



City of
Mount Gambier

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

Date: Tuesday, 16 May 2023

Time: 6.00 p.m.

**Location: Council Chamber
Civic Centre
10 Watson Terrace
Mount Gambier**

AGENDA

Ordinary Council Meeting 16 May 2023

**Sarah Philpott
Chief Executive Officer
12 May 2023**

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1 ACKNOWLEDGEMENT OF COUNTRY

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

2 APOLOGIES

That the apology(ies) from Cr Paul Jenner be received.

3 LEAVE OF ABSENCE

That leave of absence from Cr Mark Lovett be noted.

4 CONFIRMATION OF COUNCIL MINUTES

[Ordinary Council Meeting - 18 April 2023](#)

RECOMMENDATION

That the minutes of the Ordinary Council meeting held on 18 April 2023 be confirmed as an accurate record of the proceedings of the meeting.



5 MAYORAL REPORT

5.1 MAYORAL REPORT - MAY 2023 – REPORT NO. AR23/22971

- Anzac Accolade – Salvation Army
- With CEO Site Visit to McDonnell Industries
- With CEO Meeting with Hon Ben Hood MLC
- Radio Interview – 5 GTR-FM
- Kapyong Day Service
- Anzac Day Dawn Service – Vansittart Park
- Anzac Day March and Service – Vansittart Park
- Radiation Treatment LC Working Party Meeting
- Virtual Meeting with CEO and Rebecca Abley – Crime Stoppers SA
- EM Briefing – Budget Workshop 4
- Meeting with EO LCLGA – Strategic Plan
- EM Briefing – RACT Board Membership (Vacancies)
- EM Briefing – RACC Structure
- EM Briefing – Tourism and Economic Development Websites Progress and Visitor Satisfaction
- Official Launch of Wirringka Student Services Mount Gambier Study Centre and Kinyera Warui/Yacca Path & Nyina ba Kalawa / Yarning Circle – Uni SA
- Uni SA Graduation Luncheon
- Uni SA Graduation Ceremony
- Mount Gambier Netball Association Season Opening
- Volunteer at Red Cross Blood Bank
- CEO Performance Review Committee Meeting
- Meeting with Nathan Paine, CEO, SA Forest Products Association
- Visit to Boandik St Mary's to speak to Residents
- Introductory Meeting with representatives from Limestone Estate
- Maiden Speech – Hon Ben Hood MLC
- Launch of GIJ 2023
- Launch of the Feast of Vesak
- Generations in Jazz – Chairman's Dinner
- Generations in Jazz – Finale Concert and Awards
- Flag Raising Ceremony – World Red Cross Day
- Audit and Risk Committee Workshop
- Audit and Risk Committee Meeting
- With CEO, Meeting with Independent Chair – Steering Committee Education and Training Precinct



- EM Briefing with Hon Ben Hood MLC
- EM Briefing – Budget Workshop 5 and Long Term Financial Plan
- Reception at Government House, Celebration of the Coronation of Their Majesties King Charles III & Queen Camilla
- SAROC Meeting – Kimba
- Mayor and CEO Meeting with SA Cross Border Commissioner



6 REPORTS FROM COUNCILLORS

7 QUESTIONS WITH NOTICE

Nil

8 QUESTIONS WITHOUT NOTICE

Nil

9 PETITIONS

Nil

10 DEPUTATIONS

Nil

11 NOTICE OF MOTION TO RESCIND OR AMEND

Nil



12 ELECTED MEMBERS INFORMATION BRIEFING SESSIONS

12.1 ELECTED MEMBER INFORMATION/BRIEFING SESSIONS FROM 14/04/2023 TO 12/05/2023 – REPORT NO. AR23/26803

Meeting: Council
CM9 Reference: AF22/378
Author: Sally Wilson, Executive Administrator City Infrastructure
Authoriser:

REPORT RECOMMENDATION

1. That Council Report No. AR23/26803 titled 'Elected Member Information/Briefing Sessions from 14/04/2023 to 12/05/2023' as presented on 16 May 2023 be noted.

ATTACHMENTS

1. Confidential Information Briefing Session - Elected Members - Record of Proceedings - 18/04/2023 - Employee Relations [↓](#)
2. Information Briefing Session - Elected Members - Record of Proceedings - 18/04/2023 - Budget Workshop 3 [↓](#)
3. Information Briefing Session - Elected Members - Record of Proceedings - 26/04/2023 - Budget Workshop 4 [↓](#)
4. Information Briefing Session - Elected Members - Record of Proceedings - 27/04/2023 - RACT Board Membership (Vacancies) [↓](#)
5. Information Briefing Session - Elected Members - Record of Proceedings - 27/04/2022 - Riddoch Arts and Culture Centre Structure [↓](#)
6. Information Briefing Session - Elected Members - Record of Proceedings - 27/04/2023 - Update on Tourism and Economic Development Websites Progress and Visitor Satisfaction [↓](#)
7. Information Briefing Session - Elected Members - Record of Proceedings - 08/05/2023 - Audit and Risk Committee [↓](#)
8. Confidential Information Briefing Session - Elected Members - Record of Proceedings - 09/05/2023 - Briefing with Hon Ben Hood MLC [↓](#)
9. Information Briefing Session - Elected Members - Record of Proceedings - 09/05/2023 - Budget Workshop 5 and Long Term Financial Plan [↓](#)



**CONFIDENTIAL INFORMATION / BRIEFING SESSION
EMPLOYEE RELATIONS
5:45 PM, TUESDAY, 18 APRIL 2023**

Ref: AF22/549

**RECORD OF PROCEEDINGS
5:45 PM, TUESDAY, 18 APRIL 2023
Council Chamber, Civic Centre
10 Watson Terrace, Mount Gambier**

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

The session described at Item 1 will not be open to the public as the matter to be discussed is of a confidential nature within the ambit of Section 90(3) of the Local Government Act 1999 being:

- (a) information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead);
- (h) legal advice.

MEMBERS PRESENT:-

Mayor Lynette Martin
Cr Sonya Mezinac
Cr Max Bruins
Cr Josh Lynagh
Cr Paul Jenner
Cr Frank Morello
Cr Jason Virgo

STAFF PRESENT:-

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

MEMBERS APOLOGIES:-

Cr Kate Amoroso
Cr Mark Lovett

LEAVE OF ABSENCE:-

DISCUSSION:

Employee matter.

Discussion closed at 5.55 p.m.



**INFORMATION / BRIEFING SESSION
BUDGET WORKSHOP 3
8:26 PM TUESDAY 18 APRIL 2023**

RECORD OF PROCEEDINGS
8:26 pm, Tuesday 18 April 2023
Council Chamber, Civic Centre
10 Watson Terrace, Mount Gambier

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

MEMBERS PRESENT:-

Mayor Lynette Martin
Cr Max Bruins
Cr Sonya Mezinac
Cr Frank Morello
Cr Jason Virgo
Cr Josh Lynagh
Cr Paul Jenner

STAFF PRESENT:-

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

MEMBERS APOLOGIES:-

Cr Kate Amoroso

LEAVE OF ABSENCE:-

Cr Mark Lovett

DISCUSSION:

Elected Members were briefed on the draft 2023/2024 Budget, including fee and charges and rate modelling.

Meeting went into confidence at 8.43 p.m. on the following grounds:

Will not be open to the public as the matter to be discussed is of a confidential nature within the ambit of Section 90(3) of the Local Government Act 1999 being:

- (b) information the disclosure of which:
 - (i) could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and
 - (ii) would, on balance, be contrary to the public interest.
- (k) tenders for the supply of goods, the provision of services or the carrying out of works.

Discussion closed at 10.15 p.m.



**INFORMATION / BRIEFING SESSION
BUDGET WORKSHOP 4
5:00 PM WEDNESDAY 26 APRIL 2023**

RECORD OF PROCEEDINGS
5:00 pm, Wednesday 26 April 2023
Council Chamber, Civic Centre
10 Watson Terrace, Mount Gambier

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

MEMBERS PRESENT:-

Mayor Lynette Martin
Cr Max Bruins
Cr Sonya Meziniec
Cr Frank Morello
Cr Paul Jenner
Cr Josh Lynagh
Cr Jason Virgo

STAFF PRESENT:-

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

MEMBERS APOLOGIES:-

Cr Kate Amoroso

LEAVE OF ABSENCE:-

Cr Mark Lovett

DISCUSSION:

Elected Members were briefed on the Draft 2023/2024 Budget including the Rating Strategy which will form the basis of the Annual Business Plan and Budget.

Meeting went into confidence at 5.25 p.m. on the following grounds:

Will not be open to the public as the matter to be discussed is of a confidential nature within the ambit of Section 90(3) of the Local Government Act 1999 being:

- (b) information the disclosure of which:
 - (i) could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and
 - (ii) would, on balance, be contrary to the public interest.

Discussion closed at 6.49 p.m.



**INFORMATION / BRIEFING SESSION
RACT BOARD MEMBERSHIP (VACANCIES)
5:30 PM, THURSDAY, 27 APRIL 2023**

Ref: AF22/549

**RECORD OF PROCEEDINGS
5:30 PM, THURSDAY, 27 APRIL 2023
Council Chamber, Civic Centre
10 Watson Terrace, Mount Gambier**

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

The session described at Item 1 will be open to the public.

GUESTS:-

Sonya Meziniec, Board Member

GUEST APOLOGIES:-

Maz McGann, Board Chair
Rory McEwen, Board Member

MEMBERS PRESENT:-

Mayor Lynette Martin
Cr Frank Morello
Cr Max Bruins
Cr Paul Jenner
Cr Josh Lynagh
Cr Jason Virgo

STAFF PRESENT:-

Chief Executive Officer
General Manager City and Community Growth
General Manager Corporate and Regulatory Services
General Manager City Infrastructure
Acting Manager Riddoch Arts and Culture Centre (TT)
Acting Manager Riddoch Arts and Culture Centre (CC)
Manager Economy, Strategy and Engagement
Senior Visitor Services Officer
Visitor Services Officer (TM)
Visitor Services Officer (TS)

MEMBERS APOLOGIES:-

Cr Kate Amoroso

LEAVE OF ABSENCE:-

Cr Mark Lovett

DISCUSSION:

Discussion on selection criteria for additional RACT Board Members and process/strategy for attracting applications.

Discussion closed at 6.15 p.m.



**INFORMATION / BRIEFING SESSION
RIDDOCH ARTS AND CULTURE CENTRE STRUCTURE
6:15 PM, THURSDAY, 27 APRIL 2023**

Ref: AF22/549

**RECORD OF PROCEEDINGS
6:15 PM, THURSDAY, 27 APRIL 2023
Council Chamber, Civic Centre
10 Watson Terrace, Mount Gambier**

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

The session described at Item 1 will be open to the public.

GUEST APOLOGIES:-

Maz McGann, Board Chair
Rory McEwen, Board Member

MEMBERS PRESENT:-

Mayor Lynette Martin
Cr Frank Morello
Cr Max Bruins
Cr Paul Jenner
Cr Josh Lynagh
Cr Jason Virgo
Cr Sonya Meziniec

STAFF PRESENT:-

Chief Executive Officer
General Manager City and Community Growth
General Manager Corporate and Regulatory Services
General Manager City Infrastructure
Acting Manager Riddoch Arts and Culture Centre (TT)
Acting Manager Riddoch Arts and Culture Centre (CC)
Manager Economy, Strategy and Engagement
Senior Visitor Services Officer
Visitor Services Officer (TM)
Visitor Services Officer (TS)

MEMBERS APOLOGIES:-

Cr Kate Amoroso

LEAVE OF ABSENCE:-

Cr Mark Lovett

DISCUSSION:

Discussion on future direction for the Riddoch Arts and Culture Centre.

Discussion closed at 6.45 p.m.



**INFORMATION / BRIEFING SESSION
UPDATE ON TOURISM AND ECONOMIC DEVELOPMENT WEBSITES PROGRESS
AND VISITOR SATISFACTION
6:45 PM, THURSDAY, 27 APRIL 2023**

Ref: AF22/549

**RECORD OF PROCEEDINGS
6:45 PM, THURSDAY, 27 APRIL 2023
Council Chamber, Civic Centre
10 Watson Terrace, Mount Gambier**

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

The session described at Item 1 will be open to the public.

MEMBERS PRESENT:-

Mayor Lynette Martin
Cr Frank Morello
Cr Paul Jenner
Cr Josh Lynagh
Cr Jason Virgo
Cr Sonya Meziniec

STAFF PRESENT:-

Chief Executive Officer
General Manager City and Community Growth
General Manager Corporate and Regulatory Services
General Manager City Infrastructure
Acting Manager Riddoch Arts and Culture Centre (CC)
Manager Economy, Strategy and Engagement
Senior Visitor Services Officer
Visitor Services Officer (TM)
Visitor Services Officer (TS)

MEMBERS APOLOGIES:-

Cr Kate Amoroso

LEAVE OF ABSENCE:-

Cr Mark Lovett

DISCUSSION:

- Discussion on tourism and economic development / liveability websites.
- Future of tourism and visitor satisfaction.

Discussion closed at 7.30 p.m.



**INFORMATION / BRIEFING SESSION
AUDIT AND RISK COMMITTEE
4:30 PM MONDAY 8 MAY 2023**

RECORD OF PROCEEDINGS
4:30 pm, Monday 8 May 2023
Council Chamber, Civic Centre
10 Watson Terrace, Mount Gambier

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

AUDIT & RISK COMMITTEE MEMBERS PRESENT:-

Paul Duka (Presiding Member)
Mayor Lynette Martin
Cr Paul Jenner
Belinda Johnson (virtual)
Alex Brown (virtual)

ELECTED MEMBERS PRESENT:-

Cr Josh Lynagh
Cr Jason Virgo (arrived at 5.22 p.m.)

STAFF PRESENT:-

Chief Executive Officer
General Manager City Infrastructure
General Manager Corporate and Regulatory Services
Manager Financial Services
Manager Organisational Development (virtual)

MEMBERS APOLOGIES:-

Nil

LEAVE OF ABSENCE:-

Nil

DISCUSSION:

Staff gave an overview of Finance Activities and an overview of the Long Term Financial Plan, Infrastructure Asset Management Plan and the Annual Business Plan process and approach.

Meeting went into confidence at 4.46 p.m. on the following grounds:

Will not be open to the public as the matter to be discussed is of a confidential nature within the ambit of Section 90(3) of the Local Government Act 1999 being:

- (b) information the disclosure of which:
 - (i) could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and
 - (ii) would, on balance, be contrary to the public interest.
- (k) tenders for the supply of goods, the provision of services or the carrying out of works.

Discussion closed at 5.46 p.m.



**CONFIDENTIAL INFORMATION / BRIEFING SESSION
BRIEFING WITH HON BEN HOOD MLC
5:00 PM TUESDAY 9 MAY 2023**

RECORD OF PROCEEDINGS
5:00 pm, Tuesday 9 May 2023
Council Chamber, Civic Centre
10 Watson Terrace, Mount Gambier

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

The session described above will not be held at a place open to the public as the matter to be discussed is not, or intended to be, on an agenda of a meeting of Council or a Committee.

GUESTS:

Hon Ben Hood MLC

MEMBERS PRESENT:-

Mayor Lynette Martin
Cr Frank Morello
Cr Max Bruins
Cr Paul Jenner
Cr Sonya Meziniec
Cr Jason Virgo (from 5.30 p.m.)
Cr Josh Lynagh

STAFF PRESENT:-

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

MEMBERS APOLOGY:-

Cr Kate Amoroso

LEAVE OF ABSENCE:-

Cr Mark Lovett

DISCUSSION:

The Hon Ben Hood MLC outlined the first few months in his new position.

Topics discussed include:

- public transport
- radiotherapy
- University/tertiary education
- sports
- housing

Discussion closed at 5.45 p.m.



**INFORMATION / BRIEFING SESSION
BUDGET WORKSHOP 5 AND LONG TERM FINANCIAL PLAN
6:00 PM TUESDAY 9 MAY 2023**

RECORD OF PROCEEDINGS
6:00 pm, Tuesday 9 May 2023
Council Chamber, Civic Centre
10 Watson Terrace, Mount Gambier

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

MEMBERS PRESENT:-

Mayor Lynette Martin
Cr Max Bruins
Cr Sonya Mezinac
Cr Frank Morello
Cr Jason Virgo
Cr Paul Jenner
Cr Josh Lynagh

STAFF PRESENT:-

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

MEMBERS APOLOGIES:-

Cr Kate Amoroso

LEAVE OF ABSENCE:-

Cr Mark Lovett

DISCUSSION:

Elected Members were briefed on key messaging to support the Annual Business Plan, Long Term Financial Plan and Infrastructure Asset Management Plan, points of clarification and changes since last session.

Discussion closed at 7.21 p.m.



13 ELECTED MEMBERS TRAINING AND DEVELOPMENT

Nil



14 COUNCIL ACTION ITEMS

14.1 COUNCIL ACTION ITEMS - 18/04/2023 – REPORT NO. AR23/29303

Meeting: Council
CM9 Reference: AF22/378
Author: Sally Wilson, Executive Administrator City Infrastructure
Authoriser:

REPORT RECOMMENDATION

1. That Council Report No. AR23/29303 titled 'Council Action Items - 18/04/2023' as presented on 16 May 2023 be noted.

ATTACHMENTS

1. Council Action Items - 18/04/2023 [↓](#)



Division: Council	Date From: 18/04/2023
Meeting: Council	Date To: 18/04/2023
Officer:	
Action Sheets Report	Printed: 8 May 2023 9:19 AM

Meeting	Officer/Authoriser	Section	Subject
Council 18/04/2023	McCarthy, Michael Fetherstonhaugh, Jane	Council Reports	Request for Leave of Absence - Cr Mark Lovett
RESOLUTION 2023/48			
Moved: Cr Frank Morello			
Seconded: Cr Josh Lynagh			
1. That Council Report No. AR23/21072 titled 'Request for Leave of Absence - Cr Mark Lovett' as presented on 18 April 2023 be noted.			
2. That a leave of absence for three (3) months as sought by Cr Mark Lovett be granted for the period from 27 March 2023 until 26 June 2023.			
3. That, noting the prolonged period, it is suggested Cr Mark Lovett give consideration to the non-acceptance of Member allowance and any other facilities and support as provided to Members by Council during his leave of absence, and for Cr Lovett to notify the Chief Executive Officer in writing accordingly of any such decision.			
4. That Cr Mark Lovett be reminded of other Member integrity requirements, such as the general duties and lodgement of a change or variation in Register of Interest information within 1 month of the change or variation, that continue to apply to a Member during a leave of absence.			
CARRIED			
26 Apr 2023 12:18pm McCarthy, Michael - Completion			
Action completed by McCarthy, Michael			

Meeting	Officer/Authoriser	Section	Subject
Council 18/04/2023	Telford, Melissa Philpott, Sarah	Elected Members Information Briefing Sessions	Elected Member Information/Briefing Sessions from 18/03/2023 to 13/04/2023
RESOLUTION 2023/53			
Moved: Cr Max Bruins			
Seconded: Cr Sonya Meziniec			
1. That Council Report No. AR23/19527 titled 'Elected Member Information/Briefing Sessions from 18/03/2023 to 13/04/2023' as presented on 18 April 2023 be noted.			
CARRIED			
21 Apr 2023 11:52am Telford, Melissa - Completion			
Action completed by Dohrt, Sarah			



Action Sheets Report	Division: Meeting: Council Officer:	Date From: 18/04/2023 Date To: 18/04/2023 Printed: 8 May 2023 9:19 AM
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Meeting	Officer/Authoriser	Section	Subject
Council 18/04/2023	Telford, Melissa Philpott, Sarah	Council Action Items	Council Action Items - 21/03/2023
RESOLUTION 2023/54 Moved: Cr Frank Morello Seconded: Cr Josh Lynagh 1. That Council Report No. AR23/24110 titled 'Council Action Items - 21/03/2023' as presented on 18 April 2023 be noted.			
CARRIED			
21 Apr 2023 11:52am Telford, Melissa - Completion Action completed by Dohnt, Sarah			

Meeting	Officer/Authoriser	Section	Subject
Council 18/04/2023	Dohnt, Sarah Fetherstonhaugh, Jane	Audit and Risk Committee Minutes and Recommendation	Minutes of the Audit and Risk Committee held on 27 March 2023
RESOLUTION 2023/55 Moved: Cr Sonya Meziniec Seconded: Cr Max Bruins That the Minutes of the Audit and Risk Committee meeting held on 27 March 2023 as attached be noted.			
CARRIED			
21 Apr 2023 11:51am Dohnt, Sarah - Completion Action completed by Dohnt, Sarah			



Action Sheets Report	Division: Meeting: Council Officer:	Date From: 18/04/2023 Date To: 18/04/2023 Printed: 8 May 2023 9:19 AM
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Meeting	Officer/Authoriser	Section	Subject
Council 18/04/2023	Scoggins, Julie Fetherstonhaugh, Jane	Reports	Budget Review 1 and 2 2022/2023
RESOLUTION 2023/56 Moved: Cr Sonya Meziniec Seconded: Cr Max Bruins 1. That Audit and Risk Committee Report No. AR23/18140 titled 'Budget Review 1 and 2 2022/2023' as presented on 27 March 2023 be noted.			
			CARRIED

Meeting	Officer/Authoriser	Section	Subject
Council 18/04/2023	Little, Leanne Fetherstonhaugh, Jane	Reports	Work Health Safety and Wellbeing Management
RESOLUTION 2023/57 Moved: Cr Sonya Meziniec Seconded: Cr Josh Lynagh 1. That Audit and Risk Committee Report No. AR23/19138 titled 'Work Health Safety and Wellbeing Management' as presented on 27 March 2023 be noted.			
			CARRIED



Action Sheets Report	Division: Meeting: Council Officer:	Date From: 18/04/2023 Date To: 18/04/2023 Printed: 8 May 2023 9:19 AM
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Meeting	Officer/Authoriser	Section	Subject
Council 18/04/2023	Little, Leanne Fetherstonhaugh, Jane	Reports	Risk Management Report March 2023
RESOLUTION 2023/58			
Moved: Cr Sonya Meziniec			
Seconded: Cr Paul Jenner			
1. That Audit and Risk Committee Report No. AR23/19281 titled 'Risk Management Report March 2023' as presented on 27 March 2023 be noted.			
CARRIED			

Meeting	Officer/Authoriser	Section	Subject
Council 18/04/2023	La Greca, Sue La Greca, Sue	Council Reports	Illumination of Assets Policy
RESOLUTION 2023/59			
Moved: Cr Josh Lynagh			
Seconded: Cr Jason Virgo			
1. That Council Report No. AR23/15255 titled 'Illumination of Assets Policy' as presented on 18 April 2023 be noted.			
2. That the attached report no. AR22/43402 be endorsed.			
CARRIED			



Division:	18/04/2023
Meeting:	18/04/2023
Officer:	
Action Sheets Report	Printed: 8 May 2023 9:19 AM

Meeting	Officer/Authoriser	Section	Subject
Council 18/04/2023	McCarthy, Michael Fetherstonhaugh, Jane	Council Reports	Employee Behavioural Standards
RESOLUTION 2023/60			
Moved: Cr Sonya Meziniec			
Seconded: Cr Max Bruins			
1. That Council Report No. AR23/11629 titled 'Employee Behavioural Standards' as presented on 18 April 2023 be noted.			
2. That the Chief Executive Officer be authorised to implement a 'code of conduct' or similar 'employee behavioural standards' that is compliant with section 120A of the Act.			
3. That a further report be presented to Council to consider the positions of the Local Government Association or Office of Local Government if such positions are inconsistent with recommendation (2).			
			CARRIED

Meeting	Officer/Authoriser	Section	Subject
Council 18/04/2023	McCarthy, Michael Fetherstonhaugh, Jane	Council Reports	Member Behavioural Support Policy
RESOLUTION 2023/61			
Moved: Cr Frank Morello			
Seconded: Cr Sonya Meziniec			
1. That Council Report No. AR23/11633 titled 'Member Behavioural Support Policy' as presented on 18 April 2023 be noted.			
2. That, having met the requirement of section 75F of the <i>Local Government Act 1999</i> , further consideration of the preparation and adoption of a Member Behavioural Support Policy (or policies) be deferred until after the statutory review of the operation of Council's (Member) Behavioural Management Policy in October 2023.			
			CARRIED



Action Sheets Report	<div> <div>Division:</div> <div>Meeting: Council</div> <div>Officer:</div> </div>	<div> <div>Date From:</div> <div>Date To:</div> </div> <div> <div>18/04/2023</div> <div>18/04/2023</div> </div>
		Printed: 8 May 2023 9:19 AM

Meeting	Officer/Authoriser	Section	Subject
Council 18/04/2023	McCarthy, Michael Fetherstonhaugh, Jane	Council Reports	Audit and Risk Committee - Membership
RESOLUTION 2023/62 Moved: Cr Max Bruins Seconded: Cr Paul Jenner <ol style="list-style-type: none"> That Council Report No. AR23/22960 titled 'Audit and Risk Committee - Membership' as presented on 18 April 2023 be noted. That the following Member be appointed as the Councillor Member of the Audit and Risk Committee for the remainder of the Council Term: Cr Paul Jenner 			
			CARRIED

Meeting	Officer/Authoriser	Section	Subject
Council 18/04/2023	McCarthy, Michael Fetherstonhaugh, Jane	Council Reports	Junior Sports Assistance Fund - Presiding Member Vacancy
RESOLUTION 2023/63 Moved: Cr Frank Morello Seconded: Cr Max Bruins <ol style="list-style-type: none"> That Council Report No. AR23/23870 titled 'Junior Sports Assistance Fund - Presiding Member Vacancy' as presented on 18 April 2023 be noted. That Cr Lynagh be appointed to the vacant Elected Member (Presiding Member) position on the Junior Sports Assistance Fund for the remainder of the Council Term. 			
			CARRIED
26 Apr 2023 12:15pm McCarthy, Michael - Completion Action completed by McCarthy, Michael			



Division:	18/04/2023
Meeting: Council	Date To: 18/04/2023
Officer:	
Action Sheets Report	Printed: 8 May 2023 9:19 AM

Meeting	Officer/Authoriser	Section	Subject
Council 18/04/2023	La Greca, Sue La Greca, Sue	Motions with Notice	Notice of Motion - Youth Allowance Advocacy for Regional and Remote Students
RESOLUTION 2023/64			
Moved: Cr Max Bruins			
Seconded: Cr Paul Jenner			
1. That Council Report No. AR23/20919 titled 'Notice of Motion - Youth Allowance Advocacy for Regional and Remote Students ' as presented on 18 April 2023 be noted.			
2. That Council send a letter to the Limestone Coast Local Government Association (LCLGA) requesting that Youth Allowance advocacy work be put on the agenda for discussion at their next meeting, with the view to presenting a united front with the support of all member Councils to write to the Hon Nat Cook MP- Minister for Human Services, the Hon Jason Clare MP – Minister for Education, Hon Clare Scriven MLC, Minister for Primary Industries and Regional Development, Senator the Hon Anthony Chisholm – Assistant Minister for Education & Regional Development and the Hon Tony Pasin MP – Member for Barker, seeking to have the one-off "Parental Income Test" removed as a qualifying criteria for students seeking to meet the workforce participation test under the regional and remote student qualifying criteria.			
3. That Council respectfully request the LCLGA to consider this issue for inclusion on their range of strategic advocacy priorities and continues to push for reform in this area.			
			CARRIED



15 JUNIOR SPORTS ASSISTANCE (SECTION 41) COMMITTEE MINUTES AND RECOMMENDATIONS

Nil



16 AUDIT AND RISK COMMITTEE MINUTES AND RECOMMENDATIONS

16.1 MINUTES OF THE AUDIT AND RISK COMMITTEE HELD ON 8 MAY 2023 - [Go to Attachment](#)

RECOMMENDATION

That the Minutes of the Audit and Risk Committee meeting held on 8 May 2023 as attached be noted.

16.2 [External Audit Management Report](#) – Report No. AR23/27631

RECOMMENDATION

1. That Audit and Risk Committee Report No. AR23/27631 titled 'External Audit Management Report' as presented on 08 May 2023 be noted.

16.3 [Work Health Safety and Wellbeing Management](#) – Report No. AR23/28130

RECOMMENDATION

1. That Audit and Risk Committee Report No. AR23/28130 titled 'Work Health Safety and Wellbeing Management' as presented on 08 May 2023 be noted.



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

**17.1 MINUTES OF THE CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW
COMMITTEE HELD ON 1 MAY 2023 - [Go to Attachment](#)**

RECOMMENDATION

That the Minutes of the Chief Executive Officer Performance Review Committee meeting held on 1 May 2023 as attached be noted.



