safety of that person, a member of the persons family, or any other person.

Enquiries regarding the suppression of personal information should be directed to the Council’s Records Management Officer in the first instance.

5.6 Grievances or Complaints

Residents and/or ratepayers who have any concerns regarding how the Council handles personal information or who require further information on the matter, should contact the Council’s Records Management Officer in the first instance.
If that Officer cannot satisfy the resident and/or ratepayer’s concerns, the person may lodge a formal complaint in writing, addressed to:

Chief Executive Officer  
The Flinders Ranges Council  
1 Seventh Street,  
Quorn SA 5333  

Telephone 08 8648 6031  
Email council@frc.sa.gov.au

RESPONSIBILITIES

The Chief Executive Officer is accountable for ensuring the proper operation of this Policy.

LEGISLATION

Local Government Act 1999  
Local Government (Elections) Act 1999  
Development Act 1993  
Freedom of Information Act 1991  
Land and Business (Sale and Conveyancing) Act 1994

REFERENCES

Appendix 1 Records Required to be Available for Public Inspection by Specific Acts of Parliament  
Appendix 2 Legislative Requirements for Public Access to Documents  
Appendix 3 Assessment Record and Public Inspection of it  
Privacy Act 1988 (Commonwealth)  
Information Privacy Principles Instruction, (SA Government)

REVIEW

To be reviewed within 12 months after a General Election, in line with legislation and any legislative changes or by resolution of Council.

Adopted by Council  
14 August 2012  
Resolution 164/2012

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APPENDIX 1

PUBLIC DOCUMENTS AVAILABLE FOR INSPECTION
AT ANY TIME DURING OFFICE HOURS

Local Government Act 1999

Schedule 5—Documents to be made available by councils

Reviews of council constitution, wards and boundaries
Reports on reviews of council composition or ward structure (Chapter 3 Part 1 Division 2)
Reports to the Minister under Chapter 3 Part 2 Division 4 or 5 provided to the council by the Boundary Adjustment Facilitation Panel
Summary of issues surrounding a proposal to be submitted to a poll under Chapter 3 Part 2 Division 5
Registers required under this Act or the Local Government (Elections) Act 1999, other than the Register of Interests kept for the purposes of Chapter 7 Part 4 Division 2
Campaign donations returns under the Local Government (Elections) Act 1999
Codes of conduct or codes of practice under this Act or the Local Government (Elections) Act 1999
Notice and agenda for meetings of the council, council committees and electors
Minutes of meetings
Documents and reports to the council or a council committee that are able to be supplied to members of the public
Recommendations adopted by resolution of the council
Record of delegations under this Act (other than delegations made by the Minister)
Contract and tenders policies
Policy for the reimbursement of members’ expenses
Strategic management plans
Annual budget (after adoption by council)
Audited financial statements
Annual report
Extracts from the council’s assessment record
Rating policy
List of fees and charges
Public consultation policies
Management plans for community land
Policy on the making of orders
Procedures for the review of council decisions (Chapter 13 Part 2)
Charter for subsidiaries established by the council or for which the council is a constituent council
The most recent information statement of the council under the Freedom of Information Act 1991
Any policy document of the council within the meaning of the Freedom of Information Act 1991 (if not already referred to above)
APPENDIX 2

PUBLIC ACCESS TO DOCUMENTS

Local Government Act 1999

Administrative and financial accountability:

Section 132 – Access to Documents

(1) a member of the public is entitled:

(a) to inspect a document referred to in Schedule 5 at the principal office of the council during ordinary office hours without charge; and
(b) to purchase a document referred to in Schedule 5 at the principal office of the council during ordinary office hours for a fee fixed by the council.

(2) A council may make a document available in electronic form for the purposes of subsection (1)(a).

(3) A council should also, so far as is reasonably practicable, make the following documents available for inspection on the Internet within a reasonable time after they are available at the principal office of the council:

(a) agendas for meetings of the council or council committees;
(b) minutes of meetings of the council or council committees;
(c) codes of conduct or codes of practice adopted by the council under this Act or the Local Government (Elections) Act 1999;
(d) the council's contract and tenders policies, public consultation policy, rating policy and order making policies;
(e) a list of fees and charges imposed by the council under this Act;
(f) by-laws made by the council;
(g) procedures for the review of decisions established by the council under Part 2 of Chapter 13.

(4) The Governor may amend Schedule 5 from time to time by regulation.

(5) This section does not limit or affect—

(a) the operation of the Freedom of Information Act 1991 to council documents; or
(b) the operation of any other section of this Act or the Local Government (Elections) Act 1999.

Rates and charges:

Section 187 – Certificate of Liabilities

(1) A council must, on application by or on behalf of a person who has an interest in land within the area, issue to that person a certificate stating:

(a) the amount of any liability for rates or charges on the land imposed under this Part (including rates and charges under this Part that have not yet fallen due for payment, and outstanding interest or fines payable in respect of rates and charges under this Part); and
(b) any amount received on account of rates or charges on the land imposed under this Part that is held in credit against future liabilities for rates or charges in relation to the land.

(2) A person has an interest in land for the purposes of this section if and only if that person is -

(a) the owner of a registered estate or interest in the land; or
(b) an occupier of the land; or
(c) a person who has entered or declares to the council that he or she proposes to enter into a contract to purchase the land; or
(d) a mortgagee or prospective mortgagee of the land.
(3) An application for a certificate under this section-
   (a) must be in writing; and
   (b) must identify the land to which the application relates; and
   (c) must state the nature of the applicant's interest in the land; and
   (d) should be directed to the chief executive officer of the council; and
   (e) must be accompanied by the fee fixed under this Act.

(4) If a certificate is issued under this section, the council is, as against the person to whom it is issued, estopped from asserting that any liabilities to the council for rates or charges on the land under this Part existed, as at the date of the certificate, in respect of the land to which the certificate relates beyond the liabilities disclosed in the certificate.

(5) Except as provided by subsection (4), a council incurs no liability in respect of a certificate issued under this section.

Meetings:

Section 91 – Minutes and release of documents

(4) A copy of the minutes of a meeting of the council must be placed on public display in the principal office of the council within five days after the meeting and kept on display for a period of one month.

(5) A person is entitled to inspect, without payment of a fee, at the principal office of the council—
   (a) minutes kept under this section; and
   (b) reports to the council or a council committee received at a meeting of the council or committee; and
   (c) recommendations presented to the council in writing and adopted by resolution of the council; and
   (d) budgetary or other financial statements adopted by the council.

(6) A person is entitled, on payment of a fee fixed by the council, to a copy of any documents available for inspection under subsection (5).

(7) However, subsections (4), (5) and (6) do not apply to a document or part of a document if—
   (a) the document or part relates to a matter dealt with by the council or council committee on a confidential basis under Part 3; and
   (b) the council or council committee orders that the document or part be kept confidential.
APPENDIX 3

ASSESSMENT RECORD

Local Government Act, 1999

Section 172

(1) The chief executive officer of a council must ensure that a record (the "assessment record") is kept in which is entered—

(a) (i) a brief description of each separate piece of rateable land in the area; and

(ii) the rateable value of the land; and

(b) if a service charge is imposed by the council on non-rateable land in the area—a brief description of that land; and

(c) the name and address of the owner of the land; and

(d) if the owner is not the principal ratepayer in respect of the land—the name and address of the principal ratepayer; and

(e) so far as is known to the chief executive officer, the name of any occupier of the land (not being an owner or principal ratepayer in respect of the land); and

(f) if the land is rated on the basis of a particular land use—that land use; and

(g) other prescribed information.

(2) An occupier of land may, with the consent of the owner, apply to the chief executive officer of a council, in a manner and form approved by the chief executive officer, to have the occupier's name entered in the assessment record as the principal ratepayer in respect of the land.

(3) If an application is duly made under subsection (2), the chief executive officer must enter the occupier's name in the assessment record as the principal ratepayer.

(4) Despite subsection (1), if the chief executive officer is satisfied that the inclusion in the assessment record of the name or address of a person would place at risk the personal safety of that person, a member of that person's family or any other person, the chief executive officer may suppress the name or address from the assessment record.

(5) If the chief executive officer is satisfied that a person's address is suppressed from the roll under the Electoral Act 1985, the chief executive officer must—

(a) if the person's residential address is included in respect of rateable property that the person owns but does not occupy—suppress the person's residential address from the assessment record;

(b) if the person's residential address is rateable land described in the assessment record—suppress the person's name from the assessment record in relation to that land.

(6) The chief executive officer may, as he or she thinks fit—

(a) keep the assessment record in any form that allows for the accurate recording of information and easy access to that information; and

(b) make any alteration to the assessment record that may be necessary to keep the record in a correct and up to date form.
Inspection Of Assessment Record
Section 174

(1) A person is entitled to inspect the assessment record at the principal office of the council during ordinary office hours.

(2) A person is entitled, on payment of a fee fixed by the council, to a copy of an entry made in the assessment record.

Duty of Registrar General to supply information
Section 175

(1) If—
   (a) an estate in fee simple or an estate of freehold in Crown land is granted to a person; or
   (b) a lease of Crown land is granted to a person, or a transfer of a lease (or part of a lease) of Crown land is consented to,

and the estate, lease or transfer is registered in the Lands Titles Registration Office, the Registrar General must furnish to the council for the area within which the land is situated for noting in the assessment record—
   (c) the full name of the person in whose name the estate or lease is so registered, or of the transferee; and
   (d) the particulars of the estate or lease.

(2) A notice furnished under subsection (1) is, unless the contrary is proved, sufficient evidence of the matters stated in the notice for the purposes of this Chapter.
SELECTION OF ROAD AND PUBLIC PLACE NAMES

POLICY

1. Objective

The purpose of this Policy is to provide a clear framework for selecting and adopting new and replacement names for private and public roads and public places within The Flinders Ranges Council.

2. Scope

This policy applies to all existing and proposed public and private roads and public places within The Flinders Ranges Council (as defined in section 3.0 below).

A Council has the power under section 219 of the Local Government Act 1999 (the “Act”) to assign a name to, or change the name of:

- a public road;
- a private road; and
- a public place.

Council must assign a name to each public road created by land division under section 219(1a) of the Act; and Council must prepare and adopt a policy relating to the assigning of names under section 219(5) of the Act.

[Note: The naming of State roads is the responsibility of Department of Planning Transport and Infrastructure (DPTI)].

3. Definitions

For the purposes of this Policy, the following definitions extracted from the Act will apply:

private road means a road in private ownership;

public notice means notice published in the Gazette and in a newspaper circulating generally throughout the State;

public place means a place (including a place on private land) to which the public has access, but does not include any part of a community parcel divided by a plan of community division under the Community Titles Act 1996;

public road means:

(a) any road or land that was, immediately before the commencement of this Act, a public street or road under the repealed Act; or
(b) any road—
   (i) that is vested in a council under this or another Act; or
   (ii) that is placed under a council's care, control and management as a public road after the commencement of this Act, but not including an alley, laneway, walkway or other similar thoroughfare vested in a council; or
(c) any road or land owned by a council, or transferred or surrendered to a council, and which, subject to this Act, is declared by the council to be a public road; or
(d) any land shown as a street or road on a plan of division deposited in the Lands Titles Registration Office or the General Registry Office and which is declared by the council to be a public road; or
(e) any land transferred or surrendered to the Crown for use as a public road that was, immediately before the transfer, held by a person in fee simple or under a lease granted by the...
4. **Policy**

It is Council’s policy that all sealed public roads and all formed public roads within the Council area that are regularly accessed will be assigned a name. This does not include ‘unmade’ road reserves.

All formed private roads that are accessible to the public (with the exception below) will also be assigned a name. This includes roads within complexes such as hospitals, retirement villages, and roads in forests or parks etc.

**Exception:** Private roads with five or less property addresses do not need to be named. In these cases address numbers will be assigned off the road that the private road exits onto.

All roads that can be used as part of an address for an address site will be assigned a name.

Road name signs that identify each public road will, as far as practicable, be placed at every road intersection and will clearly indicate the road to which it applies.

For this Policy, the same process will apply whether it is the assigning of a name to a ‘road’ or a ‘place’.

5. **Initiating the Road and Public Place Naming Process**

A road naming process may be initiated if:

- a request is received by the Council from an affected land owner or their agent;
- Council resolves that a name change be investigated;
- Council staff determine it is in the public interest to investigate a change in road name;
- Council opens or forms a road; or
- Council receives an application for a land division.

6. **Names of Roads and Public Places**

In the naming and renaming of public roads the following principles will be observed –

6.1 **Uniqueness**

- A road will have only one name. However, road or place names with recognised Aboriginal names may be additionally acknowledged on the road or place name sign;
- A road name will be unique within the Council district and any duplicate road names will be resolved in order to avoid confusion (eg emergency services response). The only exception will be that road names within a defined town boundary will be unique within that town but may be the same as that in another defined township (eg Main Street);
- Roads that are maintained by the Department of Planning, Transport and Infrastructure (DPTI) will be named by DPTI. Council will consult with DPTI in relation to naming these roads;
- Similar sounding names (eg Paice, Payce or Pace Roads) within a suburb or locality will be avoided where possible;
- Roads crossing Council boundaries should have a single and unique name; and
- Wherever practicable, road names will be continuous from the logical start of the road to the logical end of the road, irrespective of Council boundaries, landforms and intersecting roads.

6.2 **Name Sources**
As a mark of respect, Council’s first preference for road and place names will be the surnames from the Honour Rolls in the respective localities of people who laid down their lives in the service of their country in the various theatres of war.

Notwithstanding, other sources for road names may be considered where appropriate and may include:

- early explorers, pioneers, and settlers;
- eminent persons (deceased);
- Aboriginal names taken from the local Aboriginal language;
- thematic names such as flora, fauna, ships etc; and
- local history.

Names will be selected so as to be appropriate to the physical, historical or cultural character of the area concerned. The origin of each name will be clearly stated and recorded as part of the Council’s historical records. The local Aboriginal community will be consulted when choosing Aboriginal names or using words from relevant Aboriginal languages.

6.3 Propriety

Names of living persons should be avoided.

Names, which are characterised as follows, will not be used:

- Offensive or likely to give offence;
- Incongruous - out of place; or
- Commercial or company names.

6.4 Communication

Names will be reasonably easy to read, spell and pronounce in order to assist service providers, emergency services and the travelling public.

Unduly long names and names composed of two or more words should be avoided:

- a given name will only be included with a family name where it is essential to identify an individual or where it is necessary to avoid ambiguity. The use of given names will generally be avoided;
- whilst street and cul-de-sac names should have only one word, it is recognised that some roads require a two-word name because of their geographic relationship eg Proof Range Road; or
- roads with double destination names will be avoided. *(For example Quorn / Carrieton Road or Cradock / Hawker Road).*

6.5 Spelling

Where it is intended that a road have the same name as a place or feature with an approved geographical name, particular care will be taken to ensure that the correct spelling of the official place name is adopted as shown in the State Gazette.

