

6 June 2003

Dear Elected Member,

I wish to advise that the next meeting of Council will be held on Tuesday 10 June 2003 commencing at 5.00pm.

Yours faithfully,

RJ Kay  
Chief Executive Officer

## **AGENDA**

### **PRESENT**

### **APOLOGIES**

### **CONFIRMATION OF MINUTES**

Minutes of the Council Meeting held on 21 May 2003 be taken as read and confirmed.

### **MAYOR'S REPORT**

### **REPORTS OF COMMITTEES**

1. Out of School Hours Committee – 6 May 2003.
2. Child Care on Wheels Service – 10 April 2003.
3. Depot OHSW Meeting 4 June 2003.

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4. Lake Butler Boat Haven Committee 3 June 2003 (to be tabled at the meeting).

#### REPORTS OF DELEGATES

#### REPORTS OF ASSOCIATED BODIES

1. Robe Youth Advisory Committee – 30 April 2003.
2. Robe Tourism & Traders Association – 1 May 2003.
- 3.

#### OFFICER'S REPORT

1. Chief Executive Officer (green)
2. Works Manager (gold)
3. Economic Development Officer (lilac)
4. Coastcare (white)
5. Environmental Health Officer

#### FINANCE

1. Accounts for Payment.
2. Reconciliation Statement
- 3.

#### CORRESPONDENCE

##### Section A

1. Mt Benson Vineyards – Wrights Bay Road (see attached).  
Officers Comment – This road will be included in the District Inspection.
2. SELGA – Forward Estimates 2003-04 (see attached).

Officers Comment – Recommend that the letter be received.

3. Boundary Adjustment Facilitation Panel – Revised Guidelines for Public Initiated Submissions (see attached).

Officers Comment – Recommend that the letter be received.

4. Robe Bowling Club – seeking exemption of rates (see attached).

Officers Comment – Previously the Club in verbal discussions sought rate relief, Council sought advice on the Recreation Grounds Rates and Taxes Exemption Act, copy of that advice is attached. Subsequently that club as per this letter has made a formal approach for rate exemption. This request is as a result of a dramatic increase in rates on the property due to Valuation increases Rates in 2001/02 were \$924 but rose to \$3500 for 2002/03. A further valuation increase for 2003/04 will result in further rate increase depending on the rate in the dollar. Council decision required.

5. National Trust Robe Branch – Customs House (see attached).

Officers Comment – The lease between the National Trust of South Australia and Council actually requires the National Trust to maintain the building. The current term expires on 30 September 2012. Copy of the Heritage Advisor's Report is attached. At this stage I will include some funds in the preliminary budget. I also suggest that resolve to apply for a grant from Heritage SA for conservation works.

6. KK & U Hamlyn – Boatswains Point Road and Garbage (see attached).

Officers Comment – This road will be included in the District Inspection. Council previously resolved to continue the fortnightly collection.

7. Local Government Finance Authority – Cash Advance Debenture (see attached).

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Officers Comment – Councils use this for its Overdraft.  
Council to resolve as attached.

8. Robe Village Fair – RVF Fencing (see attached).

Officers Comment – Acting Works Manager will consult  
Transport SA on Thursday and report. The first issue is  
whether TSA has any objections as they control the road.

9. Robe Village Fair – Sponsorships (see attached).

Officers Comments – Last year Council was a Gold  
Sponsor – Does Council wish to be a sponsor for 2003?

10. Department of Water, Land & Biodiversity Conservation  
– Water Catchment Contribution (see attached).

Officers Comments – Council raises a rate to cover this  
cost.

11. Transport SA – State Bicycle Fund (see attached).

Officers Comments – It would be difficult to lodge an  
application for the current round, this has been an  
ongoing grant system and I suggest it will continue.  
Council should identify any possible areas so that  
adequate research, concepts prepared etc to enable  
future submissions to be made.

12. Department for Administrative and Information Services  
– State & Local Government Joint Electricity Contract  
(see attached).

Officers Comment – Recommend that the letter be  
received.

13. South East Area Consultative Committee – Developing a  
culture of philanthropy Limestone Coast Region  
Community Foundation (see attached).

Officers Comment – Recommend that the letter be  
received.

14. Planning SA – Regional Open Space Enhancement  
Subsidy Program (see attached).

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Officers Comment – Council to determine if it wishes to undertake any projects.

15. Royal Flying Doctor Service – Funding request (see attached).

Officers Comment – I agree in principle to supporting the proposal provided all South East Councils agree. I also suggest that the proposal lacks detail – where is the rest of the funding coming from? Another issue is landing statistics the best calculation to use – just because the plane landed at where-ever the patient is not necessarily resident of that area. I understand that some other Councils also have issues. It is on the Agenda for the next SELGA meeting – verbal report will be given. Recommend that at this stage it be included in the preliminary budget.

