

**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)

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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)

**Thursday 18th May 2023**

**Norman Waterhouse Lawyers**

**1400hrs (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 |  | 1419hrs  Thank you to Paul and Norman Waterhouse for hosting this meeting. |  |
| 2 | **GUESTS**  Welcome to Guests |  | NIL |  |
| 3 | **APOLOGIES**  Are there any Apologies? |  | Cimon  Jamie  Steph |  |
| 4 | **MINUTES**  Are there any alterations to the meeting held 4th April 2023? |  | No |  |
| 5 | **CONFIRM MINUTES**  Can I have a member move the above-mentioned minutes are read and confirmed? |  | *Tania moved the minutes for the 4th April be taken as read and confirmed.*  *Seconded Tony CARRIED* |  |
| 6 | **TREASURER’S REPORT** |  | Conference meeting – report not required – spoke about expensed paid out for the conference and that he will be chasing up the previous award winners to get then and this year’s winners to the AIAM conference.  Tony going to look into flight and accommodation packages for a possible 6 people.  *Kristy move Phil be reimbursed for the wine he purchased last year and for what will be purchased this year*  *Seconded Tania CARRIED*  200 Rangers books have been purchased – will be selling them at the conference  Discussion on membership fees to increase, and to look at early bird registrations being only for members.  Discussion about how not all councils pay for memberships  *Tony moved board members be financial members without payment. Seconded Kristy CARRIED* |  |
| 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 accurate. |  |
| 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?  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.  **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.** |  | Tania to contact Cimon, as she has these skills, and ask if she can finalise contracting Roxanne as our Administration Officer asap. |  |
| 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 –  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. | **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  *18 May – decided country trip would be postponed until after the conference and we have Roxanne up and running* |  |
| 15 | **OFFICER STANDARDS**  Discussed – looking at possible October date | **1.1** |  |  |
| 16 | **MEETINGS**  **Kristy Jasmine and Troy have been attending these.** |  | 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.  **Will look at asking the admin officer to look into this when they are on board. Deferred** |  | Discussion in regards to increasing this to $50 – and to next year only supply early bird registrations to financial members to avoid a 2 month membership being paid |  |
| 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** |  |  |
| 20 | **ANY CORRESPONDENCE?**  A meeting/workshop to be organised in regards to the responsibilities of the committee members. | **3.1.3** |  |  |
| 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.  **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  Will have to pay the fees this year – will ask Admin officer to look into other providers when appointed |  | Annual fee of $4023.75 paid |  |
| 24 | **ROUND TABLE DISCUSSION** | **9.3** | LGA about to email Kristy documents to collaborate training. Norman Waterhouse will be supplying a bulk of this training. To be discussed by the committee when it arrives  *Kristy moved to get biscuits for the training in Wednesday of the conference. Tania Seconded CARRIED*  Kelly will be arranging these  Troy has orgainised the training for Wednesday – Matt, Mental Health – 40 person capacity - $50 fee.  AWL and RSPCA are fulfilling contracts but refusing all dogs and cats. Working committee to look into collating data from councils in regards to this issue.  Kelly shared a concern when a family member was told to wait 3 hours to look at a dog he was interested in adopting and the second dog he wanted to see would have to make another time  Jasmine, Kristy, Troy, Inger, Tim, Kelly and Simon. Will kick off with a survey to all councils.  Collate the dot points of what we have achieved this year – should keep these as a running sheet from minutes.  Heavy vehicles and other interstate plates – how do we move forward when FEU return them as they have no details. Some councils have access to Vic Roads, Qld and NSW. But is very pricey. We could ask this question at the conference directed to the FEU – perhaps they should have access to interstate data bases.    Kristy will follow up with the National Heavy Vehicle Registra |  |
| 25 | **CONFERENCE – SPEAKERS** |  | Looking at shortening Tracey and Tracy time slot to allow a 20min presentation for Matt – re Mental Health.  Norman Waterhouse – discussion on topics – Dog Orders – Local Nuisance – Registered cars vs Abandoned - Parking – Warrants – Case Studies  Gayle from the DCMB asked if we required any assistance on the morning of the conference – agreed a member would be helpful. To be asked to attend at about 7am. |  |
| 26 | **NEXT MEETING**  Date, time and venue  **Meeting Closed** |  | To be arranged – possibly 30th June  Teams meeting for working AWL and RSPCA working group |  |