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

Date: Tuesday, 19 May 2020

Time: 6.00 p.m.

**Location: Council Chamber
Civic Centre
10 Watson Terrace
Mount Gambier
[link for public to view](#)**

<https://www.youtube.com/user/CityOfMountGambier/live>

AGENDA

Ordinary Council Meeting 19 May 2020

A handwritten signature in black ink, appearing to read 'A Meddle', written over a horizontal line.

**Andrew Meddle
Chief Executive Officer
14 May 2020**

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	Nil	
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1 ACKNOWLEDGEMENT OF COUNTRY

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

2 APOLOGIES

Nil

3 LEAVE OF ABSENCE

Nil

4 CONFIRMATION OF COUNCIL MINUTES

[Ordinary Council Meeting - 21 April 2020](#)

[Special Council Meeting - 5 May 2020](#)

[Special Council Meeting - 7 May 2020](#)

RECOMMENDATION

That the minutes of the Ordinary Council meeting held on 21 April 2020, the Special Council meeting held on 5 May 2020 and the Special Council meeting held on 7 May 2020 be confirmed as an accurate record of the proceedings of the meeting.

5 MAYORAL REPORT

6 REPORTS FROM COUNCILLORS

7 QUESTIONS WITH NOTICE

Nil

8 QUESTIONS WITHOUT NOTICE

9 PETITIONS

Nil

10 DEPUTATIONS

Nil

11 NOTICE OF MOTION TO RESCIND OR AMEND

Nil



12 ELECTED MEMBERS WORKSHOPS

12.1 ELECTED MEMBER WORKSHOPS HELD 26 MARCH 2020 TO 15 MAY 2020 – REPORT NO. AR20/25132

Meeting: Council
CM9 Reference: AF19/416
Author: Elisa Solly, Executive Administration Officer
Authoriser:

REPORT RECOMMENDATION

1. That Council Report No. AR20/25132 titled 'Elected Member Workshops held 26 March 2020 to 15 May 2020' as presented on 19 May 2020 be noted.



ATTACHMENTS

1. Designated Informal Gathering - Elected Member Workshop - Record of Proceedings - 26/03/2020 [↓](#)
2. Designated Informal Gathering - Elected Member Workshop - Record of Proceedings - 30/03/2020 [↓](#)
3. Designated Informal Gathering - Elected Member Workshop - Record of Proceedings - 01/04/2020 [↓](#)
4. Designated Informal Gathering - Elected Member Workshop - Record of Proceedings - 03/04/2020 [↓](#)
5. Designated Informal Gathering - Elected Member Workshop - Record of Proceedings - 07/04/2020 [↓](#)
6. Designated Informal Gathering - Elected Member Workshop - Record of Proceedings - 09/04/2020 [↓](#)
7. Designated Informal Gathering - Elected Member Workshop - Record of Proceedings - 14/04/2020 [↓](#)
8. Designated Informal Gathering - Elected Member Workshop - Record of Proceedings - 23/04/2020 [↓](#)
9. Designated Informal Gathering - Elected Member Workshop - Record of Proceedings - 28/04/2020 5.30 p.m [↓](#)
10. Designated Informal Gathering - Elected Member Workshop - Record of Proceedings - 28/04/2020 6.00 p.m [↓](#)
11. Designated Informal Gathering - Elected Members Workshop - Record of Proceedings - 30/04/2020 [↓](#)



**DESIGNATED INFORMAL GATHERING
OUR CITY. OUR RESPONSE.
12:00 PM, THURSDAY 26 MARCH 2020**

RECORD OF PROCEEDINGS
12:00 pm, Thursday 26 March 2020
Quality Inn Presidential
154 Jubilee Highway West, Mount Gambier

MEMBERS PRESENT:-

Mayor Martin
Cr Morello
Cr Perryman
Cr Hood
Cr Mezinac

STAFF PRESENT:-

General Manager Community Wellbeing

MEMBERS APOLOGIES:-

LEAVE OF ABSENCE:-

DISCUSSION:

Discussions regarding our structure and purpose for Council COVID-19 response.

Discussion closed at 2:03 pm.



**DESIGNATED INFORMAL GATHERING
OUR CITY. OUR RESPONSE.
12:00 PM, MONDAY 30 MARCH 2020**

RECORD OF PROCEEDINGS
12:00 pm, Monday 30 March 2020
Electronically via MS Teams

MEMBERS PRESENT:-

Mayor Martin
Cr Morello
Cr Perryman
Cr Hood
Cr Meziniec

STAFF PRESENT:-

General Manager Community Wellbeing

MEMBERS APOLOGIES:-

LEAVE OF ABSENCE:-

DISCUSSION:

Discussions regarding the Our City. Our Response pillars (Our People, Our Economy, Our Recovery), communications and priority messaging.

Discussion closed at 1:00 pm.



**DESIGNATED INFORMAL GATHERING
OUR CITY. OUR RESPONSE.
12:00 PM, WEDNESDAY 1 APRIL 2020**

RECORD OF PROCEEDINGS
12:00 pm, Wednesday 1 April 2020
Electronically via MS Teams

MEMBERS PRESENT:-

Mayor Martin
Cr Morello
Cr Perryman
Cr Hood
Cr Mezinac

STAFF PRESENT:-

General Manager Community Wellbeing

MEMBERS APOLOGIES:-

LEAVE OF ABSENCE:-

DISCUSSION:

Discussions regarding the Our City. Our Response pillars (Our People, Our Economy, Our Recovery), communications and priority messaging.

Discussion closed at 1:00 pm.