16. Telstra Country Wide – Broadband (see attached).

Officers Comment – Recommend that the letter be received.

17. Passenger Transport Board – Regional Newsletter (see attached).

Officers Comment – You will note that the Robe study will be undertaken 2003/04.

18. Bureau of Meteorology – Automatic Weather Station Robe (see attached).

Officers Comment - Recommend that the letter be received.

19. Australian Local Government Association – Newsletter (see attached).

Officers Comment - Recommend that the letter be received.

20. South Eastern Water Conservation Board – Management Plan 2003 – 2006 (see attached).

Officers Comment – Note that work associated with Council are included in the plan. Sites will be included in

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the District Inspection Provision will be required in the budget.

21. LGA Workers Compensation Scheme – Regional Risk Co-ordinator (see attached).

Officers Comment - Recommend that the letter be received.

22. Robe Youth Advisory Committee – Youth Calendar and Skate Park (see attached).

Officers Comment – Suggest that Council follows up YAC's suggestion in relation to the Youth Calendar. In my opinion the bin is in the correct location.

23. Local Government Association of SA – Council Rating Approaches Review (see attached).

Officers Comment – The issues with rating will form part of the budget.

24. Local Government Association of SA – Reform of the South Australian STEDS Sector (see attached).

Officers Comment – The STEDS Report is some 130 pages, Council staff will analyse it in due course.

25. Local Government Association of SA – Governance Manual (see attached).

Officers Comment – The Governance manual is available.

26. Local Government Association of SA – Electricity Contracts & Model Public Lighting Service Agreement (see attached).

Officers Comment - Recommend that the letter be received.

27. Local Government Association of SA – Review of Roads to Recovery Program (see attached).

Officers Comment - Recommend that the letter be received.

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28. Local Government Association of SA – Election Campaign Donation Returns (see attached).

Officers Comment – Reminder for those who have not yet submitted their returns.

29. Local Government Association of SA – State Budget 2003-2004 (see attached – three letters).

Officers Comment – Recommend that the letter be received.

30. Environment Protection Agency – Draft Noise Guideline – Audible Bird Scarers (see attached).

Officers Comment – The reports are available.

31. South Australian Polio – Performance Outcome Review (see attached).

Officers Comment – Recommend that the letter be received.

#### Section B

32. Annual Reports

- LGA Asset Mutual Fund
- Foundation for Young Australians
- South Eastern Water Conservation & Drainage Board
- Clean Up Australia
- Local Government Grants Commission
- Public & Environmental Health

33. 2001-02 Report on the Operation of the Local Government (Financial Assistance) Act 1995.

**OTHER BUSINESS**

District Council of Robe

Chief Executive Officer's Report

LTO Advices & Changes of Ownerships

MD Hateley to JA & AM Matheson Lot 2 (220) Union Street Robe.

VM & AM Jauncey to AC & PS Goldsworthy Lot 2 (310) Main Road.

PJ & TV Hill to CL & SE Baudinette Lot 28 (310) Powell Avenue Robe.

JN & E Holloway to GS & PJ Gray Lot 145 (310) Laurel Terrace Robe.

D & F Carter to JM Kennedy Lot 14 (212) Harold Street Robe.

Moreland Logging Pty Ltd to MP & WR Glynn Lot 60 (310) Powell Avenue Robe.

V & J McLaren to DL & WJ Collins Lot 13 (500) Obelisk Road Robe.

H & NJ Pretlove to IA & AS Stewart Lot 4 (477) Boatswains Point.

JRG Walkley to SJ Taylor Lot 22 (310) Lapwing Avenue Robe.

PE Randall to WL Hender & RL Kellock Lot 98 (310) Kingston Road Robe.

RL Hooper & AF Legoe to CL & KA Gilkes & NJ & ML Hutchesson Lot B(222) Main Road Robe.

JL Poligerinos to WJ & AN Tymmons Lot 12 (310) Lapwing Avenue Robe.

NG & PK Arbon to PR & ML Chappel Lot 1 (286) Robe.

JC Walters to SKP & N Little Lot 92 (310) Powell Avenue Robe.

JRG Walkley to WL Hender & RL Kellock Lot 23 (310) Lapwing Avenue Robe.

D & M Bowen to Etak Pty Ltd Lot 130 (222) Ryan Terrace Robe.

PR & ML Chappel to RL VonBertouch & T Justus Lot 3 (310) Denning Street Robe.

