

# **AGENDA**

## **BOARD MEETING**

**DAY/DATE:** MONDAY 25 FEBRUARY 2019

**TIME:** 1.00pm

**VENUE:** Function Room, Gateway Hotel  
40 High Street, Kimba



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# **EPLGA DELEGATES: 2017/18**

(As notified by Councils)

<b>MEMBER COUNCIL</b>	<b>BOARD MEMBER</b>	<b>DEPUTY BOARD MEMBER</b>
Ceduna	Perry Will (Mayor)	Ian Bergmann (D/Mayor)
Cleve	Phil Cameron (Mayor)	Robert Quinn (D/Mayor)
Elliston	Malcolm Hancock (Mayor)	Peter Hitchcock (D/Mayor)
Franklin Harbour	Robert Walsh (Mayor)	Daven Wagner (D/Mayor)
Kimba	Dean Johnson (Mayor)	Megan Lienert (D/Mayor)
Lower Eyre Peninsula	Jo-Anne Quigley (Mayor)	Peter Mitchell (D/Mayor)
Port Lincoln	Brad Flaherty (Mayor)	Faye Davis (D/Mayor)
Streaky Bay	Travis Barber (Mayor)	Philip Wheaton (D/Mayor)
Tumby Bay	Sam Telfer (Mayor)	Robert Randall (D/Mayor)
Whyalla	Clare McLaughlin (Mayor)	Rick Santucci (D/Mayor)
Wudinna	Eleanor Scholz (Mayor)	Ned Luscombe (D/Mayor)

## **1 INTRODUCTION**

### **1.1 Welcome/Apologies**

Apologies to date have been received from:

### **1.2 Minutes of Previous Meetings**

Minutes included below recommendation.

**RECOMMENDATION(S):**

*That the minutes of the Board meeting of the Eyre Peninsula Local Government Association held on Friday 7 December 2018, be adopted as a true and correct record of proceedings.*

## 1.2

**Minutes of the Eyre Peninsula Local Government Association Board Meeting held at Wudinna on Friday 7 December 2018 commencing at 10.00am.**

<b>Delegates Present:</b>	Sam Telfer [Chair] Perry Will Phil Cameron Malcolm Hancock Robert Walsh Dean Johnson Peter Mitchell Brad Flaherty Travis Barber On advice Eleanor Scholz	President, EPLGA Mayor, District Council of Ceduna Mayor, District Council of Cleve Mayor, District Council of Elliston Mayor, District Council of Franklin Harbour Mayor, District Council of Kimba Deputy Mayor, District Council of Lower Eyre Peninsula [Proxy] Mayor, City of Port Lincoln Mayor, District Council of Streaky Bay City of Whyalla Mayor, Wudinna District Council
<b>Guests/Observers:</b>	Tony Irvine Ian Bergmann Peter Arnold Arthur Johnstone Chris Smith Lyndon Keane Rod Pearson Stephen Rufus Joy Hentschke Stephen Hibbit Trevor Smith Ned Luscombe Alan McGuire Aina Danis Brad Riddle Bryan Trigg Mark Whitfield Jonathan Clark Karen Hollamby Andrew Haste	EO, EPLGA Deputy Mayor, District Council of Ceduna CEO, District Council of Cleve CEO, District Council Elliston CEO, District Council of Franklin Harbour Manager Corporate Services, District Council of Kimba CEO, District Council of Lower Eyre Peninsula CEO, City of Port Lincoln CEO, District Council of Streaky Bay Councillor, District Council of Tumby Bay CEO, District Council of Tumby Bay Deputy Mayor, Wudinna District Council CEO, Wudinna District Council Executive Assistant, RDAWEP/EPLGA Tourism and Economic Development Manager, RDAWEP Chair, RDAWEP Presiding Member, EPNRM Board Regional Director, EPNRM Board PIRSA, Regions SA CEO, LGA Procurement, LGASA

### 1. INTRODUCTION

#### 1.1 Welcome/Apologies

Welcome by Vice President Mayor Dean Johnson, [standing in for President Mayor Sam Telfer, until his arrival], with special mention to newly appointed Mayor and Deputy Mayors.

President Mayor Sam Telfer arrived at 10.01am.

Apologies received from:

Dion Dorward	CEO/DORD, RDAWEP
Peter Scott	Economic Development Manager-Eyre, RDAWEP
Clare McLaughlin	Mayor, City of Whyalla (as a result of discussions with Executive Officer in relation to major announcements and visitor planning required)
Chris Cowley	CEO, City of Whyalla (as a result of discussions with Executive Officer in relation to major announcements and visitor planning required)
Jo-Anne Quigley	Mayor, District Council of Lower Eyre Peninsula
Geoffrey Moffatt	CEO, District Council of Ceduna
Deb Larwood	CEO, District Council of Kimba
Robert Randall	Deputy Mayor, District Council of Tumby Bay

#### 1.2 Minutes of Previous Meeting

##### Confirmation of Minutes

Amend location from Whyalla to Wudinna.

**068/18: Confirmation of Minutes**

**Moved: Mayor Scholz**

**Seconded: Mayor Johnson**

***That the amended minutes of the Board meeting of the Eyre Peninsula Local Government Association held on Friday 7 September 2018, be adopted as a true and correct record of proceedings.***

**CARRIED**

### 2. BUSINESS ARISING FROM THE MINUTES

Nil.

### **3. GENERAL REPORTS**

#### **3.1 President's Report – Mayor Telfer**

**069/18: President's Report**  
**Moved: Mayor Johnson**      **Seconded: Mayor Barber**  
*That the EPLGA Board accepts the President's Report.*  
**CARRIED**

President Mayor Sam Telfer officially welcomed the new Mayors and returning Mayors and members.

#### **3.2 Individual Council Activity Reports [2 minute summary]**

› As presented.

#### **3.3 Executive Officer's Reports**

##### **3.3.1 Report No 01-1218: General Report**

**070/18: General Report**  
**Moved: Deputy Mayor Mitchell**      **Seconded: Mayor Flaherty**  
 1. *That the EPLGA Board receives report no. 01-1218 from the Executive Officer.*  
 2. *That the EPLGA Board approves the Executive Officer's leave from 17 December 2018 to 1 February 2019 [inclusive].*  
 3. *That the EPLGA Board considers a workforce study as part of the 2019/2020 budget deliberations.*  
**CARRIED**

Stephen Rufus is to work with Tony Irvine on a funding structure to be submitted at the next EPLGA meeting.

**071/18: Condolences – Passing of Robert Starr and Roger Nield**  
**Moved: Mayor Barber**      **Seconded: Mayor Cameron**  
*That the Eyre Peninsula Local Government Association extends its condolences to Robert Starr's and Roger Nield's family and friends, including all those at the District Council of Franklin Harbour and the District Council of Cleve during these sad times and may Robert and Roger now rest in peace.*  
**CARRIED**

##### **3.3.2 Report No. 02-1218: Meeting Actions Report**

**072/18: Meeting Actions Report**  
**Moved: Mayor Johnson**      **Seconded: Mayor Will**  
 1. *That the EPLGA Board receives report no. 02-1218 from the Executive Officer.*  
 2. *That the EPLGA Board notes the Meeting Actions Report.*  
**CARRIED**

##### **3.3.3 Report No. 03-1218: EPLGA Office Bearers and Representatives**

**073/18: EPLGA Office Bearers and Representatives**  
**Moved: Mayor Flaherty**      **Seconded: Deputy Mayor Mitchell**  
 1. *That the EPLGA Board accepts report no. 03-1218 from the Executive Officer.*  
 2. *That the EPLGA Board notes the individual member Councils' representatives appointed by the Councils to the EPLGA Board membership (as informed at the meeting or prior).*  
 3. *That the EPLGA Board notes the proceedings of the Board Meeting procedures as enclosed with report no. 03-1218.*  
**CARRIED**

##### **3.3.4 Report No. 04-1218: Purchasing & Tendering Policy - Review**

**074/18: Purchasing & Tendering Policy - Review**  
**Moved: Mayor Scholz**      **Seconded: Mayor Barber**  
 1. *That the EPLGA Board receives report no. 04-1218 from the Executive Officer.*  
 2. *That the EPLGA Board having reviewed the Purchasing & Tendering policy made no changes.*  
**CARRIED**

##### **3.3.5 Report No. 05-1218: Review of Decisions Panel**

**075/18: Review of Decisions Panel**  
**Moved: Mayor Scholz**      **Seconded: Mayor Cameron**  
 1. *That the EPLGA Board receives report no. 05-1218 from the Executive Officer.*  
 2. *That the EPLGA Executive Officer seeks nominations to the EPLGA Review of Decisions Regional Panel ("Panel"). Further, once the nominations are received, they will be presented to the February 2019 EPLGA Board meeting for endorsement or otherwise. (Executive Officer to remind Council CEOs of this direction by email as soon as possible.)*  
 3. *That the EPLGA expand the talent pool for Section 270 Panel Appointments to include recently retired Elected Members and Council officers of the 11 member Councils.*  
**CARRIED**

**076/18: Compensation Costs in a Section 270 Review – Recommended Schedule**

**Moved: Mayor Scholz**

**Seconded: Deputy Mayor Mitchell**

***That the Executive Officer report to the February 2019 meeting with a recommended schedule for the determination of compensation for costs incurred and the manner in which these costs can be claimed by participants in a Section 270 Review.***

**CARRIED**

Deputy Mayor Mitchell declared a direct conflict of interest in the RDAWEP Audit Committee debate and did not speak or vote as he is an employee of the RDAWEP.