18 BUILDING FIRE SAFETY COMMITTEE MINUTES

Nil



19 COUNCIL REPORTS

19.1 SOUTH AUSTRALIAN FOREST PRODUCTS ASSOCIATION (SAFPA) - AFFILIATE MEMBERSHIP – REPORT NO. AR23/28646

Committee:	Council
Meeting Date:	16 May 2023
Report No.:	AR23/28646
CM9 Reference:	AF22/378
Author:	Sue La Greca, General Manager City and Community Growth
Authoriser:	Sarah Philpott, Chief Executive Officer
Summary:	It is recommended that Council become an affiliate member of SAFPA to support the forestry industry in Mount Gambier and the Limestone Coast Region and contribute to economic, environmental and community development.
Strategic Plan Reference:	Goal 1: Our People
	Goal 2: Our Location
	Goal 3: Our Divers Economy
	Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage
	Goal 5: Our Commitment

REPORT RECOMMENDATION

1. That Council Report No. AR23/28646 titled 'South Australian Forest Products Association (SAFPA) - Affiliate Membership as presented on 16 May 2023 be noted.
2. That Council become an affiliate member of the South Australian Forest Products Association (SAFPA) to support the forest industry in Mount Gambier and contribute to economic, environmental and community development.
3. That Council note that the \$3,000 annual membership fee can be funded from the existing budget.



TYPE OF REPORT

Corporate

BACKGROUND

The South Australian Forest Products Association (SAFPA) is a Committee of the Board of the Australian Forest Products Association (AFPA). SAFPA represents all parts of the forestry industry value chain from the sustainable establishment and management of plantations, harvesting and haulage, processing and manufacture of products.

The purpose of SAFPA is to influence policy development, lobby and advocate for its members and the industry generally. In doing this it works collaboratively with other industry bodies and organisations.

It has a strong relationship with government and is looking to broaden its membership to include affiliate members with whom they can work to advocate for issues that affect the forestry industry and its communities. Such issues include, but are not limited to: climate change, water management, recycling, freight routes, education and skills development, affordable housing, worker housing, student housing, regional and community infrastructure, planning for future growth and digital connectivity.

Mayor Martin, the Chief Executive Officer and the General Manager City and Community Growth met with the SAFPA Chief Executive Officer on the 2nd of May 2023.

Affiliate membership has an annual fee of \$3,000 and includes two in person member events (industry networking and information sharing), one 'meet the parliament event' and contribution to policy development and advocacy.

Forestry is a major industry in Mount Gambier, providing 819 direct jobs, being 47.2% of forestry and logging jobs in South Australia and contributes significantly to gross regional product.

PROPOSAL

The proposal is that given the significance of the forestry industry in the City of Mount Gambier and the broad charter of the SAFPA encompassing industry, employment, transport, manufacture, housing and community generally as well as its advocacy and lobbying role, that the City of Mount Gambier joins SAFPA as an affiliate member at an annual cost of \$3,000.

LEGAL IMPLICATIONS

Nil

STRATEGIC PLAN

Goal 3.1 Our Diverse Economy: Identity, gateways and support for our businesses

Establish a strong, positive, aspirational identity that includes the message that the City of Mount gambier is "Open for Business".

COUNCIL POLICY

Nil

ECONOMIC IMPLICATIONS

Being an affiliate member of SAFPA will contribute to strengthening the City of Mount Gambier's connection with one of its major industry sectors and add to our advocacy voice on issues of economic, environmental and community development.

ENVIRONMENTAL IMPLICATIONS

SAFPA facilitates and promotes sustainable forestry practices.



SOCIAL IMPLICATIONS

SAFPA advocates for social issues such as planning and housing for communities in the Limestone Coast Region from the perspective of social development for forestry communities.

CULTURAL IMPLICATIONS

Nil

RESOURCE IMPLICATIONS

The \$3,000 annual membership fee could be allocated from the current financial year budget.

VALUE FOR MONEY

Value for money would be through industry / member events, 'meet the parliament' and other advocacy. Value for money would be evaluated over the course of the first year to inform consideration of future membership.

RISK IMPLICATIONS

The risk in not joining SAFPA is that Council does not maximise its support of the forestry industry its advocacy efforts.

EQUALITIES AND DIVERSITY IMPLICATIONS

Nil

ENGAGEMENT AND COMMUNICATION STRATEGY

Nil

IMPLEMENTATION STRATEGY

Nil

CONCLUSION AND RECOMMENDATION

It is recommended that Council approve \$3,000 from the current 2022/23 budget for the City of Mount Gambier to become an affiliate member of the South Australian Forest Products Association (SAFPA) to support the forestry industry in Mount Gambier and contribute to economic, environmental and community development.

ATTACHMENTS

Nil



19.2 REQUEST FOR TREE REMOVAL - 2 PYNE CLOSE, MOUNT GAMBIER – REPORT NO. AR23/26358

Committee:	Council
Meeting Date:	16 May 2023
Report No.:	AR23/26358
CM9 Reference:	AF22/378
Author:	Karl Manarangi, Manager Operations Engineering
Authoriser:	Barbara Cernovskis, General Manager City Infrastructure
Summary:	Council has received ongoing requests from the owner of the building located at 2 Pyne Close, Mount Gambier, for the removal of two (2) large Mahogany Gums that are adjacent to their property.
Strategic Plan Reference:	Goal 2: Our Location
	Goal 3: Our Diverse Economy
	Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage

REPORT RECOMMENDATION

1. That Council Report No. AR23/26358 titled 'Request for Tree Removal - 2 Pyne Close, Mount Gambier' as presented on 16 May 2023 be noted.
2. That the two (2) Mahogany Gum trees are to be retained and a letter be sent to the owner of 2 Pyne Close advising of this outcome.
3. That the owner also be advised to increase the frequency of their maintenance schedule to suit the immediate environs within which their building is located.



TYPE OF REPORT

Other

BACKGROUND

Correspondence was received from the owner of the building at 2 Pyne Close, Mount Gambier, requesting the removal of large gum trees located on Council land adjacent to the southern side of their property as the trees had caused water damage to the property due to the build-up of leaves in their gutters.

Council Officers attended the site and met with the owner of 2 Pyne close and at the time it was determined that it was two (2) large Mahogany Gums contributing to their issue.

Council Officers advised the owner that it was their responsibility to ensure their gutters were cleaned out properly which could have prevented the water damage issue. The owner advised they have an annual gutter cleaning program each year however recently the rain in the past month had beaten their contractor to undertake the maintenance causing substantial water damage to the property.

The owner also had other concerns stating, if the trees drop a limb on the security fence and breach the property, securing and damaging the vehicles impounded on the property - who would be liable?

PROPOSAL

Extract - Council's Tree Policy - T120:

"Section 4 - Tree Removal:

- (a) Where Council grants approval for the removal of a tree for the benefit of a resident, and the tree is in a healthy state, removal and where applicable replacement will be at the ratepayers expense. This may apply where a tree is located in an area where a resident wishes to remove a tree for a supplementary driveway.*
- (b) Council is frequently requested to remove street trees. The reasons for seeking the removal can vary considerably and each case is to be assessed on its merits.*
 - (i) A resident may seek removal of a tree in writing to the City Arborist, stating their name, address, location of the tree and the reasons for the request for the removal of the tree.*
 - (ii) For each request for removal of a street tree, an assessment of the tree is to be undertaken and a recommendation submitted to the General Manager City Infrastructure, or in their absence the Chief Executive Officer.*
 - (iii) If the tree is diseased to the point that it is unlikely to recover, is too big for its location (based on size of tree in relation to footpath width, vehicle sight distance or power lines) or is causing or is likely to cause damage to adjoining property infrastructure the City Arborist, or in their absence the General Manager City Infrastructure or the Chief Executive Officer, may grant approval to remove the tree.*
 - (iv) Removal of a sound tree of appropriate size and location for reasons of appearance, overshadowing or dropping of foliage etc. is generally not supported and any recommendation to remove a tree on this basis is to be referred to Council for a final decision."*

In line with the above policy:

Council's Acting Coordinator Parks and Gardens is a qualified level 5 arborist and has provided a report on the health of the trees and there are no foreseeable issues with the two (2) Mahogany Gums and recommends that the trees are not removed. This information was provided to the owner of 2 Pyne Close however he disputed the recommendation and asked to speak to someone more senior. In accordance with the policy this report was provided to the General Manager City Infrastructure who assigned it to the Manager Operations Infrastructure to follow up with the owner.



Council's Manager Operations Infrastructure met with the owner and acknowledged that the trees may have been a contributing factor to the water damage issue indirectly, however believed in line with what the property owner had said if the maintenance had been undertaken earlier the water damage may not have occurred. The Manager Operations Infrastructure has supported the Arborist report and the recommendation that the trees remain as per Council's Tree Policy – T120, section 4(b)(iv) and advised that next steps would be a report presented to Council for final decision.

Note: Tree Policy – T120, section 4(b)(iv)

Removal of a sound tree of appropriate size and location for reasons of appearance, overshadowing or dropping of foliage etc. is generally not supported and any recommendation to remove a tree on this basis is to be referred to Council for a final decision.

LEGAL IMPLICATIONS

Notwithstanding the Council Policy and Arborists Report referred elsewhere in this report, Council should turn its mind to section 244 of the Local Government Act 1999 which provides that Council is only liable as occupier of community land for injury, damage or loss that is a direct consequence of a wrongful act on the part of the Council.

In this instance Council officers met with the property owners and have identified and assessed the subject trees and determined them to be in sound physical condition, not warranting removal nor identifying any proposed remedial action that would be necessary to maintain them in a safe manner.

It was further identified that the damage claimed was, to a significant degree, attributable to the timing of maintenance in the form of annual gutter clearing by or on behalf of the property owner.

This has been acknowledged by the property owner.

The clearing of leaf litter has been found to constitute part of the ordinary exterior house and grounds maintenance expected in an urban environment.

STRATEGIC PLAN

Street trees play an important role in improving the character and amenity of an area, including residential areas. Street trees also play an important role in minimising environmental impacts. The goals of the Strategic Plan which this report relates include Our Location, Our Diverse Economy and Our Climate, Natural Resources, Arts, Culture and Heritage. Prime references to the Strategic Plan include 2.1, 3.3 and 4.3.

COUNCIL POLICY

Council's Tree Policy T120 outlines the policy of the City of Mount Gambier for the management of trees situated on Council property. A copy of Council's Tree Policy is available via the following link.

[Council Policy - T120 Tree Policy](#)

ECONOMIC IMPLICATIONS

These trees are mature trees which are in good health. The value of these trees is significant, in particular for them to be replaced.

ENVIRONMENTAL IMPLICATIONS

Trees play an important role in minimising environmental impacts.

SOCIAL IMPLICATIONS

Street trees add value to the quality and amenity of the urban environment, including the provision of shade during summer and protection from rain during winter.

CULTURAL IMPLICATIONS

Nil



RESOURCE IMPLICATIONS

Should the trees remain there would be no significant financial cost to Council other than the maintenance of the trees. Should the trees be removed, there will be some cost for the removal of the trees and the replanting of a replacement tree.

VALUE FOR MONEY

There is no current budget allocation of the removal of these trees and as per the tree policy.

RISK IMPLICATIONS

Maintenance costs associated with maintaining the trees.

EQUALITIES AND DIVERSITY IMPLICATIONS

Nil

ENGAGEMENT AND COMMUNICATION STRATEGY

Nil

IMPLEMENTATION STRATEGY

Nil

CONCLUSION AND RECOMMENDATION

The trees are planted on the footpath behind 2 Pyne Close and appear to be in a sound condition. There are currently no issues from Council staff with regards to location, size of the trees, impact on infrastructure or services and the removal request is considered to have an adverse impact on the natural surrounding areas as they are two very distinct large mahogany gums with an estimate aged of 35+ years.

There are a number of options that Council could consider such as:

- (a) the trees be removed at the cost of the owner of 2 Pyne Close,
- (b) the trees are to be removed and Council will cover all costs associated with the removal, or
- (c) Council put forward an alternate recommendation.

However, this report recommends that the two (2) Mahogany Gum trees be retained and that the owner be advised to increase the frequency of their maintenance schedule to suit the immediate environs within which their building is located.

ATTACHMENTS

- 1. Email from Customer - Photos [↓](#)
- 2. 2 Pyne Close Tree 1 Assessment [↓](#)
- 3. 2 Pyne Close Tree 2 Assessment [↓](#)



From:
Sent: Thursday, 23 March 2023 2:45 PM
To:
Subject: 2 Pyne Close SAPOL Impound Centre warehouse water damage from boundary gum tree leaves blocking guttering.
Attachments: Photo shows water ingress in smaller storage shed from gutters full of gum tree leaves from boundary gummm trees.pdf

****CAUTION:** This email originated from outside of this Organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe**.

Hi Sin,

Please find the attached photos of the internal water damage on the large and small sheds from the constant blockage of gum trees dropping leaves in all gutters on the property.

We have annual gutter cleaning each year; however recently the rain in the past month beat us to the maintenance.

I am waiting on quote back for the replacement ceilings, painting and gutter damage due to water not escaping and draining off the roof.

The other concerns are if the trees drop a limb on the security fence and breach the property, securing and damaging the vehicles impounded on the property.

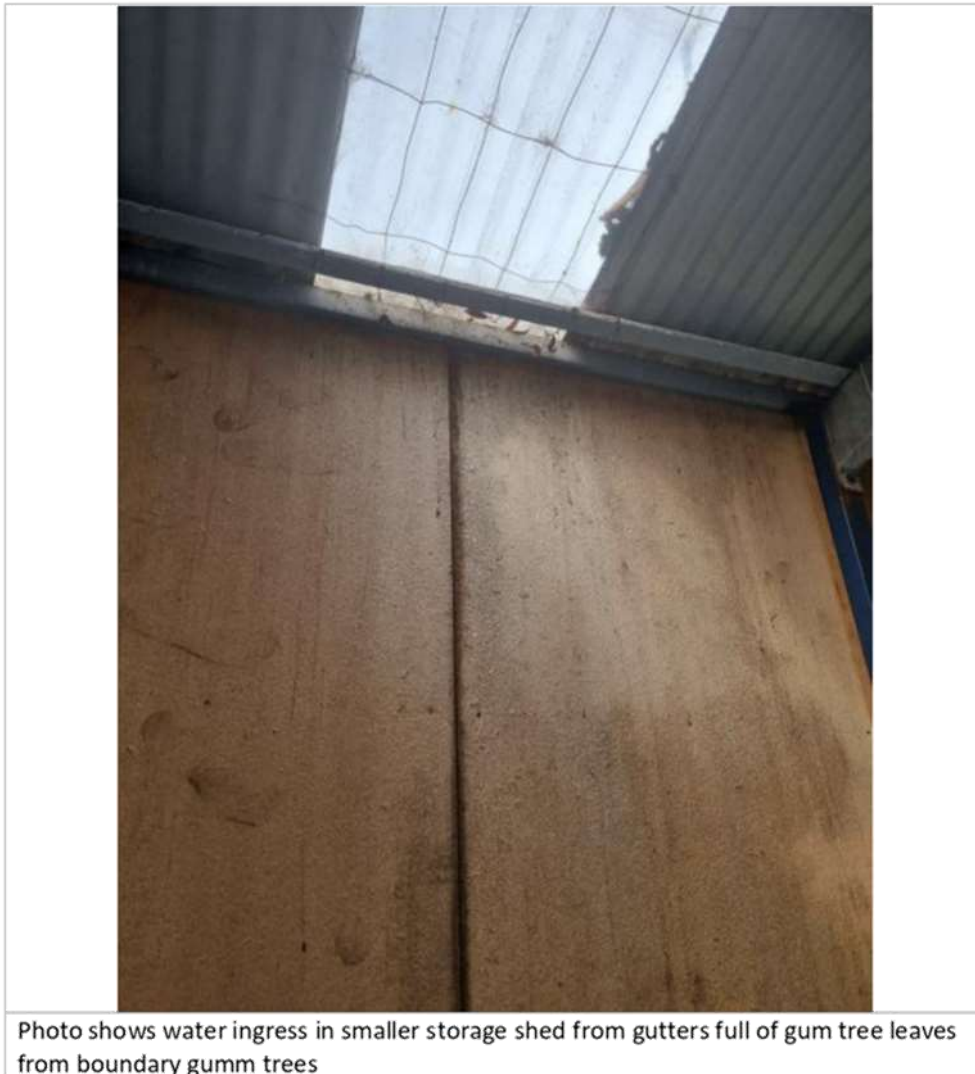
Our preference would be to remove all large gum trees and council replace with smaller high-low trees near 3-4m high to assist with the aesthetics.

As mentioned, I will be in Mount Gambier tomorrow and Monday dealing with this issue. I would like to catch up and discuss further.

Please see the attached photos

Regards





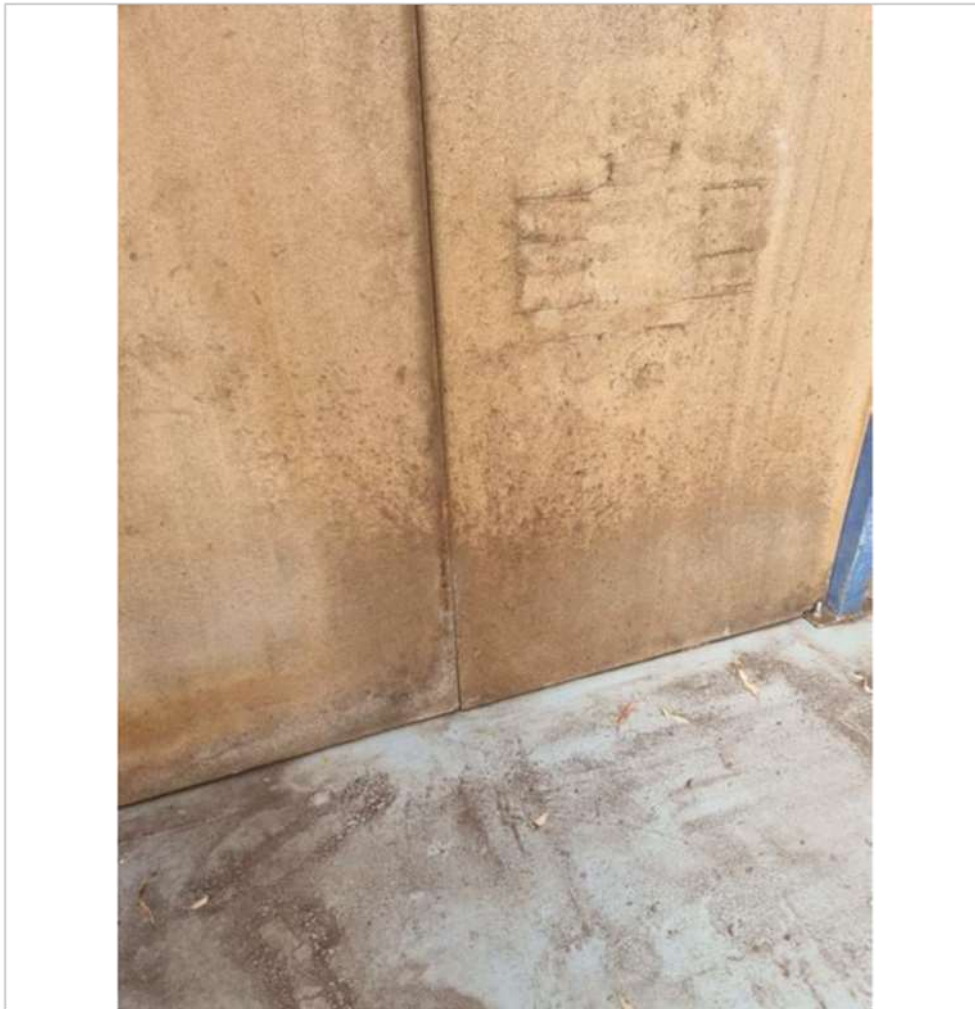


Photo shows small shed timber panel wall water damage.



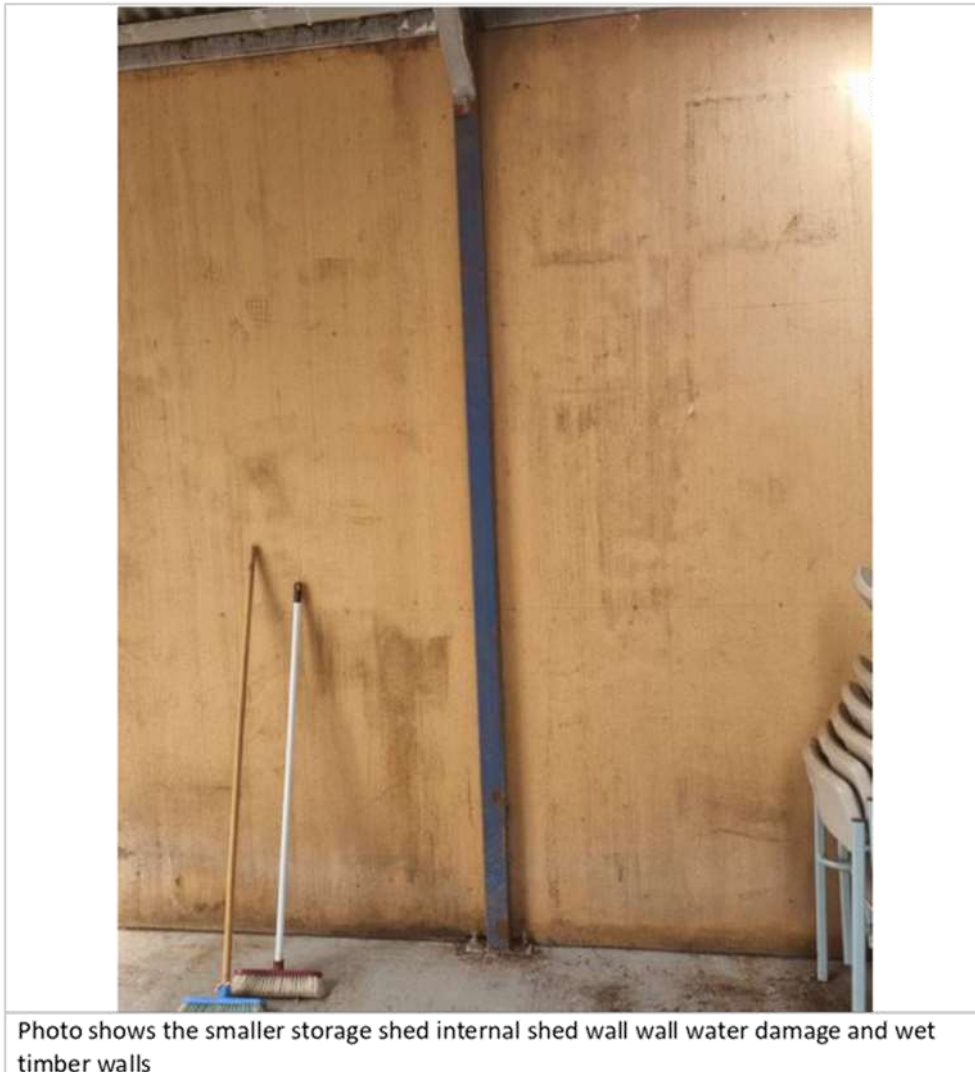


Photo shows the smaller storage shed internal shed wall wall water damage and wet timber walls





Photo shows water ingress to the office wall/ceiling and water ingress into the airconditioner system.







Photo shows the water damage to the ceiling space in the SAPOL office



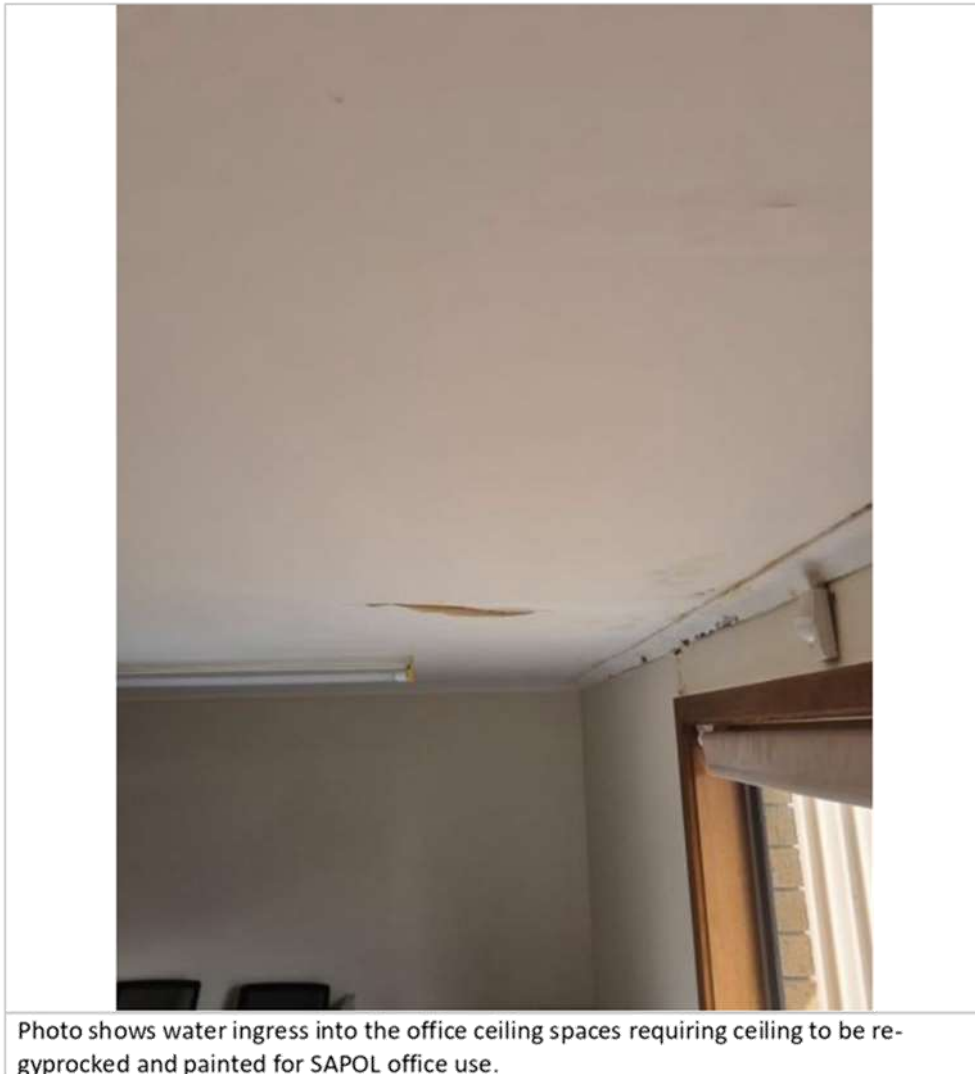




Photo shows water damage to internal office ceiling.







Photo shows internal main shed wall water damage from water running over the box gutter and water running down the internal walls of the main storage shed.



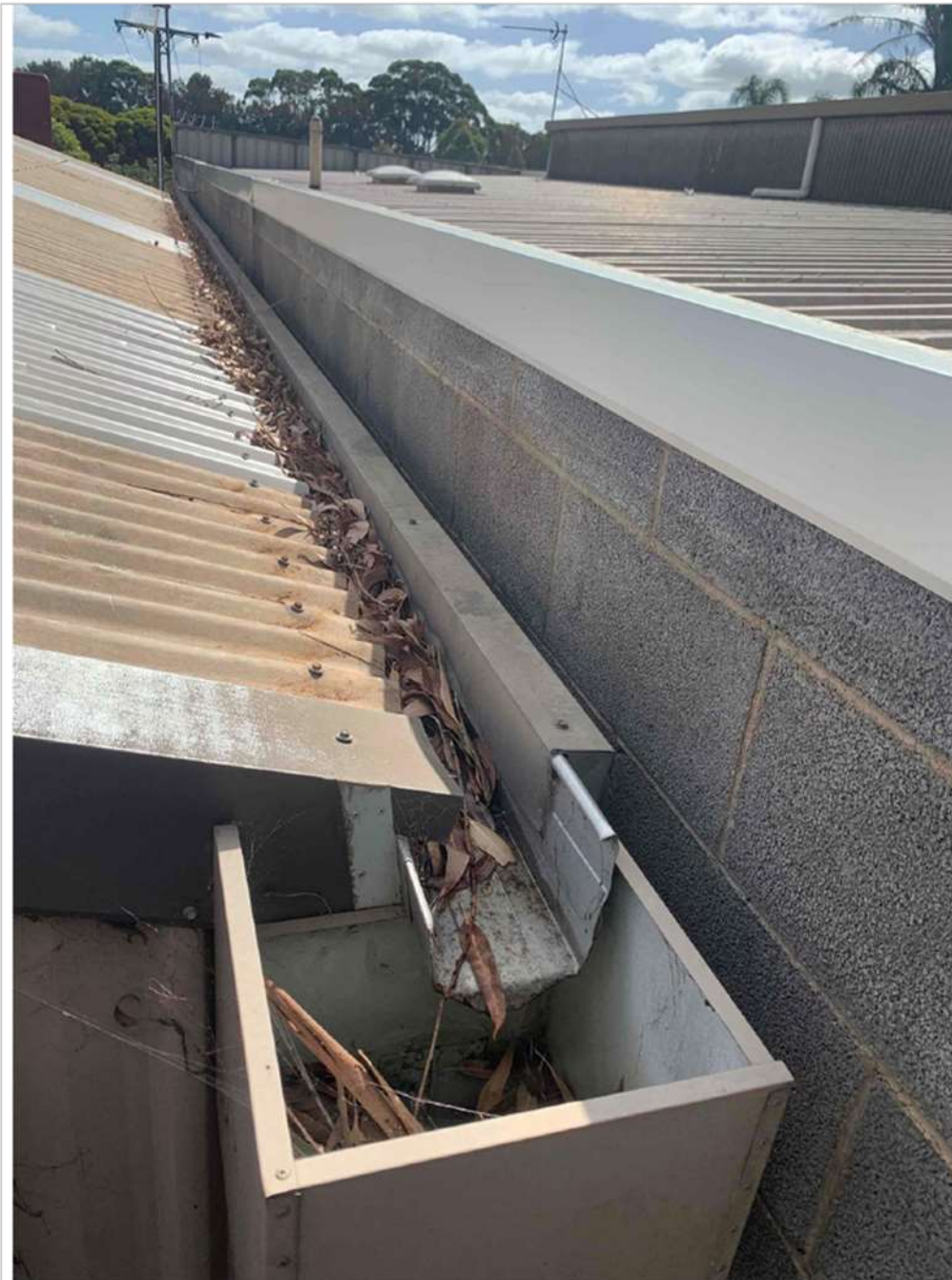


Photo shows the extent of gum tree leaves filling shed gutters and drainage collection boxes.





