DISTRICT COUNCIL OF MOUNT REMARKABLE

MINUTES OF THE ORDINARY MEETING OF COUNCIL
HELD ON TUESDAY 12TH NOVEMBER 2013
IN THE COUNCIL CHAMBERS, MELROSE
COMMENCING AT 9.30 AM

1. PRESENT: Crs SG Wauchope (Mayor); PR Jacobs; PR Kretschmer; CE Nottle; TC Roocke; CW Ryan & REW Walker.
   Mr WA Hart (Chief Executive Officer);
   Mrs J White (Deputy Chief Executive Officer);
   Mr BK Pearce (Manager Works & Technical Services);
   Ms MAN Scholz (Manager Community & Economic Development);
   Mr R Mooney (Consultant Accountant);
   Mr CR Mudge (Senior Finance Officer);
   Mrs CH Jacobs (Executive Assistant).

2. APOLOGIES: Nil

3. PRAYER: The Lord’s Prayer was prayed.

4. DEPUTATIONS: Nil

5. DECLARATIONS OF INTEREST: Nil
   Cr Jacobs Item 16.2.3 Committee Member of Mt View Homes Board
   Cr Walker Member, Melrose Community Development Association

6. CONFIRMATION AND RECEIVAL OF MINUTES:

   6.1 ORDINARY MEETING OF COUNCIL - Meeting held 8th October 2013
   That the Minutes of the Ordinary Meeting of Council held on 8th October 2013 as circulated, be taken as read and confirmed.

   CE Nottle / PR Jacobs
   CARRIED [218-2013]

   6.2 DISTRICT COUNCIL OF MOUNT REMARKABLE AUDIT COMMITTEE - Meeting held 1st November 2013
   That the Minutes of the District Council of Mount Remarkable Audit Committee Meeting held on 1st November 2013 as circulated and tabled, be received.

   REW Walker / PR Kretschmer
   CARRIED [219-2013]

   That all existing reserves be returned to accumulated surpluses as part of the year end accounting process for the Annual Financial Statements for the year ending 30th June 2013; and

   That a review of Council’s investments should be undertaken to reduce the number of different investment accounts as well as ensuring that investments are made in such a manner as to maximise investment return.

   PR Jacobs / CW Ryan
   CARRIED UNANIMOUSLY [220-2013]
6.3 BUILDING FIRE SAFETY COMMITTEE MEETING - Meeting held 12th September 2013

That the Minutes of the Building Fire Safety Committee Meeting held on 12th September 2013 as circulated and tabled, be received.

TC Rooke / REW Walker
CARRIED
[221-2013]

6.3 OTHER STATUTORY COMMITTEES - Various Minutes

6.3.1 Murray Town Hall Committee - Meeting held 11th September 2013

That the Minutes of the Murray Town Hall Committee Meeting held 11th September 2013, as circulated and tabled, be received, and

REW Walker / CE Nottle
CARRIED
[222-2013]

6.3.2 Booleroo Centre Memorial Swimming Pool Committee - Annual General and General Meetings held 17th September 2013

That the Minutes of the Booleroo Centre Memorial Swimming Pool Committee Annual General Meeting and General Meeting held 17th September be received, and

That the newly appointed Office Bearers and Fee Structure for the Booleroo Centre Memorial Swimming Pool Committee for the 2013/2014 financial year be endorsed.

REW Walker / CE Nottle
CARRIED
[222-2013]

7. PETITIONS:

Nil

8. NOTICE OF MOTION:

Nil

9. COMMUNITY QUESTION TIME:

3 members of the public were present in the gallery. One question was asked regarding a road patching matter in Booleroo Centre and was answered by the Manager Works and Technical Services.

10. MAYOR'S REPORT:

The Mayor’s Report was tabled and advised of functions and meetings attended since the last Meeting of Council.