Where the spelling of names has been changed by long established local usage, unless there is a particular request by the local community to retain the original name, the spelling that is sanctioned by general usage will be adopted.

Generally road names proposed or approved will not contain abbreviations eg the ‘Creek’ in ‘Wallaby Creek Road’ must not be abbreviated. There are, however, two exceptions, ‘St’ will always be used in place of ‘Saint’ and it is acceptable to use ‘Mt’ for ‘Mount’.
6.6 Form

The apostrophe mark (‘) will be omitted in the possessive case eg ‘Smith’s Road’ will be ‘Smiths Road’.

Names will avoid the use of the possessive ‘s’ unless the euphony becomes harsh eg ‘Devil Elbow’.

The use of hyphens will be avoided. However, hyphens may be used when naming a road after a person with a hyphenated name.

6.7 Type or Road or Public Place

Road names will include an appropriate road type suffix conforming to the following guidelines:

- The suffix chosen will be compatible with the class and type of road. Assistance to both the motorists and pedestrians is a major consideration in choosing the suffix.
- When a suffix with a geometric or geographic connotation is chosen it will generally reflects the form of the road, eg Crescent - a crescent or half-moon, re-joining the road from which it starts;
- For a cul-de-sac use Place, Close, Court or a suffix of similar connotation.
- Highway (HWY) will be specifically reserved for roads associated with the state arterial road network. Its use will be restricted to roads of strategic importance constructed to a high standard.

The following list of suitable road type suffixes is included as examples. [The list has been sourced from Australian Standards AS 1742.5 -1986 and AS 4212 – 1994. An expanded road type list and acceptable abbreviations can be sourced from AS 4590:2006. In most instances the connotations are clear but where necessary a definition can be checked in a dictionary.] Only road types shown in the standard documents will be used.

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</tr>
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6.8 No Prefix or Additional Suffix

The use of a compass point prefix/suffix or an additional suffix such as ‘north’ or ‘extension’ will be avoided, particularly where new roads are to be named. Where an existing road is subsequently bisected as a result of traffic management planning or some other reason, it may be appropriate to delineate each half of the road by the addition of a compass point suffix for the purposes of assisting the community and the emergency services to locate the appropriate part of the road.

7. Naming of Private Roads

This policy covers all formed roads that are regularly accessed and therefore includes private roads. Private land owners are not obliged to seek Council approval for naming their roads. However, there is a public interest in encouraging private land owners and developers to select suitable names, preferably in accordance with this policy, and to obtain Council endorsement for the name. Where
Council proposes to assign a name to a private road it will consult with the owner of the land over the proposed name and the signage requirements for the road.

The erection of signage on private roads is to be at the owner’s cost and must comply with the appropriate Australian Standards. Notwithstanding, the Council retains discretion to install road name signage on private roads that it determines is in the public interest.

8. Consultation with Adjoining Councils

If Council decides to change the name of a public road that runs into the area of an adjoining Council, the Council will give the adjoining Council at least two months notice of the proposed change and consider any representations made by the adjoining Council in response to the notice. [see s.219(2) of the Act]

9. Public Notice of Name Assignment or Change

Council will give public notice of the assigning or changing of a road name. This will be by publication in the Government Gazette and by notice in a newspaper circulating generally throughout the State, as required under the Act. Public notice will include the date that the new name takes effect (see 11.0 below) and notice will also be published on the Council’s website <www.frc.sa.gov.au>, a local newspaper and Council’s community Newsletter.

10. Advise Relevant Parties of New Name or Name Change

Council will provide written notice of Council’s decision on a new road name or name change to all relevant parties, including (but not limited to):

- Registrar-General;
- Surveyor-General;
- Valuer-General [see s.219(3)(a) of the LG Act]
- the owner of the road (if a private road);
- owners of abutting properties;
- Australia Post;
- Utilities; and
- Emergency Services.

11. Date of Effect for New Names or Name Changes

The date of effect of the new or changed road name will be determined at the time the decision to assign the name so as to allow sufficient time for all stakeholders to make arrangements to ensure a smooth transition.

The date of effect will be determined after considering:

- In respect of renaming an existing road, the impact on existing property owners, residents, tenants and occupiers. For example the time required to advise relevant parties to change letterhead stationery and advertising references;
- Potential confusion for people using maps and street directories that effectively become out of date; and
- The desire of some developers to sell property ‘off the plan’ and the opportunity for new owners to know their future address at an early stage.

Council will update the Register of Public Roads as required by s.231 of the Act.

12. Road Name Signage
Council will ensure road naming signage in accordance with the relevant Australian Standard (AS 1742.5 – 1997) is erected. (Signage may be erected during construction of a sub-division).

Note: The erection of road naming signage of State roads is the responsibility of Department of Planning Transport and Infrastructure (DPTI).

13. Display of Building and Allotment Number

An owner of land must, at the request of the Council, ensure that the appropriate number for the owner’s building or allotment is displayed in a form directed or approved by the Council [see s.220(6) of the Act].

Council retains discretion to install appropriate numbering signage for a building or allotment itself, including on private roads that it determines is in the public interest, and to charge the owner a fee at a rate set by Council.

RESPONSIBILITIES

The Chief Executive Officer is accountable for ensuring the proper operation of this Policy.

LEGISLATION

Local Government Act 1999
Road Traffic Act 1961
Roads (Opening and Closing) Act 1991
Community Titles Act 1996

REFERENCES

Nil

REVIEW

To be reviewed within 12 months after a General Election, in line with legislation and any legislative changes or by resolution of Council.

Adopted by Council 12 June 2012
Resolution 101/2012

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ASSET MANAGEMENT

POLICY

1. Objectives

To set guidelines for implementing consistent asset management processes throughout The Flinders Ranges Council, and

To ensure adequate provision is made for the long-term replacement of major assets by:

- ensuring that Council’s services and infrastructure are provided in a sustainable manner, with the appropriate levels of service to residents, visitors and the environment;
- safeguarding Council assets including physical assets and employees by implementing appropriate asset management strategies and appropriate financial resources for those assets;
- creating an environment where all Council employees take an integral part in overall management of Council assets by creating and sustaining asset management awareness throughout the Council;
- meeting legislative requirements for asset management;
- ensuring resources and operational capabilities are identified and responsibility for asset management is allocated; and
- demonstrating transparent and responsible asset management processes that align with demonstrated best practice.

2. Scope

This policy applies to all Council activities.

3. Background

Council is committed to implementing a systematic asset management methodology in order to apply appropriate asset management best practices across all areas of Council. This includes ensuring that assets are planned, created, operated, maintained, renewed and disposed of in accordance with Council’s priorities for service delivery:

- Council owns and uses its non-current assets to support its core business of delivery of service to the community;
- Asset management practices impact directly on the core business of Council and appropriate asset management is required to achieve our strategic service delivery objectives:
  - Asset management relates directly to Council’s Strategic Management Plan 2012 – 2022;
  - A strategic approach to asset management will ensure that the Council delivers the highest appropriate level of service through its assets. This will provide positive impact on:
    - Members of the public and staff
    - Council’s financial position
    - the ability of Council to deliver the expected level of service and infrastructure
    - the political environment in which Council operates and
    - the legal liabilities of Council.

4. Principles

4.1 A consistent Asset Management Strategy must exist for implementing systematic asset management and appropriate asset management best practice throughout all Departments of Council.

4.2 All relevant legislative requirements together with political, social and economic environments are to be taken into account in asset management.

4.3 Asset management principles will be integrated within existing planning and operational processes.
4.4 An inspection regime will be used as part of asset management to ensure agreed service levels are maintained and to identify asset renewal priorities.

4.5 Asset renewals required to meet agreed service levels and identified in infrastructure and asset management plans and long-term financial plans will be fully funded in the annual budget estimates.

4.6 Service levels agreed through the budget process and defined in Infrastructure and Asset Management Plans will be fully funded in the annual budget estimates.

4.7 Asset renewal plans will be prioritised and implemented progressively based on agreed service levels and the effectiveness of the current assets to provide that level of service.

4.8 Systematic and cyclic reviews will be applied to all asset classes and are to ensure that the assets are managed, valued and depreciated in accordance with appropriate best practice and applicable Australian Standards.

4.9 Future life cycle costs will be reported and considered in all decisions relating to new services and assets and upgrading of existing services and assets.

4.10 Future service levels will be determined in consultation with the community.

RESPONSIBILITIES

The Chief Executive Officer is accountable for developing an asset management strategy, plans and procedures and reporting on the status and effectiveness of asset management within Council.

LEGISLATION

Local Government Act 1999
Local Government (Financial Management) Regulations 1999
Australian Accounting Standards

REFERENCES

Council’s Long Term Financial Plan, Budget & Annual Business Plan
Council’s Infrastructure and Asset Management Plans
Council’s Strategic Management Plan 2012-2022

REVIEW

To be reviewed within 12 months after a General Election, in line with legislation and any legislative changes or by resolution of Council.

Adopted by Council 14 August 2012
Resolution 164/2012

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1. Introduction
The Australian Accounting Standards require that Council report its assets at fair value.

2. Objectives
The Accounting for Assets Policy seeks to ensure that:

- all accounting records, accounts and financial statements are prepared and maintained with respect to all relevant Australian Accounting Standards;
- revaluation of all material non-current assets are in accordance with the requirements of Australian Accounting Standard AASB 116 and AASB 13; and
- any significant change in the expected pattern of consumption of the future economic benefits embodied in an asset shall be accounted for as a change in an accounting estimate in accordance with AASB 108.

3. Recognition of Assets
The cost of an item of property, plant and equipment shall be recognised as an asset if, and only if:

- it is probable that future economic benefits associated with the item will flow to the entity; and
- the cost of the item can be measured reliably.

In accordance with AASB 116 and AASB 13, reliable measurement is an essential component for the recognition of an asset and in the absence of the ability to reliably measure the value of an asset, that asset cannot be recognised. Council has the opinion that it is not possible to reliably measure the fair value of land under roads and therefore, in accordance with the provisions of AASB 1051 of the Australian Accounting Standards, elects not to recognise land under roads acquired before 30 June 2008.

Land subsequently acquired for road purposes should initially be recognised at cost in accordance with AASB 116 but thereafter is to be carried using the fair value model, effectively requiring the amount to be written off as a revaluation decrement at the end of the reporting period.

Assets with an economic life in excess of one year are only recognised where the cost of acquisition exceeds materiality thresholds established by Council for each type of asset. In determining such thresholds, regard is given to the nature of the asset and its estimated service life. Capitalisation thresholds are as follows:

- road construction, reconstruction and resal $10,000
- paving and footpaths, kerbing and gutters $5,000
- stormwater drains and culverts $5,000
- reticulation extensions $5,000
- Community Wastewater Management Scheme (CWMS) components $5,000
- buildings - new construction / extensions $10,000
- parks and playground furniture and equipment $5,000
- office furniture and equipment $5,000
- plant and equipment $5,000
- software (except where software is purchased and an annual maintenance agreement is entered into, in which case the original software cost and the annual maintenance fee will be treated as an operating expense)

No capitalisation threshold is applied to the acquisition of land or interests in land.
4. Asset Value

An item of property, plant and equipment that qualifies for recognition as an asset shall be measured at its cost. Where an asset is acquired at no cost or for a nominated cost, the cost is its fair value at the date of acquisition.

Where the future economic benefits of an asset for Council are not primarily dependent on the asset's ability to generate net cash inflows and where the Council would, if deprived of the asset, replace its remaining future economic benefits, fair value shall be determined as the depreciated replacement cost of the asset.

Depreciated replacement cost is defined as the current replacement cost of an asset less, where applicable, accumulated depreciation calculated on the basis of such to reflect the already consumed or expired future economic benefits of the asset.

The current replacement cost of an asset is its cost measured by reference to the lowest cost at which the gross future economic benefits of that asset could currently be obtained in the normal course of business.

If the Council does not intend to replace the asset the fair value is an estimate of the likely inflow from disposal.

After recognition as an asset, an item of property, plant and equipment whose fair value can be measured reliably shall be carried at a re-valued amount, being its fair value at the date of the revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses. Revaluations shall be made with sufficient regularity to ensure the carrying amount does not differ materially from that which would be determined using fair value at the reporting date.

If the carrying amount of the class of asset is increased as a result of a revaluation, the net revaluation increase shall be credited directly to equity under the heading of revaluation reserve. Revaluation increases and decreases relating to individual assets within a class of assets shall be offset against one another within that class but shall not be offset in respect of assets in different classes.

5. Revaluation Frequency

- Land – at least every four years;
- Buildings and structures - at least every four years;
- Community Waste Management Systems – at least every four years; and
- Roads, Footpaths and Stormwater – unit rates and lives shall be considered in-house annually and shall be reviewed independently at least every four years. A full condition assessment in the field will be undertaken at least once in every four years.

6. Depreciation

Other than land, all infrastructure, property, plant and equipment assets recognised are systematically depreciated over their useful lives in a manner which reflects the consumption of the service potential embodied in those assets. Each item within a class of assets that is significant shall be depreciated separately.

The useful life and depreciation method applied to an asset shall be reviewed at least at the end of each annual reporting period and, if there has been a significant change in the expected pattern of consumption of the future economic benefits embodied in the asset, the life of method shall be changed to reflect the changed pattern. Such a change shall be accounted for as a change in an accounting estimate in accordance with AASB 108.

Depreciation is recognised on a straight-line basis and the useful lives for each class of asset are shown below. On revaluation the Valuer will review the useful life of each asset.
GOVERNANCE POLICY
ACCOUNTING FOR ASSETS

Furniture and Equipment
- Office Equipment: 3 to 15 years
- Office Furniture: 4 to 15 years
- Software: 3 to 5 years

Plant and Equipment
- Major Plant and Equipment: 2 to 15 years
- Other Plant and Equipment: 3 to 25 years

Building and Other Structures
- Buildings – masonry: 50 to 100 years
- Buildings – Heritage Listed Superstructure (component): up to 160 years
- Buildings – other construction: 20 to 60 years
- Park Structures – masonry: 50 to 100 years
- Park Structures – other construction: 7 to 25 years
- Playground equipment: 25 years

Infrastructure
- Sealed Roads – Surface: 20 to 22 years
- Sealed Roads – Pavement: 50 to 60 years
- Sealed Roads – Formation (component): up to 120 years
- Unsealed Roads: 10 to 29 years
- Bridges: 100 years
- Footpaths: 30 to 80 years
- Kerbing and Watertable: up to 80 years
- Culverts, Stormwater Drainage: 50 to 100 years

Community Wastewater Management Schemes (CWMS)
- CWMS – PVC piping: 70 years
- CWMS – Pumps and Telemetry: 15 to 50 years
- CWMS – Lagoons: 80 years
- Other CWMS: 10 to 70 years

Refuse Sites
- Landfill and Post Closure Costs: Amortised over remaining useful life

Asset impairment will be considered on an annual basis (i.e. assets that have a reduced economic value to Council thereby reducing their fair value) and in accordance with AASB 136: Impairment of Assets.