**DESIGNATED INFORMAL GATHERING
OUR CITY. OUR RESPONSE.
12:00 PM, FRIDAY 3 APRIL 2020**

RECORD OF PROCEEDINGS
12:00 pm, Friday 3 April 2020
Electronically via MS Teams

MEMBERS PRESENT:-

Mayor Martin
Cr Morello
Cr Perryman
Cr Hood
Cr Mezinac

STAFF PRESENT:-

General Manager Community Wellbeing

MEMBERS APOLOGIES:-

LEAVE OF ABSENCE:-

DISCUSSION:

Discussions regarding the Our City. Our Response pillars (Our People, Our Economy, Our Recovery), communications and priority messaging.

Discussion closed at 1:00 pm.



**DESIGNATED INFORMAL GATHERING
OUR CITY. OUR RESPONSE.
12:00 PM, TUESDAY 7 APRIL 2020**

RECORD OF PROCEEDINGS
12:00 pm, Tuesday 7 April 2020
Electronically via MS Teams

MEMBERS PRESENT:-

Mayor Martin
Cr Morello
Cr Perryman
Cr Hood
Cr Meziniec
Cr Amoroso

STAFF PRESENT:-

General Manager Community Wellbeing

MEMBERS APOLOGIES:-

LEAVE OF ABSENCE:-

DISCUSSION:

Discussions regarding the Our City. Our Response pillars (Our People, Our Economy, Our Recovery), communications and priority messaging.

Discussion closed at 1:00 pm.



**DESIGNATED INFORMAL GATHERING
OUR CITY. OUR RESPONSE.
12:00 PM, THURSDAY 9 APRIL 2020**

RECORD OF PROCEEDINGS
12:00 pm, Thursday 9 April 2020
Electronically via MS Teams

MEMBERS PRESENT:-

Mayor Martin
Cr Morello
Cr Hood
Cr Meziniec
Cr Amoroso

STAFF PRESENT:-

General Manager Community Wellbeing

MEMBERS APOLOGIES:-

Cr Perryman

LEAVE OF ABSENCE:-

DISCUSSION:

Discussions regarding the Our City. Our Response pillars (Our People, Our Economy, Our Recovery), communications and priority messaging.

Discussion closed at 1:00 pm.



**DESIGNATED INFORMAL GATHERING
OUR CITY. OUR RESPONSE.
12:00 PM, TUESDAY 14 APRIL 2020**

RECORD OF PROCEEDINGS
12:00 pm, Tuesday 14 April 2020
Electronically via MS Teams

MEMBERS PRESENT:-

Mayor Martin
Cr Morello
Cr Hood
Cr Meziniec
Cr Amoroso

STAFF PRESENT:-

General Manager Community Wellbeing

MEMBERS APOLOGIES:-

Cr Perryman

LEAVE OF ABSENCE:-

DISCUSSION:

Discussions regarding the Our City. Our Response pillars (Our People, Our Economy, Our Recovery), communications and priority messaging.

Discussion closed at 1:00 pm.



**DESIGNATED INFORMAL GATHERING
PRIORITISATION OF ADMINISTRATION PROJECT WORK
12.00 NOON, THURSDAY 23 APRIL 2020**

RECORD OF PROCEEDINGS
12.00 noon, Thursday
Virtual Meeting
10 Watson Terrace, Mount Gambier

MEMBERS PRESENT:-

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

STAFF PRESENT:-

Chief Executive Officer
General Manager Community Wellbeing
General Manager City Growth
General Manager City Infrastructure

MEMBERS APOLOGIES:-

Nil

LEAVE OF ABSENCE:-

Nil

DISCUSSION:

1. Waste and Recycling

- Once off COVID-19 response
- Waste and recycling collection strategic modelling
- Future opportunities

2. Stimulus Package Priorities (taken from Council report on 31st March 2020)

Recommending the following three areas be the first of the packages to be rolled out:

- Community and Sporting Club facility improvement fund
- Accelerated investment in public buildings (linked to use of local suppliers and contractors)
- 50 new jobs (and a focus on key honeypot sites and also a creative team)
- Work on tourism and creating a unified regional voice

3. Places and Spaces Enhancement

- Using some of the 50 new jobs and the creative team
- Focus on CBD, Rail Trail and Railway Lands, including solar lighting and CCTV
- Delivery from small scale maintenance projects up to new playspaces and outdoor gyms
- Public art and the need to go big

4. Communications Team

- Business Survey Update
- Media update

Next Meeting 30/04/2020 12.00 noon - Virtual

Discussion closed at 1.03 p.m.



**DESIGNATED INFORMAL GATHERING
CONSERVATION PARK UPDATE
5:30 PM, TUESDAY 28 APRIL 2020**

RECORD OF PROCEEDINGS
5:30 pm, Tuesday 28 April 2020
Virtually via MS Teams

GUESTS:-

Orazio Cultreri

MEMBERS PRESENT:-

Mayor Martin
Cr Jenner
Cr Greco
Cr Morello
Cr Meziniec
Cr Amoroso
Cr Hood
Cr Bruins

STAFF PRESENT:-

Chief Executive Officer
General Manager Community Wellbeing
General Manager City Growth
General Manager City Infrastructure

MEMBERS APOLOGIES:-

Cr Perryman

LEAVE OF ABSENCE:-

Nil

DISCUSSION:

Conservation Park matters including:

- Conservation impact
- Tourism impact
- Balancing tourism, conservation and management plan
- Animal management
- Conservation management works
- Weed management
- Breeding program
- Indigenous activity
- Future boardwalk into the lake

Discussion closed at 6.00 p.m.



