City of Mount Gambier

Civic Centre, 10 Watson Terrace
Mount Gambier SA 5290

PO Box 56
Mount Gambier SA 5290

Telephone 08 87212555
Facsimile 08 87249791
city@mountgambier.sa.gov.au

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

Date:	**Tuesday, 19 March 2024**
Time:	**6.00 p.m.**
Location:	**Council Chamber** **Civic Centre** **10 Watson Terrace** **Mount Gambier**

AGENDA

Ordinary Council Meeting
19 March 2024

Sarah Philpott
Chief Executive Officer
15 March 2024

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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

Nil

3 LEAVE OF ABSENCE

Nil

4 CONFIRMATION OF COUNCIL MINUTES

Ordinary Council Meeting - 20 February 2024

RECOMMENDATION

That the minutes of the Ordinary Council meeting held on 20 February 2024 be confirmed as an accurate record of the proceedings of the meeting.

5 MAYORAL REPORT

5.1 MAYORAL REPORT - MARCH 2024 – REPORT NO. AR23/81557

- Introductory Meeting with Halle Boult – Trainee – Records and iServices
- Meeting with Mount Gambier and District Resident and Ratepayers Association
- Triple M Radio Interview – Mayor's Christmas Appeal
- Radiotherapy Working Group Meeting
- With CEO, Meeting with EO of LCLGA
- 5GTR-FM Radio Interview
- Audit and Risk Committee Workshop
- Audit and Risk Committee Meeting
- Confidential Elected Member Briefing – Strategic Workplan Business Systems and Infrastructure
- Elected Member Briefing – Criteria for Sport and Recreation Capital Works Program 2024/2025
- Confidential Information Briefing Session – Governance Policy Matters
- Service and Wreath Laying – Vietnam Unit Reunion
- International Women's Day – Interview with The Border Watch
- Regular LCLGA Mayor's Virtual Meeting
- District Council of Grant – Eyes on Eyre Workshop
- Meeting with Sandi Elliott – IH Hospice Care
- Elected Member Briefing – LCLGA Presentation – Connected and Active Communities and Tourism
- Elected Member Briefing – Mount Gambier Bus Service Update
- District Council of Grant – iPave Vehicle Inspection
- Virtual Meeting with James Holyman of the LGA – Housing Announcement Briefing
- WiBRD International Womens Day Breakfast
- Site Visit to Borg Manufacturing
- CEO Performance Review Committee
- Confidential Elected Member Briefing – Visitor Servicing Update
- Confidential Elected Member Briefing – Contractual Matter
- With CEO, Meeting with Minister Tom Koutsantonis MP
- SAROC Meeting in Adelaide
- Rotary District 9780 Conference - Welcome Reception
- Welcome Speech Rotary District 9780 Conference Opening
- 2024 Mount Gambier 8 Hour Pedal Prix
- Rotary District 9780 Conference Dinner

6 REPORTS FROM COUNCILLORS

7 QUESTIONS WITH NOTICE

7.1 ROAD SAFETY GRANTS

Meeting:	**Council**
CM9 Reference:	**AF23/328**
Member:	**Kate Amoroso, Councillor**

The following question on notice was received from Councillor Kate Amoroso.

Question

Have we, as a Council, applied for any road safety grants to fund initiatives aimed at improving road safety in our community? If so, what specific grants have we applied for and what is the status of those applications? And if not, what are the barriers to applying for such grants and how can we work towards securing funding for vital road safety measures?

Response

To be provided at the meeting.

REPORT RECOMMENDATION

That the response to the question regarding Road Safety Grants raised by Councillor Kate Amoroso be received and noted.

Rationale

The Australian Local Government Association (ALGA) is urging councils to apply for the National Road Safety Action Grants Program (NRSAGP) to improve road safety outcomes in communities.

The NRSAGP provides non-infrastructure grants to help implement the Federal Government's National Road Safety Action Plan 2023-25 priorities:

1. Community Education and Awareness, including workplace road safety
2. Vulnerable Road Users
3. First Nations road safety
4. Technology and Innovation
5. Research and Data

Applications for projects on First Nations Road Safety, Technology and Innovation, and Research and Data funding streams are now open, while grants for Community Education and Awareness (including workplace road safety) and Vulnerable Road Users are closed.

ATTACHMENTS

Nil

8 QUESTIONS WITHOUT NOTICE

Nil

9 PETITIONS

Nil

10 DEPUTATIONS

10.1 DEPUTATION - JASON SEIDEL - JAMIE CLARKE - MOUNT GAMBIER TENNIS CLUB INC - REQUEST FOR SUPPORT – REPORT NO. AR24/18402

Meeting:	**Council**
CM9 Reference:	**AF23/328**
Author:	**Tahlee Chant, Executive Administrator City and Community Growth**
Authoriser:	

REPORT RECOMMENDATION

1. That Council Report No. AR24/18402 titled 'Deputation - Jason Seidel - Jamie Clarke - Mount Gambier Tennis Club Inc - Request for Support' as presented on 19 March 2024 be noted.

BACKGROUND

The Mayor, Mrs Lynette Martin OAM, has granted a deputation request from Mr Jason Seidel who would like the opportunity for himself and Mr Jamie Clarke to present to Council.

ATTACHMENTS

Nil

11 NOTICE OF MOTION TO RESCIND OR AMEND

Nil

12 ELECTED MEMBERS INFORMATION BRIEFING SESSIONS

12.1 ELECTED MEMBER INFORMATION/BRIEFING SESSIONS FROM 17/02/2024 TO 15/03/2024 – REPORT NO. AR23/81510

Meeting:	**Council**
CM9 Reference:	**AF23/328**
Author:	**Tahlee Chant, Executive Administrator City and Community Growth**
Authoriser:	

REPORT RECOMMENDATION

1. That Council Report No. AR23/81510 titled 'Elected Member Information/Briefing Sessions from 17/02/2024 to 15/03/2024' as presented on 19 March 2024 be noted.

ATTACHMENTS

1. Information Briefing Session - Elected Members - Record of Proceedings - 26/02/2024 - Audit and Risk Committee Update ⇩
2. Information Briefing Session - Elected Members - Record of Proceedings - 27/02/2024 - Strategic Workplan Business Systems and Infrastructure - Criteria for Sport and Recreation Capital Works Program 2024/2025 - Governance Policy Matters ⇩
3. Information Briefing Session - Elected Members - Record of Proceedings - 05/03/2024 - LCLGA Presentation - Connected and Active Communities and Tourism and Mount Gambier Bus Service Update ⇩
4. Information Briefing Session - Elected Members - Record of Proceedings - 12/03/2024 - Confidential Visitor Servicing Update and Confidential Contractual Update ⇩

INFORMATION / BRIEFING SESSION
4:30 PM, MONDAY, 26 FEBRUARY 2024

Ref: AF22/549

RECORD OF PROCEEDINGS
4:30 PM, MONDAY, 26 FEBRUARY 2024
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. below was open to the public.

1. AUDIT AND RISK COMMITTEE UPDATE

MEMBERS PRESENT:-	STAFF PRESENT:-
Mayor Lynette Martin	Chief Executive Officer
Cr Paul Jenner (phone)	General Manager Corporate and Regulatory Services
Paul Duka	General Manager City Infrastructure
Alexander Brown (virtual)	Manager Financial Services
Belinda Johnson (virtual)	

MEMBERS APOLOGIES:-	LEAVE OF ABSENCE:-
Nil	Nil

DISCUSSION:

Audit and Risk Committee update on:

- Budget Review 2 (BR2)
- Long Term Financial Plan (LTFP) Parameters and Asset Management Plan (AMP) approach
- Terms of Reference

Discussion closed at 5.30 p.m.

INFORMATION / BRIEFING SESSION
5:00 PM, TUESDAY, 27 FEBRUARY 2024

Ref: AF22/549

RECORD OF PROCEEDINGS
5:00 PM, TUESDAY, 27 FEBRUARY 2024
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. was not 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.

1. STRATEGIC WORKPLAN BUSINESS SYSTEMS AND INFRASTRUCTURE

MEMBERS PRESENT:-	STAFF PRESENT:-
Mayor Lynette Martin	Chief Executive Officer
Cr Max Bruins	General Manager Corporate and Regulatory Services
Cr Frank Morello	General Manager City Infrastructure
Cr Sonya Mezinec	Acting Manager Organisational Development
Cr Josh Lynagh	Team Leader iServices
Cr Paul Jenner	iServices System Administrator
Cr Jason Virgo	IT Contractor

MEMBERS APOLOGIES:-	LEAVE OF ABSENCE:-
Cr Kate Amoroso	Nil

DISCUSSION:

Members were given a presentation on the Business Systems and Infrastructure Review Project.

The session described at Item 2. was open to the public.

2. CRITERIA FOR SPORT AND RECREATION CAPITAL WORKS PROGRAM 2024/2025

MEMBERS PRESENT:-	STAFF PRESENT:-
Mayor Lynette Martin	Chief Executive Officer
Cr Max Bruins	General Manager Corporate and Regulatory Services
Cr Frank Morello	General Manager City Infrastructure
Cr Sonya Mezinec	Manager Economy Strategy and Engagement
Cr Josh Lynagh	
Cr Paul Jenner	
Cr Jason Virgo	

MEMBERS APOLOGIES:-	LEAVE OF ABSENCE:-
Cr Kate Amoroso	Nil

DISCUSSION:

Elected Members discussed changes to the criteria of the Sport and Recreation Capital Works Program 2024/2025.

The session described at Item 3. was not 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:

(h) legal advice

3. GOVERNANCE POLICY MATTERS

MEMBERS PRESENT:-	STAFF PRESENT:-
Mayor Lynette Martin	Chief Executive Officer
Cr Max Bruins	General Manager Corporate and Regulatory Services
Cr Frank Morello	General Manager City Infrastructure
Cr Sonya Mezinec	Manager Governance and Property
Cr Josh Lynagh	
Cr Paul Jenner	
Cr Jason Virgo	

MEMBERS APOLOGIES:-	LEAVE OF ABSENCE:-
Cr Kate Amoroso	Nil

DISCUSSION:

Elected Members discussed legal advice on a governance matter.

Discussion closed at 7.04 p.m.

INFORMATION / BRIEFING SESSION
TUESDAY, 5 MARCH 2024 COMMENCING AT 5:00 PM

Ref: AF22/549

RECORD OF PROCEEDINGS
5:00 PM, TUESDAY, 5 MARCH 2024
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 sessions described at Item 1 was open to the public.

1. LCLGA PRESENTATION – CONNECTED AND ACTIVE COMMUNITIES AND TOURISM

GUESTS:-

Adrian Maywald, Executive Officer, Limestone Coast Local Government Association
Tony Elletson, Connected and Active Communities Officer
Kate Napper, Destination Development Manager, Limestone Coast Local Government Association

MEMBERS PRESENT:-	STAFF PRESENT:-
Mayor Lynette Martin	Chief Executive Officer
Cr Max Bruins	General Manager City Infrastructure
Cr Sonya Mezinec	General Manager Corporate and Regulatory Services
Cr Frank Morello	Manager Economy, Strategy and Engagement
Cr Mark Lovett	Strategic Development & Visitor Economy Co-ordinator
Cr Jason Virgo	Manager Operations Infrastructure
Cr Josh Lynagh	Co-ordinator Building and Asset Maintenance
Cr Paul Jenner	Strategic Engagement and Development Co-ordinator

MEMBERS APOLOGIES:-	LEAVE OF ABSENCE:-
Cr Kate Amoroso	Nil

DISCUSSION:

- Connected and Active Communities
- Tourism – Regional

The session described at Item 2. was open to the public.

2. MOUNT GAMBIER BUS SERVICE UPDATE

GUESTS:-

Mr Brett Andruszkiewicz, General Manager, Link SA
Shane Fedele, Operations Manager New Mobilities, Keolis Downer

MEMBERS PRESENT:-	STAFF PRESENT:-
Mayor Lynette Martin	Chief Executive Officer
Cr Max Bruins (left at 6.35pm)	General Manager City Infrastructure
Cr Sonya Mezinec	General Manager Corporate and Regulatory Services
Cr Frank Morello	Manager Economy, Strategy and Engagement
Cr Mark Lovett	Co-ordinator Building and Asset Maintenance
Cr Jason Virgo	Strategic Engagement & Development Co-ordinator
Cr Josh Lynagh	Manager Operations Infrastructure
Cr Paul Jenner	

MEMBERS APOLOGIES:-	LEAVE OF ABSENCE:-
Cr Kate Amoroso	Nil

DISCUSSION:

- Scope of Bus Service
- Routes and on demand

Discussion closed at 7.20pm.

INFORMATION / BRIEFING SESSION
TUESDAY, 12 MARCH 2024 COMMENCING AT 5:00 PM

Ref: AF22/549

RECORD OF PROCEEDINGS
5:00 PM, TUESDAY, 12 MARCH 2024
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 sessions described at Item 1 was 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:

(d) commercial information of a confidential nature (not being a trade secret) the disclosure of which—

(i) 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.

1. CONFIDENTIAL VISITOR SERVICING UPDATE

MEMBERS PRESENT:-	STAFF PRESENT:-
Mayor Lynette Martin	Chief Executive Officer
Cr Max Bruins	General Manager City Infrastructure
Cr Sonya Mezinec	General Manager Corporate and Regulatory Services
Cr Frank Morello	Manager Economy, Strategy and Engagement
Cr Kate Amoroso	Strategic Development and Visitor Economy Coordinator
Cr Jason Virgo	Team Leader Visitor Services
Cr Josh Lynagh	Manager Operations Infrastructure
Cr Paul Jenner	

MEMBERS APOLOGIES:-	LEAVE OF ABSENCE:-
Nil	Nil

DISCUSSION:

Visitor Servicing Update.

The session described at Item 2. 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.

2. CONFIDENTIAL CONTRACTUAL UPDATE

MEMBERS PRESENT:-	STAFF PRESENT:-
Mayor Lynette Martin	Chief Executive Officer
Cr Max Bruins	General Manager City Infrastructure
Cr Sonya Mezinec	General Manager Corporate and Regulatory Services
Cr Frank Morello	Manager Financial Services
Cr Kate Amoroso	Manager Economy Strategy and Engagement
Cr Jason Virgo	
Cr Josh Lynagh	
Cr Paul Jenner	

MEMBERS APOLOGIES:-	LEAVE OF ABSENCE:-
Nil	Nil

DISCUSSION:

Contract Performance Update.

Discussion closed at 7.17 p.m.

13 ELECTED MEMBERS TRAINING AND DEVELOPMENT

Nil

14 COUNCIL ACTION ITEMS

14.1 COUNCIL ACTION ITEMS - 20/02/2024 – REPORT NO. AR23/81534

Meeting:	**Council**
CM9 Reference:	**AF23/328**
Author:	**Tahlee Chant, Executive Administrator City and Community Growth**
Authoriser:	

REPORT RECOMMENDATION

1. That Council Report No. AR23/81534 titled 'Council Action Items - 20/02/2024' as presented on 19 March 2024 be noted.

ATTACHMENTS

1. Council Action Items - 20/02/2024 ⇩

Action Sheets Report

Division:
Meeting: Council
Officer:

Date From: 20/02/2024
Date To: 19/03/2024

Printed: 12 March 2024 9:10 AM

Meeting	Officer/Authoriser	Section	Subject
Council 20/02/2024	Wilson, Sally Cernovskis, Barbara	Elected Members Information Briefing Sessions	Elected Member Information/Briefing Sessions from 21/01/2024 to 16/02/2024

RESOLUTION 2024/27

Moved: Cr Frank Morello
Seconded: Cr Sonya Mezinec

1. That Council Report No. AR23/81508 titled 'Elected Member Information/Briefing Sessions from 21/01/2024 to 16/02/2024' as presented on 20 February 2024 be noted.

CARRIED

26 Feb 2024 9:07am Wilson, Sally - Completion
Action completed by Pasquazzi, Ashlee

Meeting	Officer/Authoriser	Section	Subject
Council 20/02/2024	Telford, Melissa Philpott, Sarah	Elected Members Training and Development	LGA Enhanced Public Speaking and Presenting for Elected Members Training

RESOLUTION 2024/28

Moved: Cr Sonya Mezinec
Seconded: Cr Mark Lovett

1. That Council Report No. AR24/11962 titled 'LGA Enhanced Public Speaking and Presenting for Elected Members Training' as presented on 20 February 2024 be noted.
2. Expressions of interest for the LGA Enhanced Public Speaking and Presenting for Elected Members Training be forwarded to the Councillor Support Officer by close of business Friday 23 February 2024.
3. Once training is confirmed, interested Elected Members be registered to attend the LGA Enhanced Public Speaking and Presenting for Elected Members Training, with all associated costs to be met by Council.

CARRIED

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Division:
Meeting: Council
Officer:

Date From: 20/02/2024
Date To: 19/03/2024

Action Sheets Report

Printed: 12 March 2024 9:10 AM

Meeting	Officer/Authoriser	Section	Subject
Council 20/02/2024	Wilson, Sally Cernovskis, Barbara	Council Action Items	Council Action Items - 23/01/2024

RESOLUTION 2024/29

Moved: Cr Max Bruins
Seconded: Cr Josh Lynagh

1. That Council Report No. AR23/81531 titled 'Council Action Items - 23/01/2024' as presented on 20 February 2024 be noted.

CARRIED

26 Feb 2024 9:07am Wilson, Sally - Completion
Action completed by Pasquazzi, Ashlee

Meeting	Officer/Authoriser	Section	Subject
Council 20/02/2024	Pasquazzi, Ashlee Fetherstonhaugh, Jane	Audit and Risk Committee Minutes and Recommendatio	Minutes of the Audit and Risk Committee held on 29 January 2024

RESOLUTION 2024/30

Moved: Cr Paul Jenner
Seconded: Cr Frank Morello

That the Minutes of the Audit and Risk Committee meeting held on 29 January 2024 as attached be noted.

CARRIED

26 Feb 2024 9:01am Pasquazzi, Ashlee - Completion
Action completed by Pasquazzi, Ashlee

Meeting	Officer/Authoriser	Section	Subject
Council 20/02/2024	Pasquazzi, Ashlee Fetherstonhaugh, Jane	Reports	Correspondence Received

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Action Sheets Report	Division: Meeting: Council Officer:	Date From: 20/02/2024 Date To: 19/03/2024 Printed: 12 March 2024 9:10 AM

RESOLUTION 2024/31

Moved: Cr Paul Jenner
Seconded: Cr Mark Lovett

1. That Audit and Risk Committee Report No. AR23/73375 titled 'Correspondence Received' as presented on 29 January 2024 be noted.

CARRIED

26 Feb 2024 9:01am Pasquazzi, Ashlee - Completion
Action completed by Pasquazzi, Ashlee

Meeting	Officer/Authoriser	Section	Subject
Council 20/02/2024	Scoggins, Julie Fetherstonhaugh, Jane	Reports	Quarterly Internal Audit Update Report

RESOLUTION 2024/32

Moved: Cr Paul Jenner
Seconded: Cr Sonya Mezinec

1. That Audit and Risk Committee Report No. AR24/3283 titled 'Quarterly Internal Audit Update Report' as presented on 29 January 2024 be noted.

CARRIED

Meeting	Officer/Authoriser	Section	Subject
Council 20/02/2024	Scoggins, Julie Fetherstonhaugh, Jane	Reports	Unaudited Buildings and Structures Valuation - As at 1 July 2023

RESOLUTION 2024/33

Moved: Cr Paul Jenner
Seconded: Cr Max Bruins

1. That Audit and Risk Committee Report No. AR24/3299 titled 'Unaudited Buildings and Structures Valuation - As at 1 July 2023' as presented on 29 January 2024 be noted.

CARRIED

Action Sheets Report	Division: Meeting: Council Officer:	Date From: 20/02/2024 Date To: 19/03/2024 Printed: 12 March 2024 9:10 AM

Meeting	Officer/Authoriser	Section	Subject
Council 20/02/2024	Scoggins, Julie Fetherstonhaugh, Jane	Reports	Audit and Risk Committee Meeting Report 29/01/24

RESOLUTION 2024/34

Moved: Cr Paul Jenner
Seconded: Cr Sonya Mezinec

1. That Audit and Risk Committee Report No. AR24/3322 titled 'Audit and Risk Committee Meeting Report 29/01/24' as presented on 29 January 2024 be noted.

CARRIED

Meeting	Officer/Authoriser	Section	Subject
Council 20/02/2024	Fetherstonhaugh, Jane Philpott, Sarah	Council Reports	Animal Management Update

RESOLUTION 2024/35

Moved: Cr Josh Lynagh
Seconded: Cr Sonya Mezinec

1. That Council Report No. AR24/9318 titled 'Animal Management Update' as presented on 20 February 2024 be noted.

CARRIED

26 Feb 2024 9:04am Fetherstonhaugh, Jane - Completion
Action completed by Pasquazzi, Ashlee

Action Sheets Report

Division:
Meeting: Council
Officer:

Date From: 20/02/2024
Date To: 19/03/2024

Printed: 12 March 2024 9:10 AM

Meeting	Officer/Authoriser	Section	Subject
Council 20/02/2024	Mahmud , Abdullah Cernovskis, Barbara	Council Reports	City Infrastructure - Accessibility

RESOLUTION 2024/36

Moved: Cr Josh Lynagh
Seconded: Cr Max Bruins

1. That Council Report No. AR24/8202 titled 'City Infrastructure - Accessibility ' as presented on 20 February 2024 be noted.
2. That the CBD Accessibility Audit and recommendations be endorsed for inclusion in the Infrastructure Asset Management Plan.
3. That Council undertake a final round of community consultation on the draft Shared Path Masterplan.
4. That all feedback be included in the final draft of the Shared Path Masterplan to be presented to the April 2024 Council meeting.

CARRIED

Meeting	Officer/Authoriser	Section	Subject
Council 20/02/2024	Georgiou, Sinaway Cernovskis, Barbara	Council Reports	Request for Tree Removal - 14 Helen Street, Mount Gambier

RESOLUTION 2024/37

Moved: Cr Josh Lynagh
Seconded: Cr Max Bruins

1. That Council Report No. AR24/3045 titled 'Request for Tree Removal - 14 Helen Street, Mount Gambier' as presented on 20 February 2024 be noted.
2. That the Golden Elm tree be retained and a letter be sent to Gebhardts Real Estate and the owners of 14 Helen Street advising of this outcome.

CARRIED

26 Feb 2024 8:58am Chant, Tahlee
Letter will be sent off by admin support staff.
26 Feb 2024 8:59am Georgiou, Sinaway - Completion
Action completed by Chant, Tahlee

Infocouncil

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Action Sheets Report	Division: Meeting: Council Officer:	Date From: 20/02/2024 Date To: 19/03/2024 Printed: 12 March 2024 9:10 AM

Meeting	Officer/Authoriser	Section	Subject
Council 20/02/2024	McCarthy, Michael Fetherstonhaugh, Jane	Council Reports	Proposed Items of Business - 2024 ALGA National General Assembly - 2024 LGA Ordinary/Annual General Meetings

RESOLUTION 2024/38

Moved: Cr Paul Jenner
Seconded: Cr Max Bruins

1. That Council Report No. AR24/9130 titled 'Proposed Items of Business - 2024 ALGA National General Assembly - 2024 LGA Ordinary/Annual General Meetings' as presented on 20 February 2024 be noted.
2. That Council writes to the LGA to advise that Council is unable to submit any items of business for the May 2024 Ordinary General Meeting.
3. That draft items of business for the October/November 2024 LGA Annual General Meeting be prepared for consideration by Council at a subsequent meeting, on the following matters:
   - Ability to raise pro rata rates
4. That Council advise ALGA that Council does not intend to submit motions for the July 2024 ALGA National General Assembly, subject to confirmation that LGA SA is progressing Councils prior resolution regarding the parental income test to ALGA. If, however, LGA SA is not progressing Councils resolution to ALGA that a proposed motion be brought to the Council's March Meeting.

Carried

Meeting	Officer/Authoriser	Section	Subject
Council 20/02/2024	Scoggins, Julie Fetherstonhaugh, Jane	Council Reports	Budget Review 2 2023/2024

RESOLUTION 2024/39

Moved: Cr Paul Jenner
Seconded: Cr Mark Lovett

1. That Council Report No. AR23/85041 titled 'Budget Review 2 2023/2024' as presented on 20 February 2024 be noted.
2. That Council adopts the revised budget for the year ending 30 June 2024 as at 31 December 2023 (Budget Review 2) as attached to Report No. AR23/85041.

CARRIED

Meeting	Officer/Authoriser	Section	Subject
Council 20/02/2024	Scoggins, Julie Fetherstonhaugh, Jane	Council Reports	Second Quarter Report on Annual Business Plan 2023/2024 Annual Objectives

RESOLUTION 2024/40

Moved: Cr Max Bruins
Seconded: Cr Frank Morello

1. That Council Report No. AR23/87212 titled 'Second Quarter Report on Annual Business Plan 2023/2024 Annual Objectives' as presented on 20 February 2024 be noted.

CARRIED

Meeting	Officer/Authoriser	Section	Subject
Council 20/02/2024	McCarthy, Michael Fetherstonhaugh, Jane	Council Reports	Elector Representation Review - April 2024 - April 2025

RESOLUTION 2024/41

Moved: Cr Josh Lynagh
Seconded: Cr Max Bruins

1. That Council Report No. AR24/4944 titled 'Elector Representation Review - April 2024 - April 2025' as presented on 20 February 2024 be noted.

CARRIED

Action Sheets Report	Division: Meeting: Council Officer:	Date From: 20/02/2024 Date To: 19/03/2024 Printed: 12 March 2024 9:10 AM

Meeting	Officer/Authoriser	Section	Subject
Council 20/02/2024	Cernovskis, Barbara Philpott, Sarah	Motions with Notice	Notice of Motion - Wulanda Recreation and Convention Centre

RESOLUTION 2024/42

Moved: Cr Paul Jenner
Seconded: Cr Max Bruins

1. That Council Report No. AR24/10637 titled 'Notice of Motion - Wulanda Recreation and Convention Centre' as presented on 20 February 2024 be noted.
2. That a status report be prepared for the March 2024 Council meeting on the Wulanda Recreation and Convention Centre.
3. That any items that may require a budget allocation or adjustment be costed and included in the report.

CARRIED

07 Mar 2024 3:27pm Cernovskis, Barbara - Completion
Action completed by Wilson, Sally

Infocouncil

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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 26 FEBRUARY 2024 - Go to Attachment

RECOMMENDATION

That the Minutes of the Audit and Risk Committee meeting held on 26 February 2024 as attached be noted.

16.2 Planning, Development and Infrastructure Act 2016 Post Implementation Internal Audit – Report No. AR24/3285

RECOMMENDATION

1. That Audit and Risk Committee Report No. AR24/3285 titled 'Planning, Development and Infrastructure Act 2016 Post Implementation Internal Audit' as presented on 26 February 2024 be noted.

16.3 Payroll and Remuneration Internal Audit – Report No. AR24/3288

RECOMMENDATION

1. That Audit and Risk Committee Report No. AR24/3288 titled 'Payroll and Remuneration Internal Audit' as presented on 26 February 2024 be noted.

16.4 External Audit Management Report – Report No. AR24/12237

RECOMMENDATION

1. That Audit and Risk Committee Report No. AR24/12237 titled 'External Audit Management Report' as presented on 26 February 2024 be noted.

16.5 Risk Management Report October - December 2023 – Report No. AR24/12963

RECOMMENDATION

1. That Audit and Risk Committee Report No. AR24/12963 titled 'Risk Management Report October - December 2023' as presented on 26 February 2024 be noted.

16.6 Work Health Safety (WHS) and Wellbeing Quarterly Report - October - December 2023 **– Report No. AR24/13549**

RECOMMENDATION

1. That Audit and Risk Committee Report No. AR24/13549 titled 'Work Health Safety (WHS) and Wellbeing Quarterly Report - October - December 2023' as presented on 26 February 2024 be noted.

16.7 Presiding Member Nomination **– Report No. AR24/10396**

RECOMMENDATION

1. That Audit and Risk Committee Report No. AR24/10396 titled 'Presiding Member Nomination' as presented on 26 February 2024 be noted.
2. That Paul Duka be appointed the Presiding Member of the Audit and Risk Committee from 16 March 2024.
3. That the term of office for the position of Audit and Risk Committee Presiding Member be 1 year expiring on 16 March 2025.

16.8 Audit and Risk Committee Meeting Report 26/02/24 **– Report No. AR24/12549**

RECOMMENDATION

1. That Audit and Risk Committee Report No. AR24/12549 titled 'Audit and Risk Committee Meeting Report 26/02/24' as presented on 26 February 2024 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 12 MARCH 2024 - Go to Attachment

RECOMMENDATION

That the Minutes of the Chief Executive Officer Performance Review Committee meeting held on 12 March 2024 as attached be noted.

17.2 Remuneration Tribunal Review – Report No. AR24/15539

RECOMMENDATION

1. That Chief Executive Officer Performance Review Committee Report No. AR24/15539 titled 'Remuneration Tribunal Review' as presented on 12 March 2024 be noted.
2. That the draft submission as attached to the Report No. AR24/15539 be approved for submission to the Remuneration Tribunal SA.
3. That the Chief Executive Officer or Delegate be authorised to make any necessary changes to the draft submission arising from this meeting, together with any typographical corrections, amendments to position or organisation titles, and finalisation of the document's formatting that do not materially alter the integrity of the document.

17.3 Chief Executive Performance Review Process 2024 – Report No. AR24/16533

RECOMMENDATION

1. That Chief Executive Officer Performance Review Committee Report No. AR24/16533 titled 'Chief Executive Performance Review Process 2024' as presented on 12 March 2024 be noted.
2. That the Chief Executive Officer Performance Review Committee endorse the procurement process for the 'Independent Specialist Support'.

18 BUILDING FIRE SAFETY COMMITTEE MINUTES

Nil

19 COUNCIL REPORTS

19.1 MOUNT GAMBIER TENNIS CLUB - REQUEST FOR SUPPORT – REPORT NO. AR24/17139

Committee:	**Council**
Meeting Date:	**19 March 2024**
Report No.:	**AR24/17139**
CM9 Reference:	**AF23/328**
Author:	**Elisa Solly, Strategic Development and Recreation Coordinator**
Authoriser:	**Barbara Cernovskis, General Manager City Infrastructure**
Summary:	**This report presents a request from the Mount Gambier Tennis Club for Council support to upgrade the tennis facilities at 10 Heriot Street, Mount Gambier.**
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. AR24/17139 titled 'Mount Gambier Tennis Club - Request for Support' as presented on 19 March 2024 be noted.
2. That Council consider the request from the Mount Gambier Tennis Club for financial support in the amount of $50,000 to assist in the delivery of the proposal to upgrade the facilities at 10 Heriot Street and:
   (a) Provide an allocation from the 2024/2025 Grant Funds, conditional upon the club securing further funding,

   or

   (b) Considers the request in the upcoming 2024/2025 budgetary process,

   or

   (c) Refers the request to the 2024/2025 Grant Fund application process.

TYPE OF REPORT

Corporate

BACKGROUND

The Mount Gambier Tennis Club is situated at 10 Heriot Street, Mount Gambier and is privately owned by its members comprising of 25 senior and 62 junior members.

The Mount Gambier Tennis Club is proposing a significant upgrade of the current facilities including new courts, lighting, clubroom upgrades, fencing and technology additions to include the Tennis Australia 'Book a Court' system to be installed.

The project has received the support of Tennis SA and the Mount Gambier and District Tennis Association.

Council has received a request for financial support in the amount of $50,000 to contribute to the upgrade of the facilities (Attachment 3).

PROPOSAL

The proposed project is to upgrade and improve the existing facilities to meet current standards and to enhance accessibility of the facilities.

The project cost estimate is between $800,000 - $910,000 (Attachment 1) and the club is planning to apply for further funding through the Office for Recreation, Sport and Racing's funding programs in 2024.

To assist, the Mount Gambier Tennis Club has requested that Council provide financial support in the amount of $50,000 as a contribution to deliver the upgrade of their facilities.

The full proposal is attached to this report as Attachment 2.

LEGAL IMPLICATIONS

There are no known legal implications in relation to the matter presented in this report.

STRATEGIC PLAN

Goal 2.4.4 Work in partnership with our sporting clubs to improve their sporting and clubhouse facilities and to help them take advantage of accommodation opportunities for groups.

COUNCIL POLICY

The facilities at the Mount Gambier Tennis Club are privately owned, and as such, they were not considered during the development of Council's Sport, Recreation and Open Space Strategy (SROSS), however the proposal aligns with the Strategic Priorities and Principles outlined within SROSS, and more specifically:

1. Our open spaces will be well distributed, safe and accessible by everyone in our community, regardless of where they reside or frequent within the city.
2. We will strive for our spaces to reflect the principles of universal design by promoting physical access for all abilities and genders.

SROSS also identified that while Mount Gambier has an oversupply of tennis courts (being 33 not including privately owned courts such as at the Mount Gambier Tennis Club), the majority are non-compliant.

ECONOMIC IMPLICATIONS

It is recommended that Council consider the economic implications that this request for financial support presents. If Council chooses to provide funding it should be considered a pre allocation commitment from the 2024/2025 Grant Funds.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications in relation to this matter.

SOCIAL IMPLICATIONS

It is proposed that the courts will be multi-lined to allow for alternate racquet sports to be accommodated at the facility, and the installation of the 'Book as Court' online system will allow for non-members to have access to use the courts to allow for higher activation of the site.

CULTURAL IMPLICATIONS

It is not considered that there are any cultural implications in relation to this report.

RESOURCE IMPLICATIONS

This request represents a financial implication for Council which might be considered during the 2024/2025 budget process.

VALUE FOR MONEY

Not applicable.

RISK IMPLICATIONS

Council might consider the risks associated with contributing (or not contributing) to this proposal, including from a strategic perspective in relation to the quality and holistic support for community infrastructure.

SROSS identified that Council owned tennis infrastructure, while in over supply, is not compliant and many of the facilities are at end of life. The Hastings Cunningham Reserve tennis courts have been determined to be unsafe and unusable for the Mount Gambier and District Tennis Association. The Olympic Park tennis courts are also at end of life which could present financial, safety or redundancy risks for Council moving forward.

EQUALITIES AND DIVERSITY IMPLICATIONS

It is noted that the proposal intends to address accessibility of the courts and clubrooms to promote social inclusion.

ENGAGEMENT AND COMMUNICATION STRATEGY

Not applicable.

IMPLEMENTATION STRATEGY

Should this request be granted, the implementation may depend on the manner supported, either with allocation of funds being provided if the club can successfully secure further funding or considered in the upcoming financial year (or following years) budgetary processes.

CONCLUSION AND RECOMMENDATION

It should be noted that Council's SROSS identified multiple precincts across the city be master planned for the provision of community sporting and recreation infrastructure into the future, of which one is Olympic Park, where the tennis courts are effectively at end of life. This could create a safety, financial and/or redundancy risk for Council in the not-so-distant future.

The Council administration have been in discussions with the Mount Gambier and District Tennis Association and Tennis Australia over a long period of time in relation to the tennis facilities at Olympic Park (and other Council sites), their deteriorating condition and the need for clear direction for the future of tennis in Mount Gambier.

Council should strategically and holistically consider the future provision of community tennis infrastructure across the city and further master plan priorities and commitments.

It is recommended that Council holistically consider the strategic and financial implications of the request from the Mount Gambier Tennis Club for financial support in the amount of $50,000 to assist in the delivery of the proposal to upgrade the facilities at 10 Heriot Street and:

(a) Provide an allocation of funds conditional upon the club securing further funding,

or

(b) Considers the request in the upcoming 2024/2025 budgetary process,

or

(c) Alternative action to be determined at the meeting.

ATTACHMENTS

1. Mount Gambier Tennis Club Upgrade - Financial Information
2. Mount Gambier Tennis Club - Upgrade Proposal
3. Application - Request for Council Support - Mount Gambier Tennis Club

Mountn Gambier Tennis Club Inc

10 Heriot St (PO Box 615)

Mount Gambier SA 5290

To Elisa Solly

City of Mount Gambier

Following from your email today please find below the current estimated costs and sources of funding for the proposed upgrade of the club and courts at 10 Heriot St. While the club would prefer to do the project as one complete upgrade, the priority is the courts and playing surface are first priority with the club rooms second.

Following costs are to upgrade the full 7 courts in the 'bottom' section of the complex

Estimated costs of upgrade 7 courts based on quotes obtained to date:

Court construction – 7 courts total area of 4460 sq m	$350,000
Court paint/surfacing of new courts	$90,000
Fencing of new court complex	$75,000
Electronic access system 'Book a court'	$15,000
Lighting of 4 courts	$60,000
Misc exp such as nets, posts	$30,000
Electrical upgrade for lighting	$20,000
Water upgrade to reroute supply to clubroom	$10,000
	$650,000
Extra complex upgrades	
Fencing to remaining courts	$41,000
Resurfacing of remaining courts to above standard	$25,000
Club house upgrade to all ability access (est)	$150-200,000

Total Estimated Project cost $860,000 to $910,000

Note – the court upgrade is the priority – upgrade to clubrooms will depend on final project quotes or possible ability to access other funding/grant sources

Proposed funding for the project is as follows:

Club cash funds	$200,000
Office of Racing, Sport and Recreation (ORSR)	
Community Facilities Grant	$500,000 (max contribution)
Council Contribution	$50,000
In kind labour at ORSR rates	$10,000-15,000
Tennis Australia Court Rebate	
This can be up to 20% of project costs	$91,000-182,000 (from 10-20%)

Timelines

The club will be applying for the Community Facilities major funding grant which currently has applications closing in late August 2024, with notification of successful applicants in January 2025. Our understanding, based on past years, is that applications for the Capital Works program through council will not open until the new financial year and successful applicants notified in late September/October, which is after the grant submission deadline.

This is the reason to request for commitment of funds now to help meet grant application deadlines. The club understands that any funds council wishes to put towards the project will be subject to a successful grant application with ORSR.

The project sub-committee plans are that if the club is successful with grant funding that the project will be commenced in late March/April 2025 at the ending of the tennis season.

If there is any other information that council needs to review our funds application please let me know.

Kind Regards

Jason Seidel Major Project Sub-Committee

Mount Gambier Tennis Club Inc.

MOUNT GAMBIER
TENNIS CLUB INC.
EST 1903

Mount Gambier Tennis Club Inc

Upgrade proposal

January 2024

Introduction to the Mount Gambier Tennis Club Inc.

Founded in the early 20th century, the Mount Gambier Tennis Club Inc. has a rich history and a significant presence in the heart of Mount Gambier. Established in 1903, with its inaugural game played and courts officially opened in February 1904, the club has been an integral part of the city's sporting landscape for over 120 years.

Privately owned by its members, the club is uniquely situated on the same parcel of land that was originally purchased in 1904. Its prime location, merely 650 metres from the city centre, makes it a central and accessible hub for tennis enthusiasts and the community alike.

As one of the larger clubs within the Mount Gambier & District Tennis Association Inc., the club has played a pivotal role in nurturing tennis in the region. The clubs' members pride themselves on its open and inclusive ethos, offering free access to its tennis facilities to the public all year round, despite being privately owned. This generosity has made it not just a sports venue but a communal space, serving as one of the larger open areas in the inner city.

With a current membership comprising 25 senior players who participate in Saturday competitions each summer, and 62 junior members, the club vibrates with activity and passion for the sport. In its heyday, it boasted up to 80 junior and 80 senior players competing each weekend, marking it as a bustling centre for local tennis competitions.

Beyond serving its members, the Mount Gambier Tennis Club has extended its facilities to other community groups, offering use of both its courts and clubrooms. Currently 2 other community groups use/hire the clubrooms and facilities all year round, with another group using the complex weekly during the summer. Other groups use the clubrooms for meetings on an ad-hoc basis during the year. This community-oriented approach reflects the club's dedication to being more than just a tennis facility but a true community asset.

The club's reputation extends to having hosted state-level tournaments with the club being the proud home of the SA Country Hardcourt Championships for many years until the early 2000s. The club is in possession of many old trophies going back to the tournament in the 1930's. These events have cemented its status as a premier tennis venue in the region during its time.

Today, the Mount Gambier Tennis Club stands as a testament to the enduring popularity and importance of tennis in the community. Its rich history, coupled with its commitment to accessibility and community engagement, makes it a cherished institution in Mount Gambier.

A brief history of tennis in Mount Gambier

The Mount Gambier & District Tennis Association Inc ('Association') and its competition was created in 1948 as a merge between several local tennis competitions, notably the Mount Gambier Tennis Club and the Mount Gambier and District Church Association. This created one large competition locally that covered not only Mount Gambier but also outlying towns and areas, from Glencoe in the north to Port MacDonnell and Eight Mile Creek to the south.

The peak of tennis in the region was in the 1970-1980's, where the association had 12-16 grades, with each grade comprising of at least 8 teams of 4 men and 4 women playing each week. During this peak a number of courts were upgraded, including at our club with the conversion of the 9 oldest limestone courts to concrete hard courts. At the peak a total of 20 clubs were entering teams in the competition, which created a 'village' mentality regarding players and courts. Mount Gambier is unique in this respect, many larger Victorian towns (such as Warrnambool) have a single large venue for tennis.