7. Reporting

Reporting of assets within the Annual Financial Statements shall be in accordance with all relevant Australian Accounting Standards and South Australian Legislation.

RESPONSIBILITIES

The Finance and Administration Manager is accountable for ensuring the proper operation of this Policy.

LEGISLATION

Local Government Act 1999
Local Government (Financial Management) Regulations 1999
Australian Accounting Standards

REFERENCES

Council’s Long Term Financial Plan, Budget & Annual Business Plan
Council’s Infrastructure and Asset Management Plans
FRC Policy G1.19 Asset Management
REVIEW

To be reviewed within 12 months after a General Election, in line with legislation and any legislative changes or by resolution of Council.

Adopted by Council 14 August 2012
Resolution 164/2012

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1. BACKGROUND

Council must prepare and adopt Policies on contracts and tenders in accordance with the Local Government Act 1999. Which sets out the procedure that the Council will follow when engaging contractors/businesses in the supply of goods and services.

When well managed and structured in an efficient manner, the contracting and purchasing activities within Councils have the potential to make a major contribution to the effectiveness of the organisation to ensure value for money is obtained and high-level probity in the expenditure of public funds.

1.1. This policy details:

- the guiding principles for procurement.
- the framework to be used by the FRC to procure goods, works and services.
- a systematic approach to be used in the evaluation and selection of suppliers and contractors when seeking to procure goods, works or services.
- the procurement approach to market and associated documentation having regard to the procurement value and procurement risk;
- the process to purchase exempt to policy; and
- the process to purchase by credit card
- the process of sale and disposal

2. DEFINITIONS

2.1 Contractor refers to all people, companies and organisations that are engaged to provide works or services to the FRC.

2.2 Employee means any full-time, part-time, contract, casual, work experience, trainees, and volunteers, as well as those persons working at a FRC workplace through a contract or other similar external arrangement.

2.3 Evaluation Plan refers to a set of pre-determined criteria against which quotes or tenders are assessed.

2.4 Local supplier means those suppliers and contractors located within FRC’s boundaries.

2.5 Open Invitation to Tender means a full public tender in which any interested party is able to submit an offer to supply goods, works or services.

2.6 Panel Contract means a standing offer arrangement with multiple pre-qualified providers established by the FRC or associated purchasing groups e.g. LGA Procurement (LGAP), Procurement Australia, Council Solutions or State Supply.

2.7 PCBU refers to a Person Conducting a Business or Undertaking under the WHS Act and includes FRC and any suppliers, contractors and sub-contractors.

2.8 Preferred Supplier/Contractor means a sole provider arrangement established by FRC through a competitive process or by a third party purchasing groups e.g. LGA Procurement, Procurement Australia, Council Solutions or State Supply.

2.9 Procurement refers to the activity of obtaining goods, works and services to assist FRC in the delivery of its services.
2.10 **Quote** means an offer submitted by a supplier or contractor in response to a request for quote which details the basis on which the supplier or contractor is willing to provide the required goods, services or works.

2.11 **Residual Risk Rating** means, for the purpose of this policy, the rating of a risk, assessed and determined by the FRC, after controls are applied.

2.12 **RFQ** means a Request for Quote.

2.13 **RFT** means a Request for Tender.

2.14 **Select invitation to tender** refers to an invitation to submit a tender to FRC that has been extended only to a small number of suppliers or contractors based on competence, experience and previous successful performance or in circumstances that do not warrant full public tender.

2.15 **Supplier** refers to all people, companies and organisations that provide goods and/or services to the FRC.

2.16 **Tender** means a formal offer submitted by a supplier/contractor in response to a request for tender which details the basis on which the supplier/contractor is willing to provide the required goods, services or works.

2.17 **Vendor Panel** refers to FRC's electronic Request for Quote management system.

2.18 **Works** refers to all construction and maintenance works.

3. **SCOPE & PURPOSE**

3.1. This policy concerns a range of matters associated with the purchase (and in some relevant cases, the disposal) of goods and services, together with associated processes and procedures relevant to those purchases (and disposals).

3.2. Council is committed to ensuring a fair, transparent and accountable process at all times.

3.3. This policy applies to all employees when procuring goods, works and services.

3.4. This policy does not apply to:

- Loan repayments and bank fees;
- Legal and debt recovery fees;
- Recurrent service renewals such as membership subscriptions and software licences;
- Recurrent utility and related charges, such as water, electricity, telephone and Internet charges;
- Agency contract staff;
- Ongoing payments made under a service contract with a supplier, as occurs with waste collection, lift and fire equipment maintenance, security patrol services;
- Insurance, lease and rental payments;
- Courier, postage and related charges;
- Retainer agreements and subscription renewals;
Intra Council collaborations and shared services where a ‘lead’ Council is appointed and authorised to procure collectively under the lead Councils procurement policies;
• Refunds of deposits, overpayments etc; and
• Community Grant Program expenditure.

4. LEGISLATIVE AND CORPORATE REQUIREMENTS

Section 49 of the Local Government Act 1999 (the Act) requires each council to develop, maintain and adopt policies relating to the procuring of goods, works and services to ensure that:

a. value for money is obtained
b. suppliers are treated fairly and ethically
c. probity, accountability and transparency is intrinsic to the procurement process

The Flinders Ranges Council (FRT) is committed to achieving compliance with the provisions of the Work Health and Safety Act 2012 (WHS) in its procurement processes.

5. GUIDING PRINCIPLES FOR PROCUREMENT

5.1 Value for Money

5.1.1 FRC will drive value for money in all of its procurement activities by deploying the most appropriate strategy to achieve its procurement objectives.

5.1.2 Value for money includes consideration of both cost and non-cost factors i.e.:

• Cost Factors
  Include the up-front price, through life costs such as maintenance and operating costs and disposal costs. FRC internal costs may also be included.

• Non-Cost Factors
  May include fitness for purpose, quality, ability to meet schedule, service and support, training, sustainability, innovation and other value add opportunities.

5.2 Risk Management

5.2.1 The risks associated with any procurement must be identified, assessed and controlled in accordance with FRC’s Administration Policy - Enterprise Risk Management Framework.

5.2.2 An initial risk assessment must be conducted early in the procurement process prior to developing the market documents and contractor management approach. The risk assessment must be reviewed at key stages of the process to ensure that identified risks are being managed and any new risks are identified. This is particularly important in managing FRC’s WHS Act obligations, monitoring contractor performance and enforcing contract terms and conditions.
5.3 Efficiency

5.3.1 Panel arrangements, preferred suppliers/contractors and third party contracts will be used to improve the efficiency of the procurement process and reduce the time and cost impacts of repetitive bidding on potential suppliers.

5.3.2 FRC may collaborate with other councils to investigate opportunities for joint contracts to share resources, increase market leverage and improve value for money outcomes.

5.4 Probity and Accountability

5.4.1 All staff involved in procurement activities are required to observe the highest standards of integrity, probity and professional conduct and comply with the FRC Code of Conduct for Council Employees and other legislative requirements.

5.4.2 All stages of the procurement decision making process will be documented, defensible and preserve confidence in FRC’s procurement process.

5.4.3 Suppliers and contractors will be treated fairly and equitably in any procurement process.

5.4.4 Non-conformance with this policy by employees is a breach of the Code of Conduct for Council Employees and may lead to disciplinary action.

5.5 Engagement with the Market

5.5.1 FRC will engage with the market, if necessary, to promote supply opportunities, provide supplier education and to investigate innovative supply solutions which deliver superior value.

5.6 Support of Local Business

5.6.1 FRC will ensure, as far as is practical, that local suppliers and contractors are able to bid for its work.

5.7 Sustainability

5.7.1 FRC will endeavour to source goods, works and services from socially, environmentally and ethically responsible suppliers and contractors.

5.7.2 Environmental considerations will be identified as part of the specification and/or response schedule when applicable.

5.8 Work Health and Safety

5.8.1 FRC will use only those contractors who demonstrate an appropriate Work Health and Safety (WHS) management system capability that, at a minimum, meets FRC’s WHS policy standards.

5.9 Funding Availability and Approval

5.9.1 Procurers will ensure that no procurement process is undertaken unless funds are approved within the relevant budget or held in reserve for that purpose.
5.9.2 Approval to engage a supplier or contractor must be undertaken in accordance with FRC’s delegation framework.

5.10 Market Approach

The market approaches which may be used by FRC include:

- expressions of interest;
- open invitation to tender;
- select invitation to tender;
- direct negotiation with a particular supplier/contractor or group of suppliers/contractors;
- request for quotation;
- joint procurement arrangements with other councils;
- use of panel arrangements or preferred suppliers/contractors; and
- use of third party contracts such as LGA Procurement, G6, State Supply.

FRC will select the most appropriate market approach based on a number of factors including:

- value of the acquisition;
- risk profile of the acquisition;
- complexity of the acquisition and the experience and skills of CWT staff;
- market profile including the number of suppliers/contractors, capacity and capability of the suppliers/contractors, specialist skills, market maturity and rate of technological change;
- FRC’s leverage in the market;
- cost of the chosen approach compared to the potential benefits;
- cost incurred by suppliers/contractors in responding compared to the value of the work;
- time constraints or urgency due to impact on FRC operations; and
- approved budget.

5.10.1 In the event the FRC seeks indicative costs from the market for budgeting purposes, this must be made clear to potential suppliers/contractors and no commitments to procure must be made.

5.10.2 In all other circumstances, subject to budget and internal approvals, a market approach will occur to engage a supplier or contractor subject to achieving an acceptable outcome in terms of value for money and risk and in line with delegations.

6. APPLICATION OF POLICY

6.1 Procurement Process, Risk Assessment and Documentation Required

6.1.1 The procurement process and documentation required is to be determined based on the total value of the procurement and the residual risk rating, resulting from a risk assessment of the procurement.

6.1.2 The total value of the procurement must be the total cost over the proposed length of the contract, including all ancillary costs such as maintenance purchase or support agreements procured at the same time.
6.1.3 The total value should also include any contingency or provisional sums related to the procurement.

6.1.4 The values in Clauses 6.2 to 6.5 of this policy are based on total value calculated under this clause.

6.1.5 Procurement activities must not be split into smaller components in order to avoid the competitive process and documentation requirements.

6.1.6 All procurement activities require the identification and assessment of potential risks associated with the procurement process itself and any use of goods, works or services procured.

6.1.7 The risk assessment is to be used to determine the:

- response schedules included in the RFQ/RFT documents;
- conditions of contract; and
- approach to contractor monitoring (refer to the FRC Contractor Management Policy).

6.1.8 Risks must be assessed in accordance with FRC’s Enterprise Risk Management Framework.

6.1.9 An initial risk assessment must be conducted early in the procurement process prior to developing the market documents. The risk assessment should be reviewed at key stages of the process to ensure that identified risks are being managed and any new risks are identified. This is particularly important in managing FRC’s WHS Act obligations.

6.1.10 The risk assessment information identifying the required work and any pertinent hazard information relating to circumstances of proposed work that the FRC is aware of (such as the presence of hazardous substances at the worksite, difficulties in accessing the worksite, working at heights etc.) must be provided as part of RFQ/RFT documents to contractors.

6.5 Purchases up to $2,000

6.2.1 Process

For procurement with a total value of less than $2000, direct purchase can be undertaken.

6.2.2 Documentation

No purchase order or contract is required and payment is on invoice.

6.3 Purchases $2,001 - $10,000

6.3.1 Process

a. A minimum of one verbal or written quote must be obtained;
b. Quotes must be documented on the RFQ Summary Form - $2,001 - $10,000 and detail the rationale for the contractor selection; and
c. A purchase order, detailing FRC’s terms and conditions, must be forwarded to the supplier or contractor prior to the receipt of works, goods or services.
6.3.2 Documentation Required

- RFQ Summary Form - $2,001 - $10,000; and
- Purchase order

6.4 Purchases $10,001 - $150,000

6.4.1 Process

a. For a total value between **$10,001 and $50,000**, a minimum of **two** written quotes must be obtained;
b. For a total value between **$50,001 and $150,000**, a minimum of **three** written quotes must be obtained;
c. Quotes must be obtained using a RFQ document relevant to the procurement - goods, services, professional services or minor works;
d. The residual risk rating must be assessed and used to determine the conditions of contract and response schedules used;
e. Evaluation criteria and weightings must be determined prior to the market approach and reflective in the response schedules;
f. Quotes must be evaluated in accordance with the Evaluation Matrix;
g. A Procurement Recommendation is required to be completed detailing the outcomes of the evaluation of the quotes received;
h. Approval of the selected supplier or contractor is via the Procurement Recommendation Report by the staff member who obtained the quotes unless the amount of the purchase exceeds their sub-delegation in which case the procurement is to be approved by the line manager with the requisite financial sub-delegation; and
i. Engagement of a supplier or contractor will be either via a purchase order or contract depending on the risk and type of arrangement. This must be completed prior to the receipt of the goods, services or works.

6.4.2 Documentation Required

- RFQ document;
- Evaluation Matrix;
- Procurement Recommendation; and
- Purchase Order or Contract.

6.5 Purchases Greater than $150,000

6.5.1 Process

a. A selective or open RFT is required. When a select tender process is used, reasons for that approach must be documented;
b. A full RFT document is required relevant to the category - goods, services, professional services or works;
c. Tenders can be managed either through Tenders SA or other Tender process which meets appropriate Tender probity principals including formalising the tender period and ensuring tenders are uploaded confidentially to tenders@frc.sa.gov.au;
d. The risk rating must be assessed and used to determine the conditions of contract and response schedules used;
e. An evaluation plan must be developed prior to tenders being called which outlines the methodology to be used and the criteria and weightings;
f. Tenders must be evaluated in accordance with the Evaluation Plan;
g. Approval of the selected supplier or contractor is via the Procurement Recommendation; and
h. Engagement of the supplier or contractor must be by execution of a contract.

6.5.1 Documentation Required

- RFT document;
- Evaluation plan;
- Procurement Recommendation; and
- Contract.

6.6 Purchases by Credit Card

6.6.1 Process

a. Purchases are for low value goods, works or services including fuel and online purchases. As a result of their low value; credit card transactions are not subject to an RFQ/RFT process or require a Purchase Order;
b. Purchases must be within the Cardholders Credit Card Authorisation Agreement and within delegated credit card expenditure limits at all times, or unless emergency ‘one-off’ approval is permitted by written authorisation of the CEO; and
c. Cardholder agrees to reconcile expenditure from the credit card statement to the General Ledger monthly.

6.6.2 Documentation Required

- Tax Invoice / Tax Receipt;
- Credit Card Statement; and
- General Ledger Cost Centres.

6.7 Preferred Suppliers/Contractors

6.7.1 Process

a. A direct purchase can be undertaken against a preferred supplier contract or the Preferred supplier register if the value is less than $10,000;
b. If the value is greater than $2,001, a Purchase Order must be raised which references the contract number or preferred supplier arrangement;
c. The preferred supplier register must:
   - Evidence regular competitive market testing including annual update of the schedule of rates; and
   - Ensure annual updates of statutory and WHS requirements not limited to: Return to Work SA certificate, trade licences, insurance certificate of compliance and WHS system updates; and
d. New suppliers are encouraged to apply for inclusion on the Preferred Supplier Register.