**DESIGNATED INFORMAL GATHERING
CHAMBER OF COMMERCE – COVID-19 JOINT BRIEFING
6:00 PM, TUESDAY 28 APRIL 2020**

RECORD OF PROCEEDINGS
6:00 pm, Tuesday 28 April 2020
Electronically via MS Teams

GUESTS:-

Candice Fennell
Helen Strickland
Hayley Neumann

MEMBERS PRESENT:-

Mayor Martin
Cr Jenner
Cr Greco
Cr Morello
Cr Meziniec
Cr Amoroso
Cr Hood
Cr Bruins

STAFF PRESENT:-

Chief Executive Officer
General Manager Community Wellbeing
General Manager City Growth
General Manager City Infrastructure

MEMBERS APOLOGIES:-

Cr Perryman

LEAVE OF ABSENCE:-

Nil

DISCUSSION:

- Business is hurting in the City
- Businesses are reopening, but it will take time and won't happen at once
- Rent relief – State support is not clear
- Relief from other changes would be of great value
- Innovation is amazing
- Congratulations from Council on all the Chamber is doing
- Conversation on advertising
- Joint working on projects going forwards
- Advocacy and education

Discussion closed at 6.37 p.m.



**DESIGNATED INFORMAL GATHERING
PRIORITISATION OF ADMINISTRATION PROJECT WORK
12.00 NOON, THURSDAY 30 APRIL 2020**

RECORD OF PROCEEDINGS
12.00 noon, Thursday 30 April 2020
Virtual Meeting
10 Watson Terrace, Mount Gambier

MEMBERS PRESENT:-

Mayor Martin
Cr Jenner
Cr Greco
Cr Morello
Cr Meziniec
Cr Amoroso
Cr Hood
Cr Perryman
Cr Bruins

STAFF PRESENT:-

Chief Executive Officer
General Manager Community Wellbeing
General Manager City Growth
General Manager City Infrastructure

MEMBERS APOLOGIES:-

Nil

LEAVE OF ABSENCE:-

Nil

DISCUSSION:

- Business survey results quantitative
- Free text results
- Council's possible roles for certain issues
- On line transition support and advocacy
- Which businesses are trading and how
- Where are the gaps in services
- Red tape reduction
- Digital literacy and support
- How do we strengthen our business community?
- RDA support and involvement
- Jobkeeper payments and consistency of information
- Gig City update
- Special Council potential agenda
- Building confidence of travel returning to region

Discussion closed at 1.20 p.m.



13 ELECTED MEMBERS TRAINING AND DEVELOPMENT

Nil



14 COUNCIL ACTION ITEMS

14.1 ACTION ITEMS 21/04/2020, 05/05/2020 AND 07/05/2020 – REPORT NO. AR20/25134

Meeting: Council
CM9 Reference: AF19/416
Author: Elisa Solly, Executive Administration Officer
Authoriser:

REPORT RECOMMENDATION

1. That Council Report No. AR20/25134 titled 'Action Items 21/04/2020, 05/05/2020 and 07/05/2020' as presented on 19 May 2020 be noted.



ATTACHMENTS

1. Action Items Report Council Meeting held 21/04/2020, 05/05/2020 and 07/05/2020 [↓](#)



Outstanding/Finalised	Division: Committee: Officer:	Date From: 21/04/2020 Date To: 21/04/2020
Action Sheets Report		Printed: 13 May 2020 1:38 PM

Meeting	Officer/Director	Section	Subject
Council 21/04/2020	Solly, Elisa Meddie, Andrew	Elected Members Workshops	Elected Members Workshops held 13 March 2020 to 17 April 2020
RESOLUTION 2020/154			
Moved: Cr Christian Greco Seconded: Cr Sonya Mezinac			
1. That Council Report No. AR20/17590 titled 'Elected Members Workshops held 13 March 2020 to 17 April 2020' as presented on 21 April 2020 be noted.			
CARRIED			
24 Apr 2020 - 3:06 PM - Elisa Solly Action completed by: Solly, Elisa Completed			

Meeting	Officer/Director	Section	Subject
Council 21/04/2020	McGregor, Fiona Meddie, Andrew	Council Action Items	Action Items 17/03/2020 and 31/03/2020
RESOLUTION 2020/155			
Moved: Cr Paul Jenner Seconded: Cr Max Bruins			
1. That Council Report No. AR20/23714 titled 'Action Items 17/03/2020 and 31/03/2020' as presented on 21 April 2020 be noted.			
CARRIED			
23 Apr 2020 - 9:35 AM - Fiona McGregor Action completed by: McGregor, Fiona Completed.			



Outstanding/Finalised	Division: Committee: Officer:	Date From: 21/04/2020 Date To: 21/04/2020
Action Sheets Report		Printed: 13 May 2020 1:38 PM

Meeting	Officer/Director	Section	Subject
Council 21/04/2020	McGregor, Fiona Meddle, Andrew	Council Assessment Panel Minutes	Minutes of the Council Assessment Panel held on 19 March 2020
<p>RESOLUTION 2020/156</p> <p>Moved: Mayor Lynette Martin Seconded: Cr Paul Jenner</p> <p>That the Minutes of the Council Assessment Panel meeting held on 19 March 2020 as previously circulated be noted.</p> <p style="text-align: right;">CARRIED</p> <p><i>23 Apr 2020 - 9:35 AM - Fiona McGregor</i> Action completed by: McGregor, Fiona Completed.</p>			

Meeting	Officer/Director	Section	Subject
Council 21/04/2020	McGregor, Fiona Meddle, Andrew	Audit Committee Minutes and Recommendations	Minutes of the Audit Committee held on 25 March 2020
<p>RESOLUTION 2020/157</p> <p>Moved: Mayor Lynette Martin Seconded: Cr Sonya Mezinac</p> <p>That the Minutes of the Audit Committee meeting held on 25 March 2020 as attached be noted.</p> <p style="text-align: right;">CARRIED</p> <p><i>23 Apr 2020 - 9:35 AM - Fiona McGregor</i> Action completed by: McGregor, Fiona Completed.</p>			



