

11 January, 2018

**MAYOR
COUNCILLORS
CITY OF MOUNT GAMBIER**

1. **NOTICE** is given that a meeting of the Council of the City of Mount Gambier will be held at the Council Chamber, Civic Centre, 10 Watson Terrace, Mount Gambier **on Tuesday, 16 January, 2018 at 6.00 p.m.**
2. **NOTICE** is given that the Standing Committees (Committee Room and Level 1 Conference Room) and Council Development Assessment Panel (Level 1 Conference Room) will meet at the Civic Centre, 10 Watson Terrace, Mount Gambier on the days and dates as follows:

Strategic Standing Committee	Monday 12th February
Operational Standing Committee	Tuesday 13th February
Council Assessment Panel	Thursday 15th February

An agenda for the meeting is enclosed.



Mark McSHANE
CHIEF EXECUTIVE OFFICER

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4. MAYORAL REPORT - Ref. AF11/881

That the Mayoral report made on 16 January 2018 be received.

Moved:

Seconded:

5. REPORTS FROM COUNCILLORS - Ref. AF11/882

Member

.....

.....

That the reports made by Councillors on 16 January 2018 be received.

Moved:

Seconded:

6. QUESTIONS

6.1. With Notice

Nil submitted.

6.2. Without Notice

7. PETITIONS

Nil

8. DEPUTATIONS

Nil

9. NOTICE OF MOTION TO RESCIND

Nil

10. ELECTED MEMBERS WORKSHOPS (INFORMAL GATHERINGS) - Ref. AF15/83

Nil

11. ELECTED MEMBER TRAINING AND DEVELOPMENT - Ref. AF11/903

Nil submitted.

12. COUNCIL ACTION ITEMS - Ref. AF17/225, AF17/228

Items referred to the Council Meeting held 19 December 2017.

That the Action Items referred to the Council Meeting held 19 December 2017 be received.

Moved:

Seconded:



13. COMMITTEE MINUTES AND RECOMMENDATIONS

13.1. Minutes of Junior Sports Assistance Fund Committee - 13 December 2017

That the minutes of the Junior Sports Assistance Fund Committee meeting held 13 December 2017 be noted.

Moved:

Seconded:

13.2. Correspondence Received - Report No. AR17/48883

- (a) That Junior Sports Assistance Fund Committee Report No. AR17/48883 titled 'Correspondence Received' dated 4 December 2017 as presented to the Junior Sports Assistance Fund Committee on 13 December 2017 be noted.

Moved:

Seconded:

13.3. Statement of Revenue and Expenses - 1/6/2017 to 31/10/2017 - Report No. AR17/48902

- (a) That Junior Sports Assistance Fund Committee Report No. AR17/48902 titled '*Statement of Revenue and Expenses - 1/6/2017 to 30/31/10/2017*' dated 4 December 2017 as presented to the Junior Sports Assistance Fund Committee on 13 December 2017 be noted.
- (b) The financial statement of the Fund as at 31st October 2017 be received noting a cash balance of \$77,725.

Moved:

Seconded:

13.4. Applications for Financial Assistance for Juniors and Payment from the Fund from 1/6/2017 to 30/11/2017 - Report No. AR17/48948

- (a) That Junior Sports Assistance Fund Committee Report No. AR17/48948 titled '*Applications for Financial Assistance for Juniors from 1/6/2017 to 30/11/2017*' dated 4 December 2017 as presented to the Junior Sports Assistance Fund Committee on 13 December 2017 be noted.

Moved:

Seconded:

13.5. Coaching Clinic Applications - Annual Call - Report No. AR17/49361

- (a) That Junior Sports Assistance Fund Committee Report No. AR17/49361 titled '*Coaching Clinic Applications - Annual Call*' dated 5 December 2017 as presented to the Junior Sports Assistance Fund Committee on 13 December 2017 be noted.
- (b) The following application(s)/funding be made available to the Member Organisation named below to assist in the conduct of specialised coaching clinics in accordance with the guidelines for such Clinics and funded by the Mount Gambier and District Bendigo Community Bank:



- (i) Blue Lake Y Swim Club Inc. and Mount Gambier Swimming Club - \$1,600
- (ii) Mount Gambier Golf Club - \$2,000
- (iii) Basketball Mount Gambier - \$1,400
- (a) Mount Gambier Golf Club to commence High Performance Sport Program by the end of February, 2018 and if the program does not proceed, the \$2,000 allocated is to be returned in total and readvertised to member organisation.
- (b) The successful Member Organisations to be reminded of their obligations to the Bank as detailed in the report.

Moved:

Seconded:

13.6. Minutes of Audit Committee - 15 December 2017

That the minutes of the Audit Committee meeting held 15 December 2017 be noted.

Moved:

Seconded:

13.7. Policy Review – B300 – Budget Framework Policy – Report No. AR17/48217

- (a) That Audit Committee Report No. AR17/48217 titled '*Policy Review – B300 – Budget Framework Policy*' as presented to the Audit Committee on 15 December 2017 be noted.
- (b) That Council adopts the updated Council Policy '*B300 – Budget Framework Policy*' as attached to Audit Committee Report No. AR17/48217.

Moved:

Seconded:

13.8. Policy Review – T150 Finance – Treasury Management – Report No. AR17/47943

- (a) That Audit Committee Report No. AR17/47943 titled '*Policy Review – T150 Finance – Treasury Management*' as presented to the Audit Committee on 15 December 2017 be noted.
- (b) That Council adopts the updated Council Policy '*T150 Finance – Treasury Management*' be adopted as attached to Audit Committee Report No. AR17/47943.

Moved:

Seconded:

13.9. Control Track Implementation Update – Report No. AR17/48838

- (a) That Audit Committee Report No. AR17/048838 titled '*Control Track Implementation Update*' as presented to the Audit Committee on 15 December 2017 be noted.

Moved:

Seconded:



13.10. Audit Committee - Terms of Reference Review - Report No. AR17/49265

- (a) That Audit Committee Report No. AR17/49265 titled '*Audit Committee Report – Terms of Reference Review*' as presented to the Audit Committee on 15 December 2017 be noted.
- (b) That Council adopts the updated Audit Committee Terms of Reference as reviewed and amended by the Audit Committee and provided as Attachment 1 to the report AR17/49265 titled '*Audit Committee - Terms of Reference Review*' and re-presented to Council on 16 January 2018.

Attachment 1 (AR17/48783): Terms of Reference for Councils Audit Committee

Moved:

Seconded:

13.11. Audit Committee – Annual Work Program Review - Report No. AR17/49264

- (a) That Audit Committee Report No. AR17/49264 titled '*Audit Committee Work Program Review*' as presented to the Audit Committee on 15 December 2017 be noted.
- (b) That Council adopts the updated Audit Committee Annual Work Program as reviewed and amended by the Audit Committee in Attachment 1 to the report AR17/49264 titled '*Audit Committee – Annual Work Program Review*' and re-presented to Council on 16 January 2018.

Attachment 1 (AR17/49685): Audit Committee – Annual Work Program 2018-2019

Moved:

Seconded:

13.12. Minutes of Chief Executive Officer Performance Review Committee - 18 December 2017

That the minutes of Chief Executive Officer Performance Review Committee meeting held 18 December 2017 be noted.

Moved:

Seconded:

13.13. Minutes of Heritage Sub-Committee - 20 December 2017

That the minutes of the Heritage Sub-Committee meeting held 20 December 2017 be noted.

Moved:

Seconded:

13.14. GOVERNANCE - Heritage Committee - Further Development of Work Plan - Ref. AF17/294

Continue with the development of a work plan to include the following items;

- Extend historic bollards
- Identify and promote Boandik sites of cultural significance
- Establish a Pioneer Walk: (e.g. buy a brick)



- Writing history classes
- Establish long term heritage action plan
- Street names signage historical list (update digitalising and make available online)
- Preserve Moorak Station (Tenison Woods)
- Migrant History

Moved:

Seconded:

13.15. GOVERNANCE - Heritage Committee - Rook Walk Celebration - Ref. AF17/294

- (a) That the verbal report from General Manager Community Wellbeing regarding inclusion of Rook Walk in 2018 Community Wellbeing programming be noted.
- (b) Ascertain from Council if Rook Walk requires any significant maintenance to be addressed before November 2018 celebrations.
- (c) The proposed structure of events and associated budget for the Rook Walk 100 Year Celebration be discussed and developed at the next meeting.

Moved:

Seconded:

13.16. GOVERNANCE - Committees - Heritage Sub Committee 2017 – New Member Nominations for Appointment – Ref. AF17/294

That David Burt and Alexandra Nicholson be nominated for appointment to the Heritage Sub-Committee.

Moved:

Seconded:

13.17. Minutes of Council Assessment Panel – 21 December 2017

That the minutes of the Council Assessment Panel meeting held 21 December 2017 be noted.

Moved:

Seconded:

14. COUNCIL REPORTS

Council Reports commence on the following page.



14.1. **Community Plan – Quarterly Summary KPI Report – December 2017 – Report No. AR17/51587**

COMMITTEE	Council
MEETING DATE:	16 January 2018
REPORT NO.	AR17/51587
RM8 REFERENCE	AF14/461
AUTHOR	Tracy Tzioutziouklaris
SUMMARY	This report provides Council with the December 2017 quarterly report on the achievement of the Key Performance Indicators for the delivery of the Community Plan – The Futures Paper 2016-2020.
COMMUNITY PLAN REFERENCE	Goal 1: Our People
	Goal 2: Our Location
	Goal 3: Our Diverse Economy
	Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage

REPORT RECOMMENDATION

- (a) Strategic Standing Committee Report No. AR17/51587 titled '*Community Plan Summary KPI Report - September*' as presented to the Council on 16 January 2018 be noted.
- (b) The December 2017 Quarterly Summary KPI report be received and endorsed by Council.

Moved:

Seconded:



Background

The Local Government Act 1999 (the Act) prescribes that councils must have a suite of Strategic Management Plans in place including:

- Strategic Plan (also referred to as a Community Plan)
- Long Term Financial Plan (LTFP)
- Infrastructure and Asset Management Plan (IAMP)
- Annual Business Plan & Budget (ABP&B).

Council's Community Plan 2016-2020, together with the Futures Paper are the key strategic guiding documents for Council; and are supported by the LTFP, the IAMP and the ABP&B. Collectively, the suite of management plans identify the direction, strategies, infrastructure, services and facilities that Council will provide for the Community. The Act requires that the LTFP and IAMP to cover a period of at least ten years.

In addition to the suite of Strategic Management Plans, Council has other themed and supporting strategies (e.g. Youth Strategy, Digital Strategy, etc.) addressing areas of focus for Council. The themed and supporting strategies align in both direction and timeframe to Council's Community Plan, inform the allocation of Council resources and the delivery of services to its community.

Discussion

Key Performance Indicators (KPIs) have been developed to enable reporting on the Community Plan – The Futures Paper 2016-2020. Council endorsed the current set of KPIs at its July 2017 meeting.

The Community Plan was a significant departure from the previous strategic plan and Council has undertaken an extensive process to review services delivered and the organisational structure to ensure the aspirations identified within the Community Plan are delivered efficiently and effectively.

The current Community Plan KPIs have been updated in Council's Performance Manager system, with reporting on achievements and progress against the KPIs occurring quarterly, most recently the quarter ending 31 December 2017.

Conclusion

This report provides the achievements and progress of the aspirations identified within the Community Plan 2016-2020 for the quarter ended 31 December 2017.

Attachments

[Attachment 1 \(AR18/1156\): December 2017 Quarterly KPI report – Community Plan](#)



Tracy TZIOUTZIOUKLARIS
MANAGER BUSINESS AND STRATEGIC PLANNING



Pamela LEE
GENERAL MANAGER COUNCIL BUSINESS SERVICES

20 December 2017



14.2. Works in Progress – City Infrastructure – Report No. AR18/164

COMMITTEE	Council
MEETING DATE:	16 January 2018
REPORT NO.	AR18/164
RM8 REFERENCE	AF17/243
AUTHOR	Daryl Morgan
SUMMARY	Update of works that are currently being undertaken and/or completed by the City Infrastructure Department.
COMMUNITY PLAN REFERENCE	Goal 2: Our Location

REPORT RECOMMENDATION
(a) That Operational Standing Committee Report No. AR18/164 titled ' <i>Works in Progress - City Infrastructure</i> ' as presented to the Council on 16 January 2018 be noted.

Moved:

Seconded:



Background

Works in progress and works completed are reported on a monthly basis to Council as part of the governance process to ensure planned and budgeted infrastructure works are completed in a timely manner.

Discussion

The following projects have field work currently in progress:

Commenced Tasks	% Completed
• Reuse Market site earthworks / tree removal	90%
• Sturt Street road reconstruction	50%
• Railway Terrace reconstruction	50%
• Rail Trail (stage 2) shared path	20%
• Footpath reseals	50%
• Hotmix intersections	40%
• Valley Lakes Disc Golf	90%
• Car park resurfacing program	10%
• Caroline landfill cell 2 capping	30%

Completed Tasks

- Crouch Street footpath paving (CBD works)
- Margaret Street walkway / toilets
- Don McDonnell Reserve sporting equipment

Conclusion

It is recommended that this report be received and noted for information by Council.



Daryl MORGAN
MANAGER ENGINEERING DESIGN & CONTRACTS



Nick SERLE
GENERAL MANAGER CITY INFRASTRUCTURE

2 January 2018
SW



14.3. Policy Review - L230 Planning - Licensed Premises - Report No. AR17/51369

COMMITTEE	Council
MEETING DATE:	16 January 2017
REPORT NO.	AR17/51369
RM8 REFERENCE	AF11/1612
AUTHOR	Tracy Tzioutziouklaris
SUMMARY	The first stage of the South Australian State Government's liquor licensing reforms commenced on 18 December 2017.
COMMUNITY PLAN REFERENCE	Goal 1: Our People
	Goal 2: Our Location
	Goal 3: Our Diverse Economy
	Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage

REPORT RECOMMENDATION

- (a) Strategic Standing Committee Report No. AR17/51369 titled 'Policy Review - L230 Planning - Licensed Premises' be received.
- (b) Updated Council Policy 'L230 - Planning - Licensed Premises' be adopted as attached to Council Report No. AR17/51369.
- (c) That the adopted Council Policy 'L230 - Planning - Licensed Premises' be updated on Council's website.

Moved:

Seconded:



Background

South Australia's liquor licensing system is being comprehensively reformed, starting with several changes on 18 December 2017.

The purpose of the reforms are to create a contemporary and safe liquor licensing system, cut red tape and remove or modify outdated and irrelevant restrictions, thereby reducing regulatory burden and creating more efficient processes for the industry.

Discussion

The reforms are being implemented on a staged approach, with the first stage having commenced on 18 December 2017.

In particular the changes that impact on Council include:

Council Consents	<ul style="list-style-type: none"> Business will still need to abide by the conditions of their development approval and other Council consents. An applicant for a liquor licence will need to confirm they have all of the required Council approvals/consents before their liquor licence is approved.
Trading hour changes	<ul style="list-style-type: none"> Licensed businesses will now be allowed to sell liquor on Christmas Day, the day after Christmas Day, Good Friday, the day after Good Friday and New Year's Eve according to the trading hours that apply to that day of the week. They will also be able to trade until 2am on New Year's Day without applying for extended trading hours. In addition, holders of hotel, club and special circumstances licences will have more flexible trading hours on Sunday. Businesses still need to abide by the Late Night Trading Code of Practice when trading after 12am. This includes taking measures to minimise alcohol related anti-social behaviour near licensed venues, such as queue management.
Removal of entertainment consent	<ul style="list-style-type: none"> Businesses will no longer require special consent to host a range of entertainment, including live music. Entertainment consent will still be required for prescribed items, such as adult entertainment. All licensed premises are required to comply with the General Code of Practice, and need to take reasonable steps to prevent undue noise and disturbance to people who live or work in the area when hosting entertainment. This also applies to taking steps to manage the conduct of people who are going to and from the venue.
Notice of liquor licence applications	<ul style="list-style-type: none"> Under the new laws, people who submit a liquor licence application will no longer be automatically required to notify council and neighbours of their application. These changes aim to reduce administrative burden for licence holders, and streamline the application process. Members of the public will be informed of applications by a notice on the premises or land. In addition, notices of application will be published on the CBS website. Applicants can choose to provide council with copy of their application, where planning approvals aren't required. The Commissioner can also require an applicant to do so in appropriate cases.
Notice of liquor licence applications contd.	<ul style="list-style-type: none"> All licence applications that require advertising will be published on the Consumer and Business Services website, allowing you to track applications within your council boundary. This reduces the steps that businesses need to take, and the flow of paperwork between government offices, while continuing to make relevant information available to councils.



<p>Raising complaints</p>	<ul style="list-style-type: none"> • If there are ongoing problems with noise, council and local residents can make a complaint to the Commissioner. In order to resolve the matter, which may occur through conciliation or a hearing, extra conditions may be added to the licence.
<p>Council Policy L230 - Licenced Premises</p>	<ul style="list-style-type: none"> • This document sets out the City of Mount Gambier's (Council) policy for Licenced Premises within the Council Area. • This Policy refers to: <ul style="list-style-type: none"> ○ The Granting of Permits or Consents – Licensed Premises; and ○ The Granting of Permits or Consents – Limited Licenses. • Pursuant to the reforms as introduced, a letter of consent is no longer required from Council in relation to Licensed Premises or limited licenses. • On this basis, Council Policy L230 - Licenced Premises has been reviewed and is presented with the proposed changes.

Conclusion

The South Australian Government's Consumer and Business Services (CBS) is responsible for administering the Liquor Licensing Act in South Australia and not Council.

The purpose of the reforms are to create a contemporary and safe liquor licensing system, cutting red tape and removing or modifying outdated and irrelevant restrictions. This is to reduce regulatory burden and create more efficient processes for the industry.

Council's involvement in the consideration of liquor licence applications has been significantly reduced.

Attachments

[Attachment 1 \(AR17/51389\): Draft - Operational Services Policy L230 - Licensed Premises](#)



Tracy TZIOUTZIOUKLARIS
 MANAGER BUSINESS AND STRATEGIC PLANNING



Pamela LEE
 GENERAL MANAGER COUNCIL BUSINESS SERVICES

2 January 2018
 AL



14.4. Review of Valuation and Rating System 2018/2019 - Report No. AR17/46556

COMMITTEE	Council
MEETING DATE:	16 January 2018
REPORT NO.	AR17/46556
RM8 REFERENCE	AF11/2290
AUTHOR	Jo Scheidl
SUMMARY	Review of Valuation and Rating System for the 2018/2019 financial year.
COMMUNITY PLAN REFERENCE	Goal 1: Our People
	Goal 3: Our Diverse Economy

REPORT RECOMMENDATION
<p>(a) That Council Report No. AR17/46556 titled '<i>Review of Valuation and Rating System 2018/2019</i>' as presented to the Council on 16 January 2018 be noted.</p> <p>(b) That the rating assumptions and directions referred to in this Report be used to prepare Council's draft Annual Business Plan and draft Budget for 2018/2019 for Council's future consideration.</p>

Moved:

Seconded:



Background

Following a major review of Council's Valuation and Rating methodology Council adopted in March 2004, a new rating structure with the following principle elements:

- Capital Valuation (changed from Site Value)
- Differential rating based on land use (using the Local Government Land use codes)
- A Fixed charge (instead of minimum charge)
- Fixed charge to raise 45% of Council's general rate revenue – the remainder by the traditional valuation based rate in the dollar (to avoid rate increases as a result of periodic fluctuations in valuations)
- Rate capping for certain ratepayer classes.

Discussion

There are a number of rating assumptions used as a basis for Council's rating strategy that in accordance with Council's Policy 105 Rating, require confirmation on an annual basis for incorporation in rates modelling and the budgeting process. These include:

1. Fixed Charge

Council's fixed charge is currently \$630.30 which continues to raise approximately half (45%) of Council's overall general rate revenue.

This principle continues to be accepted as fair and equitable system rather than the historic methodology where the entire rate base was calculated on the property valuation multiplied by a rate in the dollar principle.

By maintaining this principle, Council achieves its initial aim of 'future proofing' its rating structure against the periodic vagaries of the property valuation system.

2. Differential General Rates

Council's differential general rates have been set on the following basis:

- Residential rate = 100%
- Commercial, Industrial and Vacant Land differential is set at +170% of the Residential rate
- All other land uses (Primary Production and Other) are set at the Residential differential.

Recent South Australian Local Government rates comparison indicates the following average comparative figures:

	<u>Mount Gambier</u> 2017/2018	<u>Mount Gambier</u> 2016/2017	<u>Metro</u> 2016/2017	<u>Rural</u> 2016/2017
Residential	\$1,145	\$1,101	\$1,505	\$1,295
Fixed Charge	\$ 630	\$607	\$541	\$398
Average Increase	\$ 44	\$40	\$40	\$41

Source: Local Government Association 2016/2017 Rating Survey

Note: LGA advised in December 2017 that the LGA's Rating Survey report for 2017/2018 would be available to councils by 31/12/2018. Council enquired through the LGA on 8 January 2018 and were advised that the due date for the Rating Survey was now 31 January 2018. The 2016/2017 metro and rural comparable data has been included in the absence of the LGA Rating Survey data 2017/2018 for metro and rural being unavailable for inclusion in this report.



There are a number of rating assumptions used as a basis for Council's rating strategy that in accordance with Council's Policy 105 Rating, require confirmation on an annual basis for incorporation in rates modelling and the budgeting process. These include:

3. Fixed Charge

Council's fixed charge is currently \$630.30 which continues to raise approximately half (45%) of Council's overall general rate revenue.

This principle continues to be accepted as fair and equitable system rather than the historic methodology where the entire rate base was calculated on the property valuation multiplied by a rate in the dollar principle.

By maintaining this principle, Council achieves its initial aim of 'future proofing' its rating structure against the periodic vagaries of the property valuation system.

4. Differential General Rates

Council's differential general rates have been set on the following basis:

- Residential rate = 100%
- Commercial, Industrial and Vacant Land differential is set at +170% of the Residential rate
- All other land uses (Primary Production and Other) are set at the Residential differential.

