

**Kristy Noakes**

**PRESIDENT**

knoakes@charlessturt.sa.gov.au

**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

**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**

|  |  |  |  |  |
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| Item | Agenda Item  | StrategicPlan | 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 IngerJamiePaul |  |
| 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 SAPOLWill 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 - TonyTrade Space Organiser - JennyGoodie bags – conference - ?Conference check list – TaniaAny others? ACTIONPaul, 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 contractorWill 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 - TROYTo send survey results to Lawyers for topic considerationsACTION – 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 book100 books = $11 book200 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 increaseTroy 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  |  |