Outstanding/Finalised	Division: Committee: Officer:	Date From: 21/04/2020 Date To: 21/04/2020
Action Sheets Report		Printed: 13 May 2020 1:38 PM

Meeting	Officer/Director	Section	Subject
Council 21/04/2020	Zwijenburg, Jeroen Meddie, Andrew	Reports	Audit Committee works program
RESOLUTION 2020/158			
Moved: Mayor Lynette Martin			
Seconded: Cr Sonya Mezinac			
<ol style="list-style-type: none"> That Audit Committee Report No. AR20/4360 titled 'Audit Committee works program' as presented on 25 March 2020 be noted. That the Audit Committee accepts to work with the current work program for the remainder of the 2020 financial year as well as for the 2021 financial year 			
CARRIED			
23 Apr 2020 - 10:25 AM - Jeroen Zwijnenburg			
Action completed by: Zwijnenburg, Jeroen			
Noted.			

Meeting	Officer/Director	Section	Subject
Council 21/04/2020	Zwijenburg, Jeroen Meddie, Andrew	Reports	Quarterly Budget Reviews - BR2
RESOLUTION 2020/159			
Moved: Mayor Lynette Martin			
Seconded: Cr Sonya Mezinac			
<ol style="list-style-type: none"> That Audit Committee Report No. AR20/4369 titled 'Quarterly Budget Reviews - BR2' as presented on 25 March 2020 be noted. 			
CARRIED			
23 Apr 2020 - 10:25 AM - Jeroen Zwijnenburg			
Action completed by: Zwijnenburg, Jeroen			
Noted.			



Outstanding/Finalised	Division: Committee: Officer:	Date From: 21/04/2020 Date To: 21/04/2020
Action Sheets Report		Printed: 13 May 2020 1:38 PM

Meeting	Officer/Director	Section	Subject
Council 21/04/2020	Zwijenburg, Jeroen Meddie, Andrew	Reports	Internal Controls
RESOLUTION 2020/160			
Moved: Mayor Lynette Martin Seconded: Cr Sonya Mezinac			
1. That Audit Committee Report No. AR20/4370 titled 'Internal Controls' as presented on 25 March 2020 be noted.			
CARRIED			
23 Apr 2020 - 10:26 AM - Jeroen Zwijnenburg Action completed by: Zwijnenburg, Jeroen Noted.			

Meeting	Officer/Director	Section	Subject
Council 21/04/2020	Zwijenburg, Jeroen Meddie, Andrew	Reports	Audit Committee - Review of Terms of Reference
RESOLUTION 2020/161			
Moved: Mayor Lynette Martin Seconded: Cr Sonya Mezinac			
1. That Audit Committee Report No. AR20/14500 titled 'Audit Committee - Review of Terms of Reference' as presented on 25 March 2020 be noted.			
2. That the Audit Committee terms of reference recommended for Council to be adopted as attached to the Audit Committee Report No. AR20/14500 with the following changes:			
11.3 to be updated for the Public Interest Disclosure Act.			
CARRIED			
23 Apr 2020 - 10:44 AM - Jeroen Zwijnenburg Action completed by: Zwijnenburg, Jeroen Terms of reference Audit Committee have been updated for item 11.3. Completed.			



Outstanding/Finalised	Division: Committee: Officer:	Date From: 21/04/2020 Date To: 21/04/2020
Action Sheets Report		Printed: 13 May 2020 1:38 PM

Meeting	Officer/Director	Section	Subject
Council 21/04/2020	Zwijenburg, Jeroen Meddie, Andrew	Reports	COVID-19 and Council's response to date
RESOLUTION 2020/162			
Moved: Mayor Lynette Martin Seconded: Cr Ben Hood			
1. That Audit Committee Report No. AR20/17715 titled 'COVID-19 and Council's response to date' as presented on 25 March 2020 be noted.			
			CARRIED
23 Apr 2020 - 10:45 AM - Jeroen Zwijnenburg Action completed by: Zwijnenburg, Jeroen Noted.			

Meeting	Officer/Director	Section	Subject
Council 21/04/2020	McCarthy, Michael Meddie, Andrew	Council Reports	Policy Review - C410 Code of Practice for Conduct of Meetings - Holding and Participating in Meetings by Electronic Means
RESOLUTION 2020/163			
Moved: Cr Kate Amoroso Seconded: Cr Christian Greco			
1. That Council Report No. AR20/21246 titled 'Policy Review - C410 Code of Practice for Conduct of Meetings - Holding and Participating in Meetings by Electronic Means' as presented on 21 April 2020 be noted.			
2. To facilitate participation by Council Members in Council and Committee meetings and informal gatherings by electronic means, the Council alters its:			
(a) code of practice for meeting procedures, and;			
(b) code of practice provisions for access to meetings and documents, and;			
(c) informal gathering policy provisions.			
3. The alterations set out in resolution 2 are adopted by inclusion in updated Council Policy C410 Code of Practice for Meetings as attached to Report No. AR20/21246.			
4. That, as from 21 April 2020, Ordinary and Special meetings of the Council, Committees and informal gatherings will take place by electronic means at the following electronic location: ZOOM / MS Teams online meetings with livestream via Council's YouTube channel (or similar as available).			



