

**Kristy Noakes**

**PRESIDENT**

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**EXECUTIVE COMMITTEE**

**NAIN**:-

Phil Herrmann – Yorke Peninsula Council (Treasurer)

Jamie Turley – Barossa Council

**CAIN**:-

Kristy Noakes – City of Charles Sturt Council (President)

Emma Watkins – Adelaide City Council

Jasmine Kappler – West Torrens City Council

**SAPN**:-

Tania Goode - Mount Barker District Council (Secretary)

Simon Horstmann – Adelaide Hills Council

Tony Austin – Rural City of Murray Bridge (Vice President)

**Tuesday 4th April 2023**

**West Torrens Council**

**165 Sir Donald Bradman Drive HILTON**

**1000hrs (and Teams link)**

**Tania Goode**

**SECRETARY**

[tgoode@mountbarker.sa.gov.au](mailto:tgoode@mountbarker.sa.gov.au)

**WCIN**:-

Jenny Ireland – Consultant

**SECN:-**

Tim Wilson – Wattle Range Council

**INDEPENDENT**:-

Cimon Burke – Kelledy Jones Lawyers

Paul Kelly – Norman Waterhouse Lawyers

Dale Mazzachi – Norman Waterhouse Lawyers

Troy Martin – City of Port Adelaide Enfield

Inger Cassidy – City of Prospect (Communications Officer)