**077/18: RDAWEP Audit Committee – EPLGA Representative**

**Moved: Mayor Telfer**

**Seconded: Mayor Johnson**

***That the EPLGA provides a nomination to the RDAWEP Audit Committee and that nomination is included in the associated terms of reference on its own accord and further a recommendation be made to the RDAWEP that it should also have another independent member to the committee in addition to its own two Board members.***

**CARRIED**

**078/18: RDAWEP Audit Committee – EPLGA Nominee**

**Moved: Mayor Scholz**

**Seconded: Mayor Walsh**

***That the nominee for the RDAWEP Audit Committee be Alan McGuire, CEO, Wudinna District Council.***

**CARRIED**

**3.4 Local Government Association of SA (President Mayor Telfer/Andrew Haste)**

As presented.

LGA Topical Reports as distributed to all member Councils by the Executive Officer.

**3.5 Regional Development Australia Whyalla & Eyre Peninsula (Bryan Trigg/Brad Riddle)**

As presented.

*Meeting adjourned for lunch at 12.27pm and reconvened at 1.02pm.*

President Mayor Telfer spoke on the value of LGA membership.

**3.6 Eyre Peninsula Natural Resources Management Board (Jonathan Clark)**

As presented.

**3.7 Other Reports/Minutes**

**3.7.1 South Australian Regional Organisation of Councils**

Minutes as distributed to all member Councils by the Executive Officer.

President Mayor Telfer explained the new structure of the LGASA for the benefit of new Mayors.

**4 COMMITTEES**

**4.1 CEO's Committee**

**079/18: CEOs' Committee – Actions/Notes**

**Moved: Mayor Flaherty**

**Seconded: Mayor Hancock**

***That the Actions/Notes from the Chief Executive Officers' meeting dated 6 September 2018 and the overview of the meeting dated 28 November be noted.***

**CARRIED**

Stephen Rufus provided an overview of the CEOs' meeting held on 28 November in Wudinna.

**4.2 Engineering & Works Committee**

No meeting held this quarter.

**4.3 EP Mineral and Energy Resources Community Development Taskforce**

No report tabled.

**4.4 Executive Committee**

No report tabled.



## 5. FINANCE REPORTS

### Receipt of Finance Reports

080/18: *Finance Reports*

Moved: Mayor Barber

Seconded: Mayor Scholz

1. That the EPLGA Board receives the Balance Sheet as at 27 November 2018 and the Budget Comparison Report as at 27 November 2018.

**CARRIED**

## 6. DEPUTATIONS AND PRESENTATIONS

### 6.1 Deputations/Presentations

Nil.

### 6.2 Petitions

Nil.

## 7. GENERAL BUSINESS – Motions on Notice & Without and Questions

### 7.1 From the floor – Motions on Notice and Without and Questions

Nil.

081/18: *Congratulations to President Mayor Telfer*

Moved: Mayor Johnson

Seconded: Mayor Flaherty

That the EPLGA Board put on record its congratulations to President Mayor Telfer on being appointed to the position of President, Local Government Association of South Australia.

**CARRIED**

### 7.2 Motion on Without Notice/Questions from the Floor

Nil.

## 8. CORRESPONDENCE

### 8.1 Correspondence for Decision

1-1218: Craig Brassington, Executive Officer EW ZEMC, and SA State Emergency Service: Request for the following motion carried at the EW ZEMC to be tabled at the EPLGA Board meeting:

*“That there should be representation on the Eyre and Western Zone Emergency Management Committee from each of the councils within the Eyre Peninsula zone.”*

Resolved that Member Councils to action and respond accordingly to the request submitted by Craig Brassington on an individual basis.

### 8.2 Correspondence for Noting

Nil.

### 8.3 Incoming & Outgoing Correspondence

As listed within the agenda.

082/18: *Incoming/Outgoing Correspondence*

Moved: Mayor Will

Seconded: Mayor Johnson

That all incoming and outgoing correspondence listed in the agenda be noted.

**CARRIED**

## 9. FUTURE MEETINGS

083/18: *Next Meeting*

Moved: Mayor Flaherty

Seconded: Mayor Cameron

That the next meeting of the Eyre Peninsula Local Government Association Board will be held on Monday 25 February 2019 at Kimba, commencing at 1.00pm, following a light lunch at 12.00pm.

**CARRIED**

### 2019 Board Meeting Schedule

28 June	Wudinna
6 September	Ceduna
6 December	Wudinna

### Conference Location Rotation

2020	Wudinna
2021	Cowell
2022	Cleve
2023	Streaky Bay
2024	Elliston

Meeting closed at 1.40pm.

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Vice President

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Date

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## **2 BUSINESS ARISING FROM MINUTES**

From the floor.

## **3 GENERAL REPORTS**

### **3.1 President's Report [verbal]**

#### **RECOMMENDATION(S):**

*That the EPLGA Board accepts the President's Report.*

### **3.2 Individual Council Activity Reports [2 minute summary]**

### **3.3 Executive Officer's Report**

#### **3.3.1 Report No. 01-0219: General Report**

**To:** President and EPLGA Board Members  
**Date:** 25 February 2019  
**Topic:** General Report  
**Report No:** 01-0219

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##### **PROPOSAL:**

That the Executive Officer provides a general report on matters of interest for the Board.

##### **BACKGROUND:**

These are matters not requiring an individual report.

##### **DETAIL:**

#### **1. Eyre Peninsula Natural Resource Management Board Representative**

The EPLGA Board notes that Geoff Moffatt, CEO DC Ceduna was the EPLGA appointment to the EPNRM Board however with the changes in the NRM area to Landscapes Boards, this appointment now lapses.

#### **2. Joint Planning Board Pilot Update**

It is hoped, by the time of the EPLGA Board meeting, that a copy of the Joint Planning Board Case Study is in hand. This will enable better discussion and debate on what are the next steps in relation to the establishment of a regional Joint Planning Board [or not].

#### **3. EP Roadside Native Vegetation Management Plan (EP RVMP)**

I have instructed Kerri Muller, the consultant who developed the draft Regional Plan, to have a look through the interim roadside native vegetation management guidelines which have just been developed, and compare those with our Regional Plan. In my opinion, there is a strong alignment with the draft EP RVMP. Kerri is happy to prepare a table of differences between the 2 documents and prepare a final word version of the EP RVMP for endorsement by NVC as part of her original contract (i.e. no extra fees). Once I receive advice and the draft plan back from Kerri, it will be directed to the EPLGA's Engineering & Works Committee for recommendation on what future action should be taken. The comparison table could even be an attachment to the final EP RVMP.

#### **4. EP Mineral & Energy Resources Community Development Task Force**

Geoff Dodd, who assisted with the operations of the task force has advised he will no longer be able to assist. Considering this, it is the opinion of the Executive Officer that this task force becomes a role the RDAWEP undertakes with financial assistance from the EPLGA i.e. the amount of financial assistance would be part of the EPLGA budget deliberations or could be included in the RDAWEP Funding agreement like tourism. This could commence from 1 July 2019. The task force could retain similar membership, etc., but would be under the direction and management of RDAWEP (see terms of reference below, which could be transferred to RDAWEP with modifications).

The Executive Officer has discussed this with the CEO of RDAWEP and both are of the same opinion as to who needs to manage the task force in the future ... RDAWEP.

#### **5. Eyre Peninsula Strategic Plan**

All regional organisations' individual Strategic Plans (high level priorities) have been rolled into the high level regional strategic plan, which also captures the SWOT information from the November 2018 forum held at Wudinna. All 3 regional organisations will report against their lead strategies. Not all Strategic Plans require a level of precision (we are putting this -the projects) in the Implementation Plan that goes with the Strategic Plan. RDAWEP has many projects that need to be forwarded to Councils then individual Councils will be required to add further projects to this list for the Implementation Plan. RDAWEP is planning to visit all member Councils to obtain data on all their projects and related information like grant support required, Council commitment, Council priorities – see further explanation below, etc.

In a fluid, unpredictable environment like we have in this region, it is essential to have a very different understanding of plans and planning. This is the first attempt at simplifying our regional planning and reporting against KPI's that make sense to us all.

Typically, strategic plans do have the projects and tasks included in their actions, but this is really restrictive when developing a regional approach and seeking funding or amending the plan in the future (i.e. the Implementation Plan can be changed at any time through the EPLGA without going to consultation – like Councils are compelled to do with a Strategic Plan by legislation). It is an attempt to simplify and speed up the whole process around amending plans to fit the environment we now find ourselves in.