Outstanding/Finalised	Division: Committee: Officer:	Date From: 21/04/2020 Date To: 21/04/2020
Action Sheets Report		Printed: 13 May 2020 1:38 PM

CARRIED

1 May 2020 - 4:59 PM - Michael McCarthy
 Action completed by: McCarthy, Michael
 Notification to EXATeam to update Policy

Meeting	Officer/Director	Section	Subject
Council 21/04/2020	McCarthy, Michael Meddie, Andrew	Council Reports	Emergency Variations to Local Government Act 1999 - Ministers Notice No. 2
RESOLUTION 2020/164			
Moved: Cr Steven Perryman Seconded: Cr Sonya Mezinac			
<ol style="list-style-type: none"> 1. That Council Report No. AR20/23304 titled 'Emergency Variations to Local Government Act 1999 - Ministers Notice No. 2' as presented on 21 April 2020 be noted. 2. Pursuant to Section 45(2) of the Local Government Act 1999, as substituted under the Public Access and Public Consultation Notice (No 2) 2020, being satisfied that it is reasonably necessary as a result of the public health emergency declared by the Chief Executive of the Department for Health and Wellbeing on 15 March 2020 (and the related major emergency declared under the Emergency Management Act 2004 on 22 March 2020 and extended on 2 April 2020), the Council, for the period the Public Access and Public Consultation Notice (No 2) 2020 has effect: <ul style="list-style-type: none"> • varies the transaction of business hours at the principal office of the Council effective from 30 March 2020 as follows: <p style="margin-left: 40px;"><i>That the Council's principal office hours be reduced to 1000-1400hrs and that visitors be by appointment only.</i></p> 3. The Council makes the following alternative arrangements to enable the local community to access the services of the Council which are ordinarily available at the principal office of the Council: <p style="margin-left: 40px;"><i>Services are being made available online, by telephone and remotely, and where necessary by appointment at the Principal Office between 1000-1400hours.</i></p> 4. In relation to any obligation under the <i>Local Government Act 1999</i> to make a document available for inspection at the principal office of the Council, the document will be made available for inspection upon request: <p style="margin-left: 40px;"><i>on the Council website</i></p> <p style="margin-left: 80px;">OR</p> <p style="margin-left: 40px;"><i>by hardcopy or electronic copy sent by post or email.</i></p> <p style="margin-left: 80px;">OR</p> <p style="margin-left: 40px;"><i>by appointment at the Principal Office between 1000-14hours.</i></p> 			



Outstanding/Finised	Division: Committee: Officer:	Date From: 21/04/2020 Date To: 21/04/2020
Action Sheets Report		Printed: 13 May 2020 1:38 PM

5. Pursuant to Section 50(5a) of the *Local Government Act 1999*, as inserted under the *Public Access and Public Consultation Notice (No 2) 2020*, the Council substitutes its Community Consultation and Engagement Policy P195 with the updated policy set out in Attachment 1 to Council Report No. AR20/23304 including temporary provisions as recommended by the Local Government Association.
6. That the Council in exercise of the power contained in Section 44 of the *Local Government Act 1999 (the LG Act)* hereby delegates this 21st of April 2020 to the person occupying the office of Chief Executive Officer of the Council the powers and functions under the LG Act, the operation of which has been varied under the *Public Access and Public Consultation Notice (No 2) 2020*, and set out below subject to the conditions and/or limitations, if any, specified herein:
 - (a) the power pursuant to Section 45(2) of the LG Act to, if the delegate is satisfied it is reasonably necessary as a result of the public health emergency, to:
 - 1.6.1 close the principal office of the Council; or
 - 1.6.2 vary the transaction of business hours at the principal office of the Council;
 - (b) the power pursuant to Section 45(3) of the LG Act if the Council closes its principal office or varies the transaction of business hours in accordance with Section 45(2) of the LG Act, to, as soon as reasonably practicable, take reasonable steps to:
 - 1.6.3 make alternative arrangements to enable the local community to access the services of the Council which are ordinarily available at the principal office of the Council;
 - 1.6.4 inform the Council's local community (including by publishing the information on a website determined by the Chief Executive Officer) about the changes to the arrangements to access those services;
 - (c) the power pursuant to Section 45(4)(b) of the LG Act to satisfy any obligation under the LG Act to make a document available for inspection at the principal office of the Council by making the document available for inspection at an alternative place or by an alternative means as determined by the delegate;
 - (d) the power pursuant to Section 45(5) of the LG Act, if the Council or Chief Executive Officer makes a document available for inspection in accordance with Section 45(4) of the LG Act, to, as soon as reasonably practicable, take reasonable steps to inform the Council's local community (including by publishing the information on a website determined by the chief executive officer) about the changes to the arrangements for inspection of the document;
 - (e) the power pursuant to Section 45(10) of the LG Act if the Council makes copies of a document available in accordance with Sections 45(8) or (9) of the LG Act, to, as soon as reasonably practicable, take reasonable steps to inform the Council's local community (including by publishing the information on a website determined by the chief executive officer) about the changes to the arrangements for provision of copies of the document.
 - (f) the power pursuant to Section 50(5a) of the LG Act to alter the Council's Public Consultation Policy or substitute a new policy without undertaking public consultation, even if the Council's existing Public Consultation Policy requires the Council to conduct public consultation;



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- (g) the power pursuant to Section 123(5) of the LG Act to ensure that copies of the draft annual business plan are available for inspection (without charge) and purchase (on payment of a fee fixed by the Council) at the principal office of the Council (including as provided for in Sections 45(4) and 45(9) of the LG Act) and on the website at least 21 days before the end of the period for providing written submissions;
- (h) the power pursuant to Section 151(8) of the LG Act to ensure that copies of the report required under Section 151(5)(d) are available for inspection (without charge) and purchase (on payment of a fee fixed by the Council) at the principal office of the Council (including as provided for in Sections 45(4) and 45(9) of the LG Act) at least 21 days before the end of the period for public consultation;
- (i) the power pursuant to Section 156(14e) of the LG Act to ensure that copies of the report required under section 156(14a)(a) of the LG Act are available for inspection (without charge) and purchase (on payment of a fee fixed by the Council) at the principal office of the Council (including as provided for in Sections 45(4) and 45(9) of the LG Act) at least 21 days before the end of the period for public consultation.