Recent South Australian Local Government rates comparison indicates the following average comparative figures:

	<u>Mount Gambier</u> 2017/2018	<u>Mount Gambier</u> 2016/2017	<u>Metro</u> 2016/2017	<u>Rural</u> 2016/2017
Residential	\$1,145	\$1,101	\$1,505	\$1,295
Fixed Charge	\$ 630	\$607	\$541	\$398
Average Increase	\$ 44	\$40	\$40	\$41

Source: Local Government Association 2016/2017 Rating Survey

Note: LGA advised in December 2017 that the LGA's Rating Survey report for 2017/2018 would be available to councils by 31/12/2018. Council enquired through the LGA on 8 January 2018 and were advised that the due date for the Rating Survey was now 31 January 2018. The 2016/2017 metro and rural comparable data has been included in the absence of the LGA Rating Survey data 2017/2018 for metro and rural being unavailable for inclusion in this report.

5. Rate Capping – Residential (Principal Place of Residence)

Inequities that may arise in the way residential rates are raised across the Council are addressed via a 15% "rate cap" that is applied to any residential (principal place of residence) properties. Conditions apply refer Council's *Policy R155 Rate Rebate* section 9.1.

6. Vacant Land Rate Rebate

Council introduced this rebate to assist ratepayers who have purchased land for residential purposes (as opposed to purchase for speculation).

The vacant land rate is + 170% on residential land rate.

If the ratepayer can demonstrate to the Council that the vacant land is to be used for residential purposes in the short term (i.e. owner intends to develop in the short term as their principal place of residence) as opposed to holding for speculation purposes, then a rebate is available.



Given the 2010 boundary adjustment and the resultant availability of 'new' land area within the City, Council considered that a relaxation of the previous high differential on vacant land (to encourage development) was justified.

7. Other Rate Relief Options

Mandatory and Discretionary Rate Rebates, Postponement of Rates for Seniors and Hardship provisions continue to be available in accordance with the Local Government Act and Council's *Policy R155 Rates Rebate* criteria where applicable.

8. Rate Rebates

Since the State Government relaxed the Local Government Act 1999 in relation to mandatory rate rebate provisions (which essentially gave community housing associations automatic rate rebates) there has been a steady growth in the number of properties and value of rebates required to be provided by Council.

Such properties, many of which are former South Australian Housing Trust properties, now being transferred to the Community Housing sector, are able to claim the mandatory 75% rate rebate on Council rates due to the amended legislation.

This has had a significant financial impact on Council's budget.

In the 2017/2018 rating year, Council provided approximately \$157,000 in rate rebates (0.80% of rate revenue) that related to 153 Community Housing properties.

The growth in mandatory rate rebates provided by Council is expected to continue as the State Government divests its social housing to the community housing sector at the expense of Local Government. Council currently has 1,101 South Australian Housing Trust and 20 Aboriginal Housing Authority homes collecting a total of \$1,088,517.32 in rates for the 2017/2018 financial year. Over 4,000 South Australian Housing Trust properties have been transferred to Community Housing in the surrounding Council area this financial year.

Recent years have seen significant growth in mandatory and discretionary rebates and a corresponding impact to Council's budget as follows:

Financial Year	No. of Properties	Value of Rebate
2014/2015	182	\$166,000
2015/2016	185	\$177,801
2016/2017	214	\$197,486
2017/2018	223	\$221,249 (to 31/12/2017)

Other considerations

9. Rate capping

The SA Liberal Party have been steadfast in their belief of a 'rate Capping' system. This position was one the Liberal Party took to the 2014 State election. The SA Liberal Party have stated that if elected in March 2018, the *"Marshall Liberal Government will apply a rate-capping policy and allow an independent regulator to set the rate rise councils are allowed to apply based on the cost of services councils provide."* Rate capping refers to a percentage limit being placed on the amount that councils can increase their total revenue from council rates each financial year.



10. Lands Titles Office

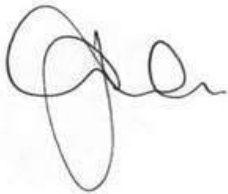
The South Australian Government has now finalised a \$1.6 billion deal to privatise the State's Lands Titles Office. A commercial consortium known as Land Services SA has won the right to manage the state's system of land titles and registry for the next 40 years, including the right to commercialise related data, subject to government approval.

The Lands Titles Office holds the registry of the state's property titles, including information about who owns property, when it was purchased and its valuation. The Government would continue to set fees and charges for title searches and other land services. Whilst the valuation of South Australian properties will be undertaken by the new owners, Land Services SA; the Valuer-General of South Australia remains the state's independent authority on property valuations and is proposing to oversee all significant government property valuations and council rating valuations.

Each year the Valuer-General revisits the values of property sold, land divisions, developments and other pockets within the city, however, the Valuer-General has undertaken to complete a full valuation of all properties within South Australia over the next 12 months. The impact of this full valuation will be unknown until data is received by Council.

Conclusion

The rating assumptions and directions referred to in this Report are recommended to Council for consideration for use in preparing Council's draft Annual Business Plan and draft Budget for the 2018/2019 financial year.



Jo SCHEIDL
SENIOR RATES OFFICER



Pamela LEE
GENERAL MANAGER COUNCIL BUSINESS SERVICES

2 January 2018



14.5. Change of Road Name – Lakes Park Drive to Valley Court - Report No. AR17/50601

COMMITTEE	Council
MEETING DATE:	16 January 2018
REPORT NO.	AR17/50601
RM8 REFERENCE	AF11/1251
AUTHOR	Jessica Porter
SUMMARY	After consultation with the Development Assessment Commission (Land Division Branch) and the Lands Title Office, Council has been advised that in order to remedy the inconsistency, it must formally change the road name pursuant to Section 219 of the Local Government Act 1999.
COMMUNITY PLAN REFERENCE	Goal 2: Our Location

REPORT RECOMMENDATION

- (a) That Council Report No. AR17/50601 titled '*Change of Road Name – Lakes Park Drive to Valley Court*' as presented to the Council on 16 January 2018 be noted.
- (b) That Council resolve to change the name of the road from Lakes Park Drive to Valley Court; and
- (c) Council staff proceed to implement the road name change pursuant to Section 219 of the Local Government Act 1999 (i.e. Gazette notice; notification to Registrar-General, Surveyor-General and the Valuer-General; notice in The Border Watch).

Moved:

Seconded:



Background

It has been brought to Council's attention that there is a discrepancy in the road name shown on the approved land division plan for the Lakes Park Drive land division (381/D024/13: 381/002/2014) and the official plans lodged with the Lands Title Office (LTO). This discrepancy relates to the road that runs parallel to Glenelg River Road. A copy of the relevant plans have been attached for Members perusal at Attachment 1 & 2.

In accordance with the plans as approved by Council on 26 August 2014, the road is known as 'Valley Court'. The plans that were submitted to the LTO show the road as 'Lakes Park Drive'. All subsequent Certificates of Title currently show 'Lakes Park Drive' as the road name.

After consultation with the Development Assessment Commission (Land Division Branch) and the Lands Title Office, Council has been advised that in order to remedy the inconsistency, it must formally change the road name pursuant to Section 219 of the Local Government Act 1999.

Discussion

Under Section 219 of the Local Government Act 1999, Council has the power to assign a name, or change the name, of a road or public place.

During Council's assessment of the land division application (pursuant to the Development Act 1993) a new road was approved to run parallel to Glenelg River Road. Initially, the Applicant had indicated that they wished for this new road to be called 'Lakes Park Drive', as an extension to the existing road known as Lakes Park Drive. Upon consultation with Council, it was decided that in order to avoid confusion and to adhere to Council's Street Naming policy, the new road would be known as 'Valley Court'. Amended plans were submitted and subsequently approved.

Since this time, according to Council records (and the records held by the DAC – Land Division Branch) the road and its related properties are known as 'Valley Court'. However, the plans that were obtained by the LTO show the road name as 'Lakes Park Drive'; therefore all current Certificates of Title incorrectly identify 'Lakes Park Drive' as the road name.

Conclusion

To remedy this road name inconsistency, Council has been advised by the LTO that it must formally change the road name through the Section 219 process.

Attachments

[Attachment 1 \(PR17/7449\): Stamped Final Plan – Certificate of Approval \(CoA\) – DA 381/02/2014 – 381/D024/13](#)

[Attachment 2 \(PR17/10645\): Lands Title Office DP116388 – Incorrect Street Name](#)



Jessica PORTER
PLANNING OFFICER



Dr Judy NAGY
GENERAL MANAGER CITY GROWTH

19 December 2017



14.6. Planning, Development and Infrastructure Act 2016 – Regional Planning Alliance Project – Joint Planning Board - Report No. AR18/35

COMMITTEE	Council
MEETING DATE:	16 January 2017
REPORT NO.	AR18/35
RM8 REFERENCE	AF17/522
AUTHOR	Tracy Tzioutziouklaris
SUMMARY	This report provides an update outlining actions and projects investigating a regional approach to planning functions and decision making pursuant to the Planning Development and Infrastructure Act 2016.
COMMUNITY PLAN REFERENCE	Goal 1: Our People
	Goal 2: Our Location
	Goal 3: Our Diverse Economy
	Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage

REPORT RECOMMENDATION

- (a) Council Report No. AR18/35 titled 'Planning, Development and Infrastructure Act 2016 – Regional Planning Alliance Project – Joint Planning Board' as presented to Council on 16 January 2018 be noted.
- (b) This matter be referred to the Informal Meeting of Elected Members scheduled for Tuesday 23 January 2018 for further information and discussion.

Moved:

Seconded:



Background

At its meeting held in February 2015 Council determined:

- a) *Operational Services Report No. 5/2015 be received;*
- b) *Council receives and notes the SELGA (now LCLGA) Discussion Paper: Regional Planning Alliance Project: Investigating a Regional Approach to Planning Functions and Decision Making (2014);*
- c) *Council endorse the formation of the SELGA Regional Alliance Implementation Group;*
- d) *Nominate Cr Ian Von Stanke and Mr Daryl Sexton, Director – Operational Services as the City of Mount Gambier representatives on the SELGA Regional Planning Alliance Implementation Group;*
- e) *Provides in principle support and endorses the Regional Planning Alliance Memorandum of Understanding;*
- f) *Council note the Work Plan for January-June 2016, and proposed program to deliver the project in 2015-2016;*
- g) *Council endorses the Work Plan for the remainder of 2014/2015, including the commencement of a tender process to provide accurate costings of the process, on the expectation that any investigations include a thorough triple bottom line analysis. The investigations must conclude that the Regional Planning Alliance Project will not result in a net cost increase to the City of Mount Gambier or a loss of service to the City's residence. It is expected that any investigations, particularly in relation to the creation of a Regional Planning Authority address the following:*
 1. *Development of a clear model of the Regional Planning Authority, together with a thorough triple bottom line analysis;*
 2. *Compatibility of computerized records systems to be addressed;*
 3. *Clear and concise details of the proposed governance structure of the Regional Planning Authority;*
 4. *Clarification on whether this model includes all development assessment functions, all being undertaken by the Authority and not Council. If this is the case, industrial relations/HR issues/physical assets, need to be discussed and addressed as part of the business case development; and*
 5. *Clarification on the legal requirements to implement the Regional Planning Authority model.*
- h) *Council advise the SELGA Executive Officer of the above resolution.*

Discussion

The SELGA Regional Alliance Implementation Group commenced its activities/investigations around the same time of the review of the Development Act 1993 by the State Government, with the new Planning, Development and Infrastructure Act (the PDI Act) being proclaimed in 2016.

New provisions within the PDI Act that directly relate to the Regional Planning Alliance Project or help to enable/facilitate the implementation of the Regional Planning Alliance Project include:

- The creation of Planning Regions
- Joint Planning Boards
- Regional Plans; and
- Regional Assessment Panels.



Planning Regions

The PDI Act provides for the state of South Australia to be divided into 'planning regions' by the State's Governor. The main purpose of a planning region is to define the area for Regional Plans over which collaborative arrangements may be established for planning and other relevant service delivery or programs. The establishment of planning regions is also important for a number of other subsequent parts of the legislation.

The City of Mount Gambier is located within the Limestone Coast Region. Other Council's included in the Limestone Coast Region are:

- District Council of Grant
- District Council of Wattle Range
- District Council of Robe
- District Council of Kingston
- District Council of Naracoorte Lucindale; and
- District Council of Tatiara.

Together these 7 councils are represented as a region by the Limestone Coast Local Government Association.

The Limestone Coast region would transfer well to a Planning Region. Provision also exists for the Minister to establish subregions. Subregions could be used where there are commonalities shared in one area that do not extend to the other area of the region. In the Limestone Coast possible subregions could be the Upper Limestone Coast region and the Lower Limestone Coast region.

Planning Agreements and Joint Planning Boards (JPBs)

The PDI Act provides for groups of councils to enter into 'Planning Agreements' with the Minister for Planning.

A Planning Agreement is a long term arrangement that allows for planning/development functions to be delegated to regional groupings of councils, subject to agreed performance measures and targets. Where relevant, other entities may be party to an agreement. Examples of these other entities could be the Natural Resource Management Board and Regional Development Australia. A Council with any part of its area that is to be included in a Planning Agreement must be invited to be a party to the agreement.

Each Planning Agreement is to be delivered by establishing a 'Joint Planning Board' (with between 3 and 7 members) to perform agreed functions (for example Regional Planning or assessment). The process of establishing a board has been flexibly designed to allow for parties to determine the arrangements that suit them best.

In addition to allowing for planning powers to be delegated to Joint Planning Boards, Planning Agreements may also include other matters that may be agreed by other Ministers (for example, regional development or natural resource management).

PDI Act – Statutory Instruments

The PDI Act 2016 enables the preparation of State Planning Policies that collectively define the high level priorities of the State. In turn these policies will inform Regional Plans and the Planning and Design Code.

The table below compares the policies/plans of the new system (the PDI Act) with the current system pursuant to the Development Act 1993.



Planning Development and Infrastructure Act 2016	Responsible Organisation	Development Act 1993	Responsible Organisation
State Planning Policies	State Government	SA Planning Strategy	State Government
Regional Plans	Joint Planning Board	Regional Planning Strategy	State Government
Planning and Design Code	Joint Planning Board/Council	Development Plan	Council

Work has also commenced on the development of Regional Plan's. More information regarding Regional Plans follows.

Regional Plan

The State Planning Commission, or in partnership with a Joint Planning Board, must prepare a Regional Plan for each planning region. A Regional Plan must be consistent with the relevant State planning policies and include:

- A long term vision (over a 15 to 30 year period) for the region or area, including provisions about the integration of land use, transport infrastructure and the public realm.
- Maps and plans that relate to the long term vision.
- Contextual information about the region or area, including forward projections and statistical data and analysis as determined by the Commission or required by a Practice Direction.
- Recommendations about zoning and a framework for development or management of infrastructure and the public realm.

Regional Plans may be divided into parts relating to subregions, and may include structure plans, master plans, concept plans or other similar documents. Regional Plans prepared by a Joint Planning Board must comply with any Practice Direction issued by the Commission.

In effect, Regional Plans will have a similar role to the spatial volumes of the Planning Strategy that apply for each region under the current Act, with the new option of linking directly through to zoning changes. As with State Planning Policies, they are not to be taken into account for the purpose of any assessment decision or application.

Joint Planning Arrangements Pilot Project

Council has been involved for some time in discussions with other councils within the Limestone Coast regarding a Joint Planning Board. This process commenced with the Memorandum of Understanding as part of the South East Local Government Association – Regional Alliance Project with the discussions facilitated by the Limestone Coast Local Government Association.

In recognition of the work undertaken within the Limestone Coast as part of the Regional Planning Alliance Project, the LCLGA on behalf of the Member councils was invited to participate in the Joint Planning Arrangement Pilot project. The LCLGA's involvement to date has been invaluable in improving the understanding of how the new Joint Planning Arrangement provisions of the Planning, Development and Infrastructure Act 2016 will operate. This in turn has contributed to the development of a process for initiating Planning Agreements and Joint Planning Boards that will be robust, fit for purpose, sustainable and responsive to the needs of regional councils.



With the development of a Business Case template, the State Government has invited expressions of interest from regional councils to participate in Stage 2 of this project. Stage 2 will involve the development of a business case, including a regional workshop to confirm the objectives and functions of a potential Joint Planning Board.

All Chief Executive Officers within the Limestone Coast region have been discussing this matter and undertaking preparation work in support of the work being undertaken by the LCLGA to further progress joint collaboration within the region in relation to planning/development matters.

DISCUSSION

There are a number of projects currently being undertaken to commence the transition from the Development Act 1993 to the Planning, Development and Infrastructure Act 2016 (the PDI Act). These projects are establishing the fundamentals which the new system will be based upon and include:

- The establishment of the State Planning Commission
- Determination of Planning Agreements and Joint Planning Boards
- Development of Regional Plans
- Establishment of the Planning and Design Code
- The Community Engagement Charter
- Professional Accreditation for professionals and Assessment Managers
- Collaborative Work Programs.

At this time Council has an opportunity to be involved in a number of projects, to provide input, comments and suggestions and effectively have involvement and influence over the final outcome in the establishment of the new Planning and Development System.

It is considered prudent for Council and the region through the Limestone Coast Local Government Association, to continue to be willing and active participants in projects in collaboration with the State Government to facilitate a desirable outcome for the region.

Should Council and other councils within the region not embrace opportunities to be involved and influence the establishment of the new system, the Minister through the State Planning Commission has the ability to specify what will happen and be undertaken within the Region.

The establishment of a Joint Planning Board to undertake a number of functions as specified within the PDI Act is considered to be a priority to enable a more coordinated planned approach to facilitate improved outcomes for the development of the region now and into the future.

CONCLUSION

A large volume of work has been and continues to be undertaken to transition to the Planning, Development and Infrastructure Act 2016 by the State Government, the Local Government Association and the Limestone Coast Local Government Association and Council.

It is considered vital that Council Members clearly understand the requirements of the PDI Act and proposed changes to the administration the PDI Act.

An Informal Meeting has been scheduled for Tuesday 23 January 2016 to enable Members to discuss and explore the matters raised in this report further.





Tracy TZIOUTZIOUKLARIS
MANAGER BUSINESS AND STRATEGIC PLANNING



Pamela LEE
GENERAL MANAGER COUNCIL BUSINESS SERVICES



Mark McSHANE
CHIEF EXECUTIVE OFFICER

22 December 2017
TT/AL



14.7. Strengthening Local Government Discussion Paper – Report No. AR18/794

COMMITTEE	Council
MEETING DATE:	16 January 2018
REPORT NO.	AR18/794
RM8 REFERENCE	AF11/950
AUTHOR	Michael McCarthy
SUMMARY	A report presenting a response to the Local Government Association Discussion Paper ' <i>Strengthening Local Government: Options for SA Councils</i> '.
COMMUNITY PLAN REFERENCE	Goal 3: Our Diverse Economy

REPORT RECOMMENDATION

- (a) That Council Report No. AR18/794 titled '*Strengthening Local Government Discussion Paper*' as presented to the Council on 16 January 2018 be noted.
- (b) That the response to the Local Government Association Discussion Paper '*Strengthening Local Government: Options for SA Councils*' as tabled at the Council meeting on 16 January 2018 be endorsed for submission to the Local Government Association.

Moved:

Seconded:



Background

In November 2017 the Local Government Association released a Discussion Paper titled '*Strengthening Local Government: Options for SA Councils*'. The Discussion Paper draws on the work produced by the Local Excellence Expert Panel in December 2013 and further work by Professor Graham Sansom.

Consultation on the Discussion Paper will form the basis of some important decisions about the future of the local government sector in the lead-up to the March 2018 SA State Election. The LGA has also released its State Election Agenda '*South Australia: Uncapped Potential*' welcoming sensible discussion about reform and co-operation between councils and between spheres of government.

The Discussion Paper was circulated to Elected Members in November 2017 seeking feedback for inclusion in a draft response to be provided to the Local Government Association by the due date of Wednesday 17 January 2018.

Discussion

The Discussion Paper presents reform options and seeks feedback on these and other ideas that align with the five principles of sustainability, efficiency, local decision making, sector consistency and simpler regulation and are explored further in the Discussion Paper under the headings of:

- Financial management, performance and reporting
- Service levels and efficiency, and
- Engagement and participation.

The Discussion Paper is provided as an attachment to this report (Attachment 1)

A draft response has been prepared that addresses several of the consultation question prompts as marked 'A' to 'O' in the Discussion Paper considered by the co-authors to be of interest to the City of Mount Gambier and region.

Conclusion

Should Council seek to provide a response to the Local Government Association Discussion Paper titled '*Strengthening Local Government: Options for SA Councils*' then it may do so by endorsing (in part or in full) the draft response as tabled, or may provide additional or alternate responses by resolution that address any of the Discussion Paper consultation question prompts.

Attachments

[Attachment 1 \(AR18/1055\):](#)

[Strengthening Local Government Discussion Paper](#)



Michael McCARTHY
MANAGER GOVERNANCE & PROPERTY



Pamela LEE
GENERAL MANAGER COUNCIL BUSINESS SERVICES

8 January 2018



14.8. Industrial Relations - Australian Services Union (ASU)/ Association of Professional Engineers, Scientists, Managers Australia (APESMA) Work Place Agreement – Report No. AR17/50547

COMMITTEE	Council
MEETING DATE:	16 January 2018
REPORT NO.	AR17/50547
RM8 REFERENCE	AF11/1090
AUTHOR	Mark McShane
SUMMARY	This report presents the City of Mount Gambier's ASU/APESMA Agreement Number 10/2018 for endorsement.
COMMUNITY PLAN REFERENCE	Goal 1: Our People
	Goal 3: Our Diverse Economy
	Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage

REPORT RECOMMENDATION

- (a) That Council Report No. AR17/50547 titled '*Industrial Relations - Australian Services Union (ASU)/ Association of Professional Engineers, Scientists, Managers Australia (APESMA) Work Place Agreement*' as presented to the Council on 16 January 2018 be noted.
- (b) That Council endorse the City of Mount Gambier ASU Agreement Number 10/2018.
- (c) The Chief Executive Officer be authorised to make any non-material changes to the Agreement and thereafter gain certification in the South Australian Industrial Relations Commission.

Moved:

Seconded:



Background

Workplace Enterprise Agreements in Australia have been the instrument to guide negotiation on workplace conditions and productivity linked to wage increases for over 25 years. Agreements feature meaningful dialogue and negotiation between employee and employer collectively delivering an agreed set of conditions and importantly establish productive working relationships anchored in organisational development principles.