The next stage of the planning after the draft Strategic Plan is agreed upon is the Implementation Planning (a separate document that will refer to the Strategic Plan – the precision component, e.g. actions/tasks, projects, etc.) This section will include regional projects that fall within the strategies, the lead agency, other supporting agencies, the start and finish time, the estimated dollars for the project plus where those dollars are coming from or can be applied for, etc. (e.g. Local Government Funding Agreement, State/Federal Government, individual Councils, etc.) This is the precision component where we will use the RDAWEP Funding Agreement to put in the implementation requirements of the Strategic Plan that reflects the projects and actions we want the RDAWEP to carry out for Local Government in the next 3 years of the agreement.

It is true that this all could be 1 document, but as mentioned above, RDAWEP, EPNRM officers and I, through experience and dealing with State/Federal Government, know that we must have as much flexibility as possible.

In addition we want those governments to sign off on the strategic document, which will also align with their strategic directions. As such, it was determined that we need to have a high level strategic document and then the Implementation Plan that will be the accountability tester for the 3 regional organisations – the action section.

It is fair to say we have struggled to pictorially show the linkages we are talking about and therefore you are referred to the first draft of the Eyre Peninsula Strategic Plan December 2018, which is available on the EPLGA website. It is not perfect and may require amendment however it is a positive step towards developing a high level Strategic Plan for the region, which is flexible and can be used to seek funding, etc., then determining how many of our existing plans link to the high level plan, etc.

Feedback on this has been sought and Councils had until Friday 8 February 2019 for feedback. It must be highlighted that input by Councils is integral to achieving an effective tool for the future of our region.

Should it be determined to proceed with the JPB, the management of this sort of planning and reporting regime could easily rest with the JPB.

There has been some confusion in the past between a JPB – Regional Plan under the DPI Act and a regional strategic plan.

The JPB Regional Plan may include some/all of the strategies from the Regional Strategic Plan however a JPB Regional plan gives direction on **land use and development**, outlines where people are likely to live so that State agencies can plan for the provision of **services and infrastructure**, and sets out policies to manage **changes in population and climate**. There is a crossover, but the Regional Strategic Plan will not have land-use as a driver.

A Regional Plan (JPB) is a long term vision for a region to guide land-use planning over a 10-15 year period, expressing what the region wishes to achieve in the context of State Planning Policies. The 3 purposes of a regional plan as highlighted in the legislation are to:

1. identify potential changes to land use zoning;
2. identify infrastructure and transport requirements related to land use zoning; and
3. facilitate outcomes that achieve the region's vision beyond land use outcomes (our regional strategic planning comes in here).

The JPB Regional Plan has different purposes to the regional strategic plan we are currently developing. I am seeking an update on the JPB Business Case for the region from Tate Consulting, with the aim of having this in hand prior to the next Board meeting.

However there is no deterrent from having our Regional Strategic Plan/Implementation Plan as a major contributor to the development of a JPB regional plan. To me, personally, this would make a lot of sense as it would save a future JPB considerable time and effort, if we go down that pathway.

As it is difficult to put all this into words, the most effective way to show the differences is by referring to the document on the website, which will assist with making practical sense.



The June 2017 Grants Commission data used to calculate the subscriptions components as per the LTFP is as such:

Council	Rates \$'m	Est. Population
Ceduna	4,063	3542
Cleve	2,607	1811
Elliston	1,800	1064
Franklin Harbour	1,093	1322
Kimba	1,441	1068
Lower Eyre Peninsula	5,436	5726
Port Lincoln	10,285	14650
Streaky Bay	2,846	2195
Tumby Bay	3,328	2685
Whyalla	15,509	21997
Wudinna	1,581	1298
<b>Total</b>	<b>49,989</b>	<b>57358</b>

<b>BASE Subscription</b>	RAS	11400
	RAM	11900
	RAL	12400
	URS	13400

<b>Population Differential</b>	per head	\$ 0.568
<b>General Rate</b>	per dollar (\$000)	\$ 0.675
<b>Differential</b>		

COUNCIL		2019-20 Base Subs \$	2019-20 Est. Population Component \$	2019-20 Gen Rates Component \$	2019-20 Total Subs to be invoiced \$	Increase from 2018-19 \$	Percent Increase from 2018-19 %
Ceduna	RAM	11,900	2,012	2,821	16,733	425	2.6
Cleve	RAS	11,400	1,029	1,833	14,262	524	3.8
Elliston	RAS	11,400	604	1,272	13,276	488	3.8
Franklin Harbour	RAS	11,400	751	772	12,922	513	4.1
Kimba	RAS	11,400	607	1,004	13,011	436	3.5
Lower EP	RAL	12,400	3,252	3,821	19,474	1,005	5.4
Port Lincoln	URS	13,400	8,321	7,108	28,829	523	1.8%
Streaky Bay	RAM	11,900	1,247	1,964	15,111	445	3.0%
Tumby Bay	RAM	11,900	1,525	2,356	15,781	574	3.8%
Whyalla	URS	13,400	12,494	10,629	36,524	461	1.3%
Wudinna	RAS	11,400	737	1,127	13,264	500	3.9%
		131,900	32,579	34,706	199,186	5,894	3.0%

Now is the time if Councils wish to review the previously planned and adopted subscription levels as highlighted in the Long Term Financial Plan adopted in June 2018. However delays in decision making may jeopardise Councils knowing what their subscriptions are for their own budgeting purposes.

#### STRATEGIC REFERENCE:

N.A.

**LEGISLATIVE REFERENCE:**

N.A.

**BUDGET REFERENCE:**

N.A.

**RISKS:**

N.A.

**REVIEW PERIOD:**

N.A.

**SUMMARY OF RECOMMENDATION(S):**

1. *That the EPLGA Board accepts General Report #1-0219 from the Executive Officer.*
2. *That as from 1 July 2019 the EPLGA seeks that RDAWEP manage the EP Mineral & Energy Resources Community Development Task Force with funding assistance to be negotiated.*
3. *That the EPLGA provides direction to the Executive Officer as to the next steps with the EP Strategic Plan (draft) with a view to having an adopted plan that can assist with the RDAWEP Funding negotiations, plus seeking funding to undertake projects that would be highlighted within the Implementation Plan, which is to be developed in consultation between RDAWEP and individual Councils.*
4. *That the Executive Officer reports on the outcomes of the ZEMC meeting held on 14 February 2019 with regard to a ZEMC Deputy Chairperson.*
5. *That member Councils note the EPLGA Long Term Plan 2019-20 subscriptions levels for their budgeting purpose and advise of any amendments or further work required prior to setting the EPLGA budget.*



## **EYRE PENINSULA MINERAL & ENERGY RESOURCES COMMUNITY DEVELOPMENT TASK FORCE**

### **Terms of Reference**

#### **Background:**

The Local Government Association together with the Eyre Peninsula Local Government Association, held the Mineral & Energy Resources Round Table Forum in November 2013 to discuss the proposed recommendations from the South Australian Centre for Economic Studies (SACES) titled:

*"Impact of Mining and Resource Development: A Case Study for Eyre Peninsula Councils"*

The Round Table focused on the following recommendations from the SACES Report:

- The importance of the social aspirations of communities which is directly linked to the economic development of regions.
- The role of the three tiers of investment including 1) private sector capital investment ( e.g. infrastructure investment – ports, rail, power etc.), 2) three spheres of government investment to improve public services and community facilities and 3) government investment to respond to structural shifts in the economy, principally by facilitating investment in human capital, upgrading education, training and skills formation . People will invest in themselves if the support systems are there for them.
- The importance of issues such as population growth and responding to what this brings e.g. accommodation and the attraction of skilled workers and their families.
- That individual Councils and mineral and energy resources companies share a common goal.
- Regions that have prospered over the years have focused on raising the skill level of the people at the bottom of the skills ladder rather than the top.
- If community engagement is not undertaken appropriately there are risks that the opportunities of mineral and energy resources activity will be viewed negatively by local and regional communities.

In essence:

Individual councils and mineral and energy resource companies share a common strategic goal and how to exploit this common goal is a job for the task force. They both want to:-

- obtain and attract skilled workforce
- attract families to the region.
- minimise cost
- maximise productivity
- a high quality of life
- low cost housing
- social amenities that accompany the quality of life
- strategically plan for the future to capture and obtain these benefits for the future of the region.

Economic development advisors in regions highlight the importance of strategic leadership coming from local and regional levels. Success is achieved with a bottom up approach.

#### **Objectives:**

The Task Force's main objectives are to:

- Provide a single and strengthened strategic forum for information sharing as to the development of mine sites, infrastructure and community impacts;
- Assist Local Government in preparatory strategic planning for housing and support services;
- Provide a focus to all State agencies activity (e.g., education, health, police) as a result of mineral and energy resources projects proceeding and thereby provide support to the Eyre Peninsula Local Government Association (EPLGA) and Regional Development Australia Whyalla and Eyre Peninsula (RDAWEP) as they address local strategic issues.

- Ensure strategic actions are being undertaken to address the recommendations and issues raised at the Task Force table.
- Propose strategic ways to build on stakeholder and community engagement with a view to meeting regional long term needs.
- Determine clear strategic roles and responsibilities of stakeholders in relation to a developing regional mineral and energy resources industry.
- Develop strategic recommendations where required – to be considered by the mineral and energy resources industry, RDAWEP, EPLGA, State and Local Government to encourage sustainable regional economical growth.
- Assist in the regional coordination of State and Local Government and agencies to avoid duplication and unnecessary “red tape” to optimise a quality return for the region.