6.7.2 Documentation

- Purchase order; and
- Preferred supplier register.
6.7 Panel Contracts

6.8.1 Process

6.7.1.1 If the procurement is made against a Panel Contract with fixed lump sum pricing, a direct purchase can be undertaken;

6.7.1.2 where a preferred category supplier is awarded as part of the specification and contract award, a direct purchase can be undertaken up to the value of that preferred arrangement;

6.7.1.3 If the Panel Contract is based on a schedule of rates, the number of quotes obtained must be in accordance with the requirements of clauses 6.3 to 6.5;

6.7.1.4 If the panel contract is LGA Procurement contract, quotes must be obtained through VendorPanel. For any other panel, quotes may be obtained via email or post;

6.7.1.5 Approval of the selected contractor is via Purchase Order or Procurement Recommendation if the value is greater than the FRC staff member’s delegation;

6.7.1.6 If the value is less than $10,000, no purchase order is required and payment is on invoice; and

6.7.1.7 If the value is greater than $10,001, a Purchase Order must be raised which references the contract under which the purchase is made.

6.8.2 Documentation

- RFQ document/evidence
- Purchase order

6.9 Exceptions

10.1.1 General

Circumstances may arise by which the use of a competitive process is not practical, will not meet the objectives set out in clause 5.1 or the required number of quotes cannot be obtained. Examples when this may be the case include:

- if the benefits to be obtained through a competitive process are outweighed by the costs of the process;
- if the market structures are such that a monopoly exists and therefore a competitive process will not provide any benefit;
- technical support or upgrades linked to existing products or software;
- if the skills required are specialised and can only be provided by a single provider;
- if there is an urgent and pressing need to acquire the goods, services or works and a competitive process will adversely impact on FRC operations or the community;
- if a Preferred Supplier/Contractor arrangement already exists; and
- where a group purchasing arrangement is undertaken (for example collectively with other councils); FRC may approve the purchase of goods, works or services under the lead Council’s policies. This is to ensure efficiency of the procurement process and must be approved by the CEO prior to RFQ/RFT.
In these circumstances, the reasons for not obtaining the required number of quotes must be documented in either

- RFQ Summary Form - $2,000-$10,000; or
- Procurement Recommendation ($>$10,000).

6.9.2 Land and/or Buildings

The purchase of land and/or buildings must be referred to Council for its consideration and determination with independent valuations being obtained to assist and inform Council to ensure the objectives of this policy are achieved.

6.9.3 Variations to a Contract

6.9.3.1 If a variation to a contract results in an increase to the contract sum, the variation must be approved in accordance with the staff member’s delegation. If the amount of the variation exceeds the staff member’s delegation, the variation must be referred the officer with the appropriate delegation.

6.9.3.2 Where a contract has been awarded via a competitive process and where a schedule of rates has been disclosed and agreed. Similar or incidental works may be directly engaged using this schedule of rates while the contractor remains mobilised and overall efficiency can be demonstrated.

6.9.4 Extensions to a Contract

6.9.4.1 A contract can be extended without further approval if the original contract included the extension options and the options were approved as part of the original procurement recommendation.

6.9.4.2 Where the original contract did not include any options for extension, a Procurement Recommendation must be approved by the original contract approver.

6.10 Audit

Audits may be conducted by the Centre-Led Procurement Team or internal audit to ensure compliance with the policy requirements.

6.11 Confidentiality

FRC will not disclose the confidential details of any offer received from a supplier or contractor to unauthorised persons without the prior written consent of the supplier or contractor unless required to do so by law.
7. LOCAL PROCUREMENT

7.1. Council encourages a ‘buy local’ philosophy

7.2. FRC will ensure that local suppliers have opportunities to bid on Council works. In addition, FRC may allocate a 10% price variance above the cheapest qualifying price to ‘buy local’ for suppliers who operate or provide direct employment within the FRC council boundary.

7.3. FRC may allocate a 5% price variance above the cheapest qualifying price to ‘buy local’ for suppliers who operate or provide direct employment within the ‘region’ of:

- District Council of Orroroo Carrieton;
- District Council of Peterborough;
- District Council of Mount Remarkable; or
- Port Augusta City Council

8. BUY AUSTRALIAN MADE

8.1. Council encourages “Buy Australian Made” for the purchase of all goods and services, and contractors are also strongly encouraged to Buy Australian Made, provided that:

- the quality of the product will be appropriate for its use and life expectancy;
- the equipment, where appropriate, will be compatible with existing equipment; and
- there will be no undue delay in servicing or obtaining spare parts, which will hinder the Council’s ability to deliver service to the community.

9. PROCEDURE FOR CONTRACTOR ENGAGEMENT

9.1. Engaging Contractors for the Supply of Goods and Services

The following Officers are authorised to sign orders on Council’s behalf. Those officers indicated in bold are responsible for budget programs, while the others have varying levels of delegated responsibility. The levels of authority are:

- Chief Executive Officer $500,000
- Works Manager $ 50,000
- Finance & Administration Manager $ 50,000
- Works Team Leader $ 5,000
- FRVIC Co-ordinator $ 5,000

10. PROCEDURE FOR SALE AND DISPOSAL

10.1 Where the Chief Executive Officer is satisfied that goods or materials are surplus to Council’s operating requirements, they shall be disposed of by:

10.1.1 Tender;
10.1.2 To a community or sporting group, consistent with FRC’s strategic objectives and/or community grants program;

10.1.3 The Chief Executive Officer shall accept the highest tender for any particular goods or materials. If the highest tender is not accepted, the Chief Executive Officer shall prepare a report for Council decision;

10.1.4 In response to any enquiry, the Chief Executive Officer only needs to disclose the identity of the successful tenderer, but may offer any reasons as to why a successful tenderer has been selected, if appropriate in the particular circumstances;

10.1.5 The Works Manager (or a person acting in that position), shall be responsible to ensure the efficient collection or delivery of the property as may be required and to ensure the completion of the transaction, including the viewing of the receipt issued by the Council’s Cashier for the purchase of the relevant item of property;

10.1.6 Clause 10.1.1 does not apply to those situations where a trade-in is attached to a tender process.

11. SALE AND DISPOSAL OF COUNCIL LAND

11.1.1 Council land that is surplus to requirement must be disposed of by formal tender or auction. In the case of auction, a reasonable reserve price must be set which is to be approved by the Council.

11.1.2 The Council shall have regard to Chapter 10, Section 184 and Chapter 11 of the Local Government Act 1999, when disposing of Council land for non-payment of rates. Council will dispose of the land by public auction in accordance with Section 184 (6) of the Local Government Act 1999.

12. RESPONSIBILITIES

The Finance and Administration Officer will be responsible for this policy.

12.1 Senior Leadership Team

12.1.1 Monitoring compliance with the FRC's legislative responsibilities for procurement.

12.1.2 Ensuring that managers and supervisors have been provided with training and that they understand and can apply the requirements of the procurement procedure to the areas and activities under their control.

12.1.3 Consulting with other PCBUs, so far as is reasonably practicable, if their duty of care overlaps.

12.1.4 Ensuring that staff have the skills and training to undertake the requirements of the role.

12.1.5 Ensuring compliance with this policy by staff within their area of responsibility.
13. AVAILABILITY OF POLICY

13.1 This Policy will be available for inspection at the Council Offices during ordinary business hours at no charge and a copy may be purchased for a fee as set annually by the Council.

13.2 Copies of this policy will also be available from the Council’s website www.frc.sa.gov.au

14. REVIEW

To be reviewed within 12 months after a General Election, in line with legislation and any legislative changes or by resolution of Council.

Adopted by Council 13 August 2013
Resolution 181/2013
<table>
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<th>Version Number</th>
<th>Change</th>
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<td>215/2015</td>
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<td></td>
<td></td>
<td>4.2.2 reference to July each year deleted</td>
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<tr>
<td></td>
<td></td>
<td>4.5.10 ‘inappropriate’ included before ‘lobbying of</td>
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<td></td>
<td></td>
<td>elected members ……’</td>
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<td></td>
<td></td>
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<td></td>
<td></td>
<td>4.15 updated to reflect current standard (formerly AS 3900/ISO 900 Quality Standard)</td>
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<td></td>
<td></td>
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<td>20 December 2016</td>
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<td>277/2016</td>
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<td></td>
<td>1.7.1. insert work health and safety is considered</td>
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<td></td>
<td></td>
<td>4.1 &amp; 5.2 Insert Admin &amp; Finance Manager</td>
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<tr>
<td></td>
<td></td>
<td>4.1.2 increase petty cash from $50 to $100</td>
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<td></td>
<td></td>
<td>Addition 4.1.3, change of 4.1.1</td>
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<tr>
<td></td>
<td></td>
<td>4.1.2 &amp; 5Addition Works Team Leader &amp;</td>
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<td></td>
<td></td>
<td>WHS/HR/Assets &amp; Contracts Officer</td>
<td></td>
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<td></td>
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<td>4.3.1 preferred contractor register – up to $5,000</td>
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<td></td>
<td>4.5 insert electronic submission and working to reflect current Tender documentation</td>
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<td>4.5.3. amend refer</td>
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<td>4.6.2.d. insert work health and safety and return to work procedures</td>
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<td>4.8.1 b) remove</td>
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<td></td>
<td></td>
<td>4.8.3. insert A risk assessment, maintenance and servicing records must be provided to the person receiving plant/machinery</td>
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<tr>
<td></td>
<td></td>
<td>4.11.3. insert qualifying</td>
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<td>4.12.1 added after goods “and services, and contractors are also encouraged to Buy Australian Made”</td>
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<td>21 November 2017</td>
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<td>4.1.1 &amp; 5.2 Updated for Contracts &amp; Assets job title and FRVIC Co-ordinator added with $5,000 limit; 4.6.2 have dot point “i” added “previous experience with contractor”; 4.12.1 added after goods “and services, and contractors are also encouraged to Buy Australian Made”</td>
<td>221/2017</td>
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<td>17 July 2018</td>
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<td>Rewritten in line with City of West Torrens</td>
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PROVISION OF COUNCIL RESOURCES TO SUPPORT THE EMERGENCY SERVICES IN EMERGENCIES

PURPOSE
The purpose of this policy is to define how The Flinders Ranges Council may support the emergency services in responding to an emergency. In particular:

- arrangements that may allow the participation of Council’s staff and associated use of Council equipment;
- the availability of Council employees who agree to participate;
- the availability of Council owned plant and equipment; and
- the scope of works that might be undertaken.

Council staff means Council employees and within this policy does not include any person who separately undertakes duties as a registered emergency service volunteer e.g. Country Fire Service Volunteer or State Emergency Service volunteer.

BACKGROUND

National Strategy for Disaster Resilience

Given the increasing regularity and severity of natural disasters, Australian Governments have recognised that a national, coordinated and cooperative effort is required to enhance Australia’s capacity to withstand and recover from emergencies and disasters.

In consideration of this National approach The Flinders Ranges Council recognises the shared responsibility that it has to help protect and assist its community to respond to and recover from disasters.

Legislative Context

The Local Government Act (1999) identifies that a function of a Council is to provide for the welfare, well-being and interests of individuals and groups within its community (s7(c)). Another function of a Council is to take measures to protect its area from natural and other hazards and to mitigate the effects of such hazards (s7(d)).

Council's link to the State emergency management arrangements is through the State Emergency Management Plan (SEMP). The SEMP is prepared pursuant to s9 of the Emergency Management Act (2004), which lists Councils as Participating Organisations to six of the thirteen Functional Services that are established under the SEMP.

Functional Services are groupings of participating agencies coordinated by a lead agency that perform a functional role as part of the State Emergency Management Plan arrangements to support response and recovery operations for an emergency. This policy has been prepared within the context of supporting the emergency services in emergencies.

PREPAREDNESS

Arrangements and Communication

Council will endeavour to meet periodically (at least annually) with the relevant emergency services to confirm critical coordination arrangements.
These will include:

- contact protocols;
- details of Council resources that could be made available;
- the arrangements for accessing such resources; and
- the scope of work that could be performed.

**Availability of Council Employees**

To support this policy the Council will establish and maintain an 'Employee Emergency Response Support Register' (Appendix 1). The Council will ensure that the employees that are listed on the Register are adequately trained:

- to operate the plant and equipment that might be required to support an emergency response; and
- in work health and safety procedures that are pertinent to staying safe in an emergency.

**Council will:**

- identify relevant employees who are interested in participating in Council response(s) to emergency support requests under this policy and list such employees on the Employee Emergency Response Support Register;
- identify relevant supervisors who are interested in participating in Council response(s) to emergency support requests under this policy and list such supervisors on the Employee Emergency Response Support Register;
- ensure that a Council supervisor is in attendance at all times when Council employees are involved in an emergency response;
- not obligate any Council Employee to be listed on the Employee Emergency Response Support Register, nor obligate any Council employee listed on the register to respond to a particular incident;
- ensure all Council Employees who will be required to operate Council vehicles or plant and equipment undertake annually the i-Responda program;
- maintain the integrity of the Employee Emergency Response Support Register; and
- reserve the right, in accordance with the i-Responda framework, not to release Council employees to support an emergency event should extenuating circumstances exist (as deemed by the Chief Executive Officer).

**Availability of Council Plant and Equipment**

Likewise the Council will establish and maintain an 'Emergency Services Plant and Equipment Register' (Appendix 2) which will identify Council owned plant and equipment that can be made available to the emergency services for the purpose of being used in an emergency response operation. Attaching to the Register will be the terms and conditions of availability and use of the plant and equipment.

**Council will:**

- provide a list of vehicles, plant and equipment, maintained in operational condition, that may be available for the purpose of utilisation in an emergency;
- liaise with the Control Agency about how the delivery of, or access to, any vehicles, plant and equipment will be achieved;
- have available at all times a list of persons on the Employee Emergency Response Support Register that are competent to operate the various items of plant and equipment; and
- reserve the right not to release Council plant and equipment for emergency response operations should extenuating circumstances exist (as deemed by the Chief Executive Officer).
Scope of Works

Council will advise the emergency services of the types of work that it is prepared to allow its plant to be used for from time to time.

RISK MANAGEMENT

Application of Risk Management

The Council when supporting the emergency services in responses operations will:

- apply appropriate risk management principles; and
- have regard to the arrangements of the Local Government Association Asset Mutual Fund, the Local Government Association Workers Compensation Scheme and Local Government Mutual Liability Scheme.

The Council will act in a manner that ensures the various activities that might be undertaken in an emergency response situation are managed in such a way that the safety and health of its workers and community are paramount.

i-Responda Framework

The i-Responda framework has been developed in consultation with the Local Government Association and Local Government Risk Services. It addresses issues such as incident management protocols, operational arrangements in emergency response situations and fulfils the legislative requirement of the Work, Health and Safety Act to ensure as far as is reasonably practicable, the health and safety of the Council worker.