From the early 1990's onwards, number started to drop off for several reasons, and with this saw no major upgrades to courts in the area with two exceptions. Uniting Church established a new home at Corriedale Park as part of a consolidation from their previous church-based club, and the establishment of the Olympic Park complex.

The Olympic Park complex at Margaret St was established to host an international level WTA satellite tournament in Mount Gambier as part of a South Australian circuit in the late 1980's. This would attract players who are ranked in the range of 100-200 in the world to play for ranking points. A group of local tennis enthusiasts formed a group to establish a working party and part of this was the building of a new court complex at Margaret St adjoining the netball courts, with help from the City Council. Our club was a beneficiary at this time as well, with the replacement of grass surrounding our top courts with concrete, for use as the official practice courts for the tournament. Once built, the ownership of the courts reverted to the Association to manage and maintain. A new clubroom to be jointly used by tennis and netball was built a few years later.

Over the years, the Olympic Park courts have created a few issues for the greater tennis community and for our club. The main issue has been the funding for the courts and their upgrades over the years. The court surface required regular upgrades and maintenance – locally courts are simply painted with a court paint – while Olympic Park required a higher specification surface. Unfortunately, when the courts were laid the waterproofing was not effective, so the surface did not adhere down correctly, causing costly upgrades.

Secondly the association did not have a proper funding model to help pay and maintain the courts. The financial burden on the association, and therefore the clubs, created several issues over the years. Loans were taken out from council to fund the lights, and these were paid off with special levies to players. As the cost of maintaining the complex has risen, the ability for the association to raise funds has been diminishing through lower participation.

Tennis numbers had been dropping due to several factors like most other sports, in particular summer sports such as cricket, baseball, and softball. The drop in numbers has

made it harder for the association and clubs to raise funds on a per team/player basis. While player numbers for tennis overall have been steady for the last 2-3 years, they are down nearly 75% on the peak in the 1980's, and half of the clubs have folded, with others now having less than 10-15 members.

Alongside the drop in numbers, a recent report by the Mount Gambier City Council titled *'Mount Gambier Sport, Recreation and Open Space Strategy'*, noted that there was a total of 33 tennis courts in its boundaries, and based on an industry benchmark for population only 15 were required. Note that as we were considered a private complex our 9 courts were not included in the 33. An audit by Tennis SA also indicated that most of these courts do not meet minimum standards for competition. The sport of tennis is at a tipping point in Mount Gambier currently, with the need for consolidation of resources, both human and financial, to achieve a long-term solution.

Courts 1-5 – Top Courts at complex

Mount Gambier Tennis Club Inc. – current facilities

The club facilities currently are as follows:

- Top Courts 1 -5
  - Concrete construction with full concrete surrounds
  - Built in the 1980-90's – with recent maintenance meets Tennis SA standards
  - Fencing needs updating/replacing along with some landscaping
    - Fencing a mix of chainmesh (rust starting to appear) and steel posts and 'Chicken wire' Hex netting fencing on wire with CCA treated posts
- Bottom Courts 6-13
  - Courts 6-9 - Limestone base and not playable and need replacing – built 1970's
  - Courts 10-13 – concrete courts with grass surrounds – built 1980's
  - Fencing consisting of 'Chicken wire' Hex netting fencing on wire with CCA treated posts – fencing has holes and posts are broken and supported by steel droppers – needs replacing
- Clubrooms
  - Constructed in the 1950's and extended in the 1970's
  - Solid Limestone construction with concrete and timber flooring
  - New kitchen installed in past 10 years
  - Toilets/changerooms don't meet modern all ability access requirements

Satellite image of Mount Gambier Tennis Club Courts

Courts numbers from right to left

Mount Gambier Tennis Club Inc. – upgrades ideas to create a modern complex

The Club has held a number of informal meetings to ascertain from members what a modern complex would look like (with no funding restrictions). The collated ideas are as follows:

- New fencing around all courts – top and bottom
- Resurface/recoating all current top courts
- Removal of all bottom courts and relaying with 7 new courts – complete with new surface, fencing and associated infrastructure
- Landscaping around courts 4 & 5 to provide better viewing opportunities
- All ability/disability access to all courts in the complex
- Emergency vehicle access to both set of courts
- Clubroom upgrade
    - All ability/disability access to all clubroom facilities
    - Upgrades changeroom/toilets for all user access
    - Cosmetic upgrade inside clubrooms to modern materials
    - Relocation of bar to accommodate change room upgrades
- Online court booking system – collect payments online and allow access to courts/lights
- Remote access/Fob system for clubroom hire for current third party users
    - Potential for use as a hot desk/remote working site in city
    - Increase casual usage by small NFP groups looking for meeting space
- Dual court lining or Special Purpose courts to allow use by other racquet sports
    - Pickleball and POP tennis
    - Hot shots courts – Red/Orange/Green ball
- Enhanced amenities around the court complex
    - Seats
    - Shade Structures
    - Water Fountains
- Hitting wall
- Roof Structure – provide all year use – protection from both sun and rain
    - Lights under roof will reduce spillage to neighbours in winter
- LED lighting to courts
- Courts and lighting to be a specification to allow hosting of higher level Tennis Australia tournaments – Bronze level or higher
- Installation of solar panels and off grid storage (battery system) to lower operating costs and enhance the carbon footprint of the club

Mount Gambier Tennis Club proposal for upgrade and increased participation

The committee of the Mount Gambier Tennis club still believe there is an opportunity for the sport of tennis in the town and region. While the number of players committing to a formal competition on Saturday afternoon during the summer months is declining (a state-wide trend) there is a demand for access to courts and games outside this time. To be able to offer these alternatives, you need a group of people all with the one goal such as a single club.

This year the club has sought out alternative player formats to the traditional model. One has been the introduction of an informal Men's doubles competition. Currently teams for Saturday competition are equal numbers of men and women, and with the drop in female participation, we had many men not playing. To the end of December, we have had a total of 25 men play in our doubles format and are looking to add to that total during the second half of summer.

The club has also been promoting a social hit during the traditional Christmas/New Year break while no formal competition has been played. There has been a good response to date, with a number of travellers and short term residents enjoying the ability to play during the off season.

If successful with the upgrade, the club is looking to offer a number of new initiatives to tennis in the area. Some of the ideas to promote tennis are as follows:

- Establishment of regular weeknight competition under lights – different playing levels on different nights. Lights would also extend the playing season outside of daylight savings.
- Greater promotion of the Tennis Australia programs in the area, notably Hot Shots and Cardio Tennis. Ideas include providing an alternative weekday junior competition and greater use of their Hot Shots pathways program. Currently our club is the only provider of Hot Shots in Mount Gambier.
- Looking to establish a Pickleball and POP Tennis competition to Mount Gambier – Pickleball is the fastest growing sport in the US and great alternative to tennis – same skills but less demanding on the body.
- Ability to host higher level tournaments – with an upgrade to Tennis Australia standard events such as the Tennis SA All Stars and bronze/silver level Tennis Australia tournaments can be hosted in the region. Possibly look to re-establish the SA Country Hardcourt Championships.
- Establishment of a coach/es at the facility to foster new talent and to assist with running of competitions at club.
- Establishment of a new program aimed at players with a disability in the community – either tennis based or other sports with large all-accessible outdoor court complex.

The club sees the greater use of the complex outside of the traditional Saturday competition a vital part of the long-term viability of the operation.

Mount Gambier Tennis Club upgrade – current plans

The proposed project aims to significantly upgrade the existing tennis facilities, which have not seen major improvements in over four decades. This upgrade is essential to meet the current standards for tennis facilities in the community and to enhance accessibility for all users, including those with disabilities.

The total cost of the project is estimated at between $800,000 and $900,000 based on current quotes. The club in recent years has sold a parcel of land, which was an underutilised car park, to a neighbouring owner to raise seed capital for the project. This along with funds raised during recent season by the members will see the club make a cash contribution of $200,000 to the project.

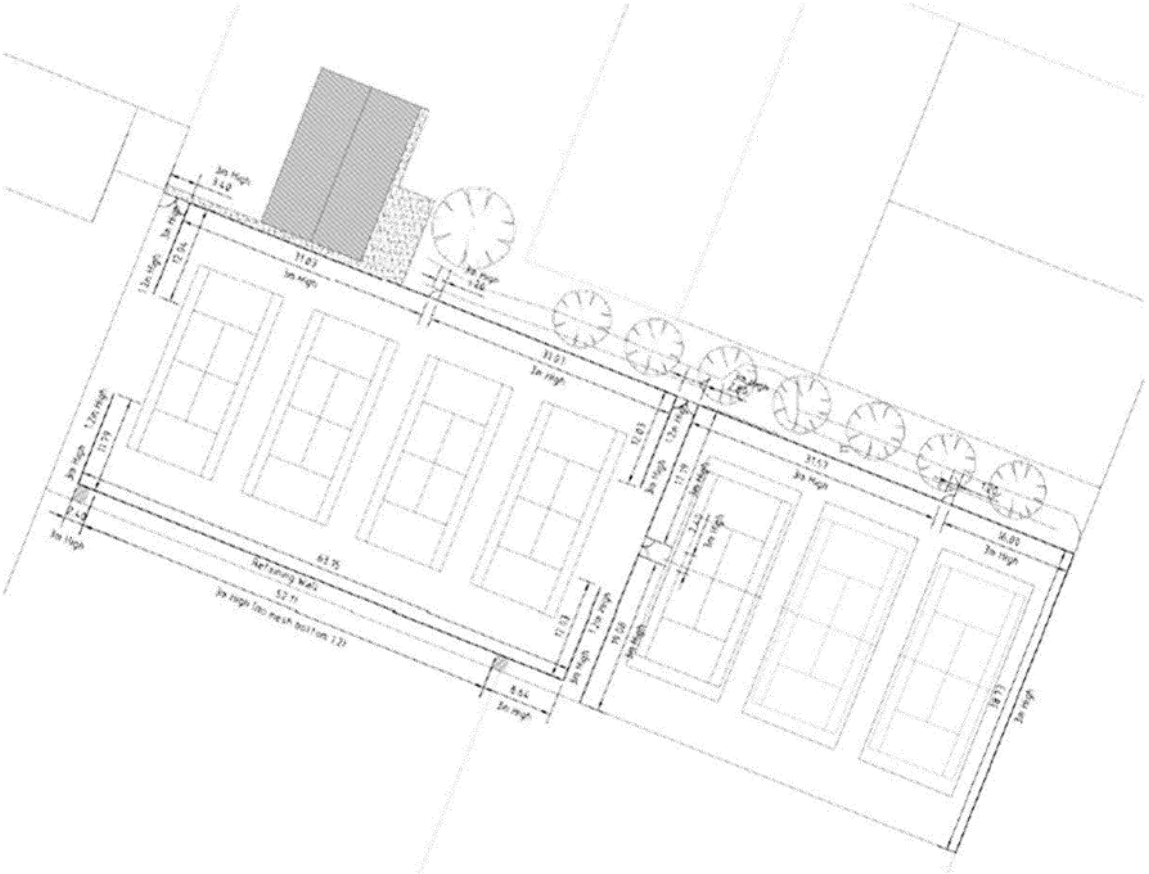
Under the rules of prior grant funding rounds, the club is able to apply for a funding ratio of up to 1:4, due to our location in a local government electorate with a SEIFA score of 2 or less, and that we are owned privately. Due to this we would be seeking $600,000 in funding. This funding will be pivotal in realising the comprehensive enhancements planned for the tennis complex.

Enhancements and Upgrades:

1. **New Tennis Courts:** The project will deliver seven tennis courts, complete with lighting for four. This addition will significantly increase the capacity for tennis activities, allowing more community members to participate, more competitions and activities during the peak summer period. It will also allow greater use during the winter/off season where natural daylight for play doesn't extend beyond 4:30-5pm
2. **Improved Fencing:** New fencing will be installed around the courts to ensure safety, security and better define the playing areas.
3. **Offering new racquet sports:** The use of a dual line marking colour scheme will allow the courts to be used for other racquet balls sports, such as Pickleball, POP tennis and the Tennis Australia Hots Shots program. This will allow delivery of the nationally recognised Hot Shots pathways program along with other more social racquet competitions/game play, increasing ability for revenue generation.
4. **Clubhouse Reconfiguration:** The clubhouse will undergo an internal reconfiguration to provide full accessibility to individuals with disabilities. This includes the installation of new access ramps, modified toilet facilities, and other necessary adjustments to ensure barrier-free access.
5. **Community Inclusivity:** These upgrades will facilitate greater use by the community, particularly focusing on inclusivity for disability groups and social organisations. The club is looking to have greater usage of not only the courts but also the clubrooms by community groups and other users. Its central location with easy parking and access makes it an attractive location for meetings and gatherings. A recent roundtable

noted the lack of co-working spaces available in the city, which is an idea to be explored.

6. **Revenue Generation System:** The Tennis Australia 'Book a Court' national system will be installed to allow ad-hoc court access and light usage online with a QR code for booking/access at the club. This will be a new source of revenue for the club and allow the greater community, including people from out of town, to pay and access the courts when the club is not open.



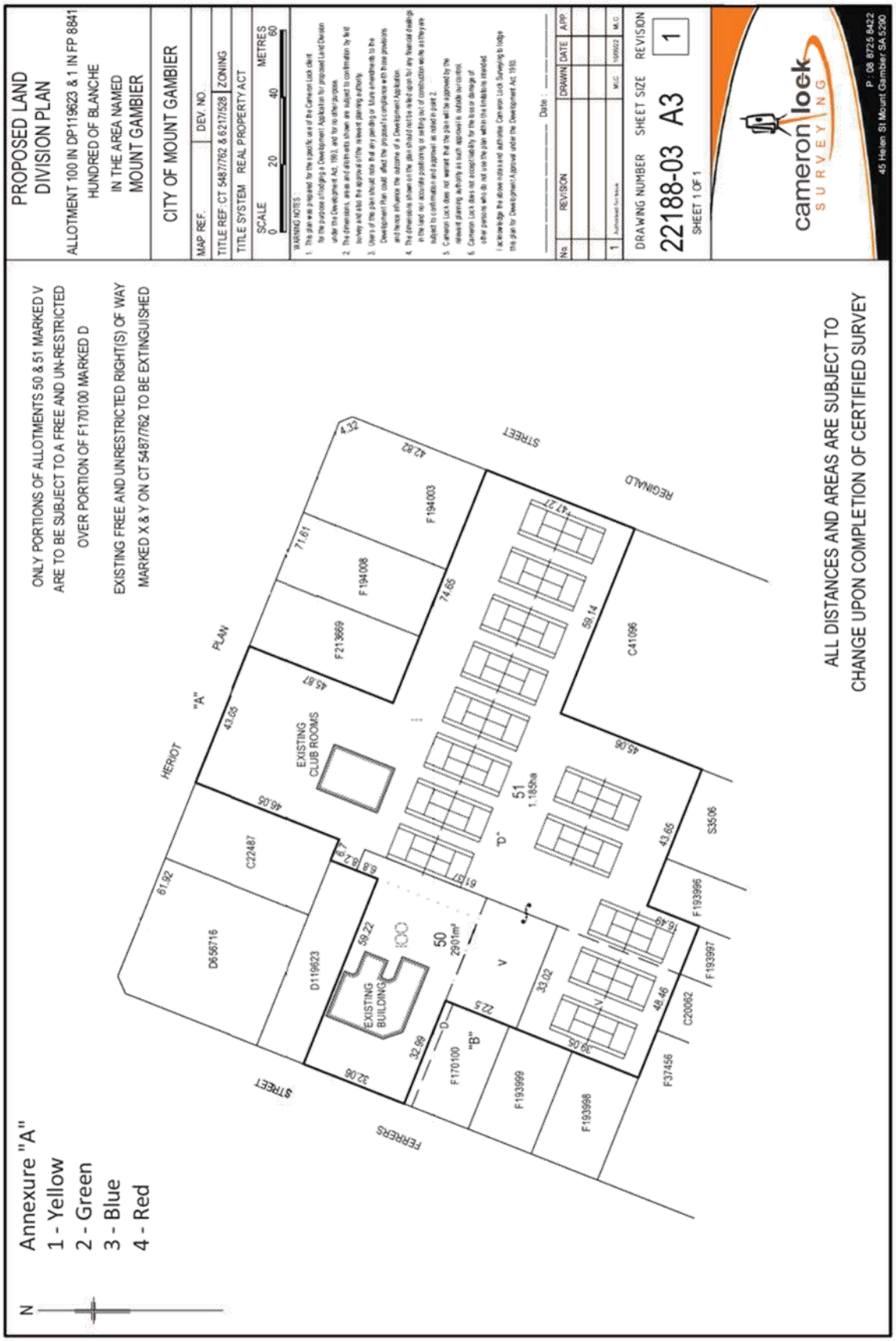
Proposed court layout for new 'bottom court' complex

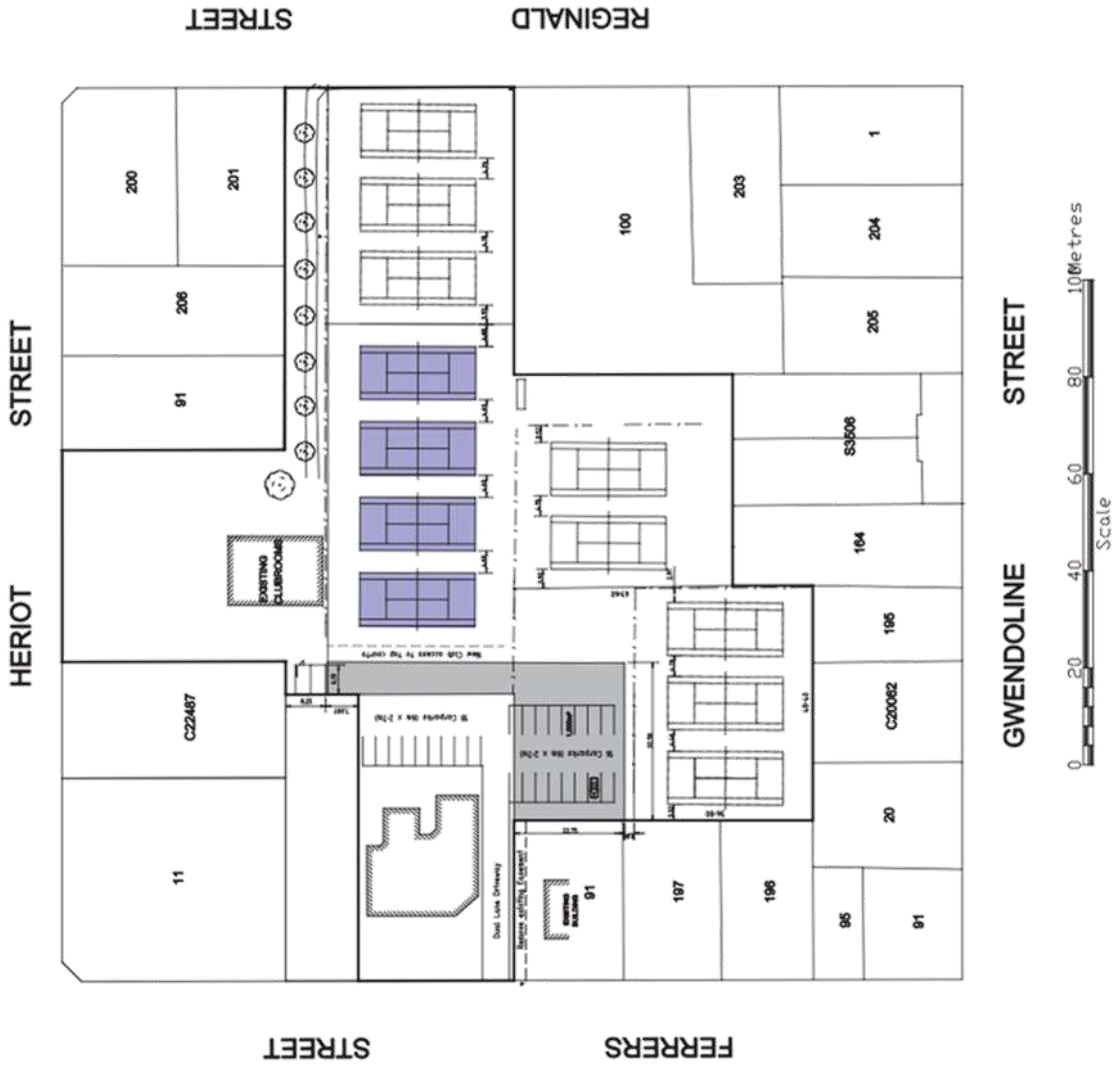
As part of the design process, it was clear very early on that the club did not have the funds to accommodate a roof/covered structure at the complex. In recent months, the club has identified many times that a roof structure would have been advantageous to the club and its members. Given our climate and chosen sport which cannot be played in the rain or on wet courts, the ability to practice/play all year round on dry courts is a clear advantage. A covered structure, appropriately lit, would also allow the secondary sports and other complex users to continue using the facility all year round. Should additional funds be available, the club has several ideas on how to incorporate covered courts into our plans.

The club is also keen to pursue using solar panels and an appropriate back up battery system to reduce it electricity expense and carbon footprint. While not a priority currently, if grants become available to this infrastructure it would be keenly pursued by the club.

Overall, this project represents the first major upgrade of the region's tennis facilities in 30-40 years. It is a significant step towards modernising the sports infrastructure and making it more inclusive and accessible. The enhancements will not only benefit current club members and tennis enthusiasts but will also open up opportunities for broader community engagement and participation. The funding of this project is a strategic investment in the health and well-being of the community. It aligns with the goals of promoting sports, inclusivity, and community engagement, making it a highly beneficial and impactful initiative.

Appendix A : Plans showing the current court locations, and detailed drawings for the upgraded complex and the seven (7) new courts.


PROPOSED LAND DIVISION PLAN
ALLOTMENT 100 IN DP119623 & 1 IN FP 8841
HUNDRED OF BLANCHE
IN THE AREA NAMED
MOUNT GAMBIER
CITY OF MOUNT GAMBIER
MAP REF.
DEV. NO.
TITLE REF: CT 5487/762 & 6217/528
ZONING
TITLE SYSTEM REAL PROPERTY ACT
SCALE
METRES
WARNING NOTES
ONLY PORTIONS OF ALLOTMENTS 50 & 51 MARKED V ARE TO BE SUBJECT TO A FREE AND UN-RESTRICTED OVER PORTION OF F170100 MARKED D
EXISTING FREE AND UNRESTRICTED RIGHT(S) OF WAY MARKED X & Y ON CT 5487/762 TO BE EXTINGUISHED
Annexure "A"
1 - Yellow
2 - Green
3 - Blue
4 - Red
N
HERIOT
"A"
PLAN
STREET
FERRERS
STREET
REGINALD
EXISTING CLUB ROOMS
EXISTING BUILDING
51
1.185ha
50
2901m²
"B"
"D"
V
D56716
C22487
D119623
F213669
F194008
F194003
C41096
S3506
F193996
F193997
C20062
F37456
F193998
F193999
F170100
ALL DISTANCES AND AREAS ARE SUBJECT TO CHANGE UPON COMPLETION OF CERTIFIED SURVEY
DRAWING NUMBER
SHEET SIZE
REVISION
22188-03 A3
SHEET 1 OF 1
cameron lock SURVEYING
P : 08 8725 8422
45 Helen St Mount Gambier SA 5290


HERIOT
STREET
STREET
REGINALD
GWENDOLINE
STREET
FERRERS
EXISTING CLUBROOMS
Dual Lane Driveway
Service Vehicle Entrance
200
201
206
91
C22487
11
100
203
1
204
205
S3506
164
195
C20062
20
91
197
196
95
91
0
20
40
60
80
100
Metres
Scale

Mt Gambier Tennis Club
Courts 6, 7, 8 & 9 Upgrade
Layout and Grading Plan
22188-07
Scale A3 1:400
Notes
Revisions
Surveyed
Drawn
Approved
Date
ORIGINAL PLAN
Date of Survey 22/08/23
45 Helen St Mount Gambier SA 5290
P : 08 8725 8422
www.cameronlock.com.au
Signed
Date
cameronlock
SURVEYING
Existing Retaining Wall 1200 High
Holmia Access Path
Existing grass surround and trees good
Court 6
Court 7
Court 8
Court 9
30mm Holmix
244m²
0.833%
Crushed
Rock
131m²
3.4m Wide Vehicle Access
36.63
63.15
63.25
8.80
8.55
8.500
8.825
8.820
8.304
N

City of Mount Gambier

Sporting Infrastructure Request Form

Name of Club	Mount Gambier Tennis Club Inc			
Name of person completing this form	Jason Seidel	**Position at the club**	Club Upgrade liason officer	
Email address	mgtcupgrade@gma	**Phone number**	0887253068	
Are you an incorporated organization/ club	☑ Yes Incorporation number: A561	☐ No It is a requirement to be incorporated, please meet criteria before continuing form		
Request is for	☑ Council Grant/sponsorship If your club is seeking financial support from Council (less than $50,000) please also refer to grants/sponsorship program page to apply for funding	☐ Council written support	☐ Landowners consent	☐ In-kind support
Name of project/ request	Court and clubrooms upgrade			
Proposed works	☐ New infrastructure	☑ Upgrade infrastructure	☐ Partial upgrade to infrastructure	☐ Other (please specify):
Project description	Upgrade 7 courts to Tennis Australia standards with lighting to 4 courts and a clubroom upgrade to changerooms/toilets to meet modern all-access standards to allow hosting of Tennis Australia tournaments			
Request amount	50,000	If seeking Council funds over $50,000 a formal report will be provided to Council for consideration.		
Does the Club have a minimum of $20 Million public liability Insurance	☑ Yes Provide copy of certificate	☐ No Please ensure Club has required insurance certificate uploaded prior to submitting this form.		
Council Land				
Is the project/facility on council owned/managed land	☐ Yes	☑ No Proceed to Strategic Alignment and Support Section	☐ Unsure Contact Council's Property Officer before continuing this form	
Do you have a tenure with Council	☐ No	☐ Yes, Lease	☐ Yes, Licence	

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City of Mount Gambier

		Expiry date:	Expiry Date:
Does your lease/licence give implied consent for the project/request?	☐ Yes	☐ No	☐ Unsure Contact Council's Property Officer before continuing this form.

Does the project/request fit with the applicable Community Land Management Plan	☐ Yes	☐ No Do not proceed with form, contact Council's Property Officer	☐ NA Facility is not on community land	☐ Unsure Do not proceed with form, contact Council's Property Officer

Strategic Alignment and Support

Are the requested works in your clubs strategic or business plan?	☑ Yes Please provide a copy of your plan	☐ No Please contact Council for a strategic plan template or attach evidence of need and community benefits	☐ Unsure Do not complete form any further, please speak with relevant Club Committee Members for further info to address this criteria.

How does the request/project align with Councils Strategic Plan

☑ **Our People** A safe and inclusive City where access to quality services and facilities support a socially connected, vibrant & healthy community.	☑ **Our Location** A perfectly centered place where people aspire to live, work, visit & invest	☑ **Our Diverse Economy** A diversified, innovative & resilient economy that generates jobs & services	☐ **Our Climate, Natural Resources, Arts, Culture & Heritage** A culturally – inspired City that's strives to minimize its ecological footprint

Which of Councils Sporting Infrastructure Guiding Principles does the project/request deliver?

Fit for People		**Fit for Location**		**Fit for Purpose**	**Fit for the Future**	
☑ Inclusive, welcoming and safe sport and recreation facilities for everyone	☑ Flexible and multi-use sporting facilities	☑ Sports facilities contribute to sense of place, community connection and enhance our open spaces	☑ Equitable planning and provision of sporting infrastructure that aligns with facility classification, corresponding service area and evidence-based community need	☑ User groups are supported with the right standard of infrastructure to meet needs and support participation	☐ Sporting infrastructure is innovative, adaptable, takes advantage of technology and is environmentally sustainable as to respond to changing community needs	☑ Sporting development meets the needs of our current community without compromising the ability of future generations to meet their needs

City of Mount Gambier

Is there a Masterplan/ Guiding Principles or similar document for facility/ reserve	☐ Yes Name:	☑ No	☐ Unsure
Required approvals			
Committee Meeting Endorsement	☐ No Request/project needs Committee Approval, do not submit form until criteria met.	☑ Yes Date:	Please provide a copy of the Meeting Minutes
Association Approval	☑ Yes Please provide evidence	☐ No	☐ Not Applicable, please specify why?
State/National Body approval	☑ Yes Provide evidence	☐ No, Request/project needs Committee Approval, do not submit form until criteria met.	
Evidence of approval from User Groups effected by the Project	☐ Yes Provide evidence	☐ No, request/project requires consultation with effected User Groups, do not submit form until criteria met.	☑ NA, please specify why: Main user group of courts are club members
Request/project information			
Key dates	**Start:** April 2025	**End:** July 2025	
Project address/site plan	**Address:** 10 Heriot St Mount Gamb **Specific facility/asset:** Mount Gambier Tennis Cl	Site plan (Provide a copy) Contact council if need copy of reserve/facility map or download from google maps.	
Is the facility currently fit for purpose	☐ Yes, If so why is the project/request required?	☑ No, please specify why not: Only 5 of the 12 courts are currently fit for purpose. Some courts are not playable at all (3 in total) and another 4 have a safety hazard which while can be used does not meet current best practice . Clubrooms infrastructure is 60-70 years old and needs	
Sporting code/facility standards			
Does the facility currently meet sporting code/facility standards	☐ Yes Why is the request/project needed?	☑ No How is the facility non-compliant? As mentioned above a majority of courts and clubrooms need to be upgraded to best practice standards	
Will delivery of the project/request meet the required code/standards	☑ Yes	☐ No, if not why not?	
Budget			
Total cost	$ 800,000 to 900,000		

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City of Mount Gambier

In kind	Source(s):	Amount: $	
Grant funding (confirmed)	Source(s):	Amount: $	Please provide a copy of signed Funding Agreement
Grant Funding (to be sought)	Source(s):	Amount: $	

Note: this form is not an application for Councils grants or sponsorship programs. A separate application must be submitted for Council grants or sponsorships. If the request for Council funds is over $50,000 a report will be presented to Council for consideration.

Council funds	Amount: 50,000	Application approved?	☐ Yes	☐ No
Quotes	Please provide copies of quotes to support your request			

Will the proposed works increase ongoing operating costs? Eg power or water usage	☑ Yes, Please specify detail below: Increased power costs relating to lights usage which will be offset by charging for usage to players. Any increased usage of the facility	☐ No
Has the club allocated funds or is the club prepared to fund the replacement/ maintenance costs of the project?	☑ Yes, please specify the details below: The club currently has a robust maintenance program for its facilities and would expand this with extra funding once the project is complete	☐ No It is recommended that consideration be made to ongoing maintenance and/or replacement costs to ensure longevity and useable life of the project.

Evidence of need

Please provide your clubs membership and participation profile (Provide evidence)	A template is available for you to complete if required , contact Council for a copy
Please outline how the project meets: • **An evidence-based community need** • **Equitable planning and provision of sporting infrastructure that aligns with the current facility classification** • **A current gap in provision in facility service area (eg not replicating similar facility close by)**	This upgrade if funded will provide the only modern tennis complex in the City Council and greater area. It will allow the town to host larger tournaments and our vision is to increase usage and participation by looking outside the traditional model of tennis being a Saturday only sport. The courts will be remotely accessible through a 'Book a court' online system, so non members will be able to use/hire courts at available times, both raising funds for the club and increasing usage of lights without the need for members to be present. The club has many other organisations who use our facility, including many micro not for profit (NFP) groups to host one-off or regular meetings (such as a Bridge Club). During the warmer weather a disability NFP group hires the complex for their clients.
How will the project/request maximise use of the facility eg increases multi-use, accessibility and	As above, making the clubrooms and courts all-ability access will allow various group who work in the disability sector to use our facility. New racquet sports will increase the number of sports played with courts lined for multi sports. A new facility

City of Mount Gambier

inclusion, female participation, community use etc?	
How does the project provide Sporting infrastructure that is innovative, adaptable, takes advantage of technology and is environmentally sustainable as to respond to changing community needs?	

Before submitting form please ensure that all questions have been answered and required evidence is provided. If you have any questions or require support to complete this form please contact Councils Strategic Development Coordinator prior to submission.

I, Jason Seidel , a duly appointed delegate of Mount Gambier Tennis Club certify that the information provided in this form and attached documentation is true and correct to the best of my knowledge.

Signature:

Date:

Required evidence attached (please tick):

- ☐ Public Liability Insurance Certificate
- ☐ Copy of Club's Strategic or Business Plan or evidence of need/benefit
- ☐ Copy of Meeting Minutes approving project/request
- ☐ Evidence of Local Association support for project/request
- ☐ Evidence of State Sporting Association support for project/request
- ☐ Evidence of consultation/approval from effected Groups/Clubs
- ☐ Site plan (proposed project location)
- ☐ Copy of quote(s)
- ☐ Club membership/participiption profile

If applicable:

- ☐ Signed funding agreement

City of Mount Gambier

Office Use Only			
Has all required information been provided on the form	☐ Yes	☐ No, what is missing:	
Number of years club has leased/had licence for facility			
Is the facility included in Councils BAMP	☐ No	☐ Yes, When is/was it due for renewal Date:	
Has Council provided infrastructure funding to club in the past 10 years?	☐ Yes, if so what for and amount:		☐ No

Scoring Matrix

Assessment criteria	Details	Possible score	Weighting	Score
Completion of entire form	Form is completed and all required documentation is provided	Complete application submitted	Incomplete application (not to be assessed)	
Alignment with Policy Guiding Principles	How well does the project deliver the 8 principles	20	20%	
Building condition	Current condition rating	10	10%	
Fit for purpose and functionality	Project will improve facility that is not fit for current use	10	10%	
	Facility is already fit for purpose and project is to add value			
Sport code/ facility requirements	Code requirements not provided in form	10	10%	
	Facility already meets code			
	Project will upgrade to meet code			
	Project will not meet code			
Participation Outcomes	Project will maximise the use of the facility to meet current/future need	10	10%	
	Project will maintain current participation			
	Project will reduce participation			
	Project will cater for new user groups not currently catered for			
	Project enhances accessibility and inclusion for people of all ages			
Need and Community Benefit	Project will improve the self-sufficiency and financial viability of the club	30	40%	
	Project will enable increased use of underutilized facility			
	Project will provide innovative and adaptable facilities			
	Crime-prevention through environmental design, universal design and/or best practice models have been proposed			
	TOTAL	100	100%	

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19.2 MOUNT GAMBIER AND DISTRICT SALEYARDS TRANSFORMATION PROJECT – REPORT NO. AR24/9332

Committee:	**Council**
Meeting Date:	**19 March 2024**
Report No.:	**AR24/9332**
CM9 Reference:	**AF23/328**
Author:	**Jane Fetherstonhaugh, General Manager Corporate and Regulatory Services**
Authoriser:	**Sarah Philpott, Chief Executive Officer**
Summary:	**This report provides an update in relation to the District Council of Grant's Livestock Exchange 2030 Transformation Project, following a presentation at the February meeting.**
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. AR24/9332 titled 'Mount Gambier and District Saleyards Transformation Project' as presented on 19 March 2024 be noted.
2. That the City of Mount Gambier contribute an amount of $77,000 to the District Council of Grant's Saleyards Transformation Project over two financial years, subject to approval in the 2024/2025 budget process.

TYPE OF REPORT

Other

BACKGROUND

The Saleyards Transformation Project aims to make the Saleyards a central hub in the region, enhancing regional supply chains, increasing market sales, and offering a platform for producers to grow from project implementation to ongoing operations. The Project will see an investment of $14m, with the District Council of Grant seeking support from the Growing Regions Program, as well as having secured a $2.7m contribution from the State Government.

At its meeting on 20 February 2024, Council received a deputation from Mayor Kylie Boston, District Council of Grant, for the purpose of discussing the Mount Gambier Districts Livestock 2030 Transformation Project, with Cr Barry Kuhl, Darryl Whicker - CEO and Brad Holdman - Chair of the Combined Agents Group also in attendance. A copy of the presentation is attached to this report **(Attachment 1)**.

Following the deputation to the February Council Meeting, Council resolved:

That Council requests a report be prepared for the March Council Meeting providing information necessary to enable Council to make a decision in consideration of the District Council of Grant's Mount Gambier Districts Livestock Exchange 2030 Transformation Project following the Deputation to the February Council Meeting.

PROPOSAL

<u>The CEO has sought further clarification on the proposal, arising from questions taken from the Council meeting and deputation, which are detailed below:</u>

Clarification on funding - is the District Council of Grant contribution fully funded but subject to decrease if the City of Mount Gambier contributes?
City of Mount Gambier's commitment will lower the District Council of Grant's commitment if successful. They had essentially budgeted on a 25% share which due to price escalations would have been absorbed by them. Additionally, they have also invested between $400-$500K in detailed design which does not form part of the grant funding as a sunk cost.

What is the timing of the project and could the City of Mount Gambier contribution be over two financial years?
The build is estimated at 14 months which will go into multiple financial years. District Council of Grant would be grateful for contribution over any period such as multi-years, at key milestones or following completion.

Has the District Council of Grant approached Wattle Range, nearby Victorian Councils or other limestone coast councils for similar support given the regional nature of this service?

Financial support has only been sought from State, Commonwealth, and City of Mount Gambier. It should be noted that the Combined Agents pay contributions towards the sale fee per cattle/sheep. This is essentially their way of helping to reduce costs for primary producers and has been in place for a long time.

<u>Rational for a contribution to the Project</u>

The City of Mount Gambier and District Council of Grant have a history of commitment to supporting major projects that are of benefit to our shared community. Recent examples have included the City of Mount Gambier contributing to the District Council of Grant Airport upgrade, DC Grant contributing to Wulanda Recreation and Convention Centre development, and currently, the City of Mount Gambier contributing towards the cost of telecommunications infrastructure within District Council of

Grant. This most recent contribution of $29,814 will provide improved telecommunications across the region, including the operations of the Saleyards and the City of Mount Gambier's Caroline Landfill site.

It is suggested, based on past contributions, the City of Mount Gambier contribute an amount equivalent to 0.55% of the project which is in line with the District Council of Grant's contribution to Wulanda. This equates to a dollar amount of $77,000 which would be funded over two financial years.

While it is recommended in this report that Council contribute on the basis of the shared regional benefit and in the spirit of partnership, it is open to Council to decide not to contribute, or to contribute on a different basis than that proposed. If the latter option is decided, it is still recommended to refer such a contribution to the budget process so that Council finalises any decision in the context of the overall budget position.

LEGAL IMPLICATIONS

N/A

STRATEGIC PLAN

Goal 2 - Our location:

- Taking an active role in regional working groups to realise major regional initiatives
- Encouraging growth and diversity in the forestry, food, wine production and value adding industries
- Working with other local government areas to develop cross regional plans and initiatives

COUNCIL POLICY

N/A

ECONOMIC IMPLICATIONS

The Saleyards make a significant contribution to the local economy and business community as one of the biggest livestock markets in the Limestone Coast area. Over the past two financial years (21/22 and 22/23), the saleyards generated over $274m in sales, solidifying their importance in the agricultural sector.

Ensuring the Mount Gambier and District Saleyards are a pivotal hub for the region as a livestock exchange will not only have a direct positive impact through its implementation phase to operations but continue to develop the capabilities of regional supply chains which strengthen not only the Limestone Coast but the South Australian economy. The multiplier effect of the Mount Gambier and District Saleyards Transformation Project and the benefits to the City of Mount Gambier would be a clear demonstration of efficient government supported infrastructure investment with assured outcomes into the region and its linked economies.

ENVIRONMENTAL IMPLICATIONS

The project includes a water capture and reuse with 726,000 litre capacity rainwater harvesting system available for dual use for a stock trough watering system, and fire protection as well as a solar system which is optimised for sustainability.

SOCIAL IMPLICATIONS

The Social Value of Saleyards Research indicates the important role of the Saleyards in strengthening community resilience.

CULTURAL IMPLICATIONS

N/A

RESOURCE IMPLICATIONS

The contribution suggested is subject to allocation in the 2024/25 and 2025/26 budgets.

VALUE FOR MONEY

The District Council of Grant is investing in this regional asset for the benefit of the region: - SED Consulting's Cost Benefit Analysis indicated that within the Limestone Coast region, economic value reaches $14.4 million with 78 construction-related and 32 ongoing FTEs.

RISK IMPLICATIONS

Risks

Cost Overruns: The project's budget may exceed the initial estimate due to unforeseen expenses, delays, or changes in scope.

Market Volatility: Fluctuations in market conditions, such as changes in demand for livestock or economic downturns, could impact the project's viability and financial sustainability.

Construction Delays: Delays in construction or infrastructure development could prolong the project timeline, resulting in increased costs and operational disruptions.

Supply Chain Disruptions: Dependencies on suppliers, contractors, or service providers could expose the project to risks related to material shortages, delivery delays, or subcontractor issues.

