



Civic Centre, 10 Watson Terrace  
Mount Gambier SA 5290

PO Box 56  
Mount Gambier SA 5290

Telephone 08 87212555  
Facsimile 08 87249791  
[city@mountgambier.sa.gov.au](mailto:city@mountgambier.sa.gov.au)

[mountgambier.sa.gov.au](http://mountgambier.sa.gov.au)

**I hereby give notice that an Ordinary Meeting of Council will be held on:**

**Date:** Tuesday, 15 February 2022  
**Time:** 6.00 p.m.  
**Location:** Council Chamber  
Civic Centre  
10 Watson Terrace  
Mount Gambier

# **AGENDA**

## **Ordinary Council Meeting 15 February 2022**

A handwritten signature in black ink, appearing to read 'Sarah Philpott', is positioned above the printed name and title.

**Sarah Philpott**  
**Chief Executive Officer**  
**10 February 2022**

## Order Of Business

|           |  |           |
|-----------|--|-----------|
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|           | Committee in Recess  |           |
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|           | Nil  |           |
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|           | Nil  |           |
| <b>20</b> | <b>Chief Executive Officer Performance Review Committee Minutes and<br/>Recommendations</b> .....                | <b>28</b> |



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|                    |   |
|--------------------|---|
| Nil                |   |
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**1 ACKNOWLEDGEMENT OF COUNTRY**

**WE ACKNOWLEDGE THE BOANDIK PEOPLES AS THE TRADITIONAL CUSTODIANS OF THE LAND WHERE WE MEET TODAY. WE RESPECT THEIR SPIRITUAL RELATIONSHIP WITH THE LAND AND RECOGNISE THE DEEP FEELINGS OF ATTACHMENT OUR INDIGENOUS PEOPLES HAVE WITH THIS LAND.**

**2 APOLOGIES**

Nil

**3 LEAVE OF ABSENCE**

That leave of absence from Cr Ben Hood be noted.

**4 CONFIRMATION OF COUNCIL MINUTES**

[Ordinary Council Meeting - 18 January 2022](#)

[Special Council Meeting - 8 February 2022](#)

**RECOMMENDATION**

That the minutes of the Ordinary Council meeting held on 18 January 2022 and the Special Council meeting held on 8 February 2022 be confirmed as an accurate record of the proceedings of the meeting.



## 5 MAYORAL REPORT

### 5.1 MAYORAL REPORT - FEBRUARY 2022 – REPORT NO. AR21/70991

- Weekly Virtual LCLGA Mayor's Meeting
- Radio Interview with Ewan Grant - Australia Day Awardees
- Meeting with Ash Salardini - Chief Economist & General Manager Trade, and Caroline Rhodes - CEO of Primary Producers SA re National Farmers Federation Regional Development
- Recording for Summer Reading Club (SRC) Finale Party
- Radio Interview with 5GTR-FM
- Australia Day Awards Ceremony
- Citizenship Ceremony
- With CEO, Barbecue Lunch with Members of the Men's Shed
- Weekly Virtual LCLGA Mayor's Meeting
- Radio Interview with Ewan Grant re Crater Lakes Fire
- Elected Member Briefing - Dual Naming Policy
- In Confidence Elected Member Briefing - Crater Lakes Project Proposal
- Weekly Virtual LCLGA Mayor's Meeting
- Interview with Lifestyle 1
- Installation of Pastor Mitchell Kitson - St Martin's Lutheran College
- Special Council Meeting
- Elected Member Briefing - Budget Workshop 1
- With CEO, Meeting with Adrian Puust, Mount Gambier Metropolitan Fire Service
- LCLGA Board Strategic Planning Workshop and Dinner
- LCLGA AGM & GM



**6      REPORTS FROM COUNCILLORS**

**7      QUESTIONS WITH NOTICE**

Nil

**8      QUESTIONS WITHOUT NOTICE**

**9      PETITIONS**

Nil



## **10 DEPUTATIONS**

### **10.1 DEPUTATION - MR DIRK VERSCHURE - GENERAL MEDICAL SERVICES IN MOUNT GAMBIER – REPORT NO. AR22/638**

**Meeting:** Council  
**CM9 Reference:** AF21/496  
**Author:** Michael McCarthy, Manager Governance and Property  
**Authoriser:** Sarah Philpott, Chief Executive Officer

#### **REPORT RECOMMENDATION**

1. That Council Report No. AR22/638 titled 'Deputation - Mr Dirk Verschure - General Medical Services in Mount Gambier' as presented on 15 February 2022 be noted.



**BACKGROUND**

The Mayor, Mrs Lynette Martin OAM, has granted a deputation request from Mr Dirk Verschure who would like the opportunity to present to Council regarding General Medical Services in Mount Gambier.

**ATTACHMENTS**

Nil



**11 NOTICE OF MOTION TO RESCIND OR AMEND**

**11.1 NOTICE OF AMENDMENT - SPORT AND RECREATION CAPITAL WORKS PROGRAM 2021/2022**

**Meeting:** Council  
**CM9 Reference:** AF21/496  
**Member:** Paul Jenner, Councillor

I, Councillor Paul Jenner, give notice that at the next Ordinary Meeting of Council to be held on 15 February 2022, I intend to move the following motion to amend:

**MOTION**

1. That Council Report No. AR21/82252 titled 'Notice of Amendment - Sport and Recreation Capital Works Program 2021/2022' as presented on 15 February 2022 be noted.
2. That part 2 of resolution 2021/365 titled Sport and Recreation Capital Works Program 2021/2022 - Applications that was passed on 16 November of meeting be amended from:
  2. That \$100,000 be endorsed for distribution for the 2021/2022 Sport and Recreation Capital Works Program as follows:

| <u>Applicant</u>                          | <u>Priority</u><br>(Score) | <u>Requested</u> | <u>Approved</u> |
|---|----------------------------|------------------|-----------------|
| Blue Lake Golf Club Incorporated          | 12                         | \$ 21,993.00     | \$ 0            |
| East Gambier Cricket Club                 | 14                         | \$ 5,307.00      | \$ 5,000.00     |
| Mount Gambier Bowls Inc                   | 15                         | \$ 14,000.00     | \$ 14,000.00    |
| Mount Gambier Gun Club                    | 15                         | \$ 17,915.00     | \$ 14,000.00    |
| Mount Gambier RSL & District Bowling Club | 11                         | \$ 3,950.00      | \$ 2,000.00     |
| North Gambier Football / Netball Club     | 11                         | \$ 35,000.00     | \$ 25,000.00    |
| South Gambier Football Club Inc           | 14                         | \$ 25,000.00     | \$ 18,000.00    |
| South Gambier Netball Club Incorporated   | 14                         | \$ 9,431.00      | \$ 9,000.00     |
| West Gambier Football Club Incorporated   | 9                          | \$ 13,150.00     | \$ 13,000.00    |
|   |                            | \$ 145,747.00    | \$ 100,000.00   |

To:

2. That \$113,000 be endorsed for distribution for the 2021/2022 Sport and Recreation Capital Works Program as follows:

| <u>Applicant</u>                 | <u>Priority</u><br>(Score) | <u>Requested</u> | <u>Approved</u> |
|----------------------------------|----------------------------|------------------|-----------------|
| Blue Lake Golf Club Incorporated | 12                         | \$ 21,993.00     | \$ 13,000.00    |
| East Gambier Cricket Club        | 14                         | \$ 5,307.00      | \$ 5,000.00     |
| Mount Gambier Bowls Inc          | 15                         | \$ 14,000.00     | \$ 14,000.00    |



|   |    |               |               |
|---|----|---------------|---------------|
| Mount Gambier Gun Club                    | 15 | \$ 17,915.00  | \$ 14,000.00  |
| Mount Gambier RSL & District Bowling Club | 11 | \$ 3,950.00   | \$ 2,000.00   |
| North Gambier Football / Netball Club     | 11 | \$ 35,000.00  | \$ 25,000.00  |
| South Gambier Football Club Inc           | 14 | \$ 25,000.00  | \$ 18,000.00  |
| South Gambier Netball Club Incorporated   | 14 | \$ 9,431.00   | \$ 9,000.00   |
| West Gambier Football Club Incorporated   | 9  | \$ 13,150.00  | \$ 13,000.00  |
|   |    | \$ 145,747.00 | \$ 113,000.00 |

That the additional \$13,000 be reconciled in budget review 3.

**RATIONALE**

It should be noted that if this amendment is carried, Council would be approving additional budget, which will in turn have an impact on Council’s overall budget. This will be accounted for and reflected in Council’s Forward Budget Reviews, which would be adopted in the following quarter.

**ATTACHMENTS**

Nil



## **12 ELECTED MEMBERS WORKSHOPS**

### **12.1 ELECTED MEMBER INFORMATION/BRIEFING SESSIONS FROM 19/01/2022 TO 10/02/2022 – REPORT NO. AR21/71013**

**Meeting:** Council  
**CM9 Reference:** AF21/496  
**Author:** Sally Wilson, Executive Administrator City Infrastructure  
**Authoriser:**




#### **REPORT RECOMMENDATION**

1. That Council Report No. AR21/71013 titled 'Elected Member Information/Briefing Sessions from 19/01/2022 to 10/02/2022' as presented on 15 February 2022 be noted.





## ATTACHMENTS

1. Information/Briefing Session - Elected Members - Record of Proceedings - 01/02/2022 - Dual Naming Policy [↓](#) 
2. Information/Briefing Session - Elected Members - Record of Proceedings - 01/02/2022 - Crater Lakes Project Proposal [↓](#) 
3. Information/Briefing Session - Elected Members - Record of Proceedings - 08/02/2022 - Budget Workshop 1 [↓](#) 



**DESIGNATED INFORMAL GATHERING  
DUAL NAMING POLICY  
5:30 PM TUESDAY 1 FEBRUARY 2022**

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RECORD OF PROCEEDINGS  
5:30 pm, Tuesday 1 February 2022  
Council Chamber, Civic Centre  
10 Watson Terrace, Mount Gambier

**WE ACKNOWLEDGE THE BOANDIK PEOPLES AS THE TRADITIONAL CUSTODIANS OF THE LAND WHERE WE MEET TODAY. WE RESPECT THEIR SPIRITUAL RELATIONSHIP WITH THE LAND AND RECOGNISE THE DEEP FEELINGS OF ATTACHMENT OUR INDIGENOUS PEOPLES HAVE WITH THIS LAND.**

**GUESTS:-**

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Nil

**MEMBERS PRESENT:-**

Mayor Martin  
Cr Mezinac  
Cr Jenner  
Cr Morello  
Cr Bruins  
Cr Greco  
Cr Perryman

**STAFF PRESENT:-**

Chief Executive Officer  
General Manager City and Community Growth  
General Manager Corporate and Regulatory Services  
General Manager City Infrastructure

**MEMBERS APOLOGIES:-**

Cr Amoroso

**LEAVE OF ABSENCE:-**

Cr Hood

**DISCUSSION:**

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- Overview of Reconciliation Action Plan
- Discussion on Dual Naming Policy and Proposed Implementation

Discussion closed at 6:15 p.m.



**DESIGNATED INFORMAL GATHERING  
CRATER LAKES PROJECT PROPOSAL  
6:30 PM TUESDAY 1 FEBRUARY 2022**

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RECORD OF PROCEEDINGS  
6:30 pm, Tuesday 11 January 2022  
Council Chamber, Civic Centre  
10 Watson Terrace, Mount Gambier

**WE ACKNOWLEDGE THE BOANDIK PEOPLES AS THE TRADITIONAL CUSTODIANS OF THE LAND WHERE WE MEET TODAY. WE RESPECT THEIR SPIRITUAL RELATIONSHIP WITH THE LAND AND RECOGNISE THE DEEP FEELINGS OF ATTACHMENT OUR INDIGENOUS PEOPLES HAVE WITH THIS LAND.**

The gathering will not be held at a place open to the public as the matter to be discussed is

- of a confidential nature within the ambit of section 90(3) (b), (d) and (g) of the Local Government Act 1999 being:
  - information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the Council is conducting business; or proposing to conduct business; or to prejudice the commercial position of the Council
  - commercial information of a confidential nature (not being a trade secret) the disclosure of which: could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party
  - information concerning matters that must be considered in confidence in order to ensure that the Council does not: breach any law, order or direction of a court or tribunal constituted by law, breach any duty of confidence, or breach any other legal obligation or duty.

**MEMBERS PRESENT:-**

Mayor Martin  
Cr Mezinec  
Cr Jenner  
Cr Morello  
Cr Bruins  
Cr Greco  
Cr Perryman

**STAFF PRESENT:-**

Chief Executive Officer  
General Manager City and Community Growth  
General Manager Corporate and Regulatory Services  
General Manager City Infrastructure

**MEMBERS APOLOGIES:-**

Cr Amoroso

**LEAVE OF ABSENCE:-**

Cr Hood

**DISCUSSION:**

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Overview of Crater Lakes project proposal

Discussion closed at 6:30 p.m.



**DESIGNATED INFORMAL GATHERING  
BUDGET WORKSHOP 1  
6:00 PM TUESDAY 8 FEBRUARY 2022**

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RECORD OF PROCEEDINGS  
6:00 pm, Tuesday 8 February 2022  
Council Chamber, Civic Centre  
10 Watson Terrace, Mount Gambier

**WE ACKNOWLEDGE THE BOANDIK PEOPLES AS THE TRADITIONAL CUSTODIANS OF THE LAND WHERE WE MEET TODAY. WE RESPECT THEIR SPIRITUAL RELATIONSHIP WITH THE LAND AND RECOGNISE THE DEEP FEELINGS OF ATTACHMENT OUR INDIGENOUS PEOPLES HAVE WITH THIS LAND.**

**GUESTS:-**

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Nil

**MEMBERS PRESENT:-**

Mayor Martin  
Cr Bruins  
Cr Mezinac  
Cr Jenner (left at 6.33 p.m.)  
Cr Morello

**STAFF PRESENT:-**

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Chief Executive Officer  
General Manager City and Community Growth  
General Manager Corporate and Regulatory Services  
General Manager City Infrastructure  
Finance Manager

**MEMBERS APOLOGIES:-**

Cr Perryman  
Cr Greco  
Cr Amoroso

**LEAVE OF ABSENCE:-**

---

Cr Hood

**DISCUSSION:**

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Presentation of BR2 and first step in budget process.

Discussion closed at 7.05 p.m.



**13 ELECTED MEMBERS TRAINING AND DEVELOPMENT**

Nil



## 14 COUNCIL ACTION ITEMS

### 14.1 COUNCIL ACTION ITEMS - 18/01/2022 – REPORT NO. AR21/71029


**Meeting:** Council  
**CM9 Reference:** AF21/496  
**Author:** Sally Wilson, Executive Administrator City Infrastructure  
**Authoriser:**

#### REPORT RECOMMENDATION

1. That Council Report No. AR21/71029 titled 'Council Action Items - 18/01/2022' as presented on 15 February 2022 be noted.



## ATTACHMENTS

1. Council Action Items - 18/01/2022 [↓](#) 



|                             |   |
|-----------------------------|---|
| <b>Division:</b>            | <b>Date From:</b> 18/01/2022            |
| <b>Meeting:</b> Council     | <b>Date To:</b> 18/01/2022              |
| <b>Officer:</b>             |   |
| <b>Action Sheets Report</b> | <b>Printed: 9 February 2022 7:04 PM</b> |

| Meeting   | Officer/Authoriser              | Section                   | Subject  |
|---|---------------------------------|---------------------------|--|
| Council 18/01/2022  | Lavia, Ashlee<br>Barber, Darren | Elected Members Workshops | Elected Member Information/Briefing Sessions from 14/12/2021 to 18/01/2022 |
| <b>RESOLUTION 2022/5</b>  |                                 |                           |  |
| Moved: Cr Max Bruins  |                                 |                           |  |
| Seconded: Cr Sonya Meziniec   |                                 |                           |  |
| 1. That Council Report No. AR21/71011 titled 'Elected Member Information/Briefing Sessions from 14/12/2021 to 18/01/2022' as presented on 18 January 2022 be noted. |                                 |                           |  |
|   |                                 |                           | <b>CARRIED</b>   |

| Meeting  | Officer/Authoriser              | Section              | Subject                           |
|--|---------------------------------|----------------------|-----------------------------------|
| Council 18/01/2022   | Lavia, Ashlee<br>Barber, Darren | Council Action Items | Council Action Items - 14/12/2021 |
| <b>RESOLUTION 2022/6</b>   |                                 |                      |                                   |
| Moved: Cr Max Bruins   |                                 |                      |                                   |
| Seconded: Cr Sonya Meziniec  |                                 |                      |                                   |
| 1. That Council Report No. AR21/71028 titled 'Council Action Items - 14/12/2021' as presented on 18 January 2022 be noted. |                                 |                      |                                   |
|  |                                 |                      | <b>CARRIED</b>                    |





|   |  |
|---|--|
| <p><b>Division:</b><br/> <b>Meeting:</b> Council<br/> <b>Officer:</b></p> <p><a href="#">Action Sheets Report</a></p> | <p><b>Date From:</b> 18/01/2022<br/> <b>Date To:</b> 18/01/2022</p> <p><b>Printed:</b> 9 February 2022 7:04 PM</p> |
|---|--|

| Meeting   | Officer/Authoriser          | Section                          | Subject  |
|---|-----------------------------|----------------------------------|--|
| Council 18/01/2022  | Chant, Tahlee<br>Coote, Tim | Council Assessment Panel Minutes | Minutes of the Council Assessment Panel held on 16 December 2021 |
| <p><b>RESOLUTION 2022/7</b></p> <p>Moved: Cr Paul Jenner<br/>                 Seconded: Cr Kate Amoroso</p> <p>That the Minutes of the Council Assessment Panel meeting held on 16 December 2021 as previously circulated be noted.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>28 Jan 2022 4:59pm Chant, Tahlee - Completion</b><br/>                 Action completed by Chant, Tahlee</p> |                             |                                  |  |

| Meeting  | Officer/Authoriser            | Section         | Subject   |
|--|-------------------------------|-----------------|---|
| Council 18/01/2022   | Porter, Jessica<br>Coote, Tim | Council Reports | Draft Sport, Recreation and Open Space Strategy |
| <p><b>RESOLUTION 2022/8</b></p> <p>Moved: Cr Paul Jenner<br/>                 Seconded: Cr Sonya Meziniec</p> <ol style="list-style-type: none"> <li>1. That Council Report No. AR21/80906 titled 'Draft Sport, Recreation and Open Space Strategy ' as presented on 18 January 2022 be noted.</li> <li>2. Council endorses the draft 'Mount Gambier Sport, Recreation and Open Space Strategy' and the 'Mount Gambier Sport, Recreation and Open Space Strategy - Background and Needs Analysis Report'.</li> <li>3. Council endorses the commencement of the community consultation period. Community consultation is to commence on Thursday 20 January 2022 and close at 5:00pm Tuesday 8 February 2022.</li> </ol> <p style="text-align: right;"><b>CARRIED</b></p> |                               |                 |   |



|  |   |
|--|---|
| <p><b>Division:</b><br/><b>Meeting:</b> Council<br/><b>Officer:</b></p> <p><b>Action Sheets Report</b></p> | <p><b>Date From:</b> 18/01/2022<br/><b>Date To:</b> 18/01/2022</p> <p><b>Printed: 9 February 2022 7:04 PM</b></p> |
|--|---|

| Meeting   | Officer/Authoriser                      | Section         | Subject  |
|---|---|-----------------|--|
| Council 18/01/2022  | Izzard, Aaron<br>Cernovskis,<br>Barbara | Council Reports | Local Government Infrastructure Partnership Program - Contractual Arrangements |
| <b>RESOLUTION 2022/9</b>  |   |                 |  |
| Moved: Cr Max Bruins<br>Seconded: Cr Sonya Meziniec   |   |                 |  |
| <ol style="list-style-type: none"> <li>That Council Report No. AR21/83745 titled 'Local Government Infrastructure Partnership Program - Contractual Arrangements' as presented on 18 January 2022 be noted.</li> <li>That the Chief Executive Officer and Mayor be authorised to sign and affix the Common Seal of the Council to the Local Government Infrastructure Partnership Program project funding deed and any necessary documentation associated with the LGIPP Shared Use Path Solar Lighting Project.</li> </ol> |   |                 |  |
| <b>CARRIED</b>  |   |                 |  |

| Meeting  | Officer/Authoriser                  | Section         | Subject                                   |
|--|-------------------------------------|-----------------|---|
| Council 18/01/2022   | McCarthy, Michael<br>Barber, Darren | Council Reports | Policy Review - Election Caretaker Policy |
| <b>RESOLUTION 2022/10</b>  |                                     |                 |   |
| Moved: Cr Max Bruins<br>Seconded: Cr Frank Morello   |                                     |                 |   |
| <ol style="list-style-type: none"> <li>That Council Report No. AR21/84668 titled 'Policy Review - Election Caretaker Policy' as presented on 18 January 2022 be noted.</li> <li>That the Caretaker Policy as attached to Report No. AR21/84668 (Attachment 2) with the removal of item 4.3-4.5, based on the LGA model policy and incorporating the commencement date on which public consultation was conducted in 2019, be adopted.</li> </ol> |                                     |                 |   |
| <b>CARRIED</b>   |                                     |                 |   |
| <b>07 Feb 2022 2:49pm McCarthy, Michael - Completion</b>   |                                     |                 |   |
| Action completed by McCarthy, Michael  |                                     |                 |   |



|   |   |
|---|---|
| <p><b>Division:</b><br/><b>Meeting:</b> Council<br/><b>Officer:</b></p> <p><a href="#">Action Sheets Report</a></p> | <p><b>Date From:</b> 18/01/2022<br/><b>Date To:</b> 18/01/2022</p> <p><b>Printed:</b> 9 February 2022 7:04 PM</p> |
|---|---|

| Meeting  | Officer/Authoriser   | Section                    | Subject   |
|--|--|----------------------------|---|
| Council 18/01/2022   | Tzioutziouklaris,<br>Tracy<br>Barber, Darren                 | Council Reports            | Local Heritage Restoration Fund 2021/2022 - Consideration of Applications and Distribution of Funds |
| <b>RESOLUTION 2022/11</b>  |  |                            |   |
| Moved: Cr Max Bruins   |  |                            |   |
| Seconded: Cr Paul Jenner   |  |                            |   |
| 1. That Council Report No. AR21/85027 titled 'Local Heritage Restoration Fund 2021/2022 - Consideration of Applications and Distribution of Funds' as presented on 18 January 2022 be noted. |  |                            |   |
| 2. That the Heritage Restoration Fund Grants for 2021/2022 be endorsed and funds distributed as follows:   |  |                            |   |
|  |  |                            |   |
| Property   | Description of Work  | Recommended Value of Grant |   |
| 91 Bay Road  | Restoration and maintenance of property, fencing and gate    | \$1,200.00                 |   |
| 19 Penola Road   | Rusted louvres and barges to be replaced as required         | \$600.00                   |   |
| 103 Commercial Street West   | Replacement of gutter, rain heads and downpipes above shop 4 | \$800.00                   |   |
| 8 Wallace Street   | Restoration works to exterior of the house                   | \$2,200.00                 |   |
| 7 Penola Road  | General maintenance of building                              | \$1,200.00                 |   |
| 26 Bay Road  | Repairs & restoration to stonework and belltower             | \$1,200.00                 |   |
| 26 Bay Road  | Repairs to stonework and Memorial Porch                      | \$600.00                   |   |
| 26 Bay Road  | Repairs to stonework and timbers to Church Hall              | \$800.00                   |   |



|   |  |
|---|--|
| Division:<br>Meeting: Council<br>Officer: | Date From: 18/01/2022<br>Date To: 18/01/2022<br><br>Printed: 9 February 2022 7:04 PM |
|---|--|

Action Sheets Report

|                         |   |                    |
|-------------------------|---|--------------------|
| 26 Bay Road             | Re-construction of the Lych Gate at the Bay Road entrance                                 | \$1,200.00         |
| 96 Crouch Street South  | Repainting or walls and woodwork to lounge  | \$1,000.00         |
| 23 Doughty Street       | Addressing of salt damp   | \$1,000.00         |
| 24 Fairlie Street       | New sash window, repainting of windows and frames   | \$300.00           |
| 116 Crouch Street North | Repairs to gutters, re painting external walls  | \$1,900.00         |
| 65 Bay Road             | Repairs and replacement of roofing and gutters  | \$1,200.00         |
| 45 Crouch Street North  | Re-painting of iron lace, front door and surrounds, front verandah posts and front gables | \$600.00           |
| 19 Doughty Street       | Repairs and repainting to roof and gables   | \$1,800.00         |
| 81 Bay Road             | Repairs and re-painting to exterior   | \$1,800.00         |
| 35 Jubilee Highway West | Replacement of original window awnings  | \$200.00           |
| 89 Bay Road             | Repainting to north facing windows and external wall                                      | \$400.00           |
| <b>Total</b>            |   | <b>\$20,000.00</b> |

3. That Council Officers advise the applicants for the 2021/2022 Local Heritage Restoration Fund of the outcome of their applications.