Photo shows the main shed box gutter full of council property gum leaves at the eastern end of the dwelling. Zoom in photos to see how full the box gutter is.



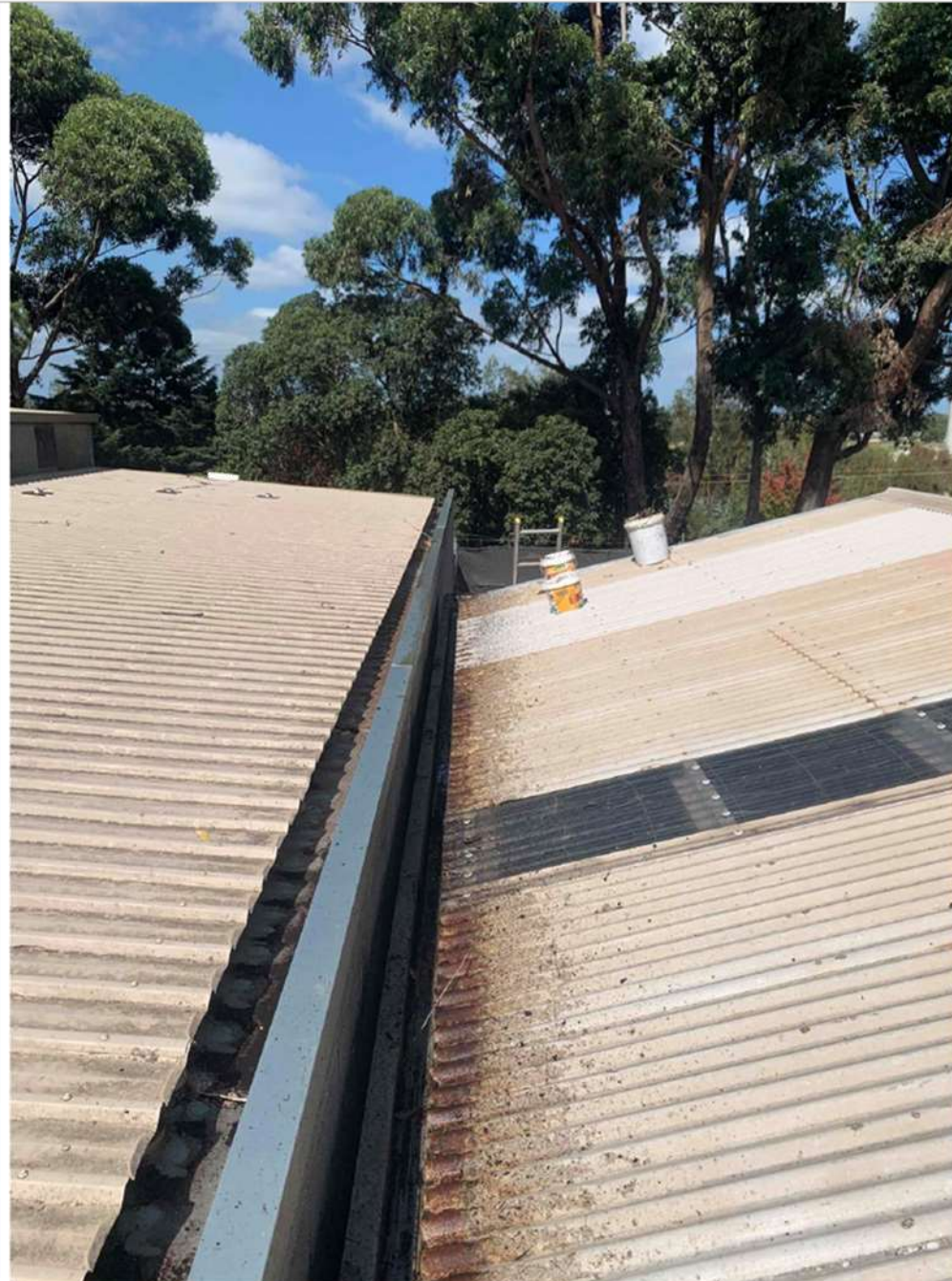


Photo shows the smaller storage shed with gutters cleaned and wet leaves started corroding the colorbond sheeting.





Photo shows an internal view of the roof flashing showing all timber work wet from blocked gutters full of boundary gum tree leaves clogging up the office guttering



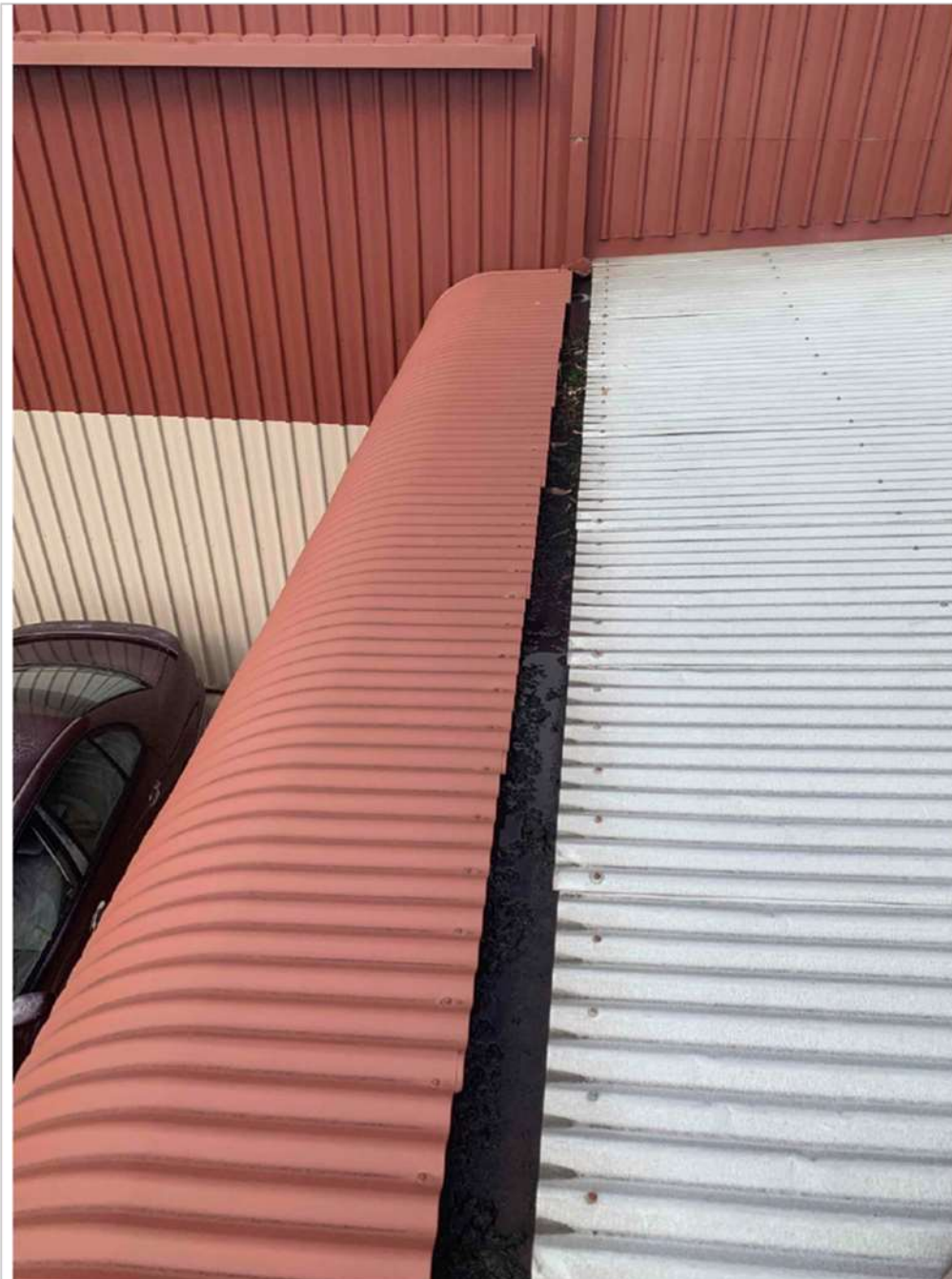


Photo shows the office box gutters full of gum tree leave blocking up the gutters from draining.



PYNE CLOSE

Created	2023-03-29 02:55:57 UTC by Sinaway Georgiou
Updated	2023-03-30 05:22:52 UTC by Sinaway Georgiou
Location	-37.8358599, 140.8046423

THE CITY OF MOUNT GAMBIER TREE ASSESSMENT

Council Officer	Sinaway Georgiou
Date	2023-03-29
Inspection Type	Ground Visual

TREE LOCATION

Street Name	PYNE CLOSE
Street Number	2
Tree ID	N/A
Reserve Name	Screening Reserve

COMPLAINANT DETAILS

Name of Complainant	
E-Mail Address	
Phone Number	
Date Received	2023-03-23
Written Complaint Received	Yes
Written	E-Mail
Nature of Complaint	Tree foliage blowing onto gutters causing issues.

TREE DESCRIPTION

Tree Species	Eucalyptus botryoides
Tree Height	Large
Trunk Size	Large
Previous History	No

TREE HEALTH

Overall Health	Fair
Foliage	Yes
Foliage Colour	Good
Foliage Density	Good
Comments	The trees health appears to be sound as indicated by good foliage density and colour with no evidence of pest or disease.

TREE STRUCTURE AND DEFECTS

ROOT SYSTEM	
Root Problems	No
Excessive Lean	No
Comments	The trees root zone consists of open grassed area surrounding the trunk with the boundary fence approximately 6m to the north of the trunk and a footpath approximately 4m to the south of the trunk. There is evidence of some minor surface roots to the north of the trunk however given this is not an area designated for pedestrians it has no impact. There are no obvious recent disturbance within the root development area.

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TRUNK	
Dead Branches	No
Hollows & Cavities	No
Wounds/Previous Branch Failure	Yes
Codominant Stems	Yes
Included Bark	No
Cracks	No
Cankers/Galls	No
Wood Decay	No
Pests	No
Conks/Mushrooms	No
Comments	The tree consists of a single trunk to around 1.5m above ground level at which point it divides into two large ascending stems. Each of the two stems support a number of branches which form the upper crown.
BRANCHES	
Unbalanced Crown	No
Dead Branches	Yes
Twiggy Dieback	Yes
Hangers	No
Hollows & Cavities	No
Wounds/Previous Branch Failure	Yes
Codominant Stems	Yes
Included Bark	No
Cracks	No
Cankers/Galls	No
Wood Decay	No
Pests	No
Conks/Mushrooms	No
Comments	Branch unions are noted to be free of recognisable structural flaws. There is a dead stem through the centre of the tree that has little impact to its health. There is very minimal overhang of limbs/foliage over the fence line. The shed in question is approximately 26m towards the west of the tree and the rear shed approximately 15m to the north (estimated as not allowed onto the property). Hence no immediate rooflines are impacted by the trees merely foliage being blown onto the roofline. Removing these two Eucalypt trees may have a minor impact on the foliage blowing directly onto the roof as there are a number of trees on this screening reserve that would contribute. It was noted that a couple of branches had been shed which is typical of these Eucalypt trees.
RISK CATEGORISATION	
Risk To Public	Low
Risk To Property	Low
Action Required	No
Sent To LGAMLS	No
TREE PHOTOS	
Photos	





Broken limb.

04/05/2023

Page: 3 of 5





Photo taken in line with tree trunk.



The rear shed form the boundary fence.





PYNE CLOSE

Created	2023-03-29 03:04:20 UTC by Sinaway Georgiou
Updated	2023-03-30 05:19:26 UTC by Sinaway Georgiou
Location	-37.835844, 140.804601

THE CITY OF MOUNT GAMBIER TREE ASSESSMENT

Council Officer	Sinaway Georgiou
Date	2023-03-29
Inspection Type	Ground Visual

TREE LOCATION

Street Name	PYNE CLOSE
Street Number	2
Tree ID	N/A
Reserve Name	Screening Reserve

COMPLAINANT DETAILS

Name of Complainant	
E-Mail Address	
Phone Number	
Date Received	2023-03-23
Written Complaint Received	Yes
Written	E-Mail
Nature of Complaint	Tree foliage blowing onto gutters causing issues.

TREE DESCRIPTION

Tree Species	Eucalyptus botryoides
Tree Height	Large
Trunk Size	Large
Previous History	No

TREE HEALTH

Overall Health	Good
Foliage	Yes
Foliage Colour	Good
Foliage Density	Good
Comments	The trees health appears to be sound as indicated by good foliage density and colour with no evidence of pest or decay.

TREE STRUCTURE AND DEFECTS

ROOT SYSTEM	
Root Problems	No
Excessive Lean	No
Comments	The trees root zone consists of open grassed area surrounding the trunk. The boundary fence is around 6m to the north and a footpath around 4m to the south of the trunk of the tree. There are some minor surface roots to the north with very little impact to the area. There is no obvious disturbance within the root development area.

TRUNK



Dead Branches	No
Hollows & Cavities	No
Wounds/Previous Branch Failure	No
Codominant Stems	Yes
Included Bark	No
Cracks	No
Cankers/Galls	No
Wood Decay	No
Pests	No
Conks/Mushrooms	No
Comments	The tree consists of a single trunk to around 4m above ground level at which point it divides into a number of large ascending stems. Each of these stems support further ascending stems forming the upper crown of the tree.

BRANCHES

Unbalanced Crown	No
Dead Branches	No
Twiggy Dieback	Yes
Hangers	No
Hollows & Cavities	No
Wounds/Previous Branch Failure	Yes
Codominant Stems	Yes
Included Bark	No
Cracks	No
Cankers/Galls	No
Wood Decay	No
Pests	No
Conks/Mushrooms	No
Comments	Branch unions are noted to be free of obvious structural flaws. There is minimal overhang of limbs/foliage over the fence/boundary. The shed in question is approximately 26m west of the tree and the rear shed approximately 15m to the north. Hence there is no immediate impact of overhanging limb to the roofline of the sheds. There are a number of native trees on the screening reserve, and although the ones inspected would impact the roof line of foliage being blown onto the roof there are also a number of other trees that would also have an impact of foliage being blown by wind onto the shed roofs. Hence removing them would not remove the problem in full.

RISK CATEGORISATION

Risk To Public	Low
Risk To Property	Low
Action Required	No
Sent To LGAMLS	No

TREE PHOTOS

Photos





line of the shed from the tree.



19.3 LIMESTONE COAST LOCAL GOVERNMENT ASSOCIATION (LCLGA) BUSINESS PLAN 2023/2024 – REPORT NO. AR23/30253

Committee:	Council
Meeting Date:	16 May 2023
Report No.:	AR23/30253
CM9 Reference:	AF22/378
Author:	Jane Fetherstonhaugh, General Manager Corporate and Regulatory Services
Authoriser:	Sarah Philpott, Chief Executive Officer
Summary:	This report presents the Limestone Coast Local Government Association Budget and Business Plan for 2023/2024.
Strategic 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
	Goal 5: Our Commitment

REPORT RECOMMENDATION

1. That Council Report No. AR23/30253 titled 'Limestone Coast Local Government Association (LCLGA) Business Plan 2023/2024' as presented on 16 May 2023 be noted.
2. That Council support the Limestone Coast Local Government Association (LCLGA) Budget and Business Plan for the 2023/2024 financial year.



TYPE OF REPORT

Corporate

BACKGROUND

The Limestone Coast Local Government Association (LCLGA) ordinarily present their Business Plan and Budget for each financial year to constituent Councils for consultation, budget and approval purposes.

PROPOSAL

The LCLGA Business Plan 2023/2024 and budget is presented for Council consideration and to support its adoption by the LCLGA.

The plan sustains business as usual with provision to undertake the Economic Growth Strategy, complete the Materials Recovery Facility Business Case, sustain the Regional Roads Strategy and increase work under the Active Community Strategy (increased funding from an ORSR Grant).

The Destination Development Strategy is in its last year of increased funding, and there will be a review during 2023/24 to assess the value delivered and the future direction of the program.

City of Mount Gambier's contribution is made up of the following:

City of Mount Gambier Contribution 2023/24	\$
Subscriptions	86,165
Tourism	61,251
Connected & Active Communities	12,775
SA Coastal Alliance*	1,201
Programs	18,800
RDALC*	26,799
Heritage*	34,171
TOTAL	\$ 241,162

*It should be noted that 22% of all revenue collected from all subscriptions are passed through to RDALC, the shared Heritage Services Contract and the Limestone Coast Regions South Australian Coastal Councils Alliance (SACCA).

The City of Mount Gambier 2023/2024 contribution total remains consistent with the forward forecast se in 2021/2022.

LEGAL IMPLICATIONS

Under the LCLGA Charter the LCLGA Board may charge project fees and must give notice to constituent councils of project fees and their purpose. This notice is given in the form of the presentation of a Business Plan and budget.

A constituent council may comment on the Business Plan in writing to the LCLGA Executive Officer at least fourteen (14) business days before the meeting at which the budget is to be adopted or through its Board Members at that meeting.

A constituent council may object in writing to a project fee and/or elect to be excluded from an LCLGA activity or activities. The LCLGA Board will consider an objection at a general or a special meeting and may confirm, vary or exempt a constituent council from payment of a project fee.

STRATEGIC PLAN

N/A



COUNCIL POLICY

N/A

ECONOMIC IMPLICATIONS

N/A

ENVIRONMENTAL IMPLICATIONS

N/A

SOCIAL IMPLICATIONS

N/A

CULTURAL IMPLICATIONS

N/A

RESOURCE IMPLICATIONS

The value of the City of Mount Gambier contribution to the LCLGA for the 2023/2024 financial year is \$241,162 representing an increase of \$11,276 or 5% from the 2022/2023 year.

VALUE FOR MONEY

Council should consider the aggregate benefits arising to all seven constituent councils from shared resources and projects under the LCLGA regional model.

RISK IMPLICATIONS

As constituent council members of the LCLGA each Limestone Coast Council contributes fees toward the services and operation of the LCLGA on a similar basis to the Local Government Association model.

The support or otherwise of any constituent council toward the LCLGA Business Plan and Budget places the services of the LCLGA at risk, the impact of which is potentially greater than the proportionate funding contribution of any single Council.

EQUALITIES AND DIVERSITY IMPLICATIONS

N/A

ENGAGEMENT AND COMMUNICATION STRATEGY

The LCLGA Executive Officer will be notified of the outcome of Council deliberations on the LCLGA Business Plan 2023/2024.

IMPLEMENTATION STRATEGY

N/A

CONCLUSION AND RECOMMENDATION

Having considered the LCLGA Business Plan 2023/2024 this report recommends that the LCLGA Executive Officer be advised of the City of Mount Gambier's support.

ATTACHMENTS

1. LCLGA 2023 Business Plan Cover Letter [↓](#)
2. LCLGA Business Plan 2023/2024 [↓](#)





10/5/2023

Dear LCLGA Member Mayors and CEOs,

Re: LCLGA Business Plan presented for approval

The Limestone Coast Local Government Association (LCLGA) Business Plan has been approved for circulation by the LCLGA Board to our members and is presented for approval.

The plan sustains business as usual with provision to undertake the Economic Growth Strategy, complete the Materials Recovery Facility Business Case, sustain the Regional Roads Strategy and increase our work under the Active Community Strategy (increased funding from an ORSR Grant).

The Destination Development Strategy is in its last year of increased funding, and there will be a review during 2023/24 to assess the value delivered and the future direction of the program.

It should be noted that 22% of all revenue collected from our subscriptions are passed through to RDALC, the shared Heritage Services Contract and the Limestone Coast Regions South Australian Coastal Councils Alliance (SACCA).

The proposed subscriptions are increased at the level forecast in the financial viability plan approved in 2021. The main difference being we have been applying the proposed increases as nominal when they were presented as real. The extent that the LCLGA can absorb CPI is becoming increasingly difficult.

Over the last five years, the LCLGA has secured \$5 of funding (including SLRP) for every \$1 invested in the LCLGA by our members; we expect this return to be sustained into the future.

During 2023/24, a process is proposed to reset the LCLGA strategy for the next four years, which will include all Councils Elected Members. The outcomes from this process will shape future Business Plans and Budgets.

If you have any questions, please contact me.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'Tony Wright', is written over a light blue rectangular background.

Tony Wright
Executive Officer

Level 1
9 Bay Road
Mount Gambier SA 5290



LCLGA BUSINESS PLAN 2023/24



Business Plan Context

The 2023/24 Business Plan is the operationalisation of the Strategic Plan. However, there has been a significant change in Mayors in the Limestone Coast following local government elections, and the strategic plan needs to be reset to reflect the priorities of our member's new representatives.

A workshop was held in March 2023, and not all members attended. It also became clear that whilst the LCLGA engages with its Board and member CEOs, we don't frequently engage with our member's elected councillors or staff outside of our working groups.

This was discussed at the workshop and decided that the LCLGA would provide an opportunity for all elected members to engage in the strategic planning process, to occur in around September. Following this process, if there is a significant shift in priorities and direction, we will also do a mid-year business plan reset.

The direction from our members at the workshop was very clear, concentrating on completing the MRF, Economic Growth Strategy Reset, and Road Submissions and increase the visibility of our advocacy.

The "why" for the LCLGA is "Collectively Building Stronger Communities". However, this is also under review, and stronger themes of activation, community outcomes and being a recognised voice came through the Board and CEO workshop.

Whilst this is still the approved "Why", the nuance around intent and outcomes is included in the thinking around this business plan. The wider member strategic planning workshop will also explore and complete the why.

Our members (in alphabetical order) are:

- District Council of Grant
- Kingston District Council
- City of Mount Gambier
- Naracoorte and Lucindale Council
- District Council of Robe
- Tatiara District Council
- Wattle Range Council

The LCLGA is a wholly-owned subsidiary of our members under the Local Government Act (1999). This ownership structure means our equity and liabilities belong to our members.

The LCLGA represents over 136 years of collaboration by our members to deliver regional projects, gain economies of scale and effective representation. Feedback within local government is that our model is considered one of the most effective in SA and unique in Australia.

The current operating environment is the most volatile in many years. This is due to the COVID-19 pandemic, government elections (Local, State and Federal), geopolitical tensions between democratic and totalitarian regimes, disruptions to supply chains, relatively high inflation and very low levels of unemployment.



The LCLGA recognises that we must be flexible as we seek to deliver value to our members during this challenging and rapidly changing time.

There is a risk that in being flexible in meeting our member's needs and accepting new challenges, we become stretched in our resources, resulting in slippage of other programs. Therefore, the LCLGA will need to ensure appropriate decisions on tradeoffs so we can continue to deliver value to our members.

During 2015/20, the LCLGA came through a growth and planning period. The strategic plan (2020/25) horizon is a focus and delivery period.

Our Role

The LCLGA works with our members and achieves value by delivering projects, facilitating programs, being a conduit for communication, sponsoring projects or programs, and undertaking advocacy.

Our members provide directions for our activities to ensure we are aligned with their priorities.

External Environment

The 2020/25 Strategic Plan was developed, considering the existing and emerging factors that may influence our strategy. However, many of these environmental factors have changed significantly since 2019, when they were first considered.

This was apparent when comparing the CSIRO megatrends analysis, where several trends had changed their focus.

Noticeably the analysis of factors in our external environment that businesses should pay attention to has become much more pessimistic.

The key factors that the LCLGA have considered as being potential disruptors to our members and our business plan:

- Climate change is here now, and the only question is who will be the winners and losers.
- Land use planning, social support and infrastructure need to include flexibility to adapt to climate change.
- Geopolitical tensions and isolationist attitudes and thinking will continue to rise – leading to increasing uncertainty, insular thinking, distrust and disrupted supply chains.
- Concentration of wealth.
- Cyberwar is already in action.
- The world demand for food and protein is increasing.
- Communities are increasingly online and virtual, parallel communities.
- It's getting harder to communicate and engage with communities, but simultaneously they will demand more engagement. Information is more pull than push!
- Data, generative AI, security (continuous verification) and control of data is going to be a significant focus. It will cut across all aspects of our lives.



- The long-term impacts of Covid-19 are yet to be understood, but aside from physical health, there could be serious long-term mental health and resilience issues.
- The arms race is on (was it ever really off), and it's a race between technology, economic power and production capability. 2050 could be the tipping point.
- Democracies under threat.

We also considered some of the data from the latest census for the Limestone Coast.

The trend for migration to regional centres is continuing, creating an opportunity and a challenge. The Limestone Coast is seeking population growth to lower the working age of our population and invigorate our community, but we are also facing a housing shortage.

In all of our member's areas, access to affordable housing is a significant issue from a social and economic perspective. Housing limits growth as many jobs cannot be filled due to the lack of accommodation, creating hardship for the most vulnerable in our community.

Housing and services such as medical and childcare also impact our ability to attract and retain skilled workers. In addition, we are aware of many people who would like to live and move to the Limestone Coast but are unable due to the lack of housing.

The State Government of SA has recognised this issue and plans to invest in new housing stock in regional centres through the Office for Regional Housing.

Situational Analysis

Over the last six years, the LCLGA has successfully delivered value to our members, and for every \$1 invested in the LCLGA, we have returned \$5, excluding the value of indirect benefits (such as assisting in securing \$3.5M in sports grants for our sporting clubs) or the efficiencies from the shared Heritage Service or Destination Development Strategy.

Despite continuing financial losses, the position of the LCLGA remains strong as we have drawn down members' equity in a planned and predictable manner.

The Board has approved a \$200k project reserve in members' equity above minimum cash holdings. Minimum cash holdings are set by the Board at \$175k, which is when members will need to contribute resources if the LCLGA is wound up. \$175K is also about three months of operating expenditure (\$172K), typically the minimum cash reserves recommended for an organisation.

The Project Reserve allows the LCLGA to take on new projects for our members outside the routine budget cycle. The intent is to restore the reserve capacity over time when it is used.

Compared to 2015/16, our annual financial capacity was now around 30% weaker due to a real reduction in members fees, increased costs, and loss of Rubble Royalty funding. However, in 2022/23, there was a REAL increase in members' fees as part of a five-year financial viability plan.



There is a continued focus in the Strategic Plan to narrow and deepen our value proposition, which is continued in this business plan.

We have reduced the number of projects and programs in recent years to focus on activities that deliver member value.

Our members have made a significant investment in the Destination Development Strategy; with these resources available, we have been steadily implementing the approved strategy, and in 2022/23, following the departures of two staff we recruited a new team that is reviewing the strategy whilst sustaining business as usual. While recruiting new staff, we continued to invest in our online marketing and employed temporary staff to sustain activities.

The Sports Academy continues to support the development of young elite athletes in the region and build our sports' capability across all levels with significant success from Academy members at State and National levels. We also received additional funds to support the academy over the next three years.

The StarClub program ceased in December 2023. This was a highly valued program by our members, and we are developing a new program called the Connected and Active Communities program with the Office of Racing, Sports and Recreation (ORSR).

The Strategic Local Roads Program (SLRP) continues to be an essential source of funding for Limestone Coast Regionally Significant roads which support economic, tourism and community activities.

The Limestone Coast SLRP Plan will need further review in 2023/24 to ensure our Plan is consistent with the SAROC project to map SLRP across the state.

With the review of the Limestone Coast SLRP in 2021/22, there is a potential funding shortfall from a planned \$19m to a required \$27m to deliver the high-priority road upgrades by 2030. However, we have recently struggled to find projects of sufficient value to sustain our normal road investment. This disconnection between sought-after funding and the current deficit needs further investigation to ensure we are not inadvertently creating an investment bow wave effect.