Implementation of the framework will equip Council Chief Executive Officers, managers and staff with information and tools that will enable a confident response to requests for Councils to provide support to emergencies.

Council will:

- implement the i-Responda framework, to ensure that all emergency response activities are undertaken within a consistent and robust risk assessment framework guiding practical decisions and actions pursuant to the Schemes’ Rules; and
- establish, implement, monitor and review work health and safety policy and procedures consistent with the i-Responda framework.

INSURANCE

Local Government Association Asset Mutual Fund (LGAAMF)

The LGAAMF will continue to provide coverage to Council owned property, plant and machinery (mobile or otherwise) while it is being used in preventing, preparing, or responding to an emergency on the following basis:

- the plant, vehicle, or machinery must be operated by Council staff and in accordance with the i-Responda framework; and
- Council is responsible to ensure all property, vehicles, plant and machinery (mobile or otherwise) provided to support an emergency is fit for purpose and consistent with the emergency response.
Local Government Association Workers Compensation Scheme (LGAWCS)

Council’s membership of the LGAWCS ensures that all staff are covered for workers compensation (as required by the Worker’s Compensation and Rehabilitation Act 1986) where the activity being carried out with Council plant and equipment is ordinary Council business, so the activity forms part of the employee’s ordinary employment.

Pursuant to workers compensation legislation, the compensability arises from injury sustained ‘in the course of employment’. The i-Responda framework establishes that at all times in responding to an emergency incident or disaster, the Council, the Chief Executive Officer and the relevant employee/s will be undertaking ordinary activity ‘in the course of employment’ controlled and directed by Council, including in an extraordinary event.

Council employees will retain workers compensation cover when supporting the emergency services by operating Council plant and equipment in the conduct of Council business.

Local Government Association Mutual Liability Scheme (LGAMLS)

For the purpose of the i-Responda framework the Council, as a member of the LGAMLS, is entitled to civil liability cover including proactive risk management support, pursuant to the LGAMLS Rules.

The i-Responda framework establishes that all existing Local Government Association of South Australia Local Government Risk Service insurance arrangements will continue (workers compensation, public liability and asset insurance) subject to the normal terms and conditions.

LEGISLATION

Local Government Act 1999
Emergency Management Act 2004
Fire and Emergency Services Act 2005
Work, Health and Safety Act 2012

REFERENCES

Councils’ Employee Code of Conduct
Supervision of Machinery Used in Bushfire Operations Government of South Australia, Edition 2, March 2011
i-Responda Framework
State Emergency Management Plan

REVIEW

To be reviewed within 12 months after a General Election, in line with any legislation changes or by resolution of Council.

Adopted by Council 22 August 2016
Resolution 195/2016

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<td>22 August 2016</td>
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<td>New Policy</td>
<td>195/2016</td>
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APPENDIX 1

Employee Emergency Response Support Register

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<tr>
<th>Name</th>
<th>Pre Requisite Training</th>
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<tr>
<td></td>
<td>i-Responda</td>
</tr>
<tr>
<td></td>
<td>Competent Machinery Operator</td>
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APPENDIX 2

Emergency Services Plant and Equipment Register

<table>
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<tr>
<th>Plant Number</th>
<th>Plant and Equipment</th>
<th>Restrictions of Type of Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>P109</td>
<td>Caterpillar 924G Loader</td>
<td></td>
</tr>
<tr>
<td>P119</td>
<td>Caterpillar Grader 140M</td>
<td>ie, mop up work only – not allowed on fireground due to materials contained within grader</td>
</tr>
<tr>
<td>P120</td>
<td>Caterpillar Grader 140M</td>
<td>ie, mop up work only – not allowed on fireground due to materials contained within grader</td>
</tr>
<tr>
<td>P145/P146</td>
<td>Water Truck (12kl)</td>
<td></td>
</tr>
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Council reserves the right not to release Council plant and equipment for emergency response operations should extenuating circumstances exist (as deemed by the Chief Executive Officer).
1. POLICY

1.1 Introduction

This Policy guides the operation, management and regulation of the Closed Circuit Television (CCTV) and Security Camera systems of The Flinders Ranges Council ("the Council").

1.2 Purpose

The primary purposes for utilising CCTV and Security Camera systems are to:

(a) protect the Council’s physical assets from theft and damage;
(b) ensure the security and safety of Council staff and members of the community;
(c) discourage the incidence of unlawful activity and enhance the opportunity to investigate and apprehend offenders.

1.3 Objectives:

This Policy addresses the intended purpose of CCTV and Security Cameras, public notification, information management and access of recordings.

Council values the safety and security of Elected Members, customers, volunteers, contractors, staff and physical assets.

The Council take a proactive, problem solving approach, toward crime reduction and community safety and is committed to providing and undertaking measures to minimise risks.

The Council supports the use of CCTV and Security Cameras in public areas where such systems will further the following aims:

- reducing personal and property crime;
- enhancing community well-being, including reducing the fear of crime;
- provide a workplace environment that is healthy and safe;
- deter undesirable behaviour;
- detecting and deterring offences from being committed;
- assisting SAPOL with an investigative capability, if appropriate; and
- proactive crime reduction initiatives.

2. LEGISLATIVE REQUIREMENTS


While the primary purpose of CCTV and Security Cameras are to enhance the safety of the community and protect Council property, any video surveillance by Council constitutes an "Official Record" for the purposes of the State Records Act 1997.

This means such recordings are subject to Council’s record keeping obligations and can only be disposed of in accordance with the General Disposal Schedule 20 (GDS 20). Item 14.76.2 of GDS
20 specifically provides that "video surveillance recordings" are temporary records which may be destroyed six months after the last action taken in relation to them.

The Freedom of Information Act 1991 gives a legally enforceable right of access by members of the public (subject to certain restrictions) to records held by government agencies and council’s. Official Records of Council may be accessible to an applicant under the Freedom of Information Act 1991.

Where appropriate, if an activity which is deemed to be of a criminal nature (such as the marking of graffiti, vandalism, illegal dumping etc) is recorded by CCTV or Security Cameras, and identified by Council staff, the matter will be referred to the South Australian Police (SAPOL) or any other appropriate enforcement agency, for appropriate follow up.

This Policy should also be read in conjunction with Council Policy G1.7 Information Privacy v2.

3. DEFINITIONS

For the purpose of this Policy:

"Australian Standards" is a reference to the standards documents published by Standards Australia setting out specifications and procedures designed to ensure products, services and systems are safe, reliable and consistently perform the way they were intended to.

"Closed Circuit Television (CCTV)" is a system used for video surveillance using video cameras and transmitting the recorded data to a recording device or monitor(s).

"General Disposal Schedule (GDS) 20" is a systematic listing of records created by a local government organisation. The GDS includes retention periods that are to be applied to official records.

"Information Management" is the collection and management of captured CTV recordings and information.

"Officers" are members of staff with the responsibility of managing, monitoring or extracting CTV recordings.

"Official Record" means a written, graphic, disk, tape, film or other object that contains information or from which information may be reproduced (with or without the aid of another object or device) made or received by Council in the conduct of its business.

"Security Cameras" is the camera part of a system used for video surveillance using video cameras and transmitting the recorded data to a recording device or monitor(s).

4. RESPONSIBILITIES

The Chief Executive Officer will be responsible for the management and maintenance of any CCTV or Security Cameras system located on Council property. Maintenance and installation of CCTV and Security Cameras will be undertaken by an appropriately qualified technician or security person.

The CCTV and Security Cameras will be installed in accordance with appropriate Australian Standards and placed in visible locations. The location, type of camera and recording resolution will be determined by Council to ensure they are appropriate and meet requirements. The impact on heritage buildings and streetscapes will be considered and impact minimised.

All persons involved in the operation of the systems are to exercise care to prevent improper disclosure of material.

The recordings collected by the CCTV or security Cameras will be managed by Chief Executive Officer and kept on-site in a secure area and destroyed in accordance with the requirements of the State Records Act 1997.
4.1 Information Management

The Chief Executive Officer responsible for the management of recordings from CCTV or Security Cameras is to exercise care to prevent improper access to or disclosure of material.

Any approved access to CCTV or Security Camera recordings for monitoring, maintenance and/or investigative purposes must be recorded and approved.

Any captured recordings from the CCTV or Security Cameras must be maintained in accordance with the State Records Act 1997.

4.2 Public Notification

CCTV and Security Cameras will be installed by qualified technicians in accordance with appropriate Australian Standards and placed in visible locations.

Council will clearly display signs at key entry points of facilities equipped with CCTV and Security Cameras to notify visitors that such devices are in operation.

Council will clearly display signs at key entry points to inform visitors to the Council facilities at which CCTV and Security Cameras are in operation within the Council.

5. ACCESS TO CCTV AND SECURITY CAMERA RECORDINGS

5.1 Public Access to Recordings

Members of the public can apply to view any official records kept by the Council. As the recordings from CCTV and Security Cameras are an official record, access to these recordings is to be requested through the Freedom of Information (FOI) process under the Freedom of Information Act 1991.

Any application received under the Freedom of Information Act 1991 must be determined by an accredited Freedom of Information Officer. If the application is approved, a member of the public may then view the recording at the either the Council Office, or obtain a copy of the requested recording within a timeframe that is reasonable and appropriate.

If viewing at the Council Office, an accredited Freedom of Information Officer, or a staff member delegated by the Chief Executive Officer (the CEO), will be present at all times to operate the viewing equipment.

5.2 Elected Member Access to Recordings

Section 61(1) of the Local Government Act 1999 provides that a member of the Council is entitled at any reasonable time, in the connection with the performance or discharge of the functions or duties of the member (whether under this or another Act), without charge, to have access to any relevant Council document.

Section 61(2) of the Local Government Act 1999 requires any request for access to be directed to the CEO of the Council, or such other officers as the CEO has specified.

If the application is approved, the Elected Member may then view the recording at the Council Office, or obtain a copy of the requested recording within a timeframe that is reasonable and appropriate.

If viewing at the Council Office, an accredited Freedom of Information Officer, or a staff member delegated by the CEO, will be present at all times to operate the viewing equipment.
5.3 **By the Media**

The Council views the rights of the media to gain access to CCTV or Security Camera recordings to be the same as that of a member of the public. That is, an application will need to be made under the *Freedom of Information Act 1991* and the provisions of that Act will apply.

5.4 **Staff and Investigative Access to Recordings**

Any staff request to access CCTV or Security Camera recordings for administrative purposes must be directed to the CEO, or such other Officers as the CEO has specified.

Council staff must adhere to the Information Management clauses detailed in Section 4.1 of this Policy.

Any investigative requests by the SAPOL, Australian Federal Police, the Ombudsman or the Independent Commissioner Against Corruption into possible criminal or corrupt activity must be directed to the CEO, or such other Officers as the CEO has specified.

In the event that access to a CCTV or security Camera recording is requested by any of these agencies for the purpose of conducting an investigation into possible criminal activity, Council will provide access to, or a copy of, the recording as requested, as soon as practicable after receiving the request.

6. **PRIVACY**

Council will comply with the privacy provisions in the *Freedom of Information Act 1991* as well as any privacy legislation applicable to Local Government.

Council will not make use of information collected in the conduct of its business for purposes other than those for which that information was collected.

The Chief Executive Officer responsible for the management of CCTV and Security Camera recordings are to exercise care to prevent improper disclosure of material.

The Council recognises that CCTV and Security Cameras in public places should operate with respect for people’s privacy.

In accordance with the Council’s Information Privacy Policy (G1.7), the Council will not disclose personal information for a purpose that is not relevant or incidental to or connected with that purpose unless:

- the use of the personal information is required and authorised by law; or
- the use of the personal information for that other purpose is reasonably necessary for the enforcement of the criminal law or law imposing a pecuniary penalty.

7. **REVIEW**

To be reviewed within 12 months after a General Election, in line with legislation and any legislative changes or by resolution of Council.

8. **COMPLAINTS**

Any person who has any concerns regarding how the Council handles personal information, or requires further information, should contact the customer service staff at Council in the first instance.
If customer service staff cannot satisfy the residents and/or ratepayers concerns, the person may lodge a formal complaint. Complaints should be made in writing to:

Chief Executive Officer
The Flinders Ranges Council
PO Box 43
QUORN SA 5433

9. RESPONSIBILITIES

The Chief Executive Officer is accountable for ensuring the proper operation of this Policy.

10. LEGISLATION

Local Government Act 1999
Freedom of Information Act 1991
State Records Act 1997
Privacy Act 1988 (Cth)

11. REFERENCES

Information Privacy Policy G1.7
Information Privacy Principles Instruction (SA Government)

12. AVAILABILITY OF POLICY

This Policy will be available for inspection at the Council Offices during ordinary business hours at no charge and a copy may be purchased for a fee as set annually by the Council.

Copies of this policy will also be available from the Council's website www.frc.sa.gov.au

13. REVIEW

To be reviewed within 12 months after a General Election, in line with any legislation changes or by resolution of Council.

Adopted by Council 15 March 2016
Resolution 102/2016

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The Flinders Ranges Council (ABN 43 952 255 151)
The Flinders Ranges Council

Retail Services Hardship Policy

Purpose

1. The Flinders Ranges Council (“the Council”) is the holder of a Class – Minor (2) retail licence under the Water Industry Act 2012 (“the Act”) for the provision of sewerage services to residential and non-residential customers.

2. The Council is committed to assisting residential customers of sewerage services, who are experiencing financial hardship, to manage their payments in a manner that best suits the customer and ensuring they remain connected to the retail service.

3. The purpose of this policy is to identify residential customers who are experiencing payment difficulties due to hardship and assist those customers to better manage their bills on an ongoing basis.

4. This policy sets out:
   - processes to identify residential customers experiencing payment difficulties due to hardship, including identification by us, self-identification by a residential customer, identification by an accredited financial counsellor, or identification by a welfare agency, and
   - an outline of a range of processes or programs that the Council will use, or apply, to assist customers who have been identified as experiencing payment difficulties.

Background

5. This policy is based on the customer Hardship Policy for minor and intermediate retailers, made by the Minister for Communities and Social Inclusion pursuant to section 37 of the Water Industry Act 2012 (“the Act”) under delegation by the Minister for Water and the River Murray.

6. The modifications contained in this policy have been approved by the Essential Services Commission of South Australia (“the Commission”).