**CARRIED**



|                                      |   |
|--------------------------------------|---|
| <b>Division:</b>                     | <b>Date From:</b> 18/01/2022            |
| <b>Meeting:</b> Council              | <b>Date To:</b> 18/01/2022              |
| <b>Officer:</b>                      |   |
| <a href="#">Action Sheets Report</a> | <b>Printed:</b> 9 February 2022 7:04 PM |

**02 Feb 2022 11:07am Tzioutziouklaris, Tracy - Completion**  
 Action completed by Tzioutziouklaris, Tracy

| Meeting  | Officer/Authoriser                           | Section         | Subject  |
|--|--|-----------------|--|
| Council 18/01/2022   | Tzioutziouklaris,<br>Tracy<br>Barber, Darren | Council Reports | Extinguishment of Easement - Stage 7 - Springview Estate Land Division |
| <b>RESOLUTION 2022/12</b>  |  |                 |  |
| Moved: Cr Paul Jenner  |  |                 |  |
| Seconded: Cr Max Bruins  |  |                 |  |
| <ol style="list-style-type: none"> <li>1. That Council Report No. AR21/85035 titled 'Extinguishment of Easement - Stage 7 - Springview Estate Land Division' as presented on 18 January 2022 be noted.</li> <li>2. As the stormwater infrastructure located within the easement in favour of Council as part of Stage 6 of the Springview Estate land division at 1 Wireless Road West, Suttontown is now contained within the road reserve, which is under the care and control of Council as part of Stage 7 of the Springview Estate land division the easement for drainage purposes in Stage 6 be extinguished by Council.</li> </ol> |  |                 |  |
| <b>CARRIED</b>   |  |                 |  |
| <b>02 Feb 2022 11:08am Tzioutziouklaris, Tracy - Completion</b>  |  |                 |  |
| Action completed by Tzioutziouklaris, Tracy  |  |                 |  |



|                                      |  |   |
|--------------------------------------|--|---|
| <a href="#">Action Sheets Report</a> | <b>Division:</b><br><b>Meeting:</b> Council<br><b>Officer:</b> | <b>Date From:</b> 18/01/2022<br><b>Date To:</b> 18/01/2022<br><b>Printed:</b> 9 February 2022 7:04 PM |
|--------------------------------------|--|---|

| Meeting  | Officer/Authoriser                  | Section         | Subject   |
|--|-------------------------------------|-----------------|---|
| Council 18/01/2022   | McCarthy, Michael<br>Barber, Darren | Council Reports | ALGA June 2022 National General Assembly - Call for Motions |
| <b>RESOLUTION 2022/13</b>  |                                     |                 |   |
| Moved: Cr Sonya Meziniec<br>Seconded: Cr Max Bruins  |                                     |                 |   |
| 1. That Council Report No. AR22/657 titled 'ALGA June 2022 National General Assembly - Call for Motions' as presented on 18 January 2022 be noted. |                                     |                 |   |
| 2. That draft motions for the June 2022 ALGA NGA be prepared and presented to Council on the following issues of strategic national importance:    |                                     |                 |   |
| (i) Housing Affordability - ALGA NGA Transport and Community Infrastructure  |                                     |                 |   |
| (ii) Waste and Circular Economy– ALGA NGA Creating a Circular Economy  |                                     |                 |   |
| (iii) Regionalisation – inter governmental relations   |                                     |                 |   |
| <b>CARRIED</b>   |                                     |                 |   |



|   |  |
|---|--|
| <p><b>Division:</b><br/> <b>Meeting:</b> Council<br/> <b>Officer:</b></p> <p><a href="#">Action Sheets Report</a></p> | <p><b>Date From:</b> 18/01/2022<br/> <b>Date To:</b> 18/01/2022</p> <p><b>Printed:</b> 9 February 2022 7:04 PM</p> |
|---|--|

| Meeting  | Officer/Authoriser                  | Section         | Subject   |
|--|-------------------------------------|-----------------|---|
| Council 18/01/2022   | McCarthy, Michael<br>Barber, Darren | Council Reports | Local Government Association - 2022 Showcase and Ordinary General Meeting |
| <b>RESOLUTION 2022/14</b>  |                                     |                 |   |
| Moved: Cr Sonya Meziniec   |                                     |                 |   |
| Seconded: Cr Paul Jenner   |                                     |                 |   |
| <ol style="list-style-type: none"> <li>1. That Council Report No. AR22/2994 titled 'Local Government Association - 2022 Showcase and Ordinary General Meeting' as presented on 18 January 2022 be noted.</li> <li>2. That the Mayor be confirmed as the delegate to represent Council at the 2022 LGA Showcase and Ordinary General Meeting to be held in Adelaide on Thursday 7 April and Friday 8 April 2022 accompanied by the CEO, with all associated costs to be met by Council.</li> <li>3. That the Deputy Mayor be confirmed as proxy delegate to represent Council, should the Mayor not be able to attend.</li> <li>4. Councillor Meziniec be registered to attend the 2022 LGA Showcase and Ordinary General Meeting in Adelaide on Thursday 7 April and Friday 8 April 2022 with all associated costs to be met by Council.</li> <li>5. The proposed notice of motion resolved by Council in October 2021 in relation to the ABC local news bulleting be submitted to the LGA.</li> <li>6. The Local Government Association be advised Council does not wish to submit any further notice of motion.</li> </ol> |                                     |                 |   |
|  |                                     |                 | <b>CARRIED</b>  |



**15 ECONOMIC AND ENVIRONMENT COMMITTEE MINUTES AND RECOMMENDATIONS**

Committee in Recess

**16 PEOPLE AND PLACE COMMITTEE MINUTES AND RECOMMENDATIONS**

Committee in Recess

**17 COUNCIL ASSESSMENT PANEL MINUTES**

Nil

**18 JUNIOR SPORTS ASSISTANCE (SECTION 41) COMMITTEE MINUTES AND RECOMMENDATIONS**

Nil

**19 AUDIT AND RISK COMMITTEE MINUTES AND RECOMMENDATIONS**

Nil

**20 CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE MINUTES AND RECOMMENDATIONS**

Nil

**21 BUILDING FIRE SAFETY COMMITTEE MINUTES**

Nil





## 22 COUNCIL REPORTS

### 22.1 DUAL NAMING POLICY – REPORT NO. AR21/83599

|                                  |  |
|----------------------------------|--|
| <b>Committee:</b>                | <b>Council</b>   |
| <b>Meeting Date:</b>             | <b>15 February 2022</b>  |
| <b>Report No.:</b>               | <b>AR21/83599</b>  |
| <b>CM9 Reference:</b>            | <b>AF21/496</b>  |
| <b>Author:</b>                   | <b>Ben Kilsby, Strategic Development and Engagement Coordinator</b>  |
| <b>Authoriser:</b>               | <b>Tim Coote, General Manager City and Community Growth</b>  |
| <b>Summary:</b>                  | <b>This report introduces the draft policy for the dual naming of places in Mount Gambier which are of cultural significance to the Boandik Peoples. It identifies an initial six (6) sites proposed for dual naming and details the process attached to its implementation.</b> |
| <b>Strategic Plan Reference:</b> | <b>Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage</b>  |

#### REPORT RECOMMENDATION

1. That Council Report No. AR21/83599 titled 'Dual Naming Policy' as presented on 15 February 2022 be noted.
2. That the Dual Naming Policy be adopted as attached to Council Report No. AR21/83599
3. That Council administration commences work on the implementation of the Dual Naming of local sites of cultural significance, as per the Dual Naming Policy.



## TYPE OF REPORT

Corporate

## BACKGROUND

On 19 December 2017, Council endorsed Report No. AR17/49103 titled 'Signage Strategy - Inclusion of Boandik Language' which articulates the naming of local sites, including:

- Umpherston Sinkhole
- Cave Garden
- Leg of Mutton Lake
- Browns Lake
- Valley Lake
- Blue Lake

Furthermore, on 18 February 2020, Council adopted its inaugural *Reconciliation Action Plan* (Report No. AR20/3865). This plan, developed in collaboration with local Elders and Aboriginal and Torres Strait Islander community leaders, articulates a range of agreed strategic actions aimed at progressing reconciliation in Mount Gambier.

The *Yerkalalpata Reconciliation Action Plan 2020 - 2022* commits to:

*'Commence the implementation of dual naming of places of cultural significance throughout Mount Gambier in consultation with local Aboriginal and Torres Strait Islander peoples'*

In 2021, Council Administration sought the advice of Burrandies Aboriginal Corporation and the Bunganditj Language Reclamation Committee, to clarify the agreed provision and spelling of the names of key local sites of cultural significance.

The development of the 'Draft Dual Naming Policy' was completed, referencing other similar South Australian local government policies and finalised in close consultation with members of Council's Yerkalalpata RAP Community Reference Group. Membership of this group includes Boandik Elders, local First Nations community leaders and senior representatives of our Aboriginal Controlled Community Organisations.

## PROPOSAL

This document sets out the policy of the City of Mount Gambier (Council) for the dual naming of places in Mount Gambier, which are of cultural significance to the Boandik Peoples as the traditional custodians of the land and water upon which the City of Mount Gambier lies.

The provision of a dual naming for sites of cultural significance represents a meaningful contribution to the process of reconciliation through greater recognition, acknowledgement and celebration of our Traditional Owners.

As a result of the policy:

- An initial six (6) key sites of cultural significance will be renamed to incorporate both the European and Bunganditj Language side by side; and
- A framework will be adopted for all future provision of dual names in Mount Gambier.

The initial six (6) sites, incorporating dual naming include:

- Umpherston Sinkhole/Balumbul
- Cave Garden/Thugi
- Leg of Mutton Lake/Yatton Loo
- Blue Lake/Warwar
- Browns Lake/Kroweratwari



- Valley Lake/Ketla Malpi

## **LEGAL IMPLICATIONS**

The draft policy follows standard policy formats of other South Australian councils and aligns to provision within both the *Local Government Act 1999* and the *Geographical Names Act 1991*.

## **STRATEGIC PLAN**

4.4.3 Adopting a Reconciliation Action Plan and working to implement it sensitively [Partnership]

## **COUNCIL POLICY**

The Draft Dual Naming Policy considers both Council's '[Street Naming Policy](#)' and community consultation requirements within Council's '[Community Consultation and Engagement Policy](#)'.

## **ECONOMIC IMPLICATIONS**

Nil

## **ENVIRONMENTAL IMPLICATIONS**

Nil

## **SOCIAL IMPLICATIONS**

The provision of dual naming will be accompanied by a community awareness campaign delivered in collaboration with Boandik community leaders and members of the Bunganditj Language Reclamation Committee, to assist in the accurate pronunciation and understanding of the meaning attached to each name.

Opportunities for the strategic use of QR codes and other links to multimedia will be explored as part of this process, to enhance the adoption of dual naming.

## **CULTURAL IMPLICATIONS**

The provision of dual naming in Mount Gambier aligns Council's commitment to working together with Aboriginal and Torres Strait Islander communities in the process of reconciliation. This initiative demonstrates Council's respect to Traditional Owners and reaffirms its role as a local leader in this work.

In addition, Council's *Cultural and Heritage Plan* also highlighted the broad community desire for the greater presence and celebration of our Aboriginal and Torres Strait Islander peoples and culture within the public realm. It's acknowledged that the implementation of dual naming acts as a meaningful step in this process.

## **RESOURCE IMPLICATIONS**

An initial audit has been conducted to consider cost implications and opportunities for efficiencies in the implementation of dual naming in signage attached to each of the identified sites.

Although opportunities will be pursued for the incorporation of dual naming within Council's existing program to implement the *City Signage Strategy*, to assist in the delivery of dual naming, a budget priority has been submitted for Council Administration and Elected Member consideration as part of the 2022/23 Annual Business Plan process.

## **VALUE FOR MONEY**

Efficient application of dual naming will be embraced through alignment to the work undertaken as part of the implementation of the *City Signage Strategy*, whilst also embracing standard printing cycles to phase in references to each name without additional expense.

Wherever possible, signage updates will be grouped to allow for efficient procurement.

## **RISK IMPLICATIONS**

Due to the nature of this project, it was imperative that the identification of key sites and provision of dual naming was led by our Traditional Owners and our First Nations community. Council has worked



closely with all key stakeholders for the past six (6) years to allow for a well-considered and agreed approach to this initiative. Furthermore, the approach to dual naming has been built upon the policies of other South Australian councils which have successfully applied dual names to places.

### **EQUALITIES AND DIVERSITY IMPLICATIONS**

Nil

### **ENGAGEMENT AND COMMUNICATION STRATEGY**

The development of this Policy has been achieved in close collaboration with members of the Yerkalalpa RAP Community Reference Group, and all sites and names have been advised by Burrendies Aboriginal Corporation and the Bunganditj Language Reclamation Committee.

The Policy incorporates provision for broader community engagement activity, as per the requirements of Council's 'Community Consultation and Engagement Policy'.

### **IMPLEMENTATION STRATEGY**

It is envisaged that works to commence dual naming will occur to align with an official unveiling and launch of the associated community awareness program during Reconciliation Week 2022 (May 27 - June 3).

### **CONCLUSION AND RECOMMENDATION**

This report recommends the adoption of the proposed 'Dual Naming Policy' and the commencement of work to apply the dual names to the six (6) sites of cultural significance.

### **ATTACHMENTS**

1. Draft - Dual Naming Policy - City of Mount Gambier [↓](#) 



|   |                                      |              |               |
|---|--------------------------------------|--------------|---------------|
|  City of Mount Gambier | <b>COUNCIL POLICY</b><br>Dual Naming | Version No:  | 1             |
|   |                                      | Issued:      | February 2022 |
|   |                                      | Next Review: | February 2026 |

## 1. INTRODUCTION

This document sets out the policy of the City of Mount Gambier (Council) for the dual naming of places in Mount Gambier which are of cultural significance to the Boandik Peoples as the traditional custodians of the land upon which the City of Mount Gambier lies.

Council's Yerkaalpata Reconciliation Action Plan has prioritised the dual naming of significant sites in Mount Gambier, acknowledging its importance in fostering greater acknowledgement, recognition and celebration of our traditional owners.

Council has sought clarification from Burrandies Aboriginal Corporation to propose sites of local significance that could be initially considered, and identification of their name in Bunganditj (the language of the Boandik Peoples). This work has been undertaken in consultation with members of the Bunganditj Language Reclamation Committee and Council's Yerkaalpata Community Reference Group.

### Scope

This policy applies to the provision of dual naming of a public place such as a park, reserve or garden with geographical or topographical significance.

The policy excludes the naming of streets and roads, which is covered in Council's Street Naming Policy (S135).

The policy highlights sites of cultural significance to our Boandik Peoples, as examples of the places that have been identified for Dual Naming, including:

- Umpherston Sinkhole
- Cave Garden
- Leg of Mutton Lake
- Blue Lake
- Browns Lake
- Valley Lake

### Purpose

Local Government Act 1999:

Section 219 of the Local Government Act 1999 identifies Council's power to assign a name, or change the name of:

- a public road,
- a private road; and
- a public place.

Council's Street Naming Policy (S135), provides an agreed position regarding the naming of streets and roads and is currently silent regarding the naming or dual naming of public places and/or spaces.

### Geographical Names Act 1991

This Act sets out the powers of the Minister for Infrastructure and Transport and the Surveyor General relating to the approval of geographical names.



|   |                                      |               |             |               |
|---|--------------------------------------|---------------|-------------|---------------|
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The Act details that approval for common name of place as a geographical name (including a dual geographical name which includes an Aboriginal name that is used for a place) provided if the Minister is satisfied:

- (a) that the recorded name of a place is the name that is by common usage assigned to that place; and
- (b) that there are no other names (including any variants of the recorded name) that are by common usage assigned to that place.

The Act also states that where a geographical name has been assigned or approved in respect of a place under the Act:

- A person must not produce or cause to be produced or display a document or advertisement in which another name is represented specifically or by implication as being the name of that place unless the geographical name or the approved name is also prominently represented.

## 2. Strategic Context

On 18 February 2020, Council adopted its inaugural Reconciliation Action Plan (Report No. AR20/3865). This plan, developed in collaboration with local Elders and Aboriginal and Torres Strait Islander community leaders, articulates a range of agreed strategic actions aimed at progressing reconciliation in Mount Gambier.

The Yerkaalpatha Reconciliation Action Plan 2020 – 2022 commits to:

*‘Commence the implementation of dual naming of places of cultural significance throughout Mount Gambier in consultation with local Aboriginal and Torres Strait Islander peoples’*

Furthermore, on 19 December 2017, Council endorsed Report No. AR17/49103 titled ‘Signage Strategy – Inclusion of Boandik Language’ which articulates the naming of local sites, including:

- Umpherston Sinkhole
- Cave Garden
- Leg of Mutton Lake
- Browns Lake
- Valley Lake
- Blue Lake

## 3. Name Sources

All use of Bunganditj language in the process of naming sites should be undertaken in direct consultation with:

- Any reference groups engaged by Council to advise on matters relating to reconciliation such as a Reconciliation Action Plan Community Reference Group.
- Recognised Boandik Elders
- Local Aboriginal Controlled Organisations such as Burrandies Aboriginal Corporation and Pangula Mannamurna Aboriginal Corporation
- Members of the Bunganditj Language Reclamation Committee

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|   |                                      |  | Next Review: | February 2026 |

Names should be selected so as to be appropriate to the physical, historical or cultural character of the area concerned.

#### 4. Provision of Dual Names

Dual naming may be assigned to a public space where there is a geographical or topographical feature that has both a Bunganditj name and an existing European name.

When assigning or recording a name to a previously unrecorded natural feature that has an unrecorded European name in local usage, every effort will be made to determine if an Aboriginal name exists for that feature and a dual name will be assigned or recorded. If there is no known European name in local usage, then it is preferred that only the Bunganditj name (if available) be assigned to that particular geological or topographical feature.

Due to their geological and/or topographical significance, at this time, the following sites have been initially highlighted as being appropriate for dual naming:

- |                       |                     |
|-----------------------|---------------------|
| • Umpherston Sinkhole | <i>Balumbul</i>     |
| • Cave Garden         | <i>Thugi</i>        |
| • Leg of Mutton Lake  | <i>Yatton Loo</i>   |
| • Blue Lake           | <i>Warwar</i>       |
| • Browns Lake         | <i>Kroweratwari</i> |
| • Valley Lake         | <i>Ketla Malpi</i>  |

Further sites may be considered as appropriate for dual naming in agreement with and/or identified by:

- Any reference groups engaged by Council to advise on matters relating to reconciliation such as a Reconciliation Action Plan Community Reference Group.
- Recognised local community Elders.
- Local Aboriginal Controlled Organisations such as Burrandies Aboriginal Corporation and Pangula Mannamurna Aboriginal Corporation.
- Members of the Bunganditj Language Reclamation Committee.

#### 5. Spelling

Where it is intended that a public place have the same name as a road or feature with an approved name, particular care will be taken to ensure that the correct spelling of the official place name is adopted as shown in the Government Gazette.

Where the spelling of names have been changed by long established local usage, unless there is a particular request by the local community to retain the original name, the spelling that is sanctioned by general usage should be adopted.

Generally place and reserve names proposed or approved will not contain abbreviations. There are, however, three exemptions:

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- Initials can be used in place of a person's given names e.g. P.J. Brown Reserve
- 'St' will always be used in place of 'Saint'
- It is acceptable to use 'Mt' for 'Mount'

**6. Form**

Dual names will be separated by a slash or stroke / to clearly define the two names.

To align with State Government Geographical Names Guidelines, the name most commonly used by the local community should be shown first.

As an example, Blue Lake / Warwar is the form used for this feature as Blue Lake is the more commonly used name. However, should the use of the Bunganditj name become adopted as the most common reference to the place in the future, then the form should be modified to reflect this.

After adoption, both parts of the dual name should be shown in official documents and signage.

**7. Community Engagement**

Community engagement should be undertaken on a place naming proposal and align to the principles and requirements of Council's Community Consultation and Engagement Policy.

Community engagement activities undertaken will include consideration of the following:

- Seeking input from the local community and/or communities of interest on known and potential names for the public place
- Notification via social media and at least one local print media outlet of the proposal
- Seeking feedback identified stakeholders on any appropriate place name proposal
- Advising stakeholders of the outcome of the place naming process

**8. Public notice of name assignment or change**

Council will give public notice of approved assigning or changing the name of a public place. This will be by publication in the Government Gazette and may also include a notice in a newspaper circulating generally throughout the State, or as required under the Act.

The public notice will include the date the new name takes effect and notice will also be published on council's website [www.mountgambier.sa.gov.au](http://www.mountgambier.sa.gov.au)

**9. Date of Effect for New Names or Name Changes**

The date of effect of the new or changes public place name should be determined at the time of the decision to assign the name so as to allow sufficient time for all stakeholders to make arrangements to ensure a smooth transition.

**10. Place name signage**

Council will ensure that the public place naming signage is in accordance with the relevant Australian Standards and Council's City Wide Signage Guidelines. Signage denoting the

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|  |                                      |  | Next Review: | February 2026 |

approved name will be erected as soon as practical following the implementation date of the naming proposal.

**11. Review and evaluation**

This Policy is scheduled for review by Council in January 2026; however, will be reviewed as required by any legislative changes which may occur.

**12. Availability of policy**

This Policy will be available for inspection at Council's principal office during ordinary business hours and on the Council's website [www.mountgambier.sa.gov.au](http://www.mountgambier.sa.gov.au). Copies will also be provided to interested members of the community upon request, and upon payment of a fee in accordance with Council's Schedule of Fees and Charges.

DRAFT

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|   |                                      | Next Review: | February 2026 |

|                              |  |
|------------------------------|--|
| File Reference:              | AF1  |
| Applicable Legislation:      | Local Government Act 1999<br>Geographical Names Act 1991       |
| Reference:<br>Strategic Plan |  |
| Related Policies:            | Council Policy S135 - Streets - Naming of                      |
| Related Procedures:          | Dual Place Naming - Administrative Procedure (to be developed) |
| Related Documents:           | Not Applicable   |

**DOCUMENT DETAILS**

|   |   |
|---|---|
| Responsibility:   | General Manager City and Community Growth |
| Version:  | 1.0                                       |
| Last revised date:  |   |
| Effective date:   |   |
| Minute reference:   |   |
| Next review date:   |   |
| <u>Document History</u><br>First adopted by Council:<br>Reviewed/Amended: |   |

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**22.2 2022 LOCAL GOVERNMENT ELECTION - COUNCIL VOTERS ROLL – REPORT NO. AR22/4634**

|                                  |  |
|----------------------------------|--|
| <b>Committee:</b>                | <b>Council</b>   |
| <b>Meeting Date:</b>             | <b>15 February 2022</b>  |
| <b>Report No.:</b>               | <b>AR22/4634</b>   |
| <b>CM9 Reference:</b>            | <b>AF21/496</b>  |
| <b>Author:</b>                   | <b>Jo Scheidl, Team Leader Revenue</b>   |
| <b>Authoriser:</b>               | <b>Darren Barber, General Manager Corporate and Regulatory Services</b>  |
| <b>Summary:</b>                  | <b>A report to update Council on the preparations underway for the compilation of the 2022 Local Government Election Council Voters Roll</b> |
| <b>Strategic Plan Reference:</b> | <b>Goal 1: Our People</b>  |
|                                  | <b>Goal 2: Our Location</b>  |
|                                  | <b>Goal 5: Our Commitment</b>  |

**REPORT RECOMMENDATION**

1. That Council Report No. AR22/4634 titled '2022 Local Government Election - Council Voters Roll' as presented on 15 February 2022 be noted.



## TYPE OF REPORT

Legislative

## BACKGROUND

1. **Key Dates** - Elected Members have been advised of key election dates in “*Memorandum titled 2022 Local Government Election - Key Dates - Revised*” on 1 December 2021 referencing a summary of key dates for the 2022 local government elections.
2. **Council Election Enrollment** - Under the provisions of the *Local Government (Elections) Act 1999* council supplementary voters roll expires and is purged from 1 January in the year of the elections, meaning eligible persons or entity must submit a new application to enroll to vote in the 2022 council elections.

## PROPOSAL

1. **Legislation** - Under the *Local Government (Elections) Act 1999, Section 12*, councils have the legal responsibility to promote the elections.
2. **Section 13A** - Under section 13A of the same Act, in relation to the voter’s roll:

*(2) Each council-*

*(a) must, in a year in which a periodic election is to be held, during the period commencing on 1 January of that year and ending on the day fixed by the returning officer for the close of the roll, inform potential electors in its area (other than those referred to in section 14(a)(a)) of the requirement to apply to the enrolled voters roll;*

3. **Resident Eligibility** – City of Mount Gambier residents are eligible to vote even if they are not an Australian Citizen, and/or not on the State electoral roll. They can vote in the council election if they are over the age of 18 and have lived in the council area for more than one month.
4. **Property Ownership Eligibility** – People can also vote in a council election if they own rateable property in the area (regardless of whether they live within the council boundary) or represent a body corporate (business/organisation) or a group.
5. **Role of the LGA** - The Local Government Association (LGA) undertakes work on behalf of the local government sector and provides a range of materials to support all 68 councils throughout the election process. This includes model publications in relation to enrolling to vote and re-enrolling to vote in the 2022 council elections.

## LEGAL IMPLICATIONS

The rules for local Government elections are set out in the *Local Government (Elections) Act 1999* and the *Local Government (Elections) Regulations 2010*.

## STRATEGIC PLAN

N/A

## COUNCIL POLICY

Council Election Caretaker Policy.

## ECONOMIC IMPLICATIONS

Councillors have the opportunity to influence local directions and create long term, positive outcomes for the community.



## **ENVIRONMENTAL IMPLICATIONS**

Councillors have the opportunity to contribute strategically to the decision making process to benefit the environment.

## **SOCIAL IMPLICATIONS**

No special qualifications or experience is required to be on Council. A diverse Council better represents a wide range of views.

## **CULTURAL IMPLICATIONS**

The role of Councillor is both rewarding & challenging which requires responsibility & accountability.

## **RESOURCE IMPLICATIONS**

N/A

## **VALUE FOR MONEY**

Annual allowance is set by the SA Remuneration Tribunal every four years before council periodic elections.

## **RISK IMPLICATIONS**

N/A

## **EQUALITIES AND DIVERSITY IMPLICATIONS**

Communities are made up of people from different backgrounds needs and interests. A diverse Council better represents ratepayers views and ensures a wide range of views are heard.

## **ENGAGEMENT AND COMMUNICATION STRATEGY**

2022 Local Government Election – Detailed Plan including Elected Member Development Program is currently in place.

## **IMPLEMENTATION STRATEGY**

Legislative

## **CONCLUSION AND RECOMMENDATION**

All individuals will be removed from the 2018 Council voters roll and contacted via the LGA model letter inviting them to re-enroll in the upcoming 2022 council election.

## **ATTACHMENTS**

Nil



**22.3 LOCAL GOVERNMENT REFORM UPDATE – REPORT NO. AR22/5937**

|                                  |  |
|----------------------------------|--|
| <b>Committee:</b>                | <b>Council</b>   |
| <b>Meeting Date:</b>             | <b>15 February 2022</b>  |
| <b>Report No.:</b>               | <b>AR22/5937</b>   |
| <b>CM9 Reference:</b>            | <b>AF21/496</b>  |
| <b>Author:</b>                   | <b>Michael McCarthy, Manager Governance and Property</b>   |
| <b>Authoriser:</b>               | <b>Darren Barber, General Manager Corporate and Regulatory Services</b>                                    |
| <b>Summary:</b>                  | <b>This report provides a brief summary of the Local Government Reform commencement dates and actions.</b> |
| <b>Strategic Plan Reference:</b> | <b>Goal 5: Our Commitment</b>  |

**REPORT RECOMMENDATION**

1. That Council Report No. AR22/5937 titled 'Local Government Reform Update' as presented on 15 February 2022 be noted.
2. That the commencement of local government reform changes and actions be noted.



## **TYPE OF REPORT**

Legislative

## **BACKGROUND**

In September 2021 Report No. AR21/55283 titled 'Local Government Reform - Update' presented initial changes arising from the Statutes Amendment (Local Government Review) Act 2021 which commenced on 20 September and 10 November 2021, based on proclamations gazetted on 16 September 2021.

The following link provided secure access to Local Government Association reform resources:

<https://www.lga.sa.gov.au/member-services/lg-sector/local-government-reform>

On 23 December 2021 a further reform commencement date proclamations were gazetted, for changes effective from several dates from 6 January 2022 through to 30 November 2023.

## **PROPOSAL**

This report includes an attached table (Attachment 1) listing the reforms and their commencement date and any necessary actions.

Some changes are relatively minor, only apply in specific circumstances, or affirm existing administrative practices, and so require little or no action to occur.

Some other changes, such as those associated with the new community engagement charter, member behavioural framework or changes to election processes, rely on state government to first develop necessary documentation or processes before Council can then act further to comply.

## **LEGAL IMPLICATIONS**

Changes to Council's governing legislation require various changes to administrative practices to ensure continued compliance. In some cases the changes merely affirm pre-existing discretionary practices which are now legislatively mandated.

Several changes are relatively minor, or require other preparatory work to comply, or are reliant on further bodies of work being prepared by others, such as to support replacement community engagement and member behavioural frameworks or the establishment of oversight provisions by the Essential Services Commission of South Australia (ESCOSA).

The amended provisions will be incorporated in a review of Councils legislative compliance monitoring.

## **STRATEGIC PLAN**

N/A

## **COUNCIL POLICY**

N/A

## **ECONOMIC IMPLICATIONS**

N/A

## **ENVIRONMENTAL IMPLICATIONS**

N/A

## **SOCIAL IMPLICATIONS**

N/A

## **CULTURAL IMPLICATIONS**

N/A



## **RESOURCE IMPLICATIONS**

The resource implications for changes that have commenced to-date are nominal in regard to administrative activities that have required some alteration.

Changes associated with the community engagement and member behavioural framework changes (if any) are as yet unable to be quantified.

## **VALUE FOR MONEY**

N/A

## **RISK IMPLICATIONS**

Council runs the risk of not complying with its governing legislation if changes arising from the local government reform are not implemented.

## **EQUALITIES AND DIVERSITY IMPLICATIONS**

N/A

## **ENGAGEMENT AND COMMUNICATION STRATEGY**

Whilst most of the local government reform changes are nominal and in many cases merely affirming a requirement to perform matters already undertaken by Council, others will require a broader engagement with the community. Further reports will be presented to address such matters as they arise.

## **IMPLEMENTATION STRATEGY**

To-date, the implementation of the local government reform changes has been substantially administrative in nature. Further changes to commence in the come 12-18 months will likely require more significant implementation including engagement with the community and with the elected member body. Further reports will be presented to address such matters as they arise.

## **CONCLUSION AND RECOMMENDATION**

Having noted the commencement dates and actions associated with local government reform changes, this report recommends that Council note these changes and actions.