Concluding the materials recycling facility governance review and economic growth strategy resets are priorities.

Advocacy is a core piece of work for the LCLGA. In 2022 we developed, for the first time, an advocacy agenda that was shared with Local Members, the LGASA and other local candidates. Our advocacy agenda will be the basis for engaging with the new government on our agreed priorities.

Delivering Value

Our members agree that our focus should become narrow and deep to deliver value, which becomes even more critical in a resource-constrained environment.

This means we will apply our resources to those strategies that provide the greatest value to our members; and only take on additional responsibilities after considering the tradeoffs (time, \$, risk or lost value from not doing another project).



The process used to create focus and value in this business plan uses the following approach:

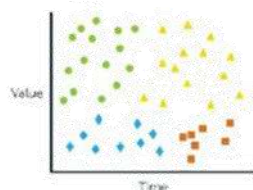
- 1) Should we be responsible for implementing the strategy?
- 2) What is the relative value of the proposed work?
- 3) What is the tradeoff, and is this acceptable?

1. Should we do it?



- > Benefits more than one member?
- > Is it consistent with our why?
- > Should others do this?
- > Are we the best to do this work?
- > Do we have the resources?
- > Are the risks acceptable?
- > Endorsed by member Councils

2. Relative value



- > Fit with why?
 - > Number of members?
 - > Significance of benefit
 - > Effort required
 - > Start date = Time
- } = Value

- Highest value, shortest time
- Low value, quick time
- Average value, average time
- Least value, longest time

3. Opportunity cost / tradeoff



Impact of saying YES

- > What is the lost value by saying yes?
- > What additional costs are involved?

Our members, via the Board and CEOs, were asked which activities we should focus on, noting that the strategy will be reset following a member workshop in September.

The following priorities were highlighted from our workshop.

Advocacy

Be more visible in our advocacy and project a strong voice for the community on agreed priorities with our stakeholders.

Destination Strategy

Complete the review of the Destination Development Strategy (DDS) and include the outcomes from the SATC RTO review in an updated strategy.

Continue implementing the approved strategy until the review is completed and realign our approach as needed.

Regional Waste Solution

Ensure the governance review of the regional Materials Recovery Facility is completed (should be completed in 2022/23) and progress to complete the business case before seeking project-specific funding for the preferred solution.

There is \$65K allocated for this work.

Roads Strategy

The Regional Roads Strategy and Database were updated in 2020/21 and continue to be a critical strategy to access funding for priority road upgrades. Over \$16 million has been secured for local roads since the strategy was developed.

With the development of a State database of eligible SLRP roads and improved data on the connectivity of regions, ensuring the Limestone Coast Strategy aligns with the State database will be critical to future funding applications.

There is also an opportunity to improve the strategies definitions and guidance to members on the required evidence to support the inclusion of roads in the database for future SLRP funding. This work is included in this Business Plan.

Update the Regional Roads Database and ensure the pipeline of works reflects the needed investment for our region.

Stay engaged with the SAROC state planning process they are developing with Legatus to ensure the interest of our region is represented.

Regional Plan

Engage with the department's planning processes as needed.

Connected and Active Communities

Work with our members to ensure the CAC program builds upon the work already done by our members and that our member's priorities are embedded within the program.

Develop additional support for vulnerable children within the CAC as per our supplementary funding.

In total, \$155K of grants are available to support this project.

South Australia Coastal Councils Alliance (SACCA)

We support the administration of SACCA. The program is driven by an Executive Steering Committee and the SACCA Executive Officer.

Support our region's representatives to SACCA.

Heritage Advisory Services

The Board approved a three-year contract to provide Heritage Advisory Services throughout the Limestone Coast. Managing this contract continues to be a priority.

RDALC Relationship (*)

Seek to keep the RDALC relationship focused on Limestone Coast Councils' priorities.

Sports Academy

Sustain the operations of the Sports Academy and develop approaches to increase and diversify the sustainable funding model.

There is \$180K in external funding to support this program.

LGASA Relationship

Work with the LGASA to continue to develop our working relationship. There has been a significant change in LGASA personnel and new staff with little local government experience. Growing and sustaining effective working relationships continues to be a



challenge due to the strategy of the LCLGA to exclude regional LGA's from various forums and processes.

Resetting the Economic growth Strategy

Develop a new economic growth strategy for the Limestone Coast Region.

Whole of elected member workshop to reset the LCLGA strategic plan.

Engage with all of our members elected members in resetting the LCLGA strategic plan in September 2023.



Key Result Area

From the March workshop, the following areas of focus were identified,

- Sustainable Communities
- Economic growth
- Infrastructure

Building Sustainable Communities

A sustainable community has resilience, leadership, a healthy environment, an optimistic mindset, community well-being, and connected and inclusive built environments where we want to live and that others want to join.

Over the 2023/24 year, the focus is on building and supporting sustainable communities (in a local government context).

The objectives and proposed strategies in the Strategic Plan focus on advocacy, Sports Academy, Connective and Active Communities, SACCA and Heritage Advisor,

Long-Term Objectives (Strategic Plan by 2025)

1. The regional climate adaptation strategy outcomes are achieved
2. Government policy and investment reflect our member's priorities
3. Regional health plan outcomes are achieved
4. Incubator projects are successful and self-sustaining

Short-Term Objectives (Business Plan – 2023/24)

- 1) Our networks, members and stakeholders are connected and engaged
- 2) Incubator project outcomes have transitioned to alternative governance and operational arrangements
- 3) Regional participation in sports is strengthened
- 4) A new Regional Plan is developed for the Limestone Coast
- 5) The Heritage Advisor services are valued by our members and the community

Performance Indicators

- 1) The extent to which the government listens and incorporates Limestone Coast priorities in decision making
- 2) Member rating of our effectiveness in keeping them and stakeholders connected
- 3) Sports Academy and Connected and Active Communities outcomes delivered with future governance and organisational requirements developed
- 4) Our members value heritage Services



Economic growth

Economic growth is the sustainable increase in living standards that deliver higher incomes, better education, health and well-being, and environmental protection resulting from a conscious and applied effort.

At its core, economic development is about improving the quality of life in our community.

A strong economy relies on human capital (skills, knowledge and innovation), financial capital (investment), productivity (more from less), realising local competitive advantages, entrepreneurialism, value clusters, increased supply chain value capture from exports, capturing local value (buy local); and attracting spend from outside our area (investment and visitation).

The economic advantages of our region are unchanged. We continue to be mostly unaffected by drought and have higher levels of water security than many regions in Australia. We have soil with little degradation, and we have not had fire or flooding to the same extent as some other areas in Australia, and our ocean resources are in reasonable shape when

We have a diverse economy which means we are generally more resilient to shocks than other regional areas in Australia.

The State Government has recognised the significant opportunity for growth in the Limestone Coast with strategic investment in infrastructure and growing our regional capability.

Longer-Term Objectives (Strategic Plan by 2025)

- 1) The outcomes of the regional growth strategy and action plan are achieved
- 2) Waste is a source of economic growth and competitive advantage
- 3) Regional land-use planning is effective and agile
- 4) The required investment in regional road infrastructure is achieved
- 5) The value of tourism to the region continues to increase
- 6) Mutually beneficial cross-border partnerships are developed

Short-term Objectives (Business Plan – 2023/24)

- 1) Destination marketing strategy achieves its planned outcomes
- 2) A New Regional Economic Growth Strategy
- 3) Collaboration opportunities on cross-border projects

Performance Indicators

- 1) Our members are successful in attracting funds for projects
- 2) Federal and State Members support our member's advocacy priorities
- 3) Regional roads projects are approved and sought after funding achieved
- 4) DDS objectives are achieved
- 5) A Limestone Coast Economic Growth Strategy is developed



Infrastructure

Infrastructure is a crucial enabler of services and capacity within communities.

In the context of Local Government infrastructure centres around the following themes:

- Provision of waste services
- Enabling transport to occur for social, community and economic purposes
- Ensuring the built environment adds value to communities (such as land use planning, heritage and connectivity, such as blackspots.
- Improving and sustaining the functions and operations of the Council.

Objectives (Business Plan – 2023/24)

- 1) Regional Roads Strategy sought after funding is achieved
- 2) A viable waste option is developed
- 3) A decision is made on the viability of the Regional Materials Recovery Facility
- 4) The regional blackspots proposal is supported and funded

Performance Indicators

- 1) Roads funding received
- 2) Members rating of our effectiveness in keeping them and stakeholders connected
- 3) There is a decision on the viability of a regional MRF
- 4) Heritage Services are used and valued

The proposed projects and activities for 2023/24 are listed on the following pages with an indicator of which key result areas they relate to, noting that some may relate to multiple areas.



[illegible]

Proposed Project Schedule LCLGA 2023/24

Infrastructure	Economic	Community			Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
✓	✓	✓	Strategy	Tactics												
			Green Triangle Freight Action Plan	Attend meetings and engage on priorities as identified by members												
		✓	Destination Development Strategy	Deliver the DDM priorities in Marketing, Visitor Servicing, Events, Experience Development, Infrastructure Access, Governance and Collaboration and Industry Development. Review the DDM and adapt as needed, including the implications from the SATC review. Regular meetings - Tourism Management Group Support regional applications for funding that aligns with the DDM and EGS												
✓	✓	✓	Advocacy	Implement the approved strategy and priorities Refine and improve the evidence to support advocacy priorities Respond to consultations on behalf of our region. Review the advocacy program Engage with elected members on proposed advocacy items												
✓	✓	✓	Representations	SATC Regional Chairs Meetings Ac Care meetings ZEMC Regional Executive Officers SAROC Women in Sports Bushfire Committee SACCA												



Proposed Project Schedule LCLGA 2023/24

			Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Infrastructure Economic Community	✓	Regional Sports Academy												
		Nominations												
		Selection												
		Start of Program												
		Support Athletes and Coaches												
		Work with funding partners on future program and funding												
✓	✓	Connected and Active Communities												
		Scoping with members and ORSR												
		Implement the agreed program												
✓	✓	Heritage Advisory Services												
✓	✓	Improve relationship with the LGASA												
✓	✓	Other												
		CEO Forums												
		Mayors Forums												
		Board Meetings												
		Cross Boarder CEO Meetings												
		Stakeholder Engagement												



Finance Overview

The LCLGA derives its funds from three sources. They are members' subscriptions, grants and specific project or program funding.

The LCLGA continues in 2023/24 to receive \$40,000 from the LGASA to support regional capacity-building activities, and this is very much appreciated.

The Board has adopted a position that the LCLGA should have sufficient members' equity to:

1. Cover liabilities should the association be wound up (\$175K) and
2. Provide a project reserve of \$200k above minimum cash holdings to provide flexibility for the LCLGA to take on projects without needing to raise a project levy on members outside of normal budgeting cycles.

When using the project reserve, the approach is to restore that capacity over time.

The LCLGA has strategically reducing its cash reserves through a real reduction in members' subscriptions since 2015. Members have also benefited from the cessation of Rubble Royalty payments which were an indirect form of income to the LCLGA and, on average, cost our members around \$80K pa.

The combined impact of the loss of Rubble Royalty refunds, no real increase in subscriptions for a number of years reduced annual revenue by 30% pa from 2015 in 2021. The real increases from 2021/22 and 2022/23 as part of an approved financial viability plan have helped slow the rate of decline in members' equity.

There are three projects or activities within our budget where costs are "pass-through". These are included in our membership fees but make no impact on the LCLGA bottom line.

- 1) RDALC, \$101,55
- 2) Heritage Advisory Services, \$80,666.
- 3) South Australian Coastal Alliance, \$8,407.

This means 22% of subscriptions are "passed through" to other organisations.

The Destination Development Strategy (DDS) is completing the second year of implementation, so the added value is still being demonstrated and will be reviewed at the start of the 2023/24 financial year. Therefore, we have held the member's subscriptions for the DDS to 2022/23 plus 4.8%.

The Connected and Active Communities Project (formerly StarClub); and Sports Academy budgets have previously been considered jointly as they share costs and resources, with a net \$1.5K contribution from members' equity.

In our programs, we have included in the budget \$20,000 for the Roads and Transport Management Group to prepare the Significant Local Roads Program (SLRP) submissions for the 2023/24 financial year and to update the Roads Plan.

There are two projects included in the budget, the reset of the Economic Growth Strategy (\$50K) and the completion of the Materials Recovery Project Business Case (\$65K).



These projects, if they proceed, will consume the majority of the remaining project reserve and reduce members' equity to \$200K (assuming starting members' equity is \$320K), which is still above the minimum member's equity target of \$175K.

That is acceptable but will mean we will need to recover the Project Reserve in future years.

Whilst the minimum cash position represents the costs to wind up the association (\$175K), it is also very close to three months' operating expenses (\$172K).

We are forecasting a net loss of \$118K, noting that \$115K is for one-off projects.

Without funding the two projects, the P&L would be a loss of \$3K, which is consistent with our financial viability plan, which forecast we would be slightly positive in 2023/24 based on real increases. We have been applying nominal increases and driving efficiencies where possible.

Members also sought further information on the increased costs of changing the part-time Project Admin role to a full-time Project Manager Role to improve our delivery capability to free the Executive Officer to pursue other tasks such as Advocacy.

Based on an FTE salary of \$100,000 (a \$48k increase from the current position), this would increase our loss from \$118K to \$183K i.e. a \$48K increase in salary translates to an increase in costs of \$65K.

Based on the current distribution of subscriptions, this would mean an increase in members' subscriptions per council above the amounts indicated in the 2021 financial viability plan.

This increase has not been factored into the Business Plan.

Member Council	% Share	\$
City of Mount Gambier	27.58%	\$17,928
District Council of Grant	12.29%	\$7,989
Wattle Range Council	20.95%	\$13,615
Naracoorte Lucindale Council	14.14%	\$9,191
District Council of Robe	6.65%	\$4,322
District Council of Tatiara	12.00%	\$7,798
District Council of Kingston	6.40%	\$4,157
Total		\$65,000



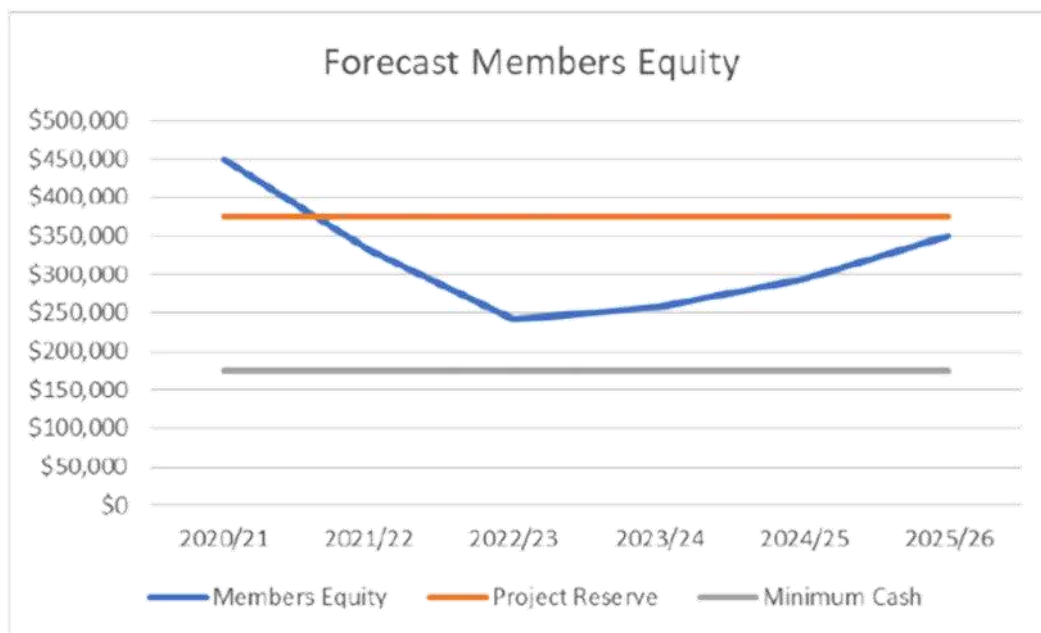
Financial Viability

In 2021 the Board adopted a five-year financial viability plan. As discussed earlier, this Plan followed several years of a REAL decrease in members' fees.

Cash reserves have been strategically reduced through successive losses. This is an appropriate strategy as the LCLGA should have minimal reserves of members' equity above its need to deliver services and projects for its members. However, there is a risk in such a strategy that the eventual adjustment in members' subscriptions can represent a shock once the desired target is reached. That is why the board adopted a pathway of modest increases to slow losses, use the project reserve for some specific projects and return to profitability and recover the project reserve by 2025/26.

As seen in the Forecast Members Equity chart below, our expected member's equity at the end of 2023/24 is \$50K lower than the 2021 model. This model did not include funding for the economic growth strategy, which is expected to cost about \$50K.

Given that the P&L for 2023/24 would break even, except for two projects, we are still tracking close to the 2021 forecast.



Assumptions

The Business Plan has the following assumptions:

- That member's 2023/24 subscriptions are at the level forecast in the 2021/22 Business Plan has treated this as nominal rather than real.
- Almost all costs are known, otherwise increased by CPI (8.6% Dec to Dec Adelaide)
- We remain in our current office.
- Wages are increased by 4.8%.
- Destination Strategy contributions held at 2021/22 levels plus 4.8%.
- SACCA Contributions increased by 4.8%.
- RDALC contribution is \$101,155.
- Closing member's equity is \$320,000 at the end of 2022/23.
- Project oncosts are recovered at 20%.
- Superannuation is increased to 11%.
- Interest increased to \$10,000.
- Minimum cash holdings are \$175,000
- A \$200k "project reserve" is set at \$200,000 above the Minimum cash holdings
- SACCA, Heritage, and RDALC are pass-through costs with no impact on P&L.
- Includes known grants
- \$50K is allocated to project liabilities for the Sports Academy at the end of 2022/23.
- \$20K is carried over for the DDM Project.
- Training is based on 1.5% of salary costs.
- The LGASA Capacity Building Grant (\$40,00) is allocated to the Destination Development Strategy and Sports Academy.



Proposed Subscriptions to deliver the 2023/24 Business Plan

2023/24								
MEMBER CONTRIBUTIONS	Subscriptions	Tourism	Connected & Active Communities	SACCA*	Programs	RDALC*	Heritage*	Total
City of Mount Gambier	\$86,165	\$61,251	\$12,775	\$1,201	\$18,800	\$26,799	\$34,171	\$241,162
District Council of Grant	\$42,095	\$29,924	\$8,523	\$1,201	\$9,184	\$13,092	\$3,437	\$107,456
Wattle Range Council	\$69,205	\$49,195	\$12,508	\$1,201	\$15,099	\$21,524	\$14,408	\$183,140
Naracoorte Lucindale Council	\$47,307	\$33,628	\$8,979	\$1,201	\$10,321	\$14,712	\$7,480	\$123,628
District Council of Robe	\$18,550	\$13,186	\$1,741	\$1,201	\$4,047	\$5,769	\$13,646	\$58,140
District Council of Tatiara	\$40,825	\$29,021	\$8,167	\$1,201	\$8,907	\$12,697	\$4,072	\$104,890
District Council of Kingston	\$21,094	\$14,995	\$4,015	\$1,201	\$4,602	\$6,561	\$3,451	\$55,919
Total	\$325,241	\$231,200	\$56,708	\$8,405	\$70,960	\$101,154	\$80,665	\$874,333

For comparisons, the forecast subscriptions in the 2021/22 Business Plan are provided below, noting these were forecast as real, and we have been able to treat them as nominal.

Forecast Subscriptions 2021/22 Business Plan

MEMBER CONTRIBUTIONS	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
City of Mount Gambier	\$180,168	\$219,226	\$229,886	\$241,160	\$249,280	\$257,709
District Council of Grant	\$78,159	\$96,986	\$102,073	\$107,458	\$111,309	\$115,309
Wattle Range Council	\$134,499	\$165,757	\$174,203	\$183,141	\$189,549	\$196,204
Naracoorte Lucindale Council	\$90,065	\$111,748	\$117,520	\$123,630	\$128,004	\$132,548
District Council of Robe	\$43,469	\$53,157	\$55,578	\$58,135	\$59,990	\$61,914
District Council of Tatiara	\$75,875	\$94,668	\$99,635	\$104,893	\$108,651	\$112,556
District Council of Kingston	\$40,435	\$50,560	\$53,165	\$55,921	\$57,895	\$59,945
Total	\$642,670	\$792,102	\$832,059	\$874,339	\$904,678	\$936,186

The sought-after member subscriptions are the same as forecast in the 2021/22 Business Plan.



Change from 2022/2023

INCOME	2022/23	2023/24	Change
City of Mount Gambier	\$229,886	\$241,160	-\$11,274
District Council of Grant	\$102,073	\$107,458	-\$5,385
Wattle Range Council	\$174,203	\$183,141	-\$8,938
Naracoorte Lucindale Council	\$117,520	\$123,630	-\$6,110
District Council of Robe	\$55,578	\$58,135	-\$2,557
District Council of Tatiara	\$99,635	\$104,893	-\$5,258
District Council of Kingston	\$53,165	\$55,921	-\$2,756
Interest	\$5,000	\$10,000	-\$5,000
Grants	\$262,325	\$447,958	-\$185,633
Other	\$90,500	\$107,325	-\$16,825
Total	\$1,189,885	\$1,439,621	-\$249,736

Income is expected to increase in total by \$249,736, of which members' contributions are \$42,278 or 5%. However, in real terms, this is a decrease in funding from 2022/23 of around 3%.

The other increases include a better return on investments, increased grant funding primarily for the Connection and Active Communities Project and Sports Academy and a CPI adjustment for Sports Academy Fees (other).



Change from 2022/2023

EXPENSES	2022/23	2023/24	Change
Wages	\$573,560	\$709,165	\$135,605
Project Costs	\$335,255	\$449,560	\$114,305
Program Costs	\$128,410	\$146,881	\$18,471
Vehicle	\$62,013	\$71,443	\$9,430
Audit and Accounting Fees	\$28,840	\$26,064	-\$2,776
Rent	\$30,000	\$22,611	-\$7,389
Governance	\$18,000	\$18,000	\$0
Computing & IT	\$20,400	\$20,400	\$0
Insurance	\$16,000	\$27,072	\$11,072
Training	\$8,588	\$10,728	\$2,140
Printing/Stationery	\$7,200	\$7,200	\$0
Telephone	\$7,200	\$7,200	\$0
Consultancy	\$6,000	\$6,000	\$0
Meeting expenses (non project or program)	\$0	\$6,000	\$6,000
Miscellaneous	\$6,000	\$6,000	\$0
Seminars	\$6,000	\$6,000	\$0
Travel	\$12,000	\$13,032	\$1,032
Advertising & Marketing	\$1,200	\$600	-\$600
Subscriptions	\$1,920	\$3,000	\$1,080
Bank Fees	\$745	\$782	\$37
Postage	\$481	\$0	-\$481
Total	\$1,269,812	\$1,557,739	\$287,926

Major variations in budgeted expenses include:

- Salaries due to increases (4.8%) and an additional position which is fully funded by the Connected and Active Communities Grant for three years.
- Project cost increases are due to the increased scope of work with the Regional Sports Academy to explore new revenue sources. This is fully funded by ORSR and the increased funding and expected investment in the CAC project.
- Program costs are slightly higher due to reduced costs for the red meat cluster (now \$0) and the Roads Planning (\$5K less) and the additional spend on the Economic Growth Strategy (increased by \$45K) and lower estimate to complete the Business Plan for the MRF (\$15K lower based on a tendered price).
- Rent is lower based on the actual price, and being on a month-by-month contract, the expected escalation in costs did not eventuate.
- Meeting expenses were omitted from the 2022/23 budget in error and have been added back into this budget.
- Insurance costs are reflective of actual costs.
- Training costs are based on 1.5% of salary costs and reflect an increase in FTE.
- Subscriptions relate mainly to local media and the Advertiser



Profit and Loss

INCOME	Total
Members Subscriptions	\$874,338
Grants	\$447,958
Other	\$107,325
Interest	\$10,000
Total	\$1,439,621

EXPENSES	2022/23
Wages	\$709,165
Project Costs	\$449,560
Program Costs	\$146,881
Vehicle	\$71,443
Audit and Accounting Fees	\$26,064
Rent	\$22,611
Governance	\$18,000
Computing & IT	\$20,400
Insurance	\$27,072
Training	\$10,728
Printing/Stationery	\$7,200
Telephone	\$7,200
Consultancy	\$6,000
Meeting expenses (non project or program)	\$6,000
Miscellaneous	\$6,000
Seminars	\$6,000
Travel	\$13,032
Advertising & Marketing	\$600
Subscriptions	\$3,000
Bank Fees	\$782
Postage	\$0
Total	\$1,557,739

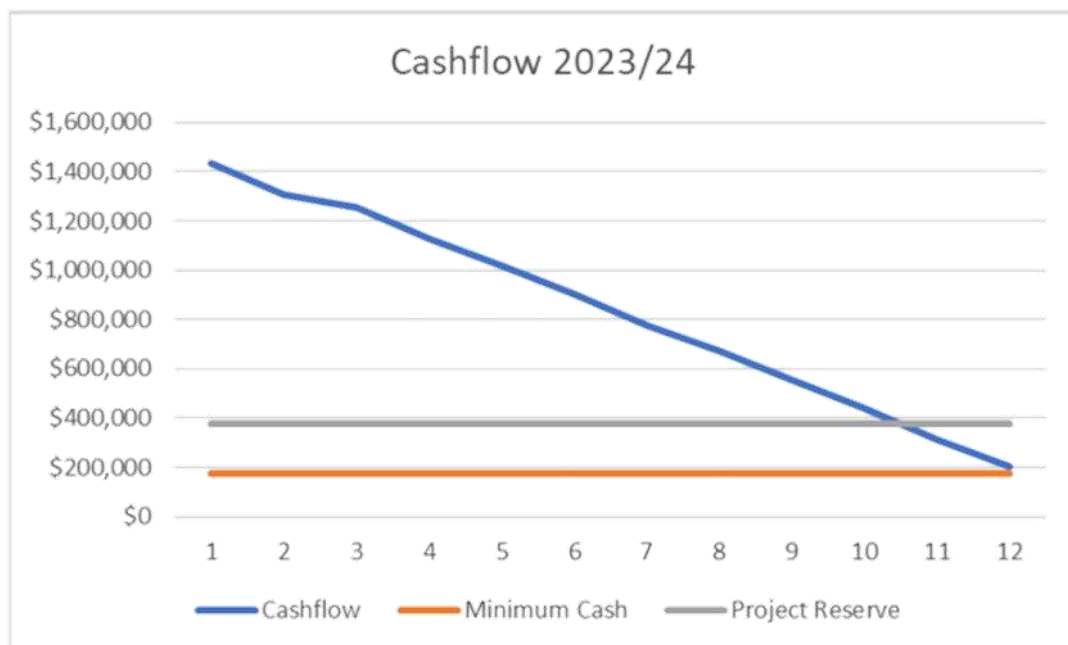
Net	-\$118,118
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As discussed above, the net loss forecast in the budget is \$118,118.



Cashflow

We expect to see members' equity rise to \$1,432,363 before decreasing to \$201,882. This assumes members equity will start at \$320,000.



Projects

PROJECTS	Income			Expenses	
	Members	Grants	Other	Expenses	Net
Destination Marketing Strategy	\$231,200	\$142,958	\$54,600	\$434,404	-\$5,646
Connected Communities	\$56,708	\$155,000	\$0	\$202,423	\$9,285
Sports Academy	\$0	\$150,000	\$52,725	\$213,532	-\$10,807
Total	\$287,908	\$447,958	\$107,325	\$850,359	-\$7,168

The Destination Strategy has a loss of \$5.6K, which we expect to offset with some additional grants during the year. If we can't, then this loss is factored in as a contribution from members' equity; we have also assumed members will approve a transfer of \$20,000 from 2022/23 into 2023/24, which represents the expected surplus in 2022/23. As these funds have been provided specifically for the Destination Strategy, we will be seeking to carry these funds forward for that project.

The net impact across the CAC and Sports Academy is \$1.5K, which is not considered material and is likely to be netted out during the year from the acquisition of sponsorships for the Academy.

Please note that Localis is a shared purchasing arrangement which is transacted separately to the Destination Development Strategy and is netted out as a pass through. We are currently seeking new quotes to provide to members to see if they wish to continue with this product for our region.