Agreements for Council's indoor staff have been in operation over many years between the Australian Services Union (ASU), Association of Professional Engineers, Scientists, Managers Australia (APESMA) and the City of Mount Gambier with the current agreement expiring 1 January 2018. This report recommends Council endorsement of the new ASU/APESMA Workplace Agreement.

Discussion

The ASU/APESMA draft Workplace Enterprise Agreement has been negotiated over an extended period and developed between an elected employee consultation group and General Manager, Council Business Services, Pamela Lee and General Manager, Community Wellbeing, Barbara Cernovskis.

There have been eight formal meetings between the employee consultation group and Council over the past six months where negotiations have been carried out in good faith between both parties.

The draft Enterprise Agreement is attached with the core focus being on the continuance of workplace flexibility, continuous work practice improvement and multi skilling/training. Many of the specific conditions governing conditions of service have flowed through from the previous agreements into ASU/APESMA Enterprise Agreement No. 10. Specific clauses that relate to productivity and workforce flexibility are:

Clause	Title
9	Consultation and Employee Relations
11	Productivity and Change
15	Training and Career Development
16	Leave
18	Hours of Work

While remaining in draft form and yet to be formally voted on by indoor employees including employees who are members of the ASU/APESMA, the negotiation committee has reached agreement that the draft should now proceed to a formal vote.

Negotiations between the ASU/APESMA and Council have determined the following wage rate adjustment:

- 2.0% increase in salary from the first full pay period after the 1 December 2017
- 2.0% increase in salary on or after 1 December 2018
- 2.0% increase in salary on or after 1 December 2019.

Payment of the first increase will occur following:

- A majority acceptance by a vote of employees covered by the Enterprise Agreement, and
- Certification of the Enterprise Agreement by the Industrial Relations Commission.



A vote is anticipated to occur by the end of January 2018.

The agreement notes that should the Adelaide CPI move beyond the above mentioned wage rates, adjustments will be made to the wage rates to align with that of the Adelaide CPI. Adelaide CPI for the year to the end of September 2017 quarter was 1.8% with a significant increase of 1.1% in July - September quarter reflecting large increases in power prices. Australian public sector wage increases annually to the September quarter 2017 were 2.4%.

The salary increases have been factored into Council's 2017/2018 Budget and the Long Term Financial Plan.

Conclusion

The ASU/APESMA Enterprise Agreement No 10 has been developed via constructive and extensive negotiation between employers and managers resulting in a positive outcome for both parties. The annual salary increase reflects this outcome and establishes a stable workplace environment for the next 3 years.

Following endorsement by Council the draft Enterprise Agreement No 10 will be formally voted on by employees covered by the Agreement, then forwarded to the Industrial Relations Commission for certification.

Attachments

[Attachment 1 \(AR17/27342\) City of Mount Gambier ASU/APESMA Enterprise Agreement - Number 10, 2018](#)



Mark McSHANE
CHIEF EXECUTIVE OFFICER

8 January 2018
MMcS



15. MOTION(S)

15.1. With Notice

Nil submitted.

15.2. Without Notice



16. CONSIDERATION FOR EXCLUSION OF THE PUBLIC

moved that the following item be received, discussed and considered in confidence by excluding the public pursuant to Section 90 (2) of the Local Government Act 1999, and an order be made that the public (with the exception of Council Members Mayor Andrew Lee, Cr Christian Greco, Cr Mark Lovett, Cr Josh Lynagh, Cr Sonya Mezinac, Cr Frank Morello, Cr Des Mutton, Cr Steven Perryman, Cr Hanna Persello, Cr Penny Richardson, Cr Ian Von Stanke, Mark McShane, Judy Nagy, Barbara Cernovskis, Pamela Lee, Nick Serle, Michael McCarthy, Ashlee Lavia now present) be excluded from the meeting in order for the item to be considered in confidence as the Council is satisfied that the item is a matter that can be considered in confidence pursuant to the grounds referenced in Section 90 (3) of the said Act as follows:

- S.90(3)(a) – 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 information to be received, discussed or considered in relation to this item is information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of the Chief Executive Officer in that details person to the Chief Executive Officer will be disclosed.

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 as the matter is personal to the Chief Executive Officer.

ITEM NO.	SUBJECT MATTER	S90 (3) GROUNDS
17.	<u>CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW</u> – Discussion regarding Draft Report received from AME Recruitment KPI’s – Ref. PERS	(a)
18.	<u>CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW</u> – Discussion regarding Chief Executive Officer KPI’s - Ref. PERS	(a)

seconded

Meeting closed at p.m.

AR17/44595



REPORT ATTACHMENTS

Report attachments commence on the next page.



Council Action Items

Report Title	Report Number	Author	Item	Action	Status
Policy Review - F175 Footways and Crossovers	AR17/48456	Sinaway Georgiou	13.02	(a) That Strategic Standing Committee Report No. AR17/48456 titled 'Policy Review - F175 Footways and Crossovers' as presented to the Strategic Standing Committee on 11 December 2017 be noted. (b) That the updated Council Policy 'Policy Review - F175 Footways and Crossovers' as attached to the Strategic Standing Committee Report No. AR17/48456 be adopted.	Completed
Policy Review - F110 Fencing Costs - Contributions by Council	AR17/48475	Sinaway Georgiou	13.03	(a) That Strategic Standing Committee Report No. AR17/48475 titled 'Policy Review - F110 Fencing Costs - Contributions by Council' as presented to the Strategic Standing Committee on 11 December 2017 be noted. (b) That the updated Council Policy 'Policy Review - F110 Fencing Costs - Contributions by Council' as attached to the Strategic Standing Committee Report No. AR17/48475 be adopted.	Completed
Policy Review - F190 Footways - Requests for Paving Works in the City Centre Zone	AR17/48542	Sinaway Georgiou	13.04	(a) That Strategic Standing Committee Report No. AR17/48542 titled 'Policy Review - F190 Footways - Requests for paving works within the City Centre zone' as presented to the Strategic Standing Committee on 11 December 2017 be noted. (b) That the updated Council Policy 'Policy Review - F190 Footways - Requests for paving works within the City Centre zone' as attached to the Strategic Standing Committee Report No. AR17/48542 be adopted.	Completed
Policy Review - W125 Waste Management - Refuse Collection	AR17/48218	Sinaway Georgiou	13.05	(a) That Strategic Standing Committee Report No. AR17/48218 titled 'Policy Review - W125 Waste Management - Refuse Collection' as presented to the Strategic Standing Committee on 11 December 2017 be noted. (b) That the updated Council Policy 'Policy Review - W125 Waste Management - Refuse Collection' as attached to the Strategic Standing Committee Report No. AR17/48218 be adopted.	Completed
Policy Review - P155 - Privacy Policy	AR17/48156	Michael McCarthy, Natalie Pearce	13.06	(a) That Strategic Standing Committee Report No. AR17/48156 titled 'Policy Review – P155 Privacy Policy' as presented to the Strategic Standing Committee on 11 December 2017 be noted. (b) That the updated Council Policy 'P155 – Privacy Policy' be adopted as attached to Strategic Standing Committee Report No. AR17/48156. (c) That the adopted Council Policy 'P155 – Privacy Policy' be updated on Council's website.	Completed

Council Action Items

Report Title	Report Number	Author	Item	Action	Status
By-Law Review	AR17/48972	Michael McCarthy	13.07	<p>(a) That Strategic Standing Committee Report No. AR17/48972 titled 'By-Law Review' as presented to the Strategic Standing Committee on 11 December 2017 be noted.</p> <p>(b) That the formal process for the review and replacement of Council By-Laws commence with an Elected Member Workshop to be held early in the new year.</p>	In Progress
Tourism Mount Gambier Report to Council	AR17/49069	Judy Nagy	13.08	<p>(a) That Strategic Standing Committee Report No. AR17/49069 titled 'Tourism Mount Gambier Report to Council' as presented to the Strategic Standing Committee on 12 June 2017 be noted.</p> <p>(b) That report and attachments "Tourism Mount Gambier - Report to the City of Mount Gambier Financial Year 2016/17 and Quarter One 2017/18 June 2017 – September 2017 and Tourism Mount Gambier Business Plan Project Delivery July 2017 – June 2019, be endorsed by Council.</p>	
Precinct Project Plan	AR17/48825	Judy Nagy	13.09	<p>(a) That Strategic Standing Committee Report No. AR17/48825 titled 'Precinct Project Plan Development' as presented to the Strategic Standing Committee on 11 December 2017 be noted.</p> <p>(b) That precinct activation plans for 'The Lady Nelson Precinct' and 'The Innovation Hub' be endorsed.</p>	

Council Action Items

Report Title	Report Number	Author	Item	Action	Status
QEPT Membership	AR17/47927	Michael McCarthy	13.10	<p>(a) That Council Report No. AR17/47927 titled 'Queen Elizabeth Park Trust Board Membership' dated 28 November 2017 as presented to the Strategic Standing Committee on 11 December 2017 be noted.</p> <p>(b) That nominations be accepted from:</p> <ul style="list-style-type: none"> a. Mrs Rhonda Ferguson b. Dr Judy Nagy (in capacity as Council's General Manager City Growth) for the vacant board member positions on the Queen Elizabeth Park Trust. <p>(c) That Mrs Rhonda Ferguson and Dr Judy Nagy be endorsed as Council's Queen Elizabeth Park Trust Board Membership nominees until:</p> <ul style="list-style-type: none"> i. Their resignation or removal from the Board in accordance with the QEPT Constitution and Rules, or ii. A Council resolution to remove/replace Council's endorsed Board nominees, or iii. The cessation of employment with the City of Mount Gambier (Dr Judy Nagy only). <p>(d) That Council's endorsed QEPT Board nominees be reviewed following the <u>2018 Local Government Election</u>.</p>	Completed
PDI Act 2016 – Collaborative Work Program and Policy Discussion	AR17/48650	Tracy Tzioutziouklaris	13.11	(a) That Strategic Standing Committee Report No. AR17/48650 titled 'Planning, Development and Infrastructure Act 2016 – Collaborative Work Program and Policy Discussion' as presented to the Strategic Standing Committee on 11 December 2017 be noted.	

Council Action Items

Report Title	Report Number	Author	Item	Action	Status
PDI Act 2016 – Draft Community Engagement Charter and Guide	AR17/48535	Tracy Tzioutziouklaris	13.12	<p>(a) That Strategic Standing Committee Report No. AR17/48535 titled ‘Planning, Development and Infrastructure Act 2016 – Draft Community Engagement Charter and Guide’ as presented to the Strategic Standing Committee on 11 December 2017 be noted.</p> <p>(b) That Council embraces, promotes and supports any initiative to help ensure Community engagement is:</p> <ul style="list-style-type: none"> • Genuine • Inclusive and respectful • Fit for purpose • Informed and transparent; and • Reviewed and improved. <p>(c) That the Council recognises the Planning, Development and Infrastructure Act 2016 introduces many changes to the planning and development system within South Australia with many unknowns yet to be worked through and implemented. It is difficult to predict the impact these changes will have on Local Government Authorities. Council supports the request that there is an opportunity to review these changes once implemented to enable any adjustments to be made to improve the overall operation of the system in the <u>long term</u>.</p>	No Action
ARC Housing Project Update	AR17/48457	Tracy Tzioutziouklaris	13.13	(a) That Strategic Standing Committee Report No. AR17/48457 titled ‘ARC Project: Local Government and Housing’ as presented to the Strategic Standing Committee on 11 December 2017 be noted.	No Action
Strategic Standing Committee - Election of Presiding Member	AR17/29878	Michael McCarthy	13.14	<p>(a) That Strategic Standing Committee Report No. AR17/49878 titled ‘Presiding Member Selection’ as presented to the Strategic Standing Committee on 11 December 2017 be noted.</p> <p>(b) That Cr Morello be elected as Presiding Member of the Strategic Standing Committee for a term to expire on 9 November 2018, or such earlier date as may be determined by Council resolution or Council’s Caretaker Policy.</p>	Completed
Heritage Committee Minutes 29 November 2017	N/A	Barbara Cernovskis	13.16	That the minutes of the Heritage Sub-Committee meeting held 29 November 2017 be noted.	
Community Relations - Passing of Robert Miles	N/A	Barbara Cernovskis	13.17	(a) Lynn Lowe moved the Heritage Sub-Committee pay its respect to the late Robert Miles and acknowledge his contribution to Council over many years. A letter be sent acknowledging contribution to public art, Council Heritage activation and Committee.	
Heritage Advisor Report - October 2017	AR17/47128	Barbara Cernovskis	13.18	(a) That Heritage Sub-Committee Report No. AR17/47128 titled ‘Heritage Advisory Report - October 2017 as presented to the Heritage Sub-Committee on 29 November 2017 be noted.	

Council Action Items

Report Title	Report Number	Author	Item	Action	Status
2017/2018 Local Heritage Restoration Fund	AR17/47478	Barbara Cernovskis	13.19	<p>(a) That Heritage Sub-Committee Report titled '2017/2018 Heritage Restoration Fund' as presented to the Heritage Sub-Committee on 29 November 2017 be noted.</p> <p>(b) That the Heritage Restoration Fund Grants for 2017/2018 be endorsed as follows: APPLICANT RECOMMENDED VALUE OF GRANT Silvia Corker \$2,000 Darren & Tanya Coxon \$2,000 Ryan & Kirsty Turner \$2,000 Andrew Buchalka \$2,000 Catherine Rymill \$1,000 Julie & Rob Forgan \$2,000 Fiona Smith \$500 Graeme Garrod & Anita Penna \$1,500 Keys 2 Sale \$700 Garry & Tracey Schloithe \$2,000 Stephen Dunn \$300 George Haskas \$2,000 Daryl & Julie Sexton \$2,000 TOTAL \$20,000</p>	
Heritage Sub-Committee 2017 - New Member Nomination for Appointment	N/A	Judy Nagy	13.20	<p>(a) Cr Richardson moved that Brian Brooksby be nominated for appointment to the Heritage Sub-Committee.</p> <p>(b) The nomination of Brian Brooksby be accepted and Brian Brooksby be appointed as a member of the Heritage Sub-committee.</p>	
Building Fire Safety - Minutes of Meeting 6 December 2017	N/A		13.21	That the minutes of the Mount Gambier Building Fire Safety Committee meeting held 6 December 2017 be noted.	No Action
China Engagement Business Delegation - October 2017	AR17/48333	Mark McShane	13.22	(a) That Operational Standing Committee Report No. AR17/48333 titled 'China Engagement Business Delegation - October 2017' as presented to the Operational Standing Committee on 12 December 2017 be noted.	

Council Action Items

Report Title	Report Number	Author	Item	Action	Status
Industrial Relations - Australian Workers Union (AWU) Work Place Agreements	AR17/48344	Mark McShane	13.23	<p>(a) That Operational Standing Committee Report No. AR17/48344 titled 'Industrial Relations - Australian Workers Union (AWU) Work Place Agreement' as presented to the Operational Standing Committee on 12 December 2017 be noted.</p> <p>(b) That Council endorse the City of Mount Gambier AWU Agreement Number 10/2018.</p> <p>(c) The Chief Executive Officer be authorised to make any non-material changes to the Agreement and thereafter gain certification in the South Australian Industrial Relations Commission.</p>	
Borderline Speedway - Request for Additional Sponsorship	AR17/48852	Mark McShane	13.24	<p>(a) That Operational Standing Committee Report No. AR17/48852 titled 'Borderline Speedway - Request for Additional Sponsorship' as presented to the Operational Standing Committee on 12 December 2017 be noted.</p> <p>(b) That Council commits a further financial contribution of \$10,000 in addition to the \$15,000 provided in May 2016 to the Borderline Speedway Australian Sprintcar Title to be held in January 2018. The additional contribution be factored into the next budget review.</p> <p>(c) The further amount of \$10,000 will secure naming rights for the event being "The City of Mount Gambier Australian Sprintcar Title".</p> <p>(d) That Council staff liaise with the Borderline Speedway regarding the marketing and promotion of the Australian Sprintcar Title to maximise the promotion of Mount Gambier City.</p> <p>(e) That promotional marketing material developed for the event by the Borderline Speedway acknowledge the City of Mount Gambier.</p> <p>(f) That appropriate banners and other signage is displayed at the Border Speedway promoting Mount Gambier.</p>	
Works In Progress - City Infrastructure	AR17/48588	Daryl Morgan	13.25	<p>(a) That Operational Standing Committee Report No. AR17/48588 titled 'Works in Progress - City Infrastructure' as presented to the Operational Standing Committee on 12 December 2017 be noted.</p>	

Council Action Items

Report Title	Report Number	Author	Item	Action	Status
Signage Project Plan - Inclusion of Boandik Language	AR17/49103	Peter Munro	13.26	<p>(a) That Operational Standing Committee Report No. AR17/49103 titled 'Signage Strategy - Inclusion of Boandik Language' as presented to the Operational Standing Committee on 12 December 2017 be noted.</p> <p>(b) That the proposed signage strategy include Bunganditj, the language of the Boandik, for sites of cultural significance as recommended by the Elders of the Reconciliation Action Plan focus group.</p> <p>(c) That an overlay map be produced recognising the territories and boundaries of Boandik Country.</p>	
Sport and Recreation Major Capital Works Program 2017/2018	AR17/49284		13.27	<p>(a) That Operational Standing Committee Report No. AR17/49284 titled 'Sport and Recreation Major Capital Works Program 2017/2018' as presented to the Operational Standing Committee on 12 December 2017 be noted.</p> <p>(b) That \$36,360 be endorsed for distribution for the 2017/2018 Sport and Recreation Major Capital Works Program as follows:</p> <p>Applicant Priority (Score) Requested Approved South Gambier Football Club 1 15,000 15,000 Millel Cricket Club 2 6,360 6,360 Mount Gambier Harness Racing Club 3 20,000 15,000 \$41,360 \$36,360</p> <p>(c) All applicants be notified accordingly, advising that the provision and acquittal of these grant funds will always be subject to:</p> <ul style="list-style-type: none"> • all necessary land holder and development approvals being obtained; and • all works being completed in accordance with all relevant legislative and compliance standards. 	
Tender AF17/544 - Linemarking Services	AR17/48868	Daryl Morgan	13.28	<p>(a) That Operational Standing Committee Report No. AR17/48868 titled 'Tender AF17/544 - Linemarking Services - 01/02/2018 to 30/06/2019' as presented to the Operational Standing Committee on 12 December 2017 be noted.</p> <p>(b) That Council accept the tender of Action Line Marking for linemarking services (as identified in Tender AF17/544) and enter into a contract as per the schedule of rates identified in the contract.</p>	

Council Action Items

Report Title	Report Number	Author	Item	Action	Status
Operational Standing Committee - Election of Presiding Member	AR17/49877	Michael McCarthy	13.29	(a) That Operational Standing Committee Report No. AR17/49897 titled 'Presiding Member Selection' as presented to the Operational Standing Committee on 12 December 2017 be noted. (b) That Cr Mark Lovett be elected as Presiding Member of the Operational Standing Committee for a term to expire on 9 November 2018, or such earlier date as may be determined by Council resolution or Council's Caretaker Policy.	Completed
Minutes - Council Assessment Panel	AR17/46875		13.30	That the minutes of the Council Assessment Panel meeting held 16 November 2017 be noted.	No Action
Appointment of an Independent Member to the City of Mount Gambier's Audit Committee	AR17/49855	Pamela Lee	14.01	(a) Council Report No. AR17/49855 titled 'Appointment of an Independent Member of the City of Mount Gambier's Audit Committee' as presented to the Council on 19 December 2017 be noted. (b) That Council appoints Angela Kain to the vacant independent member position on the City of Mount Gambier's Audit Committee, effective from the date of this resolution.	In Progress
Human Resource - Thank You to Council Staff	N/A		15.01	2017 has been a big year for the City of Mount Gambier implementing the Community Plan and the resulting Organisational Restructure and development of various strategies and their implementation plans and the Elected Members wish to pass on our thanks to the Council staff for all their hard work to make this happen.	Completed
Strategic Plan Review - Strategic Review Session	N/A		15.02	That a Strategy Review Session be planned and conducted for Elected Members and relevant Senior Officers in February 2018 to review and plan for the remainder of this council term.	



1 Membership

1.1 Members of the Committee are appointed by Council.

1.2 The Committee will consist of at least one independent member with at least one additional member from the Elected Members of Council, consistent with any Regulations¹. The size of the committee shall be three (3) members.

The Mayor is an ex officio member of the committee.

1.3 Independent member(s)² of the Committee must meet at least one of the following minimum requirements for membership:

- Have recent and relevant financial qualifications and/or experience in a relevant financial role
- Working knowledge of risk management
- Experience with internal or external auditing.

1.3 Only members of the Committee are entitled to vote (move and second) in committee meetings. Members of Council's staff may attend any meeting as observers and be responsible for preparing papers for the committee. In accordance with the principles of open, transparent and informed decision making, committee meetings must be conducted in a place open to the public. The agenda and minutes of the committee meetings, subject to any items that are discussed in confidence under Section 90 of the Local Government Act 1999 and subsequently retained as confidential under Section 91 of the Act, are also required to be made available to the public.

1.4 Council's external auditors shall be invited to attend a minimum of two (2) meetings of the Committee each financial year. Attendance is at the external auditor's discretion.

1.5 Appointments to the Committee shall be for a period of at least two years, reviewed at a common appointment date every two years. The common appointment date for existing appointees is 31 December. Appointees may be reappointed by Council.

1.6 Resignation of appointment must be in writing.

1.7 Members of the Committee, including the Presiding Member are appointed by Council.

2 Administrative Resources

The Chief Executive Officer shall provide sufficient administrative resources to the committee to enable it to adequately carry out its functions. This includes, but is not limited to:

¹ Section 126(2) provides that an audit committee may include persons who are not members of Council.

² A person would not be considered independent if he or she was an Elected Member of that Council. Subject to any codes of conduct adopted by Council, this does not preclude an Elected Member or an employee of a Council from being a member of an audit committee of another Council.

- Adequate meeting space
- Adequate human resources to prepare agendas, reports minutes
- Connectivity for video conference, skype, internet connection, if required, etc.