## **ATTACHMENTS**

1. List of LG Reform Commencement Dates [↓](#) 





### Legislative amendment commenced 20 September 2021

| Amendment Act provision               | Section of Local Government Act 1999 inserted, deleted, altered  | Action Required                                    |
|---------------------------------------|--|--|
| section 4, 6, and 7                   | section 3, 7, and 8 - Objects of the Local Government Act, functions of council, principles to be observed | No Action Required                                 |
| section 5(2) and 11                   | section 4(1) and 26 - References to SA Boundaries Commission   | No Action Required                                 |
| section 12(1)                         | new section 44(2)(ba) - Delegations to Joint Planning Boards   | No Action Required                                 |
| section 18(2)                         | section 54(1)(k) - Updating reference to SACAT – Casual vacancies  | No Action Required                                 |
| section 20                            | new section 55A - Leave of absence - council member contesting election                                    | Notify Members                                     |
| section 21 and 22                     | section 58 and 59 - Role of principal member and council member  | No Action Required                                 |
| section 39                            | section 76 - Allowances – council member   | No Action Required                                 |
| section 41                            | repealing section 78A - Obtaining legal advice   | No Action Required                                 |
| Numerous sections                     | Numerous sections - Removing references to older technology  | No Action Required                                 |
| section 47                            | section 85 - Quorum  | No Action Required                                 |
| section 51                            | new section 90(3)(o) - Meeting in confidence – new ground – award recipient                                | Update InfoCouncil                                 |
| section 51(2) and 52                  | section 90(8) to (8e) and inserting the new section 90A - Information or briefing sessions                 | Update templates and procedures and notify Members |
| section 60                            | new section 99A - CEO Remuneration   | Notify CEO   |
| section 88(1) and (2)                 | section 129(1) and (1a) - Conduct of audit (Auditor-General)   | No Action Required                                 |
| section 90(2)                         | section 131(5) - Annual reports – removal of requirement to table in Parliament                            | Update Annual Report procedures                    |
| section 91                            | new section 131A - Annual reports – provision of information to Minister                                   | Update Annual Report procedures                    |
| section 99(1), 99(3), and 99(4)       | section 184 - Sale of land for non-payment of rates  | No Action Required                                 |
| section 108(1) and section 110 to 114 | section 222(1a), 224 and 225 and repealing section 224A, 225A and 225B - Mobile food vendors (food trucks) | Revoke Council Policy                              |
| section 119                           | section 234A - Prohibition of traffic or closure of streets or roads                                       | Review road management processes                   |



## Legislative amendment commenced 20 September 2021

|  |  |   |
|--|--|---|
| section 134                                    | repealing section 269 – Report on Conduct of Members   | No Action Require   |
| section 139                                    | amending section 303(8a) – transitional (regulations) provisions   | No Action Required  |
| section 144(4)                                 | Schedule 5 – documents to be made available – information and briefing sessions                          | Orders to close information/briefing sessions to be made available. Council publishes notices containing relevant information. Practice to continue |
| section 145                                    | Schedule 8 - provisions relating to specific land (Town of Gawler)                                       | No Action Required  |
| Section 173                                    | Local Government (Elections) Act – method of counting and provisional declarations                       | No Action Required  |
| Section 192-193                                | City of Adelaide Act   | No Action Required  |
| Sections 197-198, 200-207                      | Various Acts   | No Action Required  |
| regulation 4 (General)                         | regulation 8AB of the Local Government (General) Regulations 2013 – information or briefing sessions     | Continue to publish Record of Proceedings containing required information   |
| regulation 5 (General)                         | regulation 10 of the Local Government (General) Regulations 2013 – annual reports                        | Amend Annual Report procedures  |
| regulation 6 (General)                         | repealing regulation 25A to 25C of the Local Government (General) Regulations 2013 – mobile food vendors | Repeal Council Policy   |
| regulation 7 (General)                         | regulation 35(1)(a)(iii) of the Local Government (General) Regulations 2013 – annual report              | Amend Annual Report procedures  |
| regulation 4 (Members Allowances and Benefits) | regulation 4 of the Local Government (Members Allowances and Benefits) Regulations 2013                  | No Action Required  |
| City of Adelaide regulations                   | amend the City of Adelaide (Members Allowances and Benefits) Regulations 2010                            | No Action Required  |



## Legislative amendment commenced 10 November 2021

| Amendment Act provision            | Section of Local Government Act 1999 inserted, deleted, altered   | Action Required   |
|------------------------------------|---|---|
| (a) section 12(2);                 | section 44(7) and (8)—Delegations Section 44(7) and (8)   | Continue practice of publishing delegations on website  |
| (b) sections 14 and 15;            | section 48(5) and (6)—Prudential requirements for certain activities<br>section 49(4) and (5)—Contracts and tenders policies      | No Action Required<br>Continue practice of publishing policy on website                                 |
| (c) section 18(3);                 | section 54(2a)(b)(ii)—Casual vacancies  | No Action Required  |
| (d) section 34;                    | section 70 (a1), (a2), (1) and (2)—Publication of (Member) Register (of Interests)  | Publish Register (except residential or suppressed address) on website                                  |
| (e) section 40;                    | section 77(3) and (4)—Reimbursement of expenses   | Continue practice of publishing policy on website   |
| (f) section 42;                    | section 79(3) and (4)—Register of allowances and benefits   | Publish Register on website   |
| (g) section 43(2);                 | section 80A(4) and (5)—(Member) Training and development  | Continue practice of publishing policy on website   |
| (h) section 45(2);                 | section 83(8)—Notice of ordinary or special meetings  | No Action Required  |
| (i) section 46;                    | section 84(1a), (3), (4) and (5)(a)—Public notice of council meetings   | Continue practice of displaying and publishing notices  |
| (j) section 50;                    | section 88(1a), (3), (4) and (5)—Public notice of committee meetings  | Continue practice of displaying and publishing notices at office and website                            |
| (k) sections 53 and 54;            | section 91(4) to (6)—Minutes and release of documents<br>section 92(5) to (7)—Access to meetings and documents—code of practice   | Continue practice of publishing minutes on website<br>Continue practice of publishing policy on website |
| (l) sections 56 to 58 (inclusive); | section 93(2) and (6)(a)—Meetings of electors<br>Repeal of section 94A<br>section 97(1)(a)(i), (3a) and (6)—CEO Vacancy in office | No Action Required<br>No Action Required<br>No Action Required  |
| (m) sections 61 and 62;            | Section 102A—Chief executive officer—performance review<br>section 105(3) and (4)—Register of remuneration, salaries and benefits | Amend CEO Review processes<br>Publish Register on website   |
| (n) section 79(7);                 | section 122(7)—Strategic management plans   | Continue practice of publishing strategic management plan on website                                    |
| (o) section 80(6);                 | section 123(9)(b) and (c)—Annual business plans and budgets   | Continue practice of publishing annual business plan and budget on website                              |
| (p) section 86;                    | section 127(5) and (6)—Financial statements   | Continue practice of publishing financial statements on website   |



## Legislative amendment commenced 10 November 2021

|   |  |   |
|---|--|---|
| (q) section 90(3);                      | section 131(8)—Annual report to be prepared and adopted                                | Continue practice of publishing annual report on website                        |
| (r) section 92;                         | section 132(1) to (3a) and (4a)—Access to documents                                    | Publish documents, and continue publishing existing documents on website        |
| (s) section 100;                        | section 188(6) and (7)—Fees and charges  | Continue practice of publishing fees and charges schedule on website            |
| (t) section 105;                        | section 207(3) and (4)—Register (of Community Land)                                    | Publish Register on website   |
| (u) sections 115 and 116;               | section 226(2a), (3)(ca) and (5)—Moveable signs<br>section 231(3) and (4)—Register     | Amend Local Government Election template letters<br>Publish Register on website |
| (v) section 121(1);                     | section 246(3)(g)—Power to make by-laws  | Amend expiation notices   |
| (w) section 122(1);                     | section 249(1)—Passing by-laws   | No Action Required  |
| (x) section 124;                        | section 252(3) and (4)—Register of by-laws and certified copies                        | Continue practice of publishing by-laws on website                              |
| (y) section 125(3);                     | section 259(6) and (7)—Councils to develop policies                                    | Continue practice of publishing policy on website                               |
| (z) section 135;                        | section 270—Procedures for review of decisions and requests for services               | Amend internal review process, continue publishing policy on website            |
| (za) section 144(2) and (3);            | Schedule 5—Documents to be made available by councils (Meeting Papers)                 | Continue practice of publishing agenda/minutes on website                       |
| Section 148=189                         | Local Government (Elections) Act – various provisions                                  | Amend election procedures and caretaker policy                                  |
| Section 191, 196                        | City of Adelaide Act   | No Action Required  |
| Regulation 4-6 (Elections)              | regulation 5, 11, 11A, Schedule 1 of the Local Government (Elections) Regulations 2010 | Amend Election procedures   |
| Regulation 8 (General)                  | regulation 36 of the Local Government (General) Regulations 2013 – Schedule 5          | Publish documents in Schedule 5, continue to publish existing on website        |
| Regulation 4-7 (Procedures at Meetings) | Regulation 6, 9, 12 and 24 of the LG(Procedures at Meetings) Regulations 2013          | Continue publishing documents, note change to question/motion notice            |
| Regulation 12 (transitional)            | regulation 12 of the Local Government (Transitional Provisions) Regulations 2021.      | No Action Required  |



## Legislative amendments commenced 6 January 2022

| Amendment Act provision                 | Section of Local Government Act 1999 inserted, deleted, altered   | Action Required  |
|---|---|--|
| Section 79(3)-(5)                       | s.122(3a), (4)(a) and (b)—Strategic management plans  | –review current LTFP preparation processes to ensure requirements are actioned   |
| section 80(3)-(5), (7)                  | s.123(6a), (7a), (8), (10a)—Annual business plans and budgets   | – review existing processes to ensure the earlier date is reflected.   |
| section 82                              | s.125—Internal control policies   | –review existing internal control policies, practices and procedures to ensure alignment with Better Practice Model                          |
| section 87(3)                           | s.128(3)—The Auditor  | –ensure this obligation is complied with as part procurement process for appointment of external auditor                                     |
| section 90(1)                           | s.131(1a)—Annual report (legal costs)   | report this amount in their 2021/22 Annual Report  |
| section 95                              | s. 153 / 181 Rates  | –review existing process relating to rates declaration to ensure the changed date is reflected   |
| section 98                              | section 181(3) – payment of rates (general principles)  | review existing processes to ensure reflect the earlier date, manner, form   |
| section 126                             | s.262F—Establishment and constitution (Behavioural Standards Panel)   | –No action required  |
| regulation 4 (Transitional)             | regulation 8 of the Local Government (Transitional Provisions) Regulations 2021   | No Action Required   |
| regulation 6 (Transitional)             | regulation 13 to the Local Government (Transitional Provisions) Regulations 2021 (Financial Accountability)<br>regulation 14 – Audit and risk Committees membership | Review LGA, ESCOSA and SALGFMG information when available<br>No Action Required  |
| regulation 4(1) (Financial Management)  | regulation 5(2)(b) of the Local Government (Financial Management) Regulations 2011.   | review processes to ensure the required information within the LTFP.   |
| Regulation 5 (Financial Management)     | regulation 6 of the Local Government (Financial Management) Regulations 2011  | Include SALGFMG template information in annual business plan   |
| regulation 6 (Financial Management)     | regulation 10A to the Local Government (Financial Management) Regulations 2011  | review existing practices and procedures to ensure they align with the Better Practice Model—Internal Financial Controls.                    |
| regulation 4 (Schedule 4)               | Schedule 4 of the Local Government Act (Annual Reports)   | Review annual report processes for redundant provisions  |
| regulation 4 (General – Annual Reports) | regulation 35 of the Local Government (General) Regulations 2013 – interstate travel  | consideration will need to be given to how interstate/international travel information is collected for inclusion in 2021-2022 annual report |



## Legislative amendment – future commencement dates

| Amendment Act provision            | Section of Local Government Act 1999 inserted, deleted, altered               | Action Required   |
|------------------------------------|---|---|
| <b>Commencing 30 April 2022</b>    |   |   |
| Section 79                         | Section 122 designated authority provisions and definition                    | No Action Required  |
| <b>Commencing 30 June 2022</b>     |   |   |
| Section 79(2)                      | Section 11A (cap on Membership)   | No Action Required  |
| Section 9                          | Section 12 – Composition/Wards  | No Action Required  |
| Section 17                         | Section 51 – Mayoral provisions   | No Action Required  |
| Section 55                         | Section 93 – meeting of electors  | No Action Required  |
| <b>Commencing 30 June 2023</b>     |   |   |
| Section 79(1)                      | Section 122(1a)(a) funding approach and revenues in strategic management plan | For strategic management plan post November 2022 Election   |
| <b>Commencing 31 August 2023</b>   |   |   |
| Section 5(9), 93, 94(i)            | Section 4(1), 147(7), 151(3) - rating - delete 'site value'                   | Review in preparation for 2023/2024 rating                  |
| <b>Commencing 30 November 2023</b> |   |   |
| Section 5(8)                       | Section 4(1) – insert relevant audit and risk committee definition            | No Action Required  |
| Section 59                         | Section 99(1)- role of Chief Executive Officer                                | Annual audit report   |
| Section 81                         | Chapter 8 Heading – audit and risk committee                                  | No Action Required  |
| Section 82                         | Section 120(3) – risk management policies                                     | Continue to implement risk policies, systems and procedures |
| Section 83                         | Section 125A – internal audit function  | No Action Required  |
| Section 84-141                     | Section 126-130A, Schedule 2 (various provisions) – audit and risk committee  | No Action Required  |
| Section 195                        | Section 27 City of Adelaide – role of CEO                                     | No Action Required  |



**22.4 LOCAL AFFORDABLE HOUSING PLAN TOOLKIT – REPORT NO. AR22/5088**

|                                  |   |
|----------------------------------|---|
| <b>Committee:</b>                | <b>Council</b>  |
| <b>Meeting Date:</b>             | <b>15 February 2022</b>   |
| <b>Report No.:</b>               | <b>AR22/5088</b>  |
| <b>CM9 Reference:</b>            | <b>AF21/496</b>   |
| <b>Author:</b>                   | <b>Jessica Porter, Strategy, Development and Research Co-ordinator</b>  |
| <b>Authoriser:</b>               | <b>Tim Coote, General Manager City and Community Growth</b>   |
| <b>Summary:</b>                  | <b>As part of the State Government’s Our Housing Future Strategy 2020-2030, the SA Housing Authority has developed a draft Local Affordable Housing Plan Toolkit. The Toolkit encourages councils to develop an evidence base of demand and supply, identify housing issues and formulate objectives and actions to address local housing issues.<br/>Through previous Council resolutions, including most recently the endorsement of the 2021 - 2022 Partnership Priorities and Advocacy strategic working document, Council has committed to increasing its awareness, advocacy and strategic direction regarding housing within the City. In response to this commitment, Council administration have commenced work on developing a Local Affordable Housing Plan for the City of Mount Gambier.</b> |
| <b>Strategic Plan Reference:</b> | <b>Goal 3: Our Diverse Economy<br/>Goal 5: Our Commitment</b>   |

**REPORT RECOMMENDATION**

1. That Council Report No. AR22/5088 titled ‘Local Affordable Housing Plan Toolkit’ as presented on 15 February 2022 be noted.





## TYPE OF REPORT

Corporate

## BACKGROUND

As part of the State Government's *Our Housing Future Strategy 2020-2030*, the SA Housing Authority (SAHA) has developed a draft *Local Affordable Housing Plan Toolkit* (the Toolkit). The Toolkit encourages councils to develop an evidence base of demand and supply, identify housing issues and formulate objectives and actions to address local housing issues.

The Toolkit is an easy-to-follow 10-step process, to assist councils to build their evidence base, analyse data and establish strategic housing objectives and actions. SAHA is seeking motivated councils to undertake a "pilot" of the Toolkit. Given Mount Gambier's regional significance, and the desire from the Elected Membership to address housing and homelessness challenges in Mount Gambier, council officers have commenced work on implementing the Toolkit. The resulting document will be the *City of Mount Gambier Local Affordable Housing Plan*.

To date Council's only involvement with housing has predominantly been through its regulatory role under the *Development Act 1993* and the *Planning, Development and Infrastructure Act 2016*. Drawing on the 2016 ABS Census data, Council's most recent *Regional Health Plan (2021-2026)* highlights the City of Mount Gambier has over 28% of low-income households experiencing rental stress. This is higher than the regional SA benchmark. Similarly, just under 18% of households within Mount Gambier receive rent relief. This is also higher than the regional SA benchmark. The 2016 Census estimated that there were just under 100 people experiencing homeless in Mount Gambier.

Through previous resolutions, including the endorsement of the 2021 - 2022 Partnership Priorities and Advocacy strategic working document, Council has committed to increasing its awareness, advocacy and strategic direction regarding housing within the City. This report is to advise Elected Members of the commencement of a Local Affordable Housing Plan for the City of Mount Gambier.

## PROPOSAL

- Participate as a regional "pilot" case study, by trialling the SAHA Toolkit and developing a City of Mount Gambier Local Affordable Housing Plan.
- Identify key housing challenges and projected housing needs for the City of Mount Gambier.
- Develop evidence-based recommendations regarding housing, land use planning and infrastructure provision in the City of Mount Gambier.

## LEGAL IMPLICATIONS

No legal implications have been identified.

## STRATEGIC PLAN

Council's involvement in the trialling of the Toolkit directly aligns with the City of Mount Gambier *Strategic Plan 2020-2024* - Goal 3 Our Diverse Economy,

**3.3 Appealing and affordable housing for growth - We have appealing and affordable housing appropriate to incomes, aspirations and cultures to attract and retain new residents.**

*3.3.1 Planning for housing growth (including boundary adjustments) that retains the lifestyle charm of the regional city, whilst providing a range of housing options to suit students, workers and managers, along with people and cultures with special needs [Service Provider (Direct) and (Regulatory), Partnership].*

*3.3.4 Working with community housing providers (including Housing SA, Anglicare, etc.) to improve the quality and appearance of their stock through investment and joint development opportunities [Advocate, Initiator / Facilitator].*





Other strategic documents relevant to this project are:

*Futures Paper (2014)*

The purpose of this Futures Paper is to provide a framework for the long-term development of the City of Mount Gambier. The Paper was developed entirely on the aspirations and issues raised and identified from people within the community.

*Charter for Children (2014)*

Our community fosters equity & access for all of our children & their families.

*Reconciliation Action Plan (2020)*

The City of Mount Gambier Reconciliation Action Plan is council's commitment and vision for reconciliation. The three (3) key visions of the RAP are: a society free of racism and prejudice; a city which supports expressions of cultural identity; a community characterised by social justice.

*Disability Access and Inclusion Plan (2020)*

The City of Mount Gambier Disability Access and Inclusion Plan (DAIP) has been developed to identify and address priority areas and create awareness of disability and equitable access and inclusion.

*Regional Public Health Plan (2021)*

This plan identifies the key focus areas for Mount Gambier's public health and the determinants of health that are specific to our local population. Housing, particularly housing stress, is considered within the plan.

*Limestone Coast Regional Plan (2011)*

The Limestone Coast Regional Plan guides future land use and development in the Limestone Coast region. It is aligned with the *Planning, Development and Infrastructure Act 2016*.

*Greater Mount Gambier Master Plan (2008)*

The Greater Mount Gambier Master Plan provides the community, business and all levels of government with certainty and understanding about the medium-to-long term direction of the future physical development of Greater Mount Gambier. The Plan is aligned with the Limestone Coast Regional Plan and broader *Planning, Development and Infrastructure Act 2016*.

*Mount Gambier City Growth Strategy (2017)*

The City of Mount Gambier City Growth Strategy is council's commitment to being pro-active in facilitating economic development, working with business and the local community to help stimulate growth and opportunity.

## **COUNCIL POLICY**

P195 Community Consultation and Engagement Policy

<https://cdn.mountgambier.sa.gov.au/general-images/P195-Community-Consultation-and-Engagement-Policy.pdf>

## **ECONOMIC IMPLICATIONS**

No economic implications have been identified.

## **ENVIRONMENTAL IMPLICATIONS**

No environmental implications have been identified.

## **SOCIAL IMPLICATIONS**

No social implications have been identified.

## **CULTURAL IMPLICATIONS**

No cultural implications have been identified.

## **RESOURCE IMPLICATIONS**

It is envisaged the work surrounding the development and implementation of the Toolkit, and delivery of the LAHP will form part of the usual working duties of the council staff involved with the project.



Therefore, there are no additional resourcing or funding commitments are required from council for the development of the LAHP.

#### **VALUE FOR MONEY**

Any required funding for community consultation purposes will be absorbed by the City and Community Growth portfolio budget

#### **RISK IMPLICATIONS**

No risk implications have been identified.

#### **EQUALITIES AND DIVERSITY IMPLICATIONS**

No equalities and diversity implications have been identified.

#### **ENGAGEMENT AND COMMUNICATION STRATEGY**

Any required engagement and communication processes will be undertaken in accordance with the Toolkit and the relevant council policies and procedures.

#### **IMPLEMENTATION STRATEGY**


Success of this project will be determined by the completion of the *City of Mount Gambier Local Affordable Housing Plan*. Further, success will be identified through the implementation of any resulting actions identified within the LAHP.

#### **CONCLUSION AND RECOMMENDATION**

Council relies heavily on ABS data, which does not always reflect an accurate picture of the housing situation in Mount Gambier or the wider Limestone Coast region. Apart from ABS statistics and reports, such as South Australian Housing Authority's *Housing affordability – demand and supply report*, there is limited information available about housing within the City of Mount Gambier. By undertaking the LAHP process, Council will have an up to date evidence base, which will also assist in other areas of Council business, such as strategic work, funding applications and government submissions.

Participation in the trialling of SAHA's Local Affordable Housing Plan Toolkit is a valuable investment for Council. Housing in regional areas is an issue of national significance and is one that is listed as a priority on a number of State and Federal agendas. This project gives Council the opportunity to be the exemplar for implementing this type of strategic plan, being the first South Australian regional council to implement SAHA's toolkit.

#### **ATTACHMENTS**

1. Local Affordable Housing Plan Toolkit [↓](#) 



OFFICIAL

# CONSULTATION DRAFT

## LOCAL AFFORDABLE HOUSING PLAN TOOLKIT

A guide to identifying local and regional housing demand and supply to support the delivery of affordable housing.



OFFICIAL

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*Version 2.3, September 2021*

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## 1. Introduction

Local Affordable Housing Plans (LAHPs) are a key action of the South Australian Government's Our Housing Future 2020-2030 strategy, a whole-of state and whole-of-system housing strategy for all partners involved in the planning, financing and delivery of affordable housing and related services. LAHPs harness the local knowledge, insights and expertise of local government to identify housing needs and issues facing their communities to drive the development of local solutions.

Although development of an LAHP by local government is not mandatory, benefits can include:

- Attracting workers to the municipality or region
- Reduction of housing stress
- Positive labour market effects
- Alignment with overarching State and regional development strategies.

**LAHPs should be informed by, and used alongside, any State or regional strategies or policies relating to planning, infrastructure and economic development. Where housing targets are included in State and regional strategies, they should be addressed in an LAHP.**

This LAHP Toolkit has been produced by SA Housing Authority to assist councils to develop comprehensive housing plans for their communities to support the supply of appropriate and affordable housing. The toolkit provides relevant resources and puts forward a clear, 10-Step process for the development of LAHPs, recognising that each LGA faces a unique set of housing issues that require locally designed solutions as part of broader local and regional strategic planning.

The release of this LAHP toolkit supports Action 1.4 of Our Housing Future through the development of local/regional housing plans to be led by local government.

### ***How to use this toolkit***

This toolkit is intended as a practical step-by-step guide, supporting councils through the process of developing their own LAHP, from initial data gathering of demographic indicators, trend analysis of housing demand and supply, community and stakeholder consultation, vision setting and prioritising objectives to achieve a strategy that delivers real change.

Resources contained within this toolkit include:

- a 10-step process with recommended outcomes
- comprehensive catalogue of free data resources
- relevant examples from other jurisdictions
- ready reckoner of key State and regional strategy documents
- practical manual for evaluating options and determining priorities
- recommended LAHP template
- review methodology.

In summary, this toolkit has been specially designed to enable local government to make their own valuable contributions to the important goal of delivering safe, secure, and affordable housing for all South Australians.





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## 2. Local housing decisions, local housing impacts

Local government plays a vital role in the provision of housing. Decisions made at the local level have a direct impact on the quantity, quality, and affordability of housing supply within a particular geographic area.

Key local government functions such as initiating land rezoning, development approval and infrastructure delivery have impacts on housing location, density and cost, as does the determination of how surplus government land within a local area should be used.

Local government is also in the best position to identify the context in which housing is delivered. By regularly interacting with members of the community, local government representatives can identify important housing related issues before they appear in statistics used by State and Federal Government departments. Therefore, developing a Local Affordable Housing Plan (LAHP) allows relevant stakeholders to remain agile as housing issues arise and needs change in the community.

LAHPs are created with input from the community and should guide how housing in the municipality will develop over time. They should influence where and how housing will be delivered to support changes in the local population, such as age, employment and household structure. An LAHP template based on the 10-step process is included at [Appendix A](#).

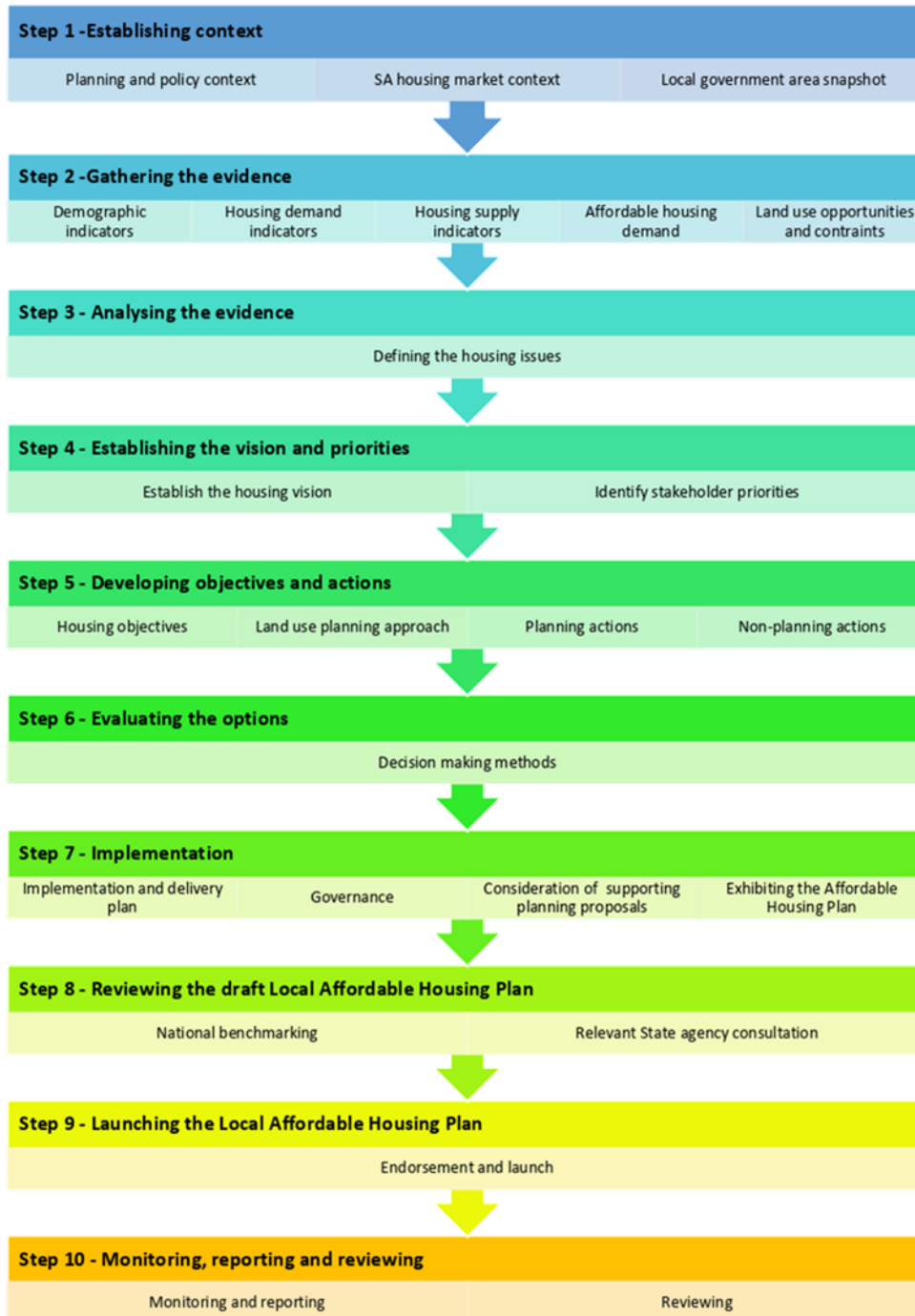
While no LAHP timeframe is recommended in this toolkit, the 10-year span of the Our Housing Future strategy can be regarded as a useful indicator for an appropriate time span.