### **Membership:**

The Task Force membership is at the pleasure of the EPLGA and will comprise representatives from:

- CHAIR – high level independent.
- STATE GOVERNMENT – Deputy Premier/Treasurer or nominee, Minister for Regional Development or nominee, Member for Giles, Member for Flinders, Senior Officers Dept. State Development (non-voting) and Dept. Planning, Transport and Infrastructure (non-voting).
- SACOME – Chief Executive Officer.
- LGA of SA – CEO or nominee.
- EPLGA – President and Executive Officer (non – voting).
- LOCAL COUNCILS – A Mayor and CEO from a Council directly affected by mineral and energy resources or exploration.
- EPNRM – Presiding Member.
- RDAWEP – Chairperson and Chief Executive Officer (Non-voting).
- Coordinator (non-voting).
- Other members as required for specific purposes (non-voting).

### **Removal of a Member from Office**

This Task Force may terminate a person’s membership for misconduct by a vote of two-thirds of those present at a Task Force meeting called in accordance with these Terms of Reference and for which due notice of the motion to terminate the person’s membership has been given.

Where a member or their nominee does not attend three consecutive meetings of the Task Force without adequate cause, that person’s membership may be terminated. A person who has had their membership terminated may apply to the Task Force to have their membership reinstated.

### **Chair [and Deputy Chair]**

The Chair shall serve for the duration of their appointment to the Task Force and will be appointed by the EPLGA in consultation with other Task Force members.

Deputy Chair will be the President of the Eyre Peninsula Local Government Association.

### **Task Force Coordinator**

The Eyre Peninsula Local Government Association will be responsible for the appointment of the Task Force Coordinator. The Coordinator position will be a contract position with a defined role (see separate role statement).

### **Executive Committee**

The Task Force shall have an Executive Committee, empowered to act executively between meetings where urgent business requires such action. Executive Committee actions will be reported back to the Task Force at the next scheduled meeting.

The Executive Committee shall comprise:

- Chairperson.
- Deputy Chairperson.
- A State Government representative from the membership of the Task Force.
- EPLGA Executive Officer.
- Task Force Coordinator.

#### **Casual Vacancies on Task Force**

A casual vacancy shall be filled as soon as possible by the member organization. The member organization nomination must be made in writing to the Task Force and resolved or otherwise at the next Task Force Meeting after the written nomination is received by the Coordinator.

#### **Conflict of Interest**

Task Force members are required to bring to the attention of the Chair any conflict of interest or potential conflict they may have with any item on the Task Force's agenda.

If a Task Force member is deemed to have a real or perceived conflict of interest in a matter that is being considered at a meeting, he/she will be excused from discussions and deliberations on the issue where a conflict of interest exists OR must not be present for consideration of that matter.

#### **Resourcing Arrangements:**

Operationally: - The Task Force will be supported by the EPLGA with a dedicated Secretary/ Coordinator to manage the Task Force.

Financially: - All members represented on the Task Force shall collectively provide adequate funding for the Task Force's operations. At the first meeting of the Task Force a 12 month budget shall be developed. The member organization shall be responsible for funding the attendance of the member to meetings.

#### **Reporting Arrangements**

All members on the Task Force are expected to consider reports and minutes from the Task Force. The LGA is to maintain the operations and outcomes of the Task Force as an agenda item at the Premier's Forum.

At the first meeting or as subsequently resolved the Task Force shall decide on any other reporting requirements that may be needed, e.g. to State Government Cabinet, State Government Economic Development Board, etc.

#### **Meeting arrangements:**

Location: - Port Lincoln or as decided by the Task Force

Frequency: - As determined by the Chairperson and Task Force Coordinator in consultation with the Task Force members.

Time and Duration: - As determined by the Chairperson and Task Force Coordinator

Agenda: - Notice and Agenda to be distributed by the Coordinator at least 5 working days prior to the meeting. The Task Force will also consider papers out of session.

Minutes and Action List: - Distribution by Coordinator within 5 working days after the meeting. The Task Force must ensure that accurate written minutes of its proceedings are kept and are presented for verification at the subsequent meeting of the Task Force.

Telecommunications meetings: - For the purpose of efficiency and effectiveness the contemporary linking together by telephone, audio-visual or other instantaneous means of a number of the Task Force members is deemed to constitute a meeting of the Task Force.

Quorum: - Is half plus one.

Voting: - All members will have a deliberative vote. In the event of equality of votes, the chairperson will have a casting vote. From time to time others will be invited to attend the meetings dependent on agenda items – these people will be non-voting.

Confidentiality: - All members must keep confidential all documents and any information provided to them in confidence for their consideration prior to a meeting and until confidentiality is lifted by Task Force resolution.

Work Plan: The first meeting of the Task Force will settle a work plan for the first 12 months and will do likewise for every 12 months thereafter the Task Force is in operation.

### **Observers and Visitors**

Observers and visitors must have received the prior permission of the Chair to attend meetings. Observers and visitors must leave the meeting if any matters are to be considered in camera.

### **Propriety of Members of the Task Force**

Task Force is committed to the ethical conduct in all areas of its responsibilities and authority, and all Task Force members shall:-

- i) act honestly and in good faith at all times
- ii) carry out their duties in a lawful manner
- iii) avoid conflicts of interest in as far as is possible
- iv) be diligent
- v) observe the confidentiality of non public information acquired by them in their role as a Task Force member and not disclose to any other person such information except in the proper performance of the duties of the Task Force
- vi) not divulge to any other person who is not a Task Force member, confidential discussions of the Task Force, including opinions expressed by individuals in the course of Task Force meetings
- vii) not make unauthorised comments about any activities of the Task Force
- viii) act in recognition of the legal and moral duties of the role
- ix) work in a positive and constructive manner
- x) be loyal and supportive
- xi) not harm the public image or denigrate the Task Force
- xii) meet regularly to monitor the performance of the Task Force

### **Access to Resources**

Members will be provided with access to any resources reasonably required to fulfil their duties as a Task Force member.

### **Media and Public Communications**

All media and public communications from the Task Force or Task Force representatives will be coordinated with the Chair.

### **Sub - Committees**

This Task Force may establish such sub-committees of a standing or ad hoc nature as it deems appropriate. The Terms of Reference of each sub-committee shall be approved by the Task Force.

The Task Force shall receive reports as required from such sub-committees and have responsibility to monitor and evaluate activities in respect of each sub-committee's functional responsibilities.

It is envisaged such sub-committees will be formed to focus on individual mineral and energy resources projects rather than taking a holistic strategic functionality like the Task Force or for regional issues affecting mineral and energy resources projects, e.g. regional water issues, regional planning, regional infrastructure, etc.

### 3.3 Executive Officer's Report cont.

#### 3.3.2 Report No. 02-0219: Election of EPLGA Office Bearers and Other Committee Representatives

To: President and EPLGA Board Members  
Date: 25 February 2019  
Topic: Election of EPLGA Office Bearers and Other Committee Representatives  
Report No: 02-0219

---

#### **PROPOSAL:**

That the EPLGA Board, pursuant to its Charter, elects a President and Deputy President for the ensuing term.

#### **BACKGROUND:**

The EPLGA Charter in relation to the election of Officers of the Board states:

#### **9. OFFICERS OF THE BOARD**

- 9.1 The Board shall elect, from the elected member Board Members of different Constituent Councils, at the February meeting following the Local Government periodical elections, the following:
- 9.1.2 President, who shall be the chairperson of the Board; and
  - 9.1.3 Deputy President, who shall be the deputy chairperson of the Board.

#### **10. LGA Board Membership and SAROC Committee Representative**

- 10.1 Upon being elected the President and Deputy President shall automatically be appointed as SAROC Committee Representatives.
- 10.2 If the President or Deputy President decline either or both of the appointments in clause 10.1 the Board shall call for nominations from persons for appointment to the vacant position and if there is more than one nomination for a position then the Board will elect a nominee to that position following a preferential election process.
- 10.3 The term of the SAROC Committee Representative positions will be the same as the term of the President and Deputy President who declined the position.

The terms for the President and Deputy are until the next Council elections.

#### **DETAIL:**

##### Election of EPLGA President and Deputy President Process

As the Charter is silent on the process to be undertaken to elect the President and Deputy President for the EPLGA, I would suggest where there are multiple nominations that a secret ballot be used with a preferential voting system employed.

The filling of the position of President will be called for first and the voting process be conducted if multiple nominations are received.

This process will then be followed by filling the Deputy President position in the same manner.

##### Election of Executive Committee

Whilst the EPLGA Charter is silent on the organisation being compulsorily required to have an Executive Committee, it does permit an Executive Committee to be established, pursuant to clause 4.8. In February 2014 an Executive Committee was established by the EPLGA Board.