Definitions and interpretation

7. In this policy:
   - accredited financial counsellor means a person who holds a Diploma of Community Services (Financial Counselling), and who has worked at least 12 months as a financial counsellor under the supervision of the South Australian Financial Counsellors Association;
   - connection means an agreed point of supply at which a customer receives a retail service from a supplier;
   - consumer means a person supplied with retail services as a consumer or user of those services (as defined in the Act);
(Note: you may be a consumer by virtue of being a council ratepayer)

**customer** (as defined in the Act) means a person who owns land in relation to which a **retail service** is provided and includes:

- where the context requires, a person seeking the provision of a **retail service**, and
- in prescribed circumstances, a person supplied with **retail services** as a **consumer** or user of those services (without limiting the application of this definition to owners of land), and
- a person of a class declared by the **regulations** to be **customers**;

(Note: you may be a **customer** by virtue of being a Council ratepayer)

**customer Hardship Policy** means this **policy** adopted by the Council in accordance with section 37 of the Act;

**financial counsellor** means **accredited financial counsellor**;

**financial hardship** means a circumstance of experiencing a lack of financial means that may be either ongoing or temporary, but does not include circumstances where a person chooses not to meet a liability for an unpaid debt;

**hardship customer** means a **residential customer** who has been identified under, accepted into, or is eligible for assistance under the Council's **hardship program**;

**hardship program** means an agreement between the Council and a **hardship customer** for payment of outstanding sums due for **retail services**;

**minor retailer** means a **retailer** that provides **retail services** to less than 500 **connections**;

**policy** means this **customer Hardship Policy and customer Service Charter**;

**regulations** mean regulations made under the **Water Industry Act 2012**;

**residential customer** (as defined in the Act) means a **customer** or **consumer** who is supplied with **retail services** for use at residential premises;

(Note: you may be a **residential customer** by virtue of being a council ratepayer)

**retail service** means a service constituted by the sale and supply of **sewerage services** for the removal of **sewage** (including but not limited to community wastewater management systems) even if the service is not actually used, but does not include any service, or any service of a class, excluded from the ambit of this definition by the **regulations**;

**retailer** means the holder of a licence issued by the Commission under the Act;

**sewage** includes any form of waste that may be appropriately removed or dealt with through the use of a **sewerage service** (as defined in the Act);
sewerage service (as defined by the Act) means:

- a service constituted by the collection, storage, treatment or conveyance of sewage through the use of a reticulated system, or
- any other service, or any service of a class, brought within the ambit of this definition by the regulations;

(Note: sewerage service includes but not limited to community wastewater management systems)

water (as defined in the Act) includes rainwater, stormwater, desalinated water, recycled water and water that may include any material or impurities, but does not include sewage.

Identifying residential customers experiencing financial hardship

8. A residential customer experiencing financial hardship is someone who is identified by themselves, by the Council, by an accredited financial counsellor, or by a welfare agency as having the intention, but not the financial capacity, to make required payments in accordance with the Council’s payment terms.

9. There are two types of financial hardship: ongoing and temporary. Depending on the type of hardship being experienced, hardship customers will have different needs and will require different solutions.

10. Residential customers who are identified as experiencing ongoing hardship are generally those on low or fixed incomes. These customers may require ongoing assistance.

11. Residential customers who may be identified as experiencing temporary hardship are those who may have experienced a short-term change in circumstances, such as serious illness, disability or death in the family, loss or change in income, separation, divorce or other family crisis, a loss arising from an accident, or some other temporary financial difficulty. These customers generally require flexibility and temporary assistance, such as an extension of time to pay or an alternative payment arrangement.

12. The extent of hardship will be determined by either the Council’s assessment process or by an external body, such as an accredited financial counsellor.

13. Where the Council assesses a residential customer’s eligibility for hardship assistance, the Council will consider indicators including (but not limited to) whether:

- the customer is on a Centrelink income and holds a Pensioner Concession Card or holds a Centrelink Low Income Health Care Card;
- the customer is eligible for a South Australian Government concession;
- the customer has been referred by an accredited financial counsellor or welfare agency;
- the customer advises they have previously applied for emergency relief (irrespective of whether or not their application was successful);
the customer’s payment history indicates that they have had difficulty meeting their retail services bills in the past; and

whether the customer, through self-assessment, has identified their position regarding their ability to pay.

Assisting residential customers who are experiencing financial hardship

14. The Council will inform a residential customer of this policy where it appears to the Council that non-payment of a bill for retail services is due to the customer experiencing payment difficulties due to hardship.

15. Where a residential customer has been identified as experiencing financial hardship, the Council will offer the customer, as soon as is reasonably practicable, flexible and frequent payment options that have regard to the hardship customer's capacity to pay and current financial situation. These options will include the following:

- an interest and fee free payment plan that complies with clauses 28 to 32;
- Centrelink's Centrepay service (where available), or
- other arrangements under which the customer is given more time to pay a bill or to pay in arrears (including any disconnection or restriction charges),

recognising that some residential customers have a short-term financial hardship issue that may be resolved in the near to medium-term, where others may require a different type of assistance for ongoing financial issues.

16. The Council will not charge a residential customer a reconnection charge where that customer is experiencing financial hardship and should have been identified as eligible for this policy, so long as the customer agrees to participate in the Council’s hardship program upon reconnection.

17. The Council will engage in discussion with the hardship customer to determine a realistic payment option in line with the customer's capacity to pay.

18. The Council will work with a hardship customer’s financial counsellor to determine the payment arrangement and instalment amount that best suits the customer and their individual circumstances.

19. Where a hardship customer’s circumstances change, the Council will work with the customer and their financial counsellor to re-negotiate their payment arrangement.

20. The Council will not require a hardship customer to provide a security deposit.

21. The Council will also offer the hardship customer:

- where appropriate, information about the right to have a bill redirected to a third person, as long as that third person consents in writing to that redirection;
- information about, and referral to, Commonwealth and South Australian Government concessions, rebates, grants and assistance programs;
information about, and referral to, accredited financial and other relevant counselling and support services, particularly where a customer is experiencing ongoing financial hardship.

22. Where a hardship customer requests information or a redirection of their bills, the Council will provide that information or redirection free of charge.

23. The Council will explain to the hardship customer how and when the customer will be returned to regular billing cycles (and collection), after they have successfully completed the hardship program.

24. The Council will also explain to the hardship customer that they will be removed from the hardship program, and be returned to a standard collection cycle, including debt recovery, should they cease to make payments according to the agreed payment arrangement or fail to contact the Council for a period of greater than 90 days.

25. The Council will not take any action to remove a customer from the hardship program until it has sent the customer a written notice, allowing them ten (10) working days from the date of the notice to contact the Council to re-negotiate their re-entry into the program.

Retail services provided by councils

26. Council rates are made up of retail services (as defined in this policy) and non-retail services, for example refuse collection.

27. If you are a residential customer in receipt of a retail service provided by a Council and you are experiencing financial hardship, then only the retail service element of the Council rates will be subject to the terms of this policy. All, or any other, sums that are due to the Council for non-retail services may be dealt with under the Council’s existing policies. The Council may exercise its discretion to apply this policy to other sums due.

Payment plans

28. The Council’s payment plan for a hardship customer will be established having regard to:

- the customer’s capacity to pay and current financial situation;
- any arrears owing by the customer; and
- the customer’s expected usage needs over the following twelve (12) month period.

29. The payment plan will also include an offer for the hardship customer to pay for their retail services in advance or in arrears by instalment payments at a frequency agreed with the customer (e.g. weekly, fortnightly, monthly or as otherwise agreed with the customer).

30. Where a payment plan is offered to a hardship customer, the Council will inform the customer in writing, within ten (10) business days of an agreement being reached, of:

- the duration of the plan;
- the amount of each instalment payable under the plan, the frequency of instalments and the date by which each instalment must be paid;
o if the customer is in arrears – the number of instalments to pay the arrears; and 
o if the customer is to pay in advance – the basis on which instalments are calculated.

31. The Council will waive any fees for late payment of a bill for a hardship customer.

32. Where a hardship customer is seeking assistance in accordance with this policy, but has failed to fulfil their obligations under an existing hardship arrangement, the Council will require them to sign up for direct debit deductions or Centrepay (where available).

**Debt recovery**

33. The Council will suspend debt recovery processes while negotiating a suitable payment arrangement with a hardship customer.

34. The Council will not engage in legal action or commence proceedings for the recovery of a debt relating to a retail service for a hardship customer if:

- the customer has agreed to a payment arrangement and continues to adhere to the terms of that arrangement; or
- the Council has failed to comply with the requirements of this policy.

**Rights of residential customers experiencing financial hardship**

35. Every residential customer experiencing financial hardship has the right to:

- be treated respectfully on a case-by-case basis, and have their circumstances kept confidential;
- receive information about alternative payment arrangements, this customer hardship policy, and government concessions, rebates, grants and assistance programs;
- negotiate an amount they can afford to pay on a payment plan or other payment arrangement;
- consider various payment methods, and receive written confirmation of the agreed payment arrangement within ten (10) business days;
- renegotiate their payment arrangement if there is a change in circumstances;
- receive information about free and independent, accredited financial counselling services;
- receive a language interpreter service at no cost to the customer;
- be shielded from legal action and additional debt recovery costs, whilst they continue to make payments according to an agreed payment arrangement; and
- not have retail services restricted or disconnected as long as they have agreed to a payment arrangement and continue to make payments according to an agreed plan.
General provisions

36. The Council will ensure residential customers have equitable access to this policy, and that this policy is applied consistently.

37. The Council will ensure appropriate training of staff dealing with residential customers in hardship to enable them to treat customers with respect and without making value judgements. Training will also assist staff in the early identification of hardship customers, with establishing payment plans based on a hardship customer’s capacity to pay, and include processes for referral to an accredited financial counsellor or welfare agency for assistance.

38. This policy is available on the Council’s website: http://www.frc.sa.gov.au/policy

39. The Council will also make a copy of this policy available to a customer upon request and at no charge to the customer, as soon as practicable following a request to do so.

40. This policy does not limit or prevent the Council from waiving any fee, charge or amount of arrears for the provision of retail services to customers who are experiencing financial hardship.

Confidentiality

41. Any information disclosed by a customer is confidential and will not be used for any purpose other than the assessment of an application for assistance.

Complaints handling

42. Details of the Council’s customer complaints and dispute resolution process are available on its website: http://www.frc.sa.gov.au/policy  The Council will also make a copy of this process available to a residential customer, upon request, and at no charge to the customer.

43. A residential customer experiencing hardship has a right to have any complaint heard and addressed by the Council and in the event that their complaint cannot be resolved, the right to escalate their complaint to the external dispute resolution body approved by the Commission.
The Flinders Ranges Council

Customer Service Charter – Sewerage Services

The Licence

1. The Council is the holder of a Class – Minor (2) retail licence under the Act for the provision of sewerage services to residential and non-residential customers.

2. The aim of the Customer Service Charter (“the Charter”) is to provide the Council’s sewerage customers with a clear understanding of the standards of service they can expect from the Council and their rights and responsibilities.

3. The Water Retail Code-Minor & Intermediate Retailers, developed by the Commission, contains a detailed description of customers rights and the Council’s responsibilities in the provisions of sewerage services and can be found at (www.escosa.sa.gov.au).

Sewerage services provided

4. The Council provides sewerage services to customers within the Council area. In particularly, the Council operates a Community Wastewater Management Systems, and associated infrastructure, at Hawker and Quorn South Townships.

5. In providing these services the Council will:
   - remove sewage and wastewater from a customer’s property in accordance with all relevant health and environmental regulatory requirements;
   - use its best endeavours to minimise the frequency and duration of interruptions or limitations to a customer’s sewerage service;
   - provide customers with information on any planned interruptions to sewerage services at least four (4) business days prior to undertaking any works or maintenance;
   - provide an emergency telephone number on its website for customers to call in the event of an emergency or interruption to the supply of a sewerage service.

6. In order to provide these services, it is expected that customers:
   - will report any spills, leaks or incursions to us as soon as possible by calling the emergency telephone number displayed on the Council’s website;
   - will not discharge restricted wastewater into the Council’s sewerage infrastructure;
   - may be liable to pay the Council for a proportion of the costs reasonably attributable to the customer for a blockage, burst or leak. The Council will advise the customer of the reasons for cost recovery in these circumstances and any amounts payable will be subject to the payment assistance and financial hardship provisions of the customer’s contract with the Council;
contact the Council to discuss requirements for disposal of industrial or non-domestic waste into the sewerage infrastructure.

**Price list**

7. The Council guarantees that it will:
   - publish its Price List, which sets out all of the fees and charges associated with the sale and supply of a sewerage service, each year by 31 July on the Council’s website at http://www.frc.sa.gov.au/cwms. This will also be made available at the Council office at 1 Seventh Street, Quorn, SA 5433;
   - publish its Pricing Policy Statement, which outlines how fees and charges are compliant with the Commission’s pricing principles set out in its Price Determination, each year by 31 July on the Council’s website at http://www.frc.sa.gov.au/cwms. This will also be made available at the Council office at 1 Seventh Street, Quorn, SA 5433;
   - in the case that any fees and charges set out in the Price List change, these will be published on the Council’s website 21 days prior to these fees and charges taking effect, and make these available at the Council office.

**Service availability charge**

8. The Local Government Act 1999 allows the Council to recover a “service availability charge” from customers where sewerage infrastructure runs adjacent to a customer’s property. The Council will require customers to pay a “service availability charge” where a connection point to the sewage service is available.

**Sewerage concessions**

9. Sewerage concessions are administered by the Department for Communities and Social Inclusion. To check eligibility for current sewerage concessions, or for assistance or advice visit www.dcsi.sa.gov.au/concessions, phone the Concessions Hotline on 1800 307 758 or email concessions@dcsi.sa.gov.au.

**Existing Connections**

10. Customers will have an existing connection where their property is currently connected to the Council’s infrastructure.

11. The Council guarantees that it will:
   - approve connection for customers to its sewerage service within 21 days of the customer providing the Council with information required and paying the relevant connection and account establishment fees as set out in the Price List.

12. It is expected that customers will:
   - provide the Council with the information set out on the Council Development and CWMS application forms;
   - pay the relevant connection and account establishment fees as set out in the Price List.
Non-existing connections

13. Customers will have a non-existing connection when their property is not currently connected to the Council’s infrastructure.

14. The Council guarantees that it will:
   o inform customers within 21 days whether or not the customer can be connected to the Council’s infrastructure;
   o approve the connection of the customer to the Council’s sewerage service within 21 days of the customer providing the Council with the information required and paying the relevant connection and account establishment fees as set out in the Price List.

15. It is expected that customers will:
   o provide the Council with the information set out on the Council Development and CWMS application forms
   o pay the relevant connection and account establishment fees as set out in the Price List.

16. Further details on connecting new properties to the Council’s infrastructure is available on the Council’s website at http://www.frc.sa.gov.au/cwms or by visiting the Council office at 1 Seventh Street, Quorn, SA 5433. The Council will provide customers with a copy of its Connection Policy upon request.

Billing and Payments

17. The Council guarantees that it will:
   o issue customers with a rates notice at least quarterly, unless otherwise agreed;
   o include sewerage charges on rates notices, (separately identified), issued quarterly, unless otherwise agreed;
   o provide customers with a detailed bill and give provide at least 12 business days to pay the bill;
   o offer customers the ability to pay bills in person, by mail, by direct debit or by Centrepay.

18. It is expected that customers will:
   o pay the Council’s bill by the payment due date unless a flexible payment arrangement has been agreed;
   o pay any fee the Council may incur if any of the payment methods are dishonoured.

