

**Kristy Noakes**

**PRESIDENT**

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**EXECUTIVE COMMITTEE**

**NAIN**:-

Phil Herrmann – Yorke Peninsula Council (Treasurer)

Jamie Turley – Barossa Council

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Kristy Noakes – City of Charles Sturt Council (President)

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**SAPN**:-

Tania Goode - Mount Barker District Council (Secretary)

Simon Horstmann – Adelaide Hills Council

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

**Thursday 2nd March 2023**

**TEAMS MEETING**

**1300hrs**

**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**

|  |  |  |  |  |
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| Item | Agenda Item | Strategic  Plan | Decision / Summary | Action |
| 1 | **COMMENCED**  Time meeting commenced |  | 1315hrs |  |
| 2 | **GUESTS**  Welcome to Guests |  | Nil |  |
| 3 | **APOLOGIES**  Are there any Apologies? |  | Jamie Turley Cimon Burke  Emma Watkins Dale Mazzachi  Jenny Ireland Kelly Hanniford |  |
| 4 | **MINUTES**  Are there any alterations to the meeting held 12th “January 2023? |  | No |  |
| 5 | **CONFIRM MINUTES**  Can I have a member move the above-mentioned minutes are read and confirmed? |  | *Tania moved the minutes be taken as read and correct*  *Seconded Paul CARRIED* |  |
| 6 | **TREASURER’S REPORT**  ACTION – PHIL  To advise what funds are allocated to awards  ACTION - KRISTY  Chase up barking presenters invoice |  | Phil discussed Report that was emailed to committee yesterday.  Approx $12000 funds allocated to awards – still to be paid out.  Barking presenters invoice has been received and paid |  |
| 7 | **CONFIRM TREASURES REPORT**  Can I have a member move the treasurer’s report be accepted as a true and accurate record? |  | *Phil moved the report be taken as read and correct*  *Seconded Troy CARRIED* |  |
| 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 – JENNY and SIMON  Put together a list of suppliers  Note books etc  ACTION STEPH & TROY  Steph has a contact to pass on  To ask Phil about the covers – look at having some printed for Conference with new APA logo. |  | 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  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. | 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. |
| 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 – TANIA & KRISTY  To arrange a board meeting at one of the country training venues – most likely Mount Gambier  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  JASMINE – would the dangerous dog training be supported by the Dog and Cat Management Board  TROY – check availability of Lightsview Sporting Centre for AGM  **ACTION – STEPH**  **To look into a policy on costings per head for training – catering etc.** | **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 | ACTION  Tania to confirm with Steph if this was booked and going ahead. |
| 15 | **OFFICER STANDARDS**  ACTION – PAUL  Organising a meeting with the DCMB and the LGA to discuss standards of the DCMB training | **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 |  |
| 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 |  |
| 18 | **MEMBERSHIP FEES** |  | Discussion on new methodology to charge membership fees – by Council instead of per person. |  |
| 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 – Rocky? | **2.1.2** | DACO should be up and running by mid April |  |
| 20 | **ANY CORRESPONDENCE?** | **3.1.3** | Feedback requested from DCMB – Mandy re Video |  |
| 21 | **SUMMER SCHOOL**  Opportunity to promote the Summer School with Dr Susan Hazel or consider a scholarship in the future. |  | Deferred |  |
| 22 | **APA ADMIN OFFICER**  Discussion concerning the need to engage a person part time to undertake administrative tasks on behalf of the APA. |  | Discussed No 13 – Delegation of duties |  |
| 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. |  |
| 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** |  | 4th April 2023 @ 1000hrs  Jasmine to host and sent invite  Will be teams link for those who cannot attend in person |  |