##### **341/14 Moved Mayor Collins, seconded Mayor Nield that the EPLGA Board:**

1. **Notes the reconfirmation of individual member council appointments to the EPLGA Board pursuant to clause 6.4 of the new charter.**
2. **Appoints the President (Mayor Low), Deputy President (Mayor Elleway) and Mayor Schaeffer, plus CEO Rob Donaldson (subject to his approval) to the EPLGA Board Executive Committee pursuant to clause 4.9 of the new charter.**
3. **Adopts the terms of reference for the EPLGA Board Executive Committee.**
4. **Endorse the Executive Officer's action in seeking approval from the Minister for the EPLGA not to have an audit committee.**

**CARRIED**

I would therefore strongly recommend that the EPLGA continues with such a committee and remind the EPLGA Board of the terms of reference clause in relationship to membership of such committee, being as:

**Membership – Executive Committee**

*Membership of the Committee will comprise the President, Deputy President, Past President and a Council Chief Executive Officer appointed by the EPLGA Board.*

*Where the Past President is no longer a delegate to the EPLGA Board another delegate will be selected by the EPLGA Board.*

*The Executive Officer will be a non-voting member.*

As Ex- Mayor Green is the immediate past president, but is no longer an elected representative of Local Government, another delegate is required to be elected.

**Exemption from the requirement for a Regional Subsidiary to form an Audit Committee**

See the gazettal notice below.

**LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 2011**

EXEMPTION FROM THE REQUIREMENT FOR A REGIONAL SUBSIDIARY TO ESTABLISH AN AUDIT COMMITTEE—  
 EYRE PENINSULA LOCAL GOVERNMENT ASSOCIATION

*Notice of Exemption by the Minister for Local Government*

*PURSUANT to Regulation 18 of the Local Government (Financial Management) Regulations 2011, I, Geoffrey Graeme Brock, MP, Minister for Local Government, grant the Eyre Peninsula Local Government Association an exemption from the requirement to establish an audit committee until 30 June 2021.*

*GEOFF BROCK, Minister for Local Government*

**STRATEGIC REFERENCE:**

1. Actively assist members by representing their combined interests

**LEGISLATIVE REFERENCE:**

EPLGA Charter

Executive Committee terms of reference

**BUDGET REFERENCE:**

The President currently receives an allowance of \$2,250 pa.

LGA Board and SAROC representatives have travel, accommodation and meals paid for to attend the relevant LGA Board and SAROC meetings and other business arising from such meetings requiring travel.

**RISKS:**

N.A.

**REVIEW PERIOD:**

- The election of these positions occurs after every Local Government periodical election.
- Or in the case of the EPLGA, if either the President or Deputy President resigns or removed from their positions as per the Charter.

**RECOMMENDATION(S):**

*That the EPLGA Board conducts the elections for:*

1. *President of the EPLGA Board (currently Mayor Sam Telfer, DC Tumby Bay and President of the LGA of SA):*  
*That ..... is elected President of the EPLGA Board.*
2. *Deputy President of the EPLGA Board (currently Mayor Dean Johnson, DC Kimba):*  
*That ..... is elected Deputy President of the EPLGA Board.*
3. *There is a vacancy in the Immediate Past President position for the Executive Committee.*  
*That ..... is elected to fill the Immediate Past President vacancy for the Executive Committee.*
4. *That the EPLGA Board confirms the membership of the Executive Committee as per the terms of reference and the Chief Executive Officer position on the committee be .....*

**Enclosures:**

Terms of Reference – Executive Committee

## **EYRE PENINSULA LOCAL GOVERNMENT ASSOCIATION**

### **EXECUTIVE COMMITTEE**

#### **TERMS OF REFERENCE**

##### **Preamble**

The EPLGA Board at its 6<sup>th</sup> December 2013 meeting adopted a new charter which was gazetted on 12<sup>th</sup> December 2013. The advent of a new charter has meant changes to the governance of the EPLGA Board with one being the need to develop terms of reference for the Executive Committee of the Board.

##### **Name of Committee**

Executive Committee

##### **Purpose**

The purpose of the Executive Committee is to:

Undertake a consistent process for the handling of allegations and complaints against the EPLGA Board or an officer holder or staff member

Ensure that the principles of natural justice are upheld and applied with respect to investigations.

Undertake a fair process for the Chief Executive Officer's annual performance review.

Provide direction and assistance between EPLGA Board Meetings to the Executive Officer when requested on EPLGA Board business matters.

##### **Functions of the Committee**

The functions of the Committee are:-

To investigate allegations and complaints of the EPLGA Board including those that may arise under clause 10 of the charter (Proprietary of Members of the Board – Conflict of Interest) and the Board's Officer Bearer Code of Conduct.

To determine what, if any, action is required in relation to allegations and complaints

To undertake the annual performance review of the Executive Officer.

To review the Executive Officers work plan for the ensuing 12 months prior to presentation to the EPLGA Board.

To make recommendation to the Councils regarding the Chief Executive Office salary review.

To undertake any delegated tasks from the EPLGA Board.

##### **Membership**

Membership of the Committee will comprise the President, Deputy President, Past President and a Council Chief Executive Officer appointed by the EPLGA Board.

Where the Past President is no longer a delegate to the EPLGA Board another delegate will be selected by the EPLGA Board.

The Executive Officer will be a non-voting member.



**Convenor/Chairperson**

The President will be the Chairperson of the Committee.

**Meeting Frequency**

The Committee will meet as and when required.

**Meeting Procedures**

The Committee will operate on an informal basis, and will not therefore be subject to formal meeting procedures.

Detailed minutes will not be taken, but a list of agreed actions and recommendations will be prepared. All recommendations will be presented to the EPLGA Board.

A quorum will be two members.

**Executive Support and Implementation**

The Executive Officer of the EPLGA will provide executive support to the Committee.

**Term of the Committee**

The term of appointment of the Members of the Committee shall be as determined by the EPLGA Board.

A Committee Member's office will become vacant upon the Member ceasing to hold office as President, Deputy President or Board Member of the EPLGA.

In the event of a vacancy in the office of a Member of the Committee the EPLGA Board shall, appoint another person as a Member of the Committee on such terms and conditions as determined by the EPLGA Board.

**Delegation**

Pursuant to the Local Government Act 1999 Schedule 2 clause 36(2) (a) the EPLGA Board may delegate tasks to the committee for action

**Reporting**

The Executive Committee will be responsible for reporting delegated task outcomes from its own operations to the EPLGA Board.

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**Document Control:****Implementation:**

Executive Officer Report No 4-0214.

EPLGA Motion No.: 341/ 14

Date: 23 February 2014

### 3.3 Executive Officer's Report cont.

#### 3.3.3 Report No. 03-0219: S270 Review Panels - Nominations

**To:** President and EPLGA Board Members

**Date:** 25 February 2019

**Topic:** S270 Review Panels - Nominations

**Report No:** 03-0219

##### **PROPOSAL:**

That amendments be made to the S270 Review Panels as directed by the December 2018 EPLGA Board meeting.

##### **BACKGROUND:**

The EPLGA Executive Officer invited nominations to the EPLGA Review of Decisions Regional Panel ("Panel"). Now the nominations are received they are presented to the February 2019 EPLGA Board for endorsement or otherwise.

The terms of reference for the Panel states:-

##### ***Membership & Appointments to Panel***

*Membership of the Regional Panel will be by the following process:-*

- *The Executive Officer of the EPLGA will seek nominations from member Councils.*
- *Those nominations will be considered by the EPLGA Board for appointment to the panel.*
- *The tenure of panel members will align to Council general elections with nominations and appointments being made as soon as practicable after the Local Government Elections. Panel members are eligible for renomination and no set terms apply to the panel.*
- *Should there be a vacancy on the regional panel the Executive Officer of the EPLGA will call for nominations for such replacement and all nominations will be considered by the EPLGA Board for appointment(s).*
- *The Regional Panel membership will be as determined & appointed by the EPLGA Board by resolution.*

##### **DETAIL:**

See the nominations put forth and the associated changes to the terms of reference around panel reimbursements for costs and travel as directed at the December 2018 EPLGA Board meeting (see appendix to terms of reference).

<b>Position</b>	<b>Name</b>	<b>Council</b>
Manager Corporate Services	George Karzis	DC Elliston
Mayor	Dean Johnson	DC Kimba
Ex- Councillor	Geoff Churchett	DC Kimba
Councillor	Newton Luscombe	Wudinna DC
CEO	Trevor Smith	DC Tumby Bay
CEO	Chris Cowley	City of Whyalla
Councillor	David Knox	City of Whyalla
CEO	Peter Arnold	DC Cleve
Councillor	Chris Tarran	DC Cleve

Should there be other members willing to join the panel Council can nominate these at the meeting for consideration by the EPLGA Board.

##### **STRATEGIC REFERENCE:**

Goal 1.2 Governance

**LEGISLATIVE REFERENCE:**

On 27th February 2017, as a result of an Ombudsman's Review of Decisions Report, the Eyre Peninsula Local Government Association Board (EPLGA) met to consider the establishment of a Regional Panel of Elected Members and staff members to assist Councils in the task of reviewing decisions when they request such assistance.

**BUDGET REFERENCE:**

The Executive Officer was to put forward some recommended costs and reimbursements associated with panel operations.