Mitigations

With strategic procurement supported by LGAP and partnering with Mossop Constructions, the District Council of Grant have introduced innovation to contain prise escalation well below the market trend and have an option on a fixed price contract.

The City of Mount Gambier's contribution will be a fixed amount and not subject to cost overruns.

EQUALITIES AND DIVERSITY IMPLICATIONS

N/A

ENGAGEMENT AND COMMUNICATION STRATEGY

The District Council of Grant have consulted with industry, and transport operator stakeholders Engaging community and industry stakeholders to validate the viability of the project.

IMPLEMENTATION STRATEGY

If accepted, the contribution will be paid over two financial years and subject to timing of the project.

CONCLUSION AND RECOMMENDATION

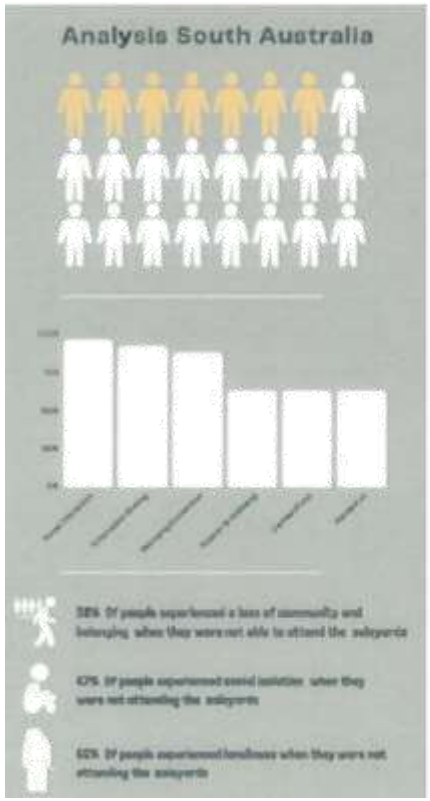
It is recommended that the City of Mount Gambier contribute an amount of $77,000 to the District Council of Grant's Saleyards Transformation Project, contributed over a period of two years, subject to approval in the 2024/2025 budget process.

ATTACHMENTS

1. Mount Gambier Districts Livestock Exchange 2030 Transformation Project Presentation ⇩

District Council of
Grant
Mount Gambier & District
Saleyards
Mount Gambier Districts Livestock Exchange 2030 Transformation Project

Why are the Saleyards important?



- The Mount Gambier Districts Saleyards has a proven history of almost 50 years of successful and ongoing operation.
- **Over the past 5 years generating an approximate livestock sales value of around $646M**
- **At an average total annual sales value of $125M-$130M**
- The Social Value of Saleyards Research indicates the important role of the Saleyards in strengthening community resilience.

Why is the Livestock Exchange 2030 Transformation Project Needed?

Delivering Ag2030

The Australian Government is setting the foundations for Australia's world-class farmers, fishers and foresters to rebound from COVID-19 and build toward the agricultural sectors' vision for a $100 billion industry by 2030.

October 2020

- Economic Development
  - Delivers toward the Australian Government's AG2030 goal of an agriculture sector worth $100Billion by 2030.
  - Economic output for Limestone Coast $39.6 Million
  - 78 Construction jobs and 32 ongoing FTEs in Limestone Coast
- Best Practice and Animal Wellbeing
  - Project enables biosecurity and reduces foot soreness in stock
- Social Value of Saleyards Research –
  - Project strengthens community resilience

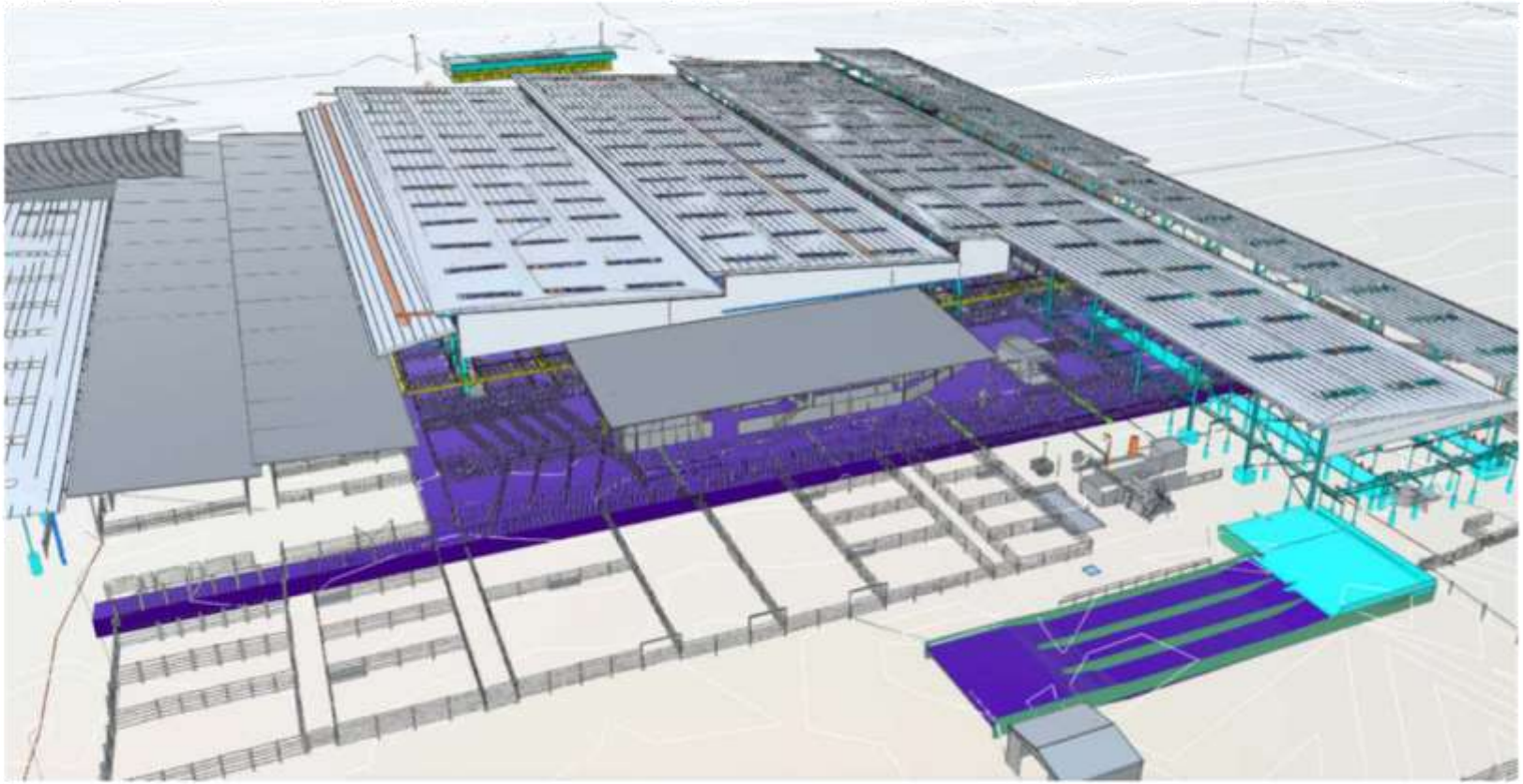
Project Scope

The project envisages a transformed modernised livestock exchange incorporating provisions for Softfall flooring which is essential to meet industry best practice.

Other main elements of the project include:

- Solar System which is optimised for sustainability.
- AV, audio and networking to future-proof the Saleyards and allow for online sales and improved reach into buyer's markets.
- Security Cameras and LED lighting system powered by solar energy- for improved safety and operating costs.
- Holding Pen Realignment to allow for adaptable reconfiguration of pens to facilitate sales that include larger lots of cattle.
- Pneumatic cattle crush.

Shovel-Ready Design



CHAPMAN HERBERT ARCHITECTS

MOUNT GAMBIER & DISTRICT SALEYARDS

21 FAIRBANKS ROAD, GLENBURNIE, SA 5291

ARCHITECTURAL DRAWINGS

PROJECT NUMBER
A23929

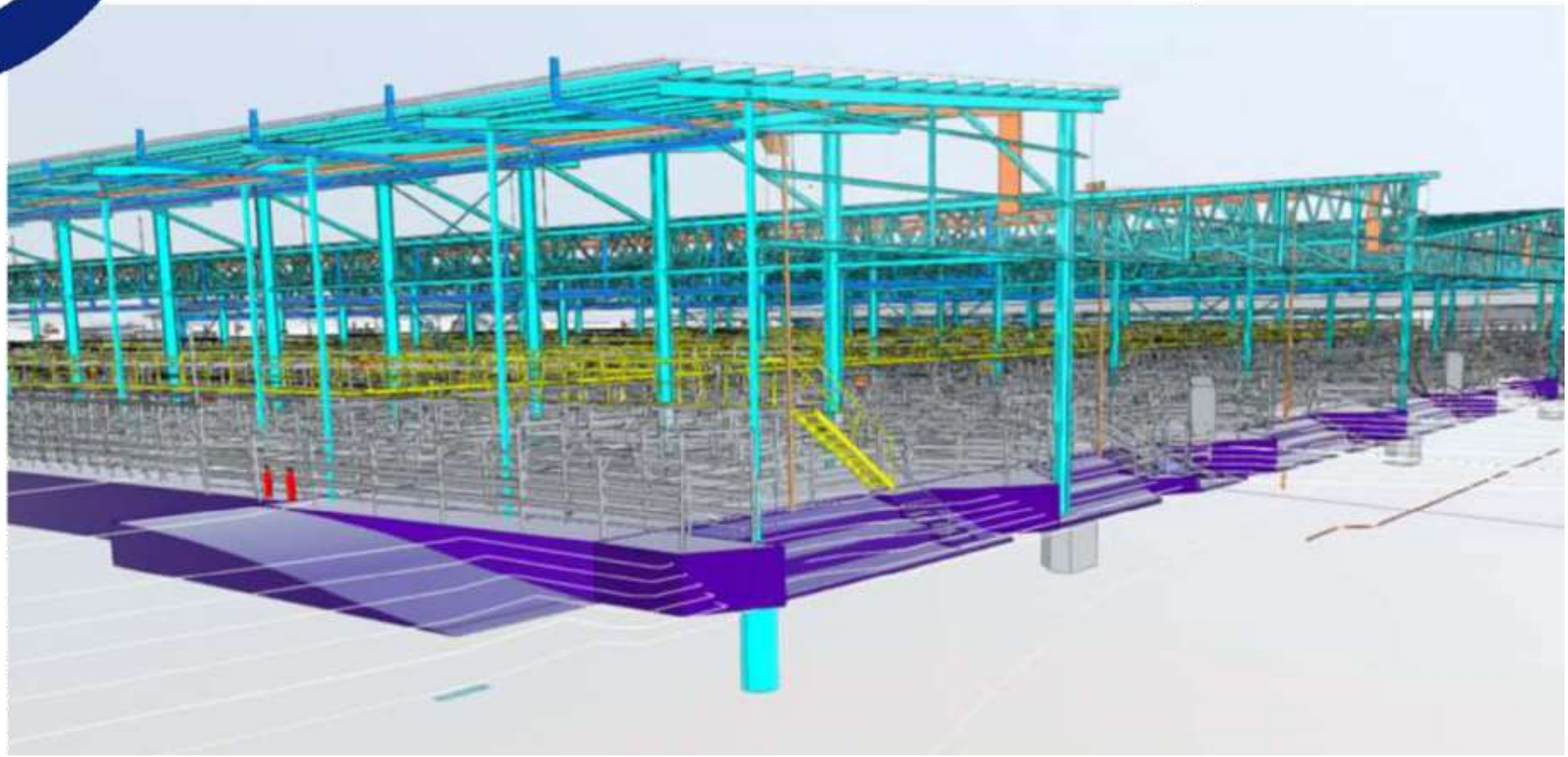
DRAWING INDEX

W0 COVER SHEET & DRAWING LIST
W1 PROPOSED SITE PLAN
W2 DEMOLITION GROUND FLOOR PLAN
W3 PROPOSED GROUND FLOOR PLAN
W4 PROPOSED AUCTIONEERS WALKWAY PLAN
W5 DEMOLITION PART PLAN 1
W6 PROPOSED PART PLAN 1
W7 PROPOSED PART PLAN 2
W8 SOFT FALL STORAGE PART PLANS
W9 PROPOSED PART PLANS 3
W10 PROPOSED AMENITIES PLANS & ELEVATIONS
W11 PROPOSED ROOF PLAN
W12 ELEVATIONS 1
W13 ELEVATIONS 2
W14 PART SECTION & DETAILS 1
W15 PART SECTION & DETAILS 2
W16 DETAILS 1
W17 DETAILS 2
W18 DETAILS 3
W19 DETAILS 4
W20 SPECIFICATION NOTES

Project Staging Plan Scale 1:1000

PRINCES HIGHWAY
FAIRBANKS ROAD

Shovel-Ready Design



Long Term Vision

Glenburnie Industrial Estate

- Draft concept in Strategic Land Use Plan / Regional Plan
- Saleyards as the first anchor tenant for Glenburnie Regional Industrial Park, economic cluster with future capacity of up to 8,200FTE.

  This could also potentially create economies of scale to be supplied by a shared renewable energy hub.

- Current Rural Zone, planning policy allows for industries related to primary production to establish in the area.
- Applying the Strategic Employment Zone in the future would allow greater flexibility for the range of industry that could be established in the precinct attracting population and employment.

Current Project Partners

Funding Body	$
SA Government Treasury Commitment* reaffirmed by Premier Malinauskas	$2.7M
Grant District Council funds Committed*	$4.3M
Commonwealth Government Growing Regions Program (Grant Application Pending)	≤ $7M

*subject to Successful Growing Regions Fund Grant Application

Regional Collaboration

The Mount Gambier City Council and the Grant District Council have a history of working well together. We invite you to continue our collaboration on major projects for the benefit of linked economies and optimise the opportunities for future growth as a supporter of the

Mount Gambier Districts Livestock Exchange 2030 Transformation Project.

19.3 SAINT MARTINS LUTHERAN COLLEGE - USE OF ST MARTINS RESERVE - PUBLIC CONSULTATION RESULTS – REPORT NO. AR24/18403

Committee:	**Council**
Meeting Date:	**19 March 2024**
Report No.:	**AR24/18403**
CM9 Reference:	**AF23/328**
Author:	**Michael McCarthy, Manager Governance and Property**
Authoriser:	**Jane Fetherstonhaugh, General Manager Corporate and Regulatory Services**
Summary:	**This report presents the results of public consultation on the proposal from Saint Martins Lutheran College to use St Martins Reserve during the 2024 and 2025 school years.**
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. AR24/18403 titled ‘Saint Martins Lutheran College - Use of St Martins Reserve - Public Consultation Results’ as presented on 19 March 2024 be noted.
2. That, having considered the submissions received in response to public consultation, Council authorises the Chief Executive Officer (or representative) to grant a licence to Saint Martins Lutheran College for the use of St Martins Reserve for school purposes during school hours on school days, and other specified days/times upon request, for the remainder of the 2024 and for the 2025 school years.

TYPE OF REPORT

Legislative

BACKGROUND

At its December 2023 meeting Council considered Report No. AR23/84174 relating to a proposal from Saint Martins Lutheran College to use Saint Martins Drive Reserve during school hours during the 2024 and 2025 school years whilst undertaking building projects.

In consideration of Report No. AR23/84174 Council resolved:

"2. That public consultation be conducted with owners and occupiers of residential properties located proximate to Saint Martins Drive Reserve (refer diagram – Attachment 1) on the proposal to licence the reserve to Saint Martins Lutheran College for use during school hours in 2024 and 2025.

3. That a further report be presented to Council to consider any submissions received in response to public consultation conducted in accordance with resolution (2).

4. That, in the event that no submissions objecting to the proposal are received in response to public consultation conducted in accordance with resolution (2), the Chief Executive Officer or authorised delegate grant a licence to Saint Martins Lutheran College to use Saint Martins Drive Reserve during school hours for the remainder of the 2024 and 2025 school years."

Targeted consultation was conducted toward the owners and occupiers of 125 properties in close proximity to St Martins Reserve in the form of letters containing a brief overview of the proposal, FAQ's and answers provided as an attachment and a QR code directly to a digital feedback form and were also offered the opportunity to provide verbal feedback.

The consultation was open for 24 days from 9 February 2024 until 3 March 2024.

Seven responses were received of which 6 were in support of the proposal and 1 was against the proposal.

Accordingly, this report presents the results of the public consultation in accordance with resolution (3) for consideration by Council before any further action as anticipated by resolution (4) can be actioned.

PROPOSAL

This report presents the results of the public consultation on the proposed use of St Martins Reserve by Saint Martins Lutheran College during the reminder of the 2024 and 2025 school year.

<u>Support for the Proposal</u>

Six respondents supported the proposal, with the following comments:

- Thanks and congratulations to council for supporting the school
- Supports the school use of the reserve but highlights ongoing challenges regarding parking and street access at pick up times. Believes that there is room for improvement regarding parking and flow of traffic. Acknowledges that this is a separate matter.

As noted in the latter comment, the matter of parking and street access at pick up times is beyond the scope of the public consultation and proposal for use of St Martins Reserve, being existing traffic issues associated with the school that cannot be addressed, nor are they considered to be exacerbated by, the temporary use of the reserve. Peak parking and traffic issues are a matter that occurs at most schools around start and finish times and other activities.

<u>Objections to the Proposal</u>

One respondent was against the proposal and provided a substantial written response which is reproduced for Members attention so that the concerns raised may be considered in the context of the entire submission **(Attachment 1)**.

The concerns and comments are summarised as follows, referencing:

a. the ‘last upgrade’ impacting the land which has not been fixed.

b. St Martins having plans to keep the reserve as their own and spend over a million dollars on hard courts. Why wasn’t this included in the information on this form?

c. various commentary regarding school funding/support and being against a system which gives ‘non-government’ schools a free ride.

d. various speculative commentary on impacts of the school expansion plans.

e. suggested alternative options:

    1. busing students to another local sporting facility, including Wulanda.

    2. Pausing the works and prioritising open play space for students.

f. Commentary on other risk and safety and maintenance concerns.

Each of these concerns are considered in turn, as follows:

a. The respondent did not specify any particular location where the land had been previously impacted. Officers will make further enquiries in this regard however this is not considered to be directly relevant to the proposed use which is intended to involve passive use only.

b. The public consultation and proposal relates to a request to use the reserve over the 2024 and 2025 school years. The request from Saint Martins Lutheran College did not seek any further continuing access or development of the site. If this forms part of a future plan then this would be addressed as a separate matter if Council is approached by Saint Martins Lutheran College in this regard.

c. State and Commonwealth funding and support to government or non-government schools is a policy matter for those governments, and has no bearing on the proposal which is the subject of the public consultation, being whether to let Saint Martins Lutheran School have temporary use of St Martins Reserve during school hours in the 2024 and 2025 years.

    It may be noted that Council provides access to community land for other government and non-government schools located within the City, including Reidy Park Primary School use of the Reidy Park oval and adjacent car park, Tenison Woods College use of Marist Park, and several other government schools for which Council has constructed car parks on adjacent community land.

    In this instance the request received is for temporary use only during development works.

d. The suggested socio-economic impacts of the schools current or proposed further development plans are beyond the scope of the public consultation and proposed use.

e. Alternate options:

1. Most other local sporting facilities within a suitable transport distance for recess/lunch/class use are also Council land, thus merely shifting any issues arising for the St Martins Reserve site to another location

2. Timing of works / prioritising open play space are matters for Saint Martins Lutheran College

f. Issues raised around safety and welfare of students, including child protection and invacuations, arising from accessing the Council space are all relevant matters that would be captured under the standard terms and conditions of a licence, that Saint Martins Lutheran College would be responsible for any legislative and risk and safety requirements, together with providing Council with a full indemnity and release, associated with the use of Council land for their purposes and activities.

   Similarly, as set out in Council Report No. AR23/84174, Saint Martins Lutheran College will be responsible for any additional grounds maintenance costs that arise as a result of, or to accommodate, their use.

In summary, seven responses were received from public consultation targeted to the owners and occupiers of 125 properties, with six being supportive and one objecting to the proposal.

The basis of the objecting arguments are largely focused on the provision of support to non-government schools and responsibility for (child) safety matters and maintenance issues that can be addressed from a risk management perspective through the standard terms and conditions of a licence agreement, including the responsibility for rental or outgoings incurred by Council arising from the use.

Concerns raised were not specifically objecting to the land being used for the proposed purpose.

And lastly, noting that use by the Saint Martins Lutheran College is specifically anticipated by the relevant community land management plan.

Accordingly, having considered the submissions received in response to the public consultation, Council may now determine whether it wishes to proceed with granting a licence for the use of St Martins Reserve by Saint Martins Lutheran College for the remainder of the 2024 and the 2025 school years.

LEGAL IMPLICATIONS

The legal and risk implications raised in the public consultation may be addressed through standard risk management terms and conditions in a licence arrangement for the proposed use.

STRATEGIC PLAN

N/A

COUNCIL POLICY

N/A

ECONOMIC IMPLICATIONS

N/A

ENVIRONMENTAL IMPLICATIONS

N/A

SOCIAL IMPLICATIONS

The local community in proximity to St Martins Reserve has been approached in relation to the proposed use, with concerns raised by a single respondent as presented in this report.

CULTURAL IMPLICATIONS

N/A

RESOURCE IMPLICATIONS

As set out in Report No AR23/84174 considered by Council in December 2023, it is intended that the Saint Martins Lutheran College be responsible for any additional maintenance costs associated with their proposed use of St Martins Reserve. A licence fee may also be applied to account for other administrative resources necessary to formalise the use.

VALUE FOR MONEY

N/A

RISK IMPLICATIONS

The risks identified in this report as raised in response to the public consultation, and other risks may be mitigated by entering into a formal licence arrangement that provides appropriate indemnity and release provisions for matters that are the responsibility of the licensee as the user of the site.

EQUALITIES AND DIVERSITY IMPLICATIONS

N/A

ENGAGEMENT AND COMMUNICATION STRATEGY

The public consultation conducted has addressed Council's proposed engagement on the proposed use. It is intended that the community located proximate to St Martins Reserve would be further notified upon execution of a licence and prior to the commencement of the proposed use, should Council support the progression of the request.

IMPLEMENTATION STRATEGY

Implementation of the proposal, if supported by Council, will comprise the finalisation and execution of a licence arrangement with Saint Martins Lutheran College, including identification, monitoring and oncharging of any increased maintenance requirements arising from the use.

CONCLUSION AND RECOMMENDATION

Having considered the submissions received in response to public consultation Council may now determine whether it wishes to proceed with granting a licence for the use of St Martins Reserve to Saint Martins Lutheran College for school use for the remainder of the 2024 and the 2025 school years.

ATTACHMENTS

1. Objection received in response to public consultation on proposal for Saint Martins Lutheran College to use St Martins Reserve for school purposes ⇩

In principle I am 100 percent against St Martins Lutheran College having further access to the council reserve. Already after their last multi million dollar upgrade, the land has been impacted with rubble, permanent tracks where trucks drove that have not been fixed over multiple years. Tracks which I have rolled ankles on when on morning runs and my children under the age of 4 when playing have tripped.

Having recently accessed the grand master plan for St Martins long term 60-70 million dollar upgrade, I believe st martins school has plans of keeping the reserve as their own into the future. They have plans to spend over a million dollars on hard courts on the council property. Is council aware of this and if so, why wasn't this included in information on this form?

Am I against a school having access to outside play? No, of course not. However I am against a system which gives these "non government" schools a free ride. A so called non government school which according to my school.edu.au received more money per student in government funding than the local primary school, McDonald Park.

The inequity that our schooling system is creating in Australia is completely against Australian values of a fair go and looking out for one another. What we now have is an education system with the non government system funded to the teeth with excess money to spend on obscene amount of buildings.

These buildings expand the capacity of these schools to hold more and more students. Where do these students magicly appear from?

The new enrolments appear from local government schools. Local government schools that have been the sole of our community for decades. Unfortunately as our local non government schools expand beyond belief, our public schools are being bled dry of enrolments. This impacts directly on all people living in our community. Whether it be the students who lose their friends to the non government system, the teachers who lose their jobs or the SSO staff who have reduced hours and now have to take on a second job to make ends meet.

While I acknowledge that local council does not have a say in funding levels of non government schools, in my experience of living in mount Gambier my whole life, I am yet to see council state or lay out any restrictions in place to limit expansion.

The st Martins grand plan states that they have no limits to their expansion. And after purchasing 45000m2 of land and with 65 million to spend, who can blame them.

What will be the outcome long term for our town? You have been recently been collecting community input into what mount Gambier will be like in 2035. Well from an education stand point, we will have a huge portion of our students attending non government schools. Over 1400 at Tenison woods college and soon to be over 1000 at st Martins school. An education system of division and long term impact of a two tier town driving social inequality, increased crime, higher social need and limited opportunities for locals.

A couple of possible alternatives that st martins could consider rather than using council land. The use of council land which will facilitate and speed up the process of expanding their school due to an apparent unlimited pit of money.

1. Employ a few full time bus drivers to drive one of their many buses to ferry students to and from a local sporting facility for PE lessons while building works to place. I'm sure that communities in sorrounding areas that have had their local schools depleted of students by these buses. And I'm

sure the school to cover the costs of the facility access at say Wulanda. And given that parents pay 1000s of dollars to send their child to st martins, I'm sure they don't want them playing in an unfenced reserve that is open to the public.

2. Pause the building work plans and prioritise an open play space for students rather than relying on local council land. Is it higher enrolments, more money that st martins is prioritising or the wellbeing of their own students?

What is the responsibility of council in regard to the safety and welfare of students accessing this council space? What risk assessments and hazard management is the school going to have to put in place to ensure that council is satisfied that proper precautions have been taken to prevent harm being caused to any students in their open, unfenced space? The road that passes the reserve unfortunately has cars driving very quickly. It was only last year that a car crashed at high speed into a tree only metres from the reserve. Not to mention the unfenced drain area... How do families feel about this? Once again, what is it that is being out first here? Big fancy buildings, more money and more enrolments? Or safety and well-being of students attending the school? Will st martins employ extra staff to supervise these play times? The surface of the land is extremely dry and hard. Will st martins water the land?

As I said, I'm 100 percent against St Martins using our local council community land. They have 10s of millions to splurge on buildings, let them spend the interest on some land and slow down the depletion of our local public schools which council should be prioritising in our democracy.

Has st martins considered child protection issues of having students playing in a public space in full view of all members of the public?

The process of invacuations when needed need to be considered. What if the danger was between the council land and the school, where would the children be taken to for safety?

19.4 PERIODIC REVIEW OF CONFIDENTIAL ITEMS - MARCH 2024 – REPORT NO. AR23/67199

Committee:	**Council**
Meeting Date:	**19 March 2024**
Report No.:	**AR23/67199**
CM9 Reference:	**AF23/328**
Author:	**Michael McCarthy, Manager Governance and Property**
Authoriser:	**Jane Fetherstonhaugh, General Manager Corporate and Regulatory Services**
Summary:	**This report presents Confidential Orders made by Council up to March 2024 for annual review in accordance with the requirements of s90(9) of the Local Government Act 1999.**
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. AR23/67199 titled 'Periodic Review of Confidential Items - March 2024' as presented on 19 March 2024 be noted.
2. That the following Confidential Orders as specified in Attachment 1 to Report AR23/67199, having been reviewed by Council, be amended to alter their duration and release conditions:

   Nil.
3. That the following Confidential Orders as specified in Attachment 1 to Report AR23/67199, having been reviewed by Council, be released as soon as practicable following the Council meeting on 19 March 2023:

   Nil.
4. That all Confidential Orders as specified in Attachment 1 to Report AR23/67199, excluding those amended or released in resolutions (2) or (3) above, having been reviewed by Council, remain in operation on the grounds and durations/release conditions as specified.

TYPE OF REPORT

Legislative

BACKGROUND

Parts 3-5 of Chapter 6 of the *Local Government Act 1999* ("the Act") provides for public access to Council and Committee meetings and establishes the confidentiality framework by which Council may restrict public access to Council meetings and associated reports, attachments and minutes/resolutions. In accordance with sections 90-92.

This framework is also set out in Council's s92 Code of Practice for Access to Meetings and Documents as adopted in January 2024 following public consultation in October 2023 and a Member Workshop on 28 November 2023.

The workshop included a presentation to Members on the review process for confidential items, noting the legislative requirements, and how these are met by the periodic presentation of a report to review Confidentiality Orders that remain in operation. Further, that the administration releases items from confidence where the release date/trigger in the Confidentiality Order has been met, or where the Chief Executive Officer exercises delegation to release for certain items.

Members noted that the review process is of the Confidentiality Orders as made by Council and published in a Confidential Items Register on the Council website here, whilst Members have existing access to the source Council and Committee agendas, minutes, reports and attachments, including those subject to Confidentiality Orders, through the Member Extranet.

The process where a list of Confidentiality Orders that require review is therefore able to be presented in an open/transparent and accountable manner. Alternative methods of presentation and review that include the specific information/documents protected by the Confidentiality Orders would necessitate being conducted in-confidence, adding to the administration of Confidentiality Orders being less transparent as a result.

Accordingly, the Workshop discussion did not identify any proposed changes to be made to the existing process for reporting/reviewing Confidentiality Orders.

Further information on the legislative requirements associated with Confidentiality Orders is also provided under the 'legal implications' heading of this report, and in the Local Government Association '*Confidentiality Guidelines: How to apply section 90 of the Local Government Act 1999*'.

PROPOSAL

Section 90(9) provides that any Confidentiality Order that operates for a period exceeding 12 months must be reviewed at least once in every year. Council last reviewed Confidentiality Orders in October 2023, including those made by Council up until March 2023.

This report presents for review the Confidential Orders contained within the attached table **(Attachment 1)** as previously made by Council up to October 2023 that remain operational and warrant review in accordance with Section 90(9) of the Act.

In reviewing, Council may consider that the Confidential Orders for each of these matters should remain in operation and continue to be reviewed in accordance with the *Local Government Act 1999*. No further action will be required for these existing Confidentiality Orders to continue in operation.

Alternatively, Council may determine that one or more of the existing Confidential Orders should be amended or cease to operate; and accordingly may Order that the confidential item be partially or fully released, or to amend the grounds for keeping confidential or duration/conditions for release.

As this review of Confidentiality Orders is being presented to an open meeting, if Council wish to discuss any of the confidential content of items or have associated documents tabled, then it is recommended that a Confidentiality Order be made to enable consideration in-confidence, and that a further Confidentiality Order may be necessary to maintain the confidentiality of tabled documents.

Alternatively, Members may access and review the confidential agendas, minutes, reports and attachments associated with the Confidential Orders presented for review through the Member Extranet, and address any queries to the Manager Governance and Property prior to the meeting.

Confidentiality Orders made since October 2023, and earlier Orders that fall due for periodic review will be presented in a further report in late-2024.

LEGAL IMPLICATIONS

Section 90(9) of the Act requires that any order to retain a matter 'in-confidence' that operates for a period exceeding 12 months must be reviewed at least once in every year.

Further, Section 91(9) provides that:

(i) The duration of an order cannot be extended after the order has ceased to apply; and

(ii) An order extending the duration of such an order cannot be delegated by the relevant Council or Council Committee.

Upon consideration of this report Council will have fulfilled its review obligations for the confidential matters presented and the relevant Confidentiality Orders will remain in operation.

Council may also determine to release any or all of the matters from confidence, in part or full, and in doing so should specify which parts of each Order are to be released or are to remain in operation.

Council should note the validity of the use of the confidentiality provisions in the Act, including for the purpose of protecting commercial position of the Council (and community) and to mitigate Council (and the community) exposure to risk and liability that could arise from the inappropriate or premature release of information that could jeopardise the commercial position or breach the trust of a 3rd party.

STRATEGIC PLAN

Nil

COUNCIL POLICY

Council's s92 Code of Practice for Access to Meetings and Documents contains the provisions required under s92 of the Act relating to public access to meetings and documents and the application of the confidentiality provisions, which is in accordance with the Local Government Association '*Confidentiality Guidelines: How to apply section 90 of the Local Government Act 1999*'.

ECONOMIC IMPLICATIONS

Nil

ENVIRONMENTAL IMPLICATIONS

Nil

SOCIAL IMPLICATIONS

Nil

CULTURAL IMPLICATIONS

Nil

RESOURCE IMPLICATIONS

Nil

VALUE FOR MONEY

Nil

RISK IMPLICATIONS

Council must balance the ability and appropriateness of considering and retaining matters 'in-confidence' against the public interest, which may suffer a benefit and/or a loss from the (premature) public release of information protected by a Confidentiality Order.

EQUALITIES AND DIVERSITY IMPLICATIONS

Nil

ENGAGEMENT AND COMMUNICATION STRATEGY

A Register of Confidential Items, including weblinks to released items, is published on the Council website, including the grounds, duration and release conditions for items that remain subject to the operation of a Confidentiality Order.

The Register of Confidential Items can be accessed here.

IMPLEMENTATION STRATEGY

Nil

CONCLUSION AND RECOMMENDATION

This report recommends that the Confidential Orders contained in **Attachment 1** remain in operation until the specified release date/duration or criteria, if any, have been met and for each to be reviewed at least once in every year in accordance with Section 90(9) of the *Local Government Act 1999*.

Council may determine to release any or all of the presented matters from confidence, in part or full, and in doing so should specify which parts of each Order are to be released or to remain in operation.

ATTACHMENTS

1. Confidential Items Review - March 2024 ⇩

Council Meeting Date	Source Meeting	Subject	590(3) Reference	Element to be kept Confidential	Duration, Circumstances or Review	Current / Expired	Comments
17/10/2023	Council	ITEM 23.2 UNSOLICITED PROPOSAL - PROPERTY THIRD PARTY PROPOSAL - REPORT NO. AR23/68865	(a), (b) and (d)	report, attachments, resolution/s and minutes	until further order of Council after the proposal contained in the report has been settled or abandoned, with the exception of any information that is prohibited from being withheld under s91(8) being disclosed being released upon the matter being settled, or any part of the information determined by the Chief Executive Officer to be released under delegation.	Current	Contains commercial information that could confer advantage on a 3rd party
17/10/2023	Council	ITEM 23.1 UPDATE ON LEGAL MATTER - REPORT NO. AR23/68588	(f), (g), (h) and (i)	report, attachments, resolution/s and minutes	until further ordered by Council or released in part or full by the Chief Executive Officer under delegation, to be reviewed annually.	Current	relates to legal advice
19/09/2023	Council	ITEM 23.1 CRATER LAKES UNSOLICITED PROPOSAL – REPORT NO. AR23/61873	(b), (d) and (g)	report, attachments, resolution/s and minutes	until two years after the expiry of an agreement entered into in relation to the matter or two years after the proposal has been abandoned and Council has been released from its duty of confidence, whichever is the later.	Current	Contains commercial information of a confindence nature which could predjudice or benefit a 3rd party or Council
15/08/2023	Council	ITEM 23.1 EVENT SPONSORSHIP REQUEST – REPORT NO. AR23/54583	(g) and (j)	report, attachments	until a public announcement on the proposal has been made by the proponent.	Current	Contains commercial information that could confer advantage on a 3rd party
15/08/2023	Audit Committee	ITEM 22.2 PHRIENDLY PHISHING REPORT – REPORT NO. AR23/36674	(e)	report, attachments, resolution/s and minutes	until further order of Council	Current	relates to personal and commercial information of a confidential nature which could predjudice or benefit a 3rd party
18/07/2023	Chief Executive Officer Performance Review Committee	ITEM 22.2 INDEPENDENT REVIEW OF CHIEF EXECUTIVE OFFICER AND REMUNERATION REVIEW - REPORT NO. AR23/34047	(a) and (g)	report, attachments, resolution/s and minutes	until 2 years after the initial appointment term and any renewal term of the Chief Executive Officer, Sarah Philpott has lapsed, to be reviewed at least once in every 12 month period	Current	relates to personal information associated with the employment of the Chief Executive Officer
20/06/2023	Council	ITEM 23.3 NOTICE OF MOTION - STRATEGIC PROPERTY MANAGEMENT – REPORT NO. AR23/32078	(b) and (d)	report and attachments	until contracts have been executed and settled for all of the subject matter contained in the report and resolutions	Current	Contains commercial information that could confer advantage on a 3rd party
20/06/2023	Council	ITEM 23.2 UNSOLICITED PROPOSAL - TENISON WOODS COLLEGE – REPORT NO. AR23/32053	(b)	report, attachments, resolution/s and minutes	until an agreement has been executed with the proponent	Current	Contains commercial information that could confer advantage on a 3rd party
20/06/2023	Council	ITEM 23.1 RAA EV CHARGING STATION PROJECT – REPORT NO. AR23/30191	(b), (d) and (g)	report, attachments, resolution/s and minutes	until 36 months have elapsed since the proponents last dealings with Council on the proposal, or 12 months after an agreement and any renewal or extended term has expired and not been renewed, whichever is the later	Current	Contains commercial information of a confindence nature which could predjudice or benefit a 3rd party or Council
20/06/2023	Chief Executive Officer Performance Review Committee	ITEM 22.2 CHIEF EXECUTIVE OFFICER - 12 MONTH PERFORMANCE UPDATE – REPORT NO. AR23/31872	(a)	report, attachments, resolution/s and minutes	until 2 years after the initial appointment term and any renewal term of the Chief Executive Officer, Sarah Philpott has elapsed	Current	relates to personal information associated with the employment of the Chief Executive Officer
16/05/2023	Council	ITEM 23.2 AF23/54 TENDER - PROCUREMENT - TENDER FOR CONSTRUCTION OF CAROLINE CELL 4A – REPORT NO. AR23/27593	(k)	the name of the successful tenderer and the tender contract value	following execution of a contract	Current	Contains commercial information that could confer advantage on a 3rd party
				report, attachments, resolution/s and minutes	until 12 months after the completion of the tender works,	Current	
16/05/2023	Council	ITEM - 23.1 TELSTRA CO-INVESTMENT PROPOSAL FOR MOBILE BLACKSPOTS – REPORT NO. AR23/28946	(b), (d), (g) and (j)	report, attachments,	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	Current	Contains commercial information that could confer advantage on a 3rd party
16/05/2023	Chief Executive Officer Performance Review Committee	ITEM 22.2 REQUEST FOR QUOTES - INDEPENDENT SPECIALIST SUPPORT - REPORT NO. AR23/22334	(a), (b), (d) and (k)	report, attachments, resolution/s and minutes	the commercial information associated with expression of interest submissions to be released after 2 years	Current	relates to personal information associated with the employment of the Chief Executive Officer
					until 2 years after the term and any renewal term of employment of Sarah Philpott as Chief Executive Officer has ended	Current	relates to personal information associated with the employment of the Chief Executive Officer
18/04/2023	Council	ITEM 23.5 MITCHELL STREET TREES - ESTIMATED COSTS FOR STEM INJECTIONS/REMOVAL – REPORT NO. AR23/15854	(b), (d), (g), (h) and (i)	report, attachments	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.	Current	Contains legal advice and 3rd party information for which a duty of confidence exits
18/04/2023	Council	ITEM 23.3 UPDATE ON LEGAL MATTER – REPORT NO. AR23/21104	(g), (h), (i) and (j)	report, attachments, resolution/s and minutes	until further Order of Council, to be reviewed at least once in every year	Current	Contains legal advice
18/04/2023	Council	ITEM 23.2 SALE OF LAND FOR NON-PAYMENT OF RATES – REPORT NO. AR23/20594	(a)	report, attachments, resolution/s and minutes	until the latter of:- 12 months, or the matter being settled.	Current	Relates to personal information associated with the financial situation and property of ratepayer
18/04/2023	Council	ITEM 23.1 SALE OF LAND FOR NON-PAYMENT OF RATES – REPORT NO. AR23/20592	(a)	report, attachments, resolution/s and minutes	until the latter of:- 12 months, or the matter being settled.	Current	relates to personal information associated with the financial situation and property of ratepayer

19.5 POLICY REVIEWS – REPORT NO. AR24/16887

Committee:	**Council**
Meeting Date:	**19 March 2024**
Report No.:	**AR24/16887**
CM9 Reference:	**AF23/328**
Author:	**Ashlee Pasquazzi, Executive Administrator Corporate and Regulatory Services**
Authoriser:	**Jane Fetherstonhaugh, General Manager Corporate and Regulatory Services**
Summary:	**This report presents amended Council Policies following review for consideration and adoption.**
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. AR24/16887 titled 'Policy Reviews' as presented on 19 March 2024 be noted.
2. The policies as attached to Council Report No. AR24/16887 be endorsed:
   - Citizen of the Year Awards
   - Riddoch Arts and Cultural Centre - Hire
   - S135 - Streets - Naming Of
   - M130 - Media Statements on Behalf of Council

TYPE OF REPORT

Corporate

BACKGROUND

Council periodically reviews its policies over the term of the Council to ensure they remain up to date with legislative, administrative or civic requirements, Council and community expectation and emerging practices in local government.

Following the Interim Audit carried out in May 2023 the review of all policies continues with an action plan and reporting on progress presented to the Executive Leadership Team on a fortnightly basis.