Programs

	Income			Expenses	
PROGRAMS	Members	Grants	Other	Salary & Oncost	Program Expenses
Roads		\$0	\$0		\$20,000
Waste - MRF Business Case	\$70,960	\$0	\$0	\$71,816	\$65,000
Economic Growth Strategy		\$0	\$0		\$50,000
Total	\$70,960	\$0	\$0	\$71,816	\$135,000

Pass-Throughs

	Income			Expenses	
PASS THROUGH	Members	Grants	Other	Expenses	Net
Heritage advisory services	\$80,657	\$0		\$80,657	\$0
RDALC	\$101,155	\$0		\$101,155	\$0
SACCA	\$8,405	\$0		\$8,405	\$0
Total	\$190,217	\$0	\$0	\$190,217	\$0



19.4 THIRD QUARTER REPORT ON ANNUAL BUSINESS PLAN 2022/2023 ANNUAL OBJECTIVES – REPORT NO. AR23/24499

Committee:	Council
Meeting Date:	16 May 2023
Report No.:	AR23/24499
CM9 Reference:	AF22/378
Author:	Julie Scoggins, Manager Financial Services
Authoriser:	Jane Fetherstonhaugh, General Manager Corporate and Regulatory Services
Summary:	Annual objectives were incorporated in the 2022-2023 Annual Business Plan – This report summarises progress made in the third quarter.
Strategic 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 Goal 5: Our Commitment

REPORT RECOMMENDATION

1. That Council Report No. AR23/24499 titled 'Third Quarter Report on Annual Business Plan 2022/2023 Annual Objectives' as presented on 16 May 2023 be noted.



TYPE OF REPORT

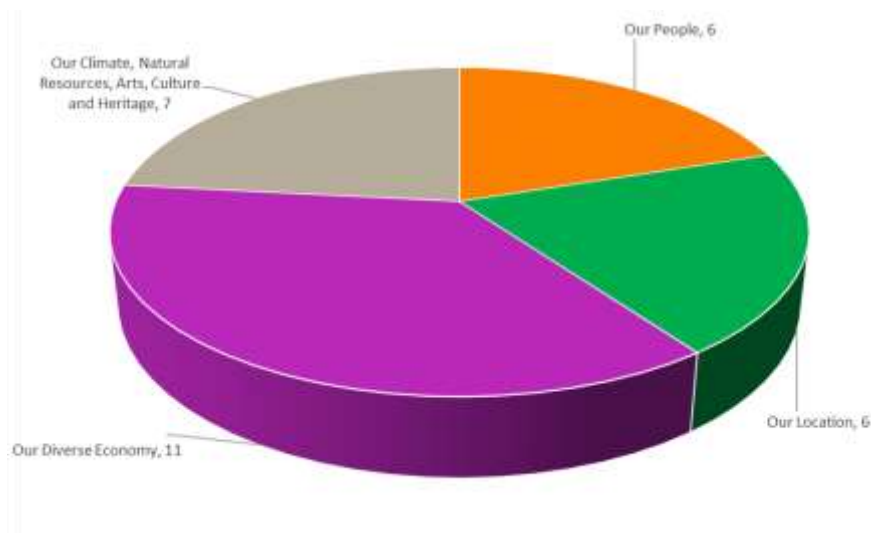
Legislative

BACKGROUND

1. **Purpose** - The Annual Business Plan and Budget for 2022/2023 was adopted on 28 June 2022 and this is the report that reports on progress against the annual objectives for the second quarter (October to December 2022). This will be brought to Council quarterly.
2. **Legislation** - Section 123 of the Local Government Act 1999 states the following:
(2) Each annual business plan of a council must—
(a) include a summary of the council's long-term objectives (as set out in its strategic management plans); and
(b) include an outline of—
 - (i) the council's objectives for the financial year; and
 - (ii) the activities that the council intends to undertake to achieve those objectives; and
 - (iii) the measures (financial and non-financial) that the council intends to use to assess the performance of the council against its objectives over the financial year;
(11) However, in any event, the summary of the annual business plan must include an assessment of the extent to which the council's objectives for the previous financial year have been attained (taking into account the provisions of the annual business plan for that financial year).






PROPOSAL

1. **Annual Objectives** - 30 annual objectives were included in the Annual Business Plan and Budget for 2022/2023 aligned with each of the four strategic goals (as shown below):



2. **Full Update** - Attachment 1 details progress made for each objective for the during the third quarter 1 January – 31 March 2023.
3. **Status Definitions** - Each annual objective has been allocated a status in accordance with the following key:



	In Progress	Work underway is underway and is on track to be delivered in accordance with the Annual Business Plan.
	At Risk	Work is underway, but may not be delivered on time/ budget/ in accordance with Annual Business Plan.
	Completed	The annual objective has been delivered/ completed
	Ongoing	The annual objective represents ongoing activities.
	Not Started	Work has not commenced.

4. **Quarter 3 Delivery** – Overall, the majority of annual objectives are in progress as shown below:



- **In Progress** - Twenty annual objectives are in progress (with details included in the attachment).
 - **At Risk** - Two objectives are at risk including: the beacon art project development (further to the informal briefing held on 14 March) and the review of the public art strategy (which is at risk pending the strategic framework review).
 - **Completed** - Four annual objectives were completed as at Quarter 3 including: delivery of community programs, delivery of community education, awareness and incentive programs to reduce waste, finalisation of the agreement to establish a gas extraction facility at the Caroline Landfill site by June 2023, and establishment of renewable energy capability on Council facilities.
 - **Ongoing** - Two planning and development annual objectives and one objective for the reduction of carbon and other greenhouse gas emissions in capital projects and operational practices.
 - **Not Started** - Development of the circular economy strategy.
5. **Next Update** - The next update will be provided to Council reporting on performance in the final quarter at the August Council meeting.

LEGAL IMPLICATIONS

As detailed in the background section.

STRATEGIC PLAN

This report is an update of the progress against each of Council's annual objectives included in the Annual Business Plan aligned with the strategic plan and the four strategic goals.

COUNCIL POLICY

Nil



ECONOMIC IMPLICATIONS

Nil

ENVIRONMENTAL IMPLICATIONS

As included in the annual objectives that relate to environmental sustainability.

SOCIAL IMPLICATIONS

As included in the progress of annual objectives that address social outcomes.

CULTURAL IMPLICATIONS

As included in the progress of annual objectives that address cultural outcomes.

RESOURCE IMPLICATIONS

The annual objectives are being delivered aligned with current Council resources including staffing and budget.

VALUE FOR MONEY

The annual objectives are being delivered in line with the budget and the procurement policy and procedures.

RISK IMPLICATIONS

Nil

EQUALITIES AND DIVERSITY IMPLICATIONS

Nil

ENGAGEMENT AND COMMUNICATION STRATEGY

A report will be brought to Council on a quarterly basis.

IMPLEMENTATION STRATEGY

Nil

CONCLUSION AND RECOMMENDATION

That Council note the progress as at Quarter 3 as provided in this report and the attachment.

ATTACHMENTS

1. Q3 Annual Objectives Progress [↓](#)



Annual Business Plan 2022-2023

Quarter 3 Progress Against Annual Objectives

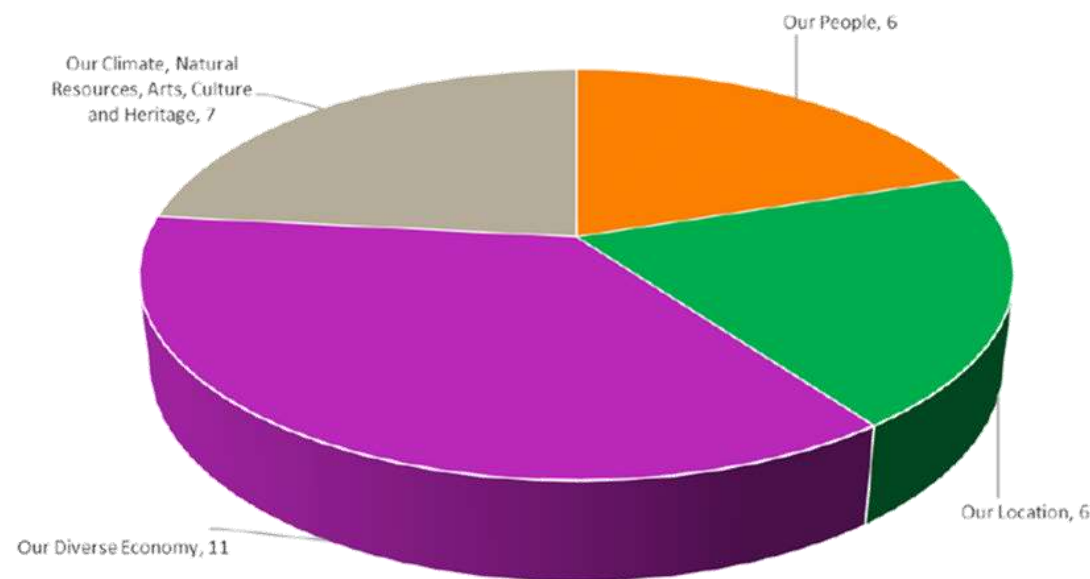
May 2023

City of
Mount Gambier



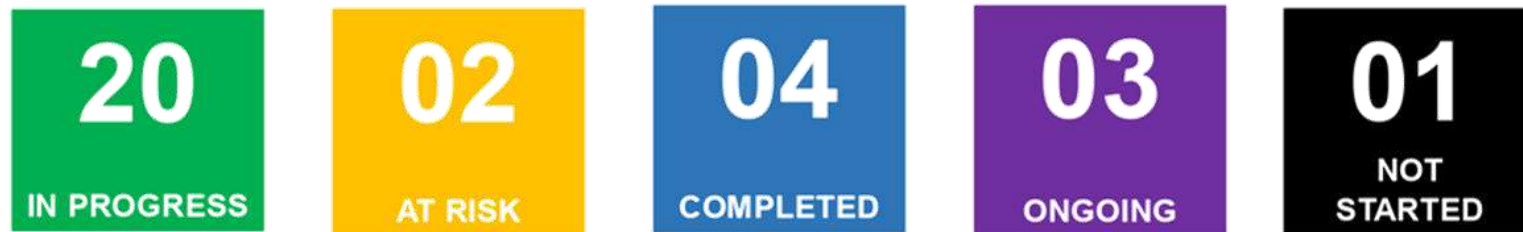
ORGANISATIONAL OVERVIEW

Annual Objectives By Strategic Goal



ORGANISATIONAL OVERVIEW







Annual Objectives Dashboard



GOAL 1 - Our People

Annual Objectives Dashboard



Annual Objective		Responsibility	Status	Comments/ Highlights
1.1.	Delivery of a Regional Public Health Plan.	Corporate & Regulatory Services		The 2020-2022 Section 52 Biennial Report on implementation of City of Mount Gambier's Regional Public Health Plan submitted to SA Health.
1.2	Delivery of community programs.	City & Community Growth		A calendar of events has been planned and is currently being delivered for children, youth and adults facilitated by both library staff and partnerships with local organisations/agencies etc.
1.3.	Ongoing implementation of the Disability Access and Inclusion Plan 2020-2024.	City & Community Growth		Checklist complete - Events Team Annual report completed to Wellbeing SA Survey completed.
1.4	Development of a Volunteer Management Plan.	Corporate & Regulatory Services		Cross-functional work group established to capture key volunteer program areas. Initial benchmarking undertaken against the National Standards for Volunteer Involvement to inform key actions and priorities in formulating the Volunteer Management Plan.
1.5	Development of a 3 to 5 year Library Plan.	City & Community Growth		Currently being finalised.
1.6	Implement the Reconciliation Action Plan.	City & Community Growth		RAP Review and Refresh is being scoped up with a Project Team being established under the leadership of the Project Sponsor that will also consider the outcomes and sentiment from the Community Reference Group Meeting held 29th March.

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GOAL 2 – Our Location

Annual Objectives Dashboard




Annual Objectives		Responsibility	Status	Comments/ Highlights
2.1	Deliver the capital works program.	City Infrastructure		<p>Delivery Percentage to Adopted Capital Budget - 72%</p> <p>Capital Projects Cemeteries/crematoria Carparks Heritage Street trees and lighting Parks/gardens/reserves Works depot Stormwater/drainage Footpaths Roads sealed</p> <p>Plant Replacement Mayoral Vehicle - deferred Garbage Compactor – expected delivery May/June 2023 Garbage Compactor – expected delivery August 2023 Water truck - deferred Tip Truck - cancelled 3 x Mowers – expected delivery November 2023</p>



Annual Objectives		Responsibility	Status	Comments/ Highlights
2.2	Develop the Crater Lakes Activation Plan.	City & Community Growth		Trails Audit completed, currently procuring for Trails Planning that will lead to a Management & Implementation Plan. Proposed Actions drafted for the Crater Lakes Activation Plan, this work being finalised along with a consultation/communication plan for endorsement
2.3	Commence review of services provided by the City Infrastructure function.	City Infrastructure		Ongoing works. Strategic priority projects have been established with delivery time frames.
2.4	Develop detailed maintenance plans for all asset categories.	City Infrastructure		On going works. Strategic priority projects have been established with delivery time frames.
2.5	Develop asset management plans for all asset categories.	City Infrastructure		Ongoing works. Identified as a strategic priority project. Project planning underway, delivery will be in the form of a cross functional team over 2-3 successive financial years.







Annual Objectives		Responsibility	Status	Comments/ Highlights
2.6	Complete the construction of the Wulanda Recreation and Convention Centre.	City Infrastructure		Practical completion achieved 1 February 2023. Formal opening held 16 March 2023. Unfinished works on schedule for completion by end of September 2023. Retractable seating in Zone 2 has been installed.









GOAL 3 – Our Diverse Economy Annual Objectives Dashboard




Annual Objectives		Responsibility	Status	Comments/ Highlights
3.1	Delivery of City Growth Strategy including:			
3.1 (a)	Implementation of Investment Attraction Strategy.	City & Community Growth		Images briefed, procured & catalogued. Content continues to be collated. SOAP prepared for budget consideration for 2023.24
3.1 (b)	Implementation of Affordable Housing Strategy.	City & Community Growth		SOPP prepared capturing progress and a stakeholder map being developed to define roles & responsibilities from multiple stakeholders.
3.1 (c)	Develop the Circular Economy Strategy.	City & Community Growth		To be included in the masterplan for Waste.
3.1 (d)	Implement Events/Tourism/Visitor Information Services Strategy.	City & Community Growth		EM Briefing held 27 April outlining progress.



Annual Objectives		Responsibility	Status	Comments/ Highlights
3.2	Activate and operate the Wulanda Recreation and Convention Centre.	City & Community Growth		Reporting & Monitoring processes refined, with focus on further activation and performance occurring.
3.3	Support organisations to develop strong systems to implement successful initiatives for the community by the facilitation of diverse community programs.	City & Community Growth		Ongoing engagement continues with diverse community groups across the events, recreation and business sectors.
3.4	To provide professional advice and assistance to Council, colleagues, industry partners and the community in respect to development matters.	Corporate & Regulatory Services		Council is currently exceeding the required inspections for residential buildings and inspects other classes of buildings when the required notifications have been received.
3.5	To ensure development is carried out in accordance with relevant legislation, standards and codes to facilitate outcomes.	Corporate & Regulatory Services		The median assessment timeframes for all applications are within the statutory time frames.
3.6	Provide community education, awareness and incentive programs to reduce waste.	City Infrastructure		Completed in Q1 with five waste talks and associated tours completed during Quarter 1, engaging more than 120 people.
3.7	Continue sift and sort activities and programs to support the reduction in waste to landfill.	City Infrastructure		Waste Management Master planning underway. Draft Waste Masterplan due December 2023.










Annual Objectives		Responsibility	Status	Comments/ Highlights
3.8	Finalise agreement to establish a gas extraction facility at the Caroline Landfill site by June 2023.	City Infrastructure		LMS Gas extraction installed. Reporting commenced with preliminary findings that the project is successfully reducing methane gas emissions.



GOAL 4 – Our Climate, Natural Resources, Arts, Culture and Heritage

Annual Objectives Dashboard



Annual Objectives		Responsibility	Status	Comments/ Highlights
4.1	Review Public Art Strategy.	City & Community Growth		Remains under review as part of the considerations regarding the Strategic Framework.
4.2	Deliver a beacon art project and agree the approach for future similar projects.	City & Community Growth		Project deferred to 2023/2024 and grant funding currently under review.
4.3	Work with State Government to deliver Electric Vehicle charging stations in the city.	City Infrastructure		Work is underway. State selected contractors are investigating sites to commence installation.
4.4	Complete community consultation with key stakeholders based in the Crater Lakes Activation Plan.	City & Community Growth		Consultation & Communication Plan being prepared for consideration in order to progress the Crater Lakes Activation Plan.
4.5	Reduce carbon and other greenhouse gas emissions in capital projects and operational practices.	City Infrastructure		Environmentally sustainable business practice included as an assessment criteria for procurement.
4.6	Establish renewable energy capability on Council facilities.	City Infrastructure		A 720 kW (very large) solar system has been installed on Wulanda.
4.7	Develop the Shared Use Path Master Plan.	City Infrastructure		Stage 3 - Elected Member/ Public Consultation (Targeted) is next.



19.5 BUDGET REVIEW 3 2022/2023 – REPORT NO. AR23/24498

Committee:	Council
Meeting Date:	16 May 2023
Report No.:	AR23/24498
CM9 Reference:	AF22/378
Author:	Julie Scoggins, Manager Financial Services
Authoriser:	Jane Fetherstonhaugh, General Manager Corporate and Regulatory Services
Summary:	The purpose of the budget review as at 31 March 2023 is to provide Council, the community and other interested parties, a record of the budgeted financial activities and the financial position of the Council, compared to the adopted budget for the year ending 30 June 2023.
Strategic 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 Goal 5: Our Commitment

REPORT RECOMMENDATION

1. That Council Report No. AR23/24498 titled 'Budget Review 3 2022/2023' as presented on 16 May 2023 be noted.
2. That Council adopts the attached revised budget for the year ending 30 June 2023 as at 31 March 2023 (Budget Review 3).



TYPE OF REPORT

Legislative

BACKGROUND

1. **Legislation** - The *Local Government Financial Regulations 2011* Part 2 Section 9 requires the following:
 - (1) *A council, council subsidiary or regional subsidiary must prepare and consider the following reports:*
 - (a) *at least twice, between 30 September and 31 May (both dates inclusive) in the relevant financial year (where at least 1 report must be considered before the consideration of the report under subregulation (1)(b), and at least 1 report must be considered after consideration of the report under subregulation (1)(b))—a report showing a revised forecast of its operating and capital investment activities for the relevant financial year compared with the estimates for those activities set out in the budget presented in a manner consistent with the note in the Model Financial Statements entitled Uniform Presentation of Finances;*
 - (b) *between 30 November and 15 March (both dates inclusive) in the relevant financial year - a report showing a revised forecast of each item shown in its budgeted financial statements for the relevant financial year compared with estimates set out in the budget presented in a manner consistent with the Model Financial Statements.*
 - (2) *A council must also include in a report under subregulation (1)(b) revised forecasts for the relevant financial year of the council's operating surplus ratio, net financial liabilities ratio and asset renewal funding ratio compared with estimates set out in the budget presented in a manner consistent with the note in the Model Financial Statements entitled Financial Indicators.*
2. **Approach** - Budget Review 3 is the third complete forecast for 2022/2023, following the adoption of the Annual Business Plan and Budget in June 2022, the approved budget including carry forwards in August 2022, Budget Review 1 in December 2022, and Budget Review 2 in February 2023. The full year forecast has been developed in consultation with staff across the organisation for known material changes to operating revenue, expenditure and capital revenue and expenditure.

PROPOSAL

1. **Budget Review 3** - This report includes an update of operating revenue and expenditure, and changes to the budgeted capital revenue and expenditure for the financial year with key numbers shown in the table below:

\$'k	Adopted Budget	Approved Budget	Budget Review 1	Budget Review 2	Budget Review 3	Variance to BR2
Budget Adopted/Presented at the Council Meeting	Jun-22	Aug-22	Dec-22	Feb-23	May-23	
Operating Deficit	(2,669)	(2,767)	(3,389)	(4,148)	(3,981)	167
Capital Revenue for New/Upgrade	5,962	5,962	5,644	5,644	5,644	0
Capital Expenditure	21,500	23,894	28,995	28,468	28,192	275
Net (Borrowing)	(8,665)	(11,156)	(16,661)	(17,054)	(16,443)	(611)

Draft Budget Review Statement of Uniform Presentation Of Finances:



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

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

Operating Deficit of (\$3,981k) is \$167k lower than Budget Review 2 (favourable variance)

- The material variances for operating revenue and expenditure are detailed below:

Operating Revenue - \$323k or 0.9% higher than the Budget Review 2 (favourable variance):

- **Other Income \$323k** - Additional public open space contribution for 2 land divisions.

Operating Expenditure - (\$157k) or (0.4%) higher than Budget Review 2 (unfavourable variance):

- **Depreciation, Amortisation & Impairment (\$169k) higher than Budget Review 2 (unfavourable variance)** - Includes an updated view of Wulanda depreciation further to the analysis of the asset breakdown that has been undertaken.

Draft Capital Expenditure & Revenue:

Capital Expenditure of \$28,192k is \$275k lower than the Budget Review 2 (favourable variance) - The key drivers for the decrease in this year's capital works program (compared to Budget Review 2) are:

Asset Class	Adopted Budget \$'000s	Approved Budget \$'000s	Budget Review 1 \$'000s	Budget Review 2 \$'000s	Budget Review 3 \$'000s	Variance BR3 Favourable/ (Unfavourable) \$'000s
Buildings & Structures	2,924	3,564	3,275	3,010	2,788	222
Caroline Landfill	1,236	1,236	1,236	1,500	1,500	0
Information Technology	30	136	122	125	125	0
Infrastructure	4,259	5,124	5,045	4,767	4,875	(108)
Other	288	698	547	544	383	162
Plant & Equipment	2,007	1,960	1,159	910	910	0
Total Excl Wulanda	10,744	12,719	11,384	10,857	10,581	275
Wulanda	10,756	11,175	17,611	17,611	17,611	0
Total Inc Wulanda	21,500	23,894	28,995	28,468	28,192	275

Capital Works Program Expenditure (Excluding Wulanda) is \$275k lower than Budget Review 2 (favourable variance):

- **Carry Forwards \$329k** - Including partial deferral of Old Gaol works \$130k, Depot Office Amenities Refurbishment \$100k, Beacon Art Project \$99k.
- **Cancelled Projects \$25k** - Blue Lake Solar Lighting Renewal \$25k.
- **Savings \$30k** - Replacing Unsafe Playground Equipment \$10k, Riddoch Modular Wall System & Showcases \$20k.
- **Additional Costs (\$108k)** - Including Pinehall O'Leary Road intersection upgrade (\$82k).

Draft Budget Review Financial Indicators:



Compared to Budget Review 2, the key financial indicators which measure the financial sustainability and performance of Council are as follows:

Financial Indicator	Adopted Budget	Approved Budget	Budget Review 1	Budget Review 2	Budget Review 3
Operating Surplus Ratio	-7.2%	-7.5%	-8.9%	-10.9%	-10.4%
Net Financial Liabilities Ratio	135%		125%	126%	122%
Asset Renewal Funding Ratio	120%		145%	140%	117%

- **Operating Surplus Ratio** - 0.5% lower than the Budget Review 2 due to the variances detailed above (favourable variance).
- **Net Financial Liabilities Ratio** - Is broadly in line with Budget Review 2.
- **Asset Renewal Funding Ratio** - Is lower than Budget Review 2 where carry forwards and cancellations are partly offset by increased expenditure and the Caroline Cell Construction costs have been reclassified as new/upgrade (which means that the costs are no longer included in the calculation of this ratio).

Draft Budget Loan Funded Borrowings:

The loan funded borrowings of \$37,998k forecast for the year-end at Budget Review 3 are \$231k lower than Budget Review 2 of \$38,228k (favourable variance).

LEGAL IMPLICATIONS

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

STRATEGIC PLAN

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

COUNCIL POLICY

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

[B300 Budget Framework Policy](#)

ECONOMIC IMPLICATIONS

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

ENVIRONMENTAL IMPLICATIONS

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

SOCIAL IMPLICATIONS

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

CULTURAL IMPLICATIONS

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

RESOURCE IMPLICATIONS

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

VALUE FOR MONEY

Budget adjusted as per the details of this report.



RISK IMPLICATIONS

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

EQUALITIES AND DIVERSITY IMPLICATIONS

N/A

ENGAGEMENT AND COMMUNICATION STRATEGY

N/A

IMPLEMENTATION STRATEGY

N/A

CONCLUSION AND RECOMMENDATION

Budget Review 3 - It is a legislative requirement that Council reconsiders its budget at regular intervals during the year. The budget assesses the financial requirements of Council for the financial year, it provides stability and certainty of financial outcomes and ensures continuation of delivery of essential community services and the efficient operation of infrastructure while maintaining a sound financial position.

ATTACHMENTS

1. Financial Statements BR3 [📄](#)



City of Mount Gambier - Uniform Presentation of Finances Draft Budget Review 3 2022/2023

2022 Actual	\$'000s	Adopted Budget 2023	Approved Budget 2023	BR1 2023	BR2 2023	BR3 2023
37,162	Income	36,963	36,963	38,126	37,933	38,256
35,161	Expenses	39,631	39,729	41,514	42,081	42,238
2,001	Operating surplus / (deficit)	(2,669)	(2,767)	(3,389)	(4,148)	(3,981)
Net outlays on existing assets						
5,623	Capital expenditure on renewal and replacement of existing assets	7,421	8,884	8,995	8,685	7,219
(8,479)	Depreciation, amortisation and impairment	(9,209)	(9,209)	(9,746)	(9,759)	(9,928)
(112)	Proceeds from sale of replaced assets	(333)	(333)	(333)	(159)	(159)
(2,968)	Net outlays on existing assets	(2,121)	(659)	(1,084)	(1,233)	(2,868)
Net outlays on new and upgraded assets						
35,134	Capital expenditure on new and upgraded assets (including investments property & real estate developments)	14,079	15,010	20,000	19,783	20,974
(20,443)	Amounts received specifically for new and upgraded assets Proceeds from sale of surplus assets (including investment property and real estate developments and non-current assets held for resale)	(5,962)	(5,962)	(5,644)	(5,644)	(5,644)
14,691	Net outlays on new and upgraded assets	8,117	9,048	14,356	14,139	15,330
(9,722)	Net lending / (borrowing) for financial year	(8,665)	(11,156)	(16,661)	(17,054)	(16,443)



City of Mount Gambier - Statement of Comprehensive Income Draft Budget Review 3 2022/2023

2022 Actuals	\$'000s	Budget 2023	Approved Budget 2023	BR1 2023	BR2 2023	BR3 2023
Income						
23,822	Rates	24,832	24,832	24,843	24,843	24,843
633	Statutory Charges	575	575	698	698	698
5,515	User Charges	6,268	6,268	6,373	6,373	6,373
6,615	Grants, Subsidies and Contributions	4,728	4,728	5,570	5,346	5,346
14	Investment Income	0	0	47	47	47
65	Reimbursements	65	65	65	65	65
498	Other Income	495	495	530	560	883
	Net gain - equity accounted Council businesses					
37,162	Total Income	36,963	36,963	38,126	37,933	38,256
Expenses						
13,090	Employee Costs	14,682	14,682	14,682	14,637	14,637
13,234	Materials, Contracts & Other Expenses	14,675	14,773	15,611	16,219	16,219
8,479	Depreciation, Amortisation & Impairment	9,209	9,209	9,746	9,759	9,928
358	Finance Costs	1,064	1,064	1,475	1,465	1,453
	Net loss - Equity Accounted Council Businesses					
35,161	Total Expenses	39,631	39,729	41,514	42,081	42,238
2,001	Operating Surplus / (Deficit)	(2,669)	(2,767)	(3,389)	(4,148)	(3,981)
1,760	Physical Resources Received Free of Charge	0		0	0	0
17,940	Amounts Received Specifically for New or Upgraded Assets	6,215	6,215	6,045	6,045	6,045
(787)	Asset Disposal & Fair Value Adjustments	0		0	0	1,000
20,914	Net Surplus / (Deficit)	3,547	3,449	2,656	1,897	3,063
Other Comprehensive Income						
Amounts which will not be reclassified subsequently to operating result						
0	Changes in Revaluation Surplus - I,PP&E	2,355	2,355	2,222	2,222	2,592
0	Impairment (Expense) / Recoupments Offset to Asset Revaluation Reserve	0	0	(932)	(932)	(932)
0	Total Other Comprehensive Income	2,355	2,355	1,290	1,290	1,660
20,914	Total Comprehensive Income	5,902	5,804	3,946	3,187	4,724



City of Mount Gambier - Statement of Financial Position Draft Budget Review 3 2022/2023