**RISKS:**

The reduction to the risks in governance and having locals reviewing decisions, which they should have a better understanding of than others in other places, must be a plus.

**REVIEW PERIOD:**

As per the terms of reference, the "Panels" are also able to assist and advise the EPLGA Board on any improvements to the terms of reference of the Panel, overall composition, any operations of the Regional Panel and any other matters of general interest to Local Government in the reviewing of decisions.

The above does not stop any member Council or the EPLGA Board reviewing the terms of reference at any time.

**RECOMMENDATION(S):**

*That the EPLGA Board endorses the following persons to be members of the Section 270 Review of Decisions Panel.*

Position	Name	Council
Manager Corporate Services	George Karzis	DC Elliston
Mayor	Dean Johnson	DC Kimba
Ex- Councillor	Geoff Churchett	DC Kimba
Councillor	Newton Luscombe	Wudinna DC
CEO	Trevor Smith	DC Tumby Bay
CEO	Chris Cowley	City of Whyalla
Councillor	David Knox	City of Whyalla
CEO	Peter Arnold	DC Cleve
Councillor	Chris Tarran	DC Cleve

**Enclosures:**

Terms of Reference – underlined red sections are the additions to the terms of reference.

**EYRE PENINSULA LOCAL GOVERNMENT ASSOCIATION  
REVIEW OF COUNCIL DECISIONS REGIONAL PANEL  
TERMS OF REFERENCE**

### **Preamble**

On 27th February 2017, as a result of an Ombudsman's Review of Decisions Report the Eyre Peninsula Local Government Association Board (EPLGA) met to consider the establishment of a Regional Panel of Elected Members and staff members to assist Councils in the task of reviewing decisions when they request such assistance.

On 30<sup>th</sup> June 2017 the EPLGA Board then appointed members to the Regional Panel from whom a portion of members or all of the members may be engaged by a member Council to undertake the task of reviewing its decision(s) as requested by an applicant.

### **Name of Panel**

The EPLGA Review of Decisions Regional Panel ("Panel")

### **Role**

- 1 To provide a pool of Elected Members and Council staff from which a Council can assemble a *Review Panel* to investigate and review its decision(s) as requested by an applicant pursuant to The Local Government Act 1999, Chapter 13 Part 2.
- 2 The selected Review Panel will provide assistance by the conducting of an independent review of the Council's decision(s). (i.e. in response to an application for such a review from an individual, group or other organisation(s)).
- 3 To assist and advise the EPLGA Board on any improvements to the terms of reference of the Panel, overall composition, any operations of the Regional Panel and any other matters of general interest to local government in the reviewing of decisions.
- 4 To remain confidential at all times when reviewing decisions of Councils or Council staff.
- 5 To seek and undertake any required training relevant to reviewing a decision(s) of Councils

### **Membership & Appointments to Panel**

Membership of the Regional Panel will be by the following process:-

- The Executive Officer of the EPLGA will seek nominations from member Councils. Elected Members and staff who have served in a Council for the previous term of the Council are also eligible for nomination to the panel.
- Those nominations will be considered by the EPLGA Board for appointment to the panel.
- The tenure of panel members will align to Council general elections with nominations and appointments being made as soon as practicable after the Local Government Elections. Panel members are eligible for renomination and no set terms apply to the panel.
- Should there be a vacancy on the regional panel the Executive Officer of the EPLGA will call for nominations for such replacement and all nominations will be considered by the EPLGA Board for appointment(s).
- The Regional Panel membership will be as determined & appointed by the EPLGA Board by resolution.

A Review Panel established by a Council will be as follows:-

- The Review Panel members selected from the EPLGA Review of Decisions Regional Panel is at the discretion of the CEO of the member Council.
- A minimum of two EPLGA Review of Decisions Regional Panel members shall be engaged to undertake the review.

### **Convenor/Chairperson**

At each sitting of an established Review Panel, the members who have been engaged to undertake the review will select a chairperson for the duration of the review.

### Meeting Frequency

The Review Panel will meet as soon as possible after being engaged to undertake a review.

Once engaged by a Council the Review Panel will meet as often as it decides. However every effort is to be made to expediently and effectively complete the review.

### Meeting Procedures

That prior to engaging any of the EPLGA Review of Decisions Regional Panel members, the requesting Council will agree to reimburse sitting panel members as per the Schedule of Fees in Appendix 1 to these terms of reference.

The engagement of the EPLGA Review of Decisions Regional Panel members to form a Review Panel is the responsibility of the Chief Executive Officer of the requesting Council. The Chief Executive Officer is to consult with their elected Council to a reasonable degree in relation to the engagement of persons to undertake the review of decision(s) process.

After electing a chairperson for the Review Panel, the Review Panel will establish its own operating procedures for the review as a first priority.

The chairperson will at the first meeting of the panel establish an indicative budget for the duration of the sitting of the panel for the Council which established the panel.

### Executive Support and Implementation

- 1 The Executive Officer of the EPLGA will provide executive support to the Review Panel if required, however every effort should be made to utilise the resources of the Council requesting the review of its decision(s).
- 2 In addition, the Review Panel may from time to time require other external advice which must be approved and paid by the member Council who established the Review Panel. The advice payment may also involve sharing costs with the applicant requesting a review of the decision(s).

### Delegation

The Review Panels are to use the policies and procedures of the Council establishing the Review Panel.

### Reporting

The Review Panel will be responsible for reporting the review outcomes to the member Council. The member Council will consider the Review Panels report and advise the applicant requesting a review of the Council's decision(s), the Report outcomes and Council's response and/or remedies.

### Records Management

The Council who establishes the panel is responsible for adherence to the State Records Act 1997 in relation to the review.

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Document Control:

**Implementation:** 1 Dec 2017 Motion: 612/17

## APPENDIX 1

### **Schedule of Fees for Sitting Panel Members**

The Council requesting the formation of a S270 Review of Decision Panel will reimburse the fees, accommodation, reasonable meals and travel costs of attendance at panel meetings where prior approval for expenditure has been approved by the Council or Chief Executive Officer of the Council.

### **Reimbursement of Sitting Fees**

As a minimum the sitting panel members will be reimbursed as follows:-

Council Staff & Elected Members – reimbursement to their employer at their hourly rate plus 15% over heads to cover superannuation and work cover costs if they are being paid by their employer at the same time as sitting on the panel.

Should the staff member or Elected Member take leave without pay for the sitting, then the reimbursement is direct to them at their hourly rate only.

Unemployed/ retired ex – staff members & Elected Members will be paid a minimum sitting fee of \$30 per hour (i.e. is sitting time and travel time).

### **Accommodation & Meals**

The Council requiring the panel will reimburse accommodation & reasonable meals expenses where attendance at panel meetings necessitates over night stays. The accommodation and meal allowance will be negotiated with panel members by the Council seeking the services of the panel.

### **Travel Expenses:**

The Council will reimbursement travel at the rate of reimbursement for motor vehicle costs equal to the appropriate rate per kilometre prescribed for the purposes of calculating deductions for car expenses under section 82KX(1)(a) of the Income Tax Assessment Act 1936 of the Commonwealth.

### **3.3 Executive Officer's Report cont.**

#### **3.3.4 Report No. 04-0219: Meeting Actions Report**

**To:** President and EPLGA Board Members

**Date:** 25 February 2019

**Topic:** Meeting Actions Report

**Report No:** 04-0219

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**PROPOSAL:**

That the EPLGA Board notes the Meeting Actions Report and outstanding matters.

**BACKGROUND:**

As good governance practice a meeting action report will be maintained and presented at each EPLGA Board Meeting to allow the status tracking of all action based resolutions made by the EPLGA Board. Once completed the resolution/task will be deleted from the report, but will be maintained in the file for any future reference.

**DETAIL:**

The report is relatively self-explanatory.

**REVIEW PERIOD:**

Each EPLGA Board Meeting on a quarterly basis.