This toolkit can be used in its entirety to deliver a complete LAHP or steps within the toolkit can be actioned to support the development of other strategic planning documents for Council as required for statutory purposes.



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Below are the 10 steps to developing an LAHP with supporting actions for each step.



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### 3. Benefits of developing a Local Affordable Housing Plan

There are wide ranging and positive impacts of LAHPs.

#### Increased population diversity within the municipality

- In some municipalities, workers will travel from outside the local area to their place of work, before returning home again at the end of the day.
- An AHP can put forward strategies to deliver an attractive and affordable housing mix, allowing workers to be able to move closer to their place of employment, become participative community members, reduce the environmental impact of the commute and deliver local economic benefits and create more inclusive communities.

#### Higher workforce productivity

- A diverse mix of housing enables employers to retain and attract labour.
- Allowing key worker groups (in areas such as childcare, healthcare, police and firefighting services, retail and hospitality) to live near their place of employment (reducing the commute) facilitates community development and can positively impact productivity for employers.

#### Better access to local services

- A diverse housing mix allows lower income households to live in areas with access to a wider range of quality services, education and employment opportunities.
- Spreading the socio-economic mix of households within the community enables formal support services to be distributed more evenly.

#### Improved collaboration with State government agencies

- The development of an effective AHP allows local government to meaningfully participate in decision making processes and ensures State government agencies can take full account of local knowledge, insight and expertise in formulating policy and funding initiatives.

#### Improved strategic alignment

- Developing an AHP will facilitate alignment with local, State and federal strategic housing goals which will optimise economic and social outcomes.
- This alignment allows for effective and efficient decision making and will assist with progress reporting on strategic commitments.

#### Reduction of housing stress (and associated impacts)

- Housing stress is when a household is paying more than 30% of their gross income on rent or mortgage repayments. It can lead to higher instances of social exclusion, mental health issues, homelessness and crime.
- Councils may choose to engage in initiatives which help alleviate housing shortages and housing stress in accordance with the mandate given to the local government sector in section 7(c) of the *Local Government Act 1999*: 'to provide for the welfare, well-being and interests of individuals and groups within its community'.

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#### 4. Advantages of a regional approach

A regional approach to LAHPs is recommended for councils that have limited strategic planning capacity and/or are experiencing housing issues which extend into adjoining local government areas.

Benefits from adopting a collaborative regional approach include:

- Cost savings from reduced duplication of effort and resources
- Increased organisational capability
- Consistent approach to decision making and strategic direction across a region
- Stronger advocacy capacity to other levels of government
- Greater ability to leverage funding.

A regional approach may be particularly relevant where a regional planning agreement or Joint Planning Board (JPB) has already been established (or is planned to be established). As set out in section 35 of the *Planning, Development and Infrastructure Act 2016* (PDI Act), a regional planning agreement provides councils with a mechanism to deliver planning and local government functions over a 10-year time frame. The JPB administers the planning agreement.

Collaborative approaches between local governments can include:

- Information sharing
- Common specifications
- Resource sharing (such as staff, consulting advice, equipment)
- Joint tendering
- Joint provision of services
- Planning agreements.

##### ***LAHPs and Regional Plans***

The housing information and data developed for LAHPs may also be used for Regional Plans (noting LAHPs are subordinate to Regional Plans).

Mandatory under section 64 of the PDI Act, Regional Plans must be consistent with State Planning Policies and include a long-term vision over a 15-to-30-year period.

As State Planning Policies specifically address housing supply and diversity, research and data analysis undertaken as part of the LAHP process is likely to overlap with that required to inform Regional Plans. Therefore, efficiencies may be gained by using housing data gathered during the LAHP preparation to inform Regional Plans. Councils should take note of the regional planning cycle and align the two processes where practicable.

##### **Further Information:**

Further information on initiating a regional planning agreement or Joint Planning Board can be accessed here:

[https://plan.sa.gov.au/our\\_planning\\_system/schemes/joint\\_planning\\_arrangements](https://plan.sa.gov.au/our_planning_system/schemes/joint_planning_arrangements)



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## 5. Developing a Local Affordable Housing Plan in 10 Steps

| Step 1 – Establishing context  |                           |                                |
|--|---------------------------|--------------------------------|
| Planning and policy context  | SA housing market context | Local government area snapshot |
| <b>Anticipated Outcome:</b> A clear understanding of the strategic context for housing within a local/regional area. |                           |                                |

### Planning and policy context

The planning and policy context is important to ensure relevant matters outside of housing such as infrastructure, population growth, employment and open space provision are integrated into LAHPs.

LAHPs should be developed within the hierarchy of the current legislative, planning and policy context, as described below:

Figure 1 Contextual Hierarchy



#### Further information:

Further resources to assist with the development of the planning and policy context are provided in the following appendices:

- Appendix B - Global and national resources
- Appendix C - State government agencies relevant to housing
- Appendix D – Supplementary housing sector information

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The table below provides a list of key State and regional strategy documents.

|   |   |
|---|---|
|    | <p><b>State Planning Policies</b></p> <ul style="list-style-type: none"> <li>Pursuant to the <i>Planning, Development and Infrastructure Act 2016</i>, State Planning Policies (SPPs) must be considered when preparing or amending Regional Plans and Infrastructure Scheme Proposals.</li> <li>SPP6: Housing Supply and Diversity includes the objective to promote the development of well-serviced and sustainable housing and land choices where and when required.</li> <li>Policy 6.1, 6.7 and 6.8 directly relate to the provision of affordable housing. Policy 6.12 and 6.13 state that Regional Plans must include targets for housing diversity and land supply/demand</li> </ul> <p>• Agency: Planning and Land Use Services<br/>• Link: <a href="https://plan.sa.gov.au/">https://plan.sa.gov.au/</a></p>         |
|    | <p><b>Our Housing Future 2020-2030</b></p> <ul style="list-style-type: none"> <li><i>Our Housing Future 2020-2030</i> includes five key strategies and 33 associated actions to build a resilient, connected and sustainable housing system.</li> <li>Action 1.4: the development of local housing plans is to be led by local government and harness local knowledge and insights to help address specific community needs.</li> <li>Action 1.3: coordinated housing policy across local, state and federal government to support diverse and quality housing, sustainable communities, demand and supply, investment, incentives and innovation.</li> </ul> <p>• Agency: SA Housing Authority<br/>• Link: <a href="https://www.housing.sa.gov.au/our-housing-future">https://www.housing.sa.gov.au/our-housing-future</a></p> |
|   | <p><b>20-year State Infrastructure Strategy</b></p> <ul style="list-style-type: none"> <li>The inaugural <i>20-year State Infrastructure Strategy</i> sets the long-term strategic direction and initial priorities for infrastructure development and aims to achieve the objectives relating to sustained economic and jobs growth, planned population growth, and connected and productive regions.</li> <li>The <i>20-year State Infrastructure Strategy</i> can provide insights about future infrastructure spending.</li> </ul> <p>• Agency: Infrastructure SA<br/>• Link: <a href="https://www.infrastructure.sa.gov.au/our-work/20-year-strategy">https://www.infrastructure.sa.gov.au/our-work/20-year-strategy</a></p>   |
|  | <p><b>Regional Plans</b></p> <ul style="list-style-type: none"> <li>Regional plans are developed in alignment with the SPPs and other strategies relevant to a specific region.</li> <li>Regional plans will typically include objectives for housing and settlement patterns and provide important contextual information that should inform AHPs.</li> </ul> <p>• Agency: Planning and Land Use Services<br/>• Link: <a href="https://plan.sa.gov.au/">https://plan.sa.gov.au/</a></p>  |
|  | <p><b>Regional Development Strategy</b></p> <ul style="list-style-type: none"> <li>The Regional Development Strategy seeks to provide strategic direction and focus for industry, community and government on priorities and needs of regional SA.</li> <li>The strategy seeks to support the ongoing dialogue between all levels of government towards collaboration, co-investment and delivery with businesses and the community.</li> </ul> <p>• Agency: Primary Industries and Regions<br/>• Link: <a href="https://pir.sa.gov.au/regions/regional_development_strategy">https://pir.sa.gov.au/regions/regional_development_strategy</a></p>   |
|  | <p><b>Regional Development Australia Strategic Plans</b></p> <ul style="list-style-type: none"> <li>Regional Development Australia (RDA) is an Australian Government initiative that brings together all levels of government with the aim to enhance the development of Australia's regions.</li> <li>Under the guidance of the RDA Boards, strategic regional plans have been developed to support economic growth and investment in the eight SA regions.</li> <li>The RDA strategic plans can be used to identify economic growth areas which may be relevant for the planning of housing.</li> </ul> <p>• Agency: Regional Development Australia<br/>• Link: <a href="https://www.rda.gov.au/my-rda/sa">https://www.rda.gov.au/my-rda/sa</a></p>   |



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**South Australian housing market**

Gaining a broad insight into the South Australian housing market also provides relevant state level context (this might include considerations of interstate housing markets border regions).

The Australian Housing and Urban Research Institute (AHURI) publishes extensive housing related research on its website under several key housing themes, including social and affordable housing, and housing and the economy. Previous AHURI research has included an audit of South Australia's current housing assets and mapping of future demand.

**Further Information**

Reviewing AHURI research reports will provide up-to-date housing trend analysis that can be used to inform the broader LAHP strategies and actions.

The AHURI website can be accessed at [www.ahuri.edu.au](http://www.ahuri.edu.au).

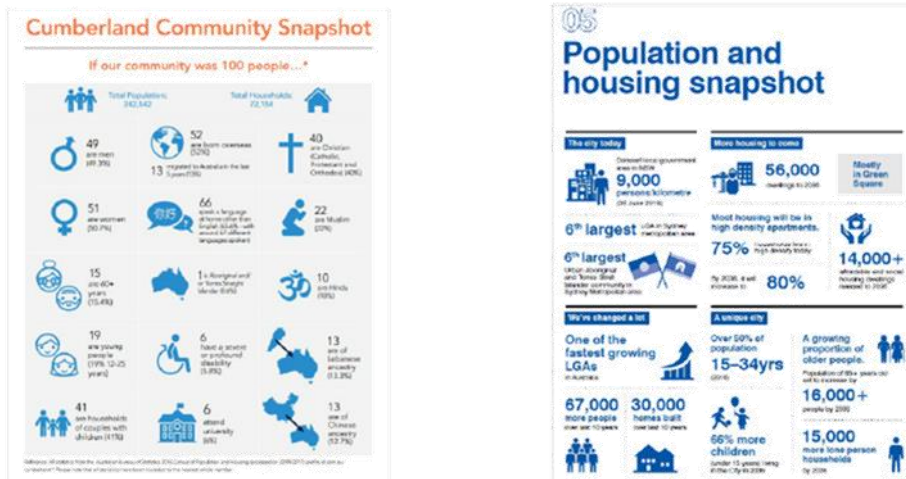
**Local Government Area snapshot**

An LAHP should include a concise Local Government Area (LGA) snapshot to provide an overview and description of the area, identifying any relevant social, environmental and economic factors (including relevant significant projects being undertaken in the region).

The snapshot should also consider any wider housing related issues that cross local area and State boundaries. It may also be useful to include a map showing the extent of the local government area and any relevant geographical features or infrastructure corridors.

The LGA snapshot should describe the existing and proposed infrastructure (such as transport, utilities, health and education) and acknowledge any known infrastructure gaps.

Figure 2 LGA Snapshot examples



Source: Cumberland Local Housing Strategy 2020, City of Sydney Local Housing Strategy 2020





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| Step 2 – Gathering the evidence  |                           |                           |                           |  |
|--|---------------------------|---------------------------|---------------------------|--|
| Demographic indicators   | Housing demand indicators | Housing supply indicators | Affordable housing demand | Land use opportunities and constraints |
| <b>Anticipated Outcome:</b> Documented evidence from a range of sources including housing supply and demand indicators, and land use constraints which will inform the analysis in Step 3. |                           |                           |                           |  |

Evidence should underpin the decision making process for determining LAHP priorities, objectives and actions. Five key elements should contribute to the evidence base:

- Demographic indicators
- Housing demand trends
- Housing supply trends
- Affordable housing demand
- Land use opportunities.

These five key elements are reviewed in greater detail in the sections below.

**Demographic indicators**

Local demographic data relating to changes over time to population, age, income, and household composition should inform the evidence base and will help highlight any emerging trends and future housing needs. The following data sources can be used to determine community-wide demographic indicators:

|  |   |
|--|---|
| <b>Australian Bureau of Statistics (ABS) Community Profiles</b>  | <a href="https://www.abs.gov.au/census/find-census-data">https://www.abs.gov.au/census/find-census-data</a>     |
| Generating a community profile using ABS data will provide a statistical picture in a downloadable Excel format. The site allows you to drill down into statistics for state, local government, suburb and streetscape level (known as Statistical Area 1, which typically incorporates around 400 people). There is a wide range of information in these data sets including dwelling structure and configuration, tenure type, income and age profile. |   |
| By comparing data over time, trends with the potential to impact on housing can be analysed. For example, there may be an increase over time of single parents moving into an area which could require a housing response.   |   |
| <b>Population Projections for South Australia</b>  | <a href="https://plan.sa.gov.au/state_snapshot/population">https://plan.sa.gov.au/state_snapshot/population</a> |
| As ABS data arrives every five years, projections can be used to gain an overall picture of a region’s population growth or decline. The publication puts forward a high, medium and low population projection for South Australia’s 11 regions.   |   |
| <b>Informed Decisions</b>  | <a href="https://home.id.com.au/demographic-resources">https://home.id.com.au/demographic-resources</a>         |
| Informed Decisions provides demographic resources (community and economic profiles, population forecasts and social atlases) using ABS data. The data is presented at a local, state and national level.   |   |
| <b>South Australian Centre for Economic Studies (SACES)</b>  | <a href="https://www.adelaide.edu.au/saces/">https://www.adelaide.edu.au/saces/</a>                             |
| SACES principal role is to review, research and report on economic and public policy issues of relevance to South Australia and Australia as a whole. Many of the SACES economic issues papers can be accessed on its website.   |   |



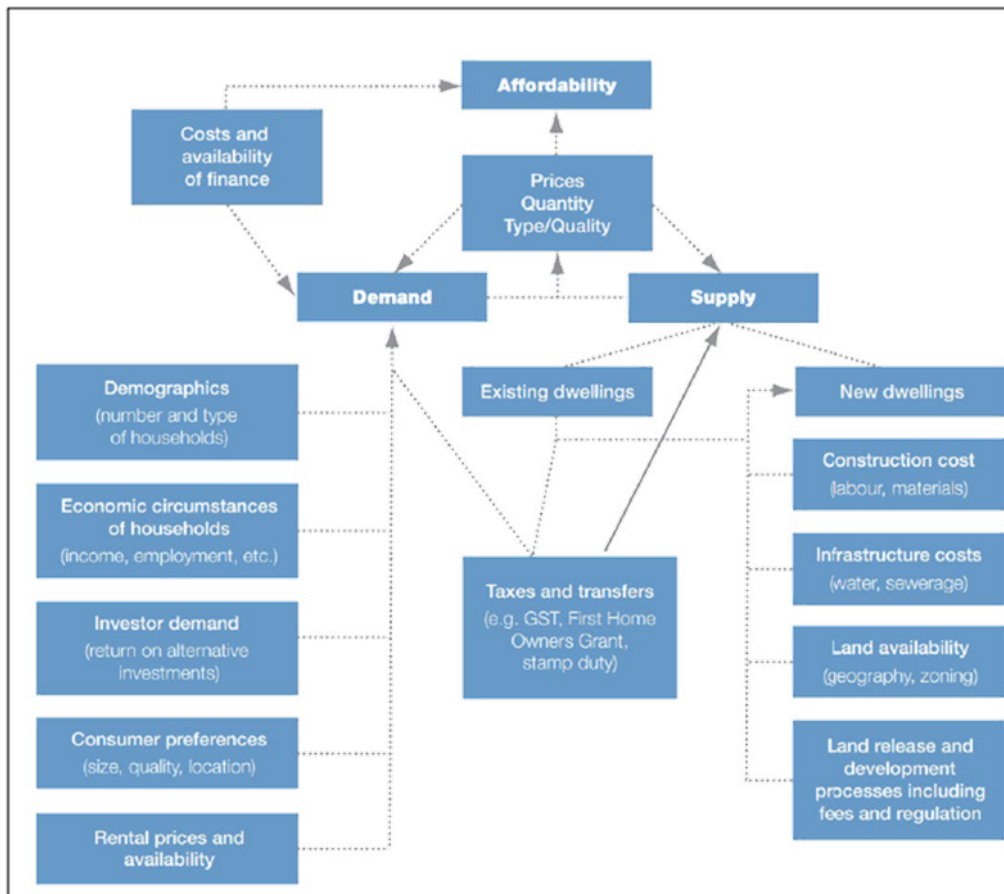
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**Housing demand indicators**

Factors that can influence housing demand include employment opportunities, population and household growth, interest rates, infrastructure availability and local amenity.

The following figure can be used as a guide to inform data gathering processes.

Figure 3 Factors influencing housing supply, demand and affordability



Source: National Housing Supply Council, State of Supply Report 2017

Consistent with AHURI definitions, there are two types of housing demand to consider:

- *Underlying demand* - the need for housing based on the number of households in the population.
- *Effective demand* - the quantity of housing that owner occupiers, investors and renters are able and willing to buy or rent in the housing market.

Underlying demand is driven by demographic factors. For example, an increase in demand for larger houses could be influenced by population data showing families moving into the area. Similarly, an increase in demand for smaller houses could be influenced by an ageing population looking to downsize. Underlying demand assumes a constant rate of demand for houses per person for each age cohort over time.



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Effective demand is more difficult to quantify as assumed housing preferences may differ from the housing preferences chosen. The size and type of housing chosen for purchase or rent may be influenced by economic factors (such as the inability to afford mortgage repayments/rent for an appropriately sized house) or lifestyle preferences (such as choosing a smaller, more energy efficient home).

The process for determining effective demand could include considering the following questions:

- *What changes in household income is occurring in the local area and how could this impact demand?*
- *What changes in employment are occurring in the local area and how could this impact demand?*
- *Which way are interest rates moving and how could this impact demand?*
- *What changes are occurring to house prices and how could this impact demand?*
- *How might climate change predictions impact demand in the region?*

The following data sources can be used determine housing demand indicators:

|   |   |
|---|---|
| <b>Private rent report</b>  | <a href="https://data.sa.gov.au/data/dataset/private-rent-report">https://data.sa.gov.au/data/dataset/private-rent-report</a>   |
| Changes to rental prices has a major influence on peoples living arrangements and rate of new household formation. The SA Housing Authority issues a quarterly summary of private rentals by suburb, postcode, State Government region and Local Government Area. The information is provided in Excel format and relates to bonds lodged with the Consumer and Business Services for private rental properties in South Australia. |   |
| <b>State of the Nation’s Housing Report</b>   | <a href="https://www.nhfic.gov.au/media/1581/nhfic-state-of-the-nations-housing-report-2020.pdf">https://www.nhfic.gov.au/media/1581/nhfic-state-of-the-nations-housing-report-2020.pdf</a>   |
| NHFIC State of the Nation’s Housing Report also provides demand projections for housing within the Greater Adelaide and Regional SA context.  |   |
| <b>SQM Research</b>   | <a href="https://sqmresearch.com.au/graph_vacancy.php">https://sqmresearch.com.au/graph_vacancy.php</a>   |
| Rental vacancy rates can be accessed on the SQM website and provide an indication which areas are likely to be experiencing high rental demand. The data is free, updated every month and broken down by postcode.  |   |
| <b>Audit of South Australia’s current housing assets and mapping of future demand</b>   | <a href="https://www.ahuri.edu.au/research/research-papers/audit-of-south-australia-current-housing-assets-and-mapping-of-future-demand">https://www.ahuri.edu.au/research/research-papers/audit-of-south-australia-current-housing-assets-and-mapping-of-future-demand</a> |
| AHURI have audited South Australia’s current housing assets and mapped future demand using 2016 Census data, survey data, and administrative data.  |   |
| <b>Regional Australia Institute – Regional Job Vacancy Map</b>  | <a href="http://www.regionalaustralia.org.au/home/regional-jobs-vacancy-map/">http://www.regionalaustralia.org.au/home/regional-jobs-vacancy-map/</a>   |
| This tool collates data from the Federal Government’s Internet Vacancy Index which is released monthly by the National Skills Commission on its Labour Market Information Portal. It provides an interactive map showing jobs currently advertised across all Australian regions.   |   |





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**Housing supply indicators**

Local government is in a strong position to observe housing supply data due to its interaction with the State planning system and role in the development approval process.

Beyond statutory approvals, other housing supply indicators include:

- Price and type of dwellings available for sale.
- Potential housing displacement due to redevelopments
- Capacity within existing land use planning controls to facilitate additional housing.

The capacity of existing land use planning controls is the theoretical number of additional homes permissible in the current planning environment. To calculate the housing capacity, the existing supply should be compared to the number of dwellings that could be delivered if the existing planning controls are fully developed.

For example, a consideration could be the number of new houses developed if the allowable densities within a zone are fully realised (assuming a proportion may never be realised). Calculating available residential broadhectare land will also indicate the potential for housing supply.

It is also important to seek input from the local development industry. The risks associated with regional investment in residential development and the associated barriers to finance can restrict housing supply.

The following data sources can be used determine housing supply indicators:

|   |   |
|---|---|
| <b>Residential Broadhectare Land</b>  | <a href="https://data.sa.gov.au/data/dataset/residential-broadhectare-land">https://data.sa.gov.au/data/dataset/residential-broadhectare-land</a>   |
| The State Government provides the residential broadhectare land supply dataset to monitor the stock of land in the Greater Adelaide Region and selected rural townships.                                |   |
| <b>Land supply reports for greater Adelaide</b>   | <a href="https://plan.sa.gov.au/state_snapshot/land_supply/and_supply_reports_for_greater_Adelaide">https://plan.sa.gov.au/state_snapshot/land_supply/and_supply_reports_for_greater_Adelaide</a>   |
| The Land Supply Report for Greater Adelaide is a component of the Growth Management Program and provides data and information on land supply and demand.  |   |
| <b>NHFIC State of the Nation's Housing Report</b>   | <a href="https://www.nhfic.gov.au/media/1581/nhfic-state-of-the-nations-housing-report-2020.pdf">https://www.nhfic.gov.au/media/1581/nhfic-state-of-the-nations-housing-report-2020.pdf</a>   |
| NHFIC State of the Nation's Housing Report provides supply projections for housing within the Greater Adelaide and Regional SA context.   |   |
| <b>SQM Research</b>   | <a href="https://sqmresearch.com.au">https://sqmresearch.com.au</a>   |
| SQM Research provides postcode level data relating to current and historical rent and sale asking prices, including current housing stock on market and the average days the listing remains online.    |   |
| <b>ABS Building Approval Data</b>   | <a href="https://www.abs.gov.au/statistics/industry/building-and-construction/building-approvals-australia/latest-release">https://www.abs.gov.au/statistics/industry/building-and-construction/building-approvals-australia/latest-release</a> |
| Monthly building approval data by local government area is available on the ABS website.  |   |
| <b>Inside AirBnB</b>  | <a href="http://insideairbnb.com/">http://insideairbnb.com/</a>   |
| Analysing publicly available information about a city's Airbnb listings, Inside Airbnb provides filters and key metrics to see how Airbnb is being used to compete with the residential housing market. |   |





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**Affordable housing demand**

A widely used measure to define affordable housing is when households pay 30% or less of their income in mortgage repayments or rent.

In considering the demand for affordable housing, councils may wish to consider existing affordable stock, incomes, rent and sale prices, housing stress, employment (including casual and part-time workers) and homelessness.

Planning for increased affordable housing in the community can deliver the following benefits:

- Greater diversity in built form, including smaller dwellings to accommodate the changing demographic from family households to aged and single households.
- Better quality medium density housing, including townhouses, manor and terrace housing.
- Better planning of communities through integration of affordable housing throughout developments, as opposed to grouping affordable housing in pockets.
- Residents able to afford to move through their housing needs within the same community, close to family, services and other networks.
- Increased opportunities for ageing in place.

Affordable housing is particularly important for locally employed key workers. Being able to live in employment areas can reduce travel times and contribute to long term labour market sustainability.

The following data sources can be used to determine affordable housing indicators:

|  |   |
|--|---|
| <b>Housing Affordability – Demand and Supply by Local Government Area</b>  | <a href="https://data.sa.gov.au/data/dataset/housing-affordability-demand-and-supply-by-local-government-area">https://data.sa.gov.au/data/dataset/housing-affordability-demand-and-supply-by-local-government-area</a>   |
| SA Housing Authority produces a housing affordability report which analyses local government areas using census data. It provides details regarding demographic and household trends which have implications for housing affordability.  |   |
| <b>Rental Affordability Index, SGS</b>   | <a href="https://www.sgsep.com.au/maps/rai/australia-rental-affordability-index-dec20/">https://www.sgsep.com.au/maps/rai/australia-rental-affordability-index-dec20/</a>   |
| The annual rental affordability index (RAI) report is an easy to understand indicator of rental affordability relative to household incomes. The RAI website includes an interactive map.  |   |
| <b>Housing Industry Association (HIA) Affordability Report</b>   | <a href="https://hia.com.au/business-information/economic-information/economic-publications">https://hia.com.au/business-information/economic-information/economic-publications</a>   |
| The Housing Industry Association releases a quarterly affordability report. Extracts of the report can be read for free and provide a broad snapshot of how housing affordability is trending. The HIA Affordability Index measures the extent to which average weekly earnings can repay and service a mortgage for a median-priced dwelling. |   |
| <b>Audit of South Australia’s current housing assets and mapping of future demand</b>  | <a href="https://www.ahuri.edu.au/research/research-papers/audit-of-south-australia-current-housing-assets-and-mapping-of-future-demand">https://www.ahuri.edu.au/research/research-papers/audit-of-south-australia-current-housing-assets-and-mapping-of-future-demand</a> |
| AHURI’s audit of South Australian current housing assets includes estimates of low-income rental and mortgage stress and a quantitative assessment of housing affordability.   |   |
| <b>ABS Housing Suitability</b>   | <a href="https://www.abs.gov.au/">https://www.abs.gov.au/</a>   |
| The ABS produces ‘housing suitability’ data that relates to the number of residents and bedrooms in a dwelling and the occupants relationship. This data can be used to provide a general estimate of how many spare or extra bedrooms are in a dwelling and if overcrowding is occurring.   |   |



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**Land use opportunities and constraints**

Identifying land use opportunities and constraints will help to identify areas with additional housing capacity. State and regional planning documents should be considered as part of this process as well as the existing and planned infrastructure capacity to support residential growth.

| Opportunities  | Constraints   |
|--|---|
| Employment centres – retail, business and industrial centres                     | Environmental factors – contaminated land, hazardous activities, climate change     |
| Transport infrastructure – bus, rail, roads and cycle paths                      | Natural hazards – flooding, tidal zones, bushfire areas, sloping land               |
| Social infrastructure – parks, health and community, community services, schools | Conflicting land uses – heavy industry, aircraft noise, sewage plants, waste depots |
| Urban form and amenity - character, open space, walkability, landscape           | Lack of utility infrastructure – water, sewer, electricity, telecommunications      |

It is recommended to engage with State Government infrastructure agencies throughout the development of an LAHP to ensure that future and current infrastructure delivery is aligned with housing supply. Likewise, consultation with local government can assist State agencies to identify where future infrastructure should be delivered.

|   |   |
|---|---|
| <b>20 Year State Infrastructure Strategy</b>  | <a href="https://www.infrastructure.sa.gov.au/our-work/20-year-strategy">https://www.infrastructure.sa.gov.au/our-work/20-year-strategy</a>     |
| Infrastructure SA released the inaugural <i>20-Year State Infrastructure Strategy</i> in 2020 and subsequent strategies are to be released every five years or less. The strategies take an integrated approach to analysing and prioritising the State’s infrastructure needs, drawing upon interrelationships between affordable housing and other types of infrastructure. |   |
| <b>Capital Intentions Statements</b>  | <a href="https://www.infrastructure.sa.gov.au/our-work/capital-intentions">https://www.infrastructure.sa.gov.au/our-work/capital-intentions</a> |
| Infrastructure SA also releases annual Capital Intentions Statements. These identify priority infrastructure projects for government investment at or above \$50m, which may help inform housing supply planning (depending on the nature of the projects).   |   |

**Other information to inform evidence base**

Other relevant references to inform the evidence base can include climate change adaptation plans and strategic and corporate business plans for government services.

|  |   |
|--|---|
| <b>Regional Climate Change Adaption Plans</b>  | <a href="https://www.environment.sa.gov.au/topics/climate-change/programs-and-initiatives/adapting-to-climate-change/regional-adaptation-plans">https://www.environment.sa.gov.au/topics/climate-change/programs-and-initiatives/adapting-to-climate-change/regional-adaptation-plans</a> |
| Climate change may influence the number of vulnerable people living in a community and their housing needs. Regional Climate Change Adaption Plans outline how regions will respond to climate change and may be used to inform LAHPs.                             |   |
| <b>Strategic and corporate business plans for government services</b>  |   |
| Strategic and corporate business plans produced by other government services (such as police, teachers, health/allied health workers) may indicate where regional workforce increases are to occur, potentially impacted on local demographics and housing demand. |   |



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| <b>Step 3 – Analysing the evidence</b>   |
|--|
| Defining the housing issues  |
| <b>Anticipated Outcome:</b> A comprehensive description of housing issues facing the local area, including projected supply shortfalls and identification of housing typology required by the community. Informs the priorities of Step 4. |

**Define the housing issues**

The next step is to analyse the evidence base to describe the housing issues to be solved in the short, medium, and long-term future. This process should involve the analysis of:

- Gaps in supply of market housing, affordable housing and specific needs housing
- Barriers to housing supply
- Mismatches between growth in employment and housing stock
- Comparisons of rent/house price growth vs income growth
- Rental stress experienced by community sub-groups
- Causes for areas experiencing low housing demand (e.g. location, design or condition)
- Geographical locations and surplus government land with capacity for increased supply
- Areas that should be conserved due to cultural, heritage or environmental significance.