2022 Actuals	\$'000s	Budget 2023	BR1 2023	BR2 2023	BR3 2023
ASSETS					
Current Assets					
250	Cash & Cash Equivalents	500	500	488	499
2,974	Trade & Other Receivables	1,447	1,609	1,608	1,624
64	Inventories	47	57	59	59
3,288	Total Current Assets	1,994	2,166	2,155	2,183
Non-Current Assets					
301,171	Infrastructure, Property, Plant & Equipment	318,117	316,904	316,363	316,553
301,171	Total Non-Current Assets	318,117	316,904	316,363	316,553
304,459	TOTAL ASSETS	320,111	319,071	318,518	318,735
LIABILITIES					
Current Liabilities					
9,331	Trade & Other Payables	4,127	4,314	4,418	4,419
1,222	Borrowings	2,930	2,630	2,630	2,930
2,784	Provisions	2,981	2,778	2,778	2,778
13,337	Total Current Liabilities	10,037	9,722	9,826	10,127
Non-Current Liabilities					
22,311	Borrowings	38,003	35,497	35,599	35,068
3,507	Provisions	3,842	4,602	4,602	3,513
25,818	Total Non-Current Liabilities	41,845	40,099	40,201	38,581
39,155	TOTAL LIABILITIES	51,883	49,821	50,028	48,708
265,304	Net Assets	268,229	269,250	268,490	270,027
EQUITY					
83,080	Accumulated Surplus	89,504	88,421	87,661	88,828
180,852	Asset Revaluation Reserves	177,840	179,457	179,457	179,827
1,372	Other Reserves	884	1,372	1,372	1,372
265,304	Total Equity	268,229	269,250	268,490	270,027



City of Mount Gambier - Statement of Cashflows Draft Budget Review 3 2022/2023

2022 Actuals	\$'000s	Adopted Budget 2023	BR1 2023	BR2 2023	BR3 2023
Cash Flows from Operating Activities					
Receipts:					
23,829	Rates Receipts	24,802	24,576	24,576	26,193
633	Statutory Charges	573	773	773	698
4,335	User Charges	6,231	7,024	7,024	6,373
6,615	Grants, Subsidies and Contributions (operating purpose)	5,153	6,222	6,006	5,346
14	Investment Receipts	0	47	47	47
65	Reimbursements	68	70	70	65
896	Other Revenue	407	792	834	883
Payments:					
(13,157)	Payments to Employees	(14,664)	(14,526)	(14,483)	(14,637)
(13,852)	Payments for Materials, Contracts & Other Expenses	(14,416)	(14,828)	(15,337)	(15,163)
(136)	Finance Payments	(1,064)	(1,475)	(1,465)	(1,453)
9,242	Net Cash provided (or used in) Operating Activities	7,090	8,675	8,046	8,353
Cash Flows from Investing Activities					
Receipts:					
20,443	Amounts Received Specifically for New/Upgraded Assets	5,962	5,644	5,644	5,644
112	Sale of Replaced Assets	333	333	333	159
Payments:					
(5,623)	Expenditure on Renewal/Replacement of Assets	(7,421)	(8,995)	(8,685)	(7,219)
(35,134)	Expenditure on New/Upgraded Assets	(14,079)	(20,000)	(19,783)	(20,974)
(20,202)	Net Cash provided (or used in) Investing Activities	(15,205)	(23,018)	(22,491)	(22,390)
Cash Flows from Financing Activities					
Receipts:					
9,581	Proceeds from Borrowings	25,000	15,693	15,795	15,565
Payments:					
0	Repayments of Borrowings	(16,885)	(1,100)	(1,100)	(1,100)
(202)	Repayment of Principal Portion of Lease Liabilities	0	0	0	(179)
(62)	Repayment of Bonds & Deposits	0	0	0	0
9,317	Net Cash Flow provided (used in) Financing Activities	8,115	14,593	14,695	14,286
(1,643)	Net Increase/(Decrease) in Cash & Cash Equivalents	(0)	250	250	249
1,893	plus: Cash & Cash Equivalents - beginning of year	500	250	250	250
250	Cash & Cash Equivalents - end of the year	500	500	500	499



City of Mount Gambier - Statement of Equity Draft Budget Review 3 2022/2023					
2022 Actuals	\$'000s	Adopted Budget 2023	BR1 2023	BR2 2023	BR3 2023
242,752	Opening Balance	262,327	265,304	265,304	265,304
1,638	Adjustment for prior year correction				
20,914	Net Surplus / (Deficit) for Year	3,547	2,656	1,897	3,063
	Other Comprehensive Income				
	- Gain (Loss) on Revaluation of I,PP&E	2,355	2,222	2,222	2,592
	- Available for Sale Financial Instruments: change in fair value				
	- Impairment (loss) reversal relating to I,PP&E				
	- Impairment (expense) / recoupments offset to asset revaluation reserve		(932)	(932)	(932)
	- Share of OCI - Equity Accounted Council Businesses				
	- Other Equity Adjustments - Equity Accounted Council Businesses				
	- Other Movements				
	Other Comprehensive Income	2,355	1,290	1,290	1,660
20,914	Total Comprehensive Income	5,902	3,946	3,187	4,724
	Transfers between Equity				
265,304	Equity - Balance at end of the reporting period	268,229	269,250	268,490	270,027



City of Mount Gambier - Key Financial Ratios Draft Budget Review 3 22/23

2022 Actuals	\$'000s	Adopted Budget 2023	BR1 2023	BR2 2023	BR3 2023
5.4%	Operating surplus ratio	-7.2%	-8.9%	-10.9%	-10.4%
	<u>Operating surplus</u>				
	<u>Total operating revenue</u>				
97%	Net financial liabilities ratio	135%	125%	126%	122%
	<u>Net financial liabilities</u>				
	<u>Total operating revenue</u>				
79%	Asset renewal funding ratio	120%	145%	140%	117%
	<u>Expenditure on renewal/replacement of assets</u>				
	<u>Optimal level of such expenditure as per IAMP</u>				



20 MOTIONS WITH NOTICE

Nil

21 URGENT MOTIONS WITHOUT NOTICE



22 CONFIDENTIAL ITEMS OF COMMITTEES

22.1 CONFIDENTIAL ITEMS OF THE CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE HELD ON 1 MAY 2023

22.2 Request for Quotes - Independent Specialist Support

CONSIDERATION FOR EXCLUSION OF THE PUBLIC

Pursuant to section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public, except the Mayor, Councillors and (Council Officers) be excluded from attendance at the meeting for the receipt and consideration in confidence of Agenda Item 22.2 AR23/22334 Request for Quotes - Independent Specialist Support.

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

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

In addition, the disclosure of this information would, on balance, be contrary to the public interest. The public interest in public access to the meeting has been balanced against the public interest in the continued non-disclosure of the information. The benefit to the public at large resulting from withholding the information outweighs the benefit to it of disclosure of the information.

- commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected:
 - to prejudice the commercial position of the person who supplied the information, or
 - to confer a commercial advantage on a third party

In addition, the disclosure of this information would, on balance, be contrary to the public interest. The public interest in public access to the meeting has been balanced against the public interest in the continued non-disclosure of the information. The benefit to the public at large resulting from withholding the information outweighs the benefit to it of disclosure of the information.

- tenders for the:
 - supply of goods, or
 - the provision of services, or
 - the carrying out of works

The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the information to be presented and discussed relates to the performance review of the Chief Executive Officer, the disclosure of which would be unreasonable disclosure of personal information relating to the employment of the Chief

Executive Officer, Sarah Philpott and also relates to consideration of submissions for the provision of consultancy services which includes commercial information the disclosure of which would confer benefit on third parties and prejudice the commercial position of Council in obtaining best value on behalf of the community.

CONSIDERATION FOR KEEPING ITEMS CONFIDENTIAL

1. In accordance with Sections 91(7) and 91(9) of the *Local Government Act 1999* the Council orders that the report 5.1 AR23/22334 Request for Quotes - Independent Specialist Support and its attachments, resolution/s and minutes arising from the report, having been considered by the Council in confidence under Section 90(2) & (3) (a), (b), (d) and (k) be kept confidential and not available for public inspection until 2 years after the term and any renewal term of employment of Sarah Philpott as Chief Executive Officer has ended, with the commercial information associated with expression of interest submissions to be released after 2 years and the name and value of the selected supplier be released immediately upon execution of a contract.
2. Further that Council delegates the power to review, revoke, but not extend the confidential order to the Chief Executive Officer in accordance with the provisions of Section 91(9)(c) of the *Local Government Act 1999*.



23 NEW CONFIDENTIAL ITEMS

23.1 TELSTRA CO-INVESTMENT PROPOSAL FOR MOBILE BLACKSPOTS – REPORT NO. AR23/28946

CONSIDERATION FOR EXCLUSION OF THE PUBLIC

Pursuant to section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public, except the Mayor, Councillors and (Council Officers) be excluded from attendance at the meeting for the receipt and consideration in confidence of Agenda Item 23.1 AR23/28946 Telstra Co-investment Proposal for Mobile Blackspots.

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

- information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the Council is
 - conducting business; or
 - proposing to conduct business; or
 - to prejudice the commercial position of the Council
- commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected:
 - to prejudice the commercial position of the person who supplied the information, or
 - to confer a commercial advantage on a third party
- information concerning matters that must be considered in confidence in order to ensure that the Council does not:
 - breach any law, order or direction of a court or tribunal constituted by law,
 - breach any duty of confidence, or
 - breach any other legal obligation or duty
- information the disclosure of which would divulge information provided on a confidential basis by or to:
 - a Minister of the Crown, or
 - another Public Authority or official (not being an employee or a person engaged by the Council) that would on balance be contrary to the public interest

The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the information to be considered includes reports provided to Council containing commercial information creating a duty of confidence, and including information from a public authority, the premature disclosure of which could confer an advantage on third parties and prejudice the commercial position of Council in negotiations, and be contrary to the public interest in achieving optimal investment outcomes and value.

CONSIDERATION FOR KEEPING ITEMS CONFIDENTIAL

1. In accordance with Sections 91(7) and 91(9) of the *Local Government Act 1999* the Council orders that the report 23.1 AR23/28946 Telstra Co-investment Proposal for Mobile Blackspots and its attachments, resolution/s and minutes arising from the report, having been considered by the Council in confidence under Section 90(2) & (3) (b), (d), (g) and (j) be kept confidential and not available for public inspection until an appropriate agreement has been executed releasing Council from its duty of confidence or Telstra provide express permission to release the information, whichever is the earlier.
2. Further that Council delegates the power to review, revoke, but not extend the confidential order to the Chief Executive Officer in accordance with the provisions of Section 91(9)(c) of the *Local Government Act 1999*.

23.2 AF23/54 TENDER - PROCUREMENT - TENDER FOR CONSTRUCTION OF CAROLINE CELL 4A – REPORT NO. AR23/27593

CONSIDERATION FOR EXCLUSION OF THE PUBLIC

Pursuant to section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public, except the Mayor, Councillors and (Council Officers) be excluded from attendance at the meeting for the receipt and consideration in confidence of Agenda Item 23.2 AR23/27593 AF23/54 Tender - Procurement - Tender For Construction of Caroline Cell 4A.

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

- tenders for the:
 - supply of goods, or
 - the provision of services, or
 - the carrying out of works

The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because tenders for the: supply of goods, or the provision of services, or the carrying out of works.

CONSIDERATION FOR KEEPING ITEMS CONFIDENTIAL

1. In accordance with Sections 91(7) and 91(9) of the *Local Government Act 1999* the Council orders that the report 23.2 AR23/27593 AF23/54 Tender - Procurement - Tender For Construction of Caroline Cell 4A and its attachments, having been considered by the Council in confidence under Section 90(2) & (3) (k) be kept confidential and not available for public inspection until 12 months after the completion of the tender works, with the name of the successful tenderer and the tender contract value to be disclosed following execution of a contract.
2. Further that Council delegates the power to review, revoke, but not extend the confidential order to the Chief Executive Officer in accordance with the provisions of Section 91(9)(c) of the *Local Government Act 1999*.

24 MEETING CLOSE



COMMITTEE MINUTES

AND

REPORTS / ATTACHMENTS

**MINUTES OF CITY OF MOUNT GAMBIER ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBER, CIVIC CENTRE, 10 WATSON TERRACE,
MOUNT GAMBIER ON TUESDAY, 18 APRIL 2023 AT 6.00 P.M.**

PRESENT: Mayor Lynette Martin (OAM), Cr Frank Morello, Cr Josh Lynagh, Cr Max Bruins,
Cr Paul Jenner, Cr Sonya Meziniec, Cr Jason Virgo

OFFICERS IN ATTENDANCE:	Chief Executive Officer General Manager City Infrastructure General Manager Corporate and Regulatory Services General Manager City and Community Growth Media and Communications Coordinator Councillor Support Officer	- Mrs S Philpott - Ms B Cernovskis - Mrs J Fetherstonhaugh - Mrs Sue La Greca - Mr M Brookes - Mrs M Telford
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ACKNOWLEDGEMENT OF COUNTRY

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

DECLARATION OF OFFICE - AREA COUNCILLOR

The Chief Executive Officer to read out the results of the Election Recount.

Following the calculation of a revised quota and distributing preferences of the elected and ineligible candidates to the next available preference for a remaining eligible candidate, Jason Virgo obtained 3051 votes, and the Returning Officer, Mick Sherry, declared Jason Virgo elected under quota to the position of area councillor.

Cr Jason Virgo to read out his Declaration of Office.

1 LEAVE OF ABSENCE

REQUEST FOR LEAVE OF ABSENCE - CR MARK LOVETT

RESOLUTION 2023/48

Moved: Cr Frank Morello

Seconded: Cr Josh Lynagh

1. That Council Report No. AR23/21072 titled 'Request for Leave of Absence - Cr Mark Lovett' as presented on 18 April 2023 be noted.
2. That a leave of absence for three (3) months as sought by Cr Mark Lovett be granted for the period from 27 March 2023 until 26 June 2023.
3. That, noting the prolonged period, it is suggested Cr Mark Lovett give consideration to the non-acceptance of Member allowance and any other facilities and support as provided to

Members by Council during his leave of absence, and for Cr Lovett to notify the Chief Executive Officer in writing accordingly of any such decision.

4. That Cr Mark Lovett be reminded of other Member integrity requirements, such as the general duties and lodgement of a change or variation in Register of Interest information within 1 month of the change or variation, that continue to apply to a Member during a leave of absence.

CARRIED

2 APOLOGIES

RESOLUTION 2023/49

Moved: Cr Sonya Meziniec

Seconded: Cr Josh Lynagh

That the apologies from Cr Kate Amoroso and Cr Mark Lovett be received.

CARRIED

3 LEAVE OF ABSENCE

Nil

4 DEPUTATIONS

4.1 DEPUTATION - KERRY HOLMES - MITCHELL STREET TREES

REPORT RECOMMENDATION

1. That Council Report No. AR23/16393 titled 'Deputation - Kerry Holmes - Mitchell Street Trees' as presented on 18 April 2023 be noted.

5 CONFIRMATION OF COUNCIL MINUTES

RESOLUTION 2023/50

Moved: Cr Max Bruins

Seconded: Cr Sonya Meziniec

That the minutes of the Ordinary Council meeting held on 21 March 2023 be confirmed as an accurate record of the proceedings of the meeting.

CARRIED

6 MAYORAL REPORT

6.1 MAYORAL REPORT - APRIL 2023

- Meeting with representatives from CMCA (Campervan and Motorhome Club of Australia)

- Australian Women Pilots Association – Annual Conference Welcome
- LCLGA Mayor’s Information Meeting
- Meeting with representatives from In Home Hospice Care
- Plaque unveiling for WWII Soldier Alf Walker at Carinya Gardens
- Day 1 of Elected Member Strategic Workshop
- Launch of 2023 Fringe
- Day 2 of Elected Member Strategic Workshop
- Radio Interview 5GTR-FM
- With CEO, Meeting with Mayor and CEO of District Council of Grant
- Audit and Risk Committee Workshop
- Audit and Risk Committee Meeting
- Yerkalalpata Community Reference Group Meeting
- Elected Member Briefing – LCLGA Presentation
- Elected Member Briefing – Review of Australia Day Awards Breakfast and Ceremony
- Pioneers Basketball Media Launch
- Meeting with Resident re Disability Access
- LCLGA Dinner Meeting with Mr Michael Brown, MP
- LCLGA General Meeting – District Council of Grant
- Mount Gambier 8 Hour Pedal Prix
- Radiotherapy Working Group Meeting
- Budget Workshop 1
- Citizenship Ceremony
- Budget Workshop 2
- Ian McKay – Uni SA
- University of SA / Adelaide Uni Meeting – Creating a University for the Future
- LGA OGM in Adelaide
- Pioneers Basketball at Wulanda
- Meeting with Haydn McPherson and Peter Hopgood

RESOLUTION 2023/51

Moved: Mayor Lynette Martin

Seconded: Cr Frank Morello

That the Mayoral report made on 18 April 2023 be received.

CARRIED

7 REPORTS FROM COUNCILLORS

Cr Max Bruins	Launch of Fringe, Grave Dedications, Pioneers Basketball Game, Pooch Party
Cr Paul Jenner	IICA Mount Gambier Technology Expo, Men's and Women's Pioneers Basketball Matches, Fringe 2023 Launch and Events, Citizenship Ceremony
Cr Josh Lynagh	Pioneers Basketball Game, Fringeland Event
Cr Sonya Meziniec	Meeting of the Riddoch Arts and Cultural Trust, Launch of Fringe 2023, Mount Gambier and Districts Health Advisory Council

RESOLUTION 2023/52

Moved: Cr Sonya Meziniec

Seconded: Cr Frank Morello

That the reports made by Councillors on 18 April 2023 be received.

CARRIED

8 QUESTIONS WITH NOTICE

8.1 OLYMPIC PARK

Cr Jenner asked the following Question with Notice:

Question:

Does the Council have a position on the future use of the old, old Olympic Swimming Pool site which in recent years was the home for the naval cadets then left vacant?

Due to the size of the facility both inside and out, can some Community groups utilise these premises now in the short term rather than stay idle due to a large need in the community for meeting spaces like this?

When is the Olympic Park Management Plan due to start?

Answer:

Council has information contained in the Community Land Management Plan (CLMP) for Olympic Park and more holistically as part of the Sport, Recreation and Open Space Strategy. The Community Land Management Plan for Olympic Park dated 19 October 2004 has the main objective of the land to retain and if possible, enhance the area as a significant sporting and recreational hub within the City.

Officers are planning consultation to develop a set of guiding principles for endorsement early next year. This will link in with the Strategic Priority Projects of the Strategic Property Management and SROSS implementation as laid out in the Strategic Workplan 2023 – 2026.

Use of these premises in the short term is not recommended until such time as Council's future plans are clear, and that the facility is fit for purpose, safe and/or able to be developed by a proponent given that Council does not currently have a capital upgrade/renewal allocation for this site.

Planned consultation around guiding principles for Olympic Park, the Strategic Property Management Project and the SROSS Implementation Plan will all inform future development of the precinct. Council will be asked to turn its mind to which of the SROSS precincts are given priority for master planning.

REPORT RECOMMENDATION

That the response to the question regarding Olympic Park raised by Councillor Paul Jenner be received and noted.

8.2 BLUE LAKE WELCOME CENTRE

Cr Jenner asked the following Question with Notice:

Question:

Can Council please be provided with the current and future vision of the Blue Lake Welcome Centre?

Is there any plans to reopen the Centre further than just an Information Centre during the summer period before finishing the Community Land Management Plan for the Crater Lakes and if not, why not?

Response:

The draft Crater Lakes Activation Plan has a number of proposed actions relevant to the vision for the Blue Lake Welcome Centre, which include branding, opportunities to look at a range of visitor experiences, how we make the most of lookouts and visitor experiences. That draft work is still to come back before Council:

The proposed Community Land Management Plan (CLMP) for the Crater Lakes is separate to the draft CLMP for the Blue Lake/Warwar.

The draft CLMP for the Blue Lake/Warwar has been prepared and we are currently considering the implications of Native Title and other aspects of the joint custodianship with SA Water.

The draft CLMP for Blue Lake/Warwar (under dual custodianship with SA Water) has therefore paused for those considerations. In the interim Council can continue to run the welcome centre but not currently any additional tenancies. As the crater lakes planning continues, this site will be considered further.

REPORT RECOMMENDATION

That the response to the question regarding the Blue Lake Welcome Centre raised by Councillor Paul Jenner be received and noted.

9 QUESTIONS WITHOUT NOTICE

Nil

10 PETITIONS

Nil

11 NOTICE OF MOTION TO RESCIND OR AMEND

Nil

12 ELECTED MEMBERS WORKSHOPS

12.1 ELECTED MEMBER INFORMATION/BRIEFING SESSIONS FROM 18/03/2023 TO 13/04/2023

RESOLUTION 2023/53

Moved: Cr Max Bruins

Seconded: Cr Sonya Meziniec

1. That Council Report No. AR23/19527 titled 'Elected Member Information/Briefing Sessions from 18/03/2023 to 13/04/2023' as presented on 18 April 2023 be noted.

CARRIED

13 ELECTED MEMBERS TRAINING AND DEVELOPMENT

Nil

14 COUNCIL ACTION ITEMS

14.1 COUNCIL ACTION ITEMS - 21/03/2023

RESOLUTION 2023/54

Moved: Cr Frank Morello

Seconded: Cr Josh Lynagh

1. That Council Report No. AR23/24110 titled 'Council Action Items - 21/03/2023' as presented on 18 April 2023 be noted.

CARRIED

15 JUNIOR SPORTS ASSISTANCE (SECTION 41) COMMITTEE MINUTES AND RECOMMENDATIONS

Nil

16 AUDIT AND RISK COMMITTEE MINUTES AND RECOMMENDATIONS

16.1 MINUTES OF THE AUDIT AND RISK COMMITTEE HELD ON 27 MARCH 2023

RESOLUTION 2023/55

Moved: Cr Sonya Meziniec

Seconded: Cr Max Bruins

That the Minutes of the Audit and Risk Committee meeting held on 27 March 2023 as attached be noted.

CARRIED

16.2 BUDGET REVIEW 1 AND 2 2022/2023 – REPORT NO. AR23/18140

RESOLUTION 2023/56

Moved: Cr Sonya Meziniec

Seconded: Cr Max Bruins

1. That Audit and Risk Committee Report No. AR23/18140 titled 'Budget Review 1 and 2 2022/2023' as presented on 27 March 2023 be noted.

CARRIED

16.3 WORK HEALTH SAFETY AND WELLBEING MANAGEMENT – REPORT NO. AR23/19138**RESOLUTION 2023/57**

Moved: Cr Sonya Meziniec

Seconded: Cr Josh Lynagh

1. That Audit and Risk Committee Report No. AR23/19138 titled 'Work Health Safety and Wellbeing Management' as presented on 27 March 2023 be noted.

CARRIED**16.4 RISK MANAGEMENT REPORT MARCH 2023 – REPORT NO. AR23/19281****RESOLUTION 2023/58**

Moved: Cr Sonya Meziniec

Seconded: Cr Paul Jenner

1. That Audit and Risk Committee Report No. AR23/19281 titled 'Risk Management Report March 2023' as presented on 27 March 2023 be noted.

CARRIED**17 CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE MINUTES AND RECOMMENDATIONS**

Nil

18 BUILDING FIRE SAFETY COMMITTEE MINUTES

Nil

19 COUNCIL REPORTS

19.1 ILLUMINATION OF ASSETS POLICY

RESOLUTION 2023/59

Moved: Cr Josh Lynagh

Seconded: Cr Jason Virgo

1. That Council Report No. AR23/15255 titled 'Illumination of Assets Policy' as presented on 18 April 2023 be noted.
2. That the attached report no. AR22/43402 be endorsed.

CARRIED

19.2 EMPLOYEE BEHAVIOURAL STANDARDS

RESOLUTION 2023/60

Moved: Cr Sonya Meziniec

Seconded: Cr Max Bruins

1. That Council Report No. AR23/11629 titled 'Employee Behavioural Standards' as presented on 18 April 2023 be noted.
2. That the Chief Executive Officer be authorised to implement a 'code of conduct' or similar 'employee behavioural standards' that is compliant with section 120A of the Act.
3. That a further report be presented to Council to consider the positions of the Local Government Association or Office of Local Government if such positions are inconsistent with recommendation (2).

CARRIED

19.3 MEMBER BEHAVIOURAL SUPPORT POLICY

RESOLUTION 2023/61

Moved: Cr Frank Morello

Seconded: Cr Sonya Meziniec

1. That Council Report No. AR23/11633 titled 'Member Behavioural Support Policy' as presented on 18 April 2023 be noted.
2. That, having met the requirement of section 75F of the *Local Government Act 1999*, further consideration of the preparation and adoption of a Member Behavioural Support Policy (or policies) be deferred until after the statutory review of the operation of Council's (Member) Behavioural Management Policy in October 2023.

CARRIED

19.4 AUDIT AND RISK COMMITTEE - MEMBERSHIP

RESOLUTION 2023/62

Moved: Cr Max Bruins
Seconded: Cr Paul Jenner

1. That Council Report No. AR23/22960 titled 'Audit and Risk Committee - Membership' as presented on 18 April 2023 be noted.
2. That the following Member be appointed as the Councillor Member of the Audit and Risk Committee for the remainder of the Council Term:

Cr Paul Jenner

CARRIED

19.5 JUNIOR SPORTS ASSISTANCE FUND - PRESIDING MEMBER VACANCY

RESOLUTION 2023/63

Moved: Cr Frank Morello
Seconded: Cr Max Bruins

1. That Council Report No. AR23/23870 titled 'Junior Sports Assistance Fund - Presiding Member Vacancy' as presented on 18 April 2023 be noted.
2. That Cr Lynagh be appointed to the vacant Elected Member (Presiding Member) position on the Junior Sports Assistance Fund for the remainder of the Council Term.

CARRIED

20 MOTIONS WITH NOTICE

20.1 NOTICE OF MOTION - YOUTH ALLOWANCE ADVOCACY FOR REGIONAL AND REMOTE STUDENTS

Pursuant to Section 75B of the Local Government Act 1999, Cr Josh Lynagh disclosed a general conflict of interest in Item 20.1:

"I work for the Hon. Clare Scriven MLC who will be receiving correspondence on this matter."

Cr Lynagh informed the meeting of the manner in which they intend to deal with the general conflict of interest in Item 20.1 as follows:

"I intend to stay in the meeting and vote on this matter"

In accordance with Section 75B of the Local Government Act 1999 Cr Josh Lynagh remained in the meeting for Item 20.1.

RESOLUTION 2023/64

Moved: Cr Max Bruins
Seconded: Cr Paul Jenner

1. That Council Report No. AR23/20919 titled 'Notice of Motion - Youth Allowance Advocacy for Regional and Remote Students' as presented on 18 April 2023 be noted.
2. That Council send a letter to the Limestone Coast Local Government Association (LCLGA) requesting that Youth Allowance advocacy work be put on the agenda for discussion at their next meeting, with the view to presenting a united front with the support of all member Councils to write to the Hon Nat Cook MP- Minister for Human Services, the Hon Jason Clare MP – Minister for Education, Hon Clare Scriven MLC, Minister for Primary Industries and Regional Development, Senator the Hon Anthony Chisholm – Assistant Minister for Education & Regional Development and the Hon Tony Pasin MP – Member for Barker,

seeking to have the one-off “Parental Income Test” removed as a qualifying criteria for students seeking to meet the workforce participation test under the regional and remote student qualifying criteria.

3. That Council respectfully request the LCLGA to consider this issue for inclusion on their range of strategic advocacy priorities and continues to push for reform in this area.

CARRIED

Having participated in the meeting for Item 20.1 under Section 75B Cr Lynagh voted in favour of the motion.

21 MOTIONS WITHOUT NOTICE

Nil

22 CONFIDENTIAL ITEMS OF COMMITTEES

Nil

23 NEW CONFIDENTIAL ITEMS

23.1 SALE OF LAND FOR NON-PAYMENT OF RATES – REPORT NO. AR23/20592

RESOLUTION 2023/65

Moved: Cr Sonya Meziniec

Seconded: Cr Max Bruins

CONSIDERATION FOR EXCLUSION OF THE PUBLIC

Pursuant to section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public, except the Mayor, Councillors and Sarah Philpott, Barbara Cernovskis, Jane Fetherstonhaugh, Sue La Greco, Madeleine Brookes and Melissa Telford be excluded from attendance at the meeting for the receipt and consideration in confidence of Agenda Item 23.1 AR23/20592 Sale of Land for Non-Payment of Rates.

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

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

The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).

CARRIED

RESOLUTION 2023/66

Moved: Cr Frank Morello

Seconded: Cr Paul Jenner

CONSIDERATION FOR KEEPING ITEMS CONFIDENTIAL

1. In accordance with Sections 91(7) and 91(9) of the *Local Government Act 1999* the Council orders that the report 23.1 AR23/20592 Sale of Land for Non-Payment of Rates and its attachments, resolution/s and minutes arising from the report, having been considered by the Council in confidence under Section 90(2) & (3) (a) be kept confidential and not available for public inspection until the latter of:- 12 months, or the matter being settled.
2. Further that Council delegates the power to review, revoke, but not extend the confidential order to the Chief Executive Officer in accordance with the provisions of Section 91(9)(c) of the *Local Government Act 1999*.