**RECOMMENDATION(S):**

- 1. That the EPLGA Board accepts report # 04-0219 from the Executive Officer.**
- 2. That the EPLGA Board notes the Meeting Actions Report.**

**Enclosures:**

Meeting Actions Report

Meeting Date	Motion No.	Task	Responsibility	Comment	EPLGA Status
27-Feb-17	547/17	MOU with DPTI - Shared Services	EO, Working Group & Eng. & Works Cmtee	DPTI, EO & Working Group to prepare MOU for EPLGA Board consideration at phone link meeting. Engineering & Works Committee plus working group responsible for furthering the project.	In Progress - next meeting early 2018. New State Govt slowed progress. President & EO met with Minister Sept 2018. No action or interest from State.
27-Feb-18	020/18	Native Vegetation Regulations Lobbying - Regional Townships v City	President & EO	Raised at SAROC & LGA Board level for action.	In progress - LGA Board to follow up.
29-Jun-18	026/18	Roadside Native Veg Management Plan	EO	Awaiting NVC approval after guidelines produced by NVU staff	In Progress - State Guidelines now developed. EP NVMP to be submitted for approval by NVC.
7-Sep-18	050/18	RDAWEP EPLGA Funding Agreement Negotiations	Exec Committee	Plan with timeframes to be developed.	EO met with RDAWEP - Plan and timelines established. Emailed to all Councils. Strategic Plan has role to play in this too.
7-Sep-18	053/18	Transport Strategy Review	EO	Chair Eng & Works Committee - organising implementation of review with SMEC	In progress
7-Sep-18	054/18	SA Govt Industry Participation Policy & Guidelines	CEO Committee	CEO Committee to follow up with EPLGA board directions & report back	In progress
7-Sep-18	059/18	Upgrade of Finlayson to Gawler Ranges to Kingoonya Road	EO	Minister responded in the negative to any funding.	Completed
7-Sep-18	060/18	Closure of Wudinna TAFE campus	EO	Correspondence forwarded to Minister	In progress - no response received
7-Dec-18	070/18	Regional Workforce Study	EO	Submit for 2019/20 Budget deliberations. CEO PLCC & EO to cost.	On hold until 19/20 Budget deliberations
7-Dec-18	075/18	S270 Review of Decisions Panel	EO	To call for nominations - including from past EM's & Staff from last term of Councils	Email sent to Councils - Report Feb 2019 Meeting
7-Dec-18	076/18	S270 Review of Decisions Panel	EO	Develop schedule of fees and charges for compensation to panel members	Report to Feb 2019 Meeting
7-Dec-18	077/18	RDA Audit Committee	EO	Recommend that EPLGA Member be included in ToR and to seek an additional independent member	COMPLETED
7-Dec-18	078/18	EPLGA Nominee to RDA Audit Committee	EO	Advise RDAWEP that our nominee is CEO Alan McGuire	COMPLETED



### **3.4 Local Government Association of SA**

3.4.1 Topical Report for January 2019 has been forwarded by the Executive Officer.

### **3.5 Regional Development Australia Whyalla and Eyre Peninsula Inc [RDAWEP]**

The Regional Development Australia Whyalla and Eyre Peninsula [RDAWEP] Business Plan with Performance and Progress Reporting for July 2017 - December 2018 is available on the RDAWEP website.

[RDAWEP Consolidated-Performance-Report-Jul-Dec-2018](#)

### **3.6 Eyre Peninsula Natural Resources Management Board (EPNRM)**

▸ Presiding Member; Regional Manager

### **3.7 Other Reports/Minutes**

#### **3.7.1 South Australian Regional Organisation of Councils**

Comment: Minutes of the recent SAROC meetings are distributed to all member Councils by the Executive Officer of the EPLGA.

## **4 COMMITTEES**

### **4.1 CEOs' Committee**

No meeting held this quarter.

#### **4.2 Engineering & Works Committee:**

No meeting held this quarter.

#### **4.3 EP Mineral & Energy Resources Community Development Taskforce**

Refer to Executive Officer's report # 01-0219.

#### **4.4 Executive Committee**

No report tabled.

**5 FINANCE REPORTS**

**5.1 Balance Sheet as at 13 February 2019**

**5.2 Budget Comparison Report as at 13 February 2019**

**RECOMMENDATION(S):**

*That the EPLGA Board receives the Balance Sheet as at 13 February 2019 and the Budget Comparison Report as at 13 February 2019.*

9:00 AM  
 02/13/19  
 Accrual Basis

**EPLGA**  
**Balance Sheet**  
 As of February 13, 2019

**ASSETS**
**Current Assets**
**Chequing/Savings**

Bank SA Society	13,842.78
Bendigo 6 Mth Term	160,498.98
LGFA - EPLGA 1 HR Project	46,873.83
LGFA (at call)	275,611.99

<b>Total Chequing/Savings</b>	<b>496,827.58</b>
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**Accounts Receivable**

Sundry Debtors	(11,624.80)
Trade Debtors	103,522.16

<b>Total Accounts Receivable</b>	<b>91,897.36</b>
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<b>Total Current Assets</b>	<b>588,724.94</b>
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<b>TOTAL ASSETS</b>	<b>588,724.94</b>
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**LIABILITIES**
**Current Liabilities**
**Accounts Payable**

Trade Creditors	562.50
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<b>Total Accounts Payable</b>	<b>562.50</b>
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**Other Current Liabilities**

Accrued Annual Leave Provision	16,411.87
Accrued LSL Provision	6,248.65

**Payroll Liabilities**

PAYG Liabilities	9,034.00
PAYG Paid	(2,524.00)

**Statewide Super**

Employer Super T.Irvine	1,412.31
Salary Sacrifice T.Irvine	423.69

<b>Total Statewide Super</b>	<b>1,836.00</b>
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<b>Total Payroll Liabilities</b>	<b>8,346.00</b>
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**Reserves**

CORES EP	8,389.77
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T Irvine Long Service Leave	10,069.75
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Unspent Project Funds	(97,749.49)
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<b>Total Reserves</b>	<b>(79,289.97)</b>
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Tax Payable	7,296.81
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<b>Total Other Current Liabilities</b>	<b>(40,986.64)</b>
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<b>Total Current Liabilities</b>	<b>(40,424.14)</b>
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<b>TOTAL LIABILITIES</b>	<b>(40,424.14)</b>
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<b>NET ASSETS</b>	<b>629,149.08</b>
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**EQUITY**

Opening Bal Equity	3,894.61
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Retained Earnings	343,822.39
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Net Income	281,432.08
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<b>TOTAL EQUITY</b>	<b>629,149.08</b>
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Budget 2018- 19 LTFFP - 13 Feb 2019

Budget 2018-19		2018/19	2018/19	2018/19	2018/19
As at 13 Feb 2019		Budget	Actual	Balance	Comments
<b>INCOME</b>					
LGA of SA	Regional Capacity	225413	225413	0	Amended 6/9/18
	See Project break down sheet				
Project Income - EP Councils		5680	5680	0	
Projects Income - Other		0	0	0	
<b>Project Income Sub -Total</b>		<b>231093</b>	<b>231093</b>	<b>0</b>	
Reimbursed Income		0	0	0	
Interest Received		5200	2820	2380	Includes Accrual of Interest 1669
Membership Subs		193292	193293	-1	
<b>Admin Sub - Total</b>		<b>198492</b>	<b>196113</b>	<b>2379</b>	
<b>TOTAL INCOME</b>		<b>429585</b>	<b>427206</b>	<b>2379</b>	
<b>EXPENSES</b>					
<b>Exec Officer Employment Costs</b>					
	(including \$15k for own Vehicle)				
Salary		122655	75323	47332	
Workcover		2698	1058	1640	
Employer Super		12266	7532	4734	
LSL Liability	Transfer to Reserves	3066		3066	
<b>Admin &amp; Office Expenses</b>				0	
Admin General		300	0	300	Charter Gazettal
Audit		1500	1580	-80	
Bank Charges		256	682	-426	* Includes Visa Accrual Expenses \$670
Insurance		5842	4382	1460	Amended 6/9/18
IT		500	0	500	
Legal Advice		2500	2290	210	Amended 6/9/18
Meeting Expenses - Board		7250	3138	4112	
Meeting Expenses - Other groups	Working, CEO's, Works Mgrs etc	0		0	Amended 6/9/18 - regional capacity Funding Line (Projects)
Office Rental & Other costs- RDA	RDAWEP agreement	9456	9456	0	
Reimbursable Expenses		0	-307	307	EOY adjustment
President's Allowance		2250	1688	562	
Secretarial Services - RDA	RDAWEP agreement	18911	18911	0	
Telephone		1350	770	580	
Training & Professional Development		0		0	
Travel other than Private Vehicle	President & EO	14892	5854	9038	
<b>Admin Sub - Total</b>		<b>205692</b>	<b>132357</b>	<b>73335</b>	
<b>Projects</b>					
Projects - as per notes below		231093	13417	217676	
Less Unspent Projects Carry Over		-10801	-10801	0	
Plus Carry Forward - determined at end of year.		0	0	0	
<b>Project Sub - Total</b>		<b>220292</b>	<b>2616</b>	<b>217676</b>	
<b>TOTAL EXPENSES</b>		<b>425984</b>	<b>134973</b>	<b>291011</b>	
<b>TOTAL INCOME</b>		<b>429585</b>	<b>427206</b>	<b>2379</b>	
<b>BALANCE</b>		<b>3601</b>	<b>292233</b>	<b>-288632</b>	