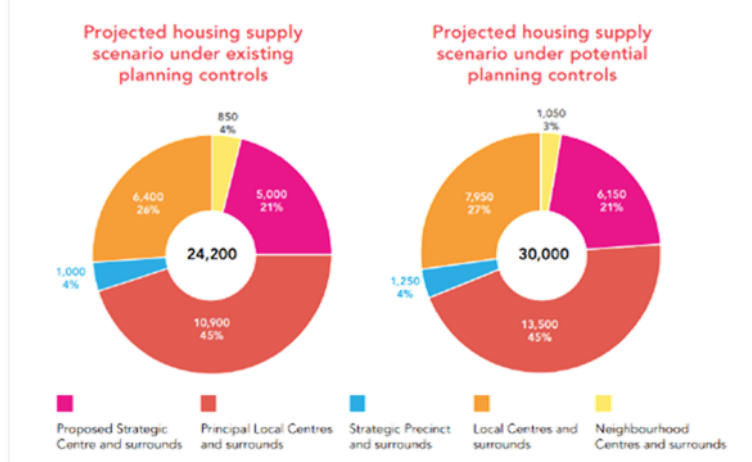
It is generally considered a positive outcome if predicted housing supply outpaces predicted demand, as this enables downward pressure on prices and allows more households to avoid (or transition out of) housing stress.

If the evidence analysis predicts lower supply than demand over the LAHP period, it is important to consider actions to address the need. Actions should be designed to deliver a diverse range of housing that meets the needs of the community and are discussed further in Step 5.

An example of housing supply drivers under existing and potential planning controls for the Cumberland Shire Local Council (NSW) is included below (Figure 4).

Figure 4 Analysis of supply drivers

| No. | Dwellings                           | Available housing capacity – unconstrained | Market feasibility – current planning controls | Market feasibility – potential planning controls |
|-----|-------------------------------------|--|--|--|
| (1) | Estimated Potential Dwellings       | 41,400                                     | 22,400   | 28,200   |
| (2) | Estimated Existing Dwellings        | 5,700                                      | 5,700  | 5,700  |
| (3) | Add: Committed residential projects | 7,500                                      | 7,500  | 7,500  |
| (4) | Dwelling Potential (1) - (2) + (3)  | 43,200                                     | 24,200   | 30,000   |



Source: Cumberland Local Housing Strategy 2020





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| <b>Step 4 – Establishing the vision and priorities</b>   |                                 |
|--|---------------------------------|
| Establish the vision   | Identify stakeholder priorities |
| <p><b>Anticipated Outcome:</b> Building on the analysis of Step 3, a housing vision for the future will be developed which will incorporate community stakeholder priorities. These priorities will underpin the objectives and actions of Step 5.</p> |                                 |

Once the evidence has been analysed and the housing issues have been identified and described, the LAHP’s vision and priorities can be developed (maintaining consistency with broader strategic visions).

**Establish the housing vision**

Define the vision for housing in the local area; consider where it is placed now and describe a vision for how it should look in 10 years. The vision should be informed by community consultation, the evidence base analysis and the planning and policy context established in Steps 1 to 3; its themes should continue throughout the LAHP. Examples from other jurisdictions are included below:

Wollondilly Shire Council in the NSW Central Tablelands:

*“Housing in Wollondilly is diverse and provides appropriate housing options for all households at all stages of life and supports affordable living across the LGA.*

*We will live in connected, liveable neighbourhoods that are supported by infrastructure and services and are in the right locations; reducing impacts on and celebrating our natural environment and scenic landscape.”*

Georges River Council in NSW:

*“The Georges River LGA provides a diverse range of housing to cater for a changing and growing population. Housing types cater to differing needs, life stages and lifestyle choices, and are supported by good access to infrastructure, services and amenities.*

*High quality and affordable housing choices are accessible across the LGA and responsive to the LGA’s local character and heritage. As neighbourhoods grow, residents of all ages and abilities remain connected with one another, and can enjoy high levels of amenity, sustainability, accessibility and liveability.”*

*Source: draft Wollondilly Local Housing Strategy, 2020, Georges River Council Local Housing Strategy 2020*

**Identify stakeholder priorities**

Input from community stakeholders is crucial step of LAHP development. Consultation should occur with a wide range of representatives including (but not limited to):

- Local industry / businesses
- Community groups
- Landowners
- Government agencies
- Community housing providers
- Housing developers
- Homelessness and domestic and family violence alliances.

Consideration should also be given to the priorities and needs of future residents who may be attracted to the area by local employment opportunities or new housing supply.

By undertaking stakeholder consultation, community housing priorities can be identified which will inform the objectives for housing growth and change within the LAHP.



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| Step 5 – Developing objectives and actions   |                            |                  |                      |
|--|----------------------------|------------------|----------------------|
| Housing objectives   | Land use planning approach | Planning actions | Non-planning actions |
| <b>Anticipated Outcome:</b> A broad range of planning and non-planning actions will be identified to deliver the affordable housing objectives. These actions will be evaluated as part of Step 6. |                            |                  |                      |

**Housing objectives**

Short, medium and long term strategic objectives can be developed using the outcomes from stakeholder consultation and the evidence analysis in Step 3 and 4. The objectives should consider any relevant demographic trends and how they could impact the quantity and type of housing required into the future.

LHP objectives should:

- include measures to address housing supply or typology to meet community need
- align with the region’s economic growth strategy and any other relevant state and regional planning targets or strategies
- address housing demand for specific needs such as low to moderate income households, people with disabilities, students and seniors
- recognise locations with capacity for more housing supply and areas of strategic importance (such as proximity to employment hubs or transport corridors)
- recognise locations unlikely to be suitable for housing supply due to specified constraints (such environmental, cultural or heritage factors).

**Land use planning approach**

Land use planning approaches to deliver LHS objectives can include:

- concentrating development within existing urban centres
- increasing densities across broader existing urban areas; and
- facilitating land releases.

Maps can geographically outline the land use planning approach across the municipality, highlighting growth areas and opportunities for increased densities as well as constrained areas with limited capacity for residential growth. The following resources can assist with land use mapping:

|  |   |
|--|---|
| <b>South Australian Property and Planning Atlas</b>  | <a href="https://plan.sa.gov.au/our_planning_system/plan_sa/south_australian_property_and_planning_atlas">https://plan.sa.gov.au/our_planning_system/plan_sa/south_australian_property_and_planning_atlas</a> |
| The South Australian Property and Planning Atlas is a free, map-based application which displays planning spatial layers and land ownership information.   |   |
| <b>NatureMaps</b>  | <a href="https://data.environment.sa.gov.au/NatureMaps/">https://data.environment.sa.gov.au/NatureMaps/</a>   |
| NatureMaps is an initiative of the Department for Environment and Water that provides a common access point to maps and geographic information about South Australia's natural resources in an interactive online mapping format.  |   |
| <b>Location SA</b>   | <a href="https://cms.dpti.sa.gov.au/locationsa">https://cms.dpti.sa.gov.au/locationsa</a>   |
| The Location SA Map Viewer is a public-facing application that enables the visualisation of State Government data assets relating to environment, land management and infrastructure. As an example, the Map Viewer shows the location of all facilities licenced by the Environment Protection Authority which might help recognise environmental constraints that could impact on future residential land use. |   |



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**Planning actions**

The evidence base analysis (Step 3) identifies the capacity for additional housing using existing planning controls and predicts any shortfalls between supply and demand.

Planning controls can be used as a mechanism to generate a greater supply of housing and to ensure the supplied housing meets the needs of the community. For example, rezoning an area to allow greater housing diversity (such as 'missing middle' housing - see Figure 5) can deliver affordable medium density housing for couples and smaller families, single-parent families, seniors and group households.

Figure 5 The Missing Middle



Source: Planning and Land Use Services





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Some of the available planning mechanisms to deliver housing are described in the table below and in further detail online at [https://plan.sa.gov.au/our\\_planning\\_system/instruments](https://plan.sa.gov.au/our_planning_system/instruments).

|   |
|---|
| <b>Affordable Housing Overlay</b>   |
| <p>The Affordable Housing Overlay within the Planning and Design Code provides planning incentives to encourage the delivery of affordable housing by private developers (such as increased height provisions and decreased car parking requirements in areas close to public transport).</p> <p>New developments within the Overlay of 20 residential dwellings or allotments (or more) are set a 15% affordable housing target. In addition, the Overlay provides for the planning incentives for affordable housing that developers can access to help increase yield on their site. Affordable housing generated through the Overlay must meet criteria published by Notice in the Government Gazette, which sets out the affordable price point and identifies eligible buyers.</p> <p>The Affordable Housing Overlay should be applied to strategic locations within the municipality that are identified as requiring an increased supply of affordable housing.</p> |
| <b>Zones and Subzones</b>   |
| <p>To facilitate the supply of new market priced housing, the permitted density of residential land can be increased via a Planning and Design Code Amendment to change the zone or introduce a subzone. Such mechanisms could also be used to preserve particular types of housing stock. The areas that may be appropriate for rezoning should be mapped out during the evidence analysis in Step 3.</p> <p>Rezoning can also facilitate an increase in housing diversity which can enhance amenity by improving the viability of retail, community services and public transport.</p>  |
| <b>Technical and Numerical Variations Overlay</b>   |
| <p>The Technical and Numerical Variations Overlay can be used when the zone or subzone is considered generally appropriate but minor changes are needed to change the housing density or mix of a specified area.</p> <p>The variance of discrete aspects in these overlays become part of the specified areas planning policies without needing an entirely new zone or subzone. For example, the designated frontage or site area requirements of a zone could be reduced to increase density and housing mix.</p>  |

**Non-planning actions**

The use of non-planning actions can also assist to deliver housing outcomes and can include the development of partnerships with non-government groups and industry. For example, local government could work with industry to develop surplus council land for affordable housing.

Other non-planning actions may include:

- exploring financial incentives for the delivery of certain housing types
- exploring the development of surplus government land
- exploring housing policy options contained in the SA Regional Organisation of Councils' housing policy toolkit (expected late 2021)
- developing strategies to identify and address concerns of residents, particularly groups who have concerns relating to increased housing diversity and density and affordable housing
- facilitating the provision of specialised homelessness and supported accommodation
- exploring implementation of an affordable housing policy and affordable housing targets
- incorporating housing delivery as part of any relevant economic strategies
- partnerships and pilots to test innovative affordable housing designs and delivery models.



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|   |
|---|
| <b>Step 6 – Evaluating the options</b>  |
| Decision making methods   |
| <b>Anticipated Outcome:</b> This step will confirm the most viable and relevant planning and non-planning actions for inclusion in a LAHP prior to progressing to implementation in Step 7. |

The list of planning and non-planning actions (Step 5) should be evaluated against the LAHP stakeholder priorities and objectives to determine their feasibility and strategic fit.

The following matters should be considered when evaluating the feasibility of potential actions:

- specific housing needs of the local community (as identified in the Step 3 evidence analysis)
- relevant economic, social or environmental impacts
- availability of financial and staff resources (and if the option represents their best use)
- the potential impact of the approach in relation to the overall objectives of the plan
- support (or lack of) and associated management strategies
- support of infrastructure and support services (e.g. medical, transport, education, childcare)
- alignment with other actions identified in the strategy (or other relevant strategic plans)
- any potential unintended consequences of a particular action.

**Decision making methods**

Decision making methods such as multi-criteria decision analysis (MCDA) can be used to help with the evaluation process and involves:

- specifying a number of assessment criteria
- assigning a ‘weighting’ to each criterion
- assigning scores for each option in relation to each criterion
- calculating a weighted score for each option.

|  |
|--|
| <p><b>Further Information</b></p> <p>A useful MCDA manual developed in the UK can be found online at:</p> <p><a href="https://www.gov.uk/government/publications/green-book-supplementary-guidance-multi-criteria-decision-analysis">https://www.gov.uk/government/publications/green-book-supplementary-guidance-multi-criteria-decision-analysis</a></p> |
|--|

A simple example of decision making using MCDA has been included below. Using the weights and ratings applied in the example, Option 1 would be chosen for inclusion in the LAHP.

Figure 6 Multi-criteria decision analysis example

| Criteria                | Weight | Rating   |          |          | Score      |            |            |
|-------------------------|--------|----------|----------|----------|------------|------------|------------|
|                         |        | Option 1 | Option 2 | Option 3 | Option 1   | Option 2   | Option 3   |
| Affordability           | 20     | 5        | 1        | 2        | 100        | 20         | 40         |
| Housing diversity       | 10     | 3        | 1        | 2        | 30         | 10         | 20         |
| Economic development    | 30     | 2        | 5        | 3        | 60         | 150        | 90         |
| Strategic alignment     | 10     | 1        | 3        | 2        | 10         | 30         | 20         |
| Existing infrastructure | 20     | 4        | 2        | 2        | 80         | 40         | 20         |
| Environmental impacts   | 20     | 3        | 1        | 3        | 60         | 20         | 60         |
| <b>Totals</b>           |        |          |          |          | <b>340</b> | <b>270</b> | <b>250</b> |

Source: example created by SA Housing Authority





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| Step 7 – Implementation   |            |  |  |
|---|------------|--|--|
| Implementation and delivery plan  | Governance | Consideration of supporting planning proposals | Exhibiting the Local Affordable Housing Plan |
| <b>Anticipated Outcome:</b> An implementation plan will be developed, incorporating the results of community consultation ready for the review process in Step 8. |            |  |  |

**Implementation and delivery plan**

Next, an implementation and delivery plan should be developed to include:

- Actions by which the objectives will be achieved (decided upon in Step 6)
- Stakeholders responsible for the actions
- Timeframes in which the actions are to occur
- Indicators to measure progress (where relevant).

Below is an example action from the City of Salisbury *Affordable Housing Implementation Plan*.

Figure 7 Affordable Housing Implementation Plan Action 10

| Action | Description   | Priority   | Responsibility   | Timing |                              |               |       |
|--------|---|------------|--|--------|------------------------------|---------------|-------|
|        |   |            |  | 19/20  | 20/21                        | 21/22         | 22/23 |
| 10     | Investigate specific migrant group requirements for housing in Salisbury, taking into consideration people’s capacity to pay, different values outside of what are provided by standard design. | Short-term | Social Policy<br><br>Community Health and Wellbeing<br><br><b>Contributor:</b><br>Strategic Development Projects | -      | Scoping<br><br>Investigation | Investigation | -     |

Source: City of Salisbury *Affordable Housing Implementation Plan 2019-23*

**Governance**

Clear lines of responsibility should be established for each of the LAHP actions. Responsibilities are likely to be shared across council and should be incorporated into business plans.

**Consideration of supporting planning proposals**

Delivering LAHP objectives and actions may require changes to existing planning controls. If so, it is encouraged to concurrently prepare any necessary planning amendments. Early discussions should also occur with Planning and Land Use Services and relevant infrastructure agencies.

**Exhibiting the draft Local Affordable Housing Plan**

The draft LAHP should be publicly exhibited to provide an opportunity for community feedback. Allow time to make any appropriate amendments.

**Further Information**

Best practice consultation toolkits can be accessed at:  
<http://www.bettertogether.sa.gov.au/resources/toolkits>



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| Step 8 – Reviewing the draft Local Affordable Housing Plan   |                                    |
|--|------------------------------------|
| National benchmarking  | Relevant State agency consultation |
| <p><b>Anticipated Outcome:</b> The LAHP should be benchmarked against plans in other jurisdictions, in addition to consultation with relevant State Government agencies.</p> |                                    |

**National benchmarking**

Municipalities in other jurisdictions have been drafting affordable housing plans which follow similar steps and outcomes to those contained in this toolkit. It may be useful to refer to some of the publicly available housing plans and strategies in other States for benchmarking.

| Further information  |
|--|
| <p>NSW Housing Strategies: <a href="https://www.planningportal.nsw.gov.au/local-housing-strategies-tracker">https://www.planningportal.nsw.gov.au/local-housing-strategies-tracker</a></p> <p>The Yarra Housing Strategy: <a href="https://www.yarracity.vic.gov.au/the-area/planning-for-yarras-future/adopted-strategies-and-plans/housing-strategy">https://www.yarracity.vic.gov.au/the-area/planning-for-yarras-future/adopted-strategies-and-plans/housing-strategy</a></p> <p>The Mount Barker District Housing Strategy: <a href="https://www.mountbarker.sa.gov.au/data/assets/pdf_file/0024/791412/Mount-Barker-District-Housing-Strategy-Final.pdf">https://www.mountbarker.sa.gov.au/data/assets/pdf_file/0024/791412/Mount-Barker-District-Housing-Strategy-Final.pdf</a></p> <p>City of Salisbury Affordable Housing Implementation Plan 2020: <a href="https://www.salisbury.sa.gov.au/Council/Council_Plans_and_Documents/City_Management_Plans/Affordable_Housing_Implementation_Plan">https://www.salisbury.sa.gov.au/Council/Council_Plans_and_Documents/City_Management_Plans/Affordable_Housing_Implementation_Plan</a></p> |

**State agency consultation**

Additional to any internal review processes, it may also be valuable to consult with relevant government agencies. Refer to **Appendix B** for a list of State Government agencies that are relevant to housing.

The Authority can also provide housing related support services to local government, including:

- Providing advice on the State Government’s affordable housing policy
- Providing advice on affordable housing delivery.



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| Step 9 – Launching the Local Affordable Housing Plan  |
|---|
| Endorsement and launch  |
| <b>Anticipated Outcome:</b> Stakeholder endorsement of the publicly released LAHP is achieved. With only monitoring and reporting remaining as the final Step 10. |

**Endorsement and launch**

Once the LAHP has been publicly exhibited and endorsed by Council, it should be launched and circulated.

Information sessions should be held for developers and community organisations to promote the document. Follow-up should occur with stakeholders to encourage continuing input throughout the LAHP’s effective period and strategies to address any identified issues should be developed.



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| Step 10 – Monitoring, reporting and reviewing   |           |
|---|-----------|
| Monitoring and reporting  | Reviewing |
| <p><b>Anticipated Outcome:</b> A monitoring and reporting plan will be prepared to ensure that progress is tracked and the LAHP maintains strategic alignment, remains accurate and sustains relevance over its duration.</p> |           |

Regular monitoring, reporting and review programs should be established to measure the success of the AHP over time.

**Monitoring and Reporting**

Monitoring is the process of reviewing available data against the LAHP objectives and should begin after implementation.

The benefits of monitoring can include:

- *Tracking progress* – monitoring provides a systematic means of measuring how the LAHP objectives are being met, exceeded or are failing.
- *Informing adjustments* – if an area of the LAHP is failing to meet its objectives, it could mean additional resources are required or, conversely, if a program or action is exceeding expectation, resources could be allocated to other areas.
- *Ensuring accountability* – with regular monitoring, those responsible for actions and results will be held accountable, helping to ensure that housing remains a high priority.

A regular reporting program should be established to share the results of LAHP monitoring with relevant stakeholders.

**Reviewing**

Regular monitoring and reporting should be used to inform a review of housing supply against the implementation plan to monitor progress towards the LAHP objectives. This can be tied in with other review processes relating to business or regional plans.

A five-year review should occur to ensure that the objectives of the LAHP still align with the overarching state and regional strategic plans.

Leading up to the end of the 10-year period, a holistic review should occur in preparation for a new LAHP.



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*Appendix A – Local Affordable Housing Plan template*

While a LAHP should adopt a structure that best serves Council and the community, an example template has been arranged below and is aligned with the recommended steps of this toolkit.

|  |  |              |
|--|--|--------------|
| <b>1. Introduction</b>                       |  | Toolkit Step |
| • Executive Summary                          |  |              |
| • Planning Policy and Context                |  | (Step 1)     |
| • Statewide Market Context                   |  | (Step 1)     |
| • Local Government Area Snapshot             |  | (Step 1)     |
| • Housing Vision                             |  | (Step 4)     |
| <b>2. Evidence</b>                           |  |              |
| • Demographic Overview                       |  | (Step 2)     |
| • Housing Demand                             |  | (Step 2)     |
| • Housing Supply                             |  | (Step 2)     |
| • Housing Affordability / Affordable Housing |  | (Step 2)     |
| • Land Use Opportunities and Constraints     |  | (Step 2)     |
| • Analysis of Evidence Base                  |  | (Step 3)     |
| • Areas with Development Capacity            |  | (Step 3)     |
| <b>3. Priorities</b>                         |  |              |
| • Affordable Housing Plan Objectives         |  | (Step 4+5)   |
| • Land Use Planning Approach                 |  | (Step 5)     |
| • Mechanisms to Deliver the Objectives       |  | (Step 5)     |
| • Evaluation of the Options                  |  | (Step 6)     |
| <b>4. Actions</b>                            |  |              |
| • Implementation and Delivery Plan           |  | (Step 7)     |
| • Planning Proposal (if applicable)          |  | (Step 7)     |
| • Monitoring and Review                      |  | (Step 10)    |





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*Appendix B – Global and national resources*

| <i>Resource</i>   | <i>Description</i>   | <i>Further information</i>  |
|---|--|---|
| <b>Australian Bureau of Statistics (ABS)</b>                      | The ABS is Australia’s national statistical agency and an official source of independent, reliable information. The ABS website provides comprehensive data on topics such as housing, people and the economy. It allows for the drilling down of data to neighbourhood statistical areas, providing insights into areas such as homelessness risk, housing affordability and projected changes in household living arrangements.  | <a href="https://www.abs.gov.au/">https://www.abs.gov.au/</a>                                 |
| <b>Australian Housing and Urban Research Institute (AHURI)</b>    | AHURI is dedicated to research in housing, homelessness, cities and urban issues and regularly publishes its most recent findings on its website. Some key AHURI publications relating to housing include: <ul style="list-style-type: none"> <li>• Final Report 255 Housing key workers: scoping challenges, aspirations, and policy responses for Australian cities</li> <li>• Final Report 353 Urban productivity and affordable rental housing supply in Australian cities and regions</li> <li>• Final Report 254 Pathways to regional housing recovery from COVID-19</li> <li>• Audit of South Australia’s current housing assets and mapping of future demand (July 2019).</li> </ul> | <a href="https://www.ahuri.edu.au/">https://www.ahuri.edu.au/</a>                             |
| <b>Centre for Population</b>                                      | The Australian Government’s Centre for Population is a focal point for expertise on population issues. The Centre’s website includes interactive population dashboards, key data releases and projections.   | <a href="https://population.gov.au/">https://population.gov.au/</a>                           |
| <b>National Housing Finance and Investment Corporation (NHFC)</b> | NHFC contributes to the increase of housing supply, particularly affordable housing by: <ul style="list-style-type: none"> <li>• Providing low-cost loans to registered CHPs via the Affordable Housing Bond Aggregator (AHBA)</li> <li>• Managing the \$1 billion National Housing Infrastructure Facility (NHIF)</li> <li>• Providing grants for capacity building services</li> <li>• Administering the First Home Loan Deposit Scheme (FHLDS)</li> <li>• Undertaking independent research into housing demand.</li> </ul>  | <a href="https://www.nhfc.gov.au/">https://www.nhfc.gov.au/</a>                               |
| <b>United Nations (UN) – Population division</b>                  | The Population Division prepares population estimates and projections as well as estimates of the international migrant stock for all countries on a regular basis. The Division publishes studies on population dynamics, global demographic trend analysis and the monitoring of population policies.  | <a href="https://www.un.org/development/desa/pd/">https://www.un.org/development/desa/pd/</a> |



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*Appendix C – State government agencies relevant to housing*

| <i>Agency</i>                                 | <i>Role</i>  | <i>Further information</i>  |
|---|--|---|
| <b>Consumer and Business Services</b>         | CBS regulate the private rental market, including the management of residential bonds.   | <a href="https://www.cbs.sa.gov.au/">https://www.cbs.sa.gov.au/</a>   |
| <b>HomeStart Finance</b>                      | HomeStart is a State Government organisation that is focused on providing home loans for South Australians. While HomeStart is a profitable financial organisation, they are considerate of social responsibilities. Products offered by HomeStart include low deposit, borrowing booster and home equity loans. | <a href="https://www.homestart.com.au/">https://www.homestart.com.au/</a>   |
| <b>Infrastructure and Transport (DIT)</b>     | DIT has diverse responsibilities for transport systems and services, infrastructure planning and provision within South Australia.   | <a href="https://www.dpti.sa.gov.au/">https://www.dpti.sa.gov.au/</a>   |
| <b>Office of Local Government</b>             | The Office of Local Government consults with local councils and provides advice on the constitution and operations of local government, particularly the legal framework for councils' operation.  | <a href="https://www.agd.sa.gov.au/local-government/office-local-government">https://www.agd.sa.gov.au/local-government/office-local-government</a> |
| <b>Planning and Land Use Services (PLUS)</b>  | PLUS sits inside the Attorney-General's Department and manages the planning and land use system for South Australia. This includes planning and development, architecture, design and land use to grow our economy and create more vibrant places for our communities.   | <a href="https://www.agd.sa.gov.au/planning-land-use">https://www.agd.sa.gov.au/planning-land-use</a>   |
| <b>Primary Industries and Regions (PIRSA)</b> | PIRSA is a key economic development agency in the government of South Australia. One of PIRSA's key priorities is to grow the regions by supporting key regional development drivers and growing opportunities available to our regional communities.  | <a href="https://www.pir.sa.gov.au/">https://www.pir.sa.gov.au/</a>   |
| <b>Renewal SA</b>                             | Renewal SA was established with the primary purpose to initiate, undertake, promote, and support urban development activity to help deliver key strategic priorities of the Government of South Australia, particularly the new urban development directions outlined in the 30-Year Plan for Greater Adelaide.  | <a href="https://renewalsa.sa.gov.au/about-renewal-sa/">https://renewalsa.sa.gov.au/about-renewal-sa/</a>   |
| <b>Revenue SA</b>                             | Revenue SA, through the Commissioner of State Taxation, is responsible for the management of various grant schemes, including administering the First Home Owner Grant.  | <a href="https://www.revenuesa.sa.gov.au/">https://www.revenuesa.sa.gov.au/</a>   |
| <b>SA Housing Authority</b>                   | The Authority develops, implements and provides housing services for people who are at risk or in high need, and works with government and non-government organisations to improve the standard of - and access to - housing across the state.   | <a href="https://www.housing.sa.gov.au/">https://www.housing.sa.gov.au/</a>   |



OFFICIAL

*Appendix D – Supplementary housing sector information*

| <i>Title</i>                                  | <i>Description</i>   | <i>Further information</i>  |
|---|--|---|
| <b>15% Affordable Housing Policy</b>          | All new significant developments should provide 15% affordable housing if they are within a designated affordable housing area in the Planning and Design Code.  | <a href="https://www.sa.gov.au/affordablebuild">https://www.sa.gov.au/affordablebuild</a>   |
| <b>Aboriginal Housing Strategy</b>            | The South Australian Aboriginal Housing Strategy 2021 – 2031 is a 10-year plan to improve housing outcomes for Aboriginal South Australians. This is achieved through shared decision making and culturally informed services to maintain Aboriginal peoples personal and cultural wellbeing.                  | <a href="https://www.housing.sa.gov.au/our-housing-future/aboriginal-housing-strategy">https://www.housing.sa.gov.au/our-housing-future/aboriginal-housing-strategy</a>                         |
| <b>Future Directions for Homelessness</b>     | The Future Directions for Homelessness outlines South Australia’s transformation plan for the homelessness system through SA Homelessness Alliance which will see the SA Housing Authority and the service providers working together to deliver better outcomes.  | <a href="https://www.housing.sa.gov.au/our-housing-future/future-directions-for-homelessness">https://www.housing.sa.gov.au/our-housing-future/future-directions-for-homelessness</a>           |
| <b>HomeSeeker SA</b>                          | HomeSeeker SA is a state government initiative designed to reduce housing stress by helping more South Australians buy their home or access affordable private rental.<br><br>The HomeSeeker SA website includes affordable home listings as well as resources for households with aspirations to rent or buy. | <a href="https://homeseeker.sa.gov.au/">https://homeseeker.sa.gov.au/</a>   |
| <b>Housing Crisis Support and Information</b> | Homeless Connect SA (formerly the Homelessness Gateway Service and Youth Gateway) provides a central point for anyone to find information and a direct referral into homelessness services in South Australia.   | <a href="https://homeseeker.sa.gov.au/resource-finder-results">https://homeseeker.sa.gov.au/resource-finder-results</a>   |
| <b>Housing Register</b>                       | The housing register is the first step towards public and community housing for vulnerable and low-income households who cannot access or maintain other forms of accommodation like renting privately.  | <a href="https://www.sa.gov.au/topics/housing/public-and-community-housing/register-for-housing">https://www.sa.gov.au/topics/housing/public-and-community-housing/register-for-housing</a>     |
| <b>Our Housing Future 2020-2030</b>           | The Our Housing Future 2020-2030 strategy includes five key strategies and 33 associated actions to build a resilient, connected and sustainable housing system.   | <a href="https://www.housing.sa.gov.au/our-housing-future">https://www.housing.sa.gov.au/our-housing-future</a>   |
| <b>Private Rental Assistance Program</b>      | The Private Rental Assistance Program provides financial assistance to eligible customers who either have difficulty meeting the upfront costs associated with renting privately or need help to maintain their accommodation.   | <a href="https://www.housing.sa.gov.au/about-us/policies/private-rental-assistance-program-policy">https://www.housing.sa.gov.au/about-us/policies/private-rental-assistance-program-policy</a> |





**22.5 BUDGET REVIEW 2 2021/22 – REPORT NO. AR22/7344**

|                                  |  |
|----------------------------------|--|
| <b>Committee:</b>                | <b>Council</b>   |
| <b>Meeting Date:</b>             | <b>15 February 2022</b>  |
| <b>Report No.:</b>               | <b>AR22/7344</b>   |
| <b>CM9 Reference:</b>            | <b>AF21/496</b>  |
| <b>Author:</b>                   | <b>Julie Scoggins, Manager Finance</b>   |
| <b>Authoriser:</b>               | <b>Darren Barber, General Manager Corporate and Regulatory Services</b>  |
| <b>Summary:</b>                  | <b>The purpose of the budget review as at 31 December 2021 is to provide Council, the community and other interested parties, a record of the budgeted financial activities and the financial position of the Council, compared to Budget Review 1 for the year ending 30 June 2022.</b> |
| <b>Strategic Plan Reference:</b> | <b>Goal 1: Our People</b><br><b>Goal 2: Our Location</b><br><b>Goal 3: Our Diverse Economy</b><br><b>Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage</b><br><b>Goal 5: Our Commitment</b>   |

**REPORT RECOMMENDATION**

1. That Council Report No. AR22/7344 titled 'Budget Review 2 2021/22' as presented on 15 February 2022 be noted.
2. That Council adopts the attached revised budget for the year ending 30 June 2022 as at 31 December 2021 (Budget Review 2).