CARRIED

23.2 SALE OF LAND FOR NON-PAYMENT OF RATES – REPORT NO. AR23/20594

RESOLUTION 2023/67

Moved: Cr Max Bruins

Seconded: Cr Frank Morello

CONSIDERATION FOR EXCLUSION OF THE PUBLIC

Pursuant to section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public, except the Mayor, Councillors and Sarah Philpott, Barbara Cernovskis, Jane Fetherstonhaugh, Sue La Greco, Madeleine Brookes and Melissa Telford be excluded from attendance at the meeting for the receipt and consideration in confidence of Agenda Item 23.2 AR23/20594 Sale of Land for Non-Payment of Rates.

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

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

The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).

CARRIED

RESOLUTION 2023/68

Moved: Cr Max Bruins

Seconded: Cr Sonya Meziniec

CONSIDERATION FOR KEEPING ITEMS CONFIDENTIAL

1. In accordance with Sections 91(7) and 91(9) of the *Local Government Act 1999* the Council orders that the report 23.2 AR23/20594 Sale of Land for Non-Payment of Rates and its attachments, resolution/s and minutes arising from the report, having been considered by the Council in confidence under Section 90(2) & (3) (a) be kept confidential and not available for public inspection until the latter of:- 12 months, or the matter being settled.
2. Further that Council delegates the power to review, revoke, but not extend the confidential order to the Chief Executive Officer in accordance with the provisions of Section 91(9)(c) of the *Local Government Act 1999*.

CARRIED

23.3 UPDATE ON LEGAL MATTER – REPORT NO. AR23/21104**RESOLUTION 2023/69**

Moved: Cr Sonya Meziniec

Seconded: Cr Jason Virgo

CONSIDERATION FOR EXCLUSION OF THE PUBLIC

Pursuant to section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public, except the Mayor, Councillors and Sarah Philpott, Barbara Cernovskis, Jane Fetherstonhaugh, Sue La Greco, Madeleine Brookes and Melissa Telford be excluded from attendance at the meeting for the receipt and consideration in confidence of Agenda Item 23.3 AR23/21104 Update on Legal Matter.

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

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

- a Minister of the Crown, or
- another Public Authority or official (not being an employee or a person engaged by the Council) that would on balance be contrary to the public interest

The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the information to be considered includes, primarily, legal advice that is subject to legal and common privilege and relates to litigation that it is reasonably considered will take place and that involved information of a confidential nature conveyed by a public authority.

CARRIED

RESOLUTION 2023/70

Moved: Cr Frank Morello
Seconded: Cr Sonya Meziniec

CONSIDERATION FOR KEEPING ITEMS CONFIDENTIAL

1. In accordance with Sections 91(7) and 91(9) of the *Local Government Act 1999* the Council orders that the report 23.3 AR23/21104 Update on Legal Matter and its attachments, resolution/s and minutes arising from the report, having been considered by the Council in confidence under Section 90(2) & (3) (g), (h), (i) and (j) be kept confidential and not available for public inspection until further Order of Council, to be reviewed at least once in every year..
2. Further that Council delegates the power to review, revoke, but not extend the confidential order to the Chief Executive Officer in accordance with the provisions of Section 91(9)(c) of the *Local Government Act 1999*.

CARRIED

23.4 ANIMAL POUND AND SHELTER SERVICES PROCUREMENT PROCESS – REPORT NO. AR23/22228

RESOLUTION 2023/71

Moved: Cr Josh Lynagh
Seconded: Cr Jason Virgo

CONSIDERATION FOR EXCLUSION OF THE PUBLIC

Pursuant to section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public, except the Mayor, Councillors and Sarah Philpott, Barbara Cernovskis, Jane Fetherstonhaugh, Sue La Greco, Madeleine Brookes and Melissa Telford be excluded from attendance at the meeting for the receipt and consideration in confidence of Agenda Item 23.4 AR23/22228 Animal Pound and Shelter Services Procurement Process.

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

- tenders for the:
 - supply of goods, or
 - the provision of services, or

- the carrying out of works

The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because Report and resolution relates to the administration of an active procurement process and funding agreement.

CARRIED

RESOLUTION 2023/72

Moved: Cr Max Bruins

Seconded: Cr Josh Lynagh

CONSIDERATION FOR KEEPING ITEMS CONFIDENTIAL

1. In accordance with Sections 91(7) and 91(9) of the *Local Government Act 1999* the Council orders that the report 23.4 AR23/22228 Animal Pound and Shelter Services Procurement Process and its attachments, resolution/s and minutes arising from the report, having been considered by the Council in confidence under Section 90(2) & (3) (k) be kept confidential and not available for public inspection until 18 April 2024.
2. Further that Council delegates the power to review, revoke, but not extend the confidential order to the Chief Executive Officer in accordance with the provisions of Section 91(9)(c) of the *Local Government Act 1999*.

CARRIED

23.5 MITCHELL STREET TREES - ESTIMATED COSTS FOR STEM INJECTIONS/REMOVAL – REPORT NO. AR23/15854

RESOLUTION 2023/73

Moved: Cr Sonya Meziniec

Seconded: Cr Jason Virgo

CONSIDERATION FOR EXCLUSION OF THE PUBLIC

Pursuant to section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public, except the Mayor, Councillors and Sarah Philpott, Barbara Cernovskis, Jane Fetherstonhaugh, Sue La Greco, Madeleine Brookes and Melissa Telford be excluded from attendance at the meeting for the receipt and consideration in confidence of Agenda Item 23.5 AR23/15854 Mitchell Street Trees - Estimated Costs for Stem Injections/Removal.

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

- information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the Council is
 - conducting business; or
 - proposing to conduct business; or
 - to prejudice the commercial position of the Council
- commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected:

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

The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the information to be considered includes quotations provided by consultants and contractors on proposed works for which a procurement process is yet to be undertaken, which information if released could reasonably be expected to confer a commercial advantage on 3rd parties and prejudice the commercial position of Council or the parties that provided that information. Further, the subject matter and attachment includes legal advice on a matter that could result in litigation and includes 3rd party information for which a duty of confidence has been established.

CARRIED

RESOLUTION 2023/74

Moved: Cr Sonya Meziniec
Seconded: Cr Jason Virgo

CONSIDERATION FOR KEEPING ITEMS CONFIDENTIAL

1. In accordance with Sections 91(7) and 91(9) of the *Local Government Act 1999* the Council orders that the report 23.5 AR23/15854 Mitchell Street Trees - Estimated Costs for Stem Injections/Removal and its attachments, resolution/s and minutes arising from the report, having been considered by the Council in confidence under Section 90(2) & (3) (b), (d), (g), (h) and (i) be kept confidential and not available for public inspection until the matter has been considered by Council, with Resolutions/Minutes to be released immediately following consideration by Council, the covering report AR23/15854 and legal advice (Attachment 1) be retained in confidence and reviewed annually in accordance with the *Local Government Act 1999*.
2. Further that Council delegates the power to review, revoke, but not extend the confidential order to the Chief Executive Officer in accordance with the provisions of Section 91(9)(c) of the *Local Government Act 1999*.

CARRIED

3 MEETING CLOSE

The Meeting closed at 8.10 pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 16 May 2023.

.....
PRESIDING MEMBER

**MINUTES OF CITY OF MOUNT GAMBIER
AUDIT AND RISK COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, CIVIC CENTRE, 10 WATSON TERRACE, MOUNT
GAMBIER
ON MONDAY, 8 MAY 2023 AT 5.50 P.M.**

PRESENT: Mr Paul Duka, Mayor Lynette Martin (OAM), Cr Paul Jenner, Mr Alexander Brown (virtual), Ms Belinda Johnson (virtual)

IN ATTENDANCE: Cr Jason Virgo

OFFICERS IN ATTENDANCE:	Chief Executive Officer General Manager Corporate and Regulatory Services General Manager City Infrastructure Manager Financial Services Manager Organisational Development Executive Administrator	- Mrs S Philpott - Mrs J Fetherstonhaugh - Ms B Cernovskis - Mrs J Scoggins - Mrs R Data (virtual) - Mrs S Dohnt
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1 ACKNOWLEDGEMENT OF COUNTRY

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

2 APOLOGY(IES)

Nil

Mr Paul Duka welcomed Cr Jenner to the Audit and Risk Committee and thanked Cr Meziniec for her contribution over the years.

3 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Alexander Brown
Seconded: Belinda Johnson

That the minutes of the Audit and Risk Committee meeting held on 27 March 2023 be confirmed as an accurate record of the proceedings of the meeting.

CARRIED

4 QUESTIONS WITHOUT NOTICE

Nil resolved.

5 REPORTS

5.1 EXTERNAL AUDIT MANAGEMENT REPORT

COMMITTEE RESOLUTION

Moved: Paul Duka

Seconded: Mayor Lynette Martin

1. That Audit and Risk Committee Report No. AR23/27631 titled 'External Audit Management Report' as presented on 08 May 2023 be noted.

CARRIED

5.2 WORK HEALTH SAFETY AND WELLBEING MANAGEMENT

COMMITTEE RESOLUTION

Moved: Belinda Johnson

Seconded: Alexander Brown

1. That Audit and Risk Committee Report No. AR23/28130 titled 'Work Health Safety and Wellbeing Management' as presented on 08 May 2023 be noted.

CARRIED

6 MOTIONS WITHOUT NOTICE

Nil

7 MEETING CLOSE

The Meeting closed at 6.14 p.m.

The minutes of this meeting were confirmed at the Audit and Risk Committee held on 5 June 2023.

.....
PRESIDING MEMBER

16.2 EXTERNAL AUDIT MANAGEMENT REPORT – REPORT NO. AR23/27631

Committee:	Audit and Risk Committee
Meeting Date:	8 May 2023
Report No.:	AR23/27631
CM9 Reference:	AF11/863
Author:	Julie Scoggins, Manager Financial Services
Authoriser:	Jane Fetherstonhaugh, General Manager Corporate and Regulatory Services
Summary:	To inform the Audit and Risk Committee of the progress against Council’s External Auditor’s recommendations for the 2020/2021 and the 2021/2022 years and the External Audit Plan for the year ending 30 June 2023.
Strategic 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
	Goal 5: Our Commitment

REPORT RECOMMENDATION

1. That Audit and Risk Committee Report No. AR23/27631 titled ‘External Audit Management Report’ as presented on 08 May 2023 be noted.



TYPE OF REPORT

Corporate

BACKGROUND

1. **Audit and Risk Committee Terms of Reference** - The following section of the Audit and Risk Committee Terms of Reference is relevant to this report:
 - 12.5.5 **Annual Audit Plan** - Review and make recommendations on the annual audit plan, and in particular its consistency with the scope of the external audit engagement.
 - 12.5.6 **Audit Findings** - 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.
 - 12.5.9 **Management Letter** - Review the management letter and management's response to the external auditor's findings and recommendations. Subsequent to the initial review the Committee will oversee action to follow up on matters raised by the external auditors.
2. **External Auditor Recommendations** - Council's previous external auditor, Galpins Accountants Auditors and Business Consultants, were appointed as Council's external auditor in 2016 and undertook interim and balance date audits over the following 5 years. Recommendations for improvement were put forward by Galpins with follow up actions agreed with Council.
3. **Appointment of External Auditors** - Dean Newbery and Partners were appointed as Council's external Auditors for a period of 5 years commencing with the audit of the financial year ending 30 June 2022.
4. **Audit and Risk Committee Recommendation February 2022** – A report be provided to the Audit and Risk Committee at least on a quarterly basis throughout the financial year to provide an update on the progress against the recommendations raised by the External Auditors.
5. **Interim Audit Visit** - Council's external auditors (Dean Newbery and Partners) undertook an interim site visit in April 2022 in relation to the external audit for the year ended 30 June 2022.
6. **Balance Date Audit** – Council's external auditors (Dean Newbery and Partners) undertook a balance date audit site visit in August 2022 in relation to the external audit for the year ended 30 June 2022.
7. **Audit Plan** - The External Audit plan was brought to the Audit and Risk Committee at the February 2023 meeting. This document outlined the audit strategy, materiality, internal controls, key areas of audit focus and the audit timetable.

PROPOSAL

1. **Action Plan** - Council staff have prepared and are continuing to implement an action plan to address the items identified in the Management Reports.
2. **Council's Progress** - This report and its attachments provide an update on Council's progress in implementing the continuous improvement recommendations noted on the 28th February 2022 Audit and Risk Committee Agenda (Attachment 1).
3. **2020/2021 Internal Controls Report** - As shown in Attachment 1 of this report of the five activities highlighted, four have been completed and one is partially completed.
4. **Interim Management Report May 2022 Management Response** - Attachment 2 also shows the progress against the fourteen risks raised can be categorised as follows:



- **Actions That Are Complete (7 Risks)** - Including User access levels – payroll Masterfile, general journal review, asset revaluation reserve adjusting entry, user access levels – segregation of duties, payroll and accounts payable back up duties, payroll procedure and procurement exemption register.
 - **Actions That Are Partially Complete (7 Risks)** - Including internal financial controls, internal plant hire and full cost attribution, policy register, grants register, Riddoch Art Collection - Curatorial and Preservation Policy and Library books accounting treatment, and leases and licences register.
5. **Balance Date Audit 2021/2022** – Two matters were raised to be addressed for future financial years including Caroline Landfill Post Closure Provision Review and Infrastructure Asset Revaluation. These actions have been reviewed and following further consultation the approach and timing of delivery has been changed (details in Attachment 3):
- **Caroline Landfill Post Closure Provision Review** - Further to the resignation of the Manager Waste Management and work currently being undertaken to develop the masterplan with the EPA the required activities will be undertaken in the FY 2024.
 - **Infrastructure Asset Revaluation** - The project plan is currently being prepared to ensure that all assets for this category are revalued for the year-end financial statements and the next iteration of the Long Term Financial Plan expected to take place in December 2023.
7. **Interim Audit 2023/2024** - It should be noted that the interim audit will be undertaken at Council's offices on 15-16 May 2023 with the management report to be communicated to the Audit and Risk Committee in June with a subsequent report in July.
8. **Next Update** - The next update will be brought to the Audit and Risk Committee at the July 2023 meeting.

LEGAL IMPLICATIONS

Actions are required to be resolved to ensure compliance with the Local Government Act 1999, Local Government (Financial Management) Regulations 2011 and accounting standards.

Section 129 of the Local Government Act 1999.

STRATEGIC PLAN

N/A

COUNCIL POLICY

[A900 Asset Management Policy](#)

[P420 Procurement, & Disposal of Land and Assets](#)

[Asset Accounting Policy](#)

[B300 Budget Framework](#)

[T150 Treasury Management Policy](#)

ECONOMIC IMPLICATIONS

N/A

ENVIRONMENTAL IMPLICATIONS

N/A

SOCIAL IMPLICATIONS

N/A

CULTURAL IMPLICATIONS

N/A



RESOURCE IMPLICATIONS

N/A

VALUE FOR MONEY

N/A

RISK IMPLICATIONS

External audit is a key mitigation action for financial risk.

EQUALITIES AND DIVERSITY IMPLICATIONS

N/A

ENGAGEMENT AND COMMUNICATION STRATEGY

N/A

IMPLEMENTATION STRATEGY**CONCLUSION AND RECOMMENDATION**

The external audit management reports indicate that overall Council has effective controls in place, with opportunity for improvements noted, action plans established to achieve best practice and progress made to date.

ATTACHMENTS

1. External Audit Action Plan - Attachments 1-3



Attachment 1

Auditor Recommendation or Comment	Risk	Progress	Target Date	Status	Responsibility	Completion Date
2020/21 Internal Controls Letter						
		Executive reporting developed and implemented.	31-Dec-21	Complete	JS	31-Dec-21
Purchase Orders raised after invoices are received	M	Revised procurement policy and recommendations from procurement review presented to Executive, Audit and Risk Committee and Council. Updated policy adopted by Council at the April 2022 Council meeting. Procurement procedures have been reviewed and approved by the Executive.	31-Dec-22	Complete	JS	31-Dec-22
No formal maintenance plans supporting general maintenance strategies per the Asset Management Plan.	L	Draft asset maintenance programs will be developed following service reviews including a review of required service levels.	31-Dec-23	Partially Complete	BC	
Accounts Payable - Improvements required in process for uploading supplier EFT files into online banking system.	M	A business systems review is scheduled. Any direct interface would need to be considered following completion of the review. As shown in the original response audit checks are already in place that would identify any changes.	30-Jun-23	Complete	JS	30-Apr-23
Payroll - Improvements required in process for uploading supplier EFT files into online banking system.	M	A business systems review is scheduled. Any direct interface would need to be considered following completion of the review. As shown in the original response audit checks are already in place that would identify any changes.	30-Jun-23	Complete	JS	30-Apr-23



Attachment 2

Ref	Auditor Recommendation or Comment	Risk	Progress	Target Date	Status	Responsibility	Completion Date
2021/22 Interim Management Report							
1	User Access Levels - Payroll Masterfile	H	A review of finance systems access was undertaken by the Manager Financial Services with recommendations provided to the Executive team in June 2022. All payroll processing and ability to make changes to the payroll masterfile has been removed from staff not directly involved in the processing of payroll.	30-Jun-22	Complete	JS	30-Jun-22
2	Internal Control Self Assessment	H	The internal controls policy was reviewed by the Audit and Risk Committee in July and adopted by Council in August. The assessment and review of selected internal controls has been undertaken with relevant staff with a report to be presented to the Executive Team on 10 May prior to the provision of results to the external auditors as part of the interim audit. A report will be brought to the Audit and Risk Committee in July.	31-Jul-23	Partially Complete	JS	
3	General Journal Review	H	Evidence of journal review was provided to the Auditors for the balance date audit. The responsibility for the raising of journals has been reviewed with recommendations made to the Executive team.	31-May-22	Complete	JS	30-Jun-22
4	Asset Revaluation Reserve - Adjusting Entry	H	The entry was reversed at the year-end and highlighted in the year-end reporting.	31-May-22	Complete	JS	31-May-22
5	User Access Levels - Segregation of Duties	M	A review of finance systems access was undertaken by the Manager Financial Services with recommendations provided to the Executive team in June 2022.	30-Jun-22	Complete	JS	30-Jun-22
6	Internal Plant Hire Rates and Full Cost Attribution	M	Outsourced to external consultant working with the Financial Services team.	30-Jun-23	Partially Complete	JS	
7	Policy Register	M	A quarterly report on policies for review is scheduled in the corporate calendar for presentation to the Executive Leadership Team.	Ongoing	Partially Complete	MM	
8	Payroll and Accounts Payable Back Up Dubes	L	Backfill has occurred whilst key staff have been on leave and the procedures have been tested.	31-Dec-22	Complete	JS	30-Nov-22
9	Grants Register	L	A grants schedule has been developed for the interim audit. A project brief has been developed for a 'cradle to grave' grants process. An update will be provided at the July meeting.	31-Jul-23	Partially Complete	JS	
10	Procurement Exemption Register	L	A procurement exemption register was created in April 2022 aligned with the specified requirements. The relevant procurement procedure was amended and presented to the Executive team in June/July 2022 with example reporting. The process has been implemented with training provided to key stakeholders across the organisation.	30-Jun-22	Complete	JS	20-Jul-22
11	Riddoch Art Collection - Curatorial and Preservation Policy	L	Draft policy constructed. To be brought to Audit and Risk Committee at the July meeting.	31-Jul-23	Partially Complete	JS	
12	Library Assets - Capital vs Operating	L	Revised Asset Accounting Policy included for review at Audit and Risk Committee meeting on 25 July 2022. Change in treatment included in Budget Review 1 taken to the December Council meeting for adoption. To be incorporated for year end financial statements.	30-Sep-23	Partially Complete	JS	
13	Leases and Licences Register	L	The Lease / Licence Register data entry is now 100% complete and up to date. It will continue to be updated as and when things change. It is available in the RelianSys system for various staff to view, use and add actions for them which will provide them with email notifications when due.	30-Jun-23	Ongoing	MM	
14	Payroll Procedure	L	Payroll procedures have developed and tested.	31-Dec-22	Complete	JS	31-Dec-22



Attachment 3

Ref	Auditor Recommendation or Comment	Risk	Progress	Target Date	Status	Responsibility	Completion Date
2021/22 Balance Sheet Audit - Matters to be addressed in future financial years							
1	Caroline Landfill - Post Closure Provision	H	Further to the resignation of the Manager Waste & Reuse, the work currently being undertaken and further conversations with Council's External Auditors the timeline has been extended by one year to ensure that the required works are outsourced and delivered to accurately inform the post closure provision. The Waste Masterplan has been highlighted as a strategic priority and as such planning has commenced.	30-Jun-24	Partially Complete	BC	
2	Infrastructure - Asset Revaluation	H	Further to the completion of the condition audits for this asset class by an external consultant, detailed planning is being undertaken with an external provider for the valuation to be completed for incorporation in the FY 2023 financial statements and the subsequent review of the Long Term Financial Plan in December 2023.	30-Aug-23	Partially Complete	AM/JS	



16.3 WORK HEALTH SAFETY AND WELLBEING MANAGEMENT – REPORT NO. AR23/28130

Committee:	Audit and Risk Committee
Meeting Date:	8 May 2023
Report No.:	AR23/28130
CM9 Reference:	AF11/863
Author:	Ritu Datta, Manager Organisational Development
Authoriser:	Jane Fetherstonhaugh, General Manager Corporate and Regulatory Services
Summary:	This report is a summary of Councils performance in the area of Workplace Health Safety and Wellbeing. The report also provides an overview of key initiatives underway in this area.
Strategic 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 Goal 5: Our Commitment

REPORT RECOMMENDATION

1. That Audit and Risk Committee Report No. AR23/28130 titled 'Work Health Safety and Wellbeing Management' as presented on 08 May 2023 be noted.



TYPE OF REPORT

Other

BACKGROUND

This report is a presentation for the ongoing reporting structure for workplace health, safety and wellbeing at City of Mount Gambier. Its purpose is to provide the Audit and Risk Committee with a summary of our safety performance with insights for continuous improvement. This format will evolve as our data and reporting capability improves, and once there are established KPIs and targets that can provide a strategic oversight of safety performance with lag and lead indicators.

PROPOSAL

That City of Mount Gambier's Audit and Risk Committee receives a regular Work Health Safety and Wellbeing report presenting a quarterly update on performance, compliance and initiatives.

LEGAL IMPLICATIONS

Section 125 of the Local Government Act 1999 ('LG Act') requires the City of Mount Gambier to ensure that appropriate policies practices and procedures of internal control are implemented and maintained in order to assist the organisation to carry out its activities in an efficient and orderly manner to achieve its objectives.

City of Mount Gambier is required to provide and undertake measures to eliminate risks to health and safety, so far as is reasonably practicable. If it is not reasonably practicable to eliminate risks to health and safety, then to minimise those risks so far as is reasonably practicable and to demonstrate a systematic approach to the planning and implementation of Work Health and Safety processes that are compliant with the legislation, regulations and self-insurance requirements covered under:

- Work Health and Safety Act 2012
- Work Health and Safety Regulations 2012
- Return to Work Act 2014
- Return to Work Regulations 2015
- Code for the Conduct of Self-Insured Employers under the Return to Work Scheme which includes the Performance Standards (Injury management standards for self-insured employers April 2019 and Work Health and Safety standards for self-insured employers August 2017)

STRATEGIC PLAN

Nil



COUNCIL POLICY

The Workplace Health and Safety Management System supports Council Policy - Risk Management.

ECONOMIC IMPLICATIONS

Nil

ENVIRONMENTAL IMPLICATIONS

Nil

SOCIAL IMPLICATIONS

Nil

CULTURAL IMPLICATIONS

Nil

RESOURCE IMPLICATIONS

Nil

VALUE FOR MONEY

Nil

RISK IMPLICATIONS

This report will assist the City of Mount Gambier to manage its risk associated with workplace health and safety ensuring it meets its legislative requirements and that its workforce and community are kept safe and healthy in the delivery of services and operations.

EQUALITIES AND DIVERSITY IMPLICATIONS

Nil

ENGAGEMENT AND COMMUNICATION STRATEGY

Nil

IMPLEMENTATION STRATEGY

City of Mount Gambier's Executive Leadership Team (ELT) and Work Health and Safety Committee (WHSC) have been receiving workplace health and safety reporting on a regular basis which will continue to inform the quarterly report presented to the Audit and Risk Committee.



CONCLUSION AND RECOMMENDATION

This report provides a summary of our safety performance with insights for continuous improvement. It also provides a summary of key initiatives that are currently being worked on within this area.

It is recommended that a Workplace Health, Safety and Wellbeing Report continue to be presented to the Audit Risk Committee to ensure effective monitoring of compliance and performance.

ATTACHMENTS

1. Work Health and Safety (WHS) and Wellbeing Report February 2023 - March 2023






WORK, HEALTH, SAFETY AND WELLBEING MANAGEMENT REPORT

Bi-Monthly Report | February 2023 – March 2023

SAFETY ALWAYS





1. Summary

This report aims to provide a snapshot of the current state for safety compliance and performance at City of Mount Gambier (COMG). The organisation continues to show signs of improvement and has taken measures to increase and raise the profile of WHS including an emphasis of reporting incidents and hazards across the organisation.

The total number of hazards reported for the month of February 2023 is eight (8) and for the month of March 2023 is eleven (11). This is a slight increase from the previous two months.

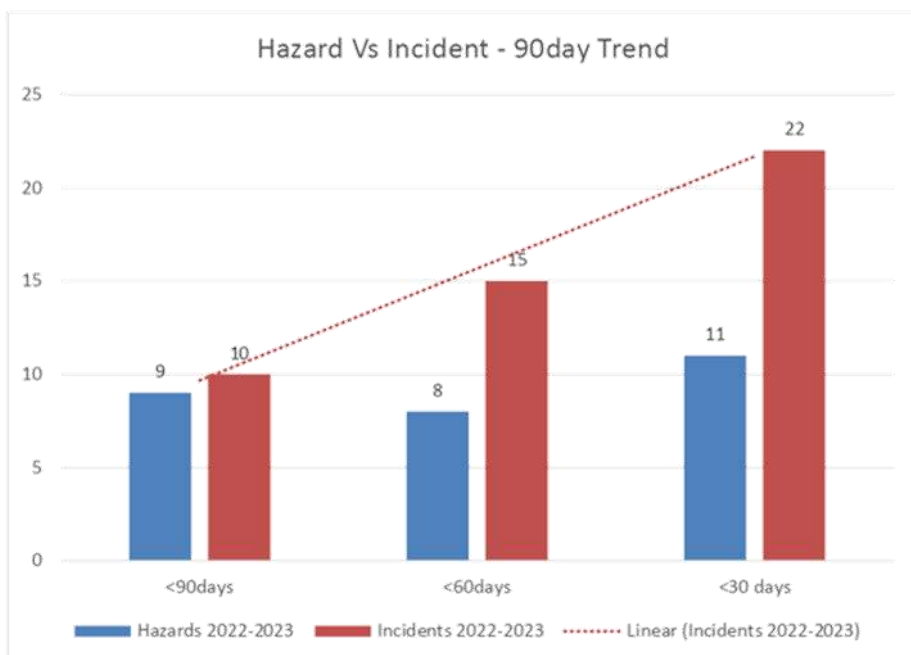
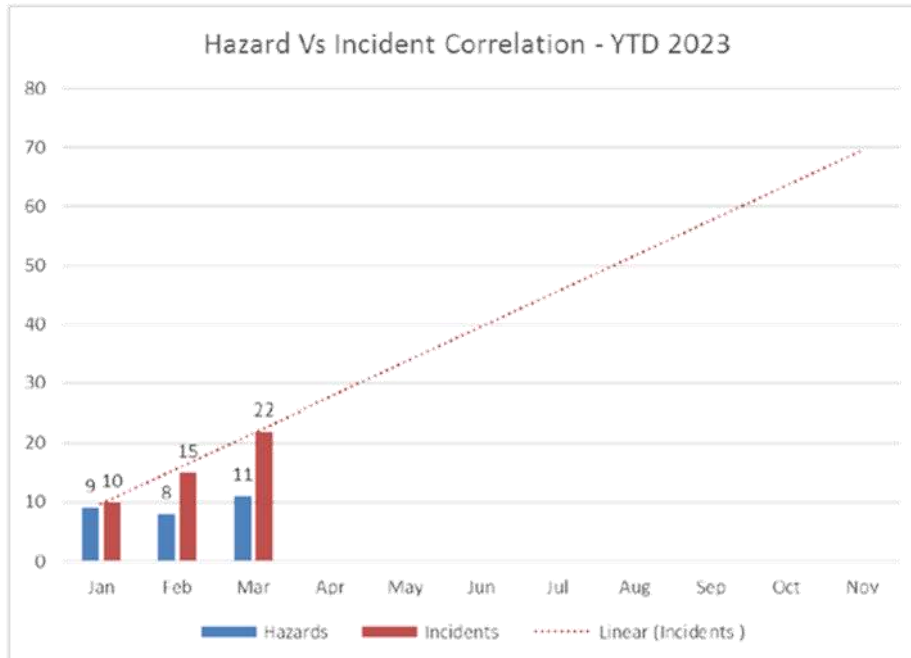
There was no notifiable incident reported to Safework SA for the period of February 2023 and March 2023.