DT Vearing to PW Longbottom & TC & PR Denwood Sec 481, 485 Hundred of Waterhouse.

DT Vearing to SJ & KS Hanson Section 487 Hundred of Waterhouse.



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ML Mill & SJ Wehl to ML Mill Section 376 Hundred of Waterhouse.  
MJ Bridgman to SAC Kirby Lot 184 (218) Elizabeth Street Robe.

Sunrise Apartments Pty Ltd to DW & NJ Boundy Lot 2 & 4 (C21464) Lakeside Court Robe.

PJ & MJ Carslake to MJ Carslake Lot 18 (212) Sanders Court Robe.

AW & MA Edgar to DF & MJ Bowen Lot 16 (222) Fennell Street Robe.

RG Powell (dec'd) to RJ Powell Lot 75 Sturt Street Robe.

HL Petrovic to HL & MJ Tonkin Lot 75 Sturt Street Robe.

P Waddell & AM Winfield to CS Llewellyn & BM Squiers Lot 16 (477) Boatswains Avenue, Boatswains Point.

MEV & MA Johnson to GS Rogers Lot 40 (369) Williams Avenue Robe.

G & EM Klaucke to Delrow Holdings Pty Ltd Lot 100 (217) Robe Street Robe.

#### Bank Signatories

Current bank signatories are Chief Executive Officer or Administration & IT Manager with any Elected Member.

It is recommended that this continue, although with changing technology and the increase in the use of Internet Banking and Direct Debits the need for cheque signatories have diminished.

#### Bush Inn

Council has called expressions of interest for the lease of the Bush Inn.

The closing date for expressions of interest is 6 June 2003.

Council to determine how it wishes to handle consideration of the expressions received.

Organisational Restructure

Section 99(2) of the Local Government Act states:

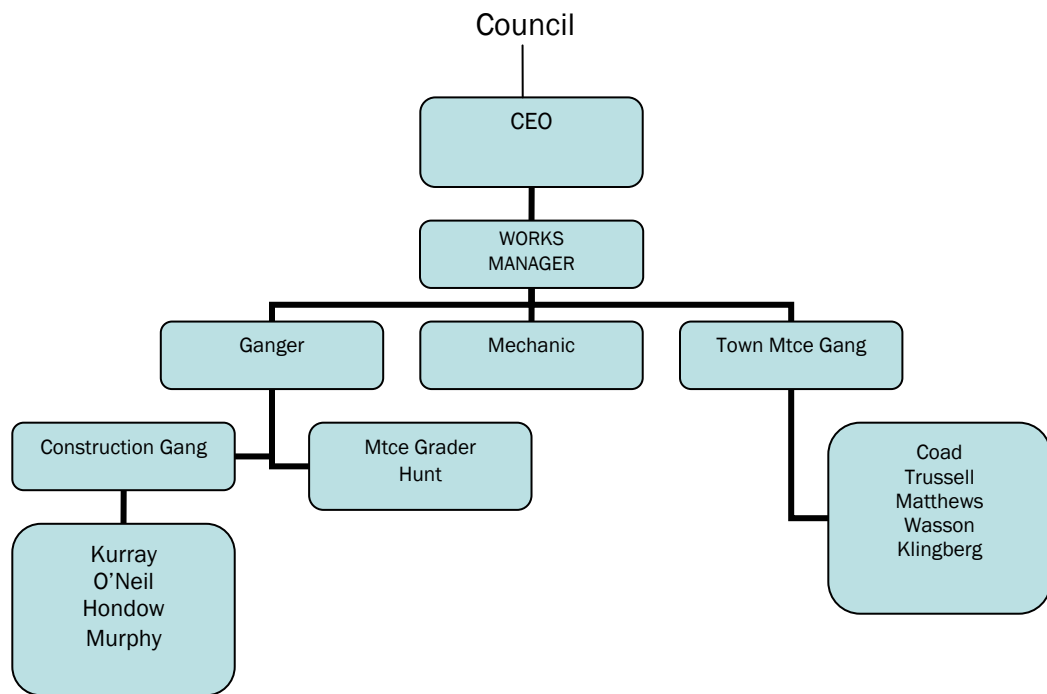
“The Chief Executive Officer must consult with the council (to a reasonable degree) when determining, or changing to a significant degree:

- (a) the organization structure for the staff of the council; or
- (b) the processes, terms or conditions that are to apply to the appointment of senior executive officers; or
- (c) the appraisal scheme that is to apply to senior executive officers.”

Section 103 (1) of the Act also states:

The Chief Executive Officer is responsible for appointing, managing, suspending and dismissing the other employees of the council (on behalf of the council).”