## TYPE OF REPORT

Legislative

## BACKGROUND

- Legislation** - The *Local Government Financial Regulations 2011* Part 2 Section 9 requires Council to reconsider its budget at least three times between 30 September and the 31 May.
- Approach** - Budget Review 2 is the second forecast for 2021/22, following the adoption of the Budget Review 1 in November 2021. The full year forecast has been developed in consultation with staff across the organisation for known material changes to operating revenue, expenditure and capital revenue and expenditure.

| \$'k                                  | Adopted Budget | Restated Budget | Budget Review 1 |
|---------------------------------------|----------------|-----------------|-----------------|
| Budget Adopted at the Council Meeting | Jun-21         | Nov-21          | Nov-21          |
| Operating Surplus/(Deficit)           | (571)          | (571)           | 183             |
| Capital Revenue for New/Upgrade       | 18,355         | 18,355          | 21,249          |
| Capital Expenditure                   | 55,787         | 55,787          | 61,774          |
| Net (Borrowing)                       | (11,398)       | (29,866)        | (32,313)        |

- Informal Session** - A session was held with Elected Members in the development and communication of the draft Budget Review 2. The draft Budget Review 2 forecast operating surplus/(deficit), and capital expenditure were presented to Elected Members at a session on 8 February 2022.

## PROPOSAL

- Budget Review 2** - This report includes an update of operating revenue and expenditure, and changes to the budgeted capital revenue and expenditure for the financial year with key numbers shown in the table below:

| \$'k  | Adopted Budget | Restated Budget | Budget Review 1 | Budget Review 2 | Variance to Budget Review 1 |
|---|----------------|-----------------|-----------------|-----------------|-----------------------------|
| Budget Adopted/Presented at the Council Meeting | Jun-21         | Nov-21          | Nov-21          | Feb-22          | N/A                         |
| Operating Deficit                               | (571)          | (571)           | 183             | 218             | 35                          |
| Capital Revenue for New/Upgrade                 | 18,355         | 18,355          | 21,249          | 21,249          | 0                           |
| Capital Expenditure                             | 55,787         | 55,787          | 61,774          | 61,828          | (54)                        |
| Net (Borrowing)                                 | (11,398)       | (29,866)        | (32,313)        | (32,213)        | 100                         |

### Draft Budget Review Statement of Uniform Presentation Of Finances:

- Full Year Forecast** - The Draft Budget Review for the end of financial year is now forecast to be as follows (as per the Uniform Presentation of Finances (UPF)):

The major variances contributing to the decrease in net (borrowings) are as follows:

**Operating Result of \$218k is \$35k higher than Budget Review 1 (favourable variance)** - The material variances for operating revenue and expenditure are detailed below:

**Operating Revenue – \$471k or 1.3% higher than Budget Review 1 (favourable variance)** Including the following material variances:

- Reimbursements \$106k higher than Budget Review 1 (favourable variance)** - Mainly due to insurance claim revenue for a mower and Frew Park cricket nets totalling \$120k.



- **Other Income \$279k higher than Budget Review 1 (favourable variance)** – Mainly due to training and trainee revenue of \$249k (with trainee revenue partly offset by associated expenditure of \$76k shown below).

**Operating Expenditure – (\$436k) or (1.2%) higher than Budget Review 1 (unfavourable variance)** Including the following material variances:

- **Materials, Contracts, Other (\$281k) or (2.1%) higher than Budget Review 1 (unfavourable variance)** - Including the following significant variances:
  - **Trainee Program/Labour Hire (\$173k)** – Carinya Gardens labour hire required for vacated internal position (\$97k), and new trainee program (\$76k) (partly offset by trainee revenue).
  - **Additional New Initiatives/Maintenance (\$97k)** - Civic Centre Structural Assessment (\$40k) (offset by \$20k contribution), Public Domain Accessibility Audits (\$30k), and Riddoch Painting Gallery Floors & Walls transfer (\$27k).
- **Depreciation (\$120k) or (1.5%) higher than Budget Review 1 (unfavourable variance)**- Additional depreciation for sealed roads (\$84k), Footpaths & Kerbing (\$35k), Parks, Gardens & Reserves (\$28k), partly offset by net reduction of \$28k across other asset classes.

The Budget Review 2 operating surplus of \$218k is \$35k favourable to the \$183k operating surplus included in Budget Review 1, driven by the following significant variances: insurance claims revenue and training/trainee revenue/expenditure, offset by additional pressures identified during the second quarter of FY 2022.

**Draft Capital Expenditure:**

**Capital Expenditure of \$61,828k is (\$54k) higher than Budget Review 1 (unfavourable variance)** - The key drivers for the (\$54k) increase in this year's capital works program (compared to Budget Review 1) are:

| <b>Asset Class</b>            | <b>Adopted Budget<br/>\$'000</b> | <b>Budget Review 1<br/>\$'000</b> | <b>Budget Review 2<br/>\$'000</b> | <b>Variance BR1<br/>favourable /<br/>(unfavourable)<br/>\$'000</b> |
|-------------------------------|----------------------------------|-----------------------------------|-----------------------------------|--|
| Buildings                     | \$ 2,782                         | \$ 2,679                          | \$ 2,701                          | \$ (22)  |
| Caroline Landfill             | \$ 2,009                         | \$ 1,082                          | \$ 1,082                          | \$ -   |
| Information Technology        | \$ 182                           | \$ 259                            | \$ 265                            | \$ (6)   |
| Infrastructure                | \$ 3,960                         | \$ 4,420                          | \$ 4,290                          | \$ 130   |
| Land Improvements             | \$ 80                            | \$ 80                             | \$ 80                             | \$ -   |
| Other                         | \$ 388                           | \$ 1,346                          | \$ 1,493                          | \$ (147)   |
| Plant and Equipment           | \$ 1,192                         | \$ 1,416                          | \$ 1,418                          | \$ (2)   |
| <b>Sub total excl Wulanda</b> | <b>\$ 10,593</b>                 | <b>\$ 11,282</b>                  | <b>\$ 11,329</b>                  | <b>\$ (47)</b>   |
| Wulanda                       | \$ 45,194                        | \$ 50,492                         | \$ 50,500                         | \$ (8)   |
| <b>Total</b>                  | <b>\$ 55,787</b>                 | <b>\$ 61,774</b>                  | <b>\$ 61,828</b>                  | <b>\$ (54)</b>   |

- **Carry Forward to 2022/23 \$150k** – Deferral of footpath sweeper \$150k due to availability.



- **Savings \$118k** – Including \$100k reduction in the LED Street Lighting Project.
- **Insurance Claims (\$125k)** – A reel mower (\$106k) and Frew Park Cricket Nets (\$19k) (offset by insurance recoupment).
- **Cancelled Project \$50k** – The payroll timesheet project was cancelled to contribute to the financial and budgeting software project (shown below).
- **Additional Costs (\$51k)** - Including garbage bins (\$30k) (will be partly offset by some additional revenue).
- **Additional New Projects (\$207k)** - Including the PLEC remediation design project (pre-committed as a result of the PLEC project) (\$70k), Riddoch Institute Reactivation (\$23k), financial budgeting and reporting software project (\$62k), and Garbage Truck Scales (\$40k).

### 3. Draft Budget Review 2 Financial Indicators:

Compared to Budget Review 1, the key financial indicators which measure the financial sustainability and performance of Council are as follows:

- **Operating Surplus Ratio** – Is broadly in line with Budget Review 1.
- **Net Financial Liabilities Ratio** - Is broadly in line with Budget Review 1.
- **Asset Renewal Funding Ratio** - Is broadly in line with the Budget Review 1.

| Financial Indicator             | Adopted Budget | Restated Budget | Budget Review 1 | Budget Review 2 |
|---------------------------------|----------------|-----------------|-----------------|-----------------|
| Operating Surplus Ratio         | -1.7%          | -1.7%           | 0.5%            | 0.6%            |
| Net Financial Liabilities Ratio | 154%           | 154%            | 153%            | 151%            |
| Asset Renewal Funding Ratio     | 101%           | 106%            | 108%            | 109%            |

### 4. Draft Budget Loan Funded Borrowings:

The loan funded borrowings of \$46,319k forecast for the year-end at Budget Review 2 are \$324k lower than Budget Review 1 of \$46,643k (favourable variance), and \$992k lower than the adopted budget of \$47,311k.

### LEGAL IMPLICATIONS

The Local Government Financial Regulations 2011 Part 2 Section 9 requires Council to reconsider its budget at least three times between 30 September and the 31 May.

### STRATEGIC PLAN

The Annual Business plan and subsequent Budget Reviews are aligned with Council's Strategic Plan.

### COUNCIL POLICY

The Annual Business Plan assesses the financial requirements of the Council for the financial year and sets out a summary of its proposed operating expenditure, capital expenditure and sources of revenue and takes into account Council's long-term financial plan.

[B300 Budget Framework Policy](#)

### ECONOMIC IMPLICATIONS

As per budget/strategic plan – no comment applicable to this report.



## **ENVIRONMENTAL IMPLICATIONS**

As per budget/strategic plan – no comment applicable to this report.

## **SOCIAL IMPLICATIONS**

As per budget/strategic plan – no comment applicable to this report.

## **CULTURAL IMPLICATIONS**

As per budget/strategic plan – no comment applicable to this report.

## **RESOURCE IMPLICATIONS**

As per budget/strategic plan – no comment applicable to this report.

## **VALUE FOR MONEY**

As per budget/strategic plan – no comment applicable to this report.

## **RISK IMPLICATIONS**

The *Local Government Act 1999* requires that Council assesses the financial requirements of the Council for the financial year and sets out a summary of its proposed operating expenditure, capital expenditure and sources of revenue and takes into account the Council's long-term financial plan and relevant issues relating to the management and development of infrastructure and major assets by the Council.

## **EQUALITIES AND DIVERSITY IMPLICATIONS**

N/A

## **ENGAGEMENT AND COMMUNICATION STRATEGY**

N/A


## **IMPLEMENTATION STRATEGY**

Once adopted, the Budget Review numbers will be distributed to budget holders.

## **CONCLUSION AND RECOMMENDATION**

**Budget Review 2** - It is a legislative requirement that Council reconsiders its budget at regular intervals during the year. The budget assesses the financial requirements of Council for the financial year, it provides stability and certainty of financial outcomes and ensures continuation of delivery of essential community services and the efficient operation of infrastructure while maintaining a sound financial position.

## **ATTACHMENTS**

1. Budget Review 2 2021/22 Statements [↓](#) 



City of Mount Gambier - Uniform Presentation of Finances Budget Review 2 2022

| 2021 Actual                                   | \$'000s   | 2022 Draft BR2  | 2022 Draft Adopted BR1 | 2022 Adopted Budget | 2022 Restated Budget |
|---|---|-----------------|------------------------|---------------------|----------------------|
| 33,495  | Income  | 35,652          | 35,181                 | 33,945              | 33,945               |
| 35,242  | Expenses  | 35,434          | 34,998                 | 34,516              | 34,516               |
| (1,747)                                       | <b>Operating surplus / (deficit)</b>  | <b>218</b>      | <b>183</b>             | <b>(571)</b>        | <b>(571)</b>         |
| <b>Net outlays on existing assets</b>         |   |                 |                        |                     |                      |
| 5,326   | Capital expenditure on renewal and replacement of existing assets   | 7,787           | 7,699                  | 6,401               | 7,554                |
| (7,940)                                       | Depreciation, amortisation and impairment   | (7,849)         | (7,729)                | (7,864)             | (7,864)              |
| (393)   | Proceeds from sale of replaced assets   | (299)           | (299)                  |                     | (273)                |
| (3,007)                                       | <b>Net outlays on existing assets</b>   | <b>(361)</b>    | <b>(329)</b>           | <b>(1,463)</b>      | <b>(583)</b>         |
| <b>Net outlays on new and upgraded assets</b> |   |                 |                        |                     |                      |
| 16,298  | Capital expenditure on new and upgraded assets<br><i>(including investments property &amp; real estate developments)</i>  | 54,041          | 54,074                 | 30,645              | 48,233               |
| (555)   | Amounts received specifically for new and upgraded assets<br>Proceeds from sale of surplus assets<br><i>(including investment property and real estate developments and non-current assets held for resale)</i> | (21,249)        | (21,249)               | (18,355)            | (18,355)             |
| 15,743  | <b>Net outlays on new and upgraded assets</b>   | <b>32,792</b>   | <b>32,825</b>          | <b>12,290</b>       | <b>29,878</b>        |
| (14,483)                                      | <b>Net lending / (borrowing) for financial year</b>   | <b>(32,213)</b> | <b>(32,313)</b>        | <b>(11,398)</b>     | <b>(29,866)</b>      |



| City of Mount Gambier - Statement of Comprehensive Income Budget Review 2 2022 |  |                   |                        |                           |                            |
|--|--|-------------------|------------------------|---------------------------|----------------------------|
| 2021<br>Actuals  | \$'000s  | 2022 Draft<br>BR2 | 2022<br>Adopted<br>BR1 | 2022<br>Adopted<br>Budget | 2022<br>Restated<br>Budget |
| <b>Income</b>  |  |                   |                        |                           |                            |
| 22,769   | Rates  | 23,759            | 23,762                 | 23,750                    | 23,750                     |
| 621  | Statutory Charges  | 525               | 502                    | 602                       | 602                        |
| 4,880  | User Charges   | 5,039             | 5,000                  | 5,058                     | 5,058                      |
| 4,505  | Grants, Subsidies and Contributions                      | 5,498             | 5,485                  | 4,091                     | 4,091                      |
| 25   | Investment Income  | 15                | 0                      | 0                         | 0                          |
| 60   | Reimbursements   | 173               | 67                     | 79                        | 79                         |
| 635  | Other Income   | 644               | 365                    | 365                       | 365                        |
|  | Net gain - equity accounted Council businesses           |                   |                        |                           |                            |
| <b>33,495</b>  | <b>Total Income</b>                                      | <b>35,652</b>     | <b>35,181</b>          | <b>33,945</b>             | <b>33,945</b>              |
| <b>Expenses</b>  |  |                   |                        |                           |                            |
| 13,058   | Employee Costs   | 13,997            | 13,962                 | 13,875                    | 13,875                     |
| 14,018   | Materials, Contracts & Other Expenses                    | 13,405            | 13,124                 | 12,595                    | 12,595                     |
| 7,940  | Depreciation, Amortisation & Impairment                  | 7,849             | 7,729                  | 7,864                     | 7,864                      |
| 226  | Finance Costs  | 183               | 183                    | 182                       | 182                        |
|  | Net loss - Equity Accounted Council Businesses           |                   |                        |                           |                            |
| <b>35,242</b>  | <b>Total Expenses</b>                                    | <b>35,434</b>     | <b>34,998</b>          | <b>34,516</b>             | <b>34,516</b>              |
| <b>(1,747)</b>   | <b>Operating Surplus / (Deficit)</b>                     | <b>218</b>        | <b>183</b>             | <b>(571)</b>              | <b>(571)</b>               |
| (730)  | Asset Disposal & Fair Value Adjustments                  | (120)             | (87)                   | (113)                     | (113)                      |
| 2,677  | Amounts Received Specifically for New or Upgraded Assets | 19,127            | 19,127                 | 18,355                    | 18,355                     |
| 1,230  | Physical Resources Received Free of Charge               |                   |                        |                           |                            |
|  | Operating Result from Discontinued Operations            |                   |                        |                           |                            |
| <b>1,430</b>   | <b>Net Surplus / (Deficit)</b>                           | <b>19,225</b>     | <b>19,223</b>          | <b>17,671</b>             | <b>17,671</b>              |
| <b>Other Comprehensive Income</b>  |  |                   |                        |                           |                            |
| <b>Amounts which will not be reclassified subsequently to operating result</b> |  |                   |                        |                           |                            |
|  | Changes in Revaluation Surplus - I,PP&E                  | 23                | 2,373                  |                           |                            |
| <b>0</b>   | <b>Total Other Comprehensive Income</b>                  | <b>23</b>         | <b>2,373</b>           | <b>0</b>                  | <b>0</b>                   |
| <b>1,430</b>   | <b>Total Comprehensive Income</b>                        | <b>19,248</b>     | <b>21,595</b>          | <b>17,671</b>             | <b>17,671</b>              |





| City of Mount Gambier - Statement of Financial Position Budget Review 2 2022 |   |                   |                        |                           |                            |
|--|---|-------------------|------------------------|---------------------------|----------------------------|
| 2021<br>Actuals  | \$'000s                                     | 2022 Draft<br>BR2 | 2022<br>Adopted<br>BR1 | 2022<br>Adopted<br>Budget | 2022<br>Restated<br>Budget |
| <b>ASSETS</b>  |   |                   |                        |                           |                            |
| <b>Current Assets</b>  |   |                   |                        |                           |                            |
| 1,893  | Cash & Cash Equivalents                     | 500               | 500                    | 2,421                     | 2,421                      |
| 4,181  | Trade & Other Receivables                   | 1,786             | 1,770                  | 2,125                     | 2,125                      |
| 47   | Inventories                                 | 43                | 42                     | 57                        | 57                         |
| <b>6,121</b>   | <b>Total Current Assets</b>                 | <b>2,328</b>      | <b>2,311</b>           | <b>4,603</b>              | <b>4,603</b>               |
| <b>Non-Current Assets</b>  |   |                   |                        |                           |                            |
| 243,964  | Infrastructure, Property, Plant & Equipment | 296,353           | 298,801                | 318,597                   | 318,597                    |
| 19,458   | Other Non-Current Assets                    | 19,458            | 19,458                 |                           |                            |
| <b>263,422</b>   | <b>Total Non-Current Assets</b>             | <b>315,811</b>    | <b>318,259</b>         | <b>318,597</b>            | <b>318,597</b>             |
| <b>269,543</b>   | <b>TOTAL ASSETS</b>                         | <b>318,140</b>    | <b>320,571</b>         | <b>323,200</b>            | <b>323,200</b>             |
| <b>LIABILITIES</b>   |   |                   |                        |                           |                            |
| <b>Current Liabilities</b>   |   |                   |                        |                           |                            |
| 5,765  | Trade & Other Payables                      | 3,938             | 3,697                  | 2,977                     | 2,977                      |
| 447  | Borrowings                                  | 232               | 232                    | 2,311                     | 2,311                      |
| 3,013  | Provisions                                  | 2,981             | 2,981                  | 2,672                     | 2,672                      |
| <b>9,225</b>   | <b>Total Current Liabilities</b>            | <b>7,151</b>      | <b>6,910</b>           | <b>7,960</b>              | <b>7,960</b>               |
| <b>Non-Current Liabilities</b>   |   |                   |                        |                           |                            |
| 13,502   | Borrowings                                  | 46,087            | 46,411                 | 45,000                    | 45,000                     |
| 4,064  | Provisions                                  | 2,902             | 2,902                  | 3,863                     | 3,863                      |
| <b>17,566</b>  | <b>Total Non-Current Liabilities</b>        | <b>48,989</b>     | <b>49,313</b>          | <b>48,863</b>             | <b>48,863</b>              |
| <b>26,791</b>  | <b>TOTAL LIABILITIES</b>                    | <b>56,140</b>     | <b>56,223</b>          | <b>56,823</b>             | <b>56,823</b>              |
| <b>242,752</b>   | <b>Net Assets</b>                           | <b>262,000</b>    | <b>264,347</b>         | <b>266,377</b>            | <b>266,377</b>             |
| <b>EQUITY</b>  |   |                   |                        |                           |                            |
| 66,406   | Accumulated Surplus                         | 85,631            | 85,629                 | 90,041                    | 90,041                     |
| 175,462  | Asset Revaluation Reserves                  | 175,485           | 177,835                | 175,462                   | 175,462                    |
| 884  | Other Reserves                              | 884               | 884                    | 874                       | 874                        |
| <b>242,752</b>   | <b>Total Equity</b>                         | <b>262,000</b>    | <b>264,347</b>         | <b>266,377</b>            | <b>266,377</b>             |



| City of Mount Gambier - Statement of Cashflows Budget Review 2 2022 |   |                   |                        |                           |                            |
|---|---|-------------------|------------------------|---------------------------|----------------------------|
| 2021<br>Actuals   | \$'000s   | 2022 Draft<br>BR2 | 2022<br>Adopted<br>BR1 | 2022<br>Adopted<br>Budget | 2022<br>Restated<br>Budget |
| <b>Cash Flows from Operating Activities</b>                         |   |                   |                        |                           |                            |
| <b>Receipts:</b>  |   |                   |                        |                           |                            |
| 22,978  | Rates Receipts  | 23,497            | 23,500                 | 23,750                    | 23,750                     |
| 621   | Statutory Charges   | 556               | 534                    | 602                       | 602                        |
| 5,214   | User Charges  | 5,258             | 5,220                  | 5,058                     | 5,058                      |
| 5,210   | Grants, Subsidies and Contributions (operating purpose)       | 5,131             | 5,119                  | 0                         | 0                          |
| 26  | Investment Receipts   | 17                | 2                      | 4,091                     | 4,091                      |
| 66  | Reimbursements  | 172               | 70                     | 79                        | 79                         |
| 3,517   | Other Revenue   | 1,089             | 637                    | 365                       | 365                        |
| <b>Payments:</b>  |   |                   |                        |                           |                            |
| (13,005)  | Payments to Employees   | (13,711)          | (13,677)               | (13,875)                  | (13,875)                   |
| (17,433)  | Payments for Materials, Contracts & Other Expenses            | (15,308)          | (15,083)               | (12,558)                  | (12,445)                   |
| (212)   | Finance Payments  | (183)             | (183)                  | (182)                     | (182)                      |
| <b>6,982</b>  | <b>Net Cash provided (or used in) Operating Activities</b>    | <b>6,517</b>      | <b>6,139</b>           | <b>7,330</b>              | <b>7,443</b>               |
| <b>Cash Flows from Investing Activities</b>                         |   |                   |                        |                           |                            |
| <b>Receipts:</b>  |   |                   |                        |                           |                            |
| 555   | Amounts Received Specifically for New/Upgraded Assets         | 21,249            | 21,249                 | 18,355                    | 18,355                     |
| 393   | Sale of Replaced Assets                                       | 299               | 299                    |                           | 273                        |
| <b>Payments:</b>  |   |                   |                        |                           |                            |
| (5,326)   | Expenditure on Renewal/Replacement of Assets                  | (7,787)           | (7,699)                | (6,401)                   | (7,554)                    |
| (16,298)  | Expenditure on New/Upgraded Assets                            | (54,041)          | (54,074)               | (30,645)                  | (48,233)                   |
| <b>(20,676)</b>   | <b>Net Cash provided (or used in) Investing Activities</b>    | <b>(40,280)</b>   | <b>(40,226)</b>        | <b>(37,046)</b>           | <b>(37,159)</b>            |
| <b>Cash Flows from Financing Activities</b>                         |   |                   |                        |                           |                            |
| <b>Receipts:</b>  |   |                   |                        |                           |                            |
| 11,550  | Proceeds from Borrowings                                      | 32,589            | 32,913                 | 28,759                    | 28,759                     |
| <b>Payments:</b>  |   |                   |                        |                           |                            |
| (206)   | Repayments of Borrowings                                      | (219)             | (219)                  | (195)                     | (195)                      |
| (163)   | Repayment of Principal Portion of Lease Liabilities           | 0                 | 0                      | 0                         | 0                          |
| <b>11,181</b>   | <b>Net Cash Flow provided (used in) Financing Activities</b>  | <b>32,370</b>     | <b>32,694</b>          | <b>28,564</b>             | <b>28,564</b>              |
| <b>(2,513)</b>  | <b>Net Increase/(Decrease) in Cash &amp; Cash Equivalents</b> | <b>(1,393)</b>    | <b>(1,393)</b>         | <b>(1,152)</b>            | <b>(1,152)</b>             |
| <b>4,406</b>  | <b>plus: Cash &amp; Cash Equivalents - beginning of year</b>  | <b>1,893</b>      | <b>1,893</b>           | <b>3,573</b>              | <b>3,573</b>               |
| <b>1,893</b>  | <b>Cash &amp; Cash Equivalents - end of the year</b>          | <b>500</b>        | <b>500</b>             | <b>2,421</b>              | <b>2,421</b>               |



| City of Mount Gambier - Statement of Equity Budget Review 2 2022 |  |                   |                        |                           |                            |
|--|--|-------------------|------------------------|---------------------------|----------------------------|
| 2021<br>Actuals  | \$'000s  | 2022 Draft<br>BR2 | 2022<br>Adopted<br>BR1 | 2022<br>Adopted<br>Budget | 2022<br>Restated<br>Budget |
| 241,322  | Opening Balance  | 242,752           | 242,752                | 248,706                   | 248,706                    |
| 1,430  | Net Surplus / (Deficit) for Year                                 | 19,225            | 19,223                 | 17,671                    | 17,671                     |
|  | Other Comprehensive Income                                       |                   |                        |                           |                            |
|  | - Gain (Loss) on Revaluation of I,PP&E                           | 23                | 2,373                  |                           |                            |
|  | - Available for Sale Financial Instruments: change in fair value |                   |                        |                           |                            |
|  | - Impairment (loss) reversal relating to I,PP&E                  |                   |                        |                           |                            |
|  | - Transfer to Accumulated Surplus on Sale of I,PP&E              |                   |                        |                           |                            |
|  | - Transfer to Acc. Surplus on Sale of AFS Financial Instruments  |                   |                        |                           |                            |
|  | - Share of OCI - Equity Accounted Council Businesses             |                   |                        |                           |                            |
|  | - Other Equity Adjustments - Equity Accounted Council Businesses |                   |                        |                           |                            |
|  | - Other Movements  |                   |                        |                           |                            |
|  | Other Comprehensive Income                                       |                   |                        |                           |                            |
| 1,430  | Total Comprehensive Income                                       | 19,248            | 21,595                 | 17,671                    | 17,671                     |
|  | Transfers between Equity   |                   |                        |                           |                            |
| 242,752  | Equity - Balance at end of the reporting period                  | 262,000           | 264,347                | 266,377                   | 266,377                    |