A further four (4) policies have been reviewed and are presented for endorsement by Council.

PROPOSAL

The following Council policies have been reviewed:

Policy:	Proposed Changes:
• Citizen of the Year Awards *(previously titled A270 - Australia Day Awards)*	Content updated to be in line with Australia Day Council of SA guidelines and eligibility criteria.
• Riddoch Arts and Cultural Centre - Hire *(previously titled C140 - Main Corner Complex - Hire)*	No changes to content, renaming of Main Corner Complex to Riddoch Arts and Cultural Centre.
• S135 - Streets - Naming Of	Alignment with Council's Reconciliation Action Plan. Renaming of Department of Planning, Transport and Infrastructure (DPTI) to Department for Infrastructure and Transport (DIT).
• M130 - Media Statements on Behalf of Council	No changes to content. Inclusion of Political Neutrality and Government Relations Policy in related policies.

Copies of the marked-up policies are attached to this report **(Attachments 1-4)**.

LEGAL IMPLICATIONS

Council and Council Officers have obligations to comply with the Act and Council Policies.

STRATEGIC PLAN

N/A

COUNCIL POLICY

This report relates to the review of the following policies as currently published on the Council website:

A270 Australia Day Awards

C140 Main Corner Complex Hire

S135 - Streets - Naming Of

M130 - Media Statements on Behalf of Council

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

N/A

EQUALITIES AND DIVERSITY IMPLICATIONS

N/A

ENGAGEMENT AND COMMUNICATION STRATEGY

N/A

IMPLEMENTATION STRATEGY

These policies are proposed to be administered in the same manner as in previous years.

CONCLUSION AND RECOMMENDATION

This report recommends the following reviewed and updated policies be endorsed as attached:

- Citizen of the Year Awards *(previously A270 - Australia Day Awards)*
- Riddoch Arts and Cultural Centre - Hire *(previously C140 - Main Corner Complex - Hire)*
- S135 - Streets - Naming Of
- M130 - Media Statements on Behalf of Council

ATTACHMENTS

1. Council Policy - Citizen of the Year Awards
2. Council Policy - Riddoch Arts and Cultural Centre - Hire
3. Council Policy S135 - Street - Naming Of
4. Council Policy M130 - Media - Statements on behalf of Council

City of Mount Gambier	COUNCIL POLICY CITIZEN OF THE YEAR AWARDS	Version No:	1
		Issued:	19 March 2024
		Next Review:	March 2028

1. INTRODUCTION

This document sets out the policy of the City of Mount Gambier ("Council") for granting of the Annual Citizen of the Year Awards for Mount Gambier.

Scope

This policy applies to employees of Council and Elected Members.

Purpose

Council supports the granting of the Annual Citizen of the Year Awards for Mount Gambier in accordance with the Australia Day Council of South Australia.

2. CITIZEN OF THE YEAR AWARD

This is presented to someone making an extraordinary contribution to the community and may recognise outstanding service over a number of years. To be eligible, the person must be an Australian Citizen 24 years of age or older on 26 January in the year of the award presentation.

3. YOUNG CITIZEN OF THE YEAR AWARD

This is presented to a young emerging leader who is making a difference in their community. To be eligible, the person must be an Australian Citizen between 16 and 30 years of age on 26 January in the year of the award presentation.

4. SENIOR CITIZEN OF THE YEAR AWARD

This is presented to a person who has made a noteworthy contribution during the current year and/or given outstanding service to the community over a number of years. To be eligible, the person must be 60 years or over of age on 26 January in the year of the award presentation.

5. COMMUNITY EVENT OF THE YEAR

This is presented to a person or group who has staged the most outstanding event for their community. To be eligible, the person or group must be Australian Citizens

6. AWARD FOR ACTIVE CITIZENSHIP

A person or group delivering outstanding work on an event or project for the community during the past calendar year. The person or group need not be Australian Citizens.

Nominations be invited from the community through the media.

A panel of up to four (4), comprising the Mayor, a nominated elected member and up to two (2) previous citizen of the year recipients undertake the selection of the Awardees.

The Awards be undertaken in conjunction with the Australia Day Council each year.

Such Awards be made in recognition of outstanding service to the Mount Gambier community.

7. REVIEW & EVALUATION

This Policy is scheduled for review by Council in March 2028, however, will be reviewed as required by any legislative changes which may occur.

8. AVAILABILITY OF POLICY

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

City of Mount Gambier	COUNCIL POLICY CITIZEN OF THE YEAR AWARDS	Version No:	1
		Issued:	19 March 2024
		Next Review:	March 2028

File Reference:	AF18/54
Applicable Legislation:	
Community Plan Reference	Goal - Our People
Related Policies:	
Related Procedures:	
Related Documents:	

DOCUMENT DETAILS

Responsibility:	General Manager Corporate and Regulatory Services
Version:	6.0
Last revised date:	19 March 2024
Effective date:	19 March 2024
Minute reference:	Council Meeting 19 March 2024 - Item ##, Resolution 2024/##
Next review date:	March 2028
Document History First Adopted By Council: Reviewed/Amended:	 18 February 1999 15 April 2023, 19 September 2006, 13 February 2007, 17 February 2009, 19 March 2024

City of Mount Gambier	COUNCIL POLICY RIDDOCH ARTS AND CULTURE CENTRE - HIRE	Version No:	9
		Issued:	19 March 2024
		Next Review:	March 2028

1. INTRODUCTION

The Aims and Objectives of this Policy are to ensure Council's Riddoch Arts and Cultural Centre facilities (incorporating City Hall and Institute) are used for the benefit and advantage of the Mount Gambier community in that:

(a) hire of the facilities within the Centre be permitted for a range of purposes including community, social, sporting, charitable trade fairs and functions of a community or private nature;

(b) hire of the Riddoch Arts and Cultural Centre is available for community or private functions that include catering/alcoholic refreshments and entertainment, however Council reserves the right to either refuse the booking or demand a pre-paid bond if alcoholic refreshments are a substantial feature of the proposed hire;

(c) Council prohibits the hire of the Centre facilities for all commercial, wholesale and/or 'off the street' retail sales, etc. where there is limited or no local community benefit;

(d) unless the express permission has been granted by the Chief Executive Officer all hires are to be concluded by 12 midnight (including bar/catering services, entertainment etc.);

(e) any hire where attendance is likely to be in excess of 50 persons and where alcohol is to be available after 7:00 pm, licensed security personnel must be in attendance at the sole expense of the hirer;

(f) the policy supports Councils existing initiatives within the City Centre area to assist in the reduction of alcohol consumption and it effects on the community i.e. Dry Areas, Licensed Premises Accord, Security Foot Patrols;

(g) The Chief Executive Officer shall be empowered to decide on any hire taking into account the benefit of the local community the booking may have potential for.

2. REVIEW & EVALUATION

This Policy is scheduled for review by Council in March 2028; however, will be reviewed as required by any legislative changes which may occur.

3. AVAILABILITY OF POLICY

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

City of Mount Gambier	COUNCIL POLICY RIDDOCH ARTS AND CULTURE CENTRE - HIRE	Version No:	9
		Issued:	19 March 2024
		Next Review:	March 2028

File Reference:	AF18/49
Applicable Legislation:	
Reference: Strategic Plan – Beyond 2015	
Related Policies:	D230 - Donations Authority to Approve Requests
Related Procedures:	
Related Documents:	

DOCUMENT DETAILS

Responsibility:	General Manager City and Community Growth or Delegate
Version:	9.0
Last revised date:	19 March 2024
Effective date:	19 March 2024
Minute reference:	Council Minutes 19 March 2024, Item ##, Resolution 2024/##
Next review date:	March 2028
Document History First Adopted By Council: Reviewed/Amended:	 18 February 1999 16 March 1999, 20 March 2021, 15 April 2003, 18 November 2003, 19 September 2006, 17 February 2009, 18 December 2012, 19 March 2024

City of Mount Gambier	S135 STREETS - NAMING OF	Version No:	34
		Issued:	19 March 2024
		Next Review:	March 2028

1. INTRODUCTION

This document sets out the policy of the City of Mount Gambier ("Council") for the naming of streets within the Council area.

The Local Government Act enables the delegation by Council of the authority to assign road names to the Council Administration, for example to the Chief Executive Officer.

Council has the power under section 219 of the *Local Government Act 1999* (the LG Act) to assign a name to, or change the name of:

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

Council *must* assign a name to each public road created by land division.

It is Council's policy that all sealed public roads and all formed public roads within the Council area that are regularly accessed will be assigned a name.

All formed private roads that are accessible to the public (with the exception below) will also be assigned a name. This includes roads within complexes such as universities, hospitals, retirement villages, and roads in forests or parks etc. Private roads with five or less property addresses do not need to be named. In these cases address numbers will be assigned off the road that the private road exits on to.

All roads that can be used as part of an address for an address site will be assigned a name.

Note: The naming of State roads is the responsibility of ~~DPI~~ DIT.

Road name signs that identify each public road will, as far as practicable, be placed at every road intersection and will clearly indicate the road to which it applies.

2. INITIATING THE ROAD NAMING PROCESS

(a) A road naming process may be initiated if:

(i) a request is received by Council from an affected ~~land owner~~ landowner or their agent;
(ii) Council resolves that a name change be investigated;
(iii) Council employees determine it is in the public interest to investigate a change in road name;
(iv) Council opens or forms a road; or
(v) Council receives an application for a land division that involves the creation of a new road.

3. ROAD NAMES

In the naming and renaming of public roads the following principles will be observed.
(a) Uniqueness

(i) A road will have only one name.

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		Next Review:	March 2028

(ii) A road name will be unique within the Council area. Duplicate road names within the Council area will be resolved in order to avoid confusion (e.g. emergency services response).

(iii) Roads that are maintained by the Department for Infrastructure and ~~Planning and Infrastructure~~ Transport ~~(DPTI)~~ (DIT) will be named by ~~DPTI~~ DIT. Council will consult with ~~DPTI~~ DIT in relation to naming these roads.

(iv) Duplicate names and similar sounding names (e.g. Paice, Payce or Pace Roads) will be avoided where possible.

(v) If possible, duplication of names in proximity to the adjacent Council area will also be avoided. Roads crossing Council boundaries should have a single and unique name.

(vi) Wherever practicable, road names will be continuous from the logical start of the road to the logical end of the road, irrespective of Council boundaries, landforms and intersecting roads.

(b) Name Sources

(i) Where appropriate, proposed names for existing or new roads should have some historical significance to the actual parcel of land. Similarly any name associated with the overall land division (i.e. estate name, etc.) should also have some historical significance to the actual parcel of land.

(ii) Should names with historical reference to the parcel of land not be available, names with historical significance to Mount Gambier and the region would be appropriate.

(iii) Alternatives to historical names will be considered if an appropriate theme and associated names are developed for the subdivision and/or the surrounding locality.

(iv) Sources for road names may also include:

- ~~Aboriginal n~~Names in Bunganditj, the language of the Boandik Peoples, ~~taken from the local Aboriginal language~~ (and only with written approval of ~~the Aboriginal community~~ Burrandies Aboriginal Corporation and the Bunganditj Language Reclamation Committee);
- early explorers, pioneers, and settlers;
- eminent persons;
- local history;
- thematic names such as flora, fauna, ships etc;
- war/casualty lists;
- commemorative names;
- migrants

(v) Names will be selected so as to be appropriate to the physical, historical or cultural character of the area concerned.

(vi) The origin of each name will be clearly stated and recorded as part of the Council's historical records.

(vii) Names adopting the use of First Nations language, must only be proposed with the prior permission of the representative cultural authority of the language group or Nation represented. As an example, if Bunganditj language (the language of the Boandik Peoples) is proposed, consultation must first be undertaken, and written permission sought, from Burrandies Aboriginal Corporation and the Bunganditj Language Reclamation Committee. Consultation with local Traditional Owners should also be undertaken if the language of another Nation was proposed to determine the cultural suitability of this name being adopted locally.

(viii) Council's *Suggested Historical Street Names prominent people* and *Suggested Historical Street Names Mayors and Aldermen* lists are to be referred to during the selection of street names.

(c) Propriety

(i) Names should generally not reflect the current owner and/or developer of the subdivision, or any composite names associated with the current owner and/or developer.
(ii) In all cases, where a parcel of land is to be named after an individual and/or family, the individual and/or the family must have made an extraordinary contribution to the Council area in some clearly identified manner.
(iii) Names of living persons will be avoided.
(iv) Names, which are characterised as follows, will not be used.
- Offensive or likely to give offence;
- Incongruous - out of place; or
- Commercial or company.

(d) Communication

(i) Names will be reasonably easy to read, spell and pronounce in order to assist service providers, emergency services and the travelling public.
(ii) Street names should generally be single word only and be 'plain' English in terms of spelling and pronunciation to avoid any confusion, particularly in times of emergencies.
(iii) Unduly long names and names composed of two or more words should be avoided:
- a given name will only be included with a family name where it is essential to identify an individual or where it is necessary to avoid ambiguity. The use of given names will generally be avoided;
- whilst street and cul-de-sac names should have only one word, it is recognised that some roads require a two-word name because of their geographic relationship e.g. Proof Range Road;
- roads with double destination names will be avoided.

(e) Spelling

(i) Where it is intended that a road have the same name as a place or feature with an approved geographical name, particular care will be taken to ensure that the correct spelling of the official place name is adopted as shown in the State Gazette.
(ii) Where the spelling of names has been changed by long established local usage, unless there is a particular request by the local community to retain the original name, the spelling that is sanctioned by general usage will be adopted.
(iii) Generally road names proposed or approved will not contain abbreviations e.g. the "Creek" in "Wallaby Creek Road" must not be abbreviated.

(f) Form

(i) The apostrophe mark ' will be omitted in the possessive case e.g. "Smith's Road" will be "Smiths Road".
(ii) Names will avoid the use of the possessive "s" unless the euphony becomes harsh e.g. "Devil Elbow".

(iii) The use of hyphens will be avoided. However, hyphens may be used when naming a road after a person with a hyphenated name.

(g) Road Type

(i) Road names will include an appropriate road type suffix conforming with the following guidelines:

- The suffix chosen will be compatible with the class and type of road. Assistance to both the motorists and pedestrians is a major consideration in choosing the suffix.
- When a suffix with a geometric or geographic connotation is chosen it will generally reflects the form of the road, e.g.
  - Crescent - a crescent or half moon, rejoining the road from which it starts;
  - Esplanade - open, level and often along the seaside or a river.
  - For a cul-de-sac use Place, Close, Court or a suffix of similar connotation.
  - Highway (HWY) will be specifically reserved for roads associated with the state arterial road network. Its use will be restricted to roads of strategic importance constructed to a high standard.

(ii) The following list of suitable road type suffixes is included as examples. [The list has been sourced from Australian Standards AS 1742.5 - 1997 and AS 4212 – 1994. An expanded road type list and acceptable abbreviations can be sourced from AS 4590:2006. In most instances the connotations are clear but where necessary a definition can be checked in a dictionary.]

Only road types shown in the standards documents will be used.

Alley	Avenue	Boulevard	Bypass
Circle	Circuit	Circus	Close
Court	Crescent	Drive	Arcade
Grove	Lane	Mews	Parade
Parkway	Place	Plaza	Promenade
Road	Row	Square	Street
Terrace	Walk	Way	

(h) No Prefix or Additional Suffix

(i) The use of a compass point prefix/suffix or an additional suffix such as “north” or “extension” will be avoided, particularly where new roads are to be named.

(ii) Where an existing road is subsequently bisected as a result of traffic management planning or some other reason, it may be appropriate to delineate each half of the road by the addition of a compass point suffix for the purposes of assisting the community and the emergency services to locate the appropriate part of the road.

(i) Disputes

(i) In an instance when Council Officers and a proposer of a street name cannot agree on an appropriate name for a street, the matter be referred to Council for determination.

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		Issued:	19 March 2024
		Next Review:	March 2028

4. NAMING OF PRIVATE ROADS

This policy covers all formed roads that are regularly accessed and therefore includes private roads.

(a) Private ~~land owners~~ landowners are not obliged to seek Council approval for naming their roads. However, there is a public interest in encouraging private ~~land owners~~ landowners and developers to select suitable names, preferably in accordance with this policy, and to obtain Council endorsement for the name.

(b) Where Council proposes to assign a name to a private road it will consult with the owner of the land over the proposed name and the signage requirements for the road.

(c) Signage of private roads are to be purchased and erected at the owners/developers costs but under the direction of Council.

5. CONSULTATION WITH ADJOINING COUNCILS

(a) If Council decides to change the name of a public road that runs into the area of the District Council of Grant, the Council will give the District Council of Grant at least two months notice of the proposed change.

(b) Council will consider any representations made by the District Council of Grant in response to the notice. [Section.219(2) of the Local Government Act 1999]

6. PUBLIC NOTICE OF NAME ASSIGNMENT OR CHANGE

(a) Council will give public notice of the assigning or changing of a road name. This will be by publication in the Government Gazette and by notice in a newspaper circulating generally throughout the State, as required under the Local Government Act.

(b) Public notice will include the date that the new name takes effect (see below) and notice will also be published on the Council's website www.mountgambier.sa.gov.au.

7. ADVISE RELEVANT PARTIES OF NEW NAME OR NAME CHANGE

Council will provide written notice (e.g. by e-mail) of Council's decision on a new road name or name change to all relevant parties, including:

- Registrar-General:
- Surveyor-General; and
- Valuer-General [Section.219(3)(a) of the Local Government Act 1999]
- the owner of the road (if a private road);
- owners of abutting properties;
- Australia Post;
- Telstra;
- SA Water;

- SA Power Networks;
- SA Police;
- SA Ambulance Service; and
- SA Metropolitan Fire Service and/or Country Fire Service.

8. DATE OF EFFECT FOR NEW NAMES OR NAME CHANGES

(a) The date of effect of the new or changed road name will be determined at the time the decision to assign the name so as to allow sufficient time for all stakeholders to make arrangements to ensure a smooth transition.

(b) The date of effect will be determined after considering:

(i) In respect of renaming an existing road, the impact on existing property owners, residents, tenants and occupiers. For example the time required to advise relevant parties to change letterhead stationary and advertising references;
(ii) Potential confusion for people using maps and street directories that effectively become out of date; and
(iii) The desire of some developers to sell property 'off the plan' and the opportunity for new owners to know their future address at an early stage.

a) Council will update the Register of Public Roads as required by Section 231 of the Local Government Act.

9. ROAD NAME SIGNAGE

(i) Council will ensure road naming signage in accordance with the relevant Australian Standard (AS 1742.5 – 1997) is erected.
(ii) Signage may be erected during construction of a sub-division.
(iii) Signage of roads created as part of a sub-division are to be purchased and erected at the owners/developers costs but under the direction of Council.

NOTE: Signage for State road names is the responsibility of ~~DPTI~~ DIT

10. AVAILABILITY OF POLICY

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

City of Mount Gambier	S135 STREETS - NAMING OF	Version No:	34
		Issued:	19 March 2024
		Next Review:	March 2028

File Reference:	~~AF11/1746~~ AF18/48
Applicable Legislation:	Local Government Act 1999
Reference: Strategic Plan – ~~Beyond 2015~~ 2020-2024	Goal – ~~Governance, Strategic Objective 5~~ Our Location
Related Policies:	L130 Land Divisions S140 Street Numbering
Related Procedures:	
Related Documents:	AR14/25619 Suggested Historical Street Names prominent people (compiled 1995) AR14/25616 Suggested Historical Street Names Mayors and Aldermen 1919-1930 AR19/43107 Prominent Women of Mount Gambier AR19/43109 Migrants of Mount Gambier Yerkalalpata - A Reconciliation Action Plan for the City of Mount Gambier Relevant Australian Standards

DOCUMENT DETAILS

Responsibility:	General Manager Corporate and Regulatory Services
Version:	~~3~~ 4.0
Last revised date:	19 March 2024
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City of Mount Gambier	M130 MEDIA - STATEMENTS ON BEHALF OF COUNCIL	Version No:	3.0
		Issued:	19 March 2024
		Next Review:	March 2028

1. INTRODUCTION

This document sets out the policy of the City of Mount Gambier ("Council") for media statements on behalf of Council.

2. POLICY

Statements to the media for and on behalf of Council, are only to be made by the Mayor or Chief Executive Officer, or another Member or employee authorised by the Mayor or Chief Executive Officer to make any statement.

The Mayor or Chief Executive Officer are empowered to respond publicly from time to time to any letters to the editor, editorial statements and/or any articles in the media generally, which are inaccurate or unbalanced and which warrant a correction, further explanation or the provision of other relevant details.

The response shall be for the express purpose of providing to the public an accurate statement regarding the correct position of Council.

This Policy does not prevent individual Council Members expressing their own personal point of view on any particular Council issue provided their comments are prefaced as being personal views and not necessarily the views of Council.

3. REVIEW & EVALUATION

This Policy is scheduled for review by Council in March 2028, however, will be reviewed as required by any legislative changes which may occur.

4. AVAILABILITY OF POLICY

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

City of Mount Gambier	M130 MEDIA - STATEMENTS ON BEHALF OF COUNCIL	Version No:	3.0
		Issued:	19 March 2024
		Next Review:	March 2028

File Reference:	AF18/51
Applicable Legislation:	Local Government Act 1999 Section 63
Reference: Strategic Plan – Beyond 2015	Goal 3 Strategy 10
Related Policies:	Political Neutrality and Government Relations
Related Procedures:	N/A
Related Documents:	N/A

DOCUMENT DETAILS

Responsibility:	Chief Executive Officer
Version:	3.0
Last revised date:	19 March 2024
Effective date:	19 March 2024
Minute reference:	Council Meeting 19 March 2024 - Item ## - Resolution 2024/##
Next review date:	March 2028
Document History First Adopted By Council: Reviewed/Amended:	 21 July 2009 19 September 2017, 19 March 2024

20 MOTIONS WITH NOTICE

Nil

21 URGENT MOTIONS WITHOUT NOTICE

22 CONFIDENTIAL ITEMS OF COMMITTEES

Nil

23 NEW CONFIDENTIAL ITEMS

23.1 VISITOR SERVICING MODEL – REPORT NO. AR24/18981

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 AR24/18981 Visitor Servicing Model.

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

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

The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the information to be considered includes information relating to the personal affairs of persons with whom Council is conducting business including information which is of a confidential commercial nature which, if disclosed, would prejudice the commercial position of the Council and other persons and could potentially confer advantage on a third party with whom Council is or is proposing to conduct business. The public interest in this matter being considered in open is considered to be outweighed by the public interest in protecting the commercial interests of Council and third parties and not conferring unfair advantage on third parties which could affect Council's capacity to achieve best value for 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 23.1 AR24/18981 Visitor Servicing Model 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) and (d) be kept confidential and not available for public inspection until each of the matters in the report, attachments, recomendations and resolutions has been fully implemented and settled including any subsequent actions that might arise in association with these activites, with relevant resolutions to be released to affected parties as considered necessary by the Chief Executive Officer in order to give effect to the proposals contained in the report, and other resolutions to be released publicly as determined appropriate by the Chief Executive Officer as the activities in the report are implemented.

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 CRATER LAKES UNSOLICITED PROPOSAL – REPORT NO. AR24/19114

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 AR24/19114 Crater Lakes Unsolicited Proposal.

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

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

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

The public interest in the matter being considered in open is considered to be outweighed by the public interest in ensuring the best possible outcome for the community, which may be prejudiced if the matter were considered in open.

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 AR24/19114 Crater Lakes Unsolicited Proposal 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) and (g) be kept confidential and not available for public inspection until the latter of: two years after the expiry of an

agreement entered into in relation to the matter, or two years after the proposal has been abandoned, and Council has been released from its duty of confidence.

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.*

23.3 SALE OF LAND FOR NON-PAYMENT OF RATES – REPORT NO. AR24/17606

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 23.3 AR24/17606 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).

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 AR24/17606 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.*

23.4 SALE OF LAND FOR NON-PAYMENT OF RATES – REPORT NO. AR24/17614

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 23.4 AR24/17614 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).

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 AR24/17614 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.*

23.5 SALE OF LAND FOR NON-PAYMENT OF RATES – REPORT NO. AR24/17620

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 23.5 AR24/17620 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).

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 AR24/17620 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.*

23.6 STRATEGIC PROPERTY MANAGEMENT – REPORT NO. AR24/15120

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 23.6 AR24/15120 Strategic Property Management.

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

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

The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the discussion of the information to be considered in open could confer commercial advantage on a third party with whom Council is proposing to conduct business and accordingly could prejudice the commercial position of Council or benefit a third party in negotiations. The public interest in the consideration of this information is considered to be outweighed by the interest in obtaining best value for the community in the management of Council owned property holdings.

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 23.6 AR24/15120 Strategic Property Management 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) and (d) be kept confidential and not available for public inspection until the earlier of:an agreement relating to the subject matter of the report having been fully executed and settled, or 2 years after the matter has been formally abandoned. Resolutions 2, 3 and 6-9 be released following consideration by Council.
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.*

23.7 STATUS REPORT - WULANDA RECREATION AND CONVENTION CENTRE – REPORT NO. AR24/16660

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 23.7 AR24/16660 Status Report - Wulanda Recreation and Convention Centre.

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

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

The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the information which is to be discussed includes information which is of a confidential commercial nature which, if disclosed, would prejudice the commercial position of the Council and other persons and could potentially confer advantage on a third party with whom Council is or is proposing to conduct business, prejudicing Council's commercial position and would potentially give rise to a breach of duty of confidence.

The public interest in this matter being considered in open is considered to be outweighed by the public interest in protecting the commercial interests of Council and third parties and not conferring unfair advantage on third parties which could affect Council's capacity to achieve best value for 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 23.7 AR24/16660 Status Report - Wulanda Recreation and Convention Centre 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) and

(g) be kept confidential and not available for public inspection until until 12 months after completion of the project.

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

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, 20 FEBRUARY 2024 AT 6.00 P.M.

PRESENT: Mayor Lynette Martin (OAM), Cr Frank Morello, Cr Josh Lynagh, Cr Kate Amoroso, Cr Mark Lovett, Cr Max Bruins, Cr Paul Jenner, Cr Sonya Mezinec, Cr Jason Virgo

OFFICERS IN ATTENDANCE:	Chief Executive Officer	- Mrs S Philpott
	General Manager City Infrastructure	- Ms B Cernovskis
	General Manager Corporate and Regulatory Services	- Mrs J Fetherstonhaugh
	Manager Governance and Property	- Mr M McCarthy
	Manager Financial Services	- Mrs J Scoggins
	Executive Administrator	- Ms S Wilson

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

Nil

3 LEAVE OF ABSENCE

Nil

4 CONFIRMATION OF COUNCIL MINUTES

RESOLUTION 2024/23

Moved: Cr Max Bruins
Seconded: Cr Sonya Mezinec

That the minutes of the Ordinary Council meeting held on 23 January 2024 be confirmed as an accurate record of the proceedings of the meeting.

CARRIED

Mayor Lynette Martin sought leave of the meeting to bring forward Item 10.1 and allow representatives to speak for 10 minutes.

LEAVE GRANTED

10.1 DEPUTATION - MAYOR KYLIE BOSTON - DISTRICT COUNCIL OF GRANT - MOUNT GAMBIER DISTRICTS LIVESTOCK 2030 TRANSFORMATION PROJECT

RESOLUTION 2024/24

Moved: Cr Paul Jenner
Seconded: Cr Frank Morello

1. That Council Report No. AR24/3242 titled 'Deputation - Mayor Kylie Boston - District Council of Grant - Mount Gambier Districts Livestock 2030 Transformation Project' as presented on 20 February 2024 be noted.

CARRIED

5 MAYORAL REPORT

5.1 MAYORAL REPORT - FEBRUARY 2024

- Australian Citizenship Ceremony
- 2024 Australia Day Breakfast and Citizen of the Year Awards
- Regular LCLGA Mayor's Informal Meeting - Virtual
- 2024 Naval Club Annual Dinner
- Presentation of Awards – LCLGA Sporting Academy Athletes from 2023
- With CEO, Meeting with Chair of Residents and Ratepayers Association
- Elected Member Briefing – Finance Update – Budget Review 2, LTFP and Asset Management Plans
- Meeting with Peter Gandolfi re TAFE Precinct
- Half Day Elected Member Workshop – Mount Gambier 2035 Strategic Planning Session
- With CEO, Meeting re Disability Access
- With CEO, Meeting with Ronald McDonald House Charity
- Elected Member Site Visit – Foodbank
- Regular LCLGA Mayor's Informal Meeting – Virtual
- LCLGA AGM & GM – Wattle Range Council

RESOLUTION 2024/25

Moved: Mayor Lynette Martin
Seconded: Cr Jason Virgo

That the Mayoral report made on 20 February 2024 be received.

CARRIED

6 REPORTS FROM COUNCILLORS

Cr Josh Lynagh	Citizenship Ceremony, Australia Day Awards and Breakfast, visit to Foodbank.
Cr Paul Jenner	Fine Lines Exhibition at Little Blue Wren, GTE Board Meeting, Foodbank.
Cr Sonya Mezinec	Australia Day Breakfast and Citizen of the Year Awards, site visit Foodbank, walk through RACC with Director.
Cr Frank Morello	Strategic Planning Day.
Cr Max Bruins	Mount Gambier 2035 Strategic Planning Workshop, site visit Foodbank.

RESOLUTION 2024/26

Moved: Cr Max Bruins
Seconded: Cr Jason Virgo

That the reports made by Councillors on 20 February 2024 be received.

CARRIED

7 QUESTIONS WITH NOTICE

7.1 QUESTION WITH NOTICE - COUNCIL MEETINGS - QUESTIONS FROM COMMUNITY MEMBERS IN THE CHAMBER

The following question on notice was received from Councillor Kate Amoroso.

Question

Can we be provided with information about how Council might go about adding a section in the Council agenda that allows members of the community to ask questions in the Chamber, and some examples of how other councils do this in terms of the process for asking such questions?

Response

Chief Executive Officer provided the following response:

Council may consider whether to add a section in to Council's meeting procedures to accommodate members of the community asking questions in the Chamber, which would then be additional to the mechanism which is already available, namely deputations. Council could attend to this in those meeting procedures or by way of separate policy.

Council is currently underway with a process to review its discretionary meeting procedures, and in line with a number of recent workshops, and Council reports, this matter could be referred to those discussions rather than being dealt with as a stand-alone matter.

In doing so, Council would turn its mind to the Guiding Principles in Regulation 4 which deal with openness and transparency, encouraging appropriate community participation in the affairs of Council, reflecting appropriate levels of formality appropriate to the responsibilities to be exercised at a meeting and be sufficiently certain to give community and decision makers confidence in deliberations at the meeting.

In terms of the approach of other Councils, that does vary. In our research to date, some Councils have a specific time limit, ranging from 10 minutes to 30 minutes on the agenda. Questions are frequently required to be provided in advance of the meeting to the Council. A determination may

be made to accept or reject the question with either the Presiding Member or CEO being provided with the absolute discretion to do so.

Maximum questions per person may apply (e.g. one or two per meeting). Matters raised (question and answer) are generally recorded in the minutes, however if insufficient time has been allowed for a more comprehensive response, responses may be provided later (either via minutes or at the next meeting). Procedures may include that no debate is to be entered into on the question or answers.

There are generally documented procedures that apply to address underlying behavioural expectations, including not personalising questions, not criticising individual staff or Council members, avoiding defamatory remarks and vexatious questions, being respectful and not causing a disturbance at the meeting.

It would be essential for Council to consider these and other issues if it chose to proceed with public questions from the Gallery so as to ensure the Presiding Member can still manage the meeting effectively and with the level of formality outlined under the Guiding Principles in the Regulations.

8 QUESTIONS WITHOUT NOTICE

Nil

9 PETITIONS

Nil

10 DEPUTATIONS

Item - 10.1 Deputation - Mayor Kylie Boston - District Council of Grant - Mount Gambier Districts Livestock 2030 Transformation Project - has been moved to another part of the document.

11 NOTICE OF MOTION TO RESCIND OR AMEND

Nil

12 ELECTED MEMBERS INFORMATION BRIEFING SESSIONS

12.1 ELECTED MEMBER INFORMATION/BRIEFING SESSIONS FROM 21/01/2024 TO 16/02/2024

RESOLUTION 2024/27

Moved: Cr Frank Morello
Seconded: Cr Sonya Mezinec

1. That Council Report No. AR23/81508 titled ‘Elected Member Information/Briefing Sessions from 21/01/2024 to 16/02/2024’ as presented on 20 February 2024 be noted.

CARRIED

13 ELECTED MEMBERS TRAINING AND DEVELOPMENT

13.1 LGA ENHANCED PUBLIC SPEAKING AND PRESENTING FOR ELECTED MEMBERS TRAINING

RESOLUTION 2024/28

Moved: Cr Sonya Mezinec
Seconded: Cr Mark Lovett

1. That Council Report No. AR24/11962 titled 'LGA Enhanced Public Speaking and Presenting for Elected Members Training' as presented on 20 February 2024 be noted.
2. Expressions of interest for the LGA Enhanced Public Speaking and Presenting for Elected Members Training be forwarded to the Councillor Support Officer by close of business Friday 23 February 2024.
3. Once training is confirmed, interested Elected Members be registered to attend the LGA Enhanced Public Speaking and Presenting for Elected Members Training, with all associated costs to be met by Council.

CARRIED

14 COUNCIL ACTION ITEMS

14.1 COUNCIL ACTION ITEMS - 23/01/2024

RESOLUTION 2024/29

Moved: Cr Max Bruins
Seconded: Cr Josh Lynagh

1. That Council Report No. AR23/81531 titled 'Council Action Items - 23/01/2024' as presented on 20 February 2024 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 29 JANUARY 2024

RESOLUTION 2024/30

Moved: Cr Paul Jenner
Seconded: Cr Frank Morello

That the Minutes of the Audit and Risk Committee meeting held on 29 January 2024 as attached be noted.

CARRIED

16.2 CORRESPONDENCE RECEIVED – REPORT NO. AR23/73375

RESOLUTION 2024/31

Moved: Cr Paul Jenner
Seconded: Cr Mark Lovett

1. That Audit and Risk Committee Report No. AR23/73375 titled 'Correspondence Received' as presented on 29 January 2024 be noted.

CARRIED

16.3 QUARTERLY INTERNAL AUDIT UPDATE REPORT – REPORT NO. AR24/3283

RESOLUTION 2024/32

Moved: Cr Paul Jenner
Seconded: Cr Sonya Mezinec

1. That Audit and Risk Committee Report No. AR24/3283 titled 'Quarterly Internal Audit Update Report' as presented on 29 January 2024 be noted.

CARRIED

16.4 UNAUDITED BUILDINGS AND STRUCTURES VALUATION - AS AT 1 JULY 2023 – REPORT NO. AR24/3299

RESOLUTION 2024/33

Moved: Cr Paul Jenner
Seconded: Cr Max Bruins

1. That Audit and Risk Committee Report No. AR24/3299 titled 'Unaudited Buildings and Structures Valuation - As at 1 July 2023' as presented on 29 January 2024 be noted.

CARRIED

16.5 AUDIT AND RISK COMMITTEE MEETING REPORT 29/01/24 – REPORT NO. AR24/3322

RESOLUTION 2024/34

Moved: Cr Paul Jenner
Seconded: Cr Sonya Mezinec

1. That Audit and Risk Committee Report No. AR24/3322 titled 'Audit and Risk Committee Meeting Report 29/01/24' as presented on 29 January 2024 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 ANIMAL MANAGEMENT UPDATE

RESOLUTION 2024/35

Moved: Cr Josh Lynagh
Seconded: Cr Sonya Mezinec

1. That Council Report No. AR24/9318 titled 'Animal Management Update' as presented on 20 February 2024 be noted.

CARRIED

Cr Jenner called a division.

The declaration was set aside.

Voting by division being:

In Favour: Frank Morello, Josh Lynagh, Kate Amoroso, Mark Lovett, Max Bruins, Paul Jenner, Sonya Mezinec and Jason Virgo

Against: Nil

The PRESIDING MEMBER declared the motion **CARRIED 8/0**

19.2 CITY INFRASTRUCTURE - ACCESSIBILITY

RESOLUTION 2024/36

Moved: Cr Josh Lynagh
Seconded: Cr Max Bruins

1. That Council Report No. AR24/8202 titled 'City Infrastructure - Accessibility ' as presented on 20 February 2024 be noted.
2. That the CBD Accessibility Audit and recommendations be endorsed for inclusion in the Infrastructure Asset Management Plan.
3. That Council undertake a final round of community consultation on the draft Shared Path Masterplan.
4. That all feedback be included in the final draft of the Shared Path Masterplan to be presented to the April 2024 Council meeting.

CARRIED

19.3 REQUEST FOR TREE REMOVAL - 14 HELEN STREET, MOUNT GAMBIER

RESOLUTION 2024/37

Moved: Cr Josh Lynagh
Seconded: Cr Max Bruins

1. That Council Report No. AR24/3045 titled 'Request for Tree Removal - 14 Helen Street, Mount Gambier' as presented on 20 February 2024 be noted.
2. That the Golden Elm tree be retained and a letter be sent to Gebhardts Real Estate and the owners of 14 Helen Street advising of this outcome.

CARRIED

19.4 PROPOSED ITEMS OF BUSINESS - 2024 ALGA NATIONAL GENERAL ASSEMBLY - 2024 LGA ORDINARY/ANNUAL GENERAL MEETINGS

RESOLUTION 2024/38

Moved: Cr Paul Jenner
Seconded: Cr Max Bruins

1. That Council Report No. AR24/9130 titled 'Proposed Items of Business - 2024 ALGA National General Assembly - 2024 LGA Ordinary/Annual General Meetings' as presented on 20 February 2024 be noted.
2. That Council writes to the LGA to advise that Council is unable to submit any items of business for the May 2024 Ordinary General Meeting.
3. That draft items of business for the October/November 2024 LGA Annual General Meeting be prepared for consideration by Council at a subsequent meeting, on the following matters:
   - Ability to raise pro rata rates
4. That Council advise ALGA that Council does not intend to submit motions for the July 2024 ALGA National General Assembly, subject to confirmation that LGA SA is progressing Councils prior resolution regarding the parental income test to ALGA. If, however, LGA SA is not progressing Councils resolution to ALGA that a proposed motion be brought to the Council's March Meeting.

CARRIED

19.5 BUDGET REVIEW 2 2023/2024

RESOLUTION 2024/39

Moved: Cr Paul Jenner
Seconded: Cr Mark Lovett

1. That Council Report No. AR23/85041 titled 'Budget Review 2 2023/2024' as presented on 20 February 2024 be noted.
2. That Council adopts the revised budget for the year ending 30 June 2024 as at 31 December 2023 (Budget Review 2) as attached to Report No. AR23/85041.

CARRIED

19.6 SECOND QUARTER REPORT ON ANNUAL BUSINESS PLAN 2023/2024 ANNUAL OBJECTIVES

RESOLUTION 2024/40

Moved: Cr Max Bruins
Seconded: Cr Frank Morello

1. That Council Report No. AR23/87212 titled ‘Second Quarter Report on Annual Business Plan 2023/2024 Annual Objectives’ as presented on 20 February 2024 be noted.

CARRIED

19.7 ELECTOR REPRESENTATION REVIEW - APRIL 2024 - APRIL 2025

RESOLUTION 2024/41

Moved: Cr Josh Lynagh
Seconded: Cr Max Bruins

1. That Council Report No. AR24/4944 titled ‘Elector Representation Review - April 2024 - April 2025’ as presented on 20 February 2024 be noted.

CARRIED

20 MOTIONS WITH NOTICE

20.1 NOTICE OF MOTION - WULANDA RECREATION AND CONVENTION CENTRE

RESOLUTION 2024/42

Moved: Cr Paul Jenner
Seconded: Cr Max Bruins

1. That Council Report No. AR24/10637 titled ‘Notice of Motion - Wulanda Recreation and Convention Centre’ as presented on 20 February 2024 be noted.
2. That a status report be prepared for the March 2024 Council meeting on the Wulanda Recreation and Convention Centre.
3. That any items that may require a budget allocation or adjustment be costed and included in the report.

CARRIED

21 MOTIONS WITHOUT NOTICE

MOTION - MOUNT GAMBIER DISTRICTS LIVESTOCK EXCHANGE 2030 TRANSFORMATION PROJECT - DISTRICT COUNCIL GRANT

RESOLUTION 2024/43

Moved: Cr Sonya Mezinec
Seconded: Cr Frank Morello

That Council requests a report be prepared for the March Council Meeting providing information necessary to enable Council to make a decision in consideration of the District Council of Grant's Mount Gambier Districts Livestock Exchange 2030 Transformation Project following the Deputation to the February Council Meeting.

CARRIED

22 CONFIDENTIAL ITEMS OF COMMITTEES

Nil

23 NEW CONFIDENTIAL ITEMS

23.1 QUESTION WITH NOTICE - CRATER LAKES UNSOLICITED PROPOSAL – REPORT NO. AR24/6182

RESOLUTION 2024/44

Moved: Cr Max Bruins
Seconded: Cr Mark Lovett

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 S Philpott, B Cernovskis, J Fetherstonhaugh, M McCarthy, J Scoggins and S Wilson be excluded from attendance at the meeting for the receipt and consideration in confidence of Agenda Item 23.1 AR24/6182 Question With Notice - Crater Lakes Unsolicited Proposal.