11. COUNCILLOR'S COMMUNICATIONS:

11.1 ACTIVITIES & ATTENDANCE REPORTS:

Elected Members advised of functions and meetings attended since the last Meeting of Council.

11.2 OTHER REPORTS:

Nil

12. QUESTIONS ON NOTICE:

Nil

13. QUESTIONS WITHOUT NOTICE:

A series of Questions Without Notice were raised by Elected Members and were answered by the Presiding Member, Chief Executive Officer and Management in accordance with Regulation 10 (3) of the Local Government (Procedures at Meetings) Regulations 2000, wherein the question and reply are not entered in the Minutes unless the meeting resolves that an entry be made.
14. BUSINESS ARISING FROM PREVIOUS MEETING:

14.1 ACTION LIST - 2013 Ordinary Meeting

15. FINANCE BUSINESS:

15.1 FINANCE REPORT

15.1.1 CASH FLOW ANALYSIS - Updated Report

15.1.2 FINANCE REPORT - Updated Finance Reports

15.1.3 OPERATING STATEMENT OVER FUNCTIONS - Updated Financial Reports

15.1.4 MELROSE CARAVAN PARK - Updated Financial Reports

15.1.5 MELROSE LICENSED POST OFFICE - Updated Financial Report

15.1.6 NORTHERN PASSENGER TRANSPORT NETWORK - Updated Financial Report

10.10 am  Mr Nic Jacobson entered the Chambers.

15.1.7 AUDITED FINANCIAL STATEMENTS - Annual Financial Statements Year Ended 30th June 2013

That Council receive the Annual Financial Statements for the year ending 30 June 2013 as printed in the Agenda.

REW Walker / CE Nottle
CARRIED

Mr Nic Jacobson, IT Power Australia Pty Ltd provided a presentation on the Draft Report for Solar Farm Feasibility Study.

10.32 am  Cr Kretschmer left the Chambers.

10.34 am  Cr Kretschmer returned to the Chambers.

That the Meeting be adjourned for morning tea.

CE Nottle / PR Kretschmer
CARRIED

10.51 am  Meeting adjourned for morning tea.

11.09 am  Meeting resumed.

15.1.8 MELROSE LICENSED POST OFFICE - Financial Sustainability

The Chief Executive Officer provided a comprehensive report and presentation on the previous and current financial position of the Melrose Licensed Post Office based on the financial reports presented to Council since 2005 and on 20 hours per week employee costs. Also clarified were the $15,000 grant shown as income in 2007-08, the ‘donation’ from the Melrose Caravan Park and the repayment of the set up costs.

That the Chief Executive Officer provides a report to the December Meeting of Council, detailing:

- The estimated financial situation based on Melrose Post Office operating as an Electronic Postal Service for 2 hours per day;
• Any estimated costs from Australia Post for the relocation of the electronic Post Office functions to another area within the Council building; and
• The estimated costs to relocate and set up the Melrose Post Office in area adjacent to the current post office boxes.

PR Jacobs / REW Walker
[225-2013]

An Amendment to the motion was called to insert the additional words:

That the Chief Executive investigate the options for the Melrose Post Office being sold to an external body within the township of Melrose.

CE Nottle
LAPSED FOR WANT OF A SECONDER
[226-2013]

The original Motion was put and CARRIED.

15.2 OTHER FINANCE BUSINESS

Nil

12.06 pm Cr Roocke departed the Chambers.

16. ADMINISTRATION MATTERS:

16.1 CHIEF EXECUTIVE OFFICER'S REPORT

16.1.1 MONTHLY ACTIVITIES REPORT - October 2013 NOTED

16.1.2 PLANNED & SCHEDULED ACTIVITIES - November 2013 NOTED

16.1.3 WEEKLY COMMUNIQUÉS - Since October Meeting NOTED

16.1.4 LAND DIVISION PROPOSALS - Consideration for Approval

That pursuant to the provisions of Section 90(2) of the Local Government Act 1999, that the public with the exception of the Chief Executive Officer, Deputy Chief Executive Officer, Manager Works & Technical Services, Manager Community & Economic Development, Senior Finance Officer and Executive Assistant, be excluded from attendance at the Meeting, it being necessary and appropriate discuss and consider a matter in confidence, the matter, pursuant to Section 90(3)(b) being information the disclosure of which could reasonably expected to confer a commercial advantage on a person with whom Council is conducting, or proposing to conduct business or to prejudice the commercial position of the Council, and would on balance, be contrary to the public interest.