Stephanie Paprzycki- Baker – Adelaide City Council

Kelly Hanniford – City of Holdfast Bay Council

**AGENDA/ OUTCOMES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Agenda Item | Strategic  Plan | Decision / Summary | Action |
| 1 | **COMMENCED**  Time meeting commenced |  | 1004hrsa |  |
| 2 | **GUESTS**  Welcome to Guests |  | nil |  |
| 3 | **APOLOGIES**  Are there any Apologies? |  | Phil  Kristy  Jenny  Simon  Inger  Jamie  Paul |  |
| 4 | **MINUTES**  Are there any alterations to the meeting held 2nd March 2023? |  | Tania moved the minutes for the 2nd March be taken as read and confirmed. Seconded Jasmine |  |
| 5 | **CONFIRM MINUTES**  Can I have a member move the above-mentioned minutes are read and confirmed? |  |  |  |
| 6 | **TREASURER’S REPORT** |  | Received via email just before the email – to be moved at a later meeting |  |
| 7 | **CONFIRM TREASURES REPORT**  Can I have a member move the treasurer’s report be accepted as a true and accurate record? |  |  |  |
| 9 | **SAPOL EXPECTATIONS**  Kristy sent a letter troy to follow up with MOU with SAPOL  Will evaluate a similar approach to SA Housing Trust after the LGA’s response | **3.1.3** | To move forward with SAPOL need statutory powers to remove property. SAPOL have these powers and can delegate to us. Decided to look at this some more at a later stage. | **KEEP ON AGENDA**  **Needs further consideration** |
| 11 | **CONSTITUTION**  12 Aug 22 Discussion regarding concerns with making changes at this time | **3.2.2** | Ongoing but on hold at the moment –  Discussion on the breakdown of the network groups. | **KEEP ON AGENDA**  **Needs further consideration** |
| 13 | **DELEGATION OF DUTIES**  Web site – Troy?  Training – Event Bookings – Troy?  Social Media Posts – Jasmine?  Confirming of training venues and catering - ?  Conference Organiser - Tony  Trade Space Organiser - Jenny  Goodie bags – conference - ?  Conference check list – Tania  Any others?  ACTION  Paul, Kristy and Troy will look into this further, with a goal to have them on board to organise this conference.  ACTION  Paul and Kristy will be meeting with Gale from the DCMB to discuss paying an element of the administrator’s salary. |  | Paul has been looking into an assistant administrator to work one day a week with 3 weeks off a year.  8 hours at $35 an hour – for 48 days = $8160.  Will be an independent contractor  Will be an assistant to the Treasurer, Secretary, coordinate the Conference.  Could include following up on memberships and increasing our membership – increase revenue.  Will defer delegation of duties until the assistant is finalised.  04/04 - Cimon also has a potential person to take on this administration role – Jess. | **Move for Paul to look into a formal approach to Roxanne Clark for an administration role as a contractual position.**  **Ask Roxanne for a scope on what she does for the EHO’s**  **Once this is prepared will look at approaching the DCMB regarding possible financial support for this role.** |
| 14 | **TRAINING - STILL TO ORGANISE**  ACTION – PAUL  To discuss with Cimon a about 4 training sessions – two each . One each metro and one at South East and another North.  ACTION - TROY  To send survey results to Lawyers for topic considerations  ACTION – ROCKY - email Tracy and cc Tony in regard to arranging dates for two sessions  INGER – work with Paul and Cimon to arrange dates for lawyers sessions  **ACTION – STEPH**  **To look into a policy on costings per head for training – catering etc.**  ACTION  Tania to confirm with Steph if this was booked and going ahead. DONE - | **2.1.4** | * **Barking Dog Workshops with Petra** * **PRIME Workshops**   *20 – 03 March – Onkaparinga Council*  *19 People attending*   * **Court Workshops** * **Exhibit Management Workshops** * **Framework Launch**   *20 April – Gallery Waymouth St – 2 – 5pm*  *$20 non member - $3000 budget. Free to members*  *Lawyers presentations – Break – Framework*  *presentation – Nibbles*   * **2 x Lawyer Sessions**   *2 hours, Face to Face (LN – overview of various sections*  *of the Act) $50 per head (members and non-members)*   * **Cat Session with AWL for other?** * **2 x Sessions with Tracy (half day workshops)** * **~~3 X Dangerous dog with Steve Austin~~** * **APA meeting – Regional Location**   Paul looking into a possible location – Melrose?  *Tania moved the APA pay for accommodation for committee members*  *Seconded Simon CARRIED*   * **AGM – 22 June including Lawyer Training Sessions**   AGM will be held at the Conference this year – Friday morning just before morning tea | Training deferred until Admin Officer appointed  Launch deferred until after the conference.  Country session – Melrose and could zoom others in. June 16th for meeting. Looking at a Lawyer session – both firms around the meeting.  Tania is not going to be at the conference – will organise minutes from last year and agenda – but Inger will be required to take minutes at the AGM |
| 15 | **OFFICER STANDARDS** | **1.1** | Kristy, Jasmine and Tania to attend this meeting at DCMB. March 21st 1pm to 5pm. Light lunch supplied at 12:30pm. To review their report | Discussed – looking at possible October date |
| 16 | **MEETINGS** |  | Include into training roster - APA Meetings for the term – every three weeks alternating Zoom  Quarterly Meetings with the DCMB   * Meeting will provide a forum to discuss mutually invested projects and information that will benefit both our organisations. * Confirm who would like to attend these meetings to represent the APA * 2nd Thursday of the month at 10am in August, November, February, May | **Kristy Jasmine and Troy have been attending these.** |
| 18 | **MEMBERSHIP FEES** |  | Discussion on new methodology to charge membership fees – by Council instead of per person. | **Will look at asking the admin officer to look into this when they are on board. Deferred** |
| 19 | **DCMB UPDATE AND DCM ACT PREPARATION**  Anything to report on – now that Rocky has left the APA should be asking a board member to attend | **2.1.2** | DACO should be up and running by mid April  Discussion about the zoom meeting, and the changes coming into effect in 2025. |  |
| 20 | **ANY CORRESPONDENCE?** | **3.1.3** | Kristy advising she will be stepping down from her roles as President at the end of this term :(  Open discussion in regards to the commitments being expected of you as the president.  A meeting/workshop in regards to the responsibilities of the committee members. |  |
| 21 | **SUMMER SCHOOL**  Opportunity to promote the Summer School with Dr Susan Hazel or consider a scholarship in the future. |  | Deferred for Admin officer to make contact and discuss what is involved. |  |
| 22 | Steph has located a supplier – will look into the ability to bulk purchase and put leave them at the printers for councils to access.  50 books = $15 book  100 books = $11 book  200 books = $9 book  Look at having a caution and the phonetic alphabet etc. printed in them.  Consider placing a booklet and cover in each of the goodie bags |  | Notebooks – with the cautions could be more expensive.  Troy getting one back with Art work  Covers come with our branding.  Look into possiblitly of giving this out at the conference – booklets and covers in the packs.  Joining pack – booklet and cover – training list that has been booked in. | **Troy to order 200 books and we will sell them at the conference. Can invoice councils.** |
| 23 | **WILD APRICOT – WEB SITE**  Advised of a 25% price increase  Troy is going to attempt to trim the member number – being those who are no longer financial in an attempt to bring the cost down. Will pay the increase but will be looking into finding a comparable Aust provider – possibly something the Administrator can look into. |  | Troy is not certain if we can get the members down – so will have to pay the extra and look into this at a later time.  Will have to pay the fees this year – will ask Admin officer to look into other providers when appointed |  |
| 24 | **ROUND TABLE DISCUSSION** | **9.3** |  |  |
| 25 | **CONFERENCE – SPEAKERS** |  | Encouraged to chase up speakers to fill in the blank spots |  |
| 26 | **NEXT MEETING**  Date, time and venue  **Meeting Closed** |  | Thursday 18th May – Conference meeting – 2:00pm.  Drinks after. Norman Waterhouse |  |