For the purposes of these delegations, all delegations to the Chief Executive Officer extend to any person appointed to act in the position of Chief Executive Officer.

Such powers and functions may be further delegated by the Chief Executive Officer in accordance with Sections 44 and 101 of the LG Act as the Chief Executive Officer sees fit.

For the purposes of these delegations all further delegations made by the Chief Executive Officer extend to any person who is appointed to act in the position of the delegate.

These delegations:

- (a) operate and have effect for the period the *Public Access and Public Consultation Notice (No 2) 2020* has effect;
- (b) do not have the effect of revoking or altering any previous delegations made by the Council to the person occupying the office of Chief Executive Officer of the Council;
- (c) for the period the *Public Access and Public Consultation Notice (No 2) 2020* has effect, take precedence in the event of any inconsistency between these delegations and any previous delegations made by the Council to the person occupying the office of Chief Executive Officer of the Council prior to the date of the making of these delegations.

CARRIED

1 May 2020 - 5:05 PM - Michael McCarthy

Revised Target Date changed by: McCarthy, Michael From: 5 May 2020 To: 06 May 2020

Reason: EXATeam notified to update Policy. Delegations Sytem to be updated

13 May 2020 - 9:15 AM - Michael McCarthy

Revised Target Date changed by: McCarthy, Michael From: 6 May 2020 To: 31 Jul 2020

Reason: Provisions apply until emergency period expires.



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Meeting	Officer/Director	Section	Subject
Council 21/04/2020	Zwijenburg, Jeroen Meddie, Andrew	Council Reports	LTFP and AMP Update FY2021
RESOLUTION 2020/165			
Moved: Cr Christian Greco			
Seconded: Cr Frank Morello			
<ol style="list-style-type: none"> 1. That Council Report No. AR20/23466 titled 'LTFP and AMP Update FY2021' as presented on 21 April 2020 be noted. 2. That the 2019 adopted AMPs and LTFP have been considered as part of the draft ABP&B and that, taking into account the particulars for the 2020/21 budget year, Council has considered these Plans as an essential input into the 2020/21 ABP&B process. 			
CARRIED			
23 Apr 2020 - 10:45 AM - Jeroen Zwijnenburg			
Action completed by: Zwijnenburg, Jeroen			
Noted.			

Meeting	Officer/Director	Section	Subject
Council 21/04/2020	Zwijenburg, Jeroen Meddie, Andrew	Council Reports	Schedule of Fees and charges - 2020/21
RESOLUTION 2020/166			
Moved: Cr Sonya Meziniec			
Seconded: Cr Max Bruins			
<ol style="list-style-type: none"> 1. That Council Report No. AR20/13149 titled 'Schedule of Fees and charges - 2020/21' as presented on 21 April 2020 be noted. 2. That Council adopt all recommended of fees and charges identified in the 'Schedule of fees and charges - 2020/21' noting that: <ol style="list-style-type: none"> i. Other than those fees and charges that are identified as having specific commencement or review dates, all fees and charges in the 'Schedule of fees and charges - 2020/21' will come into effect on 1 July 2020. ii. Council may see fit to amend any fee or charge as circumstances arise or change. iii. Council authorise the Chief Executive Officer to update the 'Schedule of fees and charges - 2020/21' with any externally set statutory fees and charges updates as referenced in the relevant Acts, without needing to return to Council for approval. 			
CARRIED			



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23 Apr 2020 - 11:04 AM - Jeroen Zwijnenburg
Action completed by: Zwijnenburg, Jeroen
Council Administration has been advised of the 2002/21 fees and charges. Completed.

Meeting	Officer/Director	Section	Subject
Council 21/04/2020	Zwijenburg, Jeroen Meddie, Andrew	Council Reports	Community Consultation 2020/21 Draft Annual Business Plan and Budget
RESOLUTION 2020/167			
Moved: Cr Max Bruins Seconded: Cr Ben Hood			
<ol style="list-style-type: none"> 1. That Council Report No. AR20/23547 titled 'Community Consultation 2020/21 Draft Annual Business Plan and Budget' as presented on 21 April 2020 be noted. 2. That Council endorses the Draft 20120/21 Annual Business Plan and Budget for the purposes of public consultation. 3. That Council adopts the community consultation approach and timelines as per the report and directs the Chief Executive Officer to implement the necessary public consultation in accordance with current legislative provisions. 			
CARRIED			
23 Apr 2020 - 11:18 AM - Jeroen Zwijnenburg Revised Target Date changed by: Zwijnenburg, Jeroen From: 5 May 2020 To: 23 May 2020 Reason: Report sets 22 May 2020 as the date for providing submissions received to elected members. Therefore, this action cannot be completed till that particular date.			