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

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

- information concerning matters that must be considered in confidence in order to ensure that the Council does not:
  - breach any law, order or direction of a court or tribunal constituted by law,
  - breach any duty of confidence, or
  - breach any other legal obligation or duty

The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the information regarding Crater Lakes Unsolicited Proposal contains commercial information of a confidential nature provided to Council in-confidence, the consideration of which if conducted in open could prejudice the position of Council or the party that provided the information or confer a commercial advantage on a third party. The public interest in the matter being considered in open is considered to be outweighed by the public interest in ensuring the best possible outcome for the community, which may be prejudiced if the matter were considered in open.

CARRIED

RESOLUTION 2024/45

Moved: Cr Max Bruins
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 23.1 AR24/6182 Question With Notice - Crater Lakes Unsolicited Proposal 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) and (g) be kept confidential and not available for public inspection until two years after the expiry of an agreement entered into in relation to the matter or two years after the proposal has been abandoned and Council has been released from its duty of confidence, whichever is the later.
2. Further that Council delegates the power to review, revoke, but not extend the confidential order to the Chief Executive Officer in accordance with the provisions of Section 91(9)(c) of the *Local Government Act 1999.*

CARRIED

23.2 QUESTION WITH NOTICE - UNSOLICITED PROPOSAL - PROPERTY THIRD PARTY PROPOSAL – REPORT NO. AR24/6186

RESOLUTION 2024/46

Moved: Cr Max Bruins
Seconded: Cr Sonya Mezinec

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 S Philpott, B Cernovskis, J Fetherstonhaugh, M McCarthy, J Scoggins and S Wilson be excluded from attendance at the meeting for the receipt and consideration in confidence of Agenda Item 23.2 AR24/6186 Question With Notice - Unsolicited Proposal - Property Third Party Proposal.

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

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

The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the information to be received and discussed, if conducted in open could reveal confidential 3rd party commercial information, and confer advantage on 3rd parties, and prejudice the Council's commercial position in obtaining best value for the community.

CARRIED

RESOLUTION 2024/47

Moved: Cr Sonya Mezinec
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 23.2 AR24/6186 Question With Notice - Unsolicited Proposal - Property Third Party Proposal 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) and (d) be kept confidential and not available for public inspection until 2 years after the 3rd party proposal has been settled or abandoned, with the exception of any information that is prohibited from being withheld under s91(8) being disclosed being released upon any arrangements being fully executed by both parties, or any part of the information determined by the Chief Executive Officer to be released under delegation.
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

24 MEETING CLOSE

The Meeting closed at 7:30pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 19 March 2024.

.....

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, 26 FEBRUARY 2024 AT 5.35 P.M.

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

OFFICERS IN ATTENDANCE:	Chief Executive Officer	- Mrs S Philpott
	General Manager Corporate and Regulatory Services	- Mrs J Fetherstonhaugh
	General Manager City Infrastructure	- Ms B Cernovskis
	Manager Financial Services	- Mrs J Scoggins
	Manager Organisational Development	- Ms L Little
	Executive Administrator	- Mrs A Pasquazzi

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

3 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Alexander Brown
Seconded: Belinda Johnson

That the minutes of the Audit and Risk Committee meeting held on 29 January 2024 be confirmed as an accurate record of the proceedings of the meeting.

CARRIED

4 QUESTIONS WITHOUT NOTICE

Nil

5 REPORTS

5.1 PLANNING, DEVELOPMENT AND INFRASTRUCTURE ACT 2016 POST IMPLEMENTATION INTERNAL AUDIT

COMMITTEE RESOLUTION

Moved: Paul Duka
Seconded: Mayor Lynette Martin

1. That Audit and Risk Committee Report No. AR24/3285 titled 'Planning, Development and Infrastructure Act 2016 Post Implementation Internal Audit' as presented on 26 February 2024 be noted.

CARRIED

5.2 PAYROLL AND REMUNERATION INTERNAL AUDIT

COMMITTEE RESOLUTION

Moved: Alexander Brown
Seconded: Belinda Johnson

1. That Audit and Risk Committee Report No. AR24/3288 titled 'Payroll and Remuneration Internal Audit' as presented on 26 February 2024 be noted.

CARRIED

5.3 EXTERNAL AUDIT MANAGEMENT REPORT

COMMITTEE RESOLUTION

Moved: Mayor Lynette Martin
Seconded: Alexander Brown

1. That Audit and Risk Committee Report No. AR24/12237 titled 'External Audit Management Report' as presented on 26 February 2024 be noted.

CARRIED

5.4 RISK MANAGEMENT REPORT OCTOBER - DECEMBER 2023

COMMITTEE RESOLUTION

Moved: Alexander Brown
Seconded: Mayor Lynette Martin

1. That Audit and Risk Committee Report No. AR24/12963 titled 'Risk Management Report October - December 2023' as presented on 26 February 2024 be noted.

CARRIED

5.5 WORK HEALTH SAFETY (WHS) AND WELLBEING QUARTERLY REPORT - OCTOBER - DECEMBER 2023

COMMITTEE RESOLUTION

Moved: Mayor Lynette Martin
Seconded: Cr Paul Jenner

1. That Audit and Risk Committee Report No. AR24/13549 titled 'Work Health Safety (WHS) and Wellbeing Quarterly Report - October - December 2023' as presented on 26 February 2024 be noted.

CARRIED

Paul Duka declared an interest in item 5.6 and stepped down as Presiding Member for that item.

Mayor Lynette Martin took the chair for item 5.6.

5.6 PRESIDING MEMBER NOMINATION

COMMITTEE RESOLUTION

Moved: Cr Paul Jenner
Seconded: Alexander Brown

1. That Audit and Risk Committee Report No. AR24/10396 titled 'Presiding Member Nomination' as presented on 26 February 2024 be noted.
2. That Paul Duka be appointed the Presiding Member of the Audit and Risk Committee from 16 March 2024.
3. That the term of office for the position of Audit and Risk Committee Presiding Member be 1 year expiring on 16 March 2025.

CARRIED

Paul Duka resumed the chair for the remainder of the meeting.

5.7 AUDIT AND RISK COMMITTEE MEETING REPORT 26/02/24

COMMITTEE RESOLUTION

Moved: Paul Duka
Seconded: Mayor Lynette Martin

1. That Audit and Risk Committee Report No. AR24/12549 titled 'Audit and Risk Committee Meeting Report 26/02/24' as presented on 26 February 2024 be noted.

CARRIED

6 MOTIONS WITHOUT NOTICE

Nil

7 MEETING CLOSE

The Meeting closed at 6:43 pm.

The minutes of this meeting were confirmed at the Audit and Risk Committee held on 25 March 2024.

.....

PRESIDING MEMBER

16.2 PLANNING, DEVELOPMENT AND INFRASTRUCTURE ACT 2016 POST IMPLEMENTATION INTERNAL AUDIT – REPORT NO. AR24/3285

Committee:	**Audit and Risk Committee**
Meeting Date:	**26 February 2024**
Report No.:	**AR24/3285**
CM9 Reference:	**AF11/863**
Author:	**Julie Scoggins, Manager Financial Services**
Authoriser:	**Jane Fetherstonhaugh, General Manager Corporate and Regulatory Services**
Summary:	**Aligned with the adopted Internal Audit Program 2024-2026 and the Internal Audit Policy this report outlines the scope for the Planning, Development and Infrastructure Act 2016 Post Implementation Internal Audit.**
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. AR24/3285 titled ‘Planning, Development and Infrastructure Act 2016 Post Implementation Internal Audit’ as presented on 26 February 2024 be noted.

TYPE OF REPORT

Corporate

BACKGROUND

1. **Section 84** - of the Statutes Amendment (Local Government Review) Act 2021 includes subsection (3) which results in a greater emphasis on internal audit and risk management.
2. **Section 82** - of the Act amends Section 125 of the Local Government Act and in particular, Section 125(3) to include that 'a Council must ensure that appropriate policies, systems and procedures relating to risk management are implemented and maintained in order to assist the Council to carry out its activities in an efficient and orderly manner' to:
   - achieve its objectives;
   - inform appropriate decision making;
   - facilitate appropriate prioritisation of finite resources;
   - promote appropriate mitigation of strategic, financial and operational risks relevant to the Council.
3. **Section 126 *(4)*** - *The functions of a council audit and risk committee include—*

   (*g) —*
   (i) if the council has an internal audit function—
   (A) providing oversight of planning and scoping of the internal audit work plan; and
   (B) reviewing and commenting on reports provided by the person primarily responsible for the internal audit function at least on a quarterly basis;
4. **Internal Audit Approach** - Council has historically not had an internal audit function or undertaken internal audits. An approach was agreed with Dean Newbery and Partners further to their appointment as Council's external auditor in 2021 as follows:
   - **Internal Financial Controls Self-Assessment** - The internal financial controls that had not been assessed since 2018 would be assessed in FY 2023;
   - I**nternal Audit** - A risk based approach would be undertaken to build an internal audit program starting with one internal audit in FY 2024.
5. **Section 125A** – Of the Act states:

   125A—Internal audit functions

   (1) The chief executive officer of a council that has an internal audit function must, before appointing a person to be primarily responsible for the internal audit function, or assigning such responsibility to an employee of the council, consult with the relevant audit and risk committee on the appointment or assignment of responsibility.

   (2) Despite any other law or instrument to the contrary, the person primarily responsible for the internal audit function—

   (a) must ensure that any reports they prepare relating to the internal audit function are provided directly to the audit and risk committee; and

   (b) may report any matters relating to the internal audit function directly to the audit and risk committee.
6. **Audit and Risk Committee Terms of Reference** - The following section of the Audit and Risk Committee Terms of Reference (as adopted in December 2022) is relevant to this report:

   12.4 Internal Audit *(where Council does not have a separate internal audit function):*

   - *The Committee shall:*

12.4.1 ***Monitor and Review*** *- The effectiveness of the Council's internal audit function in the context of the Council's overall risk management system.*

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

12.4.3 ***Reports -*** *Review all reports on the Council's operations from the internal auditors.*

12.4.4 ***Findings and Recommendations*** *- Review and monitor management's responsiveness to the findings and recommendations of the Internal Auditor; and*

12.4.5 ***Direct Access*** *- Provide the internal Auditor with the right of direct access to the Mayor of the Council and to the Chairperson of the Committee.*

It should be noted that the Terms of Reference are expected to be updated further to a workshop in February and the Audit and Risk Committee in March and Council meeting in April to recognise that Council now has an internal audit function.

7. **Internal Audit Policy** - As adopted by Council in December 2023 includes the following reporting requirements:

   9.2 Audit and Risk Committee - *A number of reports will be brought to the Audit and Risk Committee to include the following:*

   - ***Individual Internal Audit Reports*** *- Will be brought to the Council Executive and Audit and Risk Committee as required to detail the scope of the internal audit prior to commencement of the audit activity, with a further report to be brought to the Council Executive and Audit and Risk Committee to provide the internal audit report that will detail the findings and agreed actions.*
   - ***Quarterly Internal Audit Updates -*** *A report that will provide an overview of the internal audit function at least on a quarterly basis.*
   - ***CEO Annual Report*** *- on the council's internal audit processes, reporting as required with regard to the internal audit plan and proposed scope of each internal audit.*

8. **Internal Audit Program** - Was reviewed at the November Audit and Risk Committee meeting and adopted at the December Council meeting. The scope of the program included an Internal Audit of the Planning, Development and Infrastructure Act 2016 that would utilise external resource. It should be noted that this audit was selected based on benchmarking with other councils.

9. **Quarterly Internal Audit Update Report - Was presented to the Audit and Risk Committee for the first time at the January 2024 meeting including the following:**

   - **RFQ Process** - A select Request for Quote (RFQ) process was undertaken in December 2023 and January 2024 where two external providers were provided with a copy of the Internal Audit Program that was adopted in December 2023. Both external providers provided submissions that were reviewed by the Manager Financial Services with a recommendation provided to the General Manager.
   - **External Provider Engagement and Planning** – Initial meeting to be arranged with preferred provider to work through the proposed scope, timing and price in more detail.

PROPOSAL

1. **Purpose** - This report is as included in the policy as shown above and is an individual internal audit report that will define the scope of this internal audit prior to commencement.

2. **Audit Objective** - This audit will review the legislative compliance of Council's development assessment processes and as well as provide assurance on the supporting frameworks in place such as delegations, authorisations, policies, procedures and plans.
3. **Audit Scope** - The audit scope will cover post implementation review of the system reforms. It should be noted that this has been developed in consultation with the Manager Development Services.
4. **Scope Exclusions** - The audit will not include detailed testing, and/or provide a comprehensive review of Council's implementation of the ePlanning system per a larger 'service review' engagement. The review will consider workflows and procedures from a high-level and with a consideration of risk.

   The reason for this approach (a focus on the process rather than individual transactions), gives greater assurance that future transactions will be processed properly, and succession and knowledge transfer to new staff will occur smoothly.

   A process focused scope is also felt to provide the best opportunity to identify process efficiency opportunities.

5. **Internal Audit Timings** - The internal audit is scheduled to take place in March 2024 with the report to be brought to the Audit and Risk Committee at the May 2024 meeting.
6. **Budge**t - The agreed budget for this Audit is aligned with the 2023/2024 budget of $10k.
7. **Management of Internal Audit** - The Manager Financial Services will oversee this audit and bring a report back to the Audit and Risk Committee to detail the findings and recommendations.

LEGAL IMPLICATIONS

Local Government Act 1999, as specified above.

STRATEGIC PLAN

N/A

COUNCIL POLICY

Internal Audit Policy

F225 Fraud and Corruption Prevention Policy

Internal Controls Policy

Risk Management Policy

ECONOMIC IMPLICATIONS

N/A

ENVIRONMENTAL IMPLICATIONS

N/A

SOCIAL IMPLICATIONS

N/A

CULTURAL IMPLICATIONS

N/A

RESOURCE IMPLICATIONS

Budget Allocation - The Internal Audit Plan 2024-2026 was created to be conducted within the current available budget. $20k has been included in the 2023/2024 budget for two internal audits. This audit is aligned with the overall budget.

VALUE FOR MONEY

N/A

RISK IMPLICATIONS

Improved Internal Audit processes is in keeping with the Audit and Risk responsibilities and legislation and will result in improved risk management processes.

EQUALITIES AND DIVERSITY IMPLICATIONS

N/A

ENGAGEMENT AND COMMUNICATION STRATEGY

Some internal audits will improve Council's efficiency and effectiveness.

IMPLEMENTATION STRATEGY

The internal audit program as adopted by Council will be implemented as follows:

- **Management Team Roll Out** - The program will be communicated at the Management Team meeting with further meetings to agree provisional dates across the organisation prior to bringing back to the Audit and Risk Committee.

CONCLUSION AND RECOMMENDATION

It is recommended that the Internal Audit scope for the Planning, Development and Infrastructure Act 2016 - Post Implementation Audit as presented will form the basis for the activity to be undertaken in March - May 2024.

ATTACHMENTS

1. Draft Internal Audit Scope

City of Mount Gambier

Galpins
Accountants, Auditors & Business Consultants

Internal Audit Scope
PDI Act 2016 - Post Implementation Audit

Background	South Australia transitioned to a new planning system in March 2021. This new system is fully electronic, providing online development assessment and processing via a web based ePlanning platform, accessed via PlanSA. The new ePlanning system applies to the whole of South Australia. The ePlanning platform brings together the PlanSA portal, the on line Planning and Design Code, the South Australian Property and Planning Atlas and the electronic Development Application processing system. The new planning system was developed to implement the requirements specified within the Planning, Development and Infrastructure Act 2016 (PDI Act) and relevant regulations.
Audit Objective	This audit will review the legislative compliance of Council's development assessment processes and as well as provide assurance on the supporting frameworks in place such as delegations, authorisations, policies, procedures and plans.
Scope	The audit scope will cover post implementation review of the system reforms including: ▪ the adequacy of Council's processes to align to the new regime ▪ legislative compliance - including in relation to required supporting frameworks such as resources, delegations and authorisations ▪ review of Council's application of the Planning and Design Code, National Construction Code, Ministerial Specifications and Practice Directions ▪ review of the governance mechanisms introduced (CAP, Assessment Manager, Building Fire Safety Committee) in relation to terms of reference, appropriateness of delegations, appointments to these authorities ▪ review council's processes, documentation and procedures for development enforcement and compliance actions and their compliance with the relevant provisions of the PDI Act (excluding detailed analysis of operational examples – primary focus on framework and timeliness of high-risk enforcement/compliance actions) ▪ training/development for staff, and ▪ internal relationships and workflow management between departments where appropriate. The audit will not include detailed testing, and/or provide a comprehensive review of Council's implementation of the ePlanning system per a larger 'service review' engagement. The review will consider workflows and procedures from a high-level and with a consideration of risk.

Methodology	In conducting the engagement, the team will: ▪ conduct interviews with key stakeholders and team members ▪ review key Council documentation and relevant policies and procedures where applicable ▪ conduct select testing of delegations, authorisations and enforcement and compliance actions ▪ identify potential opportunities for improvement ▪ draft a report summarising findings and recommendations ▪ allow management responses to be considered as part of the draft report and the subsequent review process, and ▪ provide a final report for presentation to the Audit and Risk Committee.
Relevant Risks	This audit aligns with Council's strategic risk/s: ▪ *Governance, Compliance, and Legislative Obligations.*
General Administration	This audit will be performed by Galpins, Council's internal audit providers. Galpins will be responsible for maintaining regular communication with City of Mount Gambier and will coordinate activities to complete the audit. The audit will be conducted from March 2024. Nine days have been allocated to this review.
Audit Team	▪ Janna Burnham (Partner, Internal Audit) ▪ Tim Muhlhausler (Partner, Audit) ▪ Danika Brown (Analyst)

16.3 PAYROLL AND REMUNERATION INTERNAL AUDIT – REPORT NO. AR24/3288

Committee:	**Audit and Risk Committee**
Meeting Date:	**26 February 2024**
Report No.:	**AR24/3288**
CM9 Reference:	**AF11/863**
Author:	**Julie Scoggins, Manager Financial Services**
Authoriser:	**Jane Fetherstonhaugh, General Manager Corporate and Regulatory Services**
Summary:	**Aligned with the adopted Internal Audit Program 2024-2026 and the Internal Audit Policy this report outlines the scope for the Payroll and Remuneration Internal Audit.**
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. AR24/3288 titled ‘Payroll and Remuneration Internal Audit’ as presented on 26 February 2024 be noted.

TYPE OF REPORT

Corporate

BACKGROUND

1. **Section 84** - of the Statutes Amendment (Local Government Review) Act 2021 includes subsection (3) which results in a greater emphasis on internal audit and risk management.
2. **Section 82** - of the Act amends Section 125 of the Local Government Act and in particular, Section 125(3) to include that 'a Council must ensure that appropriate policies, systems and procedures relating to risk management are implemented and maintained in order to assist the Council to carry out its activities in an efficient and orderly manner' to:
   - achieve its objectives;
   - inform appropriate decision making;
   - facilitate appropriate prioritisation of finite resources;
   - promote appropriate mitigation of strategic, financial and operational risks relevant to the Council.
3. **Section 126 *(4)*** - *The functions of a council audit and risk committee include—*

   (g) —
   (i) if the council has an internal audit function—
   (A) providing oversight of planning and scoping of the internal audit work plan; and
   (B) reviewing and commenting on reports provided by the person primarily responsible for the internal audit function at least on a quarterly basis;
4. **Section 125A** – Of the Act states:

   125A—Internal audit functions

   (1) The chief executive officer of a council that has an internal audit function must, before appointing a person to be primarily responsible for the internal audit function, or assigning such responsibility to an employee of the council, consult with the relevant audit and risk committee on the appointment or assignment of responsibility.

   (2) Despite any other law or instrument to the contrary, the person primarily responsible for the internal audit function—

   (a) must ensure that any reports they prepare relating to the internal audit function are provided directly to the audit and risk committee; and

   (b) may report any matters relating to the internal audit function directly to the audit and risk committee.

5. **Internal Audit Approach** - Council has historically not had an internal audit function or undertaken internal audits. An approach was agreed with Dean Newbery and Partners further to their appointment as Council's external auditor in 2021 as follows:
   - **Internal Financial Controls Self-Assessment** - The internal financial controls that had not been assessed since 2018 would be assessed in FY 2023;
   - I**nternal Audit** - A risk-based approach would be undertaken to build an internal audit program starting with one internal audit in FY 2024.
6. **Audit and Risk Committee Terms of Reference** - The following section of the Audit and Risk Committee Terms of Reference (as adopted in December 2022) is relevant to this report:

   12.4 Internal Audit *(where Council does not have a separate internal audit function):*

- *The Committee shall:*

  12.4.1 ***Monitor and Review*** *- The effectiveness of the Council's internal audit function in the context of the Council's overall risk management system.*

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

  12.4.3 ***Reports -*** *Review all reports on the Council's operations from the internal auditors.*

  12.4.4 ***Findings and Recommendations*** *- Review and monitor management's responsiveness to the findings and recommendations of the Internal Auditor; and*

  12.4.5 ***Direct Access*** *- Provide the internal Auditor with the right of direct access to the Mayor of the Council and to the Chairperson of the Committee.*

It should be noted that the Terms of Reference are expected to be updated further to a workshop in February and the Audit and Risk Committee in March and Council meeting in April to recognise that Council now has an internal audit function.

7. **Internal Audit Plan** - Was reviewed at the November Audit and Risk Committee meeting and adopted at the December Council meeting. The scope of the program included an Internal Audit of Payroll and Remuneration that would utilise external resource.

8. **Quarterly Internal Audit Update Report** - Was presented to the Audit and Risk Committee for the first time at the January 2024 meeting including the following:

   - **RFQ Process** - A select Request for Quote (RFQ) process was undertaken in December 2023 and January 2024 where two external providers were provided with a copy of the Internal Audit Plan that was adopted in December 2023. Both external providers provided submissions that were reviewed by the Manager Financial Services with a recommendation provided to the General Manager.

   - **External Provider Engagement and Planning** – An Initial meeting held with preferred provider to work through the proposed scope, timing and price in more detail, the provider then met with Council's external auditor. The attached plan was also reviewed by the Manager Financial Services and Acting Manager Organisational Development.

PROPOSAL

1. **Purpose** - This report is as included in the policy as shown above and is an individual internal audit report that will define the scope of this internal audit prior to commencement.

2. **Audit Objective** - The main objectives of the audit are as follows:

   - **Enhance compliance:** verify adherence to relevant Enterprise Bargaining Agreements, industrial awards and contracts, legislation and Council policies.

   - **Optimise processes**: identify opportunities to streamline and improve onboarding, changes to employment terms and staff exit procedures for increased efficiency and reduced errors.

   - **Minimise risk**: evaluate and mitigate potential risks associated with inaccurate payroll processing, non-compliance and inadequate documentation.

   - **Promote best practices**: recommend best practices and industry standards to strengthen this function.

3. **Audit Scope** - The focus of the audit is upon changes that take place during the employee lifecycle and the payroll/HR processes in the first instance and the supporting calculations including the following (aligned with the attached payroll audit plan):

- **Appointment** - When a new employee is appointed and starts at City of Mount Gambier (COMG).
- **Changes Throughout Employment** - EB changes, step changes, temporary changes in role (e.g. higher duties/acting),
- **Termination** – When a member of staff leaves the organisation.

4. **Scope Exclusions** - The internal Auditor has engaged with Council's External Auditor (Dean Newbery) to minimise any overlap between the external audit and this internal audit activity.
5. **Internal Audit Timings** - The internal audit is scheduled to take place in March 2024 with the report to be brought to the Audit and Risk Committee at the May 2024 meeting.
6. **Budge**t - The agreed budget for this Audit is aligned with the 2023/2024 budget of $10k.
7. **Management of Internal Audit** - The internal audit will be undertaken by the external provider. The Manager Financial Services will bring the report produced by the internal auditor to the Audit and Risk Committee to detail the findings and recommendations.

LEGAL IMPLICATIONS

Local Government Act 1999, as specified above.

STRATEGIC PLAN

N/A

COUNCIL POLICY

Internal Audit Policy

F225 Fraud and Corruption Prevention Policy

Internal Controls Policy

Risk Management Policy

ECONOMIC IMPLICATIONS

N/A

ENVIRONMENTAL IMPLICATIONS

N/A

SOCIAL IMPLICATIONS

N/A

CULTURAL IMPLICATIONS

N/A

RESOURCE IMPLICATIONS

Budget Allocation - The Internal Audit Plan 2024-2026 was created to be conducted within the current available budget. $20k has been included in the 2023/2024 budget for two internal audits. This audit is aligned with the overall budget.

VALUE FOR MONEY

N/A

RISK IMPLICATIONS

Improved internal audit processes is in keeping with the Audit and Risk responsibilities and legislation and will result in improved risk management processes.

EQUALITIES AND DIVERSITY IMPLICATIONS

N/A

ENGAGEMENT AND COMMUNICATION STRATEGY

N/A

IMPLEMENTATION STRATEGY

The internal audit program as adopted by Council will be implemented as follows:

- **Management Team Roll Out** - The program will be communicated at the Management Team meeting with further meetings to agree provisional dates across the organisation prior to bringing back to the Audit and Risk Committee.

CONCLUSION AND RECOMMENDATION

It is recommended that the attached Payroll and Remuneration Internal Audit Plan presented will form the basis for the activity to be undertaken in March - May 2024.

ATTACHMENTS

1. Payroll Audit Plan

CITY OF MOUNT GAMBIER - PAYROLL AUDIT PLAN

Stages	Activities
Payroll Policies and Procedures	
1. Preliminary Assessment	- Review existing policies and procedures relating to payroll.
	- Gather information relating to the size and complexity of the payroll function.
2. Current State Analysis	- Conduct an in-depth examination of the current payroll processes.
	- Document each step involved in payroll processing.
3. Policy and Procedure Alignment	- Compare current practices with established policies and procedures.
	- Identify any deviations and potential compliance issues.
4. Risk Identification	- Identify and evaluate the risks associated with the payroll process.
5. Gap Analysis	- Identify gaps between current practices and industry best practices.
	- Assess the impact of these gaps on payroll accuracy and compliance.
6. Policy and Procedure Recommendations	- Develop actionable recommendations to address identified gaps and risks.
Process Testing	
7. Compliance with Payroll Regulations	- Review relevant payroll laws and regulations.
	- Verify that all new employee appointments comply with legal requirements.
	- Ensure terminations align with statutory notice periods and rules.
	- Confirm adherence to EB and contract specifications.
8. New Employee Onboarding	- Review new employee files for completeness and accuracy.
	- Verify that new employees have completed necessary tax and legal forms.
	- Confirm the implementation of proper orientation and training.
	- Check compliance with Superannuation requirements.

Stages		Activities
9. Termination Process Compliance	-	Review documentation for terminated employees for accuracy.
	-	Confirm that termination procedures align with legal requirements and internal policies.
	-	Ensure final payments are made in accordance with regulations and internal policies.
	-	Verify proper handling of accrued leave balances upon termination.
10. Payroll Record Accuracy and Timeliness	-	Review payroll records, including salary calculations for accuracy.
	-	Confirm that payroll processing is done within the required time.
	-	Assess accuracy in applying tax rates, allowances and deductions.
11. Reporting and Documentation Compliance	-	Verify that required payroll reports are generated and retained.
	-	Confirm the accuracy of information presented in payroll reports.
	-	Ensure documentation of payroll processes and changes is maintained.
12. Superannuation Compliance	-	Verify accurate calculation and payment of Superannuation contributions.
	-	Confirm timely reporting and payment of Superannuation contributions.
	-	Ensure compliance with any changes in Superannuation laws and regulations.
13. Internal Controls Assessment	-	Evaluate internal controls in place for payroll transactions.
	-	Assess segregation of duties to prevent fraudulent activities.
	-	Confirm the existence and effectiveness of monitoring mechanisms.
	-	Recommend improvements to strengthen internal controls.
14. Employee Communication and Training	-	Confirm that employees are informed about payroll policies.
	-	Assess the effectiveness of communication regarding payroll changes.
	-	Verify that payroll staff receive ongoing training regarding payroll regulations.
15. Payroll Transaction Testing Findings	-	Report on payroll transaction testing findings.

New Employees (Onboarding)

↓

Review relevant policies & procedures that have been documented

- do they adequately address the associated risks
- do they provide adequate instructions for staff to follow
- would they be considered 'best practice'

↓

Document Council's onboarding process

- interview relevant payroll staff and document process

↓

Test a sample of new employees

- have new employees been onboarded in accordance with Council's policies and procedures
- has the process been carried out in alignment with EB agreements and statutory requirements
- has adequate documentation been retained
- sample testing to be determined onsite based on the above findings

Sample testing may include some of the below tasks

Employee Onboarding Expectations

New employee paperwork
Signed and documented offer letter and contract, outlining the terms and conditions of employment
Statutory tax forms
Copies of identification documents (e.g., passport or driver's license)
Emergency contact information
Other enrolment forms (including superannuation, deductions, etc.)
Onboarding tasks
Input new employees information into the payroll system accurately
Create employee files
Welcome pack for new employee
An employee handbook outlining policies, procedures, and code of conduct
Welcome announcement for new employee
Email or a notice on the intranet introducing the new employee, their role, and background
Add new employee to the organisational chart
Probation Period
A formal review prior to the end of the probation period to determine progress and set further development plans

Changes to Employee Terms

↓

Review relevant policies & procedures that have been documented

- do they adequately address the associated risks
- do they provide adequate instructions for staff to follow
- would they be considered 'best practice'

↓

Document Council's process for changes in employee payroll terms

- interview relevant payroll staff and document process

↓

Test a sample of employees who have had a change to their terms throughout the year

- have the changes been carried out in accordance with Council's policies and procedures
- has the change been carried out in alignment with contracts and EB agreements
- has the change been adequately documented, with supporting documents retained
- sample testing to be determined onsite based on the above findings

Sample testing may include some of the below tasks

Change to Employee Terms

Task
Ensure request for change has been provided in writing
Ensure change is in accordance with EB, contract or statutory regulations
Ensure authorisation for change has been provided in writing
Ensure change of term shows up in payroll audit report (change report)
Check to ensure change has been processed correctly in payroll system
Check to ensure change is retained in future payroll periods
Ensure all supporting documentation has been retained on file.

Staff Exit Procedures

↓

Review relevant policies & procedures that have been documented

- do they adequately address the associated risks
- do they provide adequate instructions for staff to follow
- would they be considered 'best practice'

↓

Document Council's staff exit process

- interview relevant payroll staff and document process

↓

Test a sample of employees who have exited throughout the year

- has the exit been carried out in accordance with Council's policies and procedures
- has the termination payment been calculated in accordance with statutory regulations
- has the exit been adequately documented, with supporting documents retained
- sample testing to be determined onsite based on the above findings

Sample testing may include some of the below tasks

Employee Exit Checklist

Task
Ensure termination paperwork is completed and retained
If applicable, ensure resignation periods are in accordance with employee EB or contract
Inform key stakeholders (payroll, IT and senior management) to prepare for the exit process
Communicate the employee exit internally
Ensure a handover document is created and shared with relevant employees
Arrange final termination payments
Ensure termination payments are calculated in accordance with statutory regulations and are adequately approved.
Collect Council assets (laptop, phone, credit card, vehicle, etc)
Remove software access
Conduct exit interview
Update organisational chart

16.4 EXTERNAL AUDIT MANAGEMENT REPORT – REPORT NO. AR24/12237

Committee:	**Audit and Risk Committee**
Meeting Date:	**26 February 2024**
Report No.:	**AR24/12237**
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 2021/2022, and 2023/2024 years and the External Audit Plan for the year ending 30 June 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 Audit and Risk Committee Report No. AR24/12237 titled 'External Audit Management Report' as presented on 26 February 2024 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. **Visits 2021/2022**- Council's external auditors (Dean Newbery and Partners) undertook an interim site visit in April 2022 and a balance date audit site visit in August 2022 in relation to the external audit for the year ended 30 June 2022.

6. **Visits 2022/2023 Financial Year** - Council's external auditors (Dean Newbery and Partners) undertook an interim site visit in May 2023 and a balance date audit site visit in September 2023.

7. **New Legislation** - From 30 November 2023, the following function has been required as per Section 126 (4)

   (4) The functions of a council audit and risk committee include—

   (c) monitoring the responsiveness of the council to recommendations for improvement based on previous audits and risk assessments, including those raised by a council's auditor;

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 from Council's auditors (further to the last update at the November meeting)..

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 (9 Risks)** - Including User access levels – payroll Masterfile, general journal review, asset revaluation reserve adjusting entry, internal financial controls self-assessment, user access levels – segregation of duties, payroll and accounts payable back up duties, payroll procedure, procurement exemption register and Library books accounting treatment.

   - **Actions That Are Partially Complete/Ongoing (5 Risks)** - Including internal plant hire and full cost attribution, policy register, grants register, Riddoch Art Collection - Curatorial and Preservation Policy and, 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** - An update was provided in the Interim Management Report and 2023 Audit Completion Report.

   - **Infrastructure Asset Revaluation** - An update was provided in the Interim Management Report and the 2023 Audit Completion Report and has also been included in Attachment 3.

6. **Interim Audit Management Report June 2023 Management Response** - Attachment 4 shows the following:

   - **Prior Year Matters Update** - Included four matters completed with another two items in progress.

   - **Detailed Audit Findings** - Included three moderate items of which two are partially complete and one is complete, and one low item that is ongoing.

7. **Balance Date Audit 2022/23** - Two matters were raised to be addressed for future financial years including Caroline Landfill Post Closure Provision Review and Reserve Accounting Practices. These actions have been reviewed with progress noted (details in Attachment 5):

   - **Provision For Reinstatement, Restoration and Rehabilitation** -The Finance team are currently working with the Waste Management Team and a consultant to develop financial modelling to support this important provision.

   - **Reserve Accounting Practices** - It should be noted that Council does not currently record any reserves as having a negative balance. Further to discussions during the FY 2023 balance date audit Finance staff will continue to carefully monitor reserves shown as having a zero balance.

8. **Audit Plan** - The attached audit plan is aligned with the scope of the external audit engagement as shown below (Attachment 6):

   Scope of the Audit:

   The scope of the engagement, per Section 129 of the Act includes the audit of the following:

   - **Section 129(a)**: Council's financial statements for the financial year which is to be prepared in accordance with the requirements under the Act.

   - **Section 129(b)**: Audit of the controls exercised by Council in relation to the receipt, expenditure and investment of money, the acquisition and disposal of property and the incurring of liabilities.

   Key Milestones:

- **Audit Plan to Audit and Risk Committee** - February 2024.
- **Valuation Review** - March 2024
- **Offsite Testing** - May 2024.
- **Interim Audit Attendance** - May 2024.
- **Interim Audit Report to Audit and Risk Committee** - June 2024.
- **Balance Date Audit** - September 2024.
- **Audit and Risk Committee Review** - October 2024
- **Council Adoption** - November 2024.

9. **Next Update** - The next update will be brought to the Audit and Risk Committee at the May 2024 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. Attachment 1
2. Attachment 2
3. Attachment 3
4. Attachment 4
5. Attachment 5
6. Attachment 6

Attachment 1

Auditor Recommendation or Comment	Risk	Progress	Target Date	Status	Completion Date
2020/21 Internal Controls Letter					
Purchase Orders raised after invoices are received	M	Executive reporting developed and implemented.	31-Dec-21	Complete	31-Dec-21
		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	31-Dec-22
No formal maintenance plans supporting general maintenance strategies per the Asset Management Plan.	L	Upon receipt of the building valuation and condition ratings, the Building Asset Register is currently being updated and a phased maintenance plan will be developed.	TBC	Partially Complete	
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	30/04/2023
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	30/04/2023

Attachment 2

Ref	Auditor Recommendation or Comment	Risk	Progress	Target Date	Status	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	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 was brought to the Special Audit and Risk Committee in June.	31-Jul-23	Complete	30-May-23
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	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	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	30-Jun-22
6	**Internal Plant Hire Rates and Full Cost Attribution**	M	New rates implemented from 1 July 2023. Further review to be undertaken in the second half of the financial year.	30-Jun-24	Partially Complete	
7	**Policy Register**	M	The review of policies is a standing agenda item that is reported upon and used to bring revised and new policies to the Executive team prior to taking to the Audit and Risk Committee (if required) and to Council for review and adoption. Next report to be brought to March 2024 ARC meeting.	Ongoing	Ongoing	
8	**Payroll and Accounts Payable Back Up Duties**	L	Backfill has occurred whilst key staff have been on leave and the procedures have been tested.	31-Dec-22	Complete	30-Nov-22
9	**Grants Register**	L	A grants schedule was provided for the interim and balance date audit for FY 2023. An external grants policy was brought to the ARC meeting in September 2023 and adopted by Council at the September 2023 Council meeting. Supporting administrative procedures are under development.	30-Jun-24	Partially Complete	
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	20-Jul-22
11	**Riddoch Art Collection - Curatorial and Preservation Policy**	L	Policy to be developed with new Director. To be brought to Audit and Risk Committee in this calendar year.	30-Jun-24	Partially Complete	
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 2022 Council meeting for adoption. Incorporated for FY 2023 year end financial statements.	21-Nov-23	Complete	21-Nov-23
13	**Leases and Licences Register**	L	Further to work undertaken to date and ongoing strategic planning work to determine current/new lease conditions, a report will be presented to the March 2024 Audit and Risk Committee meeting to provide an update on the current status of Council's leases and licences. A bi-annual report has been requested by the Audit and Risk Committee.	30-Jun-26	Ongoing	
14	**Payroll Procedure**	L	Payroll procedures have developed and tested.	31-Dec-22	Complete	31-Dec-22

Attachment 3

Ref	Auditor Recommendation or Comment	Risk	Progress	Target Date	Status	Completion Date
2021/22 Balance Date Audit - Matters to be addressed in future financial years						
1	**Caroline Landfill** - Post Closure Provision	H	Updated as per 2022/23 Interim Management Report and Audit Completion Report. Financial modelling for the Caroline Landfill has been outsourced and Council staff are working with an external consultant to develop the post closure provision.	30-Jun-24	Partially Complete	
2	**Infrastructure** - Asset Revaluation	H	Infrastructure Revaluation - main classes incorporated in the FY 2023 financial statements as at 30 June 2023. Stormwater drainage, car parks and other minor classes to be incorporated as at 1 July 2023 in the FY 2024 financial statements. The unaudited valuation for the remaining asset classes to be presented at the March 2024 Audit and Risk Committee meeting.	30-Jun-24	Partially Complete	

Attachment 4

Ref	Auditor Recommendation or Comment	Risk	Progress	Target Date	Status	Completion Date
2022/23 Interim Management Report						
1	**Infrastructure Asset Valuation** - FY 2023	M	**Infrastructure Revaluation** - main classes incorporated in the FY 2023 financial statements as at 30 June 2023. Stormwater drainage, car parks and other minor classes to be incorporated as at 1 July 2023 in the FY 2024 financial statements. The unaudited valuation for the remaining asset classes to be presented at the February 2024 Audit and Risk Committee meeting.	30-Jun-24	Partially complete	
2	**Caroline Landfill Masterplan**	M	Project plan created. Draft strategy presented to Elected Members. Project plan established for the creation of the masterplan. Financial modelling for the Caroline Landfill has been outsourced and Council staff are working with an external consultant to develop the post closure provision.	30-Jun-24	Partially complete	
3	**Procurement Review** - Policy, tenders and exemption from competitive process.	M	New policy brought to ARC in November 2023. Exemption from competitive process updated for when have less than 3 tenders submitted from open tender and have used more select tenders. Supporting procedures reviewed and approved by Council's Executive in January 2024.	01-Mar-24	Complete	24-Jan-24
4	**Leases and Licenses Register** - Reviewing all expired leases.	L	Further to work undertaken to date and ongoing strategic planning work to determine current/new lease conditions, a report will be presented to the March 2024 Audit and Risk Committee meeting to provide an update on the current status of Council's leases and licences. A bi-annual report has been requested by the Audit and Risk Committee.	30-Jun-26	Ongoing	

Attachment 5

Ref	Auditor Recommendation or Comment	Risk	Progress	Target Date	Status	Completion Date
2022/23 Balance Date Audit - Matters to be addressed in future financial years						
1	**Caroline Landfill** - Post Closure Provision	M	Update as per attachment 4.	30-Jun-24	Partially complete	
2	**Reserve Accounting Practices**	M	It should be noted that there are no negative reserves and that all reserves are reviewed. No changes to the current controls and processes are required.	N/A	N/A	

City of Mount Gambier

External Audit Plan

30 June 2024

DeanNewbery

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Foreword

Mr Paul Duka
Presiding Member - Audit and Risk Committee
City of Mount Gambier
PO Box 56
MOUNT GAMBIER SA 5290

21 February 2024

Dear Mr Duka

We are pleased to present to you our Audit Plan which set out our proposed audit procedures and key audit matters considered as part of our 2023/24 financial year audit of the City of Mount Gambier (Council). Our audit plan is subject to continual review and update as new information and matters arise during the course of undertaking the external audit of the Council.