PR Jacobs / REW Walker
CARRIED
[227-2013]

12.10 pm Council into Committee

That pursuant to Section 90 of the Local Government Act 1999, that Council resumes that part of the Meeting open to the attendance of the public.

CE Nottle / PR Kretschmer
CARRIED
[230-2013]

12.22 pm Council out of Committee

That pursuant to Sections 91(7) & (9) of the Local Government Act 1999, that all discussions and reports in relation to Item 16.1.4 remain confidential until after all contracts have been signed or if not finalised then be reviewed in 12 months from this Meeting.

CE Nottle / PR Kretschmer
CARRIED
[231-2013]
16.2 DEPUTY CHIEF EXECUTIVE OFFICER'S REPORT

16.2.1 MONTHLY ACTIVITIES REPORT - October 2013  
NOTED

16.2.2 PLANNED & SCHEDULED ACTIVITIES - November 2013  
NOTED

That the Monthly Activities and Planned and Scheduled Activities Reports for the Agenda, for the Chief Executive Officer, Deputy Chief Executive Officer, Manager Community & Economic Development, Manager Works & Technical Services and Manager Northern Passenger Transport be replaced with a General Report.

CW Ryan / CE Nottle  
CARRIED  
[232-2013]

16.2.3 MT VIEW HOMES - Rate Objection

That Council grant a 60% discount on the general rates and then adds on the total costs for Waste Management Service and the Community Wastewater Management Scheme Fee to the rates and that Council continue to provide a 100% rebate on the costs associated with desludging for Mt View Homes.

PR Jacobs / CE Nottle  
CARRIED  
[233-2013]

16.2.4 RURAL HEALTH TEAM - Request for Parenting Room

That Council offer a peppercorn lease to the Rural Health Team of the building situated at Lot 728, FP1848210 located on Stephen Street, Booleroo Centre to operate a parenting room under the conditions that the Rural Health Team are to maintain the interior of the building including painting and furniture, be responsible for all electricity costs, locking and unlocking of the building and that Council can request at any stage for the Rural Health Team to vacate the building with two (2) weeks’ notice.

CE Nottle / PR Jacobs  
CARRIED  
[234-2013]

16.2.5 LOCAL GOVERNMENT ASSOCIATION - Draft Burial and Cremation Regulations 2013 - Council comment sought

It was AGreed that the Chief Executive Officer will formulate a response to the Draft Burial and Cremation Regulations 2013 and in particular, address Regulation 4 in reference to the internment of bodily remains in prescribed area outside cemeteries or natural burial grounds, and Regulation 20 regarding the requirement for a cemetery or natural burial ground to be securely fenced at all times.

16.3 MANAGER COMMUNITY AND ECONOMIC DEVELOPMENT'S REPORT

16.3.1 MONTHLY ACTIVITIES REPORT - October and November 2013  
NOTED

16.3.2 GENERAL REPORT - October 2013  
NOTED

That the Meeting be adjourned for lunch.

CW Ryan / REW Walker  
CARRIED  
[235-2013]

1.00 pm  
Meeting adjourned for lunch.

1.50 pm  
Meeting resumed.

16.3.3 SOLAR FARM FEASIBILITY STUDY - Draft Report  
NOTED
16.3.4 WILMINGTON SWIMMING POOL - Adoption of Fees

That Council endorses the fees for the 2013/14 swimming season for the Wilmington Swimming Pool.