**City of Mount Gambier -Key Financial Ratios Budget Review 2 2022**

| 2021<br>Actuals | \$'000s  | 2022 Draft<br>BR2 | 2022<br>Adopted<br>BR1 | 2022<br>Adopted<br>Budget | 2022<br>Restated<br>Budget |
|-----------------|--|-------------------|------------------------|---------------------------|----------------------------|
| -5.2%           | <b>Operating surplus ratio</b>                       | 0.6%              | 0.5%                   | -1.7%                     | -1.7%                      |
|                 | <u>Operating surplus</u>                             |                   |                        |                           |                            |
|                 | <u>Total operating revenue</u>                       |                   |                        |                           |                            |
| 62%             | <b>Net financial liabilities ratio</b>               | 151%              | 153%                   | 154%                      | 154%                       |
|                 | <u>Net financial liabilities</u>                     |                   |                        |                           |                            |
|                 | <u>Total operating revenue</u>                       |                   |                        |                           |                            |
| 84%             | <b>Asset renewal funding ratio</b>                   | 109%              | 108%                   | 101%                      | 106%                       |
|                 | <u>Expenditure on renewal/replacement of assets</u>  |                   |                        |                           |                            |
|                 | <u>Optimal level of such expenditure as per IAMP</u> |                   |                        |                           |                            |



**22.6 REQUEST FOR INTERNAL REVIEW OF COUNCIL DECISION – REPORT NO. AR22/6009**

|                                  |  |
|----------------------------------|--|
| <b>Committee:</b>                | <b>Council</b>   |
| <b>Meeting Date:</b>             | <b>15 February 2022</b>  |
| <b>Report No.:</b>               | <b>AR22/6009</b>   |
| <b>CM9 Reference:</b>            | <b>AF21/496</b>  |
| <b>Author:</b>                   | <b>Michael McCarthy, Manager Governance and Property</b>   |
| <b>Authoriser:</b>               | <b>Darren Barber, General Manager Corporate and Regulatory Services</b>  |
| <b>Summary:</b>                  | <b>This report presents a request for an Internal Review of a June 2021 Council decision regarding the street trees on Mitchell Street</b> |
| <b>Strategic Plan Reference:</b> | <b>Goal 1: Our People</b>  |
|                                  | <b>Goal 2: Our Location</b>  |
|                                  | <b>Goal 3: Our Diverse Economy</b>   |
|                                  | <b>Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage</b>  |
|                                  | <b>Goal 5: Our Commitment</b>  |

**REPORT RECOMMENDATION**

1. That Council Report No. AR22/6009 titled 'Request for Internal Review of Council Decision' as presented on 15 February 2022 be noted.
2. That, having received a request under section 270 of the Local Government Act 1999 for a review of Council's June 2021 decision in Resolution 2021/154 relating to the Mitchell Street trees:
  - (a) the Chief Executive Officer (or delegate) engage an external provider to conduct a review under section 270 of the process and decision associated with Resolution 2021/54;
  - (b) the reviewer present a preliminary and final report to Council for consideration, having undertaken a natural justice phase;
  - (c) the review also consider and make recommendations on appropriate action regarding alleged nuisance associated with the Mitchell Street trees.
3. If a reviewer engaged under (2) is unable to perform the step in (2)(c), that the preparation of a separate report addressing matters of alleged nuisance associated with the Mitchell Street trees be deferred until Council has considered the report(s) in (2)(b).



## TYPE OF REPORT

Legislative

## BACKGROUND

In June 2021, following an earlier report in March 2021 (AR21/12246) regarding a request from the owner of 8/6 Jardine Street for the removal of Lagunaria Trees on Mitchell Street tree, Council considered Report No AR21/31705 titled 'Lagunaria Trees - Mitchell Street' and resolved:

1. *That People and Place Committee Report No. AR21/31705 titled 'Lagunaria Trees - Mitchell Street' as presented on 07 June 2021 be noted.*
2. *Empak Homes and the property owner of 8/6 Jardine Street be advised:*
  - (a) *After an extensive investigation into the health and risk assessment of the Lagunaria patersonia (Norfolk Island Hibiscus) planted along the western side of Mitchell Street, the trees are not considered by Council to warrant their removal.*
  - (b) *The trees are considered to be in good and fair overall condition with extended useful life expectancies. None of the trees display features that indicate they are in health or structural decline or that they are not suited to the environment. The trees are street trees and are part of a historic planting that provides an important heritage link with the history of the area.*

The reports referenced earlier enquiries from Empak Homes as developer of the site at 6 Jardine Street in relation to the Mitchell Street Lagunaria trees.

By letter dated 3 December 2021 from Frank Brennan Consulting Services representing Empak Homes a request was received for an internal review of the June 2021 Council decision and for Council to take appropriate action regarding alleged nuisance associated with the trees.

An initial response from the Chief Executive Officer proposed refusal of the request on the grounds that neither Frank Brennan nor Empak Homes had sufficient interest in the resolved decision that was responding to a request from the owner of 8/6 Jardine Street.

By letter dated 18 January 2022 Frank Brennan Consulting Services has confirmed that he also acts for the owners of 5-7/6 Jardine Street (de bruin Group) and 8/6 (Kerry and Nathan Holmes) in addition to Empak Homes in relation to this matter. Frank Brennan has submitted the internal review and request for appropriate action as separate matters.

In accordance with clause 6.1 of Council's [C290 – Internal Review of Council's Decision Policy](#) a request for an internal review of a decision made by the elected Council is to be presented to the elected Council for consideration, to determine who will undertake the investigation and preparation of a report for Council consideration.

Accordingly, this report is presented for the purpose of determining an appropriate reviewer.

It is not the purpose of this report to debate the subject matter of the decision or the internal review request, which in accordance with section 270 of the Local Government Act needs to follow due process as set out in the prescribed policy, and include provision for natural justice. The investigation and subsequent report would address these matters.

## PROPOSAL

Noting that the request for an Internal review of the Council decision in resolution 2021/154 was received together with a request for Council to take appropriate action in relation to alleged nuisance caused by the Mitchell Street trees, it is considered that any further administrative action in these related matters should be deferred pending a decision by Council on the internal review matter.

It is proposed that an investigation of appropriate measures/actions to deal with alleged nuisance caused by the street trees be conducted together with a review of the process and decision leading to the Council decision in resolution 2021/154, to enable these closely related matters to be addressed efficiently and consistently, and in accordance with the direction of Council.





The internal review process set out in Council's [C290 – Internal Review of Council's Decision Policy](#) provides that, wherever possible and appropriate, Council will seek to involve an external person or panel to assist with the review, which may include employees of other Councils.

Whilst the CEO, a Senior Officer, or a panel comprised of Council Members and/or Senior Staff (which should not include any person previously associated with the decision and processes under review), in the circumstances where the matter involved Council Officers across different departments/portfolios over several years and taking into account resourcing implications, it is considered that an external reviewer would provide a more appropriate solution to conducting this internal review process, including an unbiased objective viewpoint.

Options for engaging an external reviewer to conduct the section 270 internal review of a Council decision process include:

- engaging another Council (Council Officer) to conduct the review;
- engaging a consultant to conduct the review; or
- engaging a legal firm to conduct the review.

The first two options of engaging another Council/Council Officer or a consultant are somewhat complicated by the absence of known and readily available reviewers within these categories.

It is estimated that the cost to engage an external reviewer would be minimal to:

- review relevant documentation;
- liaise with relevant Council staff and review of relevant communications;
- prepare a provisional report and undertaking a natural justice phase; and
- prepare a final report for the elected Council to consider

Any additional review activities would incur additional charges, which may include consideration and recommendations on appropriate actions regarding the alleged nuisance associated with the trees.

Whilst Council's procurement steps would need to be followed before engaging an external reviewer to conduct the internal review process on behalf of Council, this is the recommended course of action in this instance.

## **LEGAL IMPLICATIONS**

An internal review is a statutory process under section 270 of the Local Government Act 1999, and must be conducted in accordance with the policy required to be adopted by Council for this purpose, [C290 – Internal Review of Council's Decision Policy](#).

A failure to appropriately conduct a review under section 270, or the outcome of the review, may be subject to an external review by the SA Ombudsman.

## **STRATEGIC PLAN**

N/A

## **COUNCIL POLICY**

This matter relates to a review under Council's [C290 – Internal Review of Council's Decision Policy](#).

## **ECONOMIC IMPLICATIONS**

N/A

## **ENVIRONMENTAL IMPLICATIONS**

Any environmental implications, such as may be associated with the subject trees, will be a matter for a subsequent report – if/as necessary.



## **SOCIAL IMPLICATIONS**

N/A

## **CULTURAL IMPLICATIONS**

N/A

## **RESOURCE IMPLICATIONS**

Resource implications for this matter include the cost of the internal review process and any recommendations or subsequent activities. This is provisionally estimated in the vicinity of \$10,000.

## **VALUE FOR MONEY**

Value for money is a relevant consideration in the procurement of external support for the review process. However, the conduct of a section 270 review is a statutory process that is required to follow the relevant process set out in the legislation and Council policy.

## **RISK IMPLICATIONS**

The risk associated with a section 270 review and any reasonable recommendations arising from a review is that these may be subject to subsequent external review by the SA Ombudsman.

In the absence of having conducted the review that is the subject of this report, the likely outcomes of an external review cannot be anticipated. However, if the section 270 review is not undertaken or is deficient, the SA Ombudsman may make findings that are unfavourable to the Council.

## **EQUALITIES AND DIVERSITY IMPLICATIONS**

N/A

## **ENGAGEMENT AND COMMUNICATION STRATEGY**

Formal engagement would not arise from this section 270 review request and the conduct of the review. However, it is likely that as a stage of the review process or any subsequent activities that owners and occupiers proximate to the Mitchell Street trees would be contacted for their views and/or to inform them of any proposed actions.

It is proposed that the applicant will be advised of the process to be undertaken and likely timeframes.

## **IMPLEMENTATION STRATEGY**

Upon determination by Council of its proposed reviewer, the review process will be set out and conducted.

The timeframe for this will be somewhat dependent on the process set out by the reviewer in accordance with section 270 of the Local Government Act 1999 and Council's [C290 – Internal Review of Council's Decision Policy](#).

The review process may result in both a provisional report and a final report being presented to Council. This will be determined based on the recommendations of the reviewer.

Depending on whether Council also seeks the reviewer to consider appropriate actions regarding the alleged nuisance associated with the trees concurrent with the internal review of the Council decision, a further process may also be necessary to address this additional aspect.

## **CONCLUSION AND RECOMMENDATION**

Having received a request for a review of a resolved Council decision under section 270 of the Local Government Act 1999 Council may now determine, in accordance with Council's [C290 – Internal Review of Council's Decision Policy](#), who is to conduct the review and prepare a report for further consideration by Council.

The report includes recommendations for the review to be conducted by an external provider.



**ATTACHMENTS**

Nil



## 23 MOTIONS WITH NOTICE

### 23.1 NOTICE OF MOTION - QUESTION STYLE EVENT FOR STATE ELECTION CANDIDATES

**Meeting:** Council  
**CM9 Reference:** AF21/496  
**Member:** Paul Jenner, Councillor

I, Councillor Paul Jenner, give notice that at the next Ordinary Meeting of Council to be held on 15 February 2022, I intend to move the following motion:

#### MOTION

1. That Council Report No. AR21/82255 titled 'Notice of Motion - Question style event for state election candidates' as presented on 15 February 2022 be noted.
2. that Council explores options for a Question style event for the State Election candidates early in 2022.

#### RATIONALE

The intent of this Motion is that our local community can hear from candidates about their positions on matters and policy of importance to local people.

A former forum of this nature was quite successful.

I commend this Notice of Motion to Council.

#### ATTACHMENTS

Nil



**24 URGENT MOTIONS WITHOUT NOTICE**

**25 CONFIDENTIAL ITEMS OF COMMITTEES**

Nil



## 26 NEW CONFIDENTIAL ITEMS

### 26.1 EPA NOTICE – REPORT NO. AR22/7711

#### CONSIDERATION FOR EXCLUSION OF THE PUBLIC

Pursuant to section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public, except the Mayor, Councillors and (Council Officers) be excluded from attendance at the meeting for the receipt, discussion and consideration in confidence of Agenda Item 26.1 AR22/7711 EPA Notice.

The Council is satisfied that, pursuant to section 90(3) (g), (h) and (i) of the Act, the information to be received, discussed or considered in relation to the Agenda Item is:

- information concerning matters that must be considered in confidence in order to ensure that the Council does not:
  - breach any law, order or direction of a court or tribunal constituted by law,
  - breach any duty of confidence, or
  - breach any other legal obligation or duty
- legal advice
- information relating to:
  - actual litigation, or
  - litigation that the Council or Council committee believes on reasonable grounds will take place,
  - involving the Council or an employee of the Council

The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances due to legal considerations.

#### CONSIDERATION FOR KEEPING ITEMS CONFIDENTIAL

1. In accordance with Sections 91(7) and 91(9) of the *Local Government Act 1999* the Council orders that the report 26.1 AR22/7711 EPA Notice and its attachments, the discussion and the resolution/s and minutes arising from the report, having been considered by the Council in confidence under Section 90(2) & (3) (g), (h) and (i) be kept confidential and not available for public inspection until negotiations and subsequent actions arising from those negotiations have concluded.
2. Further that Council delegates the power to review, revoke, but not extend the confidential order to the Chief Executive Officer in accordance with the provisions of Section 91(9)(c) of the *Local Government Act 1999*.



**26.2 PROJECT CONTROL GROUP (PCG) PROGRESS REPORT #14 - AS AT 01/02/2022 –  
REPORT NO. AR22/7779**

**CONSIDERATION FOR EXCLUSION OF THE PUBLIC**

Pursuant to section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public, except the Mayor, Councillors and (Council Officers) be excluded from attendance at the meeting for the receipt, discussion and consideration in confidence of Agenda Item 26.2 AR22/7779 Project Control Group (PCG) Progress Report #14 - As at 01/02/2022.

The Council is satisfied that, pursuant to section 90(3) (b), (d) and (g) of the Act, the information to be received, discussed or considered in relation to the Agenda Item is:

- information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the Council is
  - conducting business; or
  - proposing to conduct business; or
  - to prejudice the commercial position of the Council
- commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected:
  - to prejudice the commercial position of the person who supplied the information, or
  - to confer a commercial advantage on a third party
- information concerning matters that must be considered in confidence in order to ensure that the Council does not:
  - breach any law, order or direction of a court or tribunal constituted by law,
  - breach any duty of confidence, or
  - breach any other legal obligation or duty

The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the information contained within the report and attachments presents matters relating to contracts between Council and contractors associated with the construction of the Wulanda Recreation and Convention Centre. The disclosure of information contained in this report and attachments could reasonably be expected to prejudice the commercial position of Council or the third parties and is considered on balance to be contrary to the public interest as it could prejudice the Councils position in obtaining best value project delivery on behalf of the community.

**CONSIDERATION FOR KEEPING ITEMS CONFIDENTIAL**

1. In accordance with Sections 91(7) and 91(9) of the *Local Government Act 1999* the Council orders that the report 26.2 AR22/7779 Project Control Group (PCG) Progress Report #14 - As at 01/02/2022 and its attachments, the discussion and the resolution/s and minutes arising from the report, having been considered by the Council in confidence under Section 90(2) & (3) (b), (d) and (g) be kept confidential and not available for public inspection until 12 months after completion of the project.

2. Further that Council delegates the power to review, revoke, but not extend the confidential order to the Chief Executive Officer in accordance with the provisions of Section 91(9)(c) of the *Local Government Act 1999*.

## 26.3 CRATER LAKES PROJECT PROPOSAL – REPORT NO. AR22/8597

### CONSIDERATION FOR EXCLUSION OF THE PUBLIC

Pursuant to section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public, except the Mayor, Councillors and (Council Officers) be excluded from attendance at the meeting for the receipt, discussion and consideration in confidence of Agenda Item 26.3 AR22/8597 Crater Lakes Project Proposal.

The Council is satisfied that, pursuant to section 90(3) (b), (d) and (g) of the Act, the information to be received, discussed or considered in relation to the Agenda Item is:

- information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the Council is
  - conducting business; or
  - proposing to conduct business; or
  - to prejudice the commercial position of the Council
- commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected:
  - to prejudice the commercial position of the person who supplied the information, or
  - to confer a commercial advantage on a third party
- information concerning matters that must be considered in confidence in order to ensure that the Council does not:
  - breach any law, order or direction of a court or tribunal constituted by law,
  - breach any duty of confidence, or
  - breach any other legal obligation or duty

The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the attachment and information regarding Crater Lakes Project Proposal contain commercial information of a confidential nature provided to Council in-confidence, and the consideration of which if conducted in open could prejudice the position of Council or the party that provided the information or confer a commercial advantage on a third party.

The public interest in disclosure is considered to be outweighed by the community benefit arising from the proposal.

### CONSIDERATION FOR KEEPING ITEMS CONFIDENTIAL

1. In accordance with Sections 91(7) and 91(9) of the *Local Government Act 1999* the Council orders that the report 26.3 AR22/8597 Crater Lakes Project Proposal and its attachments, the discussion and the resolution/s and minutes arising from the report, having been considered by the Council in confidence under Section 90(2) & (3) (b), (d) and (g) be kept confidential and not available for public inspection until two years after the expiry of an agreement entered into in relation to the matter or two years after the proposal has been abandoned and Council has been released from its duty of confidence, whichever is the later.

2. Further that Council delegates the power to review, revoke, but not extend the confidential order to the Chief Executive Officer in accordance with the provisions of Section 91(9)(c) of the *Local Government Act 1999*.

**26.4 AUDIT AND RISK COMMITTEE APPOINTMENT OF INDEPENDENT MEMBERS –  
REPORT NO. AR22/8463**

**CONSIDERATION FOR EXCLUSION OF THE PUBLIC**

Pursuant to section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public, except the Mayor, Councillors and (Council Officers) be excluded from attendance at the meeting for the receipt, discussion and consideration in confidence of Agenda Item 26.4 AR22/8463 Audit and Risk Committee Appointment of Independent Members.

The Council is satisfied that, pursuant to section 90(3) (a) of the Act, the information to be received, discussed or considered in relation to the Agenda Item is:

- information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead)

The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because of personal information contained in the report as part of the application process.

**CONSIDERATION FOR KEEPING ITEMS CONFIDENTIAL**

1. In accordance with Sections 91(7) and 91(9) of the *Local Government Act 1999* the Council orders that the report 26.4 AR22/8463 Audit and Risk Committee Appointment of Independent Members, the discussion and the resolution/s and minutes arising from the report, having been considered by the Council in confidence under Section 90(2) & (3) (a) be kept confidential and not available for public inspection until appointments of the audit committee members have been confirmed.

The attachments to the report be kept confidential and that confidentiality be reviewed annually.

2. Further that Council delegates the power to review, revoke, but not extend the confidential order to the Chief Executive Officer in accordance with the provisions of Section 91(9)(c) of the *Local Government Act 1999*.

**27 MEETING CLOSE**





**COMMITTEE MINUTES**

**AND**

**REPORTS / ATTACHMENTS**

**MINUTES OF CITY OF MOUNT GAMBIER  
ORDINARY COUNCIL MEETING  
HELD VIRTUALLY FROM THE COUNCIL CHAMBER, CIVIC CENTRE, 10 WATSON TERRACE,  
MOUNT GAMBIER  
ON TUESDAY, 18 JANUARY 2022 AT 6.00 P.M.**

**VIRTUAL MEETING WAS AVAILABLE FOR LIVE STREAMING,  
<https://www.youtube.com/user/CityOfMountGambier/live>**

**PRESENT:** Mayor Lynette Martin (OAM), Cr Sonya Mezinac, Cr Kate Amoroso, Cr Max Bruins, Cr Christian Greco, Cr Paul Jenner, Cr Frank Morello, Cr Steven Perryman

|                                |   |                   |
|--------------------------------|---|-------------------|
| <b>OFFICERS IN ATTENDANCE:</b> | Chief Executive Officer                           | - Mrs S Philpott  |
|                                | General Manager City Infrastructure               | - Ms B Cernovskis |
|                                | General Manager Corporate and Regulatory Services | - Mr D Barber     |
|                                | General Manager City and Community Growth         | - Mr T Coote      |
|                                | Manager Governance and Property                   | - Mr M McCarthy   |
|                                | Media and Communications Coordinator              | - Ms S McLean     |
|                                | iServices Systems Administrator                   | - Mr A Myers      |
|                                | Executive Administrator                           | - Ms T Chant      |

## 1 ACKNOWLEDGEMENT OF COUNTRY

**WE ACKNOWLEDGE THE BOANDIK PEOPLES AS THE TRADITIONAL CUSTODIANS OF THE LAND WHERE WE MEET TODAY. WE RESPECT THEIR SPIRITUAL RELATIONSHIP WITH THE LAND AND RECOGNISE THE DEEP FEELINGS OF ATTACHMENT OUR INDIGENOUS PEOPLES HAVE WITH THIS LAND.**

## 2 APOLOGIES

Nil

## 3 LEAVE OF ABSENCE

### 3.1 REQUEST FOR LEAVE OF ABSENCE - CR STEVEN PERRYMAN

#### REPORT RECOMMENDATION

1. That Council Report No. AR22/2913 titled 'Request for Leave of Absence - Cr Steven Perryman' as presented on 18 January 2022 be noted.
2. That the request from Cr Steven Perryman for a leave of absence from Council for the period 14 January to 24 January 2022 be granted.

**LAPSED FOR WANT OF A MOVER**

#### **RESOLUTION 2022/1**

Moved: Cr Kate Amoroso

Seconded: Cr Steven Perryman

That leave of absence from Cr Ben Hood be noted.

**CARRIED**

## 4 CONFIRMATION OF COUNCIL MINUTES

### RESOLUTION 2022/2

Moved: Cr Max Bruins  
Seconded: Cr Sonya Meziniec

That the minutes of the Ordinary Council meeting held on 26 December 2021 be confirmed as an accurate record of the proceedings of the meeting.

**CARRIED**

Cr Paul Jenner entered the meeting at 6:08 pm.

## 5 MAYORAL REPORT

### 5.1 MAYORAL REPORT - JANUARY 2022

- Visit by Her Excellency the Honourable Frances Adamson AC, Governor of South Australia
- Elected Members Workshop – Sport and Recreation Open Space – Draft Strategy
- Limestone Coast Landscape Board Meeting
- Radio Interview with 5GTR-FM
- With CEO, Virtual Meeting re Limestone Coast Veteran Services Hub
- Limestone Coast Prostate Cancer Support Group – Fundraiser Barbecue
- Elected Members Workshop – Virtual – CBD Activation Guiding Principles with representatives from Chamber of Commerce, Women in Business, RDALC and LCLGA
- Weekly LCLGA Mayors Virtual Meeting

### RESOLUTION 2022/3

Moved: Mayor Lynette Martin  
Seconded: Cr Sonya Meziniec

That the Mayoral report made on 18 January 2022 be received.

**CARRIED**

## 6 REPORTS FROM COUNCILLORS

### RESOLUTION 2022/4

Moved: Cr Christian Greco  
Seconded: Cr Frank Morello

That the reports made by Councillors on 18 January 2022 be received.

**CARRIED**

## 7 QUESTIONS WITH NOTICE

Nil

Cr Perryman left the meeting at 6:12 pm.

Item 8 was considered and is minuted after Item 14 on page 4.

**9 PETITIONS**

Nil

**10 DEPUTATIONS**

Nil

**11 NOTICE OF MOTION TO RESCIND OR AMEND**

Nil

**12 ELECTED MEMBERS WORKSHOPS**

**12.1 ELECTED MEMBER INFORMATION/BRIEFING SESSIONS FROM 14/12/2021 TO 18/01/2022**

**RESOLUTION 2022/5**

Moved: Cr Max Bruins

Seconded: Cr Sonya Meziniec

1. That Council Report No. AR21/71011 titled 'Elected Member Information/Briefing Sessions from 14/12/2021 to 18/01/2022' as presented on 18 January 2022 be noted.

**CARRIED**

**13 ELECTED MEMBERS TRAINING AND DEVELOPMENT**

Nil

**14 COUNCIL ACTION ITEMS**

**14.1 COUNCIL ACTION ITEMS - 14/12/2021**

**RESOLUTION 2022/6**

Moved: Cr Max Bruins

Seconded: Cr Sonya Meziniec

1. That Council Report No. AR21/71028 titled 'Council Action Items - 14/12/2021' as presented on 18 January 2022 be noted.

**CARRIED**

Cr Perryman returned to the meeting at 6:14 pm.

**8 QUESTIONS WITHOUT NOTICE**

Nil

Cr Perryman left the meeting at 6:18pm and did not return.

**15 ECONOMIC AND ENVIRONMENT COMMITTEE MINUTES AND RECOMMENDATIONS**

Committee in Recess

**16 PEOPLE AND PLACE COMMITTEE MINUTES AND RECOMMENDATIONS**

Committee in Recess

**17 COUNCIL ASSESSMENT PANEL MINUTES****17.1 MINUTES OF THE COUNCIL ASSESSMENT PANEL HELD ON 16 DECEMBER 2021****RESOLUTION 2022/7**

Moved: Cr Paul Jenner

Seconded: Cr Kate Amoroso

That the Minutes of the Council Assessment Panel meeting held on 16 December 2021 as previously circulated be noted.

**CARRIED**

**18 JUNIOR SPORTS ASSISTANCE (SECTION 41) COMMITTEE MINUTES AND RECOMMENDATIONS**

Nil

**19 AUDIT AND RISK COMMITTEE MINUTES AND RECOMMENDATIONS**

Nil

**20 CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE MINUTES AND RECOMMENDATIONS**

Nil

**21 BUILDING FIRE SAFETY COMMITTEE MINUTES**

Nil

**22 COUNCIL REPORTS****22.1 DRAFT SPORT, RECREATION AND OPEN SPACE STRATEGY****RESOLUTION 2022/8**

Moved: Cr Paul Jenner  
Seconded: Cr Sonya Meziniec

1. That Council Report No. AR21/80906 titled 'Draft Sport, Recreation and Open Space Strategy' as presented on 18 January 2022 be noted.
2. Council endorses the draft 'Mount Gambier Sport, Recreation and Open Space Strategy' and the 'Mount Gambier Sport, Recreation and Open Space Strategy - Background and Needs Analysis Report'.
3. Council endorses the commencement of the community consultation period. Community consultation is to commence on Thursday 20 January 2022 and close at 5:00pm Tuesday 8 February 2022.