Current focus areas for the COMG:

- WHS IM Action Plan Monitoring tool for 2023.
- Ongoing management of injury management claims with LGWCS.
- Focus on increased hazard reporting and investigation for the organisation
- Partnering with People Leaders to develop targeted investigation, incident, and corrective action training, using real organisation scenarios for maximum effectiveness (Expected to be delivered on a regular basis during 2023).
- Partnering with People Leaders to improve the timely review of hazard review and investigation.
- Partnering with People Leaders to ensure employees NON-work-related illness and injury is supported through a structured return to work process.

2. Correlation between Hazards vs. Incidents

2.1



3. Hazard Management

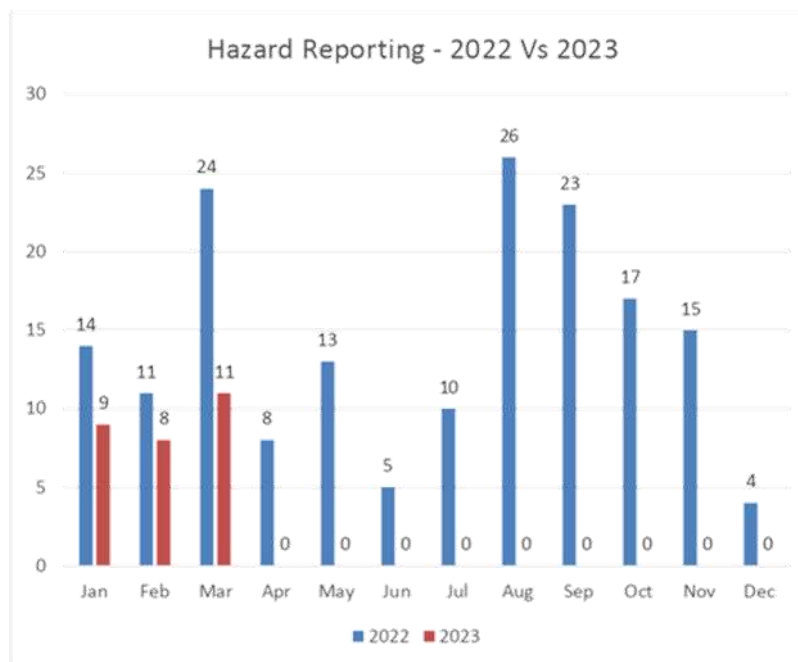
3.1 Total Hazard Reports - Yearly Comparison

This graph demonstrates the comparison of the Organisational hazard reporting for each month compared to the same month in the previous year.

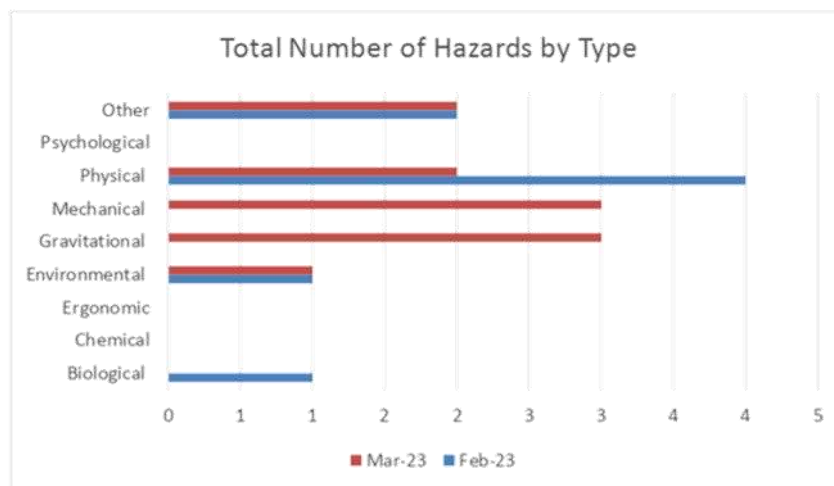
This assists with providing management an analysis of seasonal hazard trends which may occur across the organisation.

There was a total of eight (8) hazards reported for February 2023 and eleven (11) for March 2023 compared to eleven (11) for February 2022 and twenty-four (24) in March 2022.

This data indicates a significant decline in reporting for the months of February and March 2023 compared to February and March 2022. The organisations need to continue to promote and focus on increasing hazard reporting. The large peaks are indicating these are the months where there has been a strong emphasis on hazard reporting.



3.2 Hazards by Type



3.3 Effective Hazard Management for the month of February 2023 and March 2023

The total amount of hazards outstanding is one hundred and thirty-eight (138).

The total percentage of hazards closed for the period of February 2023 to March 2023 is 31.58%. The average days taken to assess and close a hazard in the months of February 2023 to March 2023 period is 4.17 days. This is slight increase from the December 2022 – January 2023 period total of 3 days.

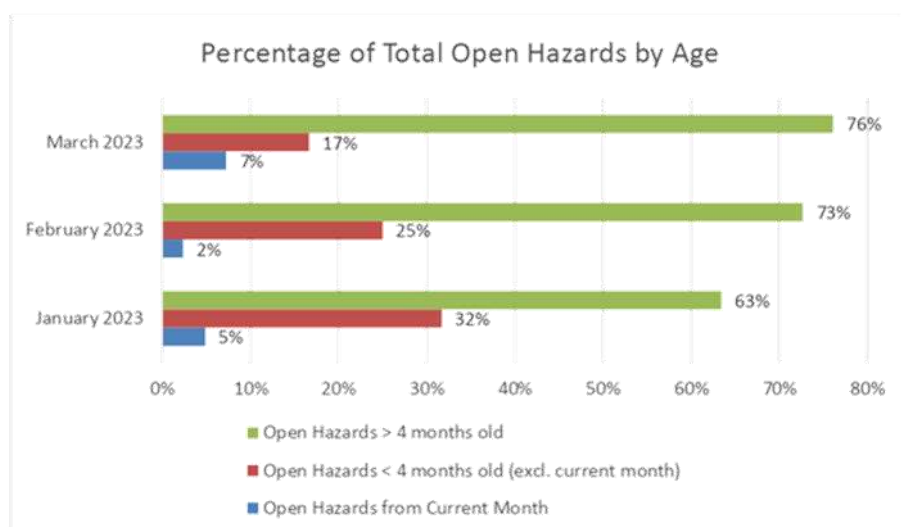
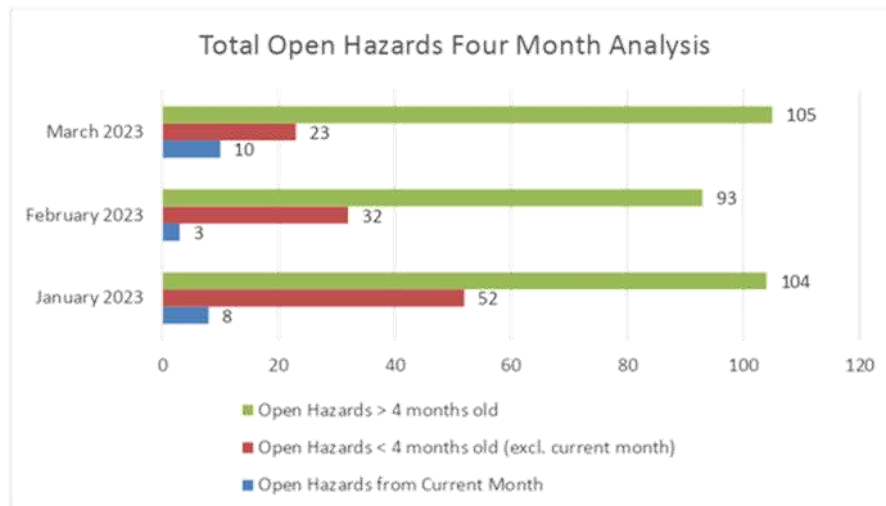


3.4 Hazard Management Closure Rate by Four-month Analysis

The total amount of open hazards within four months has decreased from 32% in January 2023 to 17% in March 2023 and the overall total of outstanding hazards has decreased from 164 in January 2023 to 138 in March 2023. This has been attributed to the HR Risk Coordinator recently reviewing outstanding actions and closing out the hazards that were completed.

The total amount of open hazards that are outstanding greater than four months is steadily increasing from 63% in January 2023 to 76% In March 2023.

The linear trend on the four-month analysis indicates the total number of hazards open greater than four (4) months has remained consistent with the data reported within the previous Bimonthly report for December 2022 and January 2023.

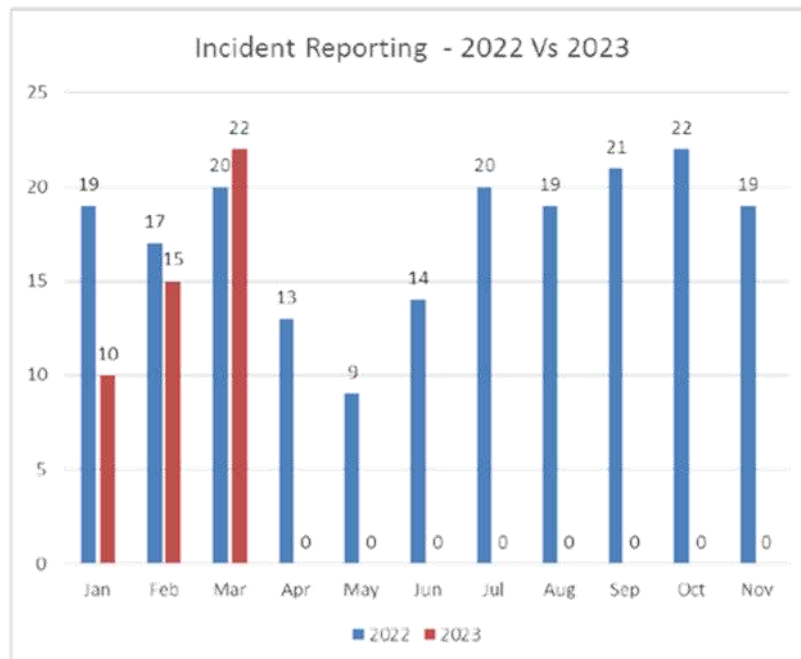


4. Incident and Investigation Management

4.1. Incident Reporting

This report demonstrates the total number of incidents reported across the organisation for the period of February 2023 was fifteen (15) and March 2023 was twenty-two (22) this is indicating

there is a gradual increase in reporting each month for the year commencing 2023, however reporting for February and March 2023 is a similar comparison to the year 2022.

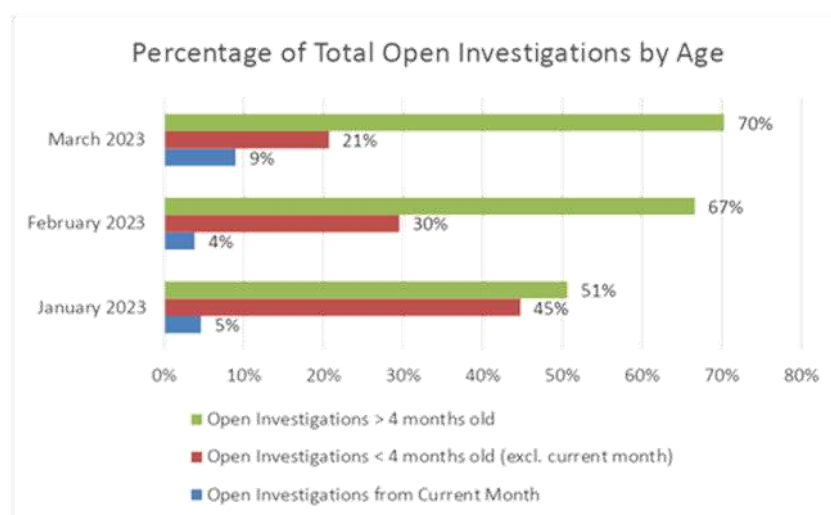
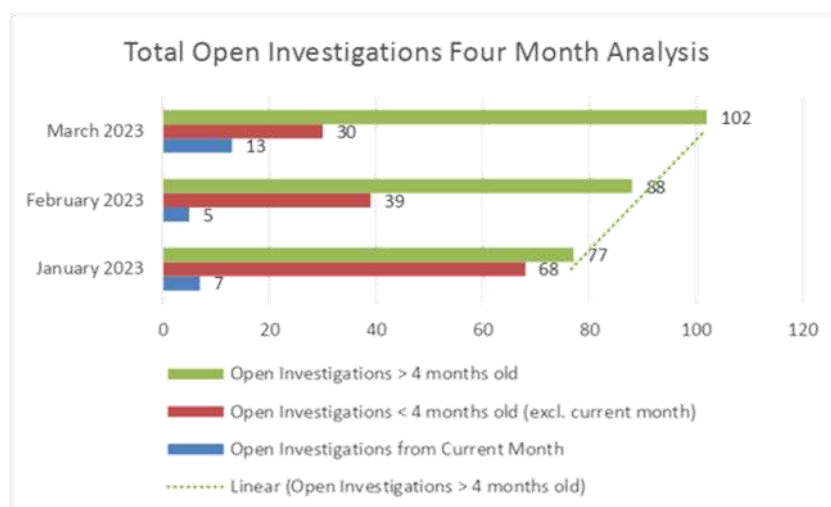


4.2 Effective Investigation Management

Open investigations indicate that an investigation is not complete and/or that corrective actions have not been identified or implemented to a level that is acceptable by the organisation. The closure rate is based on a four-month analysis.

The total amount of open investigations that are outstanding within four months has decreased from 51% at the end of January 2023 to 21% at the end of March 2023.

The total amount of open investigations that are outstanding greater than four months has increased from 51% at the end of January 2023 to 70% at the end of March 2023. This is most likely due to the decrease of open investigations within the four-month period that have converted over to be greater than four months.



4.3 Open and Overdue Investigations by Department

There is a total of one hundred and forty-five (145) open investigations for the organisation at the end of March 2023. This is slight decrease from one hundred and fifty-two (153) at the end of January 2023.

5. Inspections and Audits

Workplace inspections have continued to occur in line with the scheduled inspection cycle.

Current overdue inspections:

There are currently three (4) overdue site inspections. The HR and WHS Team is working with Health and Safety Representatives and People Leaders to get this completed.

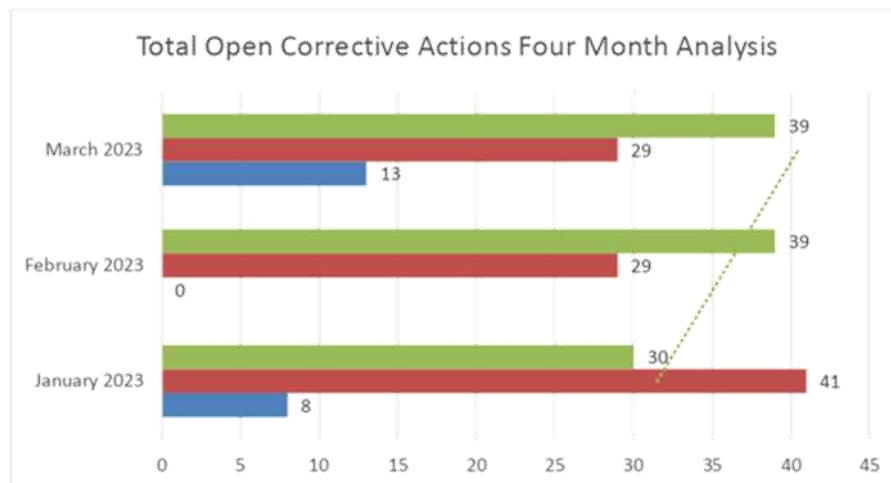
6. Corrective Actions Register

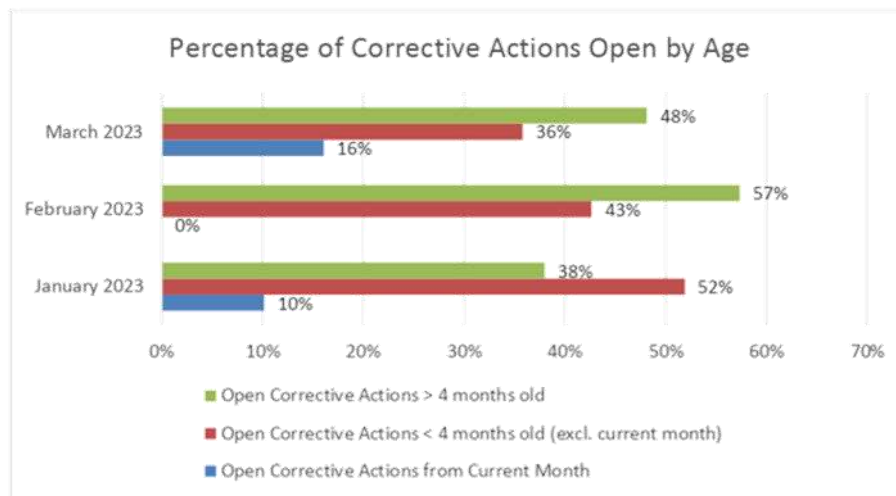
Open corrective actions indicate that an agreed action to rectify an incident or investigation has not been completed to a level that is acceptable by the organisation. The closure rate is based on a four-month analysis.

There was a total of zero (0) corrective actions issued in February 2023 and a total of seventeen (17) as at the end of March 2023 an overall total of eighty-one (81) outstanding actions.

The total amount of open corrective actions that are closed within four months has decreased from 52% in January 2023 to 36% in March 2023. This decrease is likely attributed to open corrective actions rolling over to the greater than four months period.

The total amount of open corrective actions that are outstanding greater than four months has increased from 38% in January 2023 to 48% in March 2023. This is attributed to open corrective actions not being closed out within the four-month period.





7. Injury Management

7.1 Lost Time Injury Frequency Rate (LTIFR) –

A lost-time injury is something that results in a fatality, permanent disability or time lost from work. It could be as little as one day or shift.

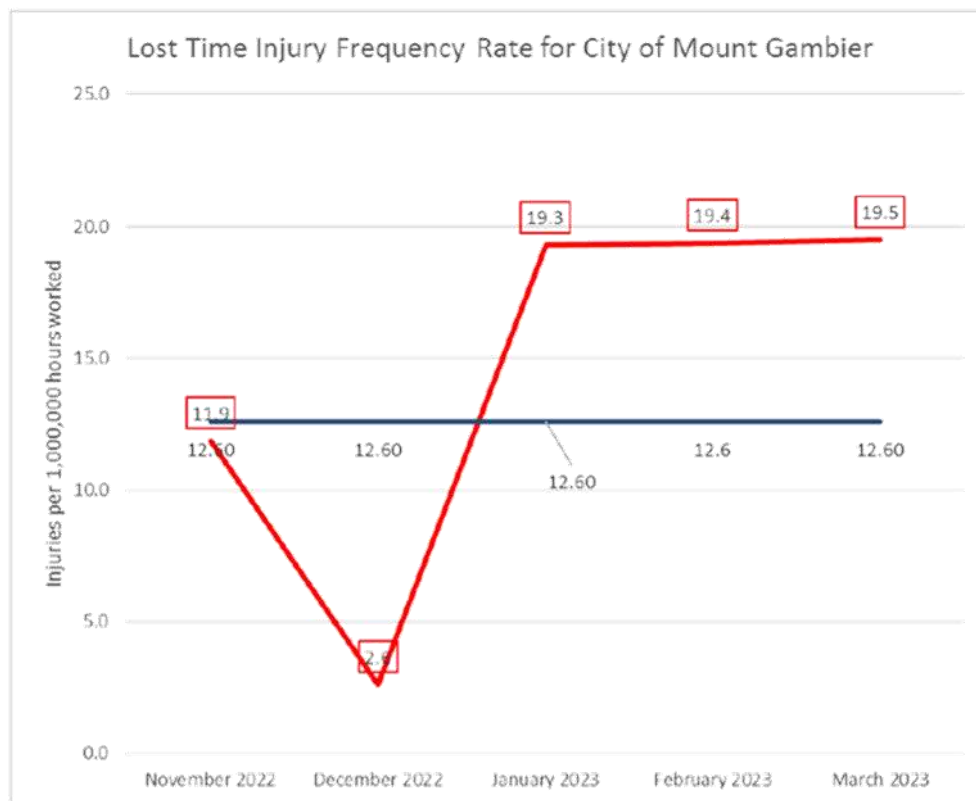
- LTIFR refer to the number of lost-time injuries within a given accounting period, relative to the total number of hours worked in that period.
- LTIFR is a proxy measurement for safety performance.

LTIFR calculations measure the number of lost-time injuries per million hours worked during an accounting period. It is a figure that can be benchmarked with others in the industry.

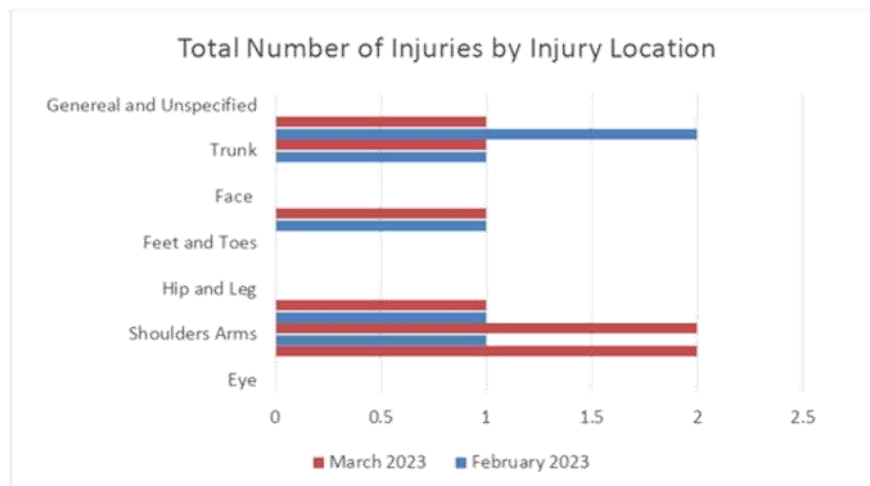
The Lost Time Injury Frequency Rate (LTIFR) industry benchmark determined by Safework SA for Local Government Administration is 12.0 and for Local Government Field Staff is 12.6.

The below graph provides a comparison for the City of Mount Gambier against the industry benchmark for the last four months using the Field Staff benchmark.

The City of Mount Gambier is currently experiencing rates of Lost time Injury significantly higher than the industry standard.



7.2 Injuries by body location details – February 2023 to March 2023



8. IM WHS Action Plan

8.1 WHS IM Action Plan Progress Report– (Yearly action plan – AR22/75636)

The Human Resources Team have reviewed the peer review and made minor changes to the WHS IM action plan which will be forwarded to ELT for information.

The Human Resources Team have commenced coordinating the required actions within the plan and will continue to engage with people leaders, HSR's and the WHS Committee to provide the necessary support to assist in achieving the identified actions.

9. Wellbeing Initiatives

9.1 Ageing and Work Health Program – AR20/45900

The Ageing Work Health program will continue to be highlighted within the Wellbeing Newsletter

This guidance tool has been developed to assist the organisation to effectively manage the recruitment, retention and health and wellbeing of our workforce. This guidance tool addresses the following:

- Employment of employees from outside the organisation.
- Retaining the services of older employees; and
- Council and employees working together to maintain the health, safety, wellbeing, and sustainability of all employees, with a particular focus on older employees.

The program provides guidance tools to help support the Ageing and Work Health Program for the City of Mount Gambier. The guidance tool was reviewed and endorsed by the ELT. The next steps will include an implementation plan.

10. Continuous Improvement/ Projects

10.1. Principle and Procedure development and review schedule

The procedures listed below were reviewed by relevant People Leaders in further detail after the November WHS Committee meeting and recommendation provided outlined that these procedures should be provided to the relevant workgroups for consultation.

Principle/ Procedure Name	Document number	Responsibility	Review Date	Status
Emergency Management Principle	AR17/33071	WHSC	Apr-21	Reviewed at committee meeting held 22/03/2022 members to provide further reviews to the HR inbox by Friday 1st April 2022. Reviewed by EPC Committee September 2022.

				Requires draft changes by HR and distribution to ELT for review and endorsement.
Emergency Management procedure	AR17/33128	WHSC	May-21	Reviewed at committee meeting held 22/03/2022 members to provide further reviews to the HR inbox by Friday 1st April 2022. Reviewed by EPC Committee September 2022. Requires draft changes by HR and distribution to ELT for review and endorsement.
Contractor Management Procedure	AR17/33125	WHSC	Feb 2021	Review completed and endorsed by ELT and WHS Committee. Further review is required for this procedure, which was identified in the Contractor Management Training that as conducted the week of the 6 February 2023. Training identified that some minor review variations are required to the procedure, HR will work with the committee to update the procedure.
Hot work Procedure	AR17/33079	WHSC	Jan 2022	WHS committee required to provide feedback by 14/10/2022. Further review required by keys stakeholders and subject matter experts
Ageing and Work Health Program - Age Friendly Workplace Guidance Tool	AR22/53241	WHSC	New guidance tool	Endorsed by WHS Committee and ELT. Implementation phase to commence.
Prevention of falls procedure	AR15/28158	WHSC	Jan 2022	Currently under review by the WHS Committee

**MINUTES OF CITY OF MOUNT GAMBIER
CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE MEETING
HELD AT THE CIVIC CENTRE, 10 WATSON TERRACE, MOUNT GAMBIER
ON MONDAY, 1 MAY 2023 AT 5:00 P.M.**

PRESENT: Mayor Lynette Martin (OAM), Cr Max Bruins, Cr Sonya Meziniec, Cr Josh Lynagh

OFFICERS IN ATTENDANCE: General Manager Corporate and Regulatory Services - Mrs J Fetherstonhaugh
Executive Administrator - Mrs S Dohnt

1 ACKNOWLEDGEMENT OF COUNTRY

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

2 APOLOGY(IES)

COMMITTEE RESOLUTION

Moved: Cr Josh Lynagh

Seconded: Cr Max Bruins

That the apology(ies) from Cr Frank Morello be received.

CARRIED

3 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Cr Sonya Meziniec

Seconded: Cr Max Bruins

That the minutes of the Chief Executive Officer Performance Review Committee meeting held on 6 July 2022 be confirmed as an accurate record of the proceedings of the meeting.

CARRIED

4 QUESTIONS WITHOUT NOTICE

Nil

5 CONFIDENTIAL ITEMS

5.1 REQUEST FOR QUOTES - INDEPENDENT SPECIALIST SUPPORT – REPORT NO. AR23/22334

COMMITTEE RESOLUTION

Moved: Cr Max Bruins
Seconded: Cr Sonya Meziniec

CONSIDERATION FOR EXCLUSION OF THE PUBLIC

Pursuant to section 90(2) of the *Local Government Act 1999* the Chief Executive Officer Performance Review Committee orders that all members of the public, except the Mayor, Councillors, Mrs J Fetherstonhaugh and Mrs S Dohnt be excluded from attendance at the meeting for the receipt and consideration in confidence of Agenda Item 5.1 AR23/22334 Request for Quotes - Independent Specialist Support.

The Chief Executive Officer Performance Review Committee is satisfied that, pursuant to section 90(3) (a), (b), (d) and (k) of the Act, the information to be received, discussed or considered in relation to the Agenda Item is:

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

The Chief Executive Officer Performance Review Committee is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the information to be presented and discussed relates to the performance review of the Chief Executive Officer, the disclosure of which would be unreasonable disclosure of personal information relating to the employment of the Chief Executive Officer, Sarah Philpott and also relates to consideration of submissions for the provision of consultancy services which includes commercial information the disclosure of which would confer benefit on third parties and prejudice the commercial position of Council in obtaining best value on behalf of the community.

CARRIED

COMMITTEE RESOLUTION

Moved: Cr Max Bruins

Seconded: Cr Sonya Meziniec

CONSIDERATION FOR KEEPING ITEMS CONFIDENTIAL

1. In accordance with Sections 91(7) and 91(9) of the *Local Government Act 1999* the Council orders that the report 5.1 AR23/22334 Request for Quotes - Independent Specialist Support and its attachments, resolution/s and minutes arising from the report, having been considered by the Council in confidence under Section 90(2) & (3) (a), (b), (d) and (k) be kept confidential and not available for public inspection until 2 years after the term and any renewal term of employment of Sarah Philpott as Chief Executive Officer has ended, with the commercial information associated with expression of interest submissions to be released after 2 years and the name and value of the selected supplier be released immediately upon execution of a contract.
2. Further that Council delegates the power to review, revoke, but not extend the confidential order to the Chief Executive Officer in accordance with the provisions of Section 91(9)(c) of the *Local Government Act 1999*.

CARRIED

6 MEETING CLOSE

The Meeting closed at 5:12 p.m.

The minutes of this meeting were confirmed at the Chief Executive Officer Performance Review Committee held on .

.....
PRESIDING MEMBER