PR Jacobs / REW Walker
CARRIED
[236-2013]

16.3.5 MELROSE CONSULTING ROOMS TENDER - Contract Ratification

That pursuant to the provisions of Section 90(2) of the Local Government Act 1999, that the public with the exception of the Chief Executive Officer, Deputy Chief Executive Officer, Manager Works & Technical Services, Manager Community & Economic Development, Senior Finance Officer and Executive Assistant, be excluded from attendance at the Meeting, it being necessary and appropriate discuss and consider a matter in confidence, the matter, pursuant to Section 90(3)(b) being information the disclosure of which could reasonably expected to confer a commercial advantage on a person with whom Council is conducting, or proposing to conduct business or to prejudice the commercial position of the Council, and would on balance, be contrary to the public interest.

PR Jacobs / REW Walker
CARRIED
[237-2013]

1.55 pm Council into Committee

That pursuant to Section 90 of the Local Government Act 1999, that Council resume that part of the Meeting open to the attendance of the public.

REW Walker / CE Nottle
CARRIED
[239-2013]

2.00 pm Council out of Committee

That pursuant to Sections 91 (7) & (9) of the Local Government Act 1999, that all matters in relation to Item 16.3.5 remain confidential until such time as all contracts and signed and building works are completed and if not finalised within 12 months that the in-confidence order be reviewed at that time.

PR Jacobs / REW Walker
CARRIED
[240-2013]

16.4 MANAGER WORKS & TECHNICAL SERVICES’ REPORT

16.4.1 MONTHLY ACTIVITIES REPORT - October 2013
NOTED

16.4.2 MANAGER’S GENERAL REPORT - October 2013
NOTED

16.4.3 GENERAL WORKS BUSINESS

Matters were raised and discussed with the Manager Works & Technical Services.

16.5 MANAGER NORTHERN PASSENGER TRANSPORT NETWORK REPORT

16.5.1 MONTHLY ACTIVITIES REPORT - October and November 2013
NOTED

16.6 MID NORTH STARCLUB FIELD OFFICER’S REPORT

16.6.1 MONTHLY REPORT - October and November 2013
NOTED

16.7 HEALTHY COMMUNITIES INITIATIVE PROJECT OFFICER’S REPORT

16.7.1 MONTHLY REPORT - October and November 2013
NOTED

16.8 OPAL MANAGER’S REPORT
16.8.1 MONTHLY REPORT - October and November 2013 NOTED

16.9 OTHER ADMINISTRATION REPORTS
16.9.1 CQI REPORTING - Completed CQI Reports NOTED
16.9.2 CQI REPORTING - Open CQI Reports NOTED

17. CORRESPONDENCE:
17.1 PRÉCIS OF CORRESPONDENCE - October 2013 NOTED
17.2 FROM B CHERITON - Melrose Post Office Financial Reports NOTED

The matters raised in the correspondence were addressed and dealt with at Item 15.1.8. It was also highlighted that staff had been working diligently to present the true financial position and to explore options to maintain the Melrose Licensed Postal Service for the community.

18. LOCAL GOVERNMENT DEPARTMENT AND ASSOCIATIONS: Nil

19. ENVIRONMENTAL HEALTH MATTERS:
19.1 ENVIRONMENTAL HEALTH & COMPLIANCE OFFICER - October 2013 Report NOTED

20. PLANNING & DEVELOPMENT MATTERS:
20.1 DEVELOPMENT APPLICATIONS - Monthly Activity List NOTED

21. COUNCIL POLICIES FOR REVIEW AND ADOPTION:
21.1 VARIOUS COUNCIL POLICIES - For Adoption

That Council adopts the following policies and procedures:
- Customer First Policy
- Request for Service Policy
- Request for Service Procedure
- Council’s Protocol – Ombudsman Enquiry Procedure
- Internal Review of a Council Decision Policy
- Public Consultation Policy
- Complaints Handling Policy
- Complaints Handling Procedure and Complaints Handling Attachment A & B.