Payment assistance and financial hardship

19. The Council guarantees that it will:
   o provide customers with the ability to pay bills by instalments or enter into a flexible payment arrangement;
offer the ability to make payments towards future bills, grant payment extensions and agree to have a customer’s bill redirected to another person (where that person agrees);

- inform customers about, and assess eligibility for, the hardship program if requested.

20. It is expected that customers will inform the Council if they are having difficulty paying bills prior to the due date.

Reviewing a customers’ bill/billing disputes

21. The Council guarantees that it will:

- not commence debt collection processes where a bill (or part of a bill) is in dispute;
- review the customer’s bill and inform them of the outcome of the review within 30 business days of the request;
- inform customers about the independent external dispute resolution body where the customer remains dissatisfied following any review.

22. It is expected that customers will pay any portion of their bill that is not in dispute, or any future bills that become due, while the bill is being reviewed.

Overcharging

23. In the event that an account is overcharged, the Council guarantees that it will:

- inform the customer within 10 business days of becoming aware of you being overcharged as a result of an act or omission by the Council and credit the overcharged amount to the customers next bill; or
- pay the overcharged amount directly to the customer within 10 business days if the customer has ceased to purchase a sewerage service from the Council.

Undercharging

24. In the event that an account is undercharged, the Council guarantees that it will:

- in relation to unmetered services, limit the amount recovered from the customer to the amount undercharged in the 12 months prior to the error being advised in writing;
- list the undercharged amount as a separate item in a special bill or in the customers next bill with an explanation of that amount and, if requested, offer an extended time to pay the amount;
- not charge the customer interest on the undercharged amount.

Debt recovery

25. The Council guarantees that it will only commence debt collection/recovery action where the customer has failed to pay bill(s) by the due date and the customer has not contacted the
Council to discuss a payment extension or other flexible payment arrangements (including eligibility for the hardship program).

26. It is expected that customers will contact the Council if they are having difficulty paying their bills prior to the due date.

Entry to property

27. In the event that the Council requires access to a customer’s property, the Council guarantees that it will provide customers with at least 24 hours’ notice if it needs to enter the customers supply address for the purposes of connecting, disconnecting, restricting, inspecting, repairing or testing the sewerage service.

28. It is expected that customers will ensure safe access to the Council’s infrastructure located at the supply address.

Disconnections

29. Subject to any applicable regulatory requirements that prohibit disconnection, the Council will only disconnect a sewerage service if:
   - the customer requests the disconnection;
   - there is a public health, environment or safety risk to the Council’s services from the connection point (e.g. backflow risk or unauthorised industrial waste discharge);
   - the customer is found to be using the services illegally, or has refused entry to a person authorised to undertake maintenance or repairs in accordance with relevant regulatory instruments.

30. Where a customer requests a disconnection (and it is not prohibited), the Council will use its best endeavours to issue the customer with a final account in accordance with the customer’s request. The Council will inform the customer if they are still required to pay the “service availability charge” when the disconnection is requested.

Termination of contract for sewerage services

31. The Council guarantees that it will:
   - confer on the customer the right to terminate the contract with the Council for the supply of sewerage services;
   - inform the customer of any relevant fees or charges payable as a result of the termination.

32. It is expected that the customer will:
   - provide at least three (3) business days’ notice of the intention to terminate the contract for the supply of sewerage services; and
   - pay any relevant fees or charges.
Complaints and dispute resolution

33. The Council guarantees that it will:
   o respond or acknowledge a customer’s complaint or enquiry within 10 business days;
   o refer the customer to the Council’s Works Manager if the customer is not satisfied with the initial response or resolution or, if required, escalate the customer to Chief Executive Officer;
   o advise the customer of the option to escalate the complaint to the Ombudsman South Australia and provide the customer with the details of that organisation;
   o advise the customer of their option to escalate the complaint to the Council’s nominated independent dispute resolution body and provide the customer with the details of that organisation;

34. Further details on the Council’s Enquiry, Complaint & Dispute Resolution Procedures are available on the Council’s website at http://www.frc.sa.gov.au/policy or by visiting the Council office at 1 Seventh Street, Quorn, SA 5433. The Council will provide customers with a copy of its procedures upon request.

Contacting Council

35. If customers need to know more about the Council, or the content of this Charter, please contact the Council on the details below:

   **General Enquiries:** 08 8620 0500
   **Faults & Emergencies:** 0428 486 031
   **Website:** [www.frc.sa.gov.au](http://www.frc.sa.gov.au)
   **Email:** council@frc.sa.gov.au
   **Office:** 1 Seventh Street, Quorn, SA 5433
   **Business hours:** 9:00am to 5:00pm Monday to Friday
1. RESPONSIBILITIES

   The Chief Executive Officer will be responsible for this policy

2. REVIEW

   To be reviewed within 12 months after a General Election, in line with legislation and any legislative changes or by resolution of Council.

3. LEGISLATION

   *Local Government Act 1999*
   *Water Industry Act 2012*

4. AVAILABILITY OF POLICY

   This Policy will be available for inspection at the Council Offices during ordinary business hours at no charge and a copy may be purchased for a fee as set annually by the Council.

   Copies of this policy will also be available from the Council's website [www.frc.sa.gov.au](http://www.frc.sa.gov.au)

Adopted by Council 19 July 2016
Resolution 172/2016

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1. BACKGROUND

1.1. The Flinders Ranges Council (FRC) is committed to creating an engaging community which enjoys a sustainable, contemporary lifestyle and flourishing economy with an unspoilt natural environment.

1.2. Grants, sponsorships and donations are established from funds which may be set aside in the Budget each financial year. The grant eligibility criteria is available in The Flinders Ranges Council Grants and Sponsorship Guidelines.

1.3. The Community Grants Program provides funding to eligible groups, organisations and individuals who present applications that demonstrate consistency with the Council’s Strategic Management Plans.

1.4. Not all categories of grants will necessarily be available each year and eligibility may change each year.

2. DEFINITIONS

2.1. Grants Program – the provision of a one-off financial or non-financial allocation made to encourage the development of services, programs, facilities which meet demonstrated community needs and/or personal achievements and which otherwise could not be developed or recognised.

2.2. Event Program – the provision of financial assistance to community organisations and groups that run community events.

2.3. Council – The Flinders Ranges Council (FRC).

2.4. Sponsorship Program – provides financial support to community organisations and groups for staging events and activities for the benefit of the local community.

2.5. In-Kind Support Program – provides non-financial resources, support and labour to community organisations and groups for the staging events or pursuit of strategic objectives, and activities for the benefit of the local community.

3. SCOPE

3.1. The FRC Community Grants Programs are available to individuals, organisations or groups who provide services, programs, facilities and equipment for the benefit of the local community.

3.2. This Policy applies to all Grants, Sponsorships, Donations and In-Kind Support offered by the FRC for which an application is required.

4. POLICY STATEMENT

4.1. The Grants Program will be subject to annual Budget approval and approved on a discretionary basis.

4.2. Grants will be administered in a transparent and equitable manner and they will be promoted across the FRC in a way that will allow maximum opportunities for organisations to apply. This is not limited to FRC Facebook and Community News Letters.
4.3. It is the intention of Council that funds will be distributed equitably amongst eligible applicants so that no one deserving applicant is disadvantaged through the lack of available funds.

5. CATEGORIES OF GRANTS

The Community Grants, Sponsorships and Donations Programs are administered through the following categories:

5.1. Community Grants

FRC provides through its Community Grants Program, the opportunity for community groups and organisations to contribute to improving the well-being of the citizens of FRC area.

5.2. Environment Grants

Environment Grants support initiatives that address conservation, biodiversity, recycling and waste reduction and pollution reduction.

5.3. Junior Individual Development Grants

Through its Junior Individual Development Grants Program, the FRC aims to encourage and support young people aged 18 years and under in their personal development and growth. Funds are available to assist local young people who have been chosen to represent their institution, club or organisation in a variety of areas including sport and recreation, science and technology and the arts.

5.4. International Representation Grants

Through its Junior International Development Grants Program, the FRC aims to assist adults who represent their institution, club or organisation in a variety of areas including sport and recreation, science and technology and the arts at an elite level internationally.

5.5. Event Grants

Assistance may be available for events run by community organisations, generally of an in-kind nature, and subject to an Event Management Plan being submitted with the application. There will limited cash grants available for this category.

5.6. Sponsorships

Financial assistance may be available for community organisations and groups in order to pursue strategic objectives and undertake activities for the benefit of the local community. School Awards are included in this category. The FRC expects defined and measurable outcomes to be obtained in exchange for any sponsorship. Note – Sponsorship requests which are below $200 cumulative may be awarded at the discretion of the CEO without application.

5.7. In-Kind Support

Non-Financial assistance may be available for community organisations and groups in order to stage or pursuit of events, grants, services and activities for the benefit of the local community. The FRC expects defined and measurable outcomes to be obtained in exchange for any sponsorship.
6. APPLICATION OF POLICY

6.1. Applications should be completed and submitted in accordance with the prescribed grants guidelines and should meet the eligibility criteria and timelines as determined by the Council.

6.2. All applications will be assessed against the eligibility criteria as outlined in the appropriate guidelines.

6.3. Requests for community group sponsorship which are below $200 cumulative per year may be awarded at the discretion of the CEO without application but shall be recorded for statistical purposes.

6.4. Applications that meet the criteria and are under $1,000 will be awarded at the discretion of the Chief Executive Officer and/or the Finance and Administration Manager.

6.5. Applications above $1,000 will be assessed by the Council on recommendation by the Chief Executive Officer and/or the Finance and Administration Manager.

6.6. Successful applications may be subject to conditions, including but not limited to:
   - Acquittal and evidence of criteria being met.
   - Acknowledgement of FRC’s contribution

6.7. Any unspent part of the grant must be returned to the FRC by the end of the financial year in which the grant was given.

7. RESPONSIBILITIES

The Finance and Administration Manager will be responsible for this policy.

8. AVAILABILITY OF POLICY

8.1. This Policy will be available for inspection at the Council Offices during ordinary business hours at no charge and a copy may be purchased for a fee as set annually by the Council.

8.2. Copies of this policy will also be available from the Council’s website www.frc.sa.gov.au

9. LEGISLATION

Local Government Act 1999

10. REVIEW

To be reviewed within 12 months after a General Election, in line with legislation and any legislative changes or by resolution of Council.

Adopted by Council xxx 2018
Resolution xxx/2018

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<tr>
<th>Review Date</th>
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GUIDELINES

Animals and Birds

Residents of The Flinders Ranges Council are permitted to keep animals and birds on their property as long as they comply with the guidelines to prevent animals and birds causing a nuisance or being injurious to health.

This section covers:
- Guidelines for Keeping Animals and Birds,
- Poultry,
- Roosters,
- Food and Rats,
- Dead animals or birds,
- Nuisance animals or birds, and
- Bees.

Definitions

Noisy bird - Includes any rooster, goose, pheasant, parrot, cockatoo, galah or peacock; and

Poultry - Includes fowls, ducks, geese, pheasants and turkeys of either sex over the age of four (4) weeks.

For information on assistance with sick, injured or orphaned wildlife, visit Fauna Rescue of South Australia.

1 Guidelines for Keeping Animals and Birds

To prevent animals and birds causing a nuisance or being injurious to health.

Section 254 of the Local Government Act, 1999, provides Council with the 'power to make orders' to prevent a person(s) from doing or refrain from doing a specified thing. The provisions cover:

- Unsightly condition of land
- Hazards on lands adjoining a public place
- Inappropriate use of vehicle
- Animals that may cause a nuisance or hazard

To help members of the community understand the expectation of Council in these matters, the following guidelines for keeping animals and birds are provided to help avoid action being taken under the Order Making provisions of Section 254 of the Local Government Act, 1999.
The following provisions provide some guidance to the Community. However, even if these guidelines are followed, Council may still make an order under the Local Government Act, 1999 if the Council considers it appropriate to do so.

2 **Poultry Shelters**

Poultry should be contained in a structure which:

- Has a floor area of at least one square metre for each bird therein;
- Is provided with a shelter of solid construction with a rainproof roof and an internal floor surface constructed of or paved with concrete or other material approved by Council to a smooth, hard, impervious finish with a floor area of at least 0.3 square metres for each bird therein;
- Is maintained at all times in good order and repair, and in a clean and sanitary condition free from rats, vermin, offensive odours or conditions; and which is located:
  - Not less than 25 metres from the front boundary of the property;
  - Not further forward on the property that the rear half thereof or the rear alignment of any house thereon;
  - Not less than one metre from any boundary of the property; or
  - Not less than 15 metres from any dwelling or one metre from a shed.

3 **Roosters**

Persons should not keep or allow to remain on the land of which he or she is the owner or occupier any noisy bird, where the noise emanating from the noisy bird may cause a nuisance to any neighbour.

4 **Food and Rats**

Persons should not keep or allow to remain on the land of which he or she is the owner or occupier any poultry unless:
- Vermin-proof receptacles are provided for storing bran, pollard, grain or other matter intended for the feeding of such poultry;
- Such receptacles are at all times kept clean, sanitary and in good order and condition;
- No food for poultry is allowed to remain outside of such receptacles unless for the purpose of immediate consumption; and
- The land is kept free from rats and mice.

5 **Dead Animals or Birds**

A person should not:
- Neglect to bury or otherwise lawfully dispose of in a sanitary manner any dead animal or bird belonging to him or her, or in his or her charge; or
- Allow any dead animal or bird to remain on any premises in his or her occupation unburied or not otherwise lawfully disposed of in a sanitary manner.
6 No Animal or Bird to Be a Nuisance

Persons should not keep or allow to remain on the land of which he or she is the owner or occupier any animal or bird so as to be a nuisance or injurious to health by reason of:

- The number of animals or birds
- The noise made by the animal or bird
- The dust or odour generated by the presence of the animal or bird
- The attraction of flies, rats, mice or other vermin
- The nature and location of housing facilities for the animal or bird
- The animal or bird not being adequately contained on the land
- The animal or bird being allowed to wander or fly from or to land either alone or in numbers
- Droppings emanating from the animals or birds
- For any other justifiable reason

Please note that this information sheet is only intended to provide guidance to the community and does not in any way bind the Council.

If you wish to lodge a formal complaint with The Flinders Ranges Council in relation to an animal or bird which is creating a noise or nuisance persistently to such a degree that it unreasonably interferes with your peace, comfort or convenience please complete a Section 254 Log Sheet.

Council also has traps available for hire for the trapping of cats and possums.

For further information, contact the Councils Customer Service Centre on 8372 8888 during normal office hours.

7 Bees

Residents of The Flinders Ranges Council are permitted to keep bees on their property as long as they comply with the guidelines.

Guidelines for the Keeping of Bees

To prevent the keeping of bees in places where they may be a nuisance or danger to persons, and for the comfort and safety of the inhabitants of the area.