The current works organizational structure is as follows:

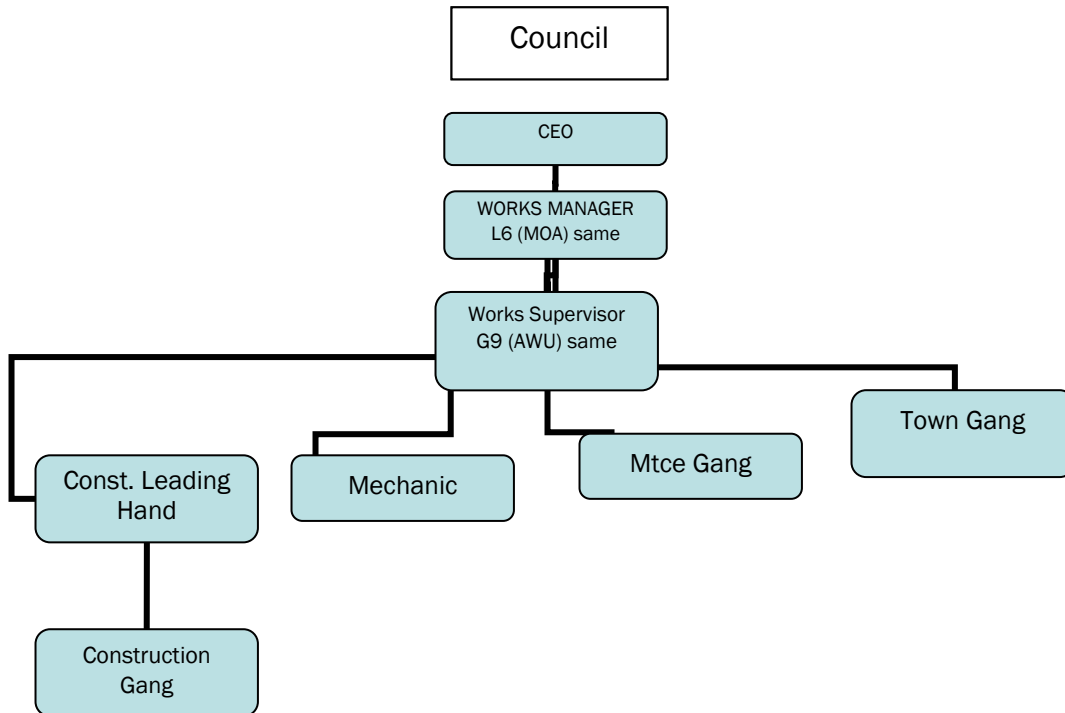


NB. Trussell & Matthews assist with Construction Gang as appropriate.

It is proposed to make some changes with the structure to be as follows:

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Alternative Works Structure



**Works Manager – principle duties:**

- Budgeting
- Quality Control
- Administration
- Harbourmaster
- Reporting
- Works Correspondence
- EPA Licences requirements/monitoring etc
- STEDS
- Financial control relative to works
- Strategic planning/direction
- Accounting requirements
- Statistical information
- Grant applications
  - Roads
  - STEDS
  - Dunes, foreshore, etc
- Representing Council on outside bodies eg.
  - SE Waste Management Committee

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- SE Local Roads & Transport Working Group
- Etc
- Attending appropriate meetings on behalf of Council
- Road assessments
- Road Register
- Responsible for OHSW
- Survey and plan jobs
- Handling disputes/complaints etc.

**Principle Duties Supervisor (hands on position) will be:**

- Allocation of day to day duties in consultation with Works Manager
- Supervision of all work employees
- Delegation of duties
- Responsible for OHSW on the work sites
- Responsible to ensure workers honor their obligations under OHSW
- Relief plant operations
- Setting out jobs
- Initial handling of on the job disputes
- Acting Works Manager during absence of Works Manager
- Co-ordination of duties
- Achieving time lines
- Responsible for traffic control and signage at work sites

The position initially will be advertised internally.

Bendigo Bank

Council has received further advice from Bendigo Bank in relation to the \$250000 loan. A further resolution is required accepting the terms of the letter of offer and the granting of a mortgage over the rates of the Council.

District Inspection

Reminder that District Inspection will be undertaken on Tuesday 10 June 2003 commencing at the Council Office at 9.00am.

RJ Kay  
Chief Executive Officer

District Council of Robe

Works Manager's Report June 03

Road Construction

There was some delay with the bitumen contractors availability to complete the work on O'Halloran Street and Cooper Street. These delays have become more prominent over the past years and I will be looking at alternative methods to try and prevent this happening. The delays have meant we could not complete the access slip lane to the Springs Road intersection and resurfacing of Frome Street as the weather is now too cold to use hot bitumen spray.