REW Walker / PR Jacobs
CARRIED [241-2013]

That Council adopts the following policies:
- Fraud and Corruptions Prevention Policy
- Whistleblowers Protection Policy
- Procurement Policy.

REW Walker / PR Jacobs
CARRIED [242-2013]
22. **LATE ITEMS & REPORTS:**

22.1 **DOG AND CAT MANAGEMENT PLAN - FOR Adoption**

The consultation period on the Draft 2013-2018 Dog and Cat Management Plan closed on 23\textsuperscript{th} October 2013 with no submissions being received.

That Council adopts the Draft 2013-2018 Dog and Cat Management Plan as tabled at the 10\textsuperscript{th} September 2013 Ordinary Council Meeting.

CE Nottle / PR Jacobs
CARRIED
[243-2013]

22.2 **FEES AND CHARGES POLICY - For Adoption**

That Council adopts the Draft 2013-2014 schedule of Fees and Charges as printed in the Agenda.

PR Jacobs / CE Nottle
CARRIED
[244-2013]

22.3 **WIRRABARA COMMUNITY WASTEWATER MANAGEMENT SCHEME - Further Discussions**

That Pursuant to the provisions of section 90(2) of the Local Government Act 1999 (the Act), that the public with the exception of Chief Executive Officer, Deputy Chief Executive Officer, Manager Works & Technical Services, Manager Community & Economic Development, Senior Finance Officer and Executive Assistant be excluded from attendance at the meeting, it being necessary and appropriate to act in a meeting closed to the public in order to receive, discuss and consider in confidence the matter, pursuant to Subsection 90(3)(b) of the Act, being information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and would, on balance, be contrary to the public interest

PR Kretschmer / PR Jacobs
CARRIED
[245-2013]

2.25 pm **Council into Committee**

That pursuant to Section 90(2) of the Local Government Act 1999, that Council resume that part of the Meeting open to the attendance of the public.

CE Nottle / CW Ryan
CARRIED
[247-2013]

2.42 pm **Council out of Committee**

That pursuant to Sections 91(7) and (9) of the Local Government Act 1999, that all documents and discussions in relation to Item 22.3 remain confidential until the signing of all final contract documents and works are completed, and if not finalised within 12 months that the in-confidence order be reviewed at that time.

PR Kretschmer / PR Jacobs
CARRIED
[248-2013]
22.4 MELROSE INSTITUTE STORE ROOM - Adoption of Recommendation

That pursuant to the provisions of Section 90(2) of the Local Government Act 1999, that the public with the exception of the Chief Executive Officer, Deputy Chief Executive Officer, Manager Works & Technical Services, Manager Community & Economic Development, Senior Finance Officer and Executive Assistant, be excluded from attendance at the Meeting, it being necessary and appropriate discuss and consider a matter in confidence, the matter, pursuant to Section 90(3)(b) being information the disclosure of which could reasonably expected to confer a commercial advantage on a person with whom Council is conducting, or proposing to conduct business or to prejudice the commercial position of the Council, and would on balance, be contrary to the public interest.

REW Walker / PR Jacobs
CARRIED
[249-2013]

2.42 pm Council into Committee

That pursuant to Section 90(2) of the Local Government Act 1999, that Council resume that part of the Meeting open to the attendance of the public.

PR Jacobs / CE Nottle
CARRIED
[252-2013]

2.52 pm Council out of Committee

That pursuant to Sections 91(7) and (9) of the Local Government Act 1999, that all matters in relation to Item 22.4 remain confidential until the signing of all final contract documents and works are completed, and if not finalised within 12 months that the in-confidence order be reviewed at that time.