3 Quorum

The quorum necessary for the transaction of business shall be 50% of the number of members³ of the Committee plus one. A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the Committee.

4 Frequency of Meetings

The Committee shall meet at least four times a year at appropriate times in the reporting and audit cycle and otherwise as required.

5 Notice of Meetings

- 5.1 Ordinary meetings of the Committee will be held at times and places as determined by the Committee. A special meeting of the Committee may be called in accordance with the Act.
- 5.2 Notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed and supporting papers shall be forwarded to each member of the committee and known observers, no later than three (3) clear days before the date of the meeting.

6 Minutes of Meetings

- 6.1 The Chief Executive Officer shall ensure that the proceedings and resolutions of all meetings of the Committee, including recording the names of those present and in attendance are minuted and that the minutes otherwise comply with the requirements of the Local Government (Procedure at Meetings) Regulations 2013.
- 6.2 Minutes of the Committee meetings shall be circulated within seven (7) days after a meeting to all members of the Committee and made available to the public.

7 Role of the Committee

7.1 Financial reporting and management

The Committee shall:

7.1.1 Monitor the integrity of the financial statements of the Council, including in its annual report, reviewing significant financial reporting issues and judgements which they contain.

7.1.2 Review and challenge where necessary:

7.1.2.1 The consistency of, and/or any changes to accounting policies.

7.1.2.2 The methods used to account for significant or unusual transactions where different approaches are possible.

7.1.2.3 The compliance with appropriate accounting standards and use of appropriate estimates and judgements, taking into account the views of the external auditors.

7.1.2.4 The clarity of disclosure in the Council's financial reports and the context in which statements are made; and

7.1.2.5 All material information presented with the financial statements, such as the operating and financial review and the corporate governance statement (insofar as it relates to the audit and risk management).

7.1.3 Monitor the budgeting process and the process of review of actuals versus budget.

7.1.4 Monitor that budgets are aligned to the Strategic Management Plans.

7.2 Internal Controls and Risk Management Systems

The Committee shall:

7.2.1 Monitor the effectiveness of the Council's internal controls and risk management systems; and

7.2.2 Review and recommend the approval, where appropriate, of statements to be included in the annual report concerning internal controls and risk management.³

7.3 Whistle blowing

The Committee shall review the Council's arrangements for its employees to raise concerns, in confidence, about possible wrongdoing in financial reporting or other matters. The Committee shall ensure these arrangements allow independent investigation of such matters and appropriate follow-up action.

7.4 Internal audit where Council does not have a separate internal audit function

The Committee shall:

7.4.1 Monitor and review the effectiveness of the Council's internal audit function in the context of the Council's overall risk management system.

7.4.2 Consider and make recommendation on the program of the internal audit function and the adequacy of its resources and access to information to enable it to perform its function effectively and in accordance with the relevant professional standards.

7.4.3 Review all reports on the Council's operations from the external auditors⁴.

³ It is important that the audit committee understand the business of the Council to appreciate the risks it manages on a daily basis, and to ensure that there are appropriate management plans to manage and mitigate this business risk. This will include insurance matters, financial reporting, legal and regulatory compliance, business continuity, and statutory compliance. This can be facilitated by discussions with the external auditors and by presentations by management on how business risks are identified and managed.

7.4.4 Review and monitor management's responsiveness to the findings and recommendations of the external auditors; and

7.4.5 Where appropriate, meet the auditor without management being present, to discuss any issues arising from the internal audits carried out. In addition, the external Auditor shall be given the right of direct access to the Mayor of the Council and to the Presiding Member of the Committee.

7.5 External audit

The Committee shall:

7.5.1 Develop and implement a policy on the supply of the statutory audit and non-audit services by the external auditor, taking into account any relevant ethical guidance on the matter.

7.5.2 Consider and make recommendations to the Council, in relation to the appointment, re-appointment and removal of the Council's external auditor.

The Committee shall oversee the selection process for new external auditor and if an auditor resigns the Committee shall investigate the issues leading to this and decide whether any action is required.

7.5.3 Oversee Council's relationship with the external auditors including, but not limited to:

7.5.3.1 Recommending the approval of the external auditor's remuneration, whether fees for audit or non-audit services, and recommending whether the level of fees is appropriate to enable an adequate audit to be conducted.

7.5.3.2 Recommending the approval of the external auditor's terms of engagement, including any engagement letter issued at the commencement of each audit and the scope of the audit.

7.5.3.3 Assessing the external auditor's independence and objectivity taking into account relevant professional and regulatory requirements and the extent of Council's relationship with the external auditors, including the provision of any non-audit services.

7.5.3.4 Satisfying itself that there are no relationships (such as family, employment, investment, financial or business) between the external auditor and the Council (other than in the ordinary course of business).

7.5.3.5 Monitoring the external auditor's compliance with legislative requirements on the rotation of audit partners, and

7.5.3.6 Assessing the external auditor's qualifications, expertise and resources and the effectiveness of the audit process (which shall

⁴ Note that the reports to the audit committee need not be the detailed reports that are presented to management for their review. Ordinarily a high level review report is all that is required detailing the work undertaken, the findings and management response.

include a report from the external auditors on the Committee's own internal quality procedures).

7.5.3.7 Action(s) to follow up on matters raised by the external auditors

7.5.4 Meet as needed with the external auditor. The Committee shall meet the external auditor at least once a year (without management being present if requested) to discuss the external auditor's report and any issues arising from the audit.

7.5.5 Review and make recommendations on the annual audit plan, and in particular its consistency with the scope of the external audit engagement.

7.5.6 Review the findings of the audit with the auditor. This shall include, but not be limited to, the following:

- A discussion of any major issues which arose during the external audit
- Any accounting and audit judgements, and
- Levels of errors identified during the external audit.

The Committee shall also review the overall effectiveness of the external auditor.

7.5.7 Review any representation letter(s) requested by the auditor before they are signed by management⁵.

7.5.8 Review the management letter and management's response to the external auditor's findings and recommendations.

8 Reporting responsibilities

The Committee shall make whatever recommendations to Council it deems appropriate on any area within these Terms of Reference where in its view action or improvement is needed.

9 Other matters

The Committee shall:

9.1 Have access to reasonable resources in order to carry out its duties⁶.

9.2 Be provided with appropriate and timely training, both in the form of an induction program for new members and on an ongoing basis for all members.

9.3 Give due consideration to laws and regulations of the Local Government Act, 1999, including all amendments and revisions.

⁵ Note that these representation letters are a standard practice of any audit and provide the external auditors confirmation from management, (in particular the Chief Executive Officer) that, amongst other matters, accounting standards have been consistently applied, that all matters that need to be disclosed have been so disclosed and that the valuation of assets has been consistently applied.

⁶ Subject to any budget allocation being approved by Council.

- 9.4 Oversee any investigation of activities within these Terms of Reference.
- 9.5 At least once per year, review its own performance; At least once every two years review its constitution and terms of reference, to ensure it is operating at maximum effectiveness and recommend changes it considers necessary to the Council for approval.

Sitting Fees for Audit Committee Members are set by Council.

Audit Committee Meeting 15 December 2017

Last Adopted Date 16 August 2017

Adopted by Council 19 December 2017 (TBC)

Audit Committee

Annual Work Program

Meeting Schedule		Cross Reference to Terms of Reference
Early February	January to March - financial year Quarter 3	
	Annual Work Program revision / compilation	7.5.5, 9.5
	IAMP including Asset Reviews/Revaluation Strategy	7.1.4
	LTFP	7.1.4
	Internal Controls	7.2.1
Mid – late April	April to June - financial year Quarter 4	
	Interim External Audit - progress and interim results discussion with auditor	7.5 and all sub levels
	Budget Review 2	7.1.3
	Crisis Management Arrangement including Business Continuity, Disaster Recovery	7.2.1
	Internal Controls	7.2.1
	Annual Business Plan and Budget	
Week 4 September	July to September - financial year Quarter 1	
	Review of original budget to financial statements	7.1.3
	Annual Report	7.1.1, 7.2.2
	Statutory External Audit	7.5 and all sub levels
	AFS including authorisation by Presiding Member	7.1 and all sub levels
	Internal Controls	7.2.1
	Policy Review – Treasury Management T150	
Week 4 November	October to December - - financial year Quarter 2	
	Internal Controls	7.2.1
	Budget Review Quarter 1	7.1.3

		Review of Terms of Reference	9.5
		Audit Committee Self-Assessment	9.5
		Policy Reviews	
		- Budget Framework Policy B300	7.1.2.1
		- Fraud and Corruption Prevention Policy	7.2, 7.3
		- Treasury Management Policy T150	7.1.2.1
		- Whistleblowing Protection Policy W150	7.3
		Review external auditors performance and overall effectiveness	7.5.3 and all sub levels 7.5.6
At the request of the Audit Committee presentations will be provided			



Quarterly Summary KPI Report

Community Plan - The Futures Paper 2016 – 2020

For the month ending 31/12/2017

Description	Comment
Community Plan - The Futures Paper 2016 - 2020	
<p>1. Our People</p> <p>1.1 Encourage the relevant service providers to support the wellbeing of the community.</p> <p>1.1.1 Engagement undertaken identifying opportunities and activities by relevant service providers to support and improve the wellbeing of the community.</p> <p>1.2 Lobby for improved and appropriate health services to be delivered in the city.</p> <p>1.2.1 Appropriate action conducted to lobby for improved health services. Attendance on external committees by Council.</p> <p>1.3 Create opportunities for all citizens to be involved in community life.</p> <p>1.3.1 Create a Volunteering Strategy for the City of Mount Gambier by 30 June, 2018.</p> <p>1.3.2 Conduct a structural review of the Community Grants Program by 30 June 2018.</p> <p>1.4 Support social awareness and inclusion in society, business and cultural activities.</p> <p>1.4.1 Conduct an Accessibility Audit of Council facilities by 30 June, 2018.</p> <p>1.4.2 Develop a Disability Discrimination Act Action Plan and implement by June 2019.</p> <p>1.5 Create pathways to lifelong education and training.</p> <p>1.5.1 Embed STEM across Council programs and activities within Library/RAG/Sustainability initiatives.</p> <p>1.6 Develop opportunities for young people to live a rewarding life.</p> <p>1.6.1 Complete the Youth Plan.</p> <p>1.6.2 Commence implementation of at least three key findings from the Youth Plan by March 2018.</p> <p>1.6.3 Develop evaluation strategy for Early Childhood initiatives.</p>	<p>Supported Lifeline to enable regional delivery of practitioner focused Mental Health training to Medical and Allied health professionals. This was well attended, a first for regional SA. Providing support to a community group seeking to establish a local Lifeboat peer support initiative.</p> <p>Attendance on external committees by Council as scheduled.</p> <p>Due to commence in January 2018.</p> <p>Ongoing review of eligibility and evaluation process of Council grants. Implemented refined eligibility criteria to Major Sporting Infrastructure grant to provide evidence regarding financial stability, business planning and focus on sustainability.</p> <p>No Further action on this project for this quarter.</p> <p>Physical audit to be completed in the third quarter of 2017/2018.</p> <p>The development of a Disability Discrimination Act Action Plan is due in 2019 and will be guided by the Accessibility Audit.</p> <p>Integrated planning has commenced. The Library is delivering a number of STEM related programs via their Makers program. The Riddoch Art Gallery has delivered a number of Art meets Science exhibitions in their programming. The success of these programs is evidenced by over subscription in the Library and the Main Corner/Riddoch Art Gallery is attracting patronage in excess of 5,000 per month</p> <p>Consultation for the Youth Engagement Strategy completed and draft analysis and recommendations presented to Elected Members in December 2017. Final report currently being prepared for presentation to February Council meeting.</p> <p>Final report and recommendations will be presented to February 2018 Council meeting for endorsement.</p> <p>Investigation to develop model is underway in collaboration with DECD Education Director and DPC.</p>

<p>1.7 Build a Council culture focused on teamwork, innovation, customer service, efficient business and continuous improvement,</p> <p>1.7.1 Best People Best Community drives continual improvement. All Council Business Units analyse at least two service activities and two processes annually to enhance productivity.</p> <p>1.7.2 Review and implement staff cultural survey to identify improvements.</p> <p>1.7.3 Review Policy register and updated with policy owner, frequency of reviews and review date.</p> <p>1.7.4 Review policies in line with Policy Register review schedule and as required legislatively.</p>	<p>All business unit plans for 2017/2018 identified minimum of two service reviews and two continuous improvement processes to enhance productivity.</p> <p>As previously noted (September Quarter Summary Report) the staff survey will be implemented in early 2018. The exact nature of the survey tool is yet to be determined.</p> <p>Policy register review completed September 2017.</p> <p>All policies due for review in the 2017/2018 financial year have been scheduled in the Forward Plan for Committee and Council meetings. Policy reviews up to and including December 2017 for the 2017/2018 financial year have occurred and been presented to Council as scheduled.</p> <p>Policies reviewed as required and scheduled.</p> <p>Policy Review - E240 Expiation Notices - Cancellation or Waiver Policy Review - A170 Advertising - All Business Premises/Property Policy Review - S115 - Fencing of Stormwater Retention Basins Policy Review - C355 - Council Land - Irrigation Policy Policy Review - E135 Encroachments/Protection of public during building/ maintenance works Policy Review - R270 Road Openings and Reinstatements Of Policy Review - W115 Waste Management - Receival of Waste - Caroline Landfill Policy Review - F175 Footways and Crossovers Policy Review - F110 Fencing Costs - Contributions by Council Policy Review - F190 Footways - Requests for Paving Works in the City Centre Zone Policy Review - W125 Waste Management - Refuse Collection</p>
<p>2. Our Location</p> <p>2.1 Provide and advocate for appropriate and accessible services and facilities.</p> <p>2.1.1 Develop by 30 June 2018 an Open Space and Asset Management Strategy focusing on the long term provision of recreational facilities and public open space.</p> <p>2.1.2 Commence implementation from August 2018 an Open Space and Asset Management Strategy focusing on the long term provision of recreational activities and public open space.</p> <p>2.1.3 Complete Stage 2 of the Rail Trail and add to stage 1 via enhanced community facilities including shelter, seating and interpretive signage. (linked to the Tourism Signage Strategy)</p>	<p>Policies reviewed and submitted to Council as per the forward plan.</p> <p>Planning commenced with the existing "Community space audit report" template (created in 2014) being modified to match this task.</p> <p>To be commenced. No action at this time.</p> <p>Rail Trail construction commenced late November from White Ave and at this point in time is about 25% completed. Planned completion date is late March to early April 2018</p>



<p>2.1.4 Commence implementation of the Signage Strategy and associated digital links in accordance with the Tourism Signage Strategy.</p>	<p>Signage data collection for all current signs has been completed by firstly designing a mobile field application and utilising council field staff to collect the data.</p> <p>The signage Strategy is now being developed by the Project Manager and Tourism Manager</p>
<p>2.2 Provide infrastructure and services that are well planned, accessible, efficient, financially sound and sustainable.</p> <p>2.2.1 Review and endorse annually Council's Asset & Infrastructure Management Plan ensuring that over any 5 year period asset maintenance is within the range recommendation by the LGA.</p> <p>2.2.2 95% of annual infrastructure and asset budget is expended within the approved budget year.</p>	<p>Council's asset and infrastructure management plan will be reviewed in Q1 2018 as part of the 2018/2019 budget process</p> <p>The annual infrastructure and asset works program is on track to be completed by the end of the financial year.</p>
<p>3. Our Diverse Economy</p> <p>3.1 Build a diverse and resilient economy through collaboration and partnerships.</p> <p>3.1.1 External agencies engaged to deliver programs to support the local economy. (Education Institutions, Federal and State Agencies and Private Sector).</p> <p>3.1.2 Work with key stakeholders to develop a business innovation hub.</p> <p>3.10 Council operates in accordance with relevant legislation, policies, governance and business practice and ensure professional and ethical standards, focusing on continuous improvement.</p> <p>3.10.1 Number of process improvement reviews and service reviews identified and completed per each portfolio.</p> <p>3.10.2 Adherence to Mandatory Code of Conduct.</p> <p>3.10.3 Code of Conduct refresher delivered 30 October 2017 to all staff.</p> <p>3.2 Support existing traditional industries to diversify and create value added opportunities.</p>	<p>Conducted meetings to explore a China teacher program with Department of Early Childhood Development, Tension Woods College and St Martin's College with a view to development of a program in 2018. Substance Misuse Limestone Coast supported to continue their educative programs in drug and alcohol misuse.</p> <p>The Federal Government announced that the New Venture Institute were successful in securing funding to develop an Innovation Hub in Mount Gambier. This represents an investment of \$1 million in the city with Council contributing \$100,000 to this successful outcome.</p> <p>A process improvement register has been established to track all identified process improvements. At this time 54 process have been identified for improvement some being simple refinements and others more complex. Some were delivered late 2017 and others scheduled for early 2018.</p> <p>No breaches of the Mandatory Code of Conduct have been reported to 31 December 2017.</p> <p>All general managers, managers, team leaders and supervisors (i.e. staff who have other staff reporting to them) covered Code of Conduct as part of the training delivered by Norman Waterhouse on 29/11/2017.</p>



<p>3.2.1 Continue implementation of the China Engagement Strategy (a) outbound business delegation by December 2017 and (b) inbound delegation from friendship cities in 2018.</p>	<p>Regional business delegation to two Friendship Cities occurred in October 2017 with a range of business participants including agritech, red meat export, education and agriculture improvement (herd genetics). Follow up is continuing with Keppel Logistics in Lu'an who have offered to assist with Limestone Coast product distribution, herd improvement in Baotou, education in both Baotou and Lu'an. Delegates also looking at inbound tourism experiences and also food processing to add value to agricultural products.</p> <p>Planned delegation from Baotou deferred until 2018 (hopefully) but is outside of our influence.</p>
<p>3.3 Encourage and attract appropriate investment opportunities to support business growth and diversification.</p> <p>3.3.1 Lobby and advocate for investment attraction for Greater Mount Gambier and surrounding area.</p> <p>3.3.2 Investment and attraction prospectus developed by 30 June 2018.</p> <p>3.3.3 Lobby for ongoing government support.</p>	<p>Discussions have occurred with Department of State Development (Invest SA) regarding Business Migration with a focus on the agriculture sector and agritech industries. Pushing to have the regions being more targeted for business migration opportunities.</p> <p>Attended meetings at the Department of State Development to lever high speed internet opportunities for business attraction strategies. DSD have committed \$500,000 for cable infrastructure with cable routes still under negotiation between DECD, AARNet and Council.</p> <p>This is an on-going project. After the determination of the cable route for the high speed internet is resolved and the prospectus for the region has been developed by the RDA, Council will have more information to assist with formulating the City of Mount Gambier prospectus.</p> <p>Council contributed significantly to the successful Federal Government funding of NVI's Innovation Hub through provision of data, location sourcing, lobbying in Canberra and addressing questions from Austrade. \$1 Million Department of State Development confirmed \$500,000 for cable infrastructure re the high speed internet. There are on going discussions with the Commissioner of the Public Sector to develop a case for decentralisation of public servants to Mount Gambier.</p>
<p>3.4 Improve business skills and training to support a more responsive workforce.</p> <p>3.4.1 Lead the development of opportunities for businesses including programs delivered that support NBN literacy and take up.</p> <p>3.5 Develop innovative practices and solutions to encourage and facilitate local business growth and sustainability.</p>	<p>As a follow on from the NBN Business Technology Show, a consultant returned to the region to conduct business audits for those businesses who requested a review of their business operations.</p> <p>Employed a consultant (who developed the Discover Mount Gambier website) to provide further opportunities in upskilling both staff and industry tourism operators in on line skills. To date, staff workshops have been conducted with industry workshops scheduled for early 2018.</p>



<p>3.5.1 Implement Council's key priorities for a Smart City Digital Strategy.</p>	<p>The digital strategy endorsed in November of 2016 is now well developed with commencement of numerous programs that will see business transformation over time both within Council and in the local economy. Council's leadership and lobbying roles to date have been very successful with key stakeholders in State Government understanding the strategic focus of current Council strategies and the need for continued efforts to capitalise on progress to date.</p>
<p>3.6 Partner with local tourism industry to grow Mount Gambier as a "year round" tourism destination.</p>	
<p>3.6.1 Implement actions identified in the Arts, Culture & Heritage Plan.</p>	<p>Working collaboratively across portfolios by GM's has already generated synergies with an appreciation of how the Arts, Heritage and Culture is very much part of Tourism, Events and Economic Development. Engaging youth in initiatives like Gov Hack sponsored through the Library are important components for the development of an innovation supply chain that will potentially flow into the Innovation Hub. Linking and enabling a number of strategies together to create stronger outcomes is the preferred approach for implementation plans.</p>
<p>3.6.2 Partner with and support Tourism Mount Gambier to implement the Tourism Strategy as well as tourism products, signage and visitor attraction.</p>	<p>The launch of the new Tourism Mount Gambier "Discover Mount Gambier" website has been very well received with wide support as the website is further developed with organic content. Four new city gateway signs with new tourism images replaced old signage. The partnership with Tourism Mount Gambier is progressing well with a new Tourism Strategy developed and an on going commitment to collaborative projects that will create new products and experiences for the visitor economy.</p>
<p>3.7 To develop and implement strategies and actions and partner with relevant stakeholders to increase professional service delivery opportunities.</p>	
<p>3.7.1 Develop a strategy for the implementation of the Visitor Services Review by 30 October, 2017.</p>	<p>An outcome of the VIS review has been a project plan that commenced refreshing the Lady Nelson Centre as the transition towards a focus on digital content progresses. Staff and industry stakeholders are working together to ensure that as new media replaces printed content, the servicing of visitors follows a 'digital first' approach. This will see less space required for brochures and staff focusing more on content development for the web site. The project plan also includes mobile and distributed visitor servicing which will be the focus of work in early 2018.</p>
<p>3.8 Promote and attract new business opportunities in the local, national and international markets.</p>	
<p>3.8.1 Refer to Key Performance Indicators identified within strategy 3.2</p>	<p>Developing opportunities for traditional industries to improve processes via the use of technologies in processes, in operations and through enhanced connectivity are supported through numerous initiatives. High speed internet, business skills development and the potential for the innovation hub to change traditional thinking are part of strategies for economic development. The focus is not only on new businesses but in providing the infrastructure and knowledge for innovation. These processes are on going with outcomes that are likely to develop over time.</p>
<p>3.9 Council to provide leadership and engage with the community in driving economic opportunities.</p>	