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Meeting	Officer/Director	Section	Subject
Council 21/04/2020	Meddle, Andrew Meddle, Andrew	Council Reports	Events and Sponsorship - the Impact of COVID-19
RESOLUTION 2020/168			
Moved: Cr Ben Hood			
Seconded: Cr Christian Greco			
<ol style="list-style-type: none"> 1. That Council Report No. AR20/22263 titled 'Events and Sponsorship - the Impact of COVID-19' as presented on 21 April 2020 be noted. 2. That Council does not seek reimbursement of funds already provided for events in the 2019/20 financial year, irrespective of whether they occurred or not, if they were impacted by COVID-19. 3. That Council endorse the payment of part or all sponsorship funding for individual events (excluding the Mount Gambier Fringe) where a commitment was made in advance of the Public Health Emergency. Such payment will be for events: <ol style="list-style-type: none"> a. That have been cancelled as a result of COVID-19 restrictions or risk; and b. That have incurred expenditure which can be acquitted, not including in-kind commitments. 			
CARRIED			
<p>23 Apr 2020 - 10:15 AM - Andrew Meddle Action completed by: Meddle, Andrew The Events and Finance team are working with organisers to ensure reimbursement for additional funds and to map out future proposals as part of Our Recovery.</p>			

Meeting	Officer/Director	Section	Subject
Council 21/04/2020	McCarthy, Michael Meddle, Andrew	Council Reports	Proposed Road Closing - Portion of O'Dea Road (off Wireless Road West)
RESOLUTION 2020/169			
Moved: Cr Christian Greco			
Seconded: Cr Max Bruins			
<ol style="list-style-type: none"> 1. That Council Report No. AR20/22955 titled 'Proposed Road Closing - Portion of O'Dea Road (off Wireless Road West)' as presented on 21 April 2020 be noted. 2. A Road Process be commenced for the closure of portions of O'Dea Road marked 'X' on the aerial diagram attached to Report No. AR20/22955 to be amalgamated with the adjoining allotment to the east (Allotment 4 in Filed Plan 106448). 			



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3. The Road Process envisaged at recommendation (2) be at the full cost of the applicant including the engagement of surveying and conveyancing services and the re-imburement of any out of pocket expenses incurred by Council including stamp duty.
4. That consideration for the land associated with the road closing and transfer be, subject to the making of a Road Order and registration by the Registrar General, \$12,250 (including GST).
5. A further report be presented to Council to consider any objections and the making of a Road Process Order.
6. In the event that no objections are received, the Chief Executive Officer and Mayor be authorised to make a Road Process Order and prepare a Final Plan to close and transfer any part or portion of O'Dea Road as shown on the Preliminary Plan attached to Report No. AR20/22955 to adjoining owners for amalgamation with the adjoining Allotment 4 in Filed Plan 106448 for consideration as specified in recommendation (4).
7. The Chief Executive Officer and Mayor be authorised to execute and affix the Common Seal to any documentation necessary to give effect to the road closure and road authorisation in recommendations (2) and (6).

CARRIED

1 May 2020 - 5:06 PM - Michael McCarthy

Revised Target Date changed by: McCarthy, Michael From: 5 May 2020 To: 31 Dec 2020

Reason: Instructions provided to Surveyors to progress statutory process.

Meeting	Officer/Director	Section	Subject
Council 21/04/2020	Meddle, Andrew Meddle, Andrew	Council Reports	Request for use or sale of part of 15 Percy Street, Mount Gambier
RESOLUTION 2020/170			
Moved: Cr Kate Amoroso			
Seconded: Cr Max Bruins			
<ol style="list-style-type: none"> 1. That Council Report No. AR20/24172 titled 'Request for use or sale of part of 15 Percy Street, Mount Gambier' as presented on 21 April 2020 be noted. 2. That Council grants in-principle support to the investigation of car parking options (by sale or lease) of a portion of the public car park located at 15 Percy Street (Allotment 81 in Deposited Plan 20572 contained in Certificate of Title 5610/754) for the benefit of the Oatmill site, including Council writing to all property owners within 100 metres of the carpark and advising them of the request and its impacts. 3. The investigation of options anticipated in resolution 2 be at the applicants own cost, arrangement and risk, including re-imburement of any out-of-pocket expenses incurred by Council in relation to this matter. 4. That any proposal associated with resolution 2 be subject to the following conditions/limitations: <ul style="list-style-type: none"> • any sale, lease, licence or easement to be at market value • any proposal not to materially reduce the availability of public car parking spaces at peak usage times. 			



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5. That a further report be presented to Council to consider the granting of final approval to any proposal associated with resolution 2.

Carried

23 Apr 2020 - 10:20 AM - Andrew Meddle
Action completed by: Meddle, Andrew
Developer advised of Council's decision and work underway to find a preferred solution.

Meeting	Officer/Director	Section	Subject
Council 21/04/2020	Meddle, Andrew Meddle, Andrew	Council Reports	Prostate Cancer Deputation

RESOLUTION 2020/171

Moved: Cr Christian Greco
Seconded: Cr Kate Amoroso

- That Council Report No. AR20/17018 titled 'Prostate Cancer Deputation' as presented on 21 April 2020 be noted.
- That Council make an allocation of \$10k to the Limestone Coast Prostate Cancer Support Group to assist with the purchase of a TBM machine.

CARRIED

23 Apr 2020 - 10:19 AM - Andrew Meddle
Action completed by: Meddle, Andrew
Richard Harry advised of the Council's decision and details sought to enable electronic transfer of the funds.

Meeting	Officer/Director	Section	Subject
Council 21/04/2020	Scheidt, Jo Zwijenburg, Jeroen	Council Reports	Boarding House - 73 Gray Street Mount Gambier - Discretionary Rate Rebate

RESOLUTION 2020/172

Moved: Cr Sonya Mezinac
Seconded: Cr Kate Amoroso

- That Council Report No. AR20/20857 titled 'Boarding House - 73 Gray Street Mount Gambier - Discretionary Rate Rebate' as presented on 21 April 2020 be noted.
- That Council agree to the continuance of a discretionary rate rebate for Assessment Number 9753 commencing from 1 July 2020 of 50% for the 2020/21 and 2021/22 financial years.