**CARRIED**

## **22.2 LOCAL GOVERNMENT INFRASTRUCTURE PARTNERSHIP PROGRAM - CONTRACTUAL ARRANGEMENTS**

### **RESOLUTION 2022/9**

Moved: Cr Max Bruins  
Seconded: Cr Sonya Meziniec

1. That Council Report No. AR21/83745 titled 'Local Government Infrastructure Partnership Program - Contractual Arrangements' as presented on 18 January 2022 be noted.
2. That the Chief Executive Officer and Mayor be authorised to sign and affix the Common Seal of the Council to the Local Government Infrastructure Partnership Program project funding deed and any necessary documentation associated with the LGIPP Shared Use Path Solar Lighting Project.

**CARRIED**

## **22.3 POLICY REVIEW - ELECTION CARETAKER POLICY**

### **RESOLUTION 2022/10**

Moved: Cr Max Bruins  
Seconded: Cr Frank Morello

1. That Council Report No. AR21/84668 titled 'Policy Review - Election Caretaker Policy' as presented on 18 January 2022 be noted.
2. That the Caretaker Policy as attached to Report No. AR21/84668 (Attachment 2) with the removal of item 4.3-4.5, based on the LGA model policy and incorporating the commencement date on which public consultation was conducted in 2019, be adopted.

**CARRIED**

Pursuant to Section 75A of the Local Government Act 1999, Mayor Lynette Martin disclosed a perceived conflict of interest in Item 22.4:

*"I am an occasional attendee of the Anglican Church, but will remain in the meeting.*

Mayor Martin informed the meeting of the manner in which they *intend to deal with the perceived conflict of interest in Item 22.4 as follows:*

*- I will remain in the meeting"*

## 22.4 LOCAL HERITAGE RESTORATION FUND 2021/2022 - CONSIDERATION OF APPLICATIONS AND DISTRIBUTION OF FUNDS

### RESOLUTION 2022/11

Moved: Cr Max Bruins

Seconded: Cr Paul Jenner

1. That Council Report No. AR21/85027 titled 'Local Heritage Restoration Fund 2021/2022 - Consideration of Applications and Distribution of Funds' as presented on 18 January 2022 be noted.
2. That the Heritage Restoration Fund Grants for 2021/2022 be endorsed and funds distributed as follows:

| Property                   | Description of Work  | Recommended Value of Grant |
|----------------------------|--|----------------------------|
| 91 Bay Road                | Restoration and maintenance of property, fencing and gate    | \$1,200.00                 |
| 19 Penola Road             | Rusted louvres and barges to be replaced as required         | \$600.00                   |
| 103 Commercial Street West | Replacement of gutter, rain heads and downpipes above shop 4 | \$800.00                   |
| 8 Wallace Street           | Restoration works to exterior of the house                   | \$2,200.00                 |
| 7 Penola Road              | General maintenance of building                              | \$1,200.00                 |
| 26 Bay Road                | Repairs & restoration to stonework and belltower             | \$1,200.00                 |
| 26 Bay Road                | Repairs to stonework and Memorial Porch                      | \$600.00                   |
| 26 Bay Road                | Repairs to stonework and timbers to Church Hall              | \$800.00                   |
| 26 Bay Road                | Re-construction of the Lych Gate at the Bay Road entrance    | \$1,200.00                 |
| 96 Crouch Street South     | Repainting of walls and woodwork to lounge                   | \$1,000.00                 |
| 23 Doughty Street          | Addressing of salt damp                                      | \$1,000.00                 |
| 24 Fairlie Street          | New sash window, repainting of windows and frames            | \$300.00                   |
| 116 Crouch Street North    | Repairs to gutters, re painting external walls               | \$1,900.00                 |
| 65 Bay Road                | Repairs and replacement of roofing and gutters               | \$1,200.00                 |



|                         |   |                    |
|-------------------------|---|--------------------|
| 45 Crouch Street North  | Re-painting of iron lace, front door and surrounds, front verandah posts and front gables | \$600.00           |
| 19 Doughty Street       | Repairs and repainting to roof and gables   | \$1,800.00         |
| 81 Bay Road             | Repairs and re-painting to exterior   | \$1,800.00         |
| 35 Jubilee Highway West | Replacement of original window awnings  | \$200.00           |
| 89 Bay Road             | Repainting to north facing windows and external wall                                      | \$400.00           |
| <b>Total</b>            |   | <b>\$20,000.00</b> |

3. That Council Officers advise the applicants for the 2021/2022 Local Heritage Restoration Fund of the outcome of their applications.

**CARRIED**

In accordance with Section 75A of the Local Government Act 1999 Mayor Martin for Item 22.4.

The mayor was not required to exercise a casting vote for the item.

Chief Executive Officer, Mrs Sarah Philpott, declared a conflict of interest and left the meeting at 6:35pm.

## **22.5 EXTINGUISHMENT OF EASEMENT - STAGE 7 - SPRINGVIEW ESTATE LAND DIVISION**

|   |
|---|
| <p><b>RESOLUTION 2022/12</b></p> <p>Moved: Cr Paul Jenner<br/>Seconded: Cr Max Bruins</p> <ol style="list-style-type: none"> <li>That Council Report No. AR21/85035 titled 'Extinguishment of Easement - Stage 7 - Springview Estate Land Division' as presented on 18 January 2022 be noted.</li> <li>As the stormwater infrastructure located within the easement in favour of Council as part of Stage 6 of the Springview Estate land division at 1 Wireless Road West, Suttontown is now contained within the road reserve, which is under the care and control of Council as part of Stage 7 of the Springview Estate land division the easement for drainage purposes in Stage 6 be extinguished by Council.</li> </ol> <p style="text-align: right;"><b>CARRIED</b></p> |
|---|

Mrs Sarah Philpott returned to the meeting at 6:36pm.

## **22.6 ALGA JUNE 2022 NATIONAL GENERAL ASSEMBLY - CALL FOR MOTIONS**

|   |
|---|
| <p><b>RESOLUTION 2022/13</b></p> <p>Moved: Cr Sonya Mezinac</p> |
|---|

Seconded: Cr Max Bruins

1. That Council Report No. AR22/657 titled 'ALGA June 2022 National General Assembly - Call for Motions' as presented on 18 January 2022 be noted.
2. That draft motions for the June 2022 ALGA NGA be prepared and presented to Council on the following issues of strategic national importance:
  - (i) Housing Affordability - ALGA NGA Transport and Community Infrastructure
  - (ii) Waste and Circular Economy– ALGA NGA Creating a Circular Economy
  - (iii) Regionalisation – inter governmental relations

**CARRIED**

Pursuant to Section 75A of the Local Government Act 1999, Cr Frank Morello disclosed an actual conflict of interest in Item 22.7:

*“My wife, Sandra Morello, is the Chief of Staff at the ABC.*

Cr Morello informed the meeting of the manner in which they intend to deal with the *actual conflict of interest in Item 22.7* as follows:

*- Leave the meeting and not participate in discussion or voting”*

In accordance with Section 75A of the Local Government Act 1999 Cr Morello for Item 22.7.

Cr Frank Morello left the meeting at 6:42 pm.

## **22.7 LOCAL GOVERNMENT ASSOCIATION - 2022 SHOWCASE AND ORDINARY GENERAL MEETING**

### **MOTION**

Moved: Cr Max Bruins

1. That Council Report No. AR22/2994 titled 'Local Government Association - 2022 Showcase and Ordinary General Meeting' as presented on 18 January 2022 be noted.
2. That the Mayor be confirmed as the delegate to represent Council at the 2022 LGA Showcase and Ordinary General Meeting to be held in Adelaide on Thursday 7 April and Friday 8 April 2022 accompanied by the CEO, with all associated costs to be met by Council.
3. That the Deputy Mayor be confirmed as proxy delegate to represent Council, should the Mayor not be able to attend.
4. The proposed notice of motion resolved by Council in October 2021 in relation to the ABC local news bulleting be submitted to the LGA.
5. The Local Government Association be advised Council does not wish to submit any further notice of motion.

The motion lapsed for want of a seconder.

### **RESOLUTION 2022/14**

Moved: Cr Sonya Meziniec

Seconded: Cr Paul Jenner

1. That Council Report No. AR22/2994 titled 'Local Government Association - 2022 Showcase and Ordinary General Meeting' as presented on 18 January 2022 be noted.

2. That the Mayor be confirmed as the delegate to represent Council at the 2022 LGA Showcase and Ordinary General Meeting to be held in Adelaide on Thursday 7 April and Friday 8 April 2022 accompanied by the CEO, with all associated costs to be met by Council.
3. That the Deputy Mayor be confirmed as proxy delegate to represent Council, should the Mayor not be able to attend.
4. Councillor Meziniec be registered to attend the 2022 LGA Showcase and Ordinary General Meeting in Adelaide on Thursday 7 April and Friday 8 April 2022 with all associated costs to be met by Council.
5. The proposed notice of motion resolved by Council in October 2021 in relation to the ABC local news bulleting be submitted to the LGA.
6. The Local Government Association be advised Council does not wish to submit any further notice of motion.

**CARRIED**

Cr Frank Morello returned to the meeting at 6:44 pm

### **23 MOTIONS WITH NOTICE**

Nil

### **24 MOTIONS WITHOUT NOTICE**

Nil

### **25 CONFIDENTIAL ITEMS OF COMMITTEES**

Nil

### **26 NEW CONFIDENTIAL ITEMS**

#### **26.1 ROAD OPENING PROCESS - PINEHALL AVENUE/O'LEARY ROAD, SUTTONTOWN – REPORT NO. AR21/84957**

##### **RESOLUTION 2022/15**

Moved: Cr Max Bruins

Seconded: Cr Sonya Meziniec

##### **CONSIDERATION FOR EXCLUSION OF THE PUBLIC**

Pursuant to section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public, except the Mayor, Councillors and (Council Officers) be excluded from attendance at the meeting for the receipt, discussion and consideration in confidence of Agenda Item 26.1 AR21/84957 Road Opening Process - Pinehall Avenue/O'Leary Road, Suttontown.

The Council is satisfied that, pursuant to section 90(3) (a), (b), (d) and (i) of the Act, the information to be received, discussed or considered in relation to the Agenda Item is:

- information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead)
- information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the Council is

- conducting business; or
- proposing to conduct business; or
- to prejudice the commercial position of the Council
- commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected:
  - to prejudice the commercial position of the person who supplied the information, or
  - to confer a commercial advantage on a third party
- information relating to:
  - actual litigation, or
  - litigation that the Council or Council committee believes on reasonable grounds will take place,
  - involving the Council or an employee of the Council

The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the information considered relates to the valuation and compulsory acquisition of land for road opening purposes for which an agreement is yet to be reached and it is reasonably considered may result in litigation.

**CARRIED**

#### **RESOLUTION 2022/16**

Moved: Cr Max Bruins

Seconded: Cr Sonya Meziniec

#### **CONSIDERATION FOR KEEPING ITEMS CONFIDENTIAL**

1. In accordance with Sections 91(7) and 91(9) of the *Local Government Act 1999* the Council orders that the report 26.1 AR21/84957 Road Opening Process - Pinehall Avenue/O'Leary Road, Suttontown and its attachments, the discussion and the resolution/s and minutes arising from the report, having been considered by the Council in confidence under Section 90(2) & (3) (a), (b), (d) and (i) be kept confidential and not available for public inspection until the acquisition of the subject land has been settled and any court actions finalised.
2. Further that Council delegates the power to review, revoke, but not extend the confidential order to the Chief Executive Officer in accordance with the provisions of Section 91(9)(c) of the *Local Government Act 1999*.

**CARRIED**

### **26.2 PROPERTY MANAGEMENT - LEASING – REPORT NO. AR22/430**

#### **RESOLUTION 2022/17**

Moved: Cr Frank Morello

Seconded: Cr Max Bruins

#### **CONSIDERATION FOR EXCLUSION OF THE PUBLIC**

Pursuant to section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public, except the Mayor, Councillors and (Council Officers) be excluded from attendance

at the meeting for the receipt, discussion and consideration in confidence of Agenda Item 26.2 AR22/430 Property Management - Leasing.

The Council is satisfied that, pursuant to section 90(3) (a), (b), (d) and (e) of the Act, the information to be received, discussed or considered in relation to the Agenda Item is:

- information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead)
- information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the Council is
  - conducting business; or
  - proposing to conduct business; or
  - to prejudice the commercial position of the Council
- commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected:
  - to prejudice the commercial position of the person who supplied the information, or
  - to confer a commercial advantage on a third party
- matters affecting the security of
  - the Council, or
  - Council Members, or
  - employees of the Council, or
  - Council property, or
  - the safety of any person

The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the information to be considered relates to the personal and commercial business affairs of the proponent and negotiation of business arrangements that, if discussed in open session, could confer an advantage on the proponent with whom Council is proposing to conduct business and prejudice the commercial position of the Council in those negotiations.

**CARRIED**

### **RESOLUTION 2022/18**

Moved: Cr Paul Jenner  
Seconded: Cr Max Bruins

### **CONSIDERATION FOR KEEPING ITEMS CONFIDENTIAL**

1. In accordance with Sections 91(7) and 91(9) of the *Local Government Act 1999* the Council orders that the report 26.2 AR22/430 Property Management - Leasing and its attachments, the discussion and the resolution/s and minutes arising from the report, having been considered by the Council in confidence under Section 90(2) & (3) (a), (b), (d) and (e) be kept confidential and not available for public inspection until 2 years have elapsed from the execution of arrangements or abandonment of negotiations associated with the proposal.

2. Further that Council delegates the power to review, revoke, but not extend the confidential order to the Chief Executive Officer in accordance with the provisions of Section 91(9)(c) of the *Local Government Act 1999*.

**CARRIED**

**26.3 WULANDA RECREATION AND CONVENTION CENTRE - MANAGEMENT AND OPERATION OF MOUNT GAMBIER COMMUNITY AND RECREATION HUB UPDATE – REPORT NO. AR22/1582**

**RESOLUTION 2022/19**

Moved: Cr Frank Morello

Seconded: Cr Max Bruins

**CONSIDERATION FOR EXCLUSION OF THE PUBLIC**

Pursuant to section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public, except the Mayor, Councillors and (Council Officers) be excluded from attendance at the meeting for the receipt, discussion and consideration in confidence of Agenda Item 26.3 AR22/1582 Wulanda Recreation and Convention Centre - Management and Operation of Mount Gambier Community and Recreation Hub Update.

The Council is satisfied that, pursuant to section 90(3) (b), (d) and (g) of the Act, the information to be received, discussed or considered in relation to the Agenda Item is:

- information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the Council is
  - conducting business; or
  - proposing to conduct business; or
  - to prejudice the commercial position of the Council
- commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected:
  - to prejudice the commercial position of the person who supplied the information, or
  - to confer a commercial advantage on a third party
- information concerning matters that must be considered in confidence in order to ensure that the Council does not:
  - breach any law, order or direction of a court or tribunal constituted by law,
  - breach any duty of confidence, or
  - breach any other legal obligation or duty

The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the information contained within the report and attachments presents matters relating to the negotiation and execution of a contract between Council and a contractor associated with the operation and management of the Wulanda Recreation and Convention Centre which is subject to an existing confidentiality order. The disclosure of information contained in this report and attachments could reasonably be expected to prejudice the commercial position of Council or the third parties and is considered on balance to be contrary to the public interest as it could prejudice the Councils position in obtaining best value on behalf of the community.

**CARRIED****RESOLUTION 2022/20**

Moved: Cr Sonya Meziniec

Seconded: Cr Frank Morello

**CONSIDERATION FOR KEEPING ITEMS CONFIDENTIAL**

1. In accordance with Sections 91(7) and 91(9) of the *Local Government Act 1999* the Council orders that the report 26.3 AR22/1582 Wulanda Recreation and Convention Centre - Management and Operation of Mount Gambier Community and Recreation Hub Update and its attachments, the discussion and the resolution/s and minutes arising from the report, having been considered by the Council in confidence under Section 90(2) & (3) (b), (d) and (g) be kept confidential and not available for public inspection until a further order of Council to release.
2. Further that Council delegates the power to review, revoke, but not extend the confidential order to the Chief Executive Officer in accordance with the provisions of Section 91(9)(c) of the *Local Government Act 1999*.

**CARRIED****26.4 QUEEN ELIZABETH PARK TRUST (QEPT) UPDATE – REPORT NO. AR21/83935****RESOLUTION 2022/21**

Moved: Cr Max Bruins

Seconded: Cr Sonya Meziniec

**CONSIDERATION FOR EXCLUSION OF THE PUBLIC**

Pursuant to section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public, except the Mayor, Councillors and (Council Officers) be excluded from attendance at the meeting for the receipt, discussion and consideration in confidence of Agenda Item 26.4 AR21/83935 Queen Elizabeth Park Trust (QEPT) Update.

The Council is satisfied that, pursuant to section 90(3) (a), (b) and (d) of the Act, the information to be received, discussed or considered in relation to the Agenda Item is:

- information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead)
- information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the Council is
  - conducting business; or
  - proposing to conduct business; or
  - to prejudice the commercial position of the Council
- commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected:
  - to prejudice the commercial position of the person who supplied the information, or



- to confer a commercial advantage on a third party

The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the information to be considered includes information relating to matters that are subject to lease and other negotiations with third parties with whom Council is, and is proposing to conduct, business and whom may a benefit may be conferred if such matters were considered in open, and which may prejudice Council's commercial position.

The public interest in considering such matters in open is outweighed by the objective of obtaining best value and best outcomes associated with the use of public resources for community benefit.

**CARRIED**

Pursuant to Section 74 of the Local Government Act 1999, Cr Max Bruins disclosed a material conflict of interest in Item 26.4:

*"I am a board member of the Queen Elizabeth Park Trust".*

In accordance with Section 74 of the Local Government Act 1999 Cr Bruins did not participate in the meeting for Item 26.4.

Cr Bruins left the meeting at 7:00pm and did not return.

Pursuant to Section 74 of the Local Government Act 1999, Mayor Lynette Martin disclosed a material conflict of interest in Item 26.4:

*"I have a family member who is on the board of the QEPT and will leave the meeting".*

In accordance with Section 74 of the Local Government Act 1999 Mayor Martin did not participate in the meeting for Item 26.4.

Mayor Martin left the meeting at 7:00 pm.

Cr Christian Greco as Deputy Mayor took the chair for item 26.4.

## **RESOLUTION 2022/22**

Moved: Cr Frank Morello

Seconded: Cr Paul Jenner

### **CONSIDERATION FOR KEEPING ITEMS CONFIDENTIAL**

1. In accordance with Sections 91(7) and 91(9) of the *Local Government Act 1999* the Council orders that the report 26.4 AR21/83935 Queen Elizabeth Park Trust (QEPT) Update and its attachments, the discussion and the resolution/s and minutes arising from the report, having been considered by the Council in confidence under Section 90(2) & (3) (a), (b) and (d) be kept confidential and not available for public inspection until 24 months after the matters contained in the report have been finalised or abandoned.
2. Further that Council delegates the power to review, revoke, but not extend the confidential order to the Chief Executive Officer in accordance with the provisions of Section 91(9)(c) of the *Local Government Act 1999*

**CARRIED**

Mayor Martin resumed the meeting at 7:09 pm and resumed the Chair.

**27 MEETING CLOSE**

**The Meeting closed at 7:11pm.**

**The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 22 February 2022.**

.....  
**PRESIDING MEMBER**

**MINUTES OF CITY OF MOUNT GAMBIER SPECIAL COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBER, CIVIC CENTRE, 10 WATSON TERRACE,  
MOUNT GAMBIER ON TUESDAY, 8 FEBRUARY 2022 AT 5.30 P.M.**

**PRESENT:** Mayor Lynette Martin (OAM), Cr Sonya Meziniec, Cr Max Bruins, Cr Paul Jenner, Cr Frank Morello

|                                |   |                   |
|--------------------------------|---|-------------------|
| <b>OFFICERS IN ATTENDANCE:</b> | Chief Executive Officer                           | - Mrs S Philpott  |
|                                | General Manager City Infrastructure               | - Ms B Cernovskis |
|                                | General Manager Corporate and Regulatory Services | - Mr D Barber     |
|                                | General Manager City and Community Growth         | - Mr T Coote      |
|                                | Manager Governance and Property                   | - Mr M McCarthy   |
|                                | Media and Communications Coordinator              | - Ms S McLean     |
|                                | Councillor Support Officer                        | - Mrs M Telford   |

### 1 ACKNOWLEDGEMENT OF COUNTRY

**WE ACKNOWLEDGE THE BOANDIK PEOPLES AS THE TRADITIONAL CUSTODIANS OF THE LAND WHERE WE MEET TODAY. WE RESPECT THEIR SPIRITUAL RELATIONSHIP WITH THE LAND AND RECOGNISE THE DEEP FEELINGS OF ATTACHMENT OUR INDIGENOUS PEOPLES HAVE WITH THIS LAND.**

### 2 APOLOGIES

**RESOLUTION 2022/13**

Moved: Cr Paul Jenner

Seconded: Cr Sonya Meziniec

That the apologies from Cr Christian Greco, Cr Steven Perryman and Cr Kate Amoroso be received.

**CARRIED**

### 3 LEAVE OF ABSENCE

**RESOLUTION 2022/14**

Moved: Cr Max Bruins

Seconded: Cr Frank Morello

That leave of absence from Cr Ben Hood be noted.

**CARRIED**

## 4 COUNCIL REPORTS

### 4.1 CRATER LAKES BUSHFIRE RESPONSE / RECOVERY

#### MOTION

Moved: Cr Sonya Meziniec

Seconded: Cr Frank Morello

1. That Council Report No. AR22/8149 titled 'Crater Lakes Bushfire Response / Recovery' as presented on 08 February 2022 be noted.
2. That the Council approves all expenditure (which may or may not be included in an approved budget) for immediate Crater Lakes fire response and recovery activities such as, but not limited to, road closures, assessment expertise, and safety related materials and contractors for the response and recovery of the Crater Lakes fire area.
3. That the Chief Executive Officer or delegate be authorised to allocate and expend such amounts as approved under resolution 2, noting the costs associated with immediate response and recovery are being captured and will continue to be captured separately in order to account for the impact of the fire event and that longer term program costs will be assessed, reported to Council and budgeted for as needed.
4. The Chief Executive Officer be authorised to procure specialised expertise where required, noting that such procurement may invoke the exception provisions in clause 11 of Councils Procurement Policy, in order for timely response and recovery activities.
5. That, in accordance with paragraph 7.1 of Council's *Local Government Land By-law 2018*, those parts of the Crater Lakes areas that are high risk zones (as depicted on the plan set out at Attachment 1 to this report) be closed to the public at all times on the basis of public safety, until further decision of the Council (or delegate).
6. That, in accordance with Section 234A of the *Local Government Act 1999*, all vehicles (except Council vehicles, emergency vehicles, or such other vehicles or vehicles of a particular class approved by the Council, the Chief Executive Officer or Chief Executive Officer's delegate) be excluded from the roads within those parts of the Crater Lakes areas that are high risk zones (as depicted on the plan set out at Attachment 1 to this report) for a period of 30 days.
7. That the Chief Executive Officer be delegated the authority to review the closure made by Council under paragraph 5 from time to time, to allow for a staged-reopening (and further closing) of such parts of the Crater Lakes area as deemed appropriate by the Chief Executive Officer, when safe to do so.
8. That Council notes that:
  - (a) Signage will be erected or maintained in accordance with Section 238 of the *Local Government Act 1999* to inform the public about the nature of the closure made under paragraph 5;
  - (b) Traffic control devices will be installed or maintained as required under Section 234A to give effect to the resolution passed under paragraph 6;
  - (c) Notice of the resolution passed under paragraph 6, will be given by publication of a notice on the Council's website and by public notice, as defined in Section 4(1aa) of the *Local Government Act 1999*.
  - (d) As part of any review undertaken under paragraph 7:
    - (i) a decision will be made which parts of the area are to remain closed and which parts of the area are safe to open;

- (ii) reopening (or further closing) may occur in part or whole at different times, dependent on the circumstances relative to each part of the area;
  - (e) If, as part of a review undertaken under paragraph 7, parts of the area are considered safe to open and others must remain or be closed, a new plan will be produced and published on Council's website demonstrating which parts of the area are closed and which have reopened;
  - (f) In conjunction with a review undertaken under paragraph 7, the Chief Executive Officer (or delegate) may in accordance with paragraph 6, approve certain vehicles, or vehicles of a particular class or classes, to enter the roads adjacent, surrounding or leading to those areas;
  - (g) If, in the opinion of the Chief Executive Officer, roads within the Crater Lakes area are required to remain closed for a period exceeding 30 days to ensure public safety, that the Chief Executive Officer is authorised to give consideration to, and implement, such other statutory mechanisms as may be required to implement such closures.
  - (h) The power granted by the Council under paragraph 7 may be sub-delegated at the Chief Executive Officer's discretion.
9. That the Council notes with approval, the actions of the Chief Executive Officer and Council Officers in assisting emergency services with the Crater Lakes fire and the subsequent actions in accepting handover and securing the closed site until public safety can be reasonably assured.
10. Council acknowledges and thanks all emergency agencies, staff and volunteers who were involved in fighting the fire, and residents for their assistance in remaining away from the site in the peak of the emergency.

## AMENDMENT

Moved: Cr Max Bruins

Seconded: Cr Paul Jenner

1. That Council Report No. AR22/8149 titled 'Crater Lakes Bushfire Response / Recovery' as presented on 08 February 2022 be noted.
2. That the Council approves all expenditure (which may or may not be included in an approved budget) for immediate Crater Lakes fire response and recovery activities such as, but not limited to, road closures, assessment expertise, and safety related materials and contractors for the response and recovery of the Crater Lakes fire area.
3. That the Chief Executive Officer or delegate be authorised to allocate and expend such amounts as approved under resolution 2, noting the costs associated with immediate response and recovery are being captured and will continue to be captured separately in order to account for the impact of the fire event and that longer term program costs will be assessed, reported to Council and budgeted for as needed. Updated weekly expenditure reporting to be provided to Elected Members via the Friday edition.
4. The Chief Executive Officer be authorised to procure specialised expertise where required, noting that such procurement may invoke the exception provisions in clause 11 of Councils Procurement Policy, in order for timely response and recovery activities.
5. That, in accordance with paragraph 7.1 of Council's *Local Government Land By-law 2018*, those parts of the Crater Lakes areas that are high risk zones (as depicted on the plan set out at Attachment 1 to this report) be closed to the public at all times on the basis of public safety, until further decision of the Council (or delegate).
6. That, in accordance with Section 234A of the *Local Government Act 1999*, all vehicles (except Council vehicles, emergency vehicles, or such other vehicles or vehicles of a

particular class approved by the Council, the Chief Executive Officer or Chief Executive Officer's delegate) be excluded from the roads within those parts of the Crater Lakes areas that are high risk zones (as depicted on the plan set out at Attachment 1 to this report) for a period of 30 days.

7. That the Chief Executive Officer be delegated the authority to review the closure made by Council under paragraph 5 from time to time, to allow for a staged-reopening (and further closing) of such parts of the Crater Lakes area as deemed appropriate by the Chief Executive Officer, when safe to do so.
8. That Council notes that:
  - (a) Signage will be erected or maintained in accordance with Section 238 of the *Local Government Act 1999* to inform the public about the nature of the closure made under paragraph 5;
  - (b) Traffic control devices will be installed or maintained as required under Section 234A to give effect to the resolution passed under paragraph 6;
  - (c) Notice of the resolution passed under paragraph 6, will be given by publication of a notice on the Council's website and by public notice, as defined in Section 4(1aa) of the *Local Government Act 1999*.
  - (d) As part of any review undertaken under paragraph 7:
    - (i) a decision will be made which parts of the area are to remain closed and which parts of the area are safe to open;
    - (ii) reopening (or further closing) may occur in part or whole at different times, dependent on the circumstances relative to each part of the area;
  - (e) If, as part of a review undertaken under paragraph 7, parts of the area are considered safe to open and others must remain or be closed, a new plan will be produced and published on Council's website demonstrating which parts of the area are closed and which have reopened;
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The Amendment was put and

**CARRIED**

The Amendment became the motion

**RESOLUTION 2022/15**

Moved: Cr Max Bruins  
Seconded: Cr Paul Jenner

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- CARRIED**

**5 MEETING CLOSE**

**The Meeting closed at 5.55.**

**The minutes of this meeting were confirmed at the Ordinary Meeting of the City of Mount Gambier held on 15 February 2022.**

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**PRESIDING MEMBER**