Section 254 of the Local Government Act, 1999, provides Council with the 'power to make orders' to prevent a person(s) from doing or refrain from doing a specified thing. The provisions cover:

- Unsightly condition of land
- Hazards on lands adjoining a public place
- Inappropriate use of vehicle
- Animals that may cause a nuisance or hazard
To help members of the community understand the expectation of Council in these matters the following guidelines for keeping bees are provided which may help avoid action being taken under the Order Making provisions of Section 254 of the Local Government Act, 1999.

The following provisions should be adhered to: Restrictions on Bee Keeping

Bee Keeping
Bees should not be kept in those parts of the area which are within 50 metres of:
- Any building in the occupation of another person
- Any street, road or public place
- On any street, road or public place under the control of the Council.

Bee Keeping Nuisance
Bees should not be kept in any part or parts of the area where the keeping of bees is or may be a nuisance or danger to persons therein.

Notification of Intention to Keep Bees
Appropriate communications should be given to adjoining neighbours by the person(s) intending to keep bees outlining their intentions. This information should include location, number of hives, and the management and maintenance program to be put in place.

Please note that this information is only intended to provide guidance to the community and does not in any way bind the Council.

Further advice and clarification on information provided can be gained by contacting Council's Animal Management Officer on 8620 0500 or visit The Flinders Ranges Council Office at 1 Seventh Street, Quorn SA 5433
Registration of Section 254 Complaint

Complainants Name: .............................................................................................................

Address: ...............................................................................................................................

Contact Phone: Home: ............... Work: ............... Mobile: .........................

Have you verified where the noise or nuisance is coming from? Yes/No

Address of offending animal/s or birds/s:
............................................................................................................................................
............................................................................................................................................

Description of animal/s or bird/s and nuisance behaviour:
.............................................................................................................................................
.............................................................................................................................................
.............................................................................................................................................

Have you seen the animal or bird?       Yes ☐   No ☐

Have you spoken to the property owner about this problem?     Yes ☐   No ☐

Have any of your neighbours mentioned this problem to you?     Yes ☐   No ☐

If yes, are they prepared to support your claim?     Yes ☐   No ☐

If yes, please supply their name address and telephone number below:

Witness No (1) Name: ..........................................................…..................…......

Address: ...............................................................…..............................................
.............................................................................................................................................

Phone Number: .............................................................................................................

Witness No (2) Name: ....................................................................................…...

Address: ................................................................................…............................
...............................................................................................................................

Phone Number: .............................................................................................................
Statement:

I, the undersigned, wish to lodge a formal complaint with The Flinders Ranges Council, in relation to the animal/s and or bird/s described above which create a noise or nuisance.

Persistently to such a degree that it unreasonably interferes with my (peace), (comfort) or (convenience) in my premises.

(Please strike out items not applicable in bracketed areas)

Signature of complainant ................................................ Date: .../.../...

This document and the log sheet must be completed in full, signed and returned to The Flinders Ranges Council within 14 days of the date of completion Council will take no action in this matter until this document is completed and returned.
The onus of proving a nuisance rests with the person making the complaint. If the animal or bird owner refutes the allegations the complainant may be required to give evidence in Court.

The result of this log sheet will determine if action is necessary. Your accuracy in recording the noise or nuisance is of extreme importance as it may be presented as evidence in a Court.

This log sheet must contain at least 7 consecutive day's recordings.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time started</th>
<th>Time stopped</th>
<th>Cause of noise or nuisance</th>
<th>Description of noise or nuisance</th>
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Signed by complainant: .............................................. Date: .../.../....

PRIVACY INFORMATION

The personal information requested on this form is being collected by Council for the purpose of evaluating a Sec 254 complaint.

This information will be used solely by Council for that primary or directly related purposes.

The applicant understands that the personal information provided is for the purpose of evaluating a Sec 254 complaint and that they may apply to Council for access and / or amendment of the information.
ANIMAL MANAGEMENT
Guidelines to prevent Animals and Birds causing a nuisance or being injurious to health

Please provide us with a brief statement in relation to the alleged noise/nuisance complaint so that we can get a better understanding of the kind of problems that you are encountering with the animal or bird at:

This statement is necessary in order for The Flinders Ranges Council to investigate your complaint successfully and essential if the matter results in court action;

__________________________________________

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______________________________
(Signature of Complainant)   ________________________________
(Date)
1. BACKGROUND

1.1. The Flinders Ranges Council (FRC) is committed to creating an engaging community which enjoys a sustainable, contemporary lifestyle and flourishing economy with an unspoilt natural environment.

1.2. The Flinders Ranges Council Grants and Sponsorship Guidelines sets out the eligibility criteria, funding criteria, and Grant assessment process.

2. DEFINITIONS

2.1. **Grants Program** – the provision of a one-off financial or non-financial allocation made to encourage the development of services, programs, facilities which meet demonstrated community needs and/or personal achievements and which otherwise could not be developed or recognised.

2.2. **Event Program** – the provision of financial assistance to community organisations and groups that run community events.

2.3. **Council** – The Flinders Ranges Council (FRC).

2.4. **Sponsorship Program** – provides financial support to community organisations and groups for staging events and activities for the benefit of the local community.

2.5. **In-Kind Support Program** – provides non-financial resources, support and labour to community organisations and groups for the staging events or pursuit of strategic objectives, and activities for the benefit of the local community.

3. SCOPE

3.1. The purpose of these guidelines is to articulate the eligibility criteria for each type of grant.

4. PURPOSE OF GRANTS

The Community Grants Program provides funding to eligible groups, organisations and individuals who present applications that demonstrate consistency with Council's Strategic Management Plan 2. The types of Grants that are available are:

4.1. **Community Grants** - to support community projects and initiatives that help achieve Councils Strategic Management Plan.

4.2. **Environment Grants** - to support community projects and initiatives that help us achieve the environment strategies in Councils Strategic Management Plan.

4.3. **Junior Development Grants** - to assist young people who have been chosen to represent their institution, club, or organisation in a variety of areas such as sport, recreation, science, arts and culture.

4.4. **International Representation Grants** - to assist people over the age of 18 who have been selected to represent their institution, club or organisation overseas in a variety of areas such as sports, recreation, science, arts and culture.

4.5. **Event Grants** - to support community groups with events

4.6. **Sponsorships** - to support community organisations and groups working with meeting their strategic objectives or undertaking activities for the benefit of the community.

5. Eligibility Criteria

5.1 Grant Types: Community Grants, Environment Grants, Sponsorships, Event Grants and In-Kind Support

Individuals, incorporated not-for-profit organisations and groups are eligible to apply if they:

5.1.1. Are located within the Council area and primarily serve The Flinders Ranges Council residents or if located outside of the Council area, they can demonstrate their capacity to provide services and/or benefits to FRC residents by forming partnerships with one or more local community groups.

5.1.2. Have a current ABN or are auspiced/sponsored by an incorporated body with an ABN.

5.1.3. Form a partnership (if an individual applicant) with one or more local community groups that have an ABN.

5.1.4. Can establish (if asked) the bona fides of their group by providing the following information: a copy of their constitution; a copy of the minutes from their most recent AGM; latest financial statements; a membership application form and annual cost of membership (if any); total membership numbers and the percentage of members who are residents of FRC; and the name and contact details of group members who are authorised to speak on behalf of their group.

5.2 Grant Type - Junior Development Grants:

5.2.1. An individual resident of The Flinders Ranges Council.

5.2.2. Participating in activities and events representing their institution or the State within South Australia, Australia or internationally.

5.2.3. The applicant must provide a letter of support and confirmation of selection to represent Australia from either their club or relevant peak body.

5.2.4. Aged 18 years or younger at the time of the sponsored event or activity.

5.2.5. Applications must be received before the event/activity takes place.

5.2.6. One or more application per person can be submitted providing the second application applies to activity/event at a higher level (eg. From a state competition to a national competition.

5.3 International Representation Grants:

5.3.1. An individual resident of The Flinders Ranges Council.

5.3.2. Participating in activities and events representing their institution or the State internationally.

5.3.3. The applicant must provide a letter of support and confirmation of selection to represent Australia from either their club or relevant peak body.

5.3.4. Aged 18 years or over at the time of the sponsored event or activity.

5.3.5. Applications must be received before the event/activity takes place.

5.3.6. One application per person can be submitted per financial year.
6. FUNDING PRIORITIES

6.1 In line with the Council’s Strategic Management Plans funding is available for community grants that encourage and foster:

6.1.1. Grow our community by generating a sense of belonging, promotes the use of open space/public amenity, and/or facilitates economic development or tourism.

6.1.2. Our community has equitable access to services/solutions to grow delivery of services – initiatives which promote/improve access to essential services.

6.1.3. We conserve our surrounding unspoilt natural environment and built heritage – initiatives which focus on environmental/historical outcomes, reduced carbon footprint or reduced reliance on grid power and reticulated water.

6.2 Example outcomes, include but are not limited to:

6.2.1. Local events, activities and programs that celebrate multicultural and indigenous heritage or improve services.

6.2.2. Art in public spaces including community buildings, streetscapes and open spaces.

6.2.3. Connections between neighbours, older and young people, and the capacity for ageing in place.

6.2.4. Sporting, and recreational programs and facilities that provide a range of activities for all ages and capabilities.

6.2.5. Awareness of local safety issues and promotion of social responsibility and enjoyment of the local area.

6.2.6. Greater public awareness and appreciation of heritage sites, events and people of local significance.

6.2.7. Environmental initiatives which promote sustainability, reduction of ecological impact and enhanced natural environment.

7. INELIGIBLE APPLICATIONS

7.1 Projects, initiatives, events or resources are considered ineligible if they:

7.1.1. Clearly duplicate an existing service, program, project or event.

7.1.2. Have a political or religious purpose and/or objective.

7.1.3. Are deemed to be inappropriate or offensive.

7.1.4. Seek to make financial profits or undertake commercial activities.

7.1.5. Are considered the primary role or responsibility of another level of government.

7.1.6. Seek funding for recurrent operating, for the day-to-day operation of the organisation/group.

7.1.7. Seek funding for salaries, where the salary forms part of the organisation’s/individuals usual responsibility (not including instructors or tuition fees).

7.1.8. Seek funding for the payment of travelling allowances.

7.1.9. Seek funding for projects or initiatives which have already commenced or been completed prior to the application being lodged.

7.1.10. Seek funding for large capital expenditure – i.e. purchase or lease of real estate, renovation, repair or maintenance of buildings or purchase of major equipment;
8. GRANT AMOUNTS

8.1 Grant amounts include the dollar value of in-kind support included in the application.

8.1.1. Community Grants: maximum of $5,000
8.1.2. Environment Grants: maximum of $3,000
8.1.3. Community Equipment Grants: maximum of $2,000
8.1.4. Sponsorships: maximum of $1,000
8.1.5. Event Grants: maximum of $5,000
8.1.6. International Representation Grants: maximum of $500
8.1.7. Junior Development Grants:

8.1.7.1. Maximum of $100 if activities/events are held in South Australia
8.1.7.2. Maximum of $200 if activities/events are held interstate
8.1.7.3. Maximum of $500 if activities/events are held overseas

If 3 members of the same club/institution, attending/competing at the same activity/event, then the maximum amount available to the club/institution (to be shared equally between applicants) is:

8.1.7.4. Maximum of $300 if activities/events are held in South Australia
8.1.7.5. Maximum of $600 if activities/events are held interstate
8.1.7.6. Maximum of $1500 if activities/events are held overseas

Note – Sponsorship requests which are below $200 cumulative may be awarded at the discretion of the CEO without application.

9. ASSESSMENT OF APPLICATIONS

All applications will be assessed against these guidelines and applicants will be notified in writing of the outcome of their application within two weeks from the Council decision being made. Assessment for all grants will be scored in the following manner:

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<tr>
<th>No.</th>
<th>Consideration</th>
<th>Weighting</th>
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<tr>
<td>1</td>
<td>The application identifies meets the eligibility criteria and identifies clear outcome/s, which is aligned and responds to the Funding Priority areas (Part 7) or other strategic goals as outlined in Council’s Strategic Management Plan.</td>
<td>20%</td>
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<tr>
<td>2</td>
<td>The application demonstrates innovation and evidence and/or clear reason for why it has been developed</td>
<td>20%</td>
</tr>
<tr>
<td>3</td>
<td>A plan for engaging the target group or achieving the identified objective/s is outlined including consideration of risk, integration with other partners and innovation</td>
<td>20%</td>
</tr>
<tr>
<td>4</td>
<td>The application outlines what measures will be used to evaluate whether it has been successful in achieving the stated outcome/s – includes both qualitative and quantitative measures</td>
<td>20%</td>
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</table>
| 5   | The application outlines matched funding, in kind support or partner contribution (financial and in kind). The application demonstrates consideration of:  
  - environmental sustainability  
  - Inclusivity of all members of our community and accessibility for all low or no cost for disadvantaged groups; and  
  - sustainability – not reliant on ongoing grant funding                                                                                       | 20%       |
|     |                                                                                                                                            | Total 100% |
10. ACCOUNTABILITY

All successful applicants (including multi-year funding commitments) will be required to provide a detailed written report on all outcomes of the project funded by Council in the form of an acquittal report document. Acquittal reports will be required within 6 weeks from the conclusion of each project or annually for multi-year funding commitments. The Acquittal Report must include any relevant invoices/receipts and a short report on the effectiveness of the program/event/equipment in achieving the stated outcomes in the application.

Expenditure statements must be signed by the appointed Treasurer of the organisation where applicable. Failure to fulfil this requirement will prejudice any future funding applications.

11. GST REQUIREMENTS

Grants are subject to GST legislation, so if your application is successful and your organisation is registered for GST, Council will require a valid Tax Invoice before the grant can be processed.

12. GENERAL REQUIREMENTS

12.1. Grants funding is required to be returned to council in the event that a project/event does not occur or is relocated to a venue outside of the FRC area.

12.2. Applications will not be accepted when the same applicant submits multiple applications with no indication of priority based on need.

12.3. Applicants may only receive one type of grant funding per financial year. Multi-year grants may be considered for project/initiatives which may require sustained funding to become self-sufficient and put a maximum of three years subject to budget.

12.4. Financial acquittal forms must be completed within six weeks of the activity being completed unless otherwise negotiated.

12.5. Applicants must hold the appropriate insurances for the implementation of their grant funded program/activity.

12.6. Applications must be completed in full or they will not be accepted.

12.7. Applications can be made at any time in the year, applicants will be advised of the outcome of their application within 12 weeks.

12.8. Council will not be responsible for any expenses incurred by an applicant in preparing their application or as a result of an applicant anticipating approval of their application.

12.9. Approval of applications is subject to annual budgetary limitations.

13. RESPONSIBILITIES

The Finance and Administration Manager will be responsible for these guidelines.

14. LEGISLATION

Local Government Act 1999
15. REFERENCES

FRC Policy G1.47 Community Grants Policy

16. REVIEW

To be reviewed within 12 months after a General Election, in line with legislation and any legislative changes or by resolution of Council.

Adopted by Council  xxx 2018
Resolution  xxx/2018

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