The kerbing work has been completed and back filling of the footpaths is currently being undertaken. When it is finished the gardener will plant lawn seed and establish a tree planting program where appropriate.

Davenport Street has been resealed as per the Budget.

The footpath in front of the Robe Primary School in Bower Street has also been paved as per the Budget.

Road Maintenance

The Patrol Grader is currently working in the north Waterhouse area.

The Hydro Axe will be doing roadside vegetation clearance in the Greenways area in the next few weeks.

We will be doing a temporary fix of the pot-holed area off Frome Street between Cooper and Morphett Streets.

If we get the right weather combination we will do an experimental section of Boomeroo Park Road to try and improve the road surface by blending agri-lime with the existing road material.

RJ White  
Works Manager

## SELGA Waste Management Committee

### Background

SELGA is currently undergoing a review of the Regional Waste Management Plans for the South East. This review has been initiated because of changes to the operational and management requirements for waste landfills as set out by the EPA.

Annual licensing fees will double from 1 July 2003 and environmental requirements to operate and own a landfill are becoming cost prohibitive for a small operation.

Robe's landfill has a life expectancy of 3-5 years, so we need to be very aware of the regional proposal and what effect it will have on Robe.

I have enclosed extracts from the Draft Report so far to keep all Councillors aware of the proposal. The final report will be presented at the next committee meeting on the 25 June for adoption and submission to member councils and SELGA. This is then intended to be adopted by SELGA at the AGM in August.

### Proposal for Robe

1. Close Robe landfill and establish a transfer station, with Robe rubbish being transferred to a jointly operated landfill at Lucindale. We would still operate our green waste as a separate operation.
2. Estimated cost to establish a new landfill site of 1500 tonnes per year (Robe's existing site) \$400,000.  
Operating cost per year = \$90,000.
3. Estimated cost to establish a transfer station \$80,000.  
Operating cost per year would be the same \$90,000.  
Cost to transfer waste per year = \$8,400.
4. These figures would need to be confirmed in a detailed study before commencing any changes.

The committee intends to establish consistency throughout the region with recycling targets and waste disposal charges.

A copy of the full report when finished will be given to all councillors.

RJ White  
Works Manager

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Reconciliation Statement as at 31 May 2003

District Fund

Balance as per Bank Statement	40816.98
Less outstanding cheques	<u>3301.49</u>
	<u>37515.49</u>
Plus outstanding deposit	45795.55
Plus bank fees	287.60
Plus returned cheque	515.80
Plus loans	62784.93
Less direct debits	241707.13
Plus Toshiba payment	857.49
Less bank interest	<u>79.62</u>
<i>Agrees Bank Account</i>	<u>\$94029.89</u>

Machinery Replacement

Balance as per Bank Statement	<u>1289.00</u>
<i>Agrees Bank Account</i>	<u>\$1289.00</u>

Long Service Leave

Balance as per Bank Statement	<u>55.94</u>
<i>Agrees Bank Account</i>	<u>\$55.94</u>

STEDS Reserve

Balance as per Bank Statement	<u>828.61</u>
<i>Agrees Bank Account</i>	<u>\$828.61</u>

Tree Trust Fund

Balance as per Bank Statement	<u>7127.43</u>
<i>Agrees Bank Account</i>	<u>\$7127.43</u>

Trust Fund

Balance as per Bank Statement	<u>14636.55</u>
<i>Agrees Bank Account</i>	<u>\$14636.55</u>

District Council of Robe

Depot Occupational Health Safety & Welfare Meeting

Minutes of the Depot Occupational Health Safety and Welfare Meeting held on 4 June 2003 commencing at 4.03pm.

**PRESENT**

B Trussell, T Hondow, D Matthews, G Klingberg, F Wasson, C Hunt, M Coad, P Kurray, Chief Executive Officer and Acting Works Manager.

**OHSW ISSUES**

1. Cemetery – Lions may assist with shed.
2. Communication – Acting Works Manager to follow up with Green Triangle Electronics for assessment.
3. Ford Seats repaired.
4. Night Vest – purchase one for each employee.
5. First Aid Kits to be restocked by Mount Gambier Safety Supplies.
6. Fire Extinguishers – check whether they are required for all vehicles.
7. Audit – Signage at Depot to be undertaken by Mt Gambier Safety Supplies.
8. Chainsaw Training.
9. Organisational Structure – advertise internally for Works Supervisor and Construction Leading Hand.
10. Rubbish Dump – Flys – investigate alternate management of dump.
11. Hydro Axe.

Meeting closed at 4.25pm.



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