CARRIED



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27 Apr 2020 - 4:37 PM - Jo Scheidl
 Action completed by: Scheidl, Jo completed

Meeting	Officer/Director	Section	Subject
Council 21/04/2020	Lavia, Ashlee Cernovskits, Barbara	Council Reports	Request for Release of Funds - Sport and Recreation Major Capital Works Program 2018/2019 - The Mount Gambier Golf Club
RESOLUTION 2020/173			
Moved: Cr Ben Hood Seconded: Cr Paul Jenner			
<ol style="list-style-type: none"> That Council Report No. AR20/22299 titled 'Request for Release of Funds - Sport and Recreation Major Capital Works Program 2018/2019 - The Mount Gambier Golf Club' as presented on 21 April 2020 be noted. The 2018/2019 Sport and Recreation Major Capital Works Program be finalised with the release of \$11,000 to the Mount Gambier Golf Club on receipt of acquittal documentation. 			
CARRIED			
23 Apr 2020 - 11:33 AM - Ashlee Lavia Action completed by: Lavia, Ashlee The Mount Gambier Golf Club have been notified and funds have been released.			

Meeting	Officer/Director	Section	Subject
Council 21/04/2020	McCarthy, Michael Meddle, Andrew	Council Reports	Delegation of Powers - Planning, Development and Infrastructure Act and Regulations
RESOLUTION 2020/174			
Moved: Cr Paul Jenner Seconded: Cr Kate Amoroso			
<ol style="list-style-type: none"> That Council Report No. AR20/10119 titled 'Delegation of Powers - Planning, Development and Infrastructure Act and Regulations' as presented on 21 April 2020 be noted. <u>Revocation</u> 			



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- (a) That Council hereby revokes, with the exception of those made under the Planning, Development and Infrastructure (Transitional Provisions) Regulations 2017, its previous delegations to the Chief Executive Officer of those powers and functions under the Planning, Development and Infrastructure Act 2016 and Regulations,
3. Delegations under the Local Government Act 1999
- (a) In exercise of the power contained in Section 44 of the Local Government Act 1999 the powers and functions under the Planning, Development and Infrastructure Act 2016 and regulations made thereunder contained in the proposed Instrument of Delegation (Attachment 1 annexed to Report No. AR20/10119 and titled 'Appendix 35A') are hereby delegated this 21st day of April 2020 to the person occupying or acting in the office of Chief Executive Officer of the Council subject to the conditions and/or limitations, if any, specified herein or in the Schedule of Conditions in the proposed Instrument of Delegation.
- (b) Such powers and functions may be further delegated by the Chief Executive Officer in accordance with Sections 44 and 101 of the Local Government Act 1999 as the Chief Executive Officer sees fit, unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation.
- (c) For the purposes of these delegations, all delegations to the Chief Executive Officer extend to any person appointed to act in the position of Chief Executive Officer.
- (d) For the purposes of these delegations all further delegations made by the Chief Executive Officer extend to any person who is appointed to act in the position of the delegate.
4. Delegations under the Planning, Development and Infrastructure Act 2016
- (a) In exercise of the power contained in Section 100 of the Planning, Development and Infrastructure Act 2016 the powers and functions under the Planning, Development and Infrastructure Act 2016 and regulations made thereunder contained in the proposed Instrument of Delegation (Attachment 2 annexed to Report No. AR20/10119 and titled 'Appendix 35B') are hereby delegated this 21st day of April 2020 to the person occupying or acting in the office of Chief Executive Officer of the Council subject to the conditions and/or limitations, if any, specified herein or in the Schedule of Conditions in the proposed Instrument of Delegation.
- (b) Such powers and functions may be further delegated by the Chief Executive Officer in accordance with Section 100(2)(c) of the Planning, Development and Infrastructure Act 2016 as the Chief Executive Officer sees fit, unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation.
- (c) For the purposes of these delegations, all delegations to the Chief Executive Officer extend to any person appointed to act in the position of Chief Executive Officer.
- (d) For the purposes of these delegations all further delegations made by the Chief Executive Officer extend to any person who is appointed to act in the position of the delegate.
- CARRIED**
- 1 May 2020 - 5:02 PM - Michael McCarthy



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Action completed by: McCarthy, Michael
Delegation System updated to reflect changes

Meeting	Officer/Director	Section	Subject
Council 21/04/2020	Cernovskis, Barbara Meddle, Andrew	Council Reports	COVID-19 OUR CITY, OUR RESPONSE
RESOLUTION 2020/175			
Moved: Cr Ben Hood			
Seconded: Cr Sonya Mezinac			
1. That Council Report No. AR20/24738 titled 'COVID-19 OUR CITY, OUR RESPONSE' as presented on 21 April 2020 be noted.			
CARRIED			
29 Apr 2020 - 6:12 PM - Barbara Cernovskis			
Action completed by: Cernovskis, Barbara			
Completed. Report for noting.			



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Meeting	Officer/Director	Section	Subject
Council 5/05/2020	Meddle, Andrew Meddle, Andrew	Council Reports	COVID-19 Community Development Fund
RESOLUTION 2020/176			
Moved: Cr Paul Jenner			
Seconded: Cr Christian Greco			
<ol style="list-style-type: none"> 1. That Council Report No. AR20/26971 titled 'COVID-19 Community Development Fund' as presented on 05 May 2020 be noted. 2. That Council endorses the establishment of a COVID-19 Community Development Fund and allocates \$200,000 to this fund. 3. That Council endorses Attachment 1, which provides the information, criteria and application form relevant to the COVID-19 Community Development Fund. 4. That Council endorses the Chief Executive Officer to make decisions relating to the minor works (with a ceiling of \$5,000) to expedite this part of the process. 			
			Carried
<p>12 May 2020 - 12:00 PM - Andrew Meddle Action completed by: Meