

District Council of Robe

Minutes of the General Meeting held on 27 November 2006 at the Council Chambers, Smillie Street, Robe commencing at 2.30pm.

PRESENT Mayor W Peden, Crs P Riseley, J Mathews, G Clements, R Petrovic, M Denton, D Loxton.

STAFF IN ATTENDANCE Chief Executive Officer, R Kay & Minute Taker, M Gibbs.
Chief Executive Officer in Chair.

DECLARATION OF OFFICE The following Elected Members made their declaration of office:-

Mayor	William Peden
Elected Member	Mark Denton
Elected Member	Jenny Mathews
Elected Member	Graeme Clements
Elected Member	Rolf Petrovic
Elected Member	David Loxton
Elected Member	Peter Riseley

Mayor Peden in Chair.

WELCOME The Mayor welcomed all Elected Members and read a prepared statement.

DEPUTY MAYOR Cr Loxton moved **that the method of ballot for nominations of deputy mayor be by secret ballot and that the term be for 4 years.** (158/2007)

Seconded Cr Mathews Carried

Cr Mathews nominated Cr Loxton as Deputy Mayor.

As there were no other nominations Cr Loxton was elected Deputy Mayor.

TIME AND PLACE OF MEETINGS Cr Denton moved that **Council Meetings be held on the second Tuesday of each month commencing at 5pm.** (159/2007)

Seconded Cr Loxton Carried

**TEMPLATE OF
ORDINARY
MEETINGS**

Cr Mathews moved **that the Template for Ordinary meetings be as follows:-**

- **Confirmation of Minutes**
- **Public Forum**
- **Business Arising**
- **Mayor's Report**
- **Reports of Committees**
- **Report of Single Council Subsidiary**
- **Reports of Associated Bodies**
- **Reports of delegates**
- **Officers Reports**
- **Financial Reports**
- **Questions on Notice**
- **Notices of Motion**
- **Correspondence**
- **Other Business**

(160/2007)

Seconded Cr Loxton

Carried

COMMITTEES

Machinery Committee

Cr Denton moved **that the Terms of Reference for the Machinery Committee be adopted.** (161/2007)

Seconded Cr Mathews

Carried

Cr Mathews nominated Cr Petrovic seconded Cr Denton
Cr Loxton nominated Cr Denton seconded Cr Mathews

Industrial Relations Committee

Cr Mathews moved **that the Terms of Reference for the Industrial Relations Committee be adopted.** (162/2007)

Seconded Cr Denton

Carried

Cr Denton nominated Cr Loxton seconded Cr Mathews
Cr Mathews nominated Mayor Peden seconded Cr Clements

Robe Library Management Committee

Cr Denton moved **that the Terms of Reference for the Robe Library Management Committee be adopted subject to the youth representative being deleted from the committee.**
(163/2007)

Seconded Cr Loxton

Carried

Cr Denton nominated Cr Mathews seconded Cr Loxton
Cr Mathews nominated Cr Clements seconded Cr Denton

Child Care on Wheels Committee

Cr Mathews moved **that the Terms of Reference for the Child Care on Wheels Committee be adopted.** (164/2007)

Seconded Cr Loxton

Carried

Cr Loxton nominated Cr Riseley seconded Cr Mathews

Aged Care Committee

Cr Loxton moved **that the Terms of Reference for the Aged Care Committee be adopted.** (165/2007)

Seconded Cr Mathews

Carried

Cr Denton nominated Cr Mathews seconded Cr Loxton
Cr Denton nominated Cr Petrovic seconded Cr Loxton

Skate & Recreation Park Advisory Committee

Cr Loxton moved **that the Terms of Reference for the Skate and Recreation Park Advisory Committee be adopted.** (166/2007)

Seconded Cr Denton

Carried

Cr Denton nominated Cr Clements seconded Cr Loxton

**AUDIT
COMMITTEE**

Cr Mathews moved **that Council form an Audit Committee of all Elected Members and that the draft terms of reference for the committee be presented to the December Council meeting.** (167/2007)

Seconded Cr Clements

Carried

**ADVISORY
COMMITTEES**

Street Tree Committee - not required

ALLOWANCES

Cr Denton moved that the allowances for the next 12 months be:-

Mayor	\$16000
Deputy Mayor	\$4000
Elected Members	\$3000

Motion lapsed due to no seconder

Cr Loxton moved **that the allowances for the next 12 months be:-**

Mayor	\$17000
Deputy Mayor	\$3000
Elected Members	\$2500 (168/2007)

Seconded Cr Mathews Carried

REIMBURSEMENT OF EXPENSES

Cr Denton moved **that a draft Reimbursement of Expenses Policy based on the LGA model be presented for consideration at the December Council Meeting. (169/2007)**

Seconded Cr Riseley Carried

SUPPORT FOR MEMBERS

Cr Loxton moved **the support for the Mayor ie. use of office, including furniture, computer and phone be continued and that Elected Members are able to use office resources where appropriate. (170/2007)**

Seconded Cr Petrovic Carried

DEVELOPMENT ASSESSMENT PANEL

Cr Mathews moved **that the Development Assessment Panel consist of all Elected Members and that the meetings be held on the second Tuesday of the month commencing at 4.00pm. (171/2007)**

Seconded Cr Loxton Carried

Cr Mathews moved **that the Council Development Assessment Panel consist of 7 panel members. (172/2007)**

Seconded Cr Denton Carried

SUBSIDIARY

Robe Marina Corporation

Cr Mathews moved **that Council defer appointment of membership of the Robe Marina Corporation until the December Council Meeting. (173/2007)**

Seconded Cr Riseley Carried

Cr Denton moved that a workshop be set up as soon as possible with the Robe Marina Corporation.