REW Walker / CE Nottle
CARRIED
[253-2013]

22.5 CORRESPONDENCE FROM EXECUTIVE DIRECTOR, ROAD SAFETY
REGISTRATION AND LICENSING - Council and State Arterial Road - Rural Speed Limits Review

The Chief Executive Officer provided an outline of the current review of rural road speed limits and information on roads within the Council area that were being considered for a reduction in the speed limit from 110 kms/hr to 100 kms/hr.

It was AGREED that the Chief Executive Officer forward feedback to the Department of Planning, Transport and Infrastructure advising that Council is not in favour of the proposal to reduce the speed limit to 100 kms/hr on the following roads within the Council area:

- Horrocks Highway, travelling north from Wilmington
- Horrocks Pass Road from the Augusta Highway to the entrance of Horrocks Pass
- Willowie Road
- Horrocks Highway travelling north from Melrose to Wilmington
- Horrocks Highway travelling south from Melrose to Murray Town
- Horrocks Highway travelling south from Murray Town to Wirrabara
- Wirrabara to the Council boundary.

Council is in favour of the speed limit review on the following roads:

- Nukunu Yarta Way from Murray Town to Booleroo Centre.

3.00 pm Cr Nottle departed the Chambers.
22.6 CORRESPONDENCE FROM PORT GERMEIN HOTEL - New Year’s Eve Celebration

The correspondence from the Port Germein Hotel seeks Council support for their Limited Licence Application for a New Year’s Eve celebration near the Tide Clock, Port Germein.

It was AGREED that Council has no objection to the Port Germein Limited Licence Application subject to the appropriate regulations and guidelines being adhered to.

22.7 AGREEMENT FOR WORKS - SA POWER NETWORKS - Street Light Corner of Whitby and Slee Streets, Melrose

The Chief Executive Officer advised that the costs associated with the installation of a street light at the corner of Whitby and Slee Streets, Melrose was $5,621.94.

It was AGREED that the Manager Works and Technical Services approach SA Power Networks to further explore solar options and provide an updated report to the December Ordinary Meeting of Council.

22.8 2013 RESILIENT AUSTRALIA AWARDS - Central Local Government Region Integrated Climate Change Vulnerability Assessment

The Chief Executive Officer advised Council of the Award that was presented to Council at the Central Local Government Region Meeting held on Friday 8th November 2013.

23. REPORTS AND CORRESPONDENCE - Receiving of All

That Reports and Correspondence as listed in:
10. MAYOR’S REPORT
11. COUNCILLOR’S COMMUNICATIONS
14. BUSINESS ARISING FROM PREVIOUS MEETING
15. WORKS BUSINESS
16. FINANCE BUSINESS
17. ADMINISTRATION MATTERS
18. MAJOR PROJECT UPDATES
19. OTHER PROJECT UPDATES
20. CORRESPONDENCE
21. LOCAL GOVERNMENT DEPARTMENT AND ASSOCIATIONS
22. ENVIRONMENTAL HEALTH MATTERS
23. PLANNING & DEVELOPMENT MATTERS
24. POLICIES FOR REVIEW & ADOPTION
25. LATE ITEMS & REPORTS
be received.

PR Jacobs / REW Walker
CARRIED
[254-2013]

24. OTHER BUSINESS:

Cr Walker Paradise Square lawnmower

The current lawnmower used by volunteers to cut the lawn in Paradise Square Melrose no longer works. The cost of a new mower has been estimated at $675.

The Chief Executive Officer advised that the Melrose Community Development Association need to provide their request in writing and provide details of the preferred lawnmower. In the interim, Council will mow the lawn.
25. **NEXT MEETING:**

The next Ordinary Meeting of the District Council of Mount Remarkable is scheduled to be held at 9.30 am, Tuesday 10th December 2013, in the Council Chambers, Stuart Street, Melrose.

26. **CLOSE:**

MEETING CLOSED AT 3.24 PM

**CONFIRMATION:** MINUTES CONFIRMED AT THE ORDINARY MEETING OF COUNCIL HELD 10TH DECEMBER 2013.

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MAYOR