Budget 2018- 19 LTFP - 13 Feb 2019

Project Funding Break Downs		2018-19	2018-19	2018-19	
Income		Budget	Actual	Balance	
LGA of SA					
	Regional Capacity - General	40692	40692	0	Amended 6/9/18
	Reg Capacity - Rubble				
	Royalties	159721	159721	0	Amended 6/9/18, Amended 26/2/19
	Outreach Services	25000	25000	0	Amended 6/9/18
		<b>225413</b>	<b>225413</b>	<b>0</b>	
Joint Project Income - EP Councils					
	Other	0	0	0	
	User Groups	0	0	0	
	Emergency Management				
	Plans License	5680	5680	0	
		<b>5680</b>	<b>5680</b>	<b>0</b>	
<b>Total Project Income</b>		<b>231093</b>	<b>231093</b>	<b>0</b>	
<b>Expenses</b>					
EPLGA - Project Funds		0	0	0	
	CWMS Group C/f	8565	0	8565	Carried Forward from 17/18
	Cores C/F	2276	2276	0	C/F * Payment approved 17/18 paid Budget adjusted
	Emergency Management				
	Planning - Licenses & Review	5680	3781	1899	
		<b>16521</b>	<b>6057</b>	<b>10464</b>	
LGA of SA					
	Outreach Services	25000	25000	0	Offset EO wages .4fte LG of SA work
Regional Capacity Funded					
	Regional Transport Plan Review	45000	28	44972	Amended 6/9/18
	Regional Committees				
	Support	7250	1889	5361	Approved 6/9/18
	Governance & Planning				
	Reform	10000	1779	8221	JPB Business Plan development - Quoted work plus meeting expenses
	Projects to be determined	111322	0	111322	To be determined - additional funding gained & balance project budget (Regional Capacity - Rubble)
	Mining Taskforce	25000	495	24505	
	Charter Review	5000	3169	1831	Amended 6/9/18- Advertising costs for Gazzettal
	Workforce Plan - regional	10000	0	10000	* New for R & D application - Not <u>approved</u> .
	Coastal Alliance	1000	0	1000	Amended 6/9/18
		<b>214572</b>	<b>7360</b>	<b>207212</b>	
<b>Total Project Expenses</b>		<b>231093</b>	<b>13417</b>	<b>217676</b>	
<b>Balance</b>		<b>0</b>	<b>217676</b>	<b>-217676</b>	
Amend Carry Forward for - Unspent Project Funding as per Audited Financial Statements 2017/18		10801			

**6 DEPUTATIONS AND PETITIONS**

**6.1 Deputations/Presentations**

**6.2 Petitions – Nil**

**7 GENERAL BUSINESS – Motions on Notice and Without and Questions**

**7.1 Motion on Notice - Nil**

**7.2 Motion on Without Notice/Questions from the floor**

**8 CORRESPONDENCE**

**8.1 Correspondence for Decision**

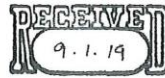
## 8 CORRESPONDENCE

### 8.2 Correspondence for Noting

- 1-0219: David Spears MP, Minister for Environment and Water: Geoffrey Moffatt, CEO, DC Ceduna: Copy of notification received by Geoffrey Moffatt from Minister Spears of the decision to cease State Government representation to all the NRM Boards and the rescinding of Geoffrey's authorisation under section 25(11) as the Local Government Association representative to the EPNRM Board. It was highlighted that the presiding members of NRM Boards will retain a capacity to request any person to attend a board meeting to assist, inform or provide expertise at any time.

SCANNED &  
ENTERED

18EW0002051



77-04



Government  
of South Australia

Office of the Minister for  
Environment and Water

81-95 Waymouth Street  
Adelaide SA 5000  
GPO Box 1047  
Adelaide SA 5001

Tel 08 8463 5680  
minister.speirs@sa.gov.au

Mr Geoffrey Moffatt  
Chief Executive Officer  
District Council of Ceduna  
PO Box 175  
CEDUNA SA 5690

Dear Mr Moffatt

I am writing to thank you for your contribution in attending the Eyre Peninsula NRM Board as the Local Government Association representative under section 25(11) of the Natural Resource Management Act, 2004.

The government is committed to natural resources reform through introduction of a new Landscape Bill in the first quarter of 2019. Going forward, the presiding members of Natural Resource Management (NRM) Boards will retain, as now, a capacity to request any person to attend a board meeting to assist, inform or provide expertise as at any time.

My confidence in the capacity of NRM Boards to request as required, attendance of persons from any government sector is evidenced by the highly collaborative relationships already demonstrated.

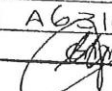
Accordingly, I advise you that after due consideration I will be ceasing state government representation to all the NRM Boards.

As such, I am rescinding your authorisation under section 25(11) as the Local Government Association representative to the Eyre Peninsula NRM Board effective end December 2018.

Yours sincerely

  
DAVID SPEIRS MP  
Minister for Environment and Water

Date: 17/12/18

CORRESPONDENCE TRACKING DATA	
File No	10.85.1.13/10.85.1.22
Date Received	2 JAN 2019
Registration No	A63106
Referred To	

CICCL Jan 19

cc EP LGA.

**8.3      Precis' of all Incoming and Outgoing Correspondence for the period 30 November 2018 – 1 February 2019 for noting only – no recommendations/actions required, with full copies available on request.**

**RECOMMENDATION(S):**

***That all incoming and outgoing correspondence listed in the agenda be noted by the EPLGA Board.***

**INWARDS 77**

**01.    Finlayson to Gawler Ranges to Kingoonya Road Upgrade** 30/11/18[TI]

Response from the Hon Stephan Knoll MP, Minister for Transport, Infrastructure and Local Government on EPLGA's letter on the possible upgrade of the Finlayson to Gawler Ranges to Kingoonya Road, highlighting that "even an increase in volume of a significant magnitude would be unlikely to justify upgrading the corridor". The EPLGA was encouraged to engage with DPTI to undertake an assessment of future initiatives, which may impact future volumes.

**02.    Distribution of FAGs and SLRF** 10/12/18 [TI]

Advice from the Hon Stephen Knoll MP, Minister Transport, Infrastructure and Local Government; Minister for Planning that the SA Local Government Grants Commission's recommendations for the distribution of the Commonwealth Financial Assistance Grants [FAGs] and Supplementary Local Road Funding to Councils [SLRF] for 2018-2019 have been approved by the Hon Dr John McVeigh MP, then Federal Minister for Regional Development, Territories and Local Government. Details of the allocation were contained within the correspondence.

**03.    Council Delegate to the EPLGA** 14/12/18 [TI]

Notification from Stephen Rufus, CEO, City of Port Lincoln that on 4 December 2018, Council resolved to endorse the nomination of Mayor Brad Flaherty to represent the City of Port Lincoln on the EPLGA, with Deputy Mayor Faye Davis appointed as Council's Deputy Member.

**04.    EPNRM Board – LGA Representative** 9/1/19 [TI]

Copy of notification from David Speirs MP, Minister for Environment and Water sent to Geoffrey Moffatt, CEO, DC Ceduna, that the Minister will be ceasing State Government representation to all the NRM Boards however the presiding members of NRM Boards will retain a capacity to request any person to attend a board meeting to assist, inform or provide expertise as at any time.

**05.    EPLGA Board Council Delegate Representation** 14/12/18 [TI]

Notification from Stephen Rufus, CEO, City of Port Lincoln of Council's resolution to endorse the nominations of Mayor Brad Flaherty as representative on the EPLGA Board and Deputy Mayor Faye Davis as the Deputy Member.

**06.    EPLGA Health Working Party Delegate** 14/12/18 [TI]

Advice from Rod Pearson, CEO, DC Lower Eyre Peninsula of the appointment of Cr Wendy Holman as the delegate to the EPLGA Health Working Party for a term of up to 4 years, concluding at the next Council periodic election.

**07    EPLGA Board Council Delegate Representation**

Notification from Rod Pearson, CEO, DC Lower Eyre Peninsula of Council's nomination of Mayor Jo-Anne Quigley as the representative on the EPLGA Board and Deputy Peter Mitchell as the Deputy Member.

**08    EPLGA Delegates** 31/1/19 [TI]

Advice from Geoffrey Moffatt, CEO, DC Ceduna of Council's resolution to appoint Mayor Perry Will as the delegate to the EPLGA Board and Deputy Mayor Ian Bergmann as the proxy delegate.

**09    EPLGA Draft Strategic Plan** 1/2/19 [ST]

Advice from Geoffrey Moffatt, CEO, DC Ceduna of Council's resolution to receive and note the EPLGA Draft Strategic Plan and directed the CEO to articulate Council's concerns with the plan at the February 2019 meeting of the EPLGA Board.



## OUTWARDS 77

### **01. Heavy Freight Task on Eyre Peninsula**

7/12/18 [ST;DD;TI;PT;BF;JAQ]

Letter of concern to the Hon Stephan Knoll MP, Minister for Transport, Infrastructure and Local Government pertaining to heavy freight and future of the rail system on Eyre Peninsula, along with a request that the Eyre Peninsula Freight Strategy and Rail Network Study be provided to stakeholders to allow consideration on the appropriate and informed solutions for the region.

### **02. Enhancement of Visitor Experience in the Far West of EP**

25/1/19 [TI; DD; JC]

Joint letter from Tony Irvine, EO, EPLGA; Jonathan Clark, RD, EPNRM Board and Dion Dorward, CEO/DRD, RDAWEP seeking a partnership with the Alinytjara Wilurara Natural Resources Management Board to enhance the visitor experience in the far west of Eyre Peninsula and build value and benefit for our local people, communities and environment. Funding of \$25,000 was requested to assist with projects listed within the correspondence.

## 9 FUTURE MEETINGS

**RECOMMENDATION(S):**

*That the next meeting of the Eyre Peninsula Local Government Association Board be held on Friday 29 June 2019 at Wudinna, commencing at 10.00am.*

Future meetings scheduled for 2019:

Friday 6 September: Ceduna  
Friday 6 December: Wudinna

**MEETING CLOSE**