<p>3.9.1 Complete City Growth Strategy and commence implementation from September 2017.</p>	<p>Council have participated in numerous workshops to prioritize recommendations proposed in strategy documents. The process has narrowed down priorities and a number of project plans for the identified priorities have been developed and endorsed by Members. Blue Lake, Umpherston precinct plans for Signage and WiFi are in progress and the VIS precinct activation plan has commenced. Other project plans are in development.</p>
<p>4. Our Climate, Natural Resources, Arts, Culture and Heritage.</p> <p>4.10 Improve the sustainability of Council operations.</p> <p>4.10.1 Develop and deliver initiatives to influence behavioural change of employees to reduce energy consumption and to diminish waste to landfill.</p> <p>4.10.1 Develop and deliver initiatives to influence behavioural change of employees to reduce energy consumption and to diminish waste to landfill.</p> <p>4.2 Generate pride in our environment, culture and heritage by actively learning about, promoting and preserving our heritage.</p> <p>4.2.1 Catalogue the Library Heritage and the Riddoch Art Gallery Collections by 30 June 2018,</p> <p>4.3 Boandik culture is a visible part of community life.</p> <p>4.3.1 Consolidate Council's Reconciliation Action Plan by 31st December 2017.</p> <p>4.3.2 Implement key findings of the Reconciliation Action Plan including Boandik Art/Culture in public spaces and signage.</p> <p>4.3.2 Implement key findings of the Reconciliation Action Plan including Boandik Art/Culture in public spaces and signage.</p> <p>4.4 Celebrate cultural diversity through awareness and participation.</p> <p>4.4.1 Complete the Arts, Culture and Heritage Plan by 31st December, 2017.</p> <p>4.4.2 Commence the implementation of key outcomes of the Arts, Culture and Heritage Plan by 30th March, 2018.</p> <p>4.5 Educate and support the community to reduce greenhouse gas emissions, water consumption and waste.</p> <p>4.5.1 Council continue to promote greenhouse gas emission and water consumption reduction and minimise waste generation through the delivery of education to the community.</p> <p>4.6 Strive to make Mount Gambier a recognised environmentally sustainable place.</p> <p>4.6.1 Continue programs to reduce Council's resilience and cost of electricity including solar power at Council owned facilities per annum.</p>	<p>LED lighting replacement initiative has been undertaken throughout the Civic Centre. Hosted John Dee presentation for staff, Elected Members and community. Initiatives identified through ongoing research will be presented to the Environmental Sustainability sub committee.</p> <p>Three GMs completed the Wellness and Resilience training with SAMRI on 8 and 9/11/2017. With all four GMs having completed the training, work will commence in earlier 2018 on a organisation wide approach to cultural and organisational wellbeing and resilience including the development / confirmation of values.</p> <p>Collaborative project to commence at end of third quarter with new Library Manager.</p> <p>No further action undertaken over the last quarter.</p> <p>Consultation with the Reconciliation Focus Group and particularly the Elders guided the recommendations provided to Elected Members regarding dual naming for the signage strategy and identified the need to formally identify boundaries of Boandik country and sites of cultural significance.</p> <p>Findings will be implemented when reconciliation action plan is finalised</p> <p>Consultation completed. Draft analysis and recommendations have been presented to Elected members in December. Final report being prepared for presentation to February 2018 Council meeting for endorsement.</p> <p>Final report being prepared for presentation to February 2018 Council meeting for endorsement.</p> <p>Collaborative initiatives being explored with Tenison Woods College. Priority focus for sustainability at the moment is the development of the Re-Use Market.</p> <p>6 month review of cost savings will be undertaken and presented at next quarter.</p>



<p>4.6.1 Continue programs to reduce Council's resilience and cost of electricity including solar power at Council owned facilities per annum.</p> <p>4.6.2 Partner with and support Tourism Mount Gambier to implement the Tourism Strategy as well as tourism products, signage and visitor attraction.</p> <p>4.7 Develop innovative programs to protect our environment.</p> <p>4.7.1 Develop a best practice sustainability focused Material Recovery Centre to reduce and recycle waste by 31st December 2018.</p> <p>4.7.1 Develop a best practice sustainability focused Material Recovery Centre to reduce and recycle waste by 31st December 2018.</p> <p>4.8 Use place making strategies to promote public spaces and enhance community life.</p> <p>4.8.1 Active identified priority spaces and places via the Cultural Development Fund by June 2018.</p> <p>4.9 Build a creative City that encourages artistic expression and celebrates cultural diversity.</p> <p>4.9.1 Develop a forward plan for the operation, programming and exhibitions of the Riddoch Art Gallery by December 2017.</p>	<p>Planning for installation of solar panels at the Mount Gambier re-use market is progressing.</p> <p>The launch of the new Tourism Mount Gambier "Discover Mount Gambier" website has been very well received with wide support as the website is further developed with organic content.</p> <p>Four new city gateway signs with new tourism images replaced old signage.</p> <p>The partnership with Tourism Mount Gambier is progressing well with a new Tourism Strategy developed and an on going commitment to collaborative projects that will create new products and experiences for the visitor economy.</p> <p>Development of the ReUse Market is on track. The site is being cleaned up. Construction of the receival shed at the WTS will commence in Jan 18.</p> <p>Project is progressing well. Infrastructure is currently being built, additional funding application has been submitted to BBRF for consideration and recruitment for site co-ordinator expected to commence late February 2018.</p> <p>Cultural Development Fund to open January 2018. Additional public art project currently underway that will be finalised in late March early April 2018 in Percy Street and the Ripley Arcade carpark. This project will be multi participatory and align with the Rotary District meeting.</p> <p>Planning has commenced. Recruitment of short term placement has been undertaken to provide additional resource to assist finalised forward planning.</p>
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 City of Mount Gambier	L230 LICENSED PREMISES	Version No:	8.0
		Issued:	16 January 2018
		Next Review:	

1. INTRODUCTION

This document sets out the policy of the City of Mount Gambier (“Council”) for Licensed Premises within the Council area.

2. GRANTING OF PERMITS OR CONSENTS - LICENSED PREMISES

(a) The Chief Executive Officer or the General Manager City Growth or their delegate, may issue a letter of consent (or any relevant notice) to an application made for:

1. a variation to the trading hours of an existing licensed premises (either temporary or permanent);
2. an extension or redefinition of an area of an existing licence for an existing premises;
3. a variation to an existing licensed premises location;

where Development Approval is not required to be obtained providing that in the opinion of the Chief Executive Officer or the General Manager City Growth the variations and/or extension is not contentious.

(b) Any application or Notice received by Council for a new establishment that is proposed to be licensed for the first time (and has not previously been licensed) must be considered and determined by Council where Development Approval is not required to be obtained.

3. GRANTING OF PERMITS OR CONSENTS - LIMITED LICENSES


1. Where requested by the Liquor Licensing Commissioner the Chief Executive Officer or the General Manager City Growth or their delegate, may issue a letter of consent (or any relevant notice) to an application made for a Limited License providing that in the opinion of the Chief Executive Officer or the General Manager City Growth the Limited License is not contentious.
2. Any application or Notice received by Council for a Limited License which has been deemed as being contentious must be considered and determined by Council.

4. REVIEW AND EVALUATION

This Policy is scheduled for review by Council in January 2020; however, will be reviewed as required by any legislative changes which may occur.

5. 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. 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.

 City of Mount Gambier	L230 LICENSED PREMISES	Version No:	8.0
		Issued:	16 January 2018
		Next Review:	

File Reference:	AF13/226
Applicable Legislation:	Liquor Licensing Act 1999
Reference: Community Plan The Futures Paper 2016-2020	
Related Policies:	
Related Procedures:	
Related Documents:	

DOCUMENT DETAILS

Responsibility:	General Manager City Growth
Version:	8.0
Last revised date:	16 th January, 2018
Effective date:	16 th January, 2018
Minute reference:	Council Meeting 16 th January, 2018, Item #
Next review date:	
<u>Document History</u>	
First Adopted By Council:	18 th February 1999
Reviewed/Amended:	18 th November 1999; 15 th April 2003; 19 th September 2006; 17 th February 2009, 17 th February, 2015, 16 th May, 2017, 16 th January, 2018

PURPOSE:	DIVISION	AREA NAME:	O.B. FLAT	APPROVED:	
MAP REF:	7022/38/D	COUNCIL:	CITY OF MOUNT GAMBIER	DEPOSITED/FILED:	
LAST PLAN:		DEVELOPMENT NO:	381/D024/13/001		SHEET 1 OF 2
					50138_text_01_v01

AGENT DETAILS:	ALEXANDER & SYMONDS PTY LTD 1ST FLOOR 11 KING WILLIAM ST KENT TOWN SA 5067 PH: 81301666 FAX: 83620099	SURVEYORS CERTIFICATION:
AGENT CODE:	ALSY	
REFERENCE:	G007213LTO(A)	

SUBJECT TITLE DETAILS:									
PREFIX	VOLUME	FOLIO	OTHER	PARCEL	NUMBER	PLAN	NUMBER HUNDRED / IA / DIVISION	TOWN	REFERENCE NUMBER
CT	6052	335		ALLOTMENT(S)	11	D	81857 BLANCHE		SECTION 478

OTHER TITLES AFFECTED:

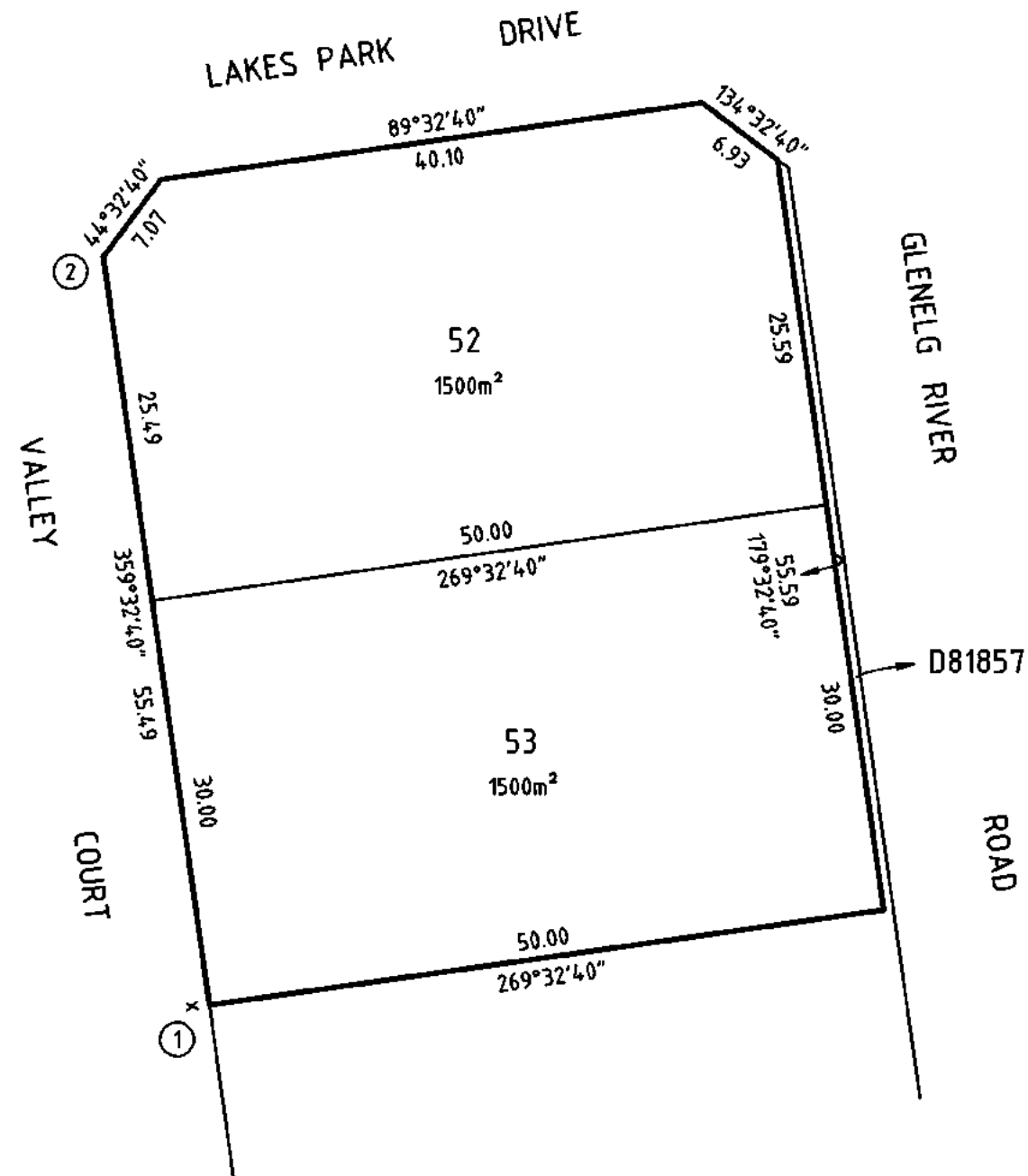
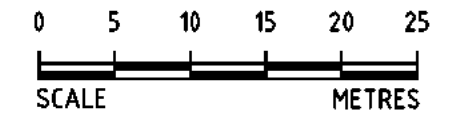
EASEMENT DETAILS:									
STATUS	LAND BURDENED	FORM	CATEGORY	IDENTIFIER	PURPOSE	IN FAVOUR OF	CREATION		

ANNOTATIONS:

<p>Development Assessment Commission</p> <p>LAND DIVISION CERTIFICATE</p> <p>Approved in accordance with the requirements of Section 51 of the Development Act 1993</p> <p>Signed </p> <p>Description of signatory: 'Technical Officer, Lands Titles Office'</p> <p>Dated 20/07/2017, 12:23 pm per Biljana Prokic</p>
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BEARING DATUM: ① - ② 359°32'40"
 DERIVATION: D81857 ADOPTED

TOTAL AREA:



Development Assessment Commission

LAND DIVISION CERTIFICATE

Approved in accordance with the requirements
 of Section 51 of the Development Act 1993

Signed *Prokic B.*
 Description of signatory: 'Technical Officer,
 Lands Titles Office'

Dated 20/07/2017, 12:24 pm per Biljana Prokic

Alexander & Symonds Pty.Ltd.

11 KING WILLIAM STREET, KENT TOWN
 P.O. BOX 1000 KENT TOWN 5071
 Tel (08) 8130 1666 Fax (08) 8362 0099 A.B.N. 93 007 753 988

REFERENCE G007213LTO(A)

LJM 11/ 11/2015

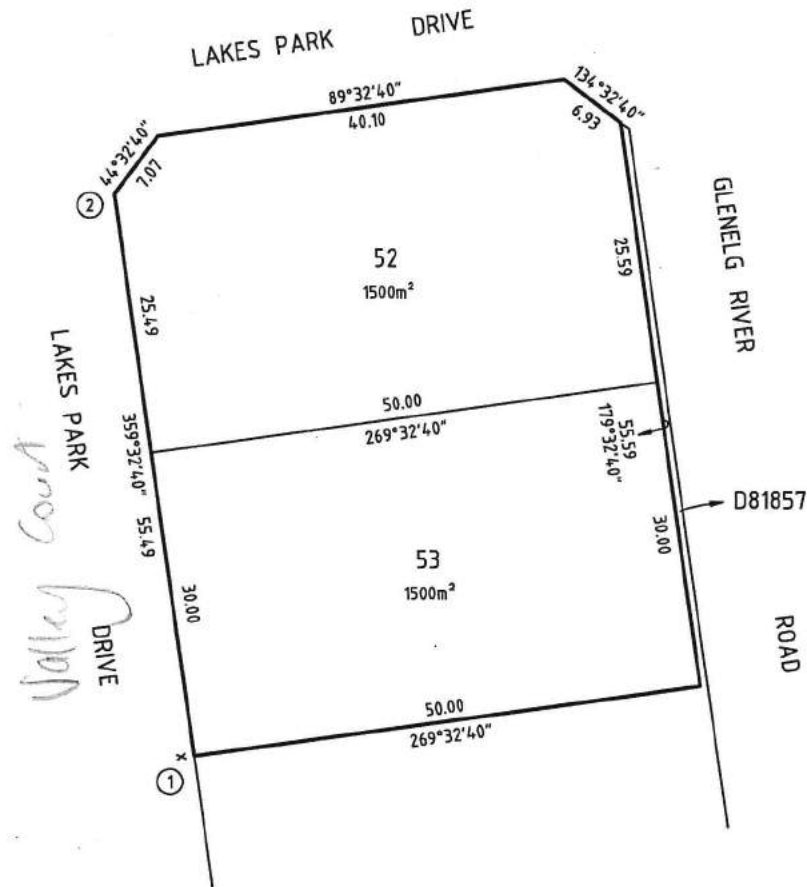
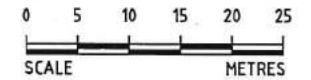
D116388

SHEET 2 OF 2

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BEARING DATUM: ① - ② 359°32'40"
 DERIVATION: D81857 ADOPTED

TOTAL AREA:



DA 14/2

381/22/2014

Alexander & Symonds Pty.Ltd.

11 KING WILLIAM STREET, KENT TOWN
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REFERENCE G007213LTO(A)

L.M 11/11/2015



The voice of local government.

Strengthening Local Government: Options for SA Councils

Discussion Paper

November 2017

Strengthening Local Government: Options for SA Councils

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Introduction

- Local government in South Australia has a record of 15 years of sustained improvements in financial performance following the Financial Sustainability Inquiry. Councils operate within a highly transparent and accountable regulatory framework.
- In December 2013 the LGA's 'Local Excellence Expert Panel' ("LEEP") produced a suite of recommendations on how to move towards the 'Council of the Future'.¹ Its report highlighted the challenges facing South Australia over coming decades, including further globalisation, population trends, emerging technologies, climate change, and communities increasingly expecting to be more effectively engaged in decision making.
- Since that time, the LGA has pursued, supported and/or achieved initiatives such as a State/Local Government Infrastructure Partnership, streamlining of local boundary reform processes, regionalisation and shared services projects, new planning and development legislation, considered the role of the Auditor General in auditing councils, commenced a council benchmarking program, provided resources to encourage deliberative engagement methods, produced a public lighting business case, supported new litter and nuisance laws, developed a new Code of Conduct proposal and carried out an LGA governance review.
- Local government is in the spotlight in lead-up to the March 2018 South Australian state election, with political parties and industry groups leading public discussion about rate capping, council amalgamations and the role of local government.
- With parties finalising their policy platforms ahead of the election, the sector has a window of opportunity to drive its own reform agenda. Recent public debate and interstate experiences have shown us that decisions about our future will be taken out of our hands if we don't make bold decisions now to remain contemporary and relevant to communities and other stakeholders. No change is not an option.
- The LGA has released its State Election Agenda *South Australia. Uncapped Potential*, which welcome sensible discussion about reform and co-operation between councils and between spheres of government.

¹ http://www.lga.sa.gov.au/webdata/resources/project/LE_Panel_Final_Report_December_2013.pdf

- We are developing a reform package that builds on our strengths and demonstrates to communities our commitment to continuous improvement and willingness to adapt to an ever-changing environment. This package is being developed a suite a reforms that can be presented to all parties as policy for State-Local Government Reform: *your first 100 days in government*.
- The *Local Government Act 1999* (“the Act”) will be twenty years old during the next term of State government. Consultation with members on the LGA’s state election strategy has indicated strong levels of support from members for a comprehensive review of the Act.
- The LGA Board has endorsed a series of principles that should underpin local government reform- (1) sustainability, (2) efficiency, (3) local decision making, (4) sector consistency and (5) simpler regulation.
- This paper has been prepared by the Local Government Association, drawing from the work of the LEEP and further work by Professor Graham Sansom. We acknowledge Professor Sansom’s contribution and reference his work in this document.

We need your input

- This consultation will form the basis of some important decisions about the future of the sector. Input from the sector is critical to ensure that all perspectives can be heard and considered.
- It is important that these decisions be made now to put the local government sector on the front foot prior to the State Election.
- This paper presents a suite of reform options, but the doors are wide open to other reform ideas that align with the five principles of sustainability, efficiency, local decision making, sector consistency and simpler regulation
- Now is the time to tell us what you want to change about the legislation governing how councils operate and work with their communities
- Consultation prompts are provided throughout this document to assist you in providing your feedback. You are not required to address all of these questions, or limit your feedback to the suggested topics.
- Input is required no later than **Wednesday 17 January 2018**, with the intention to report to the LGA Board in January.

Reform areas

In April 2016, the Local Government Association hosted a rate capping forum, attended by approximately 150 council members and staff. The forum received a presentation from Professor Sansom on "*Alternatives to rate capping- a case for a better approach*". Professor Sansom's presentation to the Forum is available on the LGA website.²

The LGA Ordinary General Meeting held during the same week resolved that the reform ideas presented by Professor Sansom should be incorporated into the LGA's work on local government reform. Further development of reform options has been undertaken, including further engagement with Professor Sansom. In summary, the reform options that have been explored include:

1. Re-frame current legislation to present a coherent set of provisions for sound financial management;
2. Upgrade consultation requirements to ensure effective community engagement;
3. Undertake systemic monitoring of councils' performance in financial management, based on standardised data and indicators;
4. Give audit committees a wider and more prominent role and greater independence;
5. Transfer administration of local government audits to the Auditor General;
6. Require councils to prepare broader revenue policies that explain the reasoning behind their use of alternative funding and financing measures, including rating;
7. Mandate rigorous and consistent service reviews to ensure maximum efficiency and effectiveness, with extensive community consultation as part of the process;
8. Expand regional cooperation between councils to optimise the use of scarce resources, and to promote greater collaboration in strategic planning and with State agencies and other partners;
9. Enhancing independent oversight of financial management by councils in those instances where audit committees or auditors' reports have identified concerns.

This Discussion Paper provides further exploration of these reform options under key reform areas of:

- Financial management, performance and reporting;
- Service levels and efficiency; and
- Engagement and participation.