Seconded Cr Loxton LOST

Cr Mathews moved **that Council send a written invitation to the Robe Marina Corporation to attend the December Council Meeting.** (174/2007)

Seconded Cr Loxton Carried

SELGA

Cr Denton moved **that the Mayor and Deputy Mayor as representatives to SELGA.** (175/2007)

Seconded Cr Riseley Carried

DELEGATES

Cr Loxton moved **that the delegates be appointed for a term of 4 years.** (176/2007)

Seconded Cr Clements Carried

Robe Ambulance Service

Cr Denton moved **that Mrs Janet Ingham be appointed as Council delegate.** (177/2007)

Seconded Cr Mathews Carried

Kingston Soldiers' Memorial Hospital

Cr Denton moved **that Cr Mathews be appointed.** (178/2007)

Seconded Cr Loxton Carried

Robe Tourism & Traders Association

Cr Denton moved **that Cr Clements be appointed.** (179/2007)

Seconded Cr Loxton Carried

Robe Sports & Recreation Association

Cr Mathews moved **that Crs Clements and Denton be appointed.** (180/2007)

Seconded Cr Loxton Carried

Robe Bushfire Prevention Committee

Cr Loxton moved **that Crs Riseley and Petrovic be appointed.** (181/2007)

Seconded Cr Mathews Carried

Robe KESAB Committee

Cr Denton moved **that Cr Mathews be appointed.** (182/2007)

Seconded Cr Loxton

Carried

South East Waste Management Group

Cr Denton moved **that the Director of Engineering Services and Cr Loxton be appointed.** (183/2007)

Seconded Cr Riseley

Carried

South East Coastal Management Group

Cr Mathews moved **that the Chief Executive Officer and Cr Riseley be appointed.** (184/2007)

Seconded Cr Loxton

Carried

SELGA Roads & Transport Working Group

Cr Mathews moved **that the Director of Engineering Services and Cr Petrovic be appointed.** (185/2007)

Seconded Cr Loxton

Carried

Kingston Community School

Cr Mathews moved **that Council advertise for a community representative in the next Community Newsletter.** (186/2007)

Seconded Cr Loxton

Carried

Robe Ratepayers & Residents Association

Cr Riseley moved **that Cr Loxton be appointed.** (187/2007)

Seconded Cr Petrovic

Carried

Friends of the Institute

Cr Loxton moved **that Cr Mathews be appointed.** (188/2007)

Seconded Cr Riseley

Carried

TRAINING AND DEVELOPMENT

Cr Mathews moved **that an in house training session be conducted on Friday 1st December 2006 in the Council Chambers.** (189/2007)

Seconded Cr Denton

Carried

REVIEW OF INVESTMENTS

Cr Denton moved **that a review of investments be included in the Terms of Reference for the Audit Committee.** (190/2007)

Seconded Cr Riseley

Carried

STRATEGIC MANAGEMENT PLAN

Cr Mathews moved **that a workshop be organised with David Beaton, Siena Consulting on the Strategic Management Plan, date to be determined.** (191/2007)

Seconded Cr Loxton

Carried

ACCESS TO INFORMATION BY MEMBERS OF COUNCIL

Cr Mathews moved **that the proforma and protocol be adopted.**

Protocols for the Access to Information by Members of Council.

Section 61 of the Local Government Act states:-

(1) A member of a council is entitled at any reasonable time, in 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, including (but not limited to) -

- a) A copy of a written contract entered into by the council, or a copy of a document relating to a contract that is proposed to be entered into by the council;**
- b) Accounting records kept by council;**
- c) Financial statements and other documents prepared by the council under Chapter 8.**

(2) A request for access to a document under subsection (1) should be directed to the chief executive officer, or another officer specified by the chief executive officer for the purposes of this section.

(3) The chief executive officer or another officer providing access to a document under

subsection (1) may indicate to the member that information contained in the document is, or should be considered as, confidential.

Applications are to be addressed to the Chief Executive Officer in writing and to include a date when the information is required.

The Chief Executive Officer will endeavour to provide the information by the requested date (however this is subject to the complexity of the request and the time required to access the information. If the requested time cannot be met the Chief Executive Officer will advise the member an anticipated date in writing).

**Chief Executive Officer
District Council of Robe
PO Box 1
ROBE SA 5276**

Dear Sir

Pursuant to Section 61 of the Local Government Act, I hereby request access to the following document(s):-

I require (if possible) the information by (date)

The information is required in connection with the performance or discharge of the functions and duties of the elected member.

Please note that some items may only be available for viewing.

Preference of obtaining the document:-

- Copy of document**
- View at office**
- Fax**
- Email (if possible)**

..... _____ **(date)**

(Elected Member)

(192/2007)

Seconded Cr Denton

Carried

**PUBLIC
FORUM**

Cr Mathews moved **that the public forum be conducted as follows:-**

- 1) Maximum time of 3 minutes per speaker**
- 2) Mayor and CEO to reply at their discretion**
- 3) Copy of issue to be provided to the CEO**
- 4) Total maximum time of Public Forum to be 15 minutes (193/2007)**

Seconded Cr Clements

Carried

**OTHER
BUSINESS**

Cr Mathews moved **to revoke the delegation Appointment of Acting CEO in full page 146, from the Delegations Register. (194/2007)**

Seconded Cr Loxton

Carried

Cr Mathews moved **that the table set up for Council meeting be in a u-shape. (195/2007)**

Seconded Cr Petrovic

Carried

Meeting closed at 3.55pm.

Confirmed 12th December 2006

Mayor