Our Audit Plan has been tailored specifically to the operations of the Council and places a high emphasis on ensuring ongoing communication of all audit matters identified during the course of undertaking the audit to you and the Elected Members on a timely basis. This document is intended for the Council's Audit & Risk Committee and the Council's Administration only.

Should you require any further information, please feel free to contact me on the details provided within.

Yours sincerely
DEAN NEWBERY

Samantha Creten
Director

Introduction

Purpose of this Document

This documents provides an overview of the planned scope and timing of the audit of the internal controls financial statements of the Council for the financial year ending 30 June 2024.

Audit Objectives

The objective of the audit process is to undertake the necessary work that will enable us to form an opinion as required per the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011* as to whether:

- the financial report is prepared, in all material respects, in accordance with the Australian Auditing Standards and the *Local Government Act 1999* (the Act) and applicable Regulations; and,
- controls exercised by the Council in relation to the receipts, expenditure and investment of moneys, the acquisition and disposal of property and the incurring of liabilities are sufficient to provide assurance that the financial transactions of the council have been conducted properly and in accordance with law. The opinion is to be based on the criteria established in the *Better Practice Model – Financial Internal Control* issued by the Local Government Association of South Australia.

All audit procedures have been designed to be carried out by our audit staff to provide us with reasonable assurance that the financial report, as a whole, is free from material misstatement.

Scope of the Audit

The scope of the engagement per the Act includes the audit of the following:

- Section 129(a): Council's financial statements for the financial year which is to be prepared in accordance with the requirements under the Act.
- Section 129(b): Audit of the controls exercised by Council in relation to the receipt, expenditure and investment of money, the acquisition and disposal of property and the incurring of liabilities.
- The audit of acquittal statements as required, e.g. the Local Government Workers Compensation Scheme Actual Wages Declaration for the year ending 30 June 2024.

Materiality

Auditors use materiality to assist with making a judgement of the amount of work needed to be performed on specific balances and to evaluate the effect of misstatements on the financial report. In considering what could potentially be deemed as material, our audit considers factors which may influence the decisions of intended users and accordingly, both quantitative and qualitative matters are taken into consideration.

Materiality is therefore considered in the context of its potential impact on the decision making of intended users of the financial report and if the financial information individually or in aggregate was misstated, omitted and/or not disclosed. Materiality is initially calculated at the commencement of the engagement during the planning stage and subsequently reassessed as additional information is obtained during the audit. Materiality is considered and reassessed up until the time of issuing the audit opinion. As part of our communication strategy, we will communicate to you any material and, potentially non-material matters, that may have other operational improvements or governance related benefits through our audit correspondence issued.

Internal Controls

A key component to the audit work we undertake is gaining an understanding of the internal controls in operation that is relevant to assisting us with our risk assessment procedures. In testing the effectiveness of controls, we gather evidence by employing the following techniques:

- Inspection of systems
- Observation of controls operating
- Inquire of control operations results
- Recalculation and/or re-performance of control
- Assess the Council's risk assessment process

The objective of the test of controls is to obtain evidence as to whether controls operated as intended to mitigate identified risks.

Should we become aware of any significant deficiencies or consider there to be areas where controls could be further strengthened/improved, we will communicate these matters to the Audit and Risk Committee and Administration.

Fraud

Our audit is not designed nor intended to detect whether there is any fraudulent activity occurring however, should we become aware of it, we will ensure to report any matters. As part of our audit procedures, we make enquiries of the Administration and those charged with governance to identify any instances of known or suspected fraud.

As part of considering fraud, we also consider the risk of management overrides of controls.

Key Areas of Audit Focus

Based on our existing knowledge of the Council and the Local Government sector, we have identified the matters we think present the risk to potential material misstatements in the financial report. Our audit procedures are designed to focus our testing and review of controls on these assessed risk areas based on a risk-based approach.

We have highlighted below the risks we have identified along with our planned approach to respond to those risks as part of the audit work we plan to undertake.

Focus Area	Audit Approach	Planned Response
Treatment of Grants	Substantive test	Review key assumptions applied to the recognition and treatment of grant income to ensure appropriate recognition and classification (operating versus capital) of income in accordance with AASB 1058 *Income of Not-for-Profit Entities* and the Model Financial Statements.
IT Access Controls	Controls test	Review system access controls across key IT software systems to consider whether appropriate system access has been granted across key business operations. The review includes access to network folders and records management to consider whether appropriate access controls are operating within Council.
Management override of Controls	Substantive/Controls test	This is a risk that is a required presumption under the Australian Auditing Standards. Our procedures will involve a review of internal controls and test for any unusual transactions within our samples to determine if any transactions do not appear to be within normal business operations/parameters.
Operating Expenditure	Substantive test	Given the material nature and large volume of transactions processed by the Council, a review of controls operating will be reviewed and assessed. Substantive audit procedures will be used to test the substance of transactions recorded to examine the accuracy, completeness and timing of transactions recorded. Our testing includes consideration over the assumptions and data used to process payroll transactions and provisions recorded.
Strategic Plans	Substantive test	Review whether key strategic plans have been reviewed and updated in line with the requirements of the Act and Council's internal policies and procedure requirements.

Key Areas of Audit Focus (Cont.)

Focus Area	Audit Approach	Planned Response
Caroline Landfill Capping and Post Closure Rehabilitation Provision (Liability)	Substantive test	Enquire of the Administration what work has been undertaken since the completion of the FY23 external audit to address previous audit matters raised. Assess the work undertaken to review and update the provision recorded on the Balance Sheet to ensure the liability accurately reflects the estimated future obligation of the Council to cap and remediate the landfill site in accordance with the requirements of its EPA license requirements.
Buildings & Structures & Infrastructure Asset Condition Assessments and Valuations	Substantive test	Our procedures will incorporate engagement with the Administration to review data collected through asset condition audits completed and ensure they are correctly applied to asset valuation and depreciation calculations. We will obtain valuation reports provided by external valuers and perform a combination of substantive and analytical procedures to assess the appropriate recognition and disclosure of asset valuation data.

Audit Timetable

Our audit timetable has been formulated based on information obtained from the Administration along with our existing knowledge of the level of work required to be undertaken to form the audit opinion required by the Act.

A summary of our stages of the audit program and expected milestones has been summarised below. Should there be any changes to the expected timetable below, this will be communicated with the Administration and the Audit & Risk Committee.

Key Audit Milestones	Timeframe
Submission of Audit Plan to the Audit and Risk Committee	February 2024
Fixed asset valuation & condition assessment review – Report level (Off-Site)	February 2024
Fixed asset valuation & condition assessment review – Fixed asset register level (Off-Site)	March 2024
Interim Audit (On-Site Attendance)	May 2024
Interim Management Report issued to the Audit and Risk Committee	June 2024
Balance Date Audit requirements checklist to be provided to the Council	June 2024
Balance Date Audit requirements to be provided to auditors	July 2024
Draft financial statements to be provided to auditors	September 2024
Balance Date audit attendance to commence	September 2024
Exit Meeting with the Administration	September 2024
Meet with Audit and Risk Committee	October 2024
Audit Report and Independence Declarations to be issued by auditors	November 2024

Disclaimer:

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16.5 RISK MANAGEMENT REPORT OCTOBER - DECEMBER 2023 – REPORT NO. AR24/12963

Committee:	**Audit and Risk Committee**
Meeting Date:	**26 February 2024**
Report No.:	**AR24/12963**
CM9 Reference:	**AF11/863**
Author:	**Leanne Little, Acting Manager Organisational Development**
Authoriser:	**Jane Fetherstonhaugh, General Manager Corporate and Regulatory Services**
Summary:	**This report provides a summary of work undertake towards strategic risk management within the City of Mount Gambier.**
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. AR24/12963 titled ‘Risk Management Report October - December 2023’ as presented on 26 February 2024 be noted.

TYPE OF REPORT

Other

BACKGROUND

The purpose of this report is to provide a detailed summary of Risk Management Practices across the City of Mount Gambier that provide control measures to manage risk and assist in raising the profile of risk awareness within the organisation.

This report will highlight the work being undertaken to manage the Strategic Risks identified by the Executive Leadership Team exposure.

PROPOSAL

The City of Mount Gambier provide the Audit and Risk Committee with regular reporting on the organisational Risk Management Action Plan as part of the Risk Management Framework.

LEGAL IMPLICATIONS

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

Section 132A of the LG Act requires Council to ensure that appropriate policies, practices, and procedures are implemented and maintained to ensure compliance with statutory requirements and achieve and maintain standards of good public administration.

Section 134(4) (b) of the LG Act requires Council to adopt risk management policies.

STRATEGIC PLAN

Nil

COUNCIL POLICY

The Risk Management Framework will support the Risk Management Policy.

ECONOMIC IMPLICATIONS

Nil

ENVIRONMENTAL IMPLICATIONS

Nil

SOCIAL IMPLICATIONS

Nil

CULTURAL IMPLICATIONS

Nil

RESOURCE IMPLICATIONS

Nil

VALUE FOR MONEY

Nil

RISK IMPLICATIONS

The organisation will continue to work on adopting and regularly monitoring its risks through effective policies, procedures, and frameworks

EQUALITIES AND DIVERSITY IMPLICATIONS

Nil

ENGAGEMENT AND COMMUNICATION STRATEGY

Nil

IMPLEMENTATION STRATEGY

The 2023 Risk Management Action Plan has been completed with the 2024 planning process underway.

This process will be completed conjunction with the LGRS to ensure the City of Mount Gambier adequately addresses the opportunities for improvement.

CONCLUSION AND RECOMMENDATION

The City of Mount Gambier must provide the Audit and Risk Committee with regular reporting on organisation's Risk Management Action Plan as part of the Risk Management Framework.

ATTACHMENTS

1. Organisational Development - Risk Management Report October - December 2023

Risk Management Report

Detailed Quarterly Report

October – December 2023

City of
Mount Gambier

SUMMARY

The purpose of this report is to provide the Audit and Risk Committee a detailed summary of Risk Management Practices across the City of Mount Gambier that provide control measures to manage strategic risk.

In addition to this, this report contains a DRAFT policy for consultation in the management of Information Security for the City of Mount Gambier, together with documented Information Security Framework.

This report will highlight the continuous work being undertaken across the entire organisation which collaboratively manages the strategic risk the organisation is facing as well as continues the commitment to raising the Strategic Risk maturity level of the City f Mount Gambier organisation. .

CONTENTS

- Strategic Risks and Ratings
- Cyber Security Risk Summary
- Financial Stability Risk Summary
- People Workforce and Compliance Risk Summary
- Climate and Future Vulnerability Risk Summary
- People Culture and Workforce Planning Risk Summary
- Safety Compliance and & WHS Management Risk Summary
- Environmental Compliance Risk Summary
- Major Infrastructure Risk Summary
- Governance Compliance and Legislation Risk Summary
- Political Risk Stability Risk Summary
- Economic Development Risk Summary
- Contractor, Procurement and Project Management Risk Summary
- Relationship Connection and Engagement with Community Risk Summary

STRATEGIC RISKS AND RATINGS - COMG

NEW

This table outlines the Strategic Risks and the risk ratings as identified by the City of Mount Gambier.
Detailed risk description and summary of treatment actions are outlined through the report.

Inherent Risk Rating

The rating applied if no treatment is undertaken to manage the risk.

Current Risk Rating

The rating applied to the strategic risk in view of what work has been undertaken to manage the risk.

Target Risk Rating NEW

The rating applied to the Strategic Risk which the organisation is aiming for based on work that has been identified to be completed.

	Description	Inherent	Current	Target
1	Cyber Security	Extreme	High	Medium
2	Financial Sustainability	Extreme	High	Medium
3	People Workforce and Compliance	Extreme	High	Medium
4	Climate and Future Vulnerability	High	High	Medium
5	People Culture and Workforce Planning	Extreme	High	Medium
6	Safety Compliance and WHS Management	Extreme	High	Medium
7	Environmental Compliance	High	High	Medium
8	Major Infrastructure	Extreme	High	Medium
9	Governance, Compliance and Legislative Obligations	Extreme	High	Medium
10	Political Risk and Stability	Medium	Medium	Low
11	Economic Development	Medium	Medium	Low
12	Contract Management, Procurement and Project Management	Medium	Medium	Low
13	Relationship, Connection and Engagement with Community	High	Low	Low

03

1. Cyber Security - Ineffective Systems can leave the organisation exposed to cyberattacks resulting in possibility of ransom, loss of organisation and community data and reputational damage.

Inherent	Current	Target
Extreme	High	Medium

Cause of Risk - **Lack of technical staff, and software investment resourcing, inadequate training for staff to prevent attacks, inadequate information management and response processes.**

Treatment Actions

- Building of knowledge and capability through LGRS partnerships, external specialists,
- Increasing staff capability through training and development.
- Review and development of adequate framework to manage information security and response processes
- Review of business systems purchasing process to ensure process is centralised, cyber risk and information can be managed in accordance with organisations Information Management Policy.
- Development of a formalised Cyber Risk Action Plan 2024/2025

Actions Undertaken or Planned

- Implementation and deployment of Phishing software COMPLETE now in monitor and reporting phase UNDERWAY
- Development of an Incident Response Plan that will assist the organisation in responding efficiently to a Cyber Attack Expected COMPLETE To be submitted to ELT for endorsement UNDERWAY
- Development of Business Continuity Plan specific to the Cyber Attack and separate from the organisational Business Continuity Plan Expected Completion February 2024
- Development and subsequent Information Management Policy COMPLETE submitted to ELT for approval and then to Council for endorsement. COMPLETE
- Development of an overall Cyber Action Plan which identifies all work undertaken so far, vulnerabilities known and possible solutions and costing with a risk-based approach to allow educated decision making in risk mitigation. Expected Completion February 2024
- Development of Information Security Framework document COMPLETE
- Development of Information Management Principle which guides procedures UNDERWAY

2. Financial Sustainability - Effective management of Rates Revenue, Level of Funding, Revenue Growth, Ineffective Debt, Liability and Expenditure Management

Inherent	Current	Target
Extreme	High	Medium

Cause of Risk - **Inadequate forecasting and management of revenue, including rates, grant funding, loans and debt, Commercial Acumen and Staff Capability, financial relationships with external partners**

Treatment Actions

- **LTFP** - Long Term Financial Plan and supporting Asset Management Plans are reviewed and adopted annually aligned with the Annual Business Plan.
- **Quarterly Budget Review Process** - Quarterly forecasts are delivered in line with legislation.
- **Financial Performance Reporting** - Monthly reporting prepared with a focus on hindsight, insight and foresight for the Executive, General Managers and Managers. Supported by a comprehensive budgeting and financial reporting tool.

Actions Undertaken or Planned

- **Grants** - Development of performance reporting on external grants for the Executive and Council underway. Council policy adopted by Council in September 2023, Administrative principles/procedures under development UNDERWAY
- **LTFP** - An interim LTFP with supporting IAMPs currently being developed . Expected completion March 2024 UNDERWAY.
- **Budget Development Process** - Comprehensive process that builds the budget with the budget holders, reviews with the Executive and Elected Members and meets legislative requirements has been rolled out to Budget Holders and key stakeholders. Process started in February 2024. COMPLETE February 2024.
- **Better Practice Model** - Adopted with a review of key internal financial controls undertaken at least bi-annually with half yearly reporting to the Audit and Risk Committee. COMPLETE June 2023.
- **Treasury Management** - Regular reporting to Executive members on borrowings/cash flow. Debt structuring approach developed and implemented during 2021/22 and 2022/2023. Annual report to the Audit and Risk Committee November 2023. COMPLETE November 2023.
- **Legislated Policies** - Draft Prudential Management Policy adopted at September Council Meeting. Ongoing regular review at Executive Leadership Team meetings. ONGOING.
- **Budget Reviews** - Internal review of Budget Review in the context of the LTFP to be undertaken. UNDERWAY Expected completion of Budget Review 2 in February 2024.
- **Business Process Improvement** - Further to a post implementation review to be undertaken in July 2023, the Annual Business Plan, Budget and LTFP process will be developed. COMPLETE August 2023.
- **Internal Audit Plan** – Draft plan developed for review at Audit and Risk Committee meeting. COMPLETE – Presented at November 2023 Audit and Risk Committee, adopted at December 2023 Council meeting. Draft scopes and timings for 2023/2024 audits brought to February 2024 Audit and Risk Committee meeting. UNDERWAY

3. People Workforce & Compliance

Inherent	Current	Target
Extreme	High	Medium

Prevention of Risk or harm to children, young people and vulnerable people, inability to maintain Child Safe Organisational Standard with Department of Human Services

Cause of Risk - **Poor recruitment practices, failure to undertake staff checks/screening, inadequate training, lack of compliance reporting systems.**

Treatment Actions

- Child Safe Policy is currently endorsed, standards and competencies have been identified. Compliance reporting has improved, recruitment processes have been improved.
- Monitoring and maintenance of relationship with Department of Human Services is critical in treating risk.
- Commitment at Executive Leadership Team level to Recruitment and Onboarding strategic project within 2023/2024
- Development of Internal Audit Plan 2024-2026
- Development of Human Resource Management Framework

Actions Undertaken or Planned

- Ongoing monitoring of screening compliance at prescribed sites ONGOING
- Increasing compliance and screening across the entire organisation to allow staff to work freely across sites and locations without compromising compliance requirements. Compliance Rates for National Police Clearance currently sixty percent (60) ONGOING
- Development of monthly compliance reporting for Management Team Level and quarterly compliance reporting to be submitted to Executive Leadership Team. PLANNED Expected Completion February 2024
- Implementation of Volunteer Management Principle COMPLETE
- Increased rate of compliance checks for Volunteer Management COMPLETE
- Monitor and Implementation of legislative changes, development of communication plan for implementation of legislative changes UNDERWAY
- Implementation of automated Annual performance and Development Review Process to increase compliance with process. COMPLETE

4. Climate & Future- Vulnerability

Inherent	Current	Target
High	High	Medium

Organisational preparedness for climate change events, emergency management planning and capability within organisation, community and other councils

Cause of Risk - **Inadequate understanding of organisational capacity, training, resourcing or planning or organisational vulnerabilities**

Treatment Actions

- The organisation continues to work towards an increased capacity of resources trained within Local Government approved support being iResponda, through the Local Government Functional Support Group.
- Maintaining relationships with neighboring Councils and training competencies that support emergency response preparedness.
- Leveraging Partnerships with Strategic Risk Consultants through the National Local Government Vulnerability project.
- Utilising data obtained and benchmarking nationally to identify areas of opportunity for funding through state and federal partnerships that can support Emergency Management preparedness
- Maintaining partnerships with local emergency management services and supporting training exercises

Actions Undertaken or Planned

- Participation within LGRS Vulnerability Project COMPLETED August 2023
- Review of Report and findings of Vulnerability Assessment from NLGVP, UNDERWAY
- Completion of Insurance Renewal Process, review of Insurance responsibilities following successful Finance Business Partner recruitment COMPLETED
- Iresponda IM3 incident management training for 8 x Middle and Senior Management COMPLETE
- Review of Emergency Management Documents UNDERWAY
- Implementation of designated Incident Operations Station at Civic Centre location. UNDERWAY

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5. People Culture & Workforce Planning

Inherent	Current	Target
Extreme	High	Medium

Strategic, Planned and Effective workforce planning, including recruitment and retention, creating a positive culture where people with capacity to innovate and grow

Cause of Risk - Poor or ineffective workforce planning, including recruitment, retention and succession planning. Negative Culture affects performance, inability to fill key strategic roles.

Treatment Actions

- Development of workforce planning Scheduled for 2024-2025
- Development of HR Framework
- Employee Satisfaction and Culture surveys to be assessed against current data and benchmarked Development and Maintenance of partnerships with Councils identified as leaders within the employee culture space (City of Port Adelaide)
- Development of communication mechanisms that are supportive and represent greater employee engagement
- Ongoing promotion, development and greater establishment of Employee Consultative Committees.
- Re-Launch of Organisational Values

Actions Undertaken or Planned

- Development of Strategic initiatives for ALL people leaders across the organisation that provide solutions for concerns raised within pulse survey. Action Plan being monitored
- Successful implementation of improved Enterprise Bargaining Agreement that meets organisational budgetary commitments and provides meaningful value for employees. COMPLETE
- Revised Employee Recognition Principle (in line with Local Government& ombudsman recommendations) UNDERWAY
- Review and Development of current Study administrative principles and professional development agreements UNDERWAY
- Review of current recruitment end to end process UNDERWAY expected completion June 2024
- Review of current onboarding process UNDERWAY expected completion June 2024
- Development and deployment of Updates Pulse Survey and Employee Satisfaction Process. Expected Completion March 2024
- Development and Deployment of automated Annual Performance and Development which incorporates key culture measurements UNDERWAY

6. Safety Compliance & WHS Management

Inherent	Current	Target
Extreme	High	Medium

Providing a safe and compliant environment and systems to manage WHS in the workplace, and keep people safe from risk, injury and harm

Cause of Risk - **Inadequate systems to manage and support a safety culture within the workplace, can result in physical and psychological harm**

Treatment Actions

- Increased compliance reporting is required to accurately identify trends, education, engagement and effective implementation.
- Monitor of statistical and actual data which identifies improvements and areas of opportunity for increased Safety awareness.
- Implementation of a Depot Sub Committee to focus in high risk areas
- Participation in Local Government Workers Compensation independent auditing and observation reviews.
- Actively monitor upcoming legislative changes and affect on current organisational process.

Actions Undertaken or Planned

- Successful recruitment of a Work Health safety Field Partner COMPLETE
- Identification of key training requirements and subsequent training plan for all employees with a focus on infrastructure workforce as the priority. COMPLETE
- Implementation of centralised mandatory training budgets Expected Completion June 2024
- Continue participation within LG Safe project which is one system approach to WHS document management for all Councils. UNDERWAY
- Adoption and Implementation of LG Safe Peak Policy Expected Completion April 2024
- Reviewed current WHS & IM Reporting and found opportunities for improved report content. COMPLETE
- Increase of accountability measures of Corrective Action and Preventative Action through management Team reporting. COMPLETE
- Participation in Local Government Risk Services Planned Program Review (PPR) for WHS Expected Completion March 2024
- Implementation of self audit schedule Expected Completion March 2024
- Participation in Local Government Association Workers Compensation Scheme Return to Work Process Audit Planned April 2024
- Development and Implementation of Psychosocial Management Policy Underway
- Development and Implementation of Flexible Working Policy Underway
- Monitor and start preparing for Right To Disconnect Bill Underway

7. Environmental Compliance

Inherent	Current	Target
High	High	Medium

Inability to meet environmental targets and legislative requirements could impact ability to deliver on core services such as waste management, cemetery operations, conservation and water management, heritage requirements.

Cause of Risk - **Undocumented or lack of understanding and inefficient monitoring of compliance and licence requirements with regulatory stakeholders and business partners.**

Treatment Actions

- Review all sites for compliance and licence requirements, development of compliance register, adequate monitoring systems, maintaining relationships with external stakeholders and regulatory authorities. EPA, CASA, SA Water, DENR – Ongoing
- Current vacancy for Co-ordinator Waste and Reuse, continue with recruitment. Currently reassessing structure

Actions Undertaken or Planned

- **Development of Waste , Reuse and Environmental Master plan (Internal) Ongoing**
- Ongoing below forms the basis of this work
- **Development of Waste , Reuse and Environmental Strategy (State Government) Due 31st December 2023**
- Has been submitted to Elected Members for review and Feed back
- Have provided a reply to the feedback given from elected members awaiting response
- **Completed Caroline Landfill Environmental Management Plan Submitted to EPA feedback receive corrections underway**
- Caroline Landfill Environmental Management Plan has been approved by the EPA as of the 16th of November
- **Service reviews (Currently Underway completion June 24)**
- Ongoing currently completing People Change plan for the entire waste management area
- **Development Waste Asset Management plan**
- Working with Finance to plant complete the Longterm asset management plan for Caroline. Ongoing working with Finance and Mark Booth.
- Working on long term plant asset management plan with Karl . Draft Completed
- **Engagement of Eternal Engineering Consultants (Contracted to Waste Management) Start July 3, 2023, Set KPIs for contract period**
- Tonkin's were engaged for the engineering services contract to provide consultancy services to Waste Management currently working on the following
- Cell 4A Construction as independent engineers and in a project supervisory role. Cell construction underway estimated completion May 2024
- Caroline Landfill Groundwater and Gas annual Monitoring plan Due April 2024 Underway
- Orchard Road biennial Ground Water monitoring plan Due 31st January 2024 Completed and submitted to EPA
- Cell 3C Life Expectancy / Overfill plan for EPA . Due December 3rd Completed ,submitted to EPA and Approved by EPA
- **EPA Engagement**
- Ongoing monthly meeting to discuss all things Caroline including leachate management options and discussions around Cell 3C Life Expectancy an overfill awaiting Construction Cell 4A completion (Assessment Completed and Overfill approved by EPA)
- Caroline EPA licence conditions updated to now reflect completion of LEMP and LG plan
- Orchard Road post closure requirements as it reaches 25 years since it was closed. Have submitted Biennial report awaiting response from EPA
- 2023 Annual Volumetric Site Survey Completed and submitted plus updated to include Asbestos pit
- **Carinya Gardens Cemetry**
- Appointment of a fulltime Curator

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8. Major Infrastructure

Inherent	Current	Target
Extreme	High	Medium

Adequate resource and planning to maintain and current major infrastructure and delivery of new infrastructure

Cause of Risk - **Lack of understanding and planning towards asset management and budget resourcing, inadequate resourcing and planning to manage new infrastructure.**

Treatment Actions

- Development of Comprehensive Asset Management Strategies
- Asset Valuations - To be undertaken for Infrastructure, Land and Artwork assets as agreed with the external auditors to be incorporated in the year-end financial statements and revised IAMPs and Asset Management Plans.
- Strategic Work Plan - Strategic Review of Asset Management (Planning Approach) project has commenced as part of a three year project in support of Council's Strategic Work Plan.

Actions Undertaken or Planned

- **Asset Assessment:** Conduct a thorough assessment of existing major infrastructure to understand their condition, lifecycle, and maintenance needs.
- **Strategic Planning:** Develop a long-term asset management plan outlining maintenance schedules, upgrade cycles, and budget allocation for each infrastructure component.
- **Integration of Technology:** Implement asset management software or systems for efficient tracking, maintenance scheduling, and performance monitoring of infrastructure assets.
- **Skilled Workforce:** Invest in training and hiring skilled personnel specifically dedicated to asset management to ensure proper care and maintenance.
- **Regular Evaluations:** Establish a system for periodic reviews and evaluations of asset management strategies to adapt to changing conditions and technological advancements.
- **Integrated Planning:** Ensure coordination between different departments or agencies involved in new infrastructure projects to streamline planning and implementation processes.
- **Resource Allocation:** Allocate adequate funds specifically earmarked for infrastructure maintenance, ensuring a balanced allocation between maintenance and new project delivery.
- **Financial Forecasting:** Develop forecasting models that anticipate future infrastructure needs, allowing for proactive budget planning and resource allocation.

9. Governance Compliance & Legislation

Inherent	Current	Target
Extreme	High	Medium

(Council operate in accordance with relevant legislation, policies, governance and business practice and ensure professional and ethical standards). Non compliance with legislation requirements can result in legal implications and inability to deliver on decision making and critical council services.

Cause of Risk - **New Election Period, ineffective education on Council Responsibilities. Change in government can affect future funding opportunities and decision making, Frequency of Legislative Change, Organisational Maturity in Systems.**

Treatment Actions

- Full Review of Council Delegations conducted, presented to Council June 2023.
- Administrative involvement with LG sector legislative compliance working group.
- Statutory Registers periodically reviewed, updated and published.
- Policy Register maintained, overdue policies reported to relevant Managers, ELT.
- Implementation of a Legislative Compliance Register for Organisational and departments, Internal Auditing Function, Training and Competency Plan.

Actions Undertaken or Planned

- Council Member Mandatory Training Completed November 2023.
- Initial Legislative Compliance tables anticipated early in 2023-24 financial year together with procurement of software module. Pending release by Local Government Association as at November 2023.
- Commencement of Local Government Reform legislative changes continuing as at November 2023 with new Audit and Risk Committee provisions.
- Further information to be obtained from General Manager Corporate and Regulatory, Manager Finance and Manager Organisational Development.

10. Political Risk & Stability

Inherent	Current	Target
Medium	Medium	Low

Management of the political environment including relationships with Elected body, State, Federal and Regional Local Governments

Cause of Risk - **Inability to manage relationships with Elected Members, State and Federal Government can create uncertainty within the Council environment and affect decision making or result in funding and reputational loss**

Treatment Actions

Initial Member Policies reviewed and presented to Council post-election.
Initial post-election Member Induction and Mandatory training commenced in Nov 2022-January 2023, completed in Nov 2023.
Strategic Planning Day for Members held with Executive in March 2023.

- Review policies, procedures and prior to new election period. Induction to Political Environment, including intro to Local Government, attendance at Council meetings, review currency and detail of partnerships advocacy and priorities document.

Actions Undertaken or Planned

- Mandatory Member training sessions completed as at November 2023.
- Further Member / Council Policies scheduled for review in 2nd half 2023.
- Ongoing monitoring of the Elected Body Relationship with the organisation.
- Political Neutrality and Government Relations, adopted 19 September 2023

11. Economic Development

Inherent	Current	Target
Medium	Medium	Low

Access, Connectivity and positioning of the City to ensure ongoing economic viability

Cause of Risk - **Inability to position City as a leading destination for visitors, economic development and relocation of skilled labour**

Treatment Actions

- Review Limestone Coast economic growth strategy,
- Develop Investment and Attraction platform,
- Contribute to the development of the Regional Plan and commit to its local implementation.
- Supporting community events and business with funding and guidance and advocacy to attract investment.
- Evolving the opportunity to meet the expectation of the traveller experience.
- Develop an Affordable Housing Plan
- Resourcing aligned internally to optimise economic priorities

Actions Undertaken or Planned

- Commitment to continue funding and support through councils' various programs and monitoring impact of this investment – social and economic.
  - New Grants & Sponsorships model developed
- Activating Wulanda Recreation & Convention Centre to attract events that has broad economic benefit for our community.
- Progressed the development of Investment/Attraction Website & a new Tourism Website
- Conducted Visitor Satisfaction Survey
- Progressed the development of an Affordable Housing Plan
- Improved relationships with industry sectors to gain insight for economic considerations.
- Targeted approach to ensure an economic lens in the development of the Community Vision to 20235.
- Test & Trial program of CBD activations commenced.

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13. Relationship Connection & Engagement with Community

Inherent	Current	Target
Medium	Low	Low

Inability to maintain connected relationship with community may result in strategic targets and objectives not being aligned to community expectation

Cause of Risk - **Inadequate community engagement can result in only minority represented, engagement not accessible to all stakeholders, creates disconnection with community.**

Treatment Actions

- Prioritise and quantify expectations for effective stakeholder engagement, community relations management and client experience.
- Quantify expectations and effectiveness of engagement, Training in Community Engagement.
- Community Customer Satisfaction Survey.
- Effectively engage on future Strategic Plans through a community led process

Actions Undertaken or Planned

- Participation in the LGASA Community Engagement Policy Charter as per the upcoming local government Act reform.
- Work with in the DAIP identified need for a Engagement Policy, Procedure & Checklist to be developed.
- Improving councils' touchpoints for community to access information and provide feedback or participate in consultation and services.
- continuing to explore new methods of capturing feedback online, manually and locations.
- Communication Survey and associated activities progressed
- Commitment to regular reviewing of processes and procedures with a focus on positive customer experience and increased community outcomes.
- Broad Community engagement process currently underway for Strategic Plan 2035
  - Easy Read Summary of Consultation developed
  - Trialing best practice engagement, with Community Panel and high degree of communication to inform a community vision to 2035.

015

12. Contractor Management, Procurement & Project Mngt

Inherent	Current	Target
Medium	Medium	Low

Effective Contract Management that demonstrates transparency, value and quality of projects

Cause of Risk - **Inability to manage significant contracts and projects due to under skilled staff, financial resources and inadequate procurement processes, increase in funding has created overstimulated market.**

Treatment Actions

- **Current Risk Rating** - Has been rated as medium based on the Procurement policy, supporting framework and reporting currently in place. The interim external audit made recommendations re. the process for the award of open tenders and link to the exemption from competitive process. Improvements have been identified and will be delivered in the first half of the 2023/2024 financial year.
- **Recruitment of Procurement Business Partner** - This role has been successfully recruited with a suitably qualified candidate.

Actions Undertaken or Planned

- **Regular Procurement Reporting** - Monthly Executive reporting designed and implemented in the previous financial year. Further development of cumulative spend and other reporting expected further to the internal financial controls self-assessment undertaken in 2022/2023 was presented to ELT in January 2024. COMPLETE January 2024.
- **Procurement Training** - Now a part of the combined induction training. Further refresher training to be rolled out across the organisation following the adoption of the new Procurement Policy to taken to Council in December 2023. First stage of roll out to be taken to the Management Team Meeting in February 2024. UNDERWAY Estimated Completion March 2024
- **Procure To Pay** - The project has delivered an adopted procurement policy, and new forms and processes. The framework, and procedures are currently have been approved by Council's Executive Leadership Team . COMPLETE January 2024

16.6 WORK HEALTH SAFETY (WHS) AND WELLBEING QUARTERLY REPORT - OCTOBER - DECEMBER 2023 – REPORT NO. AR24/13549

Committee:	**Audit and Risk Committee**
Meeting Date:	**26 February 2024**
Report No.:	**AR24/13549**
CM9 Reference:	**AF11/863**
Author:	**Leanne Little, Acting 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. AR24/13549 titled ‘Work Health Safety (WHS) and Wellbeing Quarterly Report - October - December 2023’ as presented on 26 February 2024 be noted.

TYPE OF REPORT

Corporate

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 it 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

Nil

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 and Risk Committee.

ATTACHMENTS

1. Work Health Safety (WHS) and Wellbeing Quarterly Report October - December 2023

Corporate & Regulatory Services – Organisational Development Team

Work Health Safety, Injury Management & Wellbeing

Detailed Quarterly Report

October 2023 – December 2023

City of Mount Gambier

SUMMARY

This report provides a detailed assessment of current state for safety compliance and performance at City of Mount Gambier (COMG).

As the organisation continues to show signs of improvement towards increased maturity within hazard identification, incident investigation and injury management the focus on training for our People will continue to be forefront.

Increased capability of use within the Skytrust Safety Management Systems through the WHS Field Partner project will be critical in driving continuous improvement within this space.

Improved reporting, monitoring and accountability processes have been identified and will commence implementation in late 2023 early 2024.

Assessment against industry trends, partnerships with external advisors, and identification of internal capability opportunities will also form part of shared Work Health Safety responsibility across the organisation.

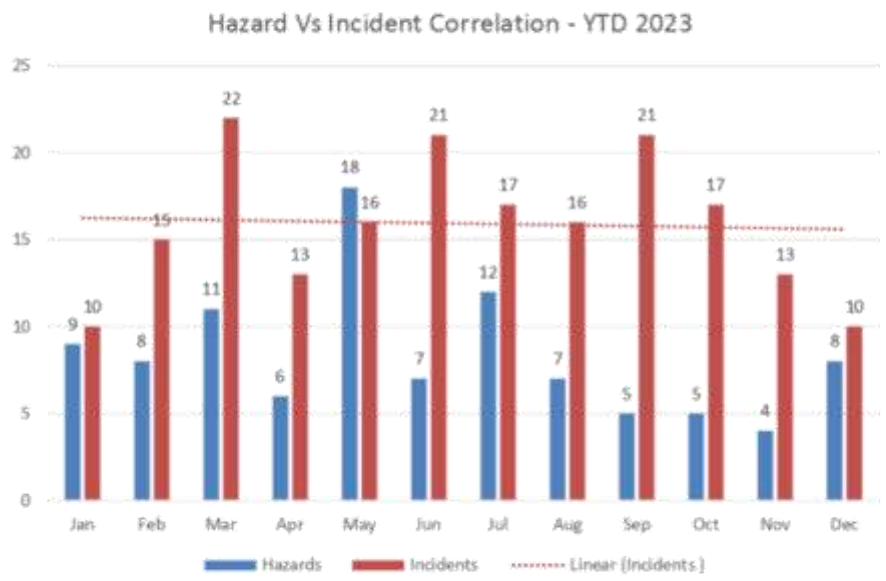
CURRENT FOCUS AREAS:

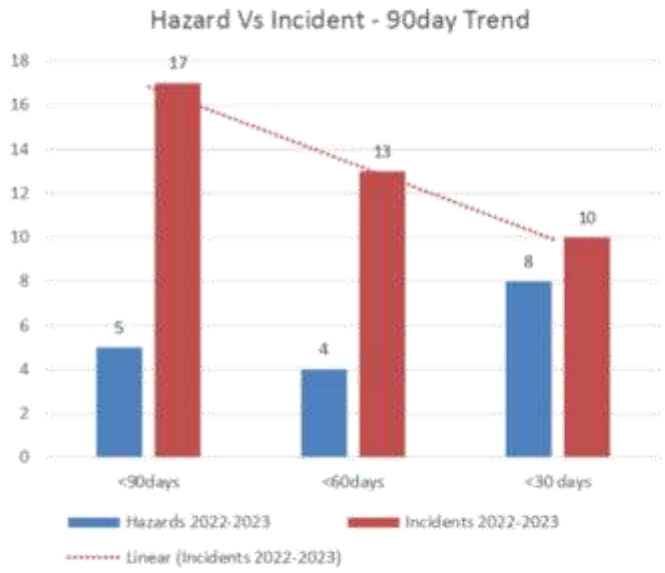
- Completion of Return To Work SA Observation by LGAWCS
- Development of 2024 WHS / IM Action Plan
- WHS Field Partner Project - Ongoing training and development of Infrastructure Team
- Training Needs Analysis - Infrastructure Team
- Implementation of Training Plan – Infrastructure Team
- Return To Work Training – People Leaders
- Improved Accountability Reporting
- Development of CAPA Reporting
- Industry Trends Analysis

NOTIFIABLE INCIDENTS

There were no Notifiable Incidents reported to Safework SA for the period of October 2023 -December 2023

Hazard and Incident Correlation





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Hazard Management

Total Hazard Reports – Yearly Comparison

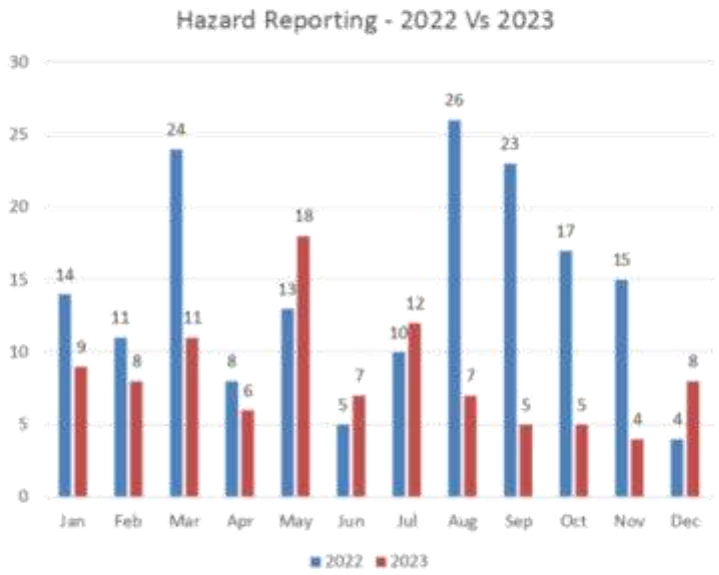
This graph demonstrates the yearly comparison of the Organisational hazard reporting for each month compared to the same month in the previous year.

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

- There was a total of seventeen (17)hazards reported for the October 2023 – December 2023 period.
- This compares to thirty-six (36) hazards reported for the same period in 2022.

This data indicates a decrease in reporting trends for the October 2023 – December 2023 period compared to the same period last year.

This may be attributed to a hazard reporting drive in 2022 however this will communicated through tool box meetings for follow up throughout the organisation to ensure hazard reporting continues to be effective.