² <https://www.lga.sa.gov.au/page.aspx?u=6640&c=68058>

Financial management, performance and reporting

Observations about the current system

- South Australian councils on an annual basis collectively manage a budget of \$2 billion and maintain infrastructure and other physical assets worth almost \$23 billion.
- South Australian councils manage their finances conservatively under extreme constraints. Local government has access to only one tax, council rates, and receives an unfairly low share of State and federal government funding.
- Although SA council rates are often higher than comparable councils interstate, this is offset by generally lower levels of fees and charges in SA (compared to other states) so that overall, council revenue in SA, per capita, is actually the lowest in Australia.³
- Within this context, South Australian councils are doing a lot with a little and providing an increasing number of services to a high standard, with increased levels of financial health and sustainability.⁴

Rationale for change

Despite the above, the sector could benefit from a state-wide performance monitoring framework to demonstrate its efficiency. External auditors sometimes have different interpretations of financial reporting standards, leading to inconsistencies between different councils' financial reports.

A 2016 report *Why Local Government Matters in South Australia*, prepared by the University of Technology,⁵ found that members of the public wanted more transparency in councils' patterns of expenditure.

Currently, councils must identify the performance measures they intend to use to assess the implementation of their Strategic Management Plans (SMPs) and annual business plans (ABPs). However, the Local Government Act offers no guidance on meeting this obligation. Nor is there any independent assessment of whether the council's performance against its targets has been adequate.

Consequently the sector is facing mounting pressure to 'do more with less', or at the very least to demonstrate clearly that it is achieving the highest possible standards of efficiency and effectiveness

In this area of public policy, perceptions are at least as important as reality. Local government is caught between sectional interests that seek to minimize the taxes they pay and thus highlight shortcomings in councils' financial management, and State political candidates who from time to time feel compelled to 'do something' in response. These have been the drivers for current proposals for "rate capping."

Reform options

1. The LGA and State Government jointly develop a new performance monitoring, assessment and reporting framework for councils covering a wide range of measures (but probably no more than would be required to meet councils' current obligations in relation to SMPs and ABPs), so that each council's results can be consistently reported publicly in its Annual Report.
2. Allow (or require) the Auditor-General to issue binding interpretations of accounting standards applicable to local government to ensure consistency between private sector auditors.
3. Make better use of audit committees to enhance both the quality of financial management and accountability to the community. For example:
 - a) audit committees could be required to have a majority of external, independent members, including the chairperson;

³ <http://www.lga.sa.gov.au/contentFile.aspx?filename=2017%20LGA%20Councillor%20Pack%20Rate%20Capping.pdf>

⁴ See the LGA's 2017 Financial Indicators Report at <http://www.lga.sa.gov.au/ftp>

⁵ <http://www.lga.sa.gov.au/page.aspx?u=6640&c=74727>



- b) The chairperson could be empowered or tasked to make public statements on the committee's work and findings.
 - c) Audit committees could be given additional responsibilities such as reviewing draft strategic management plans, rating practices; public consultation practices; performance monitoring, the quality of financial management, and the council's use of public resources.
 - d) To contain costs and make the best use of skilled personnel, smaller rural and remote councils could share a regional audit committee.
4. Require each council to adopt a broad "revenue policy". The Act currently requires councils to prepare a long-term financial plan, and (in the annual business plan) provide a summary of proposed sources of revenue. However, these existing requirements could be broadened and consolidated into a broader 'revenue policy' to set out the proposed revenue mix including rates, fees and charges, commercial activities and so on. Adoption of a revenue policy should be based on a published assessment of options and effective community consultation.⁶
5. Working towards aligning the local government sector workforce, and adopting an industry-wide industrial relations framework.

Consultation questions

- A. What performance measures does your council use in its Strategic Management Plans and/or Annual Business Plans?
- B. Are these measures suitable for prescription throughout the local government sector? If not, what other performance measures would you suggest?
- C. Is the proposed reform in relation to the auditor-general (above) sufficient to ensure consistency across the sector?
- D. What new roles (such as those canvassed above) should be assigned to audit committees and/or their chairpersons?
- E. What next steps are needed to move towards an industry-wide industrial relations framework?
- F. What other potential changes might help to reassure communities that councils are undertaking their responsibilities as efficiently and effectively as they could and spending ratepayers' funds wisely?

⁶ The LGA has published a Model Revenue Policy, as an attached to its Financial Sustainability Information Paper #20 *Rating and Other Funding Policy Options*.
<http://www.lga.sa.gov.au/fisp/>

Service levels and efficiency

Observations about the current system

- Councils have a wide discretion about choosing which services to provide, and the levels or standards of those services. This is appropriate and necessary given the diverse needs and aspirations of different communities.
- Only a few services are legislatively required. For the majority of its services (i.e. those that are not legal obligations) each council takes account of community consultation, its own SMP; the need for long-term financial sustainability; and the resourcing that would be required for each desired service.
- The LGA's financial sustainability advice is that each Council should have an overall service range policy and a separate service level policy for each specific service.
- One of the duties of councillors is "to keep the council's resource allocation, expenditure and activities, and the efficiency and effectiveness of its service delivery, under review."
- A Council's SMPs must provide an "assessment" of the extent or levels of services that are required for the council to achieve the objectives in its SMP.
- Councils have a statutory responsibility⁷ to work with each other and with State and federal agencies to pursue shared objectives.
- Two or more councils can together establish a "regional subsidiary" to undertake joint activities, including service delivery. There are many other ways for councils to enhance efficiency by co-operating with each other in sharing service provision to their communities.⁸

Rationale for change

The requirements above do not amount to regular, rigorous reviews of service delivery (as are required in Victoria). Nor do they require "shared services" to be considered as a default option for any service. Moreover, the requirement for community consultation on SMPs is minimal. The consultation process mandated for annual business plans and budgets is more fulsome, but there is no specific requirement for those documents to detail or review types and levels of services.

Professor Sansom has noted:

"Many councils have made significant advances in promoting regional cooperation, but the LEEP concluded ... that more can and should be done to expand collaboration amongst councils – and with other agencies – in planning and service delivery. This could provide opportunities for increased efficiency and cost saving, and thus apply downward pressure on rates and/or enhance the financial sustainability of member councils."

Reform options

6. Strengthening the Act's provisions for service reviews and associated community engagement, with particular reference to achieving greater sector consistency and maximising efficiency and effectiveness to align with community needs and reasonable expectations.
7. Create greater legislative imperatives or policy incentives for councils to work together in the planning, delivery and funding of services and procurement of goods and services.

⁷ In section 8 of the *Local Government Act 1999*

⁸ See the LGA's Financial Sustainability Information Paper #7 – *Service Delivery and the Role of Shared Services* at <http://www.lga.sa.gov.au/fsp>



Consultation questions

- G. How often should a council be required to review each service that it provides? Should it be required to review all services all at once (say at four-yearly intervals) or should there be a rolling program for review of each service, one-by-one, over time?
- H. What should be the respective roles of the audit committee, the CEO, and the community in reviewing services and efficiency?
- I. What can be done to encourage and/or require councils to co-operate more in the planning, delivery and procurement of shared services?

Engagement and participation

Public consultation and engagement

Observations about the current system

Councils are required by the Act (section 50) to have a “public consultation policy”.⁹ At a minimum such a policy requires a notice to be published in a newspaper and on a website, with a period of at least 21 days for receiving submissions. Councils must follow their own public consultation policy when contemplating a variety of (often minor) decisions.¹⁰ The most significant legislative prescription is that a council’s draft annual business plan must be subject to a public question-and-answer session of at least an hour. However, such sessions are often not well attended by members of the public.

On the other hand, some decisions which might have as significant impact on a council’s community do not attract the same legal requirement for consultation. A council’s most important planning tool, its SMP, requires simply that “members of the public are given a reasonable opportunity to be involved in the development and review of those plans”. (s122)

The LGA has recommended its members go further than statutory minimums. The LGA has produced (since 2008) two successive editions of a community engagement handbook¹¹ which is widely used by councils in South Australia to undertake best practice engagement. The LGA also offers training in the use of social media to improve a council’s connection with its community.

Rationale for change

Professor Sansom has noted that the prescriptions in the Act (outlined above)

“...fall short of best practice. There is no requirement for deliberative forms of engagement such as presentation of options, interactive websites, online panels or citizen juries. In particular, it might be expected that some form of deliberative engagement would take place with respect to councils’ obligations ... to assess the impact of the rates structure and policies on the community....”

In 2013, the LEEP recommended that the term ‘community engagement’ with its broader overtones of collaboration and participation should replace ‘public consultation’, which infers the narrower concept of presenting a *fait accompli* to the community and requesting comment. The Panel noted that a new community engagement framework is needed, reflecting an era in which newspapers are read decreasingly, community members are rarely inclined to attend public meetings and there are many ways to work collaboratively with communities through social media, and other digital platforms. Many councils have already recognised this shift and have adopted engagement practices far exceeding the outdated minimum legislative requirements.

In 2016, Parliament’s Economic and Finance Committee also recommended improved consultation with communities in the setting of rates.

There is to be a new state-wide Community Engagement Charter for purposes of the *Planning Development and Infrastructure Act 2016*. Therefore it would be prudent to consider the extent to which community engagement in the *Local Government Act 1999* could align with this new Charter.

⁹ Section 50 of the Act

¹⁰ • changes to a council’s office locations or opening hours (s45);
• changes to a code of practice for public access to meetings and documents (s92);
• a draft annual business plan (s122, which also requires an annual public meeting);
• changes to the rating system (s151 and s156);
• revocation of the status of community land (s193, 194);
• adopting a management plan for community land (s197);
• leasing or licensing community land (s202);
• granting an authorisation for the partial blockage of a road (s223); and
• authorising the planting (alongside roads) of vegetation with a “significant impact” (s232).
<http://www.lga.sa.gov.au/page.aspx?u=6716&c=28679>

Reform options

8. Strengthening the Act's provisions for regular reviews of a council's service provision, with community engagement to determine needs and reasonable expectations.
9. Introducing 'deliberative' community engagement throughout the planning and budgeting/rate setting process – not just consultation on a draft budget;
10. Allowing or requiring audit committees to assess the adequacy of public consultation policies and practice.

Consultation questions

- J. What should be the basic legislative minimum requirements for "community engagement" as distinct from the current minimum provisions for "public consultation policies"?
- K. How should the Act require councils to involve the community in deliberative engagement in budgeting and rate-setting?
- L. If audit committees are to assess the adequacy of a council's community engagement, what changes should be required in the process for recruiting and appointment of members of the audit committee? (e.g. should one or more members be required to have expertise in community engagement?)

Representation Reviews

Observations about the current system

The Local Government Act requires councils to carry out "representation reviews" approximately every 8 years or at such other times as required by the regulations. During these reviews councils must consider options relating to:

- The composition of the council, including the number of council members
- Whether or not the council should be divided into wards
- The size and boundary areas of wards if they exist

A council may also use this process to change its name, change the name of a ward or change the area of the council.

A representation options paper must be produced by a person "who is qualified to address the representation and governance issues" that may arise. Many councils do not have employees with the requisite qualifications or do not have the capacity to release a council employee to undertake this additional and substantial work. As a result, a significant number of councils engage consultants to undertake the work associated with representation reviews, including developing the representation options paper, managing the extensive advertising and consultation processes and preparing a report based on submissions. Council must then refer the report to the Electoral Commission.

The Electoral Commission, after considering the report, may either certify it as complying with the requirements or send it back to the council with reasons why it has not been certified. In recent discussions the Electoral Commission has indicated that the current drafting of the Local Government

Act does not support the type of monitoring and assistance role that the Electoral Commission has traditionally given to councils and that it is reviewing its role.

Rationale for change

Based on advice from the Electoral Commission, the LGA understands that some councils have experienced difficulty obtaining the services of appropriately qualified consultants to assist them with the workload and some councils had to undertake multiple public consultation processes as a result of community feedback and changing options. Council members also face the challenge of having to make controversial decisions on changes to the composition of a council that have the potential to affect their own positions.

Most councils required assistance from the Electoral Commission in relation to compliance with the extensive technical requirements set out in section 12 of the Local Government Act in order to enable them to achieve certification by the deadline date.

Representation reviews are an important feature of local democracy. Given that the Electoral Commission has indicated that it is reviewing the efficacy of current processes and its role in supporting councils to undertake representation reviews, the LGA considers it timely to seek feedback and further input on possible reform options.

Reform Options

11. Review and revise section 12 of the Local Government Act to simplify the technical and process issues and provide a clearer role for the Electoral Commission to monitor and assist the process
12. Ensure there is sufficient, high level expertise available to councils to assist them to carry out the requirements of representation reviews competently and at reduced cost.
13. Create a greater decision making role for Electoral Commission or another independent body.

Consultation questions

- M.** How could the processes for representation reviews be improved to be more efficient and effective for councils and the community?
- N.** Is there additional support that could be provided to councils to carry out the requirements of representation reviews?
- O.** What role should the Electoral Commission have in representation reviews?

Draft

City of Mount Gambier

ASU Enterprise Agreement

Number 10, 2018

(to commence on certification by the commission)

This Enterprise Agreement
is made pursuant to the
Fair Work Act 1994

this day of X

between the

CITY OF MOUNT GAMBIER
10 Watson Terrace
Mount Gambier

AUSTRALIAN SERVICES UNION

and

**ASSOCIATION OF PROFESSIONAL ENGINEERS, SCIENTISTS, MANAGERS AUSTRALIA
(APESMA) TRADING AS PROFESSIONALS AUSTRALIA**

The terms and conditions agreed between the parties are set out herein

1. Title

This Agreement shall be known as the City of Mount Gambier ASU Enterprise Agreement No 10 of 2018.

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3. Definitions

"Agreement" is the City of Mount Gambier ASU Enterprise Agreement No. 10 of 2018.

"APESMA" is the Association of Professional Engineers, Scientists, Managers Australia, trading as Professionals Australia (PA)

"ASU" is the Amalgamated ASU (SA) State Union (known as the Australian Services Union), referred to in this document as the ASU or as the Union.

"Award" is the South Australian Municipal Salaried Officers Award.

"CEO" is the Chief Executive Officer of the City of Mount Gambier or person acting in that position.

"Consultation" means sharing of information and exchange of views between the parties and provides employees with the genuine opportunity to contribute effectively to decisions which are likely to have a significant effect(s) on their employment. It provides employees with the opportunity to have their viewpoints heard and taken into consideration prior to a decision being made.

"Corporate Leader" includes Manager, Supervisor, Team Leader or anyone with supervisory functions over staff.

"Council" means the employer – the City of Mount Gambier. The CEO (or delegate) is the primary decision-maker of Council with regards to employees covered by this Agreement and the Award, in this context "Council" may refer to the CEO, General Manager or Corporate Leader of an individual employee or workgroup.

"Employee" means a person employed by the City of Mount Gambier who performs work covered by this Agreement and the Award.

"ECC" means the Employee Consultative Committee which is the consultative mechanism for negotiating, reviewing and monitoring Enterprise Agreements with the ASU and PA, and their members, and considering concerns and/or disputes arising from the operation of the Enterprise Bargaining Agreements.

"Graduate" is a person who has successfully completed a course of study or training, or a person who has been awarded an undergraduate or first academic degree.

"Natural Attrition" is the gradual reduction in the number of employees by natural means over time.

"Primary Caregiver" means someone who has primary responsibility for the care of a child immediately following birth/adoption. "Primary Caregivers" are also those individuals who have recently become parents through actions of custody. Applies to births and adoptions.

"Resource Sharing" means the concept of co-operation and sharing of resources, human, financial and material, with other organisations and Local Government bodies.

"Salary" means the employee's classified salary pursuant to the Award and the wage rates/salary contained in the City of Mount Gambier ASU Enterprise Agreements.

"Secondary Caregiver" means the current partner of the primary caregiver, the other legal parent of the child or the current partner of the other legal parent of the child.

"Significant Effect(s)" means effects including termination of employment, major changes in the composition, operation or size of the workforce or skills required the elimination or diminution of job opportunity, promotion opportunity or job tenure, the alteration of hours of work, retraining or relocation and the restructuring of jobs.

"Trainee" is a person undergoing on the job training for a particular job or profession.

"Union" means the Amalgamated ASU (SA) State Union and/or the APESMA in respect of their members employed by the City of Mount Gambier.

"Work Group(s)" means the grouping of employees that have a similar function, task or have a common objective. Council's existing work groups are delineated by the organisational structure or through the current association of employees undertaking particular roles or projects. Most employees are able to immediately identify with at least one work group.

"Workplace Change" means the nature of change described in the definitions for "Consultation" or "Significant Effect(s)".

"Workplace Representative" means an ASU or PA member elected from the membership appointed under the rules of the relevant union, whose role is to effectively represent the interests of members at the workplace.

4. Parties Bound

The Agreement will be binding on:

- City of Mount Gambier in respect of its employees engaged pursuant to the Award
- Employees of Council covered by the Award
- Employees engaged under a traineeship program
- The ASU in respect of its members engaged by the City of Mount Gambier
- The PA in respect of its members engaged by the City of Mount Gambier.

The following positions are not covered by this agreement:

- Chief Executive Officer
- General Managers
- Cadets/Work Experience Employees.

5. Aims & Objectives

The Agreement aims to develop, support and enhance a flexible work force and management structure committed to productivity and efficiency improvement within the changing nature of local government.

These aims and objectives will remain in place during the life of the Agreement unless amendments to legislation require Council to implement alternative arrangements.

The Agreement contributes to the attraction and retention of flexible, skilled and committed workforce, and supports Council's strategic vision.

The Agreement supports the achievement of organisational objectives by:

- Building and maintaining a culture of trust between all employees, employees and Councillors, Council and community
- Providing all employees with the skills, knowledge and capabilities to enable them to deliver quality services that are valued by our community
- Facilitating optimum delivery of strategic and corporate objectives
- Building and celebrating a culture of excellence in our services and programs
- Ongoing productivity and efficiency improvement; and

- Increased job satisfaction and the provision of a sustainable level of job security, benefits and condition for employees.

The parties recognise the importance of cultural change in the workplace as fundamental to improved service delivery and agree to take an integrated approach to achieving workplace objectives.

Employees agree to actively promote an environment of trust, respect and empathy in working with each other and agree to respect the contributions and opinions of all employees regardless of position, background or longevity of employment at Council.

The parties agree to improve internal partnerships and cooperation and to focus on a culture of employee relations in which consultation is an essential ingredient to workplace change.

6. Period of Operation

The Agreement will come into force from the date of certification by the commission and remain in force for a period of three years. The parties agree that negotiations for the next Agreement will commence no later than 6 months prior to the expiration of the Agreement.

7. Employee Consultative Committee

The Employee Consultative Committee (ECC) members will create and maintain an environment that facilitates the opportunity for open and respectful discussion of issues and:

- Meet on a bi-monthly or at a mutually agreed alternative frequency of meetings, to discuss issues relating to productivity and efficiency and working conditions for the life of the agreement
- Provide a forum for discussion of any issues raised by employees relating to the workplace or working conditions
- Canvas, support and engage employees, providing consolidated representation during enterprise bargaining negotiations; and
- Facilitate two-way consultation and communication between ECC, Unions and Council regarding arrangements within the current Agreement.

The ECC membership will be up to six employee representatives who are bound by this agreement, and up to three management representatives.

The ECC will endeavour to comprise a demographic representation of the workgroups bound by the Agreement such that views of the workgroups can be represented and the committee member can be point of contact for employees to the ECC.

Decisions will be made by consensus between the representatives. Should an ECC member not be able to attend a meeting, a proxy may attend on the committee member's behalf which includes voting rights.

Any dispute arising out of the Agreement will be referred to the ECC for consideration as per Clause 13.

8. Employment Security

For the life of the Agreement there shall be no forced redundancies but employee numbers may be reduced through natural attrition.

Employees commit to becoming fully trained and multi-skilled to enhance organisational flexibility and agree to undertake any work as directed across or within their classification level providing that such work is within the limits of their skill, competence and training.

Where a position is made redundant through organisational change, employees will be redeployed into a position of equal classification, or if it is agreed by Council and the employee that this is not feasible an employee may be deployed to a position of lower classification in which case the following will apply:

- The employee may agree to the redeployment, with such agreement not being unreasonably withheld
- On commencement of a new position the employee's salary will remain frozen at that rate until the new position reaches an equal salary rate
- Any employment benefits attached to the former position will be maintained; and
- Council will provide training to assist the redeployed employee into the new position.

Council and employees commit to resource sharing and partnerships in order to maximise the efficient utilisation of human, financial and material resources of Council in all areas of service and operation.

Where resource sharing or partnership arrangements require variations in pay rates, hours of work or conditions, these are to be agreed with the affected employees prior to the commencement of these other duties.

When an employee returns to work with Council, the employee shall revert to the substantive classification occupied with Council prior to the secondment or transfer.

In the event of an amalgamation occurring involving Council, a Joint Enterprise Bargaining Negotiating Committee will be formed comprising equal employee and employer representatives from each Council.

9. Consultation and Employee Relations

The parties recognise that change is an ongoing feature of the work environment and that appropriate management of change is essential for the benefit of both employees and the Council. For the purposes of the Agreement, change includes but is not limited to any of the following:

- Change to work practices
- Introduction of new technology and equipment
- Change in the workforce size and/or structure
- Resource sharing
- Consideration of alternative service delivery.

As soon as change is considered, there will be consultation involving employees who may be affected by the change and the Union. There will be full, open and honest disclosure of all information relevant to the proposed change. The Enterprise Bargaining Consultative Committee shall serve as the appropriate consultative forum to deal with the introduction of change.

10. Workplace Representatives and Union Training

Union Workplace or Employee Representatives will be entitled to undertake discussions with:

- Officers of the union
- Other union members, and
- Management

about matters pertaining to the worksite for a reasonable amount of time as required.

Access to facilities will be provided to enable the representative to carry out their role.

A Union Workplace or Employee Representative is entitled to a maximum of five days union training per annum provided that:

- Four weeks' notice is given
- Details of the training are provided to Council if requested and
- Adequate staffing arrangements are able to be made.

11. Productivity and Change

The parties acknowledge that employees will at times be required to work in ways that maximise skills, knowledge and abilities beyond the Award and position description.

The parties acknowledge that employees will need to engage in organisational productivity and change strategies and that the more employees are involved in change processes, the greater the effectiveness of the positive change and resultant productivity.

The parties acknowledge that training and education of employees may be required to assist individuals and work groups to achieve outcomes, identify and implement performance targets and other strategies.