Hazard Management

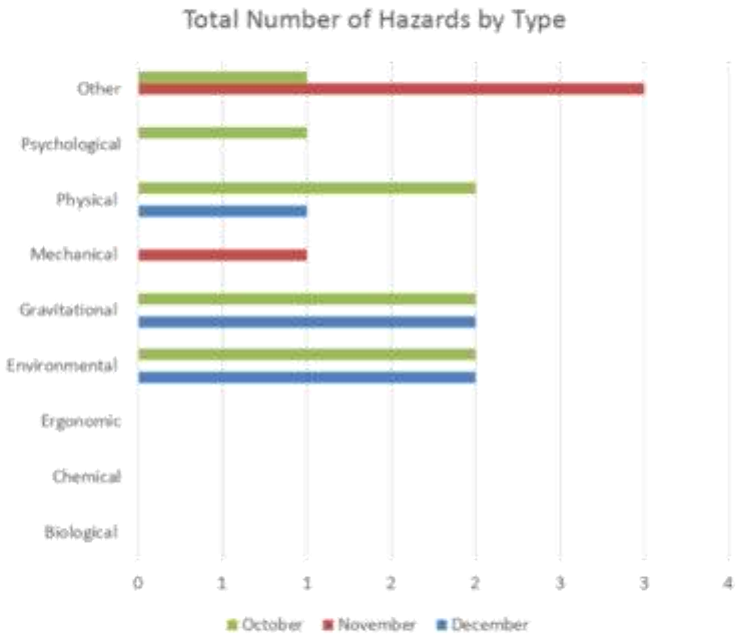
Hazards by Type

This graph demonstrates the hazards by type for each month.

This data assists with providing management an analysis of seasonal hazard trends which may occur across the organisation or identifying where new categories of hazards are trending across the organisation.

Additional analysis is placed on those hazards being put through as 'other' and specifically looking for areas of improvement opportunities.

- Addition of community support information for staff to assist homeless individuals
- Specific monitoring of psychological hazards and development of Psychosocial Management Policy to meet legislative changes.



'Other' Hazards (New)

- The hazards shown as other during the October 2023 – December 2023 relate to homeless individuals seeking shelter and utilising the buildings at these locations for safe places of sleeping. Staff have been provided with materials to provide these individuals and guide them to support agencies.

Hazard Management

Detailed Hazards by Department

Business Unit	ID	Originate Date	Department	Type
City & Community Growth	458	10/10/2023	Community & Events Team	Environmental - Sun & UV Exposure
City Infrastructure	459	19/10/2023	Waste Management	Environmental - Workplace Terrain
Corporate and Regulatory Services	460	19/10/2023	Media and Communications	Physical - Lighting
City Infrastructure	461	23/10/2023	Asset Maintenance	Gravitational - Fall from height
City & Community Growth	462	24/10/2023	Visitor Services Team	Gravitational - Falling Objects
City & Community Growth	463	7/11/2023	Visitor Services Team	Other
City & Community Growth	464	10/11/2023	Visitor Services Team	Other
City & Community Growth	465	13/11/2023	Visitor Services Team	Mechanical - Crushing
City & Community Growth	466	22/11/2023	Library Team- All Library Staff	Other
City & Community Growth	467	5/12/2023	Community & Events Team	Environmental - Sun & UV Exposure
City & Community Growth	468	5/12/2023	Community & Events Team	Environmental - Sun & UV Exposure
Corporate and Regulatory Services	469	8/12/2023	Media and Communications	Other
City & Community Growth	470	9/12/2023	Visitor Services Team	Physical - Poor Visability
City Infrastructure	471	11/12/2023	Parks and Gardens	Gravitational - Slip / Trip / Fall
Corporate and Regulatory Services	472	13/12/2023	Media and Communications	Psychological – Threatening Behaviours
City & Community Growth	473	14/12/2023	Visitor Services Team	Physical - Electrical
City & Community Growth	474	27/12/2023	Welcome Centre	Gravitational - Slip / Trip / Fall

Hazard Management

Effective Hazard Management

The total amount of hazards outstanding as at the 31 December 2023 is ninety-six (96). This has **increased** from eighty-four (84) in the previous reporting period.

The total percentage of hazards closed for the period of October 2023 to December 2023 is 17.65%. This represents a **decrease** in closure rate of previous period being 50.00%.

The average days taken to assess and close a hazard in the months of October 2023 to December 2023 period is 31.00 days. This is an **increase** from the previous reporting period which was 22.42 days.

Hazard Trending (New)

This table assists with identifying hazard management trends

- Total Outstanding Hazards is reducing
- % of Hazards Closed out is improving
- The organisation is taking longer to close hazards

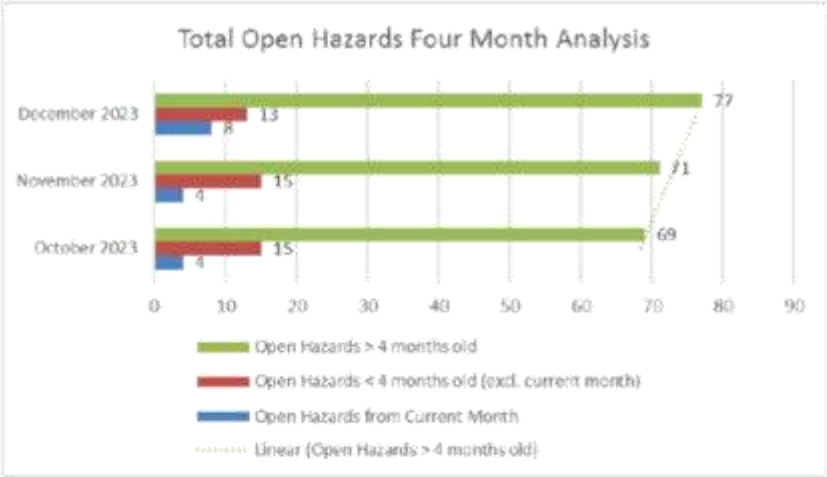
Reporting Quarter	Number Hazards Outstanding	% of Hazards Closed Out	Average Days to Close Hazard
January 2023 –March 2023	129	37.50%	6.22 Days
April 2023 – June 2023	112	42.11%	18.66 Days
July 2023 – September 2023	84	50.00%	22.42 Days
October 2023 – December 2023	96	17.65%	31.00 Days

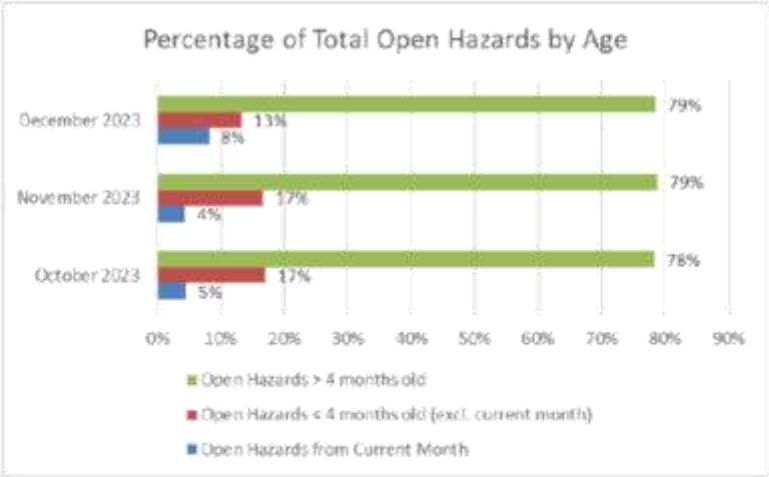
Hazard Management

Closure Rate by Four Month Analysis

- The total amount of closed hazards that were greater than four (4) months age is **seventy-seven (77)** which **represents seventy-nine percent (79** of the total closed hazards.
- The total number of closed hazards that are less than four (4) months old is **thirteen (13)** which represents **thirteen (13) percent** of the total closed hazards
- The total number of hazards closed out within the current month is **eight (8)** which represents **eight (8) percent** of the total hazards closed.

The linear trend is upward on the four-month analysis indicates the total number of hazards open greater than four (4) months has increased with the number currently **seventy-seven (77)** compared to **sixty-two (62)** at the end of the last reporting period.





Incident and Investigation Management

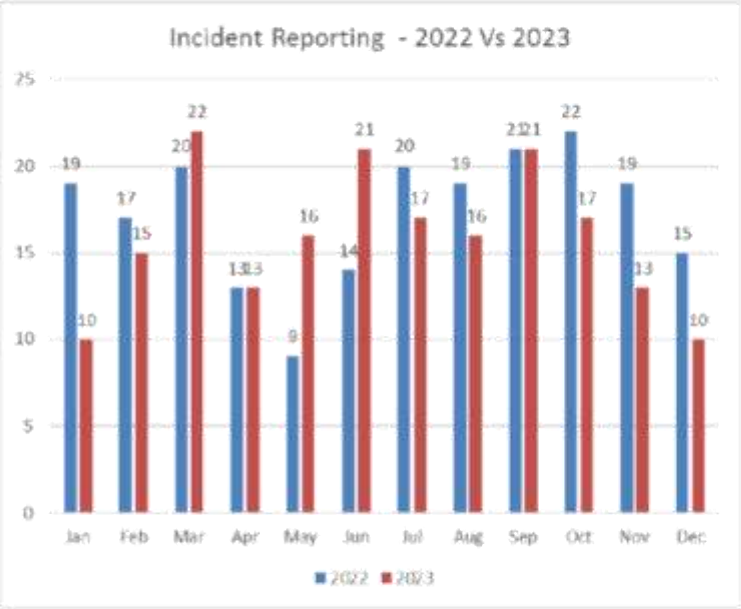
Incident Reporting

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

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

- There was a total of forty (40) incidents reported during the October 2023 – December 2023 period.
- This compares to fifty-six) (56) incidents for the same period in the year2022.

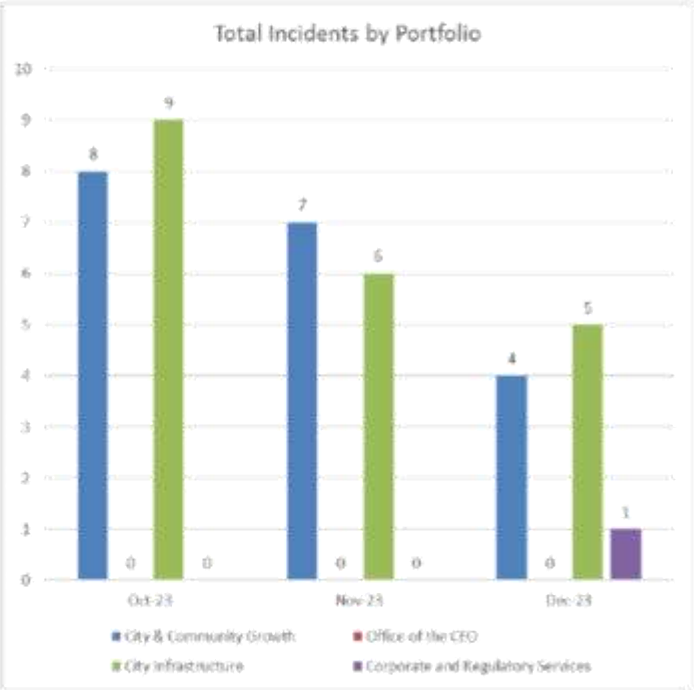
This indicates a slight improvement in the number of incidents occurring.



Incident and Investigation Management

Incidents By Portfolio

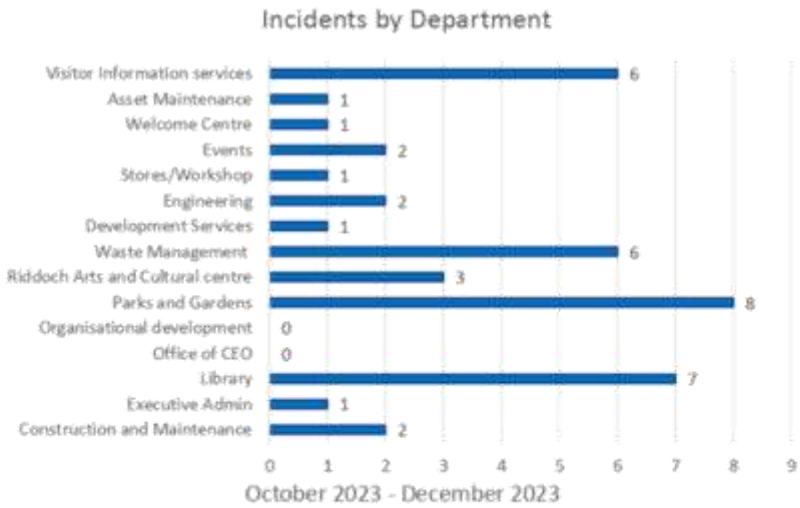
This graph demonstrates the incidents by portfolio for the reporting period October 2023 – December 2023.



Incidents By Department NEW

This graph demonstrates the incidents by department for the reporting period October 2023 – December 2023.

- Parks and Gardens have the highest rate of incidents followed closely by the Library, Waste Management and Visitor Information Services



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Incident and Investigation Management

Incidents By Type

This graph demonstrates the incidents by type for the reporting period October 2023 – December 2023.

- Through investigation techniques the organisation is able to determine and educate individuals in correct reporting methods. Th organisation saw 2 x near misses reported in December.
- One near miss within Parks and Gardens and included a lawnmower operating on a steep embankment, the other near miss reported was not reported correctly. Should have been an incident.

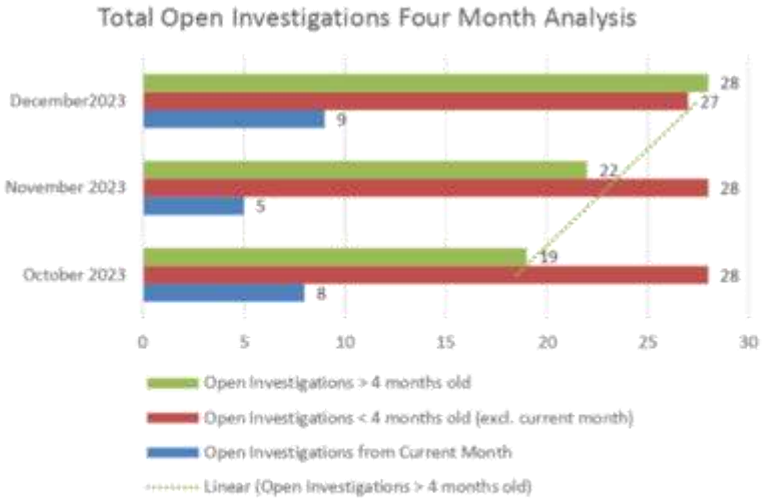
Incident Type	Oct-23	Nov-23	Dec-23
Near Miss	0	0	2
Notifiable	0	0	0
Injury Employee or Volunteer	2	3	3
Injury Member of Public	1	0	0
Communication	0	0	0
Property Damage	4	5	2
Environmental Impact	0	0	0
Other (inc Behavioural)	7	1	2
Report only	3	3	0
Security	0	1	0
Hazard Raised from Incident	0	0	1

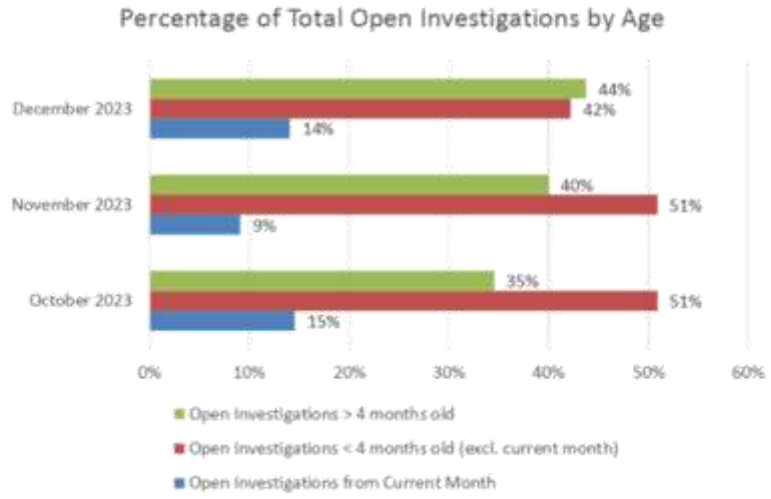
Investigation Management

Closure Rate by Four Month Analysis

- The total amount of open investigations that are greater than four (4) months age is **twenty-eight (28)** which represents **forty-four (44) percent** of the total open investigations.
- The total number of open investigations that are less than four (4) months old is **twenty-seven (27)** which represents **forty-two (42) percent** of the total open investigations.
- The total number of open investigations for the current month is **eight (8)** which represents **fifteen percent (15)** of the total open investigations.

The linear trend is upward which indicates the investigations are taking longer to close out and the number of investigations open greater the four months is increasing. The four-month analysis indicates the total number of investigations open has increased and is currently **sixty-four (64)** compared to **forty-seven (47)** at the end of the previous reporting period.





012

Investigation Management

Open and Overdue Investigations by Department NEW

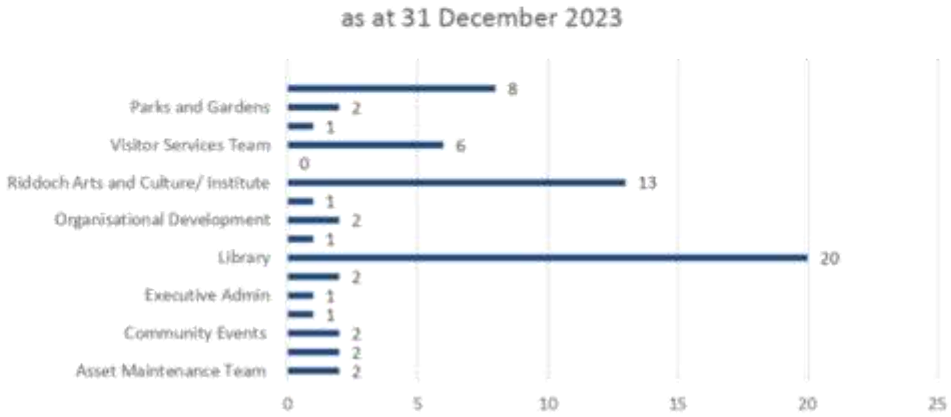
This graph demonstrates the overdue investigations by department which is a drilled down level from portfolio.
The aim of this level in reporting is to identify any training opportunities for investigation management, OR to highlight where there is a long-term investigation that may require additional assistance by collaborating with other departments or industry experts in the relevant field.

This level of reporting will now be a standing agenda item at the Monthly Management Team meeting to ensure departments are focusing on WHS management and to demonstrate accountability of people Leaders as recommended by external audit and observation reviews by Local Government Workers Compensation Scheme.

- The Manager of Organisational Development has reviewed the content of the overdue investigations to determine if these items are lack of training within skytrust systems or genuine outstanding investigations

Recommendations NEW

- Immediate training within Skytrust for Visitor Services, Riddoch and Library Teams. Expected Completion March 2024



Top Ten Oldest Open Investigations by Department NEW

Business Unit	ID	Incident Date	Department
City & Community Growth	775	25/03/2022	Visitor Services Team
City & Community Growth	892	30/09/2022	Community & Events Team
City of Mount Gambier	908	21/10/2022	Office of the CEO
City & Community Growth	907	22/10/2022	Visitor Services Team
City & Community Growth	909	24/10/2022	Visitor Services Team
City & Community Growth	916	5/11/2022	Riddoch Arts & Cultural Centre Team
City & Community Growth	921	14/11/2022	Riddoch Arts & Cultural Centre Team
City & Community Growth	935	6/12/2022	Library Team- All Library Staff
City & Community Growth	945	17/12/2022	Riddoch Arts & Cultural Centre Team
City & Community Growth	950	5/01/2023	Riddoch Arts & Cultural Centre Team
City & Community Growth	949	5/01/2023	Riddoch Arts & Cultural Centre Team
City & Community Growth	962	6/02/2023	Library Team- All Library Staff

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Corrective Action Management NEW

ID	Added Date	Action Type	Details	Due Date	Responsible Person Department
575919	31/07/2023	Corrective	Research and find solution to make site secure. e.g. swipe card access. possible the same solution that's being determined for the Depot.	1/07/2024	Waste Transfer Station/ ReUse Market
585837	30/08/2023	Corrective	Redo flooring with yellow paint and order more signs for gate areas	26/02/2024	Waste Transfer Station/ ReUse Market
550825	11/05/2023	Corrective	WHS Committee Meeting Action - WHS Principles and Procedure Review - Prevention of Falls procedure Ãâ¬âœ David Hurley, Daryl Ferguson, and Brian Whitwell	10/06/2023	Organisational Development
585842	30/08/2023	Corrective	Replace laser light on Waste Shed as it doesn't allow enough natural light through.	26/02/2024	Asset Maintenance
620386	11/12/2023	Corrective	Hi Michael, as discussed can you please carry out the repairs or replacement of the bottom step of the wooden stairs leading into Umpherston Sinkhole. While there can you assess	18/12/2023	Asset Maintenance
562189	27/06/2023	Corrective	Review and implement Plant Sticker Template and file to CM9	31/07/2023	Construction & Maintenance
575941	31/07/2023	Corrective	Concrete Slab requires extension to provide adequate space for customers loading metal waste.	29/09/2023	Construction & Maintenance
602503	19/10/2023	Corrective	Eye wash station is not working correctly (one side is blocked) and access is obstructed at Caroline Landfill. Identified from site inspection on 11/10/23	18/11/2023	Waste Management
554517	23/05/2023	Corrective	Organise repairs to fence	21/08/2023	Waste Management
602497	19/10/2023	Corrective	Defibrillator (AED) Signage (Supplied) indicating location of the unit and DRSABCD posters are not displayed at	18/11/2023	Waste Management
533675	23/03/2023	Corrective	Identified in previous inspections. The immediate surrounds of the Carinya Gardens Machinery shed need landscaping/	19/09/2023	Engineering
573784	25/07/2023	Corrective	Blue Lake Sports Park Staff out on site dont have a designated lunchroom. They are using the shed that currently houses petrol, poison and there is evidence of rats living there.	21/01/2024	Engineering
550836	11/05/2023	Corrective	EPC Committee Meeting Action - Emergency Planning Committee to look a developing a handover procedure for new Wardens.	10/07/2023	Customer Service Team - Civic Centre
550829	11/05/2023	Corrective	EPC Committee Meeting Action - Collection Management Riddoch - Plan (disaster recovery) ensure City of Mount Gambier Plans and Collections Management Plans intertwine.	10/07/2023	Riddoch Arts & Cultural Centre Team
550840	11/05/2023	Corrective	EPC Committee Meeting Action - Chris Clements, to complete Chief Warden Training	10/07/2023	Riddoch Arts & Cultural Centre Team
550841	11/05/2023	Corrective	EPC Committee Meeting Action - Mock evacuation due Ãâ¬âœ last completed 11/12/2021 ACTION - Talie to follow-up and organise the mock evacuation.	10/07/2023	Riddoch Arts & Cultural Centre Team
550803	11/05/2023	Corrective	WHS Committee Meeting Action - To report back with a solution/update with the emergency exit at visitor centre being unsafe to use.	10/06/2023	Visitor Services Team

Continued on next page

014

Corrective Action Management NEW

573775	25/07/2023	Corrective	Visitor Centre - Emergency Exit - rear exit not current suitable - Discuss solutions/update with the emergency exit at visitor centre being unsafe to use.	21/01/2024	Economic Strategy & Development
600294	13/10/2023	Corrective	ÃÂ¢â‚¬Â¢ Confined Space Procedure Committee endorsed procedure, update responsible person to reflect- Manager Operations	27/10/2023	Organisational Development
573780	25/07/2023	Corrective	Only one entry/exit to the Welcome Centre building. And currently no evacuation or workplace emergency management plans.	23/10/2023	Organisational Development
550808	11/05/2023	Corrective	WHS Committee Meeting Action - HR to review training plan and define training against mandatory, inhouse and ÃÂ¢â‚¬Âœnice to haveÃÂ¢â‚¬â„¢. Costs of inhouse training need to be	7/11/2023	Organisational Development
550809	11/05/2023	Corrective	WHS Committee Meeting Action - HR to investigate organising a disability compliance inspection for sites	10/06/2023	Organisational Development
550813	11/05/2023	Corrective	WHS Committee Meeting Action - Only one entry/exit to the Welcome Centre building. And currently no evacuation or workplace emergency management plans.	10/06/2023	Organisational Development
550814	11/05/2023	Corrective	WHS Committee Meeting Action - Library - Emergency management plans need to be updated	10/06/2023	Organisational Development
550819	11/05/2023	Corrective	WHS Committee Meeting Action - Rebecca also suggested looking at the annual ÃÂ¢â‚¬ÂœBump in and Bump outÃÂ¢â‚¬â„¢ sessions that OneFortyOne conduct for their	10/06/2023	Organisational Development
550824	11/05/2023	Corrective	WHS Committee Meeting Action - WHS Principles and Procedure Review - Hot Work Procedure ÃÂ¢â‚¬â€œ Ben Kilsby (Mechanic) and Dallas Humphries	10/06/2023	Organisational Development
555732	24/05/2023	Corrective	Health & Safety Champion poster for site need to be updated to remove staff no longer employed at Council	31/08/2023	Organisational Development
550839	11/05/2023	Corrective	EPC Committee Meeting Action - Emergency Plans ÃÂ¢â‚¬â€œ ensure first aid kits are located at the same place as identified on the emergency plans.	10/07/2023	Organisational Development
550830	11/05/2023	Corrective	EPC Committee Meeting Action - WTS/ ReUse Market - Concerns raised that no one is trained within emergency management or as a first aid officer on weekends at the WTS.	10/07/2023	Waste Transfer Station/ ReUse Market
550837	11/05/2023	Corrective	EPC Committee Meeting Action - WTS/ ReUse Market - Organise a mock evacuation ASAP for the Waste Transfer Station and ReUse Market.	10/07/2023	Waste Transfer Station/ ReUse Market
578994	4/08/2023	Corrective	Alarm system of some kind needed to alert staff of emergency in place. Vast areas to cover to alert all staff.	31/01/2024	Waste Transfer Station/ ReUse Market
550804	11/05/2023	Corrective	WHS Committee Meeting Action - Storage in Library - To report on solution effectiveness	10/06/2023	Library Team- All Library Staff
561350	22/06/2023	Corrective	Carinya Gardens Workplace Emergency and Evacuation Plan needs to be reviewed and updated.	16/04/2024	Parks and Gardens

015

Preventative Action Management NEW

ID	Added Date	Action Type	Details	Due Date	Responsible Person Department
597904	5/10/2023	Preventative	Inspect the vehicle service pit at Caroline as it has been damaged, to see if the pit could be filled in and concreted over for safety purposes, and if possible, could you complete task.	2/04/2024	Waste Management
604659	26/10/2023	Preventative	Investigate the possibility to install a convex mirror on this intersection.	23/04/2024	Engineering
604685	26/10/2023	Preventative	Investigate a safe way to access the back of the Patching truck to remove excess crusher dust after loading.	23/04/2024	Construction & Maintenance
579229	7/08/2023	Preventative	Vansittart playground Main shade sails need cleaning	29/02/2024	Asset Maintenance
606295	30/10/2023	Preventative	Explore options to improve access to On/Off Valves on Caroline Landfill Overhead Diesel Tank.	10/01/2024	Waste Management
534032	24/03/2023	Preventative	Please investigate structural integrity of fence bordering Umpherton Sinkhole	31/07/2023	Construction & Maintenance
573783	25/07/2023	Preventative	Traffic Management Plan to be developed for the Depot	21/01/2024	Construction & Maintenance
573788	25/07/2023	Preventative	Firefighting equipment at Caroline Landfill.	21/01/2024	Waste Management
573861	25/07/2023	Preventative	Asset Maintenance Team Actoin - Disability access on public sites	21/01/2024	Engineering
582557	18/08/2023	Preventative	Ongoing issue of non compliant emergency exit	1/09/2023	Visitor Services Team
582563	18/08/2023	Preventative	wetlands walkway not structural. This is not accessed by staff or visitors, although it is an emergency exit so should be compliant.	1/09/2023	Visitor Services Team
573769	25/07/2023	Preventative	Investigate contact officer available training and associated costs	23/09/2023	Office of the CEO
573791	25/07/2023	Preventative	Annual ÃÂâ‚¬Ëœ Bump in and Bump outÃÂâ‚¬â„¢ sessions that OneFortyOne conduct for their employees as part of the safety program	23/10/2023	Organisational Development
573850	25/07/2023	Preventative	Forecast action plan regarding SkyTrust	23/10/2023	Organisational Development
573857	25/07/2023	Preventative	Training Plan required for budget - dual responsibility - MOD, HR & Risk Coordinator & Jane Fetherstonhaugh	21/01/2024	Organisational Development
615349	23/11/2023	Preventative	additional evacuation exercise	22/02/2024	Waste Transfer Station/ ReUse Market
607069	2/11/2023	Preventative	Look at notes in inspection report	31/01/2024	Waste Transfer Station/ ReUse Market
607070	2/11/2023	Preventative	See inspection noted for details	31/01/2024	Waste Transfer Station/ ReUse Market

016

Injury Management

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.

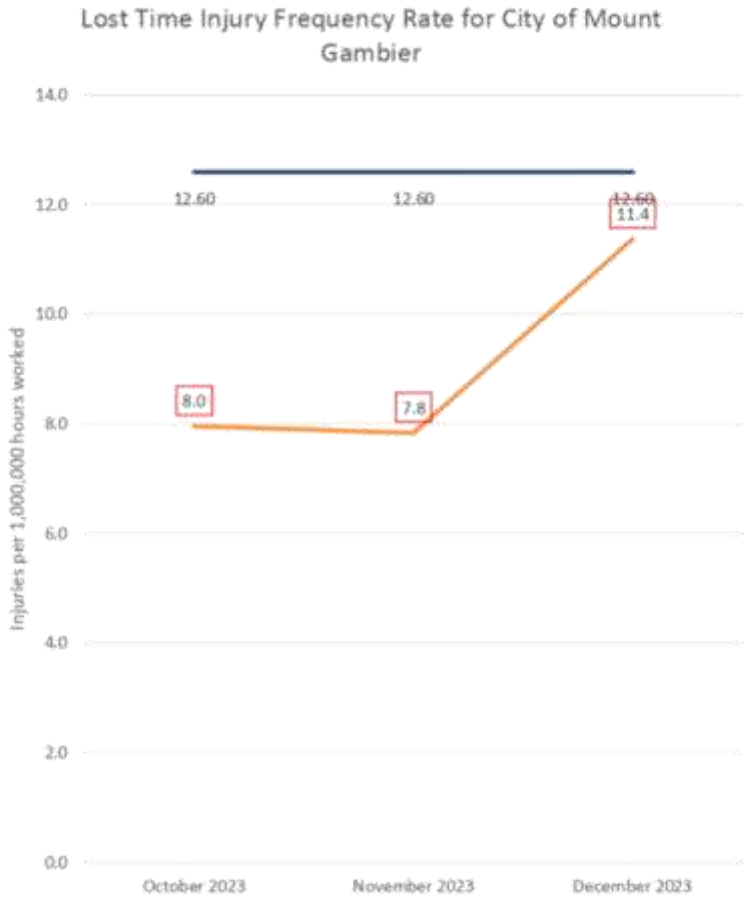
LTIFR refer to the number of lost-time injuries within a given accounting period, relative to the total number of hours worked in that period.
LTIFR is a proxy measurement for safety performance.

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

For the months of October, November and December 2023 the City of Mount Gambier significantly reduced its lost time injury rates, which put us further below the industry benchmark. This is directly attributed to employees increasing capacity, returning to the workplace from injury and the reduction in workplace injuries.



017

Workplace Emergency and Evacuation Program NEW

Legislative requirements for employers or a person conducting a business or undertaking (PCBU) to prepare and maintain a workplace emergency plan.

The organisation through regular audits, hazard reporting and through the Work health Safety and Risk Management Action Plan, audit and evaluation process, has identified Workplace Emergency Plans to be modified, reviewed and or new plans developed.

Some of these tasks can be completed in house whilst other tasks require the engagement of specialised strategic risk consultants available to the organisation through Local Government Risk Services (LGRS)

The following work has been identified to be completed.

Plans must comply with Australian quality standards AS3745:2010

Site	Detail	Support	Expected Completion
Welcome Centre, Riddoch Arts and Cultural Centre (Additional Areas)	Development of NEW Evacuation diagrams	Local Government Risk Services	February 2024
Works Depot, Visitor Information centre, Library, Riddoch Arts and Cultural centre, Civic Centre, Carinya, Caroline Landfill, Waste Transfer Station, Reuse Market	Review, amend and print current plans	Internal Staff (EACG)	December 2023 COMPLETE
Riddoch Arts and Cultural centre	Review and update existing WEEP including assessment against incidents against code AS1851:2012	Local Government risk Services	February 2024
Welcome Centre	Review and develop new WEEP including assessment of potential incidents against code AS1851:2012	Local Government risk Services	February 2024
Works Depot, Visitor Information Centre, Library, Riddoch Arts and Cultural centre, Civic centre, Carinya, Caroline Landfill, Waste Transfer Station, Reuse Station, Welcome Centre	Develop Emergency Warden Induction program for individual sites based on specific WEEP documents	Internal Staff (WHS Team)	December 2023 COMPLETE

Continuous Improvement, Projects and Plans

Work Health Safety & Injury Management Action Plan

The Final Report for September and year 2022-2023 was assessed by the Local Government Risk Service's Regional Risk Coordinator.

- As at end of September **93%** (September) of planned actions have been closed out
- A total of 30 actions were identified to be closed out by end of September 2023
- Achievement to date is 28 actions closed with 2 outstanding

The 2 actions outstanding relate to the Facilitated Plan and Program which has been booked for **February 2024** commencement.

The Human Resource & Work Health and Safety Team will submit a draft plan to the Executive Leadership for endorsement which will identify opportunities for actions to be undertaken prior to he Facilitated Plan and Program review in February 2024. **ENDORSED December 2023**

Communication and Key Focus Areas

- Remind People Leaders to reiterate to their teams the overall importance of reporting safety matters from a preventative and continuous improvement point of view.
- Focus on hazard reporting in high-risk areas
- Remind People Leader of their responsibility to review or investigate hazard and incident reports in a timely manner and tidy up those that are still open and provide feedback to those who have reported. Using the toolbox meeting platforms is a great way to provide this structured feedback.
- Focus on development of Management Team reporting to assist with accountability.
- To continue with contributing to the improved ***"Safety Always"*** culture

16.7 PRESIDING MEMBER NOMINATION – REPORT NO. AR24/10396

Committee:	**Audit and Risk Committee**
Meeting Date:	**26 February 2024**
Report No.:	**AR24/10396**
CM9 Reference:	**AF11/863**
Author:	**Ashlee Pasquazzi, Executive Administrator Corporate and Regulatory Services**
Authoriser:	**Jane Fetherstonhaugh, General Manager Corporate and Regulatory Services**
Summary:	**This report is presented to enable the nomination of a Chairperson / Presiding Member for the Audit and Risk Committee in accordance with the Terms of Reference adopted on 13 December 2022.**
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. AR24/10396 titled 'Presiding Member Nomination' as presented on 26 February 2024 be noted.
2. That be appointed the Presiding Member of the Audit and Risk Committee from 16 March 2024.
3. That the term of office for the position of Audit and Risk Committee Presiding Member be 1 year expiring on 16 March 2025.

   or

   That the term of office for the position of Audit and Risk Committee Presiding Member be 2 years expiring on 16 March 2026.

TYPE OF REPORT

Legislative

BACKGROUND

Council at its meeting on 15 March 2022, resolved the following:

1. That Audit and Risk Committee Report No. AR22/12567 titled 'Presiding Member Nomination' as presented on 28 February 2022 be noted.

2. The term of office for the position of Audit and Risk Committee Presiding Member be 2 year(s).

3. That Mr Paul Duka be the Presiding Member of the Audit and Risk Committee on and from 15 March 2022.

In accordance with section 7 of the Audit and Risk Committee Terms of Reference the Chairperson / Presiding Member of the Committee must be an independent member appointed by Council:

***7.2 Appointment** - The Chairperson of the Committee must be appointed by Council resolution and be an independent member. The Chairperson will be appointed for two years.*

***7.3 Tenure** - After serving two years, the Committee may choose to appoint the Chairperson for a further one year term or the Committee may choose to nominate another Chairperson from the independent membership for a one year term. The process will be dependent on the Committee seeking nominations from the current independent membership and providing a report for noting to the Council.*

PROPOSAL

The selection of a Presiding Member is from amongst its own membership.

The following process is summarised from the *Council Determined Meeting Procedures Policy*:

- *A nominee need not be present, but must accept nomination prior to consideration.*
- *Nominees should display the qualities sought to fill the position including relevant skills and experience.*
- *Where more than one nomination is received a secret ballot shall be conducted forthwith without debate. Resolutions will be passed to endorse the voting process and appoint the Chief Executive Officer (or any other Senior Officer present at the meeting) as Returning Officer to declare the result and draw lots (if/as necessary).*
- *The Mayor may vote but a Member not in their seat at the meeting does not vote.*
- *The candidate with the highest number of votes (or where two or more candidates receive the equal highest number of votes the first name drawn in the lot) shall be declared as being nominated/appointed to the vacant position.*
- *A division cannot be called on the question of appointing a person to fill a vacant position.*
- *A motion to endorse the filling of the vacant position may be accepted (but is not required) however any failure or variation of the motion shall be of no effect on the result of the secret ballot.*

Should the Committee have only one nomination for Presiding Member then that Member may be the nominee that the Committee recommends to Council for appointment as Presiding Member.

LEGAL IMPLICATIONS

N/A

STRATEGIC PLAN

N/A

COUNCIL POLICY

Council Determined Meeting Procedures

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

N/A

EQUALITIES AND DIVERSITY IMPLICATIONS

N/A

ENGAGEMENT AND COMMUNICATION STRATEGY

N/A

IMPLEMENTATION STRATEGY

N/A

CONCLUSION AND RECOMMENDATION

The Committee may now accept nominations and conduct a ballot process - if necessary, to determine a Presiding Member recommendation.

ATTACHMENTS

Nil

16.8 AUDIT AND RISK COMMITTEE MEETING REPORT 26/02/24 – REPORT NO. AR24/12549

Committee:	**Audit and Risk Committee**
Meeting Date:	**26 February 2024**
Report No.:	**AR24/12549**
CM9 Reference:	**AF11/863**
Author:	**Julie Scoggins, Manager Financial Services**
Authoriser:	**Jane Fetherstonhaugh, General Manager Corporate and Regulatory Services**
Summary:	**Further to legislative changes this report provides a report to Council after the Audit and Risk Committee meeting, summarising the work of the committee preceding the meeting and the outcomes of the meeting.**
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. AR24/12549 titled ‘Audit and Risk Committee Meeting Report 26/02/24’ as presented on 26 February 2024 be noted.

TYPE OF REPORT

Legislative

BACKGROUND

1. **Legislation** – Section 126 of the Local Government Act effective from 30 November 2023 requires that the following report is prepared as shown below:

   (8) A council audit and risk committee must— (a) provide a report to the council after each meeting summarising the work of the committee during the period preceding the meeting and the outcomes of the meeting;

PROPOSAL

Period Preceding The Meeting:

1. **Audit and Risk Committee Terms of Reference Pre-Reading** - Prereading for the review of the Audit and Risk Committee Terms of Reference was sent to members in advance of the workshop.
2. **Audit and Risk Committee Workshop** - A workshop was held prior to the meeting that took the members through the following: Budget Review 2, LTFP parameters and approach to the Asset Management Plans and the Audit and Risk Committee Terms of Reference.
3. **Council Member Briefing** - A meeting was held between the Council Member Audit and Risk Committee representative, the General Manager Corporate and Regulatory Services, Manager Organisation Development and Manager Financial Services to provide a briefing on the reports included in the agenda prior to the meeting
4. **Presiding Member Pre-Meeting** - A meeting was held between the Manager Financial Services and the Presiding Member to discuss the agenda prior to the meeting.

***Outcomes of The Meeting**:*

5. The outcomes of this meeting will be summarised in the minutes to be adopted by Council.

LEGAL IMPLICATIONS

Local Government Act Sections 125A, 126 and 41.

Local Government (Financial Management) Regulations 2011

Terms of Reference – Audit and Risk Committee

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

N/A

VALUE FOR MONEY

N/A

RISK IMPLICATIONS

N/A

EQUALITIES AND DIVERSITY IMPLICATIONS

N/A

ENGAGEMENT AND COMMUNICATION STRATEGY

N/A

IMPLEMENTATION STRATEGY

N/A

CONCLUSION AND RECOMMENDATION

The recommendation to Council is that they note the report as presented (in conjunction with the minutes of the meeting).

ATTACHMENTS

Nil

MINUTES OF CITY OF MOUNT GAMBIER
CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, CIVIC CENTRE, 10 WATSON TERRACE, MOUNT GAMBIER
ON TUESDAY, 12 MARCH 2024 AT 4.15 P.M.

PRESENT: Mayor Lynette Martin (OAM), Cr Max Bruins, Cr Frank Morello, Cr Sonya Mezinec, Cr Josh Lynagh

OFFICERS IN ATTENDANCE:
Chief Executive Officer - Mrs S Philpott
General Manager Corporate and Regulatory Services - Mrs J Fetherstonhaugh
Executive Administrator - Mrs A Pasquazzi

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

3 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Cr Max Bruins
Seconded: Cr Sonya Mezinec

That the minutes of the Chief Executive Officer Performance Review Committee meeting held on 28 June 2023 be confirmed as an accurate record of the proceedings of the meeting.

CARRIED

4 QUESTIONS WITHOUT NOTICE

Nil

5 REPORTS

5.1 REMUNERATION TRIBUNAL REVIEW

COMMITTEE RESOLUTION

Moved: Cr Max Bruins

Seconded: Cr Frank Morello

1. That Chief Executive Officer Performance Review Committee Report No. AR24/15539 titled 'Remuneration Tribunal Review' as presented on 12 March 2024 be noted.
2. That the draft submission as attached to the Report No. AR24/15539 be approved for submission to the Remuneration Tribunal SA.
3. That the Chief Executive Officer or Delegate be authorised to make any necessary changes to the draft submission arising from this meeting, together with any typographical corrections, amendments to position or organisation titles, and finalisation of the document's formatting that do not materially alter the integrity of the document.

CARRIED

5.2 CHIEF EXECUTIVE PERFORMANCE REVIEW PROCESS 2024

COMMITTEE RESOLUTION

Moved: Cr Josh Lynagh
Seconded: Cr Sonya Mezinec

1. That Chief Executive Officer Performance Review Committee Report No. AR24/16533 titled 'Chief Executive Performance Review Process 2024' as presented on 12 March 2024 be noted.
2. That the Chief Executive Officer Performance Review Committee endorse the procurement process for the 'Independent Specialist Support'.

CARRIED

6 MEETING CLOSE

The Meeting closed at 4:39 pm.

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

.....

PRESIDING MEMBER

17.2 REMUNERATION TRIBUNAL REVIEW – REPORT NO. AR24/15539

Meeting:	**Chief Executive Officer Performance Review Committee**
CM9 Reference:	**AF12/36**
Author:	**Sarah Philpott, Chief Executive Officer**
Authoriser:	**Sarah Philpott, Chief Executive Officer**

REPORT RECOMMENDATION

1. That Chief Executive Officer Performance Review Committee Report No. AR24/15539 titled 'Remuneration Tribunal Review' as presented on 12 March 2024 be noted.
2. That the draft submission as attached to the Report No. AR24/15539 be approved for submission to the Remuneration Tribunal SA.
3. That the Chief Executive Officer or Delegate be authorised to make any necessary changes to the draft submission arising from this meeting, together with any typographical corrections, amendments to position or organisation titles, and finalisation of the document's formatting that do not materially alter the integrity of the document.

BACKGROUND

Council is required under the *Local Government Act 1999* ("the Act") Section 96 to have a chief executive officer. The functions of the Chief Executive Officer as determined by the Act are as follows:

99—Role of chief executive officer

(1) The functions of the chief executive officer include—

(a) to ensure that the policies and lawful decisions of the council are implemented in a timely and efficient manner;

(b) to undertake responsibility for the day-to-day operations and affairs of the council;

(c) to provide advice and reports to the council on the exercise and performance of its powers and functions under this or any other Act;

(d) to co-ordinate proposals for consideration by the council for developing objectives, policies and programs for the area;

(e) to provide information to the council to assist the council to assess performance against its strategic management plans;

(f) to ensure that timely and accurate information about council policies and programs is regularly provided to the council's community, and to ensure that appropriate and prompt responses are given to specific requests for information made to the council;

(g) to ensure that the assets and resources of the council are properly managed and maintained;

(h) to ensure that records required under this or another Act are properly kept and maintained;

(i) to give effect to the principles of human resource management prescribed by this Act and to apply proper management practices;

(ia) to ensure that effective policies, systems and procedures are established and maintained for the identification, assessment, monitoring, management and annual review of strategic, financial and operational risks;

(ib) to report annually to the relevant audit and risk committee on the council's internal audit processes;

(j) to exercise, perform or discharge other powers, functions or duties conferred on the chief executive officer by or under this or other Acts, and to perform other functions lawfully directed by the council

Section 99A of the Act deals with the remuneration of the CEO, which is determined by Council, within a relevant minimum and maximum amount, as determined from time to time by the Remuneration Tribunal ("the Tribunal").

The Tribunal made its inaugural CEO remuneration determination in 2023, with effect from 1 July 2023. That determination and the background reasoning can be found here:

https://www.remtribunal.sa.gov.au/__data/assets/pdf_file/0010/918550/Determination-4-of-2023-Local-Government-CEOs.pdf

https://www.remtribunal.sa.gov.au/__data/assets/pdf_file/0003/918552/Report-4-of-2023-Local-Government-CEOs.pdf

The determination grouped CEOs into eight bands with a minimum and maximum remuneration amount. The eight bands were based on the current adjusted total remuneration packages of CEOs.

If a CEO's remuneration is below or within the relevant band, the actual amount payable to a CEO is at the discretion of Council, so long as it falls within that applicable band. However if an existing CEO is above the band, the expectation is that remuneration increases would cease until such time as they come back within the range of the band. This is the case for existing CEO contracts.

In the case where a new CEO contract is struck, or a new CEO appointment is to be made, the Council must appoint within the relevant range. Also, the inaugural determination outlines what makes up the total remuneration package, which includes salary, superannuation, vehicle value, FBT and excludes other factors such as "tools of trade" – computer, phone, learning and development.

In May/June 2023, the City of Mount Gambier's current CEO underwent a performance review process, and the remuneration review was conducted with the Tribunal's determination in mind (noting it took effect from 1 July and the review process was concluded slightly in advance of that) and remains within the appropriate banding which is for Band 5.

DISCUSSION

The Remuneration Tribunal has now released a consultation paper for the consideration of councils, undertaking a review of the minimum and maximum remuneration for Local Government CEOs **(Attachment 1)**

The consultation paper notes that the Tribunal has some reservations about the basis of the current banding and that they do "not consider this approach to be a long term sustainable position". The consultation paper therefore outlines a move towards a remuneration structure that considers a number of criteria, including:

- CEO position descriptions and responsibilities
- Skills and experience required
- Complexity of CEO roles
- Population size, density and characteristics of a Council district
- Geography size and characteristics
- Consideration of tenure and contract duration
- Performance criteria

The full criteria list can be seen in the "About this Consultation Paper" section of the attachment.

The Tribunal consultation paper provides two options for consideration, which are:

- *Progressively review remuneration arrangements at the request of individual councils*

  This option proposed individual councils make application to the Tribunal requesting an increase or decrease in the minimum and maximum levels applicable with sufficient detail to allow a determination.

- *Engage a professional external remuneration specialist*

  This option provides that the Tribunal engage an external remuneration specialist to undertake a detailed evaluation of the remuneration framework. Councillors should note that this option suggests a cost in the order of $300k-$350k. Under the Act, Section 99A (8) and (9) these costs will ultimately be borne by all Councils on a proportional basis.

The Tribunal is also open to other suggestions.

The Committee and Council might consider proposing alternatives. One of those is to seek the removal of this section of the Act altogether and to enable councils to determine their CEO remuneration based on factors that are unique to each area. However, given the reform process that

has been undertaken to date, this has a low likelihood of success. Besides, there are advantages to having the Tribunal make a determination, provided that it is premised on good foundations, including a logical basis for any range of salary, consistency and clarity of what a remuneration package for a CEO should contain. The role of CEOs is substantially similar in terms of key outcomes, even while noting that each role will have some peculiarities based on location, size of the organisation, services offered or major projects or the like.

On that basis, a draft submission has been prepared **(Attachment 2)** and proposes an alternative option. This is in preference to the Tribunal's provided options, rather than additional substantial expenses being incurred as per option 2, or a gradual process of individual council submissions, which might be seen as not achieving the intention which is to provide clarity and consistency in the application of CEO remuneration across the state.

The alternative option presented for the consideration of the Committee (and ultimately Council) is to base banding on the methodology which has been used successful in WA for many years, and align the CEO bands to the same bands as are used for Councillors and Mayors in SA, which are also set by the Tribunal.

The WA Remuneration Tribunal latest determination can be found here for the interest of Committee members.

https://www.wa.gov.au/government/publications/local-government-chief-executive-officers-and-elected-members-determination-no-1-of-2023

Under the SA Remuneration Tribunal Allowances for Members of Local Government Councils determinations, Councils are grouped into 6 bands (noting there is a band 1A and 1B, then bands 2 - 5). The latest allowance reviews for Councillors are below for interest.

https://www.remtribunal.sa.gov.au/documents/2022/20220705-Determination-2-of-2022-Members-of-Local-Government.pdf

https://www.remtribunal.sa.gov.au/documents/2022/20220705-Report-2-of-2022-Members-of-Local-Government.pdf

The City of Mount Gambier sits within Band 2 in this determination.

Given that the SA Remuneration Tribunal already takes into account various similar factors such as the size, population and revenue of the Council, and the demographic, social and environmental factors of that Council, it would seem to be sensible to remove any discrepancy between how a council's Mayor and Members are considered for the determination of allowances, and how the CEO is then considered in terms of remuneration. The Tribunal has reliably used these bandings for several years now, and in instances where there is not agreement on the banding, there is at least an existing process for seeking a different determination. It has the advantage of being administratively less complex, formed on a fair and consistent basis, and is able to be explained to our community.

There have been a number of discussions about the current remuneration approach from the inaugural CEO determination within CEO networks, as to date it is debatable whether it has provided the intended clarity and consistency. CEO networks have also started to discuss alternative options, including that which is proposed within this report. It is likely there will remain a range of views on the most appropriate methodology.

Finally, in preparing this report, the CEO as the author of the report has turned their mind to whether there is a conflict in proposing an alternative model. In doing so, the following has been considered:

- the consultation is deliberately open to CEOs and Councillors/Council for feedback;
- there is not a specific recommendation about the actual value of the bands being proposed in the alternative model; and
- neither the CEO or Council is ultimately the decision maker, but rather making a submission to the Tribunal who make the determination.

Having considered that, any conflict would be perceived in nature rather than actual or material. However, if it is the wish of the Committee and Council, the CEO can declare a conflict and leave the discussion, with the General Manager Corporate and Regulatory Services able to respond to any questions which arise.

CONCLUSION

This report recommends a submission to the Remuneration Tribunal which proposes an option for CEO remuneration banding for the consideration of the Committee and ultimately Council. The due date for submission is 15 April 2024.

ATTACHMENTS

1. Consultation Paper - Minimum and Maximum Remuneration for Local Government Chief Executive Officers
2. Draft Submission to SA Remuneration Tribunal

Remuneration Tribunal of South Australia

CONSULTATION PAPER

Minimum and Maximum Remuneration for Local Government Chief Executive Officers

January 2024

About this consultation paper

On 16 June 2023, the Remuneration Tribunal of South Australia (**Tribunal**) issued Determination 4 of 2023 (**Current Determination**) and accompanying Report 4 of 2023. The Current Determination covers 67 Councils who are grouped into eight bands. Each band contains a minimum and maximum remuneration amount that may be paid to a Council's Chief Executive Officer (**CEO**). The amount payable to a CEO is at the discretion of each Council, so long as it falls within the applicable band.

The eight bands are based on the current adjusted total remuneration packages of CEOs. The Tribunal does not consider this approach to be a long-term sustainable position and is therefore considering various options to improve the evaluation method of minimum and maximum remuneration amounts for CEOs ahead of the next review, scheduled for July 2024.

The Tribunal has some reservation about the extent of participation in the process. As the Tribunal has noted, it incorporates the substantial and unexplained diversity of remuneration arrangements between Councils which have at least some inherently similar characteristics. These are characteristics of current arrangements. Councils apply significantly different approaches to calculating and reporting on current remuneration arrangements. Those current arrangements create the potential for flow-on effects to senior staff reporting to CEOs and hence may exacerbate instability within the Local Government sector. The Tribunal is acutely aware that the effect of the current determination is to limit movements in current remuneration and that current remuneration levels require further review. That further review will require the provision of substantially more information from Local Government than that which has been provided to date.

The purpose of this consultation paper is to outline the likely approach to be adopted by the Tribunal over the coming months and offer the Local Government sector an opportunity to engage with the Tribunal to provide input and suggestions for the next review. The Tribunal emphasises that this review will be progressed in 2024. Comments and suggestions are invited but a protracted period for debate over how the review should be undertaken is not proposed.

The Tribunal is seeking to move toward a remuneration structure for Council CEOs which considers the following criteria:

- CEO position descriptions and responsibilities
- The skills and experience required
- The complexity of CEO roles
- The population size, density, and characteristics of a Council district
- The geographic size and characteristics of a Council district

- Industry issues specific to a Council district
- Social or cultural issues specific to a Council district
- Isolation and distance factors
- Accommodation issues
- Consideration of tenure and contract duration
- Specifically nominated performance criteria
- Consideration of objectively established remuneration for comparable positions
- Recognition of attraction and retention approaches.

In considering these issues the Tribunal will have regard to current remuneration arrangements but does not consider these to be determinative of future remuneration minima and maxima.

The Tribunal recognises two important considerations for Local Government relative to this review. Firstly, it is desirable that both CEOs and elected members have the capacity to have input into this review. The Tribunal recognises that this represents a complication in that arrangements and opportunities for elected members comment will need to be arranged. Secondly, the *Local Government Act 1999* (SA) provides that, following consultation with the Local Government Association, the costs of the proposed review are to be met by Councils. The Tribunal is committed to minimising these costs, provided the integrity of the review is not compromised.

This consultation paper canvasses options for consideration and comment. The Tribunal recognises there are various ways to analyse the minimum and maximum remuneration amounts to be set for Local Government CEOs and that there may be other options not covered in this consultation paper. Submissions are welcomed, however, please take into account the Tribunal's jurisdiction which is primarily contained in section 99A of the *Local Government Act 1999* (SA).

Information required

It appears to the Tribunal that, irrespective of the approach to be taken in the future, Councils will ultimately need to provide the Tribunal with detailed position descriptions for CEOs. Further, that it is also appropriate that Councils provide a description of how current CEO remuneration arrangements have been developed and reviewed. **Consequently, the Tribunal requests that, irrespective of any submissions about the options outlined below, this information be provided to the Tribunal by no later than 15 April 2024**.

How to make a submission

Written submissions, position descriptions and/or procedures or practices in relation to the current remuneration arrangements can be sent via email to RemunerationTribunal@sa.gov.au by no later than **15 April 2024.**

Disclaimer

The views expressed in this discussion paper are of a preliminary nature only. The Tribunal's views may change as a result of the submissions it receives or as other circumstances change.

OPTION 1

PROGRESSIVELY REVIEW REMUNERATION ARRANGEMENTS AT THE REQUEST OF INDIVIDUAL COUNCILS

This option would allow individual Councils to make an application requesting an increase or decrease to the minimum and maximum remuneration levels applicable to its CEO. Over time, the Tribunal expects that this will result in a minimum and maximum remuneration structure that reflects objective consideration of the relevant criteria.

The Tribunal would require each application to address in sufficient detail the reasons why a Council submits an increase or decrease is warranted. Those details would need to extend beyond a simple comparison with one or more other Councils, to address the criteria already identified.

Given there are 67 Councils covered by the Current Determination, this option could be time consuming, costly for the Local Government sector who bear the reasonable costs of the Tribunal and could result in up to 67 bands applying.

More significantly, consideration of individual Councils is likely to expose the significant differences between remuneration arrangements as inconsistencies that require broader review.

The Tribunal expects to evaluate individual submissions by considering each of the criteria referenced above.

The outcome of such an individual review may differ substantially from current arrangements.

This option also raises potential costing issues. These go to whether the Local Government Association will determine whether individual reviews will be funded by Councils concerned or whether these costs should be shared amongst other Councils. If individual reviews highlight inconsistencies that require consideration, then the Local Government Association will need to consider how that is funded.

The Tribunal would need to receive strong support from a majority of Councils to consider this option and therefore those making submissions are encouraged to indicate their level of support and preparedness to be bound by this option. Those who do not believe this is a viable option should also indicate that in any submission.

OPTION 2

ENGAGE A PROFESSIONAL EXTERNAL REMUNERATION SPECIALIST

The Tribunal is considering engaging an external remuneration specialist to undertake a detailed evaluation of the remuneration framework. The Tribunal notes that external expertise assisted in the development of the West Australian approach to developing remuneration minimums and maximums.

This process would provide an opportunity for consideration of all of the relevant criteria as they relate to each Council. It would also enable elected members from each Council to have input into a consistently applied approach.

If the external consultant reviews each Council individually, the indicative cost of such an approach is likely to be between $300,000 - $350,000. The Tribunal is aware that, consistent with the other options below, there may be scope to substantially reduce this cost, and will endeavour to incorporate cost reduction capacity into any arrangement reached with the selected remuneration consultant – noting that a competitive tender process will take place. The Tribunal proposes to begin conferring with the Minister about these cost estimates shortly.

The Tribunal has looked at what this approach would involve. On the information available to it, it appears the process could take up to 22 weeks, would involve cooperation from CEOs and Mayors who would need to work with the external consultant. Such a review may involve consideration of other Local Government staff functions and benchmarking with an appropriate comparator market.

OTHER OPTIONS

There are other options that might be suggested by the Local Government sector.

Without limiting these in any way, they include the potential for Councils who use established remuneration setting methodologies, to propose a broader application of these approaches to include the CEO.

In terms of the second option (engaging and external remuneration specialist) Councils which believe they have similar relevant characteristics and CEO remuneration arrangements, may wish to propose that they be collectively reviewed.

If Councils are prepared to provide all available information covering the criteria identified in this paper, the Tribunal is open to engaging with elected members and/or CEOs to consider how remuneration has been set, how Councils can be compared and the appropriate criteria for remuneration levels. Because of the number of Councils and CEOs involved, it would seem appropriate that a smaller group or groups be established with the capacity to convey information about the criteria used to establish remuneration. An important consideration in this respect will be the extent to which such an approach has unanimous support and can be expeditiously undertaken. The Tribunal estimates that such an approach would involve substantially reduced costs.

The Tribunal acknowledges that, if the Local Government sector can provide adequate information addressing each of the criteria identified in this paper, it may be possible for the Tribunal to undertake the remuneration assessment with limited additional resources and costs. However, the Tribunal's experience to date indicates this could not be achieved in a timely manner that takes into account the positions of both CEOs and elected members.

The Tribunal is open to considering other approaches that might be proposed by Councils but stresses that a consistent approach across the sector will be required.

ATTACHMENT 2

***DRAFT* SUBMISSION TO SA REMUNERATION TRIBUNAL – MINIMUM AND MAXIMUM REMUNERATION FOR LOCAL GOVERNMENT CHIEF EXECUTIVE OFFICERS**

Introduction

The City of Mount Gambier ("Council") thanks the SA Remuneration Tribunal of SA ("the Tribunal") for the opportunity to provide feedback to the current Consultation Paper, entitled "Minimum and Maximum Remuneration for Local Government Chief Executive Officers".

Council notes that the Tribunal currently provides eight bands for CEO remuneration, with each band containing a minimum and maximum remuneration amount, with the actual amount paid to a CEO at the discretion of each Council, so long as it falls within the applicable band. The City of Mount Gambier is contained within band 5 of the current eight bands.

Council notes the effect of section 99Aof the *Local Government Act 1999* which was to enable the Tribunal to determine from time to time the minimum and maximum remuneration that may be paid or provided to chief executive officers of councils. As Council understands it, the insertion of section 99A gave an opportunity to provide clarity about what comprises a remuneration package for a CEO, and to provide consistency across CEO remuneration based on factors such as the size, geography and demographics of a council area, the complexity of the role, the size of the organization etc.

Council further notes that the Tribunal asserts that the approach taken in the inaugural review is not sustainable, being based on the current adjusted remuneration of CEOs. The inaugural decision of the Tribunal does not appear to have achieved the objective of clarity and consistency and has led to further sector-wide confusion and discussion about how to properly apply the Tribunal's determination.

The Consultation Paper – Options 1 and 2

Council supports the intention of undertaking a review of the current approach to the Tribunal's CEO determination.

Council supports the intended structure considering the following as per the discussion paper in determining remuneration banding:

- CEO position descriptions and responsibilities
- The skills and experience required
- The complexity of CEO roles
- The population size, density, and characteristics of a Council district
- The geographic size and characteristics of a Council district
- Industry issues specific to a Council district
- Social or cultural issues specific to a Council district
- Isolation and distance factors
- Accommodation issues
- Consideration of tenure and contract duration
- Specifically nominated performance criteria
- Consideration of objectively established remuneration for comparable positions

• Recognition of attraction and retention approaches.

However, Council does not agree with either Option 1 or Option 2 proposed in the consultation paper for the following reasons.

Option 1 proposes a progressive review of remuneration arrangements at the request of individual councils. While this does allow councils to make an application, and that application would have to be based on criteria and sufficient detail to demonstrate why an increase or decrease to remuneration banding is warranted, Council is of the view that this is likely to result in a similar outcome to the inaugural determination and not provide the clarity and consistency that the sector and Tribunal have been seeking.

As the Tribunal identified itself, this option could be time consuming, and could ultimately see remuneration still applying separately to each individual council and CEO. Council also notes that the costs of any review are ultimately passed through the LGA to individual councils, and asserts that the costs of any Tribunal review should be minimized so as not to be an unreasonable burden on ratepayers.

Option 2 proposes the engagement of a professional external remuneration specialist. Council is concerned at the costs associated with this option which would ultimately be borne by ratepayers. Further, there is an existing model which could provide guidance.

Alternative option proposed

The Tribunal would be aware that the sector has previously proposed and supported an approach similar to that applied within Western Australia. That model assesses and determines CEO banding which provides a higher order of consistency and clarity about CEO packaging. That model uses four bands.

Further, the Tribunal has a long history of applying Council groupings for the purposes of setting the allowances of Mayors and Council Elected Members. These groupings are based on similar criteria such as size, geography and demographics of each council area – there are 6 bands. Council is of the view that aligning the CEO remuneration with the bands as per the Elected Member allowances determination would be sensible. It puts CEO remuneration on the same "footing" using the same factors as determine Elected Members allowances (noting of course that there are differences between remuneration and allowances but the basis for banding would be consistent).

It is possible to maintain the current overall range of remuneration and to make them into contiguous bands that do not increase the overall remuneration range for CEOs but align them to the 6 bands that currently exist for members.

The other advantage of this approach is that there is already a review mechanism in place, which would allow an individual council to put forward an argument based on specific local factors. There will undoubtedly be some anomalies where CEOs are remunerated well outside of any proposed band, but the Tribunal notes in the discussion paper that the Tribunal will have regard to current remuneration arrangements but "does not consider these to be determinative of future remuneration minima and maxima". The legislation also has the effect of "grandfathering" in arrangements for current contracts, so it is only at the point of a new contract or new CEO that the bands would apply, allowing a gradual alignment to take effect, noting the Tribunal's expectation that if a current package exceeds the maxima, it should not be increased further.

This submission does not attempt to realign the bands, but rather to proposed that the combined WA and existing bands for Elected Member allowances would give the Tribunal an

established footing on which to base a future determination, and one that has been broadly discussed by the local government sector previously.

Information sought by the Tribunal with regard to the CEOs role and functions

In the first instance, the role of the CEO is described by the *Local Government Act*, section 99.

99—Role of chief executive officer

(1) The functions of the chief executive officer include—

(a) to ensure that the policies and lawful decisions of the council are implemented in a timely and efficient manner;

(b) to undertake responsibility for the day-to-day operations and affairs of the council;

(c) to provide advice and reports to the council on the exercise and performance of its powers and functions under this or any other Act;

(d) to co-ordinate proposals for consideration by the council for developing objectives, policies and programs for the area;

(e) to provide information to the council to assist the council to assess performance against its strategic management plans;

(f) to ensure that timely and accurate information about council policies and programs is regularly provided to the council's community, and to ensure that appropriate and prompt responses are given to specific requests for information made to the council;

(g) to ensure that the assets and resources of the council are properly managed and maintained;

(h) to ensure that records required under this or another Act are properly kept and maintained;

(i) to give effect to the principles of human resource management prescribed by this Act and to apply proper management practices;

(ia) to ensure that effective policies, systems and procedures are established and maintained for the identification, assessment, monitoring, management and annual review of strategic, financial and operational risks;

(ib) to report annually to the relevant audit and risk committee on the council's internal audit processes;

(j) to exercise, perform or discharge other powers, functions or duties conferred on the chief executive officer by or under this or other Acts, and to perform other functions lawfully directed by the council

A copy of the City of Mount Gambier CEO job description is attached as requested by the Tribunal. As the Tribunal can see from the City of Mount Gambier CEO, the broad role responsibilities and the associated KPIs on which the CEO's performance is assessed, lie across a number of areas including:

- Strategic planning
- Policies and compliance
- Leadership
- Financial and asset management

- Economic development
- Human resources
- Government and other key relationships
- Community and regional leadership
- Public relations
- Civic and ceremonial
- Environmental sustainability
- Organizational relationships
- Maintaining professional development and networks

While these dot points outline the key performance areas, the role of the CEO is effectively to manage a complex business comprising multiple services. Some key considerations in undertaking these duties are:

- Organizational staff of approx. 150FTE
- Total assets of around $400m
- Annual operating budget (23/24) of around $45m
- Service provision (amongst others)
    - Waste management (including kerbside collections, food and organics service and landfill operations
    - Property management
    - Regulatory services
    - Library and community services
    - Regional Gallery and public arts
    - Urban planning, development assessment and building development
    - City growth, economic development, events delivery and tourism services
    - Parks, gardens, playgrounds, storm water, road and footpath construction and maintenance
    - Recreational services, including Wulanda Recreation and Convention Centre
    - Mayor project delivery
    - Cemetery and crematorium operations
    - Child and youth development
    - Emergency management
    - Environmental sustainability and biodiversity projects
    - Customer service and call centre facilities
    - Advocacy on key regional needs such as housing, transport and health
    - Organisation management such as HR, IT, financial services

Each local government area has its unique aspects. The City of Mount Gambier ("the City") is the largest regional capital in SA, with approx. 28,000 residents, providing services to a wider regional community in both SA and Victoria, of between 60,000 to 120,000. While the geographic footprint of the City is relatively small, with a city environment of 33.88 sq kms, the city is a service centre for surrounding areas.

The City is also home to a unique environment, much of which is under the care and control of Council. It is the home of volcanism, caves, crater lakes and sinkholes, and is famous for the Blue Lake/Warwar, Crater Lakes, Umpherston Sinkhole/Balumbul, which bring both opportunity for recreation and for visitation, and also bring diverse challenges in ongoing management in line with Native Title, heritage and environmental outcomes.

On an annual basis, the Council also adopts specific KPIs to be achieved during the coming year. They will generally be reporting against the key criteria as well as achievement or

progress towards a number of key priorities derived from Council's strategic and annual business plan and budget. A copy of the CEOs current year KPIs are also attached for the interest of the Tribunal.

Information sought on how remuneration is determined and reviewed

At the time of the original appointment of the incumbent CEO, the Council arranged the services of an experienced recruitment company, who assisted in the search and appointment process. At that time, benchmarking was undertaken and the salary and conditions of the previous CEO were also used as a reference point. Contractual negotiations also considered the candidate's prior experience and the type of salary packaging that was preferred.

Since that initial appointment, Council has undertaken an annual review process, in accordance with the Act and with the contract of employment. That annual review process, generally conducted in May/June is done with the assistance of an independent and qualified person. That person assists Council with a 360 degree review, with feedback sought from Mayor, Councillors, direct reports (Executive team members), other organizational leaders (managers and key staff) as well as several external bodies or key stakeholders. The CEO also completes a self assessment.

The advisor compiles a comprehensive report for the Committee with a recommendation about the outcomes from the review, and whether the performance is below, as expected or exceeds expectations. Based on that outcome, the advisor recommends a remuneration outcome which is also assessed against benchmark councils. In the May/June 2023 review, the advisor also considered the Tribunal's inaugural determination, notwithstanding that it did not take effect until 1 July 2023.

The Committee and then ultimately Council, determines any remuneration change which is then applied.

Conclusion

The City of Mount Gambier trusts this submission is useful for the Tribunal. The remuneration of CEOs is a critical matter for councils given the role that they undertake and the complexity of the work performed. Council also recognizes that the remuneration of the CEO is a matter of importance for, and accountability to, the community. Council therefore supports the intent of clarity and consistency that the Tribunal can provide, by adopting a model that is well founded.

SCHEDULE 1

POSITION DESCRIPTION

Title	**CHIEF EXECUTIVE OFFICER**	
Term	5 year fixed term contract	
Experience/Qualifications	a)	Comprehensive experience in Local Government or similar multi-faceted organisation.
	b)	A Degree in Management or a degree in a discipline relevant to Local Government.
	c)	Post Graduate Degree is highly rated.
Personal Characteristics	Demonstration of the following characteristics:	
	a)	Effective leadership involving employees across a range of occupational groups.
	b)	Ability to work effectively with Elected Members, stakeholders and the local community.
	c)	Ability to motivate employees to work positively and collectively to meet community demands and enhance service delivery.
	d)	Excellent verbal and written communication skills.
	e)	Excellent interpersonal skills with a decisive and positive personality.
Knowledge and Skills	a)	Effective management and leadership.
	b)	Professional skills and judgement.
	c)	Ability to work with Council to develop short-term and long-term strategic plans.
	d)	Effective and proactive in Policy development.
	e)	Ability to work effectively with Council as part of the management team and to engage within the local community.
	f)	Finance and interpersonal skills, public relations, marketing and customer service focus.
Principal Objectives	a)	To act as principal adviser to Council on matters of general policy and to be responsible to the Council for the execution and communication of its decisions.

b) To manage, develop and co-ordinate all resources of the Council in accordance with the policies established by Council.

c) To ensure the accountability of the Council through compliance with the Local Government Act 1999, as amended, associated Acts, Regulations, Policies, Delegations and other statutory requirements.

d) To enhance and project the image of the Council through appropriate standards of service delivery, internal and external communications and innovation.

e) To determine, organise and motivate the employees of Council to achieve its stated corporate and strategic goals.

f) To lead the Senior Executive in managing the human, physical, environmental and financial resources of Council according to agreed employee compliment levels and adopted policies and budgets.

g) To positively influence the culture of the organisation through inclusive and respectful practices.

Key responsibilities

a) To foster a corporate and strategic approach in conjunction with Council towards discharging the role and function of Council as a responsible local authority.

b) To interface with Council to ensure that Council is appropriately informed through reports and/or other advices on issues or matters relevant to Council operations.

c) To form an effective working relationship with the Mayor as is suitable to the separation of responsibilities and to give advice and assistance on any matter involved with the Mayoral function.

d) To establish effective liaisons with all members of Council, to respond appropriately to enquiries from Elected Members and to give assistance or advice where appropriate in the process of decision making.

e) To be aware of and to ensure Council's compliance with all aspects of the legislative environment under which Local Government is established.

f) To ensure that Council's capital, operational and service delivery objectives are achieved and

		subject to regular review.
	g)	To engage with the community in order to better understand their needs, wants and expectations.
Strategic Planning	a)	To assist Council in the development of appropriate short-term and long-term plans (including the formal Strategic Plan(s)), the Asset Management Plans and the Long-term Financial Plan for the City of Mount Gambier and the development of effective implementation strategies.
	b)	To continuously monitor the implementation of the formal Strategic Plan(s) and other Plans to ensure that required outcomes are achieved or that suitable and timely modifications are made to the plans or recommended to Council.
	c)	To ensure that effective consultative processes are utilised in the development of all Council plans.
Policies	a)	To action the established policies of Council as expressed through meetings of Council and documents such as the Budgets, Business Plans, Strategic Plans, Asset Management Plans, etc.
	b)	To keep policies under continuing review and to suggest variations where considered appropriate.
	c)	To communicate the policies of Council to appropriate employees while ensuring accuracy in their interpretation and application.
	d)	To arrange periodical review for the upgrading and dissemination of the Policy Manual, Codes of Conduct/Practice and all other strategic plans and documents.
Leadership	a)	To provide effective leadership to General Managers and Managers of Council and to all employees generally.
	b)	To maintain a frequency of liaison with General Managers and Managers that promotes an awareness of Departmental functions and provides feedback as to the currency of operations.
	c)	To ensure General Managers and Managers discharge their responsibilities in the Council's interests.
	d)	To encourage General Managers and Managers to exercise innovation and initiative within their respective areas of control and responsibility.

e) To maintain the status and image of General Managers and Managers as a coordinated and cooperative team.

f) To ensure that the triple bottom line/environmental sustainability principles of Council are a feature in the day to day functions and activities of General Managers, Managers and employees.

Finance

a) To advise Council on the actions necessary for a continuing long-term financial plan involving the resources of the Council.

b) To be responsible, in conjunction with the General Managers, for the preparation of an annual budget and annual business plan which reflects the current Council strategy and policies, and gives justification for recommending variations in projects, programs and service levels.

c) To monitor the financial performance and long-term financial sustainability of the Council through the process of budget review and to report to Council as required on significant variations or matters affecting long-term financial planning.

d) To enhance all systems which provide the mechanism for effective financial reporting to Council.

Economic Development

a) To identify opportunities that offer benefit to the City and the region.

b) To develop initiatives that provide employment opportunities for the City and ensure continuing commercial, industrial and residential growth.

c) To review progressively the nature and standards of service delivery by Council, so as to minimise the community rate burden.

d) To encourage efficient approval processes and minimising “red tape” without compromising integrity and legislative requirements.

Human Resources

a) To seek continued enhancement of the Human Resources function within Council and the provision of systems which contribute to increasing productivity, including the maintenance and implementation of Council’s Enterprise Agreements.

b) To ensure the maintenance of a comprehensive training program, that is representative of all Council employees and provides opportunity for individual skill development.

c) To enforce the effort of Council in the area of safety, occupational health, welfare and risk management for it's employees.

d) To preserve industrial harmony in respect of all Council employees.

e) To take overall responsibility for employee rehabilitation management pursuant to relevant legislation and/or Council policy.

f) To ensure continuous improvement in risk management outcomes, to review results and to ensure the successful implementation of Council's Risk Management Program.

Government

a) To establish relationships that will be beneficial to Council and the community with local Federal and State Members of Parliament, Departments of Federal and State Governments, appropriate agencies and key personnel in those environments.

b) To ensure that high standards of communication are established and maintained with all appropriate agencies of Government, with the aim of influencing policies, decisions and investment in the best interests of the Mount Gambier community.

c) To establish and cultivate links with the South Australian Local Government Association and other relevant State and Regional Authorities.

d) To ensure all proposals and decisions of governments and their agencies affecting the operations of Council are monitored, acted upon as necessary and are referred to Council when appropriate.

Community and Regional

a) To establish and maintain links with regional bodies, key industries and community organisations representing the City and regional community.

b) To ensure responses are given to any enquiries or requests by individuals or groups in the community or region.

c) To ensure the availability of systems that will enable speedy and accurate responses to enquiries received from the community or region.

d) To ensure that the ideal of "service to the community" is the principal goal of the employees of the Council.

Public Relations	a)	To enhance the reputation and image of Council as an innovative authority in Australian Local Government.
	b)	To develop a high level of customer awareness in all employees and to seek good relations in all liaisons affecting the image of Council.
	c)	In conjunction with the Mayor, to respond to media enquiries and to initiate media releases, as may be necessary.
	d)	To promote the Council as a caring and courteous entity in the provision of its services.
Civic and Ceremonial	a)	To officiate at civic receptions, official functions and Council forums, and attend such community functions as appropriate, in consultation with the Mayor.
	b)	To attend such functions and meetings that are relevant and appropriate to the interests of the Council and the community.
	c)	To respond in accordance with commitments and priorities to invitations and functions promoted by organisations, agencies, service clubs and sporting clubs within the community, as appropriate and in consultation with the Mayor.
	d)	To speak and/or officiate at functions relevant to the promotion and enhancement of Council's reputation at the discretion of the Mayor.
Professional Development	a)	To ensure a personal awareness of all trends impacting on the management of Local Government and to actively participate in relevant professional development programs and training.
	b)	To maintain associations with professional bodies to ensure awareness of modern day management principles and philosophies.
	c)	To actively support the professional development of General Managers and Managers within their discipline and through professional associations.
	d)	To encourage through the Senior Executive, the professional development of all employees and the pursuit of career paths appropriate to individual skills and abilities.
Environmental Sustainability	a)	To advance Council's adopted policies and to work towards being environmentally sustainable.
	b)	To foster Council's environmental sustainability aims and aspirations across the entire

		organisation.
	c)	To ensure Council provides leadership to the wider community on environmental sustainability principles and practices.
Organisational Relationships	a)	The Chief Executive Officer is the only employee directly employed by and accountable to the Council.
	b)	The Chief Executive Officer has responsibility to the Council for the day to day management of Council functions in conjunction with those authorities delegated to the Chief Executive Officer or appropriate employees.
	c)	The Chief Executive Officer is responsible for all Council employees.
Performance		Performance will be reviewed as outlined in clause 13 of the Employment Agreement.

Chief Executive Officer KPI's 2023/2024

- Adoption of the Crater Lakes Activation Plan and commencement of priority actions
- Waste Management Planning progressed, including regional opportunities for circular economy
- Investment and Attraction, Tourism website and visitor experience future direction determined
- CBD activation progressed
- Advocacy including updated partnerships and priorities document
- Asset management improvement program continued
- Volunteer Management review and planning progressed
- Commencement of new Strategic Plan as per Local Government Act requirements
- Continue development of the relationship with First Nations people and progress towards a new RAP

In addition to these project specific objectives, the CEO is also accountable to Council on the following outcome areas:

- Leadership, innovation and strategy
- Growth, prosperity and community wellbeing
- Financial, governance and risk management
- Organisational performance
- Relationship management

17.3 CHIEF EXECUTIVE PERFORMANCE REVIEW PROCESS 2024 – REPORT NO. AR24/16533

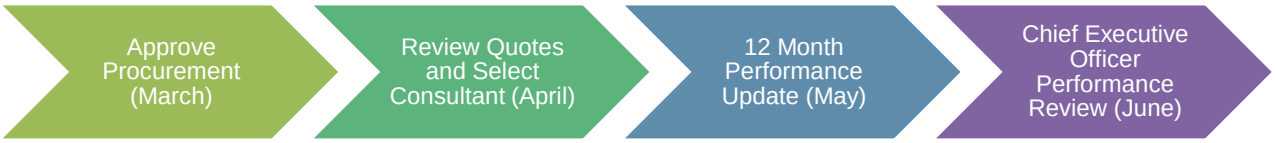
Meeting:	**Chief Executive Officer Performance Review Committee**
CM9 Reference:	**AF12/36**
Author:	**Ashlee Pasquazzi, Executive Administrator Corporate and Regulatory Services**
Authoriser:	**Jane Fetherstonhaugh, General Manager Corporate and Regulatory Services**

REPORT RECOMMENDATION

1. That Chief Executive Officer Performance Review Committee Report No. AR24/16533 titled 'Chief Executive Performance Review Process 2024' as presented on 12 March 2024 be noted.
2. That the Chief Executive Officer Performance Review Committee endorse the procurement process for the 'Independent Specialist Support'.

BACKGROUND

Each year, Council must review the performance of its Chief Executive Officer with the advice of a qualified independent person. The Chief Executive Officer Performance Review Committee is responsible for starting the procurement process for independent specialist support. The 2024 process is anticipated to progress according to the following plan:



DISCUSSION

The Terms of Reference for the Chief Executive Officer Performance Review Committee include:

4.3 To obtain and consider the advice of a qualified independent person(s) in accordance with s102A of the Local Government Act 1999 and independent human resource support as determined appropriate by the Presiding Member to support the effective conduct of the reviews in 4.1 and 4.2.

…

5.2 In support of the Committee's role, the Council will appoint an independent human resource specialist to assist with the undertaking of performance reviews and to provide advice as required.

…

6.1 The Committee is an advisory committee and, with the exception of procurement for the purposes of 4.3 and 5.2 in accordance with 6.2, has no power or authority to make delegated decisions on Council's behalf.

6.2 The engagement of independent person(s) and/or specialist consultancy services under 4.3 and 5.2 shall be administered by the administration under (sub)delegation in conjunction with the Presiding Member and in accordance with Council's Procurement & Disposal of Land and Assets Policy P420.

As noted in clause 4.3, these provisions are consistent with the new section 102A of the Local Government Act 1999 that provides as follows:

102A—Chief executive officer—performance review

(1) A council must review the performance of its chief executive officer—

(a) at least once in each year that the chief executive officer holds office as chief executive officer; and

(b) if relevant, before reappointment of the chief executive officer.

(2) The council must obtain and consider the advice of a qualified independent person on a review under subsection (1).

(3) In this section—

qualified independent person means a person who is—

(a) not a member or employee of the council; and

(b) determined by the council to have appropriate qualifications or experience in human resource management.

Accordingly, the Committee, is empowered to engage independent specialist consultancy services to support the performance review of the Chief Executive Officer compliant with the provisions in the Local Government Act 1999.

The process for procuring a suitably qualified consultant to facilitate the performance review process will be in accordance with Council's procurement policy through a request for quote. A report with recommendations on the most suitable proposal will be presented to the committee once all quotes have been received.

CONCLUSION

It is recommended that the Committee approve the procurement process for engaging an 'Independent Specialist Support' to conduct a transparent and impartial performance evaluation of the Chief Executive Officer.

ATTACHMENTS

Nil