The parties are committed to ongoing productivity improvement, change management and building on the progress made during previous enterprise agreements.

More specifically, employees agree to:

- Be actively involved in training, support, effective implementation, enforcement and application of corporate software systems relevant to their role.
- Adopt an integrated approach to the support and implementation of a robust, sustainable safety culture including:
 - Commitment to the effective implementation and application of Work Health and Safety (WHS) management systems; and
 - Ensuring that all Council operations are undertaken with minimal risk to staff and others at all times.
- Actively participate and demonstrate commitment to a risk management culture by:
 - Systematically identifying, assessing and controlling risks in the workplace; and
 - Taking a risk management approach to the integration of innovative solutions leading to increased accountability and continually improving systems.
- Adapt to the ongoing complexities of local government by supporting strategies to deal with increased legislative compliance and governance obligations.
- Work constructively to achieve successful strategic and business related outcomes through the performance development and review process in accordance with Council's guide to the employee performance development and review process.
- Demonstrate and uphold the principles of good conduct and behavioural standards defined within the relevant code of conduct.
- Commit to the effective implementation and application of decentralised budget management where managers, with workgroup support, are responsible and accountable for developing, monitoring and reviewing their workgroup budgets.
- Continued involvement in and commitment to, Council's corporate business unit and strategic planning processes.
- Embrace and support Council's customer service charter.

- Ongoing involvement in and commitment to the internal staff climate survey and implementing processes to enhance Council culture.
- Commit to the application of Environmental Sustainability and principles by using Council endorsed tools to assess potential projects.

Employees further commit to the effective implementation and application of corrective actions and strategies to address issues identified in these processes.

12. Relationship to the Award

This Agreement shall be read in conjunction with the Award. Should there be any inconsistency between the Agreement and the Award the Agreement will prevail to the extent of the inconsistency. Where the agreement is silent on a matter, application will revert to the Award.

Conditions Protected

The Agreement shall not operate so as to cause any employee to suffer a reduction in base remuneration or in national standards such as hours of work, annual leave, long service leave, sick leave, personal leave, parental leave or any other conditions of employment pursuant to the Fair Work Act 1994.

13. Dispute Resolution

Any dispute arising out of the Agreement will be referred to the ECC for consideration.

Should the matter not be resolved through ECC discussions and consultation, the matter will be referred to the Unions and Senior Management.

In the event that the matter still remains unresolved it will be referred to the South Australian Employment Tribunal (SAET) for conciliation and/or arbitration.

Any grievance or dispute relating to employment conditions, will be addressed by the following process:

- The employee, workgroup, workplace representative and/or nominated advocate will initially contact the immediate supervisor and attempt to settle the matter.
- Where negotiation with the immediate supervisor are not appropriate or does not result in resolution, the employee may consult Human Resources and/or delegate to attempt to resolve the issue.
- If the matter is still unable to be settled, the employee will meet with the relevant General Manager and Human Resources and/or delegate. Where resolution has not been reached at this stage, the CEO will meet with the employee, Human Resources and the relevant General Manager.

If after following the steps above, the matter is still unresolved, Council, the employee, or their representative(s) may approach the South Australian Employment Tribunal (SAET) for assistance by conciliation and if necessary, arbitration.

An employee may be supported by a workplace and/or union representative or other advocate of their choice in any meetings/discussions relating to a grievance or dispute.

The process contained in points 1-3 above will ideally completed within fourteen working days of the issue being raised. Where this is not practicable all parties shall be notified.

Responsibilities

Employees:

- Notify their Corporate Leader promptly of any matters that may require resolution and where possible attempt to resolve any issues or conflict.

- Research all relevant information relating to the matter prior to lodging a formal complaint.

Corporate Leader:

- Maintain communication with the employee or groups of employees whilst the matter is being investigated.
- Resolve the matter as quickly as possible.
- Refer the matter to the next level of management if it falls outside of their respective authority or area of responsibility.
- Formally notify the employee or groups of employees and, where involved, the nominated representative/advocate, of the resolution and/or action to be taken in response to the complaint.

Human Resources:

- Review any matter objectively and ensure employees are treated fairly and equitably.
- Immediately brief workplace representatives (and/or Union officials where involved) if the matter is considered to be serious.
- Provide all parties with advice and assistance.

Union representatives/officials:

- Explore avenues to resolve issues internally wherever possible.
- Brief Human Resources immediately if the matter is considered to be serious.

Chief Executive Officer:

- Ensure that all matters are resolved in a fair and equitable manner and as quickly as possible.

14. Local Area Workplace Agreements (LAWA's)

In addition to the LAWA(s) in operation pursuant to Schedule 2, further LAWA(s) may be negotiated between a work group and the Council, subject to the following:

- The LAWA's should be utilised to facilitate and assist the operational/work units to become more competitive in the emerging competitive environment.
- Agreements should be entered into by mutual agreement without coercion, and be for a fixed term and recorded in writing.
- The LAWA may prescribe employment and working arrangements different to those prescribed under the Award and Agreement, subject to a "no disadvantage test" being applied by the South Australian Employment Tribunal (SAET) against the Award.

15. Training & Career Development

It is recognised that participation in training and development programs will result in a more skilled workforce with the potential for improved productivity, efficiency and quality of customer service and improved career options.

In accordance with Council's *Performance Development & Review Process*, employees will receive feedback in regard to their performance development and training needs and an annual training and development plan will be defined for each employee in consultation with their Corporate Leader.

Allocation of training funds will be in accordance with an annual training plan that will take into account training needs identified via the performance development and review process and will align to the strategic and organisational needs of Council.

Prioritisation of training funds will be based on Council's needs and via negotiation, through the Performance Development Review (PDR) Process.

Council will ensure that all employees across all levels of the organisation have a fair and equitable opportunity for training and will maintain a register of relevant details.

Flexibility

As a means of providing greater flexibility in the provision of training and development opportunities, subject to agreement, time may be spent at training programs or seminars conducted on a Saturday or other agreed times outside of ordinary hours.

By mutual agreement time spent at such training shall be paid at ordinary time or alternatively may be taken as time in lieu.

Council will provide child care or reimburse reasonable child care expenses incurred for employees with family responsibilities who would be unable to attend training outside their normal hours of work without child care arrangements.

Development

Providing staff members with the opportunity to gain experience through performing other duties at a higher level or the same level is seen as a method of developing staff members for now and the future. Accordingly, where possible Council will provide employees with the opportunity to:

- Perform other duties whilst other employees are on leave before any external resources are utilised; and
- Participate in project work that may otherwise be undertaken by external consultants.

The allocation of duties and responsibilities will be decided by the relevant Corporate Leader based on competency and availability acknowledging that sharing workload between individuals may also provide development opportunities.

Study Leave

In determining whether to approve an employee's request to study (either in full or in part) the CEO shall have regard to operational/organisational matters and the effect of such regular absence of work arrangements as well as the other criteria referred to below.

- The course is approved by the CEO.
- Employees undertaking approved courses of study directly relating to their current employment and/or Employee Performance Development and Review Process will be allowed time off with pay.
 - Employees who attend lectures/courses can take up to 5 hours per week inclusive of travel time or as otherwise agreed by the employee and their manager, to attend lectures and/or examinations.
 - Employees undertaking external study modes can accrue up to 3 hours per week over the duration of the study period, to be taken as required.
- Courses are appropriate to the employee's current role and position description.

Where an employee is directed by Council to undertake a course of study or attend a training course, Council shall be responsible for all fees paid in respect of such course.

First Aid/CPR Training

Council agrees to reimburse a once-off payment not exceeding \$200 (ex GST) to any employee covered by this Agreement who chooses to attend a recognised first aid or CPR training course during the term of this Agreement. Attendance at such training will be at the discretion of the General Manager.

16. Leave

Refer to the South Australian Municipal Salaried Officers Award for further information regarding leave entitlements.

Sick Leave

- Sick leave is available to employees in accordance with clause 6.6 of the Award. Employees will notify Council of their absence from work by the start time of the day of absence and are encouraged to advise prior to this where possible.
- Family leave is available to employees in accordance with clause 6.8 of the Award. A maximum 152 accrued hours of sick leave entitlement per 12-month period, can be used by an employee where they are primarily responsible for providing care to members of their household or immediate family members when they are ill.
- An employee is entitled to personal leave equivalent of 2 working days per annum (pro rata for part time employees) on account of other urgent personal or family needs. Such leave shall be debited against sick leave. Where possible, employees will provide prior notice of absence for personal leave.
- Bereavement leave is available to employees in accordance with clause 6.3 of the Award.

Parental Leave

An employee who becomes entitled to parental leave under Clause 6.5 of the Award shall be entitled to payment subject to the following limitations and conditions:

Parental Leave (Primary Caregiver)

Once one (1) year of continuous service with Council has been achieved an employee is entitled to be paid for five (5) weeks at normal salary or ten (10) weeks at half pay (pro rata for part time employees).

Parental Leave (Secondary Caregiver)

Once one (1) year of continuous service with Council has been achieved an employee is entitled to be paid for one (1) week at normal salary whilst on paternity leave or two (2) weeks at half pay (pro rata for part time employees).

Adoption Leave

An employee who submits satisfactory evidence to Council that they are an approved applicant for the adoption of a child and will be the primary care giver shall be entitled to the provisions contained herein under Primary Caregiver and Secondary Caregiver leave above.

General Provisions

The payments provided for Primary Caregiver and Secondary Caregiver leave above are additional to payments made under the Federal Governments Paid Parental Leave Scheme.

17. Workers Compensation

Payment of Wages

Whilst an employee is on paid Worker's Compensation leave, Council shall pay the employee wages as instructed by the Local Government Workers Compensation Scheme (LGWCS). Council will not 'make up' wages should the LGWCS reduce wages in line with their designated periods of absences. For example, the LGWCS specifies that after 52 weeks the first designated period concludes and the second commences with payment of wages reduced to 80%, the employee will receive 80% of their normal wage.

Whilst an employee is on paid Worker's Compensation leave, Council shall fund any public holidays which fall on that employee's normal rostered day during this period even if Council is unable to seek reimbursement for these dates.

Superannuation

Whilst an employee is on paid Worker's Compensation leave, Council shall pay to the employee's superannuation fund an amount equal to the legislated superannuation guarantee entitlement plus any additional contributions stipulated in this Agreement. Superannuation payments will continue while the employee is entitled to payments and will reduce in line with the percentage of wages payable specified by the LGWCS.

18. Corporate Wardrobe

Council recognises that a standard Corporate Wardrobe presents a professional public image and accordingly all employees will be dressed in the agreed Corporate Wardrobe.

To qualify for Corporate Wardrobe the following conditions must be satisfied:

- Employee engaged as a permanent or engaged under contract for a period greater than 12 months;
- Contract employee's whose employment with Council extends past a consecutive period of 12 months;
- Fulltime Trainees will be eligible for 100% of the specified amounts regardless of contract term.

Qualifying employees will receive up to a maximum of \$500 (including GST) per financial year, with the amount determined by the number of standard rostered days per week.

In addition, new employees (excluding Trainees on contract) are eligible to receive an additional once off contribution of up to \$300 (including GST).

Please note these are the maximum amounts payable per financial year i.e. no carryovers.

Standard rostered days per week	Additional "once off" for First year
5 days = \$500	5 days = \$300
4 days = \$400	4 days = \$300
3 days = \$300	3 days = \$300
2 days = \$200	2 days = \$200
1 day = \$100	1 day = \$100

Subject to the above conditions, employees have the right to request a Corporate Wardrobe at the commencement of their employment, however in the event that employment is terminated prior to the completion of a probationary period any Corporate Wardrobe expense incurred will be reimbursed to Council in full.

The above clause does not apply where employees are required to comply with Council policy relating to the wearing of a particular Corporate Wardrobe or personal protective equipment. In these circumstances, Council is responsible to pay the full cost of the Corporate Wardrobe.

19. Hours of Work

Ordinary Span of Hours

The “Ordinary span of hours” shall not apply to any existing employee who is subject to a formal Local Area Workplace Agreement or Seven-Day Work Environment.

The ordinary hours of work for full-time employees is 76 hours per fortnight, to be worked between 7.00am and 7.00pm Monday to Friday inclusive, unless arranged by mutual agreement.

Employee start and finish times are to be negotiated between the employee and their Corporate Leader within the ‘ordinary span of hours’, to ensure each of Council’s customer service standards are maintained, staff will utilise systems such as Voice Mail, Out of Office and Calendars and any required forms.

All employees will have a minimum 45 minute unpaid meal break per day. A meal break must commence between 11.00am and 3.00pm. A break will be taken at a time that ensures that customer service standards are maintained and will commence within 5 hours of the employees start time.

Part-time employees will have a meal break when rostered for 5 hours or more.

Rostered Days Off

In accordance with the Award full time employees work a standard day of 7.6 hours.

Full time employees accrue 0.4 hours towards a Rostered Day Off (RDO) by working an 8 hour day. If the full time employee works less than 8 hours on any one day the RDO accrual will be on a pro-rata basis.

In order to compensate for times when the employee may not have accrued sufficient time towards an RDO due to absences, Council will allow employees to go into arrears by a maximum of 7.6 hours or one full day.

RDOs can only be taken as full days or half days.

Recognising the needs of the workgroup and after negotiations between the employee and Council, a maximum of three RDOs can be accumulated to be taken at a mutually convenient time.

Time off in Lieu (TOIL)

Should an employee be required to work in excess of the 80 hours per fortnight (76 normal hours plus 4 hours RDO) and/or in excess of eight hours per day, up to twelve hours per day, such hours shall be taken as time off in lieu (TOIL). Any TOIL accrued outside of the “Ordinary span of hours” timeframe shall be accrued at the time equivalent to amount of overtime paid multiplied by the appropriate penalty rate. Weekends and Public Holiday penalty rates shall apply.

If work occurs outside the “Ordinary span of hours’ timeframe, i.e. 7am to 7pm, the following table applies:

	Monday-Friday	Saturday	Sunday	Public Holiday
Between 7am & 7pm	Time for time			
Before 7am & after 7pm	Time and a half for first 3 hrs then double time			
Before 12 noon		Time and a half for first 3 hrs then double time		

After 12 noon		Double time		
All Day			Double time	Double time and a half (only claimed as Time and a half as employee is already paid for public holiday)

Please Note: Unless an employee is *required* to work outside of normal working hours (7am to 7pm Monday to Friday), TOIL is accrued at Time for Time. For example, an employee cannot *choose* to work on a Sunday and accrue Double Time.

Make-up Time (MUT)

An employee can negotiate with their direct Corporate Leader to work ‘Make-Up Time’ (MUT) in order to attend appointments or attend to other personal issues that are of a short duration not exceeding 3 hours. Any MUT, is an informal arrangement between the employee and the Corporate Leader, however time taken must be made up within 5 consecutive working days. MUT will be taken at a time that ensures that customer service standards are maintained.

Seven-Day Work Environments

Seven-day work place agreements have been developed for the Library, Main Corner/Riddoch Art Gallery and Lady Nelson due to their unique operating requirements. The Library Manager, Main Corner Co-ordinator, and Team Leader Visitor Information are exempt from the below conditions and will work in accordance with the standard arrangements as per the Agreement.

Span of ordinary hours

The ordinary span of hours is Monday to Friday between:

Library	Main Corner/Riddoch Art Gallery	Lady Nelson
7.00am – 8.00pm	7.00am – 8.00pm	7.00am – 7.00pm

Variation to normal working hours

Provided a minimum of two weeks’ notice is given to an employee or unless mutually agreed, the ordinary hours of work may vary within the ordinary span of hours. Mutual agreement is required for normal working hours to commence outside the ordinary span of hours as above. Such agreement will not be unreasonably withheld.

Hours of Work

Standard hours of work are;

	Library	Main Corner/Riddoch Art Gallery	Lady Nelson
Ordinary standard work day	7.6 hours	7.6 hours	7.6 hours
Standard start time	8.30am	8.45am	8.30am
Standard finish time	5.30pm	5.30pm	5.15pm
Unpaid meal break duration	60 minutes	45 minutes	60 minutes
Commencement of meal break	Within 5 hours	Within 5 hours	Within 5 hours
Meal break span	11.00am– 3.00pm	11.00am – 3.00pm	11.00am – 3.00pm

	Library	Main Corner/Riddoch Art Gallery	Lady Nelson
New Years Day	Closed	Closed	Open 10:00am – 4:00pm
Australia Day	Open 12:00pm - 3:00pm	Open 10:00am - 3:00pm	Open 10:00am – 4:00pm
Adelaide Cup Day	Open 12:00pm - 3:00pm	Open 10:00am - 3:00pm	Open 10:00am – 4:00pm
Good Friday	Closed	Closed	Open 10:00am – 4:00pm
Easter Saturday	Open 12:00pm - 3:00pm	Open 10:00am - 3:00pm	Open 10:00am – 4:00pm
Easter Monday	Open 12:00pm - 3:00pm	Open 10:00am - 3:00pm	Open 10:00am – 4:00pm
Anzac Day	Open 12:00pm - 3:00pm	Open 12:00pm - 3:00pm	Open 10:00am - 4:00pm
Queen’s Birthday	Open 12:00pm - 3:00pm	Open 10:00am - 3:00pm	Open 10:00am – 4:00pm
Labour Day	Open 12:00pm - 3:00pm	Open 10:00am - 3:00pm	Open 10:00am – 4:00pm
Christmas Day	Closed	Closed	Closed
Proclamation Day	Closed	Closed	Open 10:00am – 4:00pm

Rostering

The employees engaged at a seven-day work place sites shall work within a roster system with the following features;

	Library	Main Corner/Riddoch Art Gallery	Lady Nelson
Roster span	7 days	7 days	7 days
Maximum consecutive days	6	6	5
Roster cycle	3 weeks	3 weeks	8 weeks
Specific features	1 day of the weekend per roster cycle	Not applicable	4 days on, 4 days off

Any change to a roster shall be by mutual agreement between the employee and their Corporate Leader.

The Lady Nelson Customer Service Officers rostered to work over seven days of the week continuously (working Saturday, Sunday and Public Holidays as a consistent part of their rotating roster) are entitled to five weeks annual leave per annum and shall be paid at the penalty rate of twenty percent (20%) in respect of such leave taken in accordance with the award provision.

With the exception of the Lady Nelson, work on public holidays will be performed by employees on a rotating basis, with any changes being made by mutual agreement between the Corporate Leader and employee with a minimum of four weeks’ notice.

Penalty Rates

The following loadings apply when an employee is required to work outside the span of ordinary hours;

	Library	Main Corner/Riddoch Art Gallery	Lady Nelson
Weekday – outside ordinary span	50.00%	50.00%	50.00%
Saturday	62.50%	62.50%	50.00%
Sunday	62.50%	62.50%	75.00%
Public Holiday	150.00%	150.00%	150.00%

Across all seven-day work place sites an employee classified at Level 2 or below and who is nominated as the Officer in charge on any particular Saturday, Sunday or Public Holiday shall be paid at the rate of Level 3 Step 1 plus penalty rates for the time worked as Officer in Charge.

Hours of flexibility

The employees engaged at seven-day work place sites are paid for all time worked. The maximum hours any one employee can work in one day is 12 hours with a maximum of 90 hours per fortnight. Due to roster complexities and management of leave balances, Time off in Lieu (TOIL) has been identified as impractical for these sites. Employees will be paid for time worked at the appropriate penalty rate rather than accruing TOIL to be taken at a future date.

Rostered Day Off (RDO)

In accordance with the Award full time employees work a standard day of 7.6 hours. Full time employees are entitled to accrue a RDO by working an 8 hour day, accruing 0.4 hours towards an RDO.

Please refer to Clause 19. Hours of Work - Rostered Days Off.

Special Occasions

A maximum of 20 ordinary hours per annum (maximum 6 occasions per year) can be worked outside the span of ordinary hours Monday to Friday, paid at single time, for the purpose of employee meetings, training and occasional Council activities. Unless otherwise mutually agreed, at least two weeks' notice will be provided to employees. If it is functionally impractical to provide two weeks' notice, a minimum of one weeks' notice will be provided, or as mutually agreed with the Corporate Leader.

20. Allowances

First Aid

An employee appointed as an official Council First Aid Officer will receive an allowance as prescribed by the award. This allowance will be paid fortnightly through payroll under direction from Human Resources.

Meals and Meals Breaks

In the event that an employee is unable to take an unpaid meal break and if an adequate meal is not supplied, the employee will be paid a meal allowance as prescribed by the award. An employee must complete an allowance application form and present this to their Corporate Leader for approval. This allowance will be processed in the employee's next pay.

Travel

An employee required to travel in the course of their official duty is entitled to a meal allowance, if a meal is not provided as part of accommodation or at the activity the employee was required to attend. Where an employee has a meal supplied, the employee is not entitled to an allowance. An employee who qualifies for this allowance must complete an allowance application form and present this to their Corporate Leader for approval. The allowance will be paid prior to the travel where possible, and in line with the Australian

Taxation Office Reimbursements:

<https://www.ato.gov.au/>

21. Part-Time Employees

Subject to employee suitability and the work requirements, existing part-time employees may be offered the opportunity to work additional hours before any new employees or casual employees are engaged.

Part time employees shall be entitled to incremental advancement within a classification level after 12 months service at an incremental step in accordance with S1.3 of the Award.

22. Job Share

In processing application(s) by employees to job share, Council will take into account the following factors:

- The nature of the position, classification and specialisation of the position and its overall suitability for job share.
- The need to provide and maintain a high level of customer service.
- The need to provide a high level of work continuity within the position.
- The need to maintain appropriate levels of accountability for all employees.
- The effect on the section/department and overall resources of Council.
- Any additional costs that might be incurred by Council and any additional benefits that might be gained by Council as a consequence of implementing the job share arrangement.

Where existing employees seek to enter into a job share arrangement, a written agreement shall be developed for acceptance by the employee and the CEO.

23. Payment of Wages

Employees will be paid fortnightly.

24. Reclassification

Council's classification structure is determined in accordance with Schedule 1 of the Award and takes into account the nature and range of duties assigned in the *Position Description*.

Classifications are applied to positions not employees. A classification level relates to the responsibilities of the role and what Council requires from the position, not to the quality and extent of an employee's abilities and (personal) characteristics. Increase in workload is not considered in itself to be grounds for reclassification as classification does not generally relate to the quantity of work.

Where an employee disagrees with the classification assigned to a position by Council, an application for reclassification can be made by the employee in writing to the CEO. This application must make specific reference to the position description and Award and provide evidence demonstrating that the requirements of the position are of a higher level than the current classification.

The CEO may contact an employee's Corporate Leader to confirm or clarify details of the application and may also seek further information from the employee. Once satisfied there is sufficient information and grounds for assessment the CEO will assess the application.

The Employee shall be given a written response to their request, including reasons where a request for reclassification to a higher level has been refused or granted within 2 months of receipt of the application. Where an Employee is not satisfied with the determination, they may access the dispute resolution/grievance procedure within this Agreement (see Clause 13 of the Award) before choosing to access a Board of Reference (see Clause 2.3 of the Award.)

If reclassification is granted the employee will be reclassified effective the date of approval.

Graduates

A graduate scale only applies to new positions, where the newly appointed person is currently studying a relevant degree or negotiates as part of their appointment, to embark on relevant degree qualifications.

Existing employees must apply through the reclassification process to advance levels, automatic progression does not apply as part of advancing to a higher level. This requires management to consider the employee's role & duties and that the employee is providing services to their required level.

25. Employee Work Health and Safety

The parties are committed to ensuring as far as reasonably practicable, that via a Management Systems Approach to Work Health Safety and Injury Management, Employees are provided with a safe and healthy work environment.

For the life of this Agreement the current practice of annual health day checks will be maintained.

Council continues to support employees through existing healthy lifestyle programs including the employee assistance program.

26. Superannuation

Superannuation Fund and Payments

Choice of Fund applied from 1st January 2012 and enabled existing and new Employees to have the option to nominate a superannuation fund of their choice in accordance with applicable legislation. For any Employee that does not provide a Choice of Fund form within the requisite period determined by the Employer, all contributions will be paid to Statewide Superannuation Pty Ltd ABN 62 008 099 223 (AFSL 243171) Trustee and RSE Licensee of Statewide Superannuation Trust ABN 54 145 196 298 (**Statewide Super**).

'Statewide Super' means the superannuation scheme that merged with the Local Government Superannuation Scheme ('Local Super') which was established under the *Local Government Act 1934 (SA)*, continued in existence under Part 2 of Schedule 1 of the *Local Government Act 1999 (SA)* (1999 Act) and then continued in existence under a trust deed dated 25 November 2008 (Trust Deed) pursuant to amendments to the 1999 Act that took effect on 1 January 2009, before merging with Statewide Super pursuant to the provisions of the *Local Government (Superannuation Scheme) (Merger) Amendment Act 2012*.

The amount of the Employer superannuation contribution will be:

For each employee who is making "Salarylink Contribution" to Statewide Super:

- 3% of the employee's salary (or as amended); and
- Any additional contributions which the Employer is required to pay in respect of the employee pursuant to the Trust Deed as advised by Statewide Super from time to time to finance the Salarylink benefit for the employee; and
- Any additional superannuation contributions which the Employer agrees to pay in respect of the Employee.

"Salarylink Contribution" has the meaning given to that term under the Trust Deed.

For each other Employee:

- Contributions which the Employer must pay to a superannuation fund in respect of the Employee in order to avoid becoming liable for a shortfall in respect of the employee under the Superannuation Guarantee (Administration) Act 1992 (Commonwealth); and

- Any additional superannuation contributions which the Employer agrees to pay in respect of the Employee.

Superannuation Guarantee and additional employer contributions

In addition to this contribution a further 1% contribution will be made by the Council in recognition of the wages outcome agreed between the parties pursuant to the Agreement.

Should it be legislated by any State or Federal authority that an employer's mandatory superannuation guarantee contribution to its employees must be increased, then the additional 1% employer contribution referred to above will continue to apply over and above the mandatory employer contribution.

Salary Sacrificing

Salary sacrificing of superannuation contributions shall be available to Employees. An Employee may elect to vary the amount of salary sacrifice paid to an eligible superannuation fund on a prospective basis at any time during the life of this Agreement.

The Employee's salary referred to in this Agreement shall be the pre-sacrificed salary. However, the parties agree that the net salary paid to an employee will be reduced by any amount salary sacrificed to superannuation.

It is the employee's responsibility to seek advice and fully understand all implications of salary sacrifice before seeking to enter into this arrangement and Council will contribute until otherwise notified in writing. Any such arrangement shall be by mutual agreement between each individual employee and the Council, provided that approval by the Council shall not be unreasonably withheld.

The employee shall bear the responsibility and costs associated with taxation and any other matters in respect of the salary sacrifice arrangements. This means that contributions made to a superannuation scheme will be adjusted (at the employee's cost) to take account of taxation payable in relation to those contributions.

Parental Leave

Whilst an employee is on parental or adoption leave, Council shall pay to the employee's superannuation fund an amount equal to the legislated superannuation guarantee entitlement plus any additional contributions stipulated in this Agreement for a maximum period of 52 weeks, provided the following conditions are satisfied;

- The employee must be the primary care giver of the child.
- The employee must have completed a minimum of one year's continuous service prior to commencing Maternity or Adoption Leave. For the purposes of this clause, continuous service is considered service prior to the commencement of leave and does not include continuity of service. Any periods of unpaid leave less than 2 weeks per interval will not affect the continuity of service.
- The employee must return to work after the completion of the Maternity or Adoption Leave.
- Payment will be made as a lump sum once the employee has returned to work and shall be calculated based on the employee's salary prior to the commencement of the leave. Should the employee not return to work following the conclusion of their Maternity or Adoption Leave all payments will be forgone.

Should an employee utilise alternative paid leave options during their absence which attracts superannuation, the amount of superannuation paid during these periods will be counted towards the maximum period of 52 weeks, however these amounts will be deducted from the lump sum payable.

27. Journey Insurance

Council will provide twenty four hour personal accident journey insurance cover to employees should personal injury be sustained whilst engaged on any private journey. "Private Journey" means any travel undertaken whilst the insured person is driving or riding as a passenger in a registered motor vehicle or motorcycle, bicycle or wheelchair on a public thoroughfare; or riding as a fare paying passenger in any form of public transport including but not limited to trains, trams, buses and taxis or any properly licensed aircraft travelling over recognised air routes.

The personal journey insurance does not apply in circumstances where a claim for Workers Compensation is made by the employee.

28. Income Protection Insurance

Individual employees can take up the Income Protection Insurance cover if (at their own individual cost) they wish, and only as a direct debit arrangement between the employee and Local Government Risk Services (LGRS) and Council supports the LGRS Income Protection Insurance cover.

Income protection insurance does not apply in circumstances where a claim for Workers Compensation is made by the employee.

29. Work Life Balance Clauses

Phased retirement

Phased retirement will enable employees who are approaching retirement (within 5 years), but are unable to continue to work full-time or do not wish to continue to work full-time, to combine aspects of their careers and income with family involvement, other responsibilities and interests.

By written agreement between an eligible full-time or part-time employee and the relevant General Manager, an employee may participate in a phased retirement program. Phased retirement will be at the discretion of the relevant General Manager. The terms must be specified in a written phased retirement agreement that is to be signed by the employee and the General Manager, based upon the needs of Council.

An employee participating in a phased retirement program may be eligible to work part-time and access up to 500 hours of their accrued annual and long service leave entitlement to make up a full fortnight's (76 hours) pay under the following conditions:

- The employee has completed at least five (5) years continuous employment with Council.
- The employee retains a balance of fifteen (15) days of annual or long service leave.
- The employee is medically fit to perform full time work.
- The employee not receiving workers compensation payments, temporary disability payments under a superannuation related insurance policy, or payments under any income protection or similar insurance policy.
- The employee attends work for a minimum of three (3) days and a maximum of eight (8) days per fortnight over a ten day fortnight and the employee has undertaken not to perform paid employment for any employer other than Council during the hours for which they are being paid from their accrued leave entitlement.

An employee who is participating in a phased retirement program may, subject to the provision of four (4) weeks' notice, elect to retire earlier than the date originally nominated by the employee.

A shorter notice period may however be agreed at the discretion of the employee's General Manager.

Contract and casual employees are excluded from this Clause.

Purchased Leave

Employees may apply to purchase additional annual leave in terms approved by their General Manager. Granting any application is at the sole discretion of the General Manager, based upon the needs of Council.

Each year employees can apply to purchase up to 2 weeks additional leave, which is funded by salary deductions spread evenly over the year. Through reduction of the weekly salary, this allows employees to continue to receive pay during the period(s) of purchased leave.

Applications to be completed prior to the end of March each year for leave to be taken in the following financial year.

Other Leave

Council values employee loyalty and acknowledges the need for employees to have access to unpaid leave options whilst retaining job security. Employees may, at times, require access to unpaid leave options for professional development, cultural, study or work life balance options.

It is also acknowledged that flexibility in leave options allows opportunities for employees to backfill absent roles that will benefit their career progression. Councils will provide an opportunity for employees to access these types of leave via mutual agreement to support work life balance.

Granting any application will be by negotiation with the General Manager and the Employee, based upon the needs of Council, based upon the needs of Council.

30. Volunteers

The parties recognise the considerable benefits to the local community from volunteers working in roles that are suitable and supportive of permanent employees. The use of volunteers will not displace the work of paid employees.

The parties agree to the following provisions regarding the work of volunteers:

- The arrangements in place at the date of the Agreement regarding the use of volunteers across the organisation.
- Where the use of volunteers is being considered in relation to new functions or operations (or significantly expanded within an existing work area) Council will consult with employees within the workgroup in relation to the role and work of such volunteers.

31. Volunteer/Community Service Leave

An employee, other than a casual, shall be entitled up to a maximum of two hours paid leave on any one occasion for the purpose of participating in bona-fide volunteer activities approved by Council. A maximum of four separate absences per calendar year may be allowed and shall be arranged by mutual agreement between the employee and their Corporate Leader.

The employee shall arrange for the absence to be at a time suitable to the operations of their work group in consultation with their Corporate Leader and be as close as possible to the beginning or ending of the employee's ordinary working hours. Proof of such attendance shall be required to be produced upon request by their Corporate Leader.

32. Review of Agreement

The Agreement will be renegotiated, commencing not less than six (6) months prior to the expiration of the period of operation of this Agreement.

33. No Further Claims

The parties agree that, during the period of this Agreement, there shall be no further general salary or wage increases sought or granted except for those provided in accordance with the terms of this Agreement or the Act.

34. Salary Rates

Salary increases will be provided to employees covered by this Agreement over its term as follows:

- 2.0% increase in salary from the first full pay period after the 1 December 2017
- 2.0% increase in salary on or after 1 December 2018
- 2.0% increase in salary on or after 1 December 2019.

However that in circumstances where the CPI increase for the year ending September (Adelaide All Groups) in any year exceeds 2.0% the amount of increase for that year will be increased by the percentage amount that the CPI figure exceeds 2.0%.

35. Signatories

Signed for and on behalf of

City of Mount Gambier

..... Chief Executive Officer
..... Witness

on this day of 2018

Australian Services Union

..... Branch Secretary
..... Witness

on this day of 2018

Professionals Australia

.....
..... Witness

on this day of 2018

Employee Representatives

..... / /2018 / /2018
..... / /2018 / /2018
..... / /2018 / /2018
..... / /2018 / /2018

Schedule 1

CITY OF MOUNT GAMBIER

Trainees are to be paid under the Award.

SALARIES PAYABLE EFFECTIVE FROM 01/12/2017

SOUTH AUSTRALIAN MUNICIPAL SALARIED OFFICERS AWARD									
ENTERPRISE BARGAINING AGREEMENT NO. 10									
SALARY PAYABLE									
CHANGES TO ENTERPRISE AGREEMENT NO. 10									
1) Increased by 2% as from 1/12/2017									
2) Increased by 2% as from 1/12/2018									
3) Increased by 2% as from 1/12/2019									
GENERAL OFFICERS:									
Level	Year	Current EB 9		1/12/2017		1/12/2018		1/12/2019	
		\$ Per Annum	\$ Per Hour	\$ Per Annum	\$ Per Hour	\$ Per Annum	\$ Per Hour	\$ Per Annum	\$ Per Hour
Level 1	1	50,994	25.807	\$ 52,014.04	26.323	\$ 53,053.52	26.849	\$ 54,114.84	27.386
	2	52,148	26.391	\$ 53,191.84	26.919	\$ 54,255.24	27.457	\$ 55,339.96	28.006
	3	53,761	27.207	\$ 54,836.08	27.751	\$ 55,932.76	28.306	\$ 57,051.28	28.872
	4	55,495	28.084	\$ 56,604.60	28.646	\$ 57,736.64	29.219	\$ 58,890.52	29.803
	5	57,221	28.958	\$ 58,365.32	29.537	\$ 59,532.72	30.128	\$ 60,724.56	30.731
	6	58,951	29.833	\$ 60,129.68	30.430	\$ 61,332.96	31.039	\$ 62,560.16	31.66
Level 2	1	60,700	30.718	\$ 61,913.80	31.333	\$ 63,152.96	31.960	\$ 64,415.52	32.599
	2	62,435	31.597	\$ 63,684.40	32.229	\$ 64,958.92	32.874	\$ 66,257.36	33.531
	3	64,161	32.470	\$ 65,445.12	33.120	\$ 66,753.44	33.782	\$ 68,088.80	34.458
	4	65,895	33.348	\$ 67,213.64	34.015	\$ 68,557.32	34.695	\$ 69,928.56	35.389
Level 3	1	67,623	34.222	\$ 68,974.36	34.906	\$ 70,353.40	35.604	\$ 71,760.52	36.316
	2	69,351	35.097	\$ 70,738.72	35.799	\$ 72,153.64	36.515	\$ 73,596.12	37.245
	3	71,081	35.972	\$ 72,503.60	36.692	\$ 73,953.88	37.426	\$ 75,433.80	38.175
	4	72,813	36.849	\$ 74,270.04	37.586	\$ 75,755.68	38.338	\$ 77,271.48	39.105
Level 4	1	74,541	37.723	\$ 76,032.32	38.478	\$ 77,553.84	39.248	\$ 79,105.00	40.033
	2	76,271	38.599	\$ 77,797.20	39.371	\$ 79,352.00	40.158	\$ 80,939.04	40.961
	3	78,001	39.474	\$ 79,561.56	40.264	\$ 81,152.24	41.069	\$ 82,774.64	41.89
	4	79,729	40.349	\$ 81,324.36	41.156	\$ 82,950.40	41.979	\$ 84,610.24	42.819
Level 5	1	81,459	41.224	\$ 83,088.72	42.049	\$ 84,750.64	42.890	\$ 86,445.84	43.748
	2	83,187	42.099	\$ 84,851.52	42.941	\$ 86,548.80	43.800	\$ 88,279.88	44.676
	3	84,919	42.975	\$ 86,617.96	43.835	\$ 88,351.12	44.712	\$ 90,117.56	45.606
Level 6	1	87,802	44.434	\$ 89,558.04	45.323	\$ 91,348.40	46.229	\$ 93,176.20	47.154
	2	90,684	45.893	\$ 92,498.64	46.811	\$ 94,348.28	47.747	\$ 96,235.36	48.702
	3	93,567	47.352	\$ 95,438.72	48.299	\$ 97,347.64	49.265	\$ 99,294.00	50.25
Level 7	1	96,451	48.811	\$ 98,379.32	49.787	\$ 100,347.00	50.783	\$ 102,354.72	51.799
	2	99,334	50.270	\$ 101,321.48	51.276	\$ 103,348.96	52.302	\$ 105,415.44	53.348
	3	102,215	51.728	\$ 104,259.48	52.763	\$ 106,344.16	53.818	\$ 108,470.44	54.894
Level 8	1	105,675	53.479	\$ 107,788.72	54.549	\$ 109,944.64	55.640	\$ 112,143.72	56.753
	2	109,131	55.228	\$ 111,313.80	56.333	\$ 113,540.96	57.460	\$ 115,811.28	58.609
	3	112,595	56.981	\$ 114,847.20	58.121	\$ 117,143.00	59.283	\$ 119,486.64	60.469
SENIOR OFFICERS:									
Level	Year	Current EB 9		1/12/2017		1/12/2018		1/12/2019	
		\$ Per Annum	\$ Per Hour	\$ Per Annum	\$ Per Hour	\$ Per Annum	\$ Per Hour	\$ Per Annum	\$ Per Hour
Level 5	1	120,252	60.856	\$ 122,656.04	62.073	\$ 125,108.36	63.314	\$ 127,610.08	64.58
	2	124,538	63.025	\$ 127,029.24	64.286	\$ 129,570.48	65.572	\$ 132,160.60	66.883
Level 7	1	139,533	70.614	\$ 142,323.48	72.026	\$ 145,171.00	73.467	\$ 148,073.64	74.936
	2	145,963	73.868	\$ 148,881.72	75.345	\$ 151,859.76	76.852	\$ 154,896.56	78.389

Schedule 2

CITY OF MOUNT GAMBIER Enterprise Bargaining Agreement Number 10 of 2018

Local Area Workplace Agreement - General Inspectors

The terms of the Agreement hereunder constitute a Local Area Workplace Agreement (LAWA) pursuant to Clause 14 of the City of Mount Gambier / ASU Enterprise Agreement No. 10 of 2018.

This Agreement is appended as Schedule 2 to the above Enterprise Agreement and forms part of that Agreement.

The terms and arrangements agreed are as follows:

Term of the LAWA

The Agreement will come into force from the date of certification by the commission and remain in force for a period of three years. The parties agree that negotiations for the next Agreement will commence no later than 6 months prior to the expiration of the Agreement.

Hours of Work

Subject to the hours flexibility provisions contained in (b)(iii) hereof, the ordinary hours of work for the General Inspectors shall be in accordance with the following:

- The total ordinary hours per four (4) week period shall be one hundred and fifty two (152) hours.
- A standard day shall be eight (8) consecutive hours per day, with an unpaid meal break of forty five (45) minutes to be taken on each of the days so worked.
- The General Inspectors shall work in accordance with a mutually agreed four (4) week roster with the following features:
 - Rostered for duty over the seven (7) days of the week;
 - Ordinary rostered hours may be within the span of hours 7.00am to 11.00pm (Monday to Sunday inclusive);
 - Loadings will apply to work at weekends and before 7.00am and after 7.00pm Monday to Friday, in accordance with (4) (d) i.e. no penalty is applied up to 7.00pm Monday to Friday;
 - The General Inspectors shall not be required to work more than five (5) consecutive days without a break;
 - The General Inspectors work sufficient time on nineteen (19) days in a four (4) week period to take the twentieth (20th) day off without alteration to pay. When a rostered day off (RDO) falls on a public holiday, the RDO shall be taken at an agreed later date.

Hours Flexibility

The General Inspectors may work in excess of the normal eight (8) hours per day to a maximum of twelve (12) hours and accrue such additional time worked as Time Off in Lieu (TOIL) to be taken off (time for time) during the current or subsequent four (4) week roster;

Such additional time may be worked following negotiation with the appropriate Corporate Leader. The agreement to work additional time by employee(s) should not be unreasonably withheld;

Where such additional flexible hours are worked (i.e. beyond eight (8) hours, but not exceeding twelve (12) hours) during periods before 7.00am or after 7.00pm Monday to Friday, or at weekends the employee shall have the following options regarding those hours so worked:

- Accrue TOIL at the rate of time + 50%; or
- Accrue TOIL at the normal rate (i.e. time for time) with payment being made for the loading of 50%

Loadings on Rostered Hours and Flexible Hours

The following loadings apply in respect of ordinary rostered hours and flexible hours:

- 50% before 7.00am or after 7.00pm Monday to Friday
- 50% on Saturdays
- 75% on Sundays
- 150% on public holidays (within the span of hours).

Call-Outs

A call-out occurring at or after 7.00am on any scheduled work day and before the normal commencement time for that day, shall not be a call-out, but be treated as ordinary hours and that the employee will commence work for that day at the time of the call-out and to finish for that day at an earlier completion time;

Other call-outs occurring at any time outside of the schedule work hours will be treated as per the South Australian Municipal Salaried Officers Award (the Award).

Provided however that the provisions of sub clause 4 (f) shall be applied in respect of multiple call-outs that occur within a short time period.

The General Inspectors shall be provided with commuter use of a Council vehicle for each such week when they are rostered to perform call-out duties should the need arise. In such circumstances it is agreed that the:

- Call-out payments as prescribed in (i) and (ii) continue to apply.
- Expectation is that the employee only attend in circumstances where he / she is willing and available.
- Arrangement constitutes a lesser state of readiness than one which would attract payment of the Availability Allowance pursuant to Clause 4.4.1.2 of the South Australian Municipal Salaried Officers Award.

Multiple Call-Outs

There is an agreed arrangement whereby call-outs that result in a dog being collected then that dog is restrained at Council premises and not at the remote pound. This arrangement was put in place to minimise inconvenience to the General Inspectors out of ordinary hours.

On rare occasions a General Inspector may attend two (2) call-outs within a short period of time which hitherto has been paid as separate call-outs. Having regard to the overall arrangements affecting these call-outs the parties agree that where a second call-out is necessitated and such second call-out is notified within one (1) hour of the first call-out attendance or that the second call-out occurs whilst a General Inspector is still actioning/involved with the first call-out, then both call-outs will be considered as if it were a first call-out.

Overtime

All time worked outside of the rostered hours, flexible hours and call-out arrangements as prescribed by Clause 4 (b), (c), (e) and (f) hereof, shall be overtime and paid according to the normal overtime provisions of the Award.

General Conditions

Having regard to their rostered hours over seven (7) days of the week, the General Inspectors, who work according to such roster are entitled to five (5) weeks annual leave per annum.

Leave loading (for persons covered by (i) above) shall be paid at the rate of twenty percent (20%) in respect of such leave taken in accordance with the Award provision.

Any dispute arising out of the operation of this Agreement shall be dealt with in accordance with Clause 13 of the ASU Enterprise Agreement No. 10 of 2018.

Council has a mobile telephone dedicated to the General Inspectorate and the number is widely advertised as the primary contact number for dog control complaints. It is expected that this telephone will be continually monitored by a General Inspector (or arranged to be continually monitored if a General Inspector is otherwise temporarily engaged) during their normal rostered work day (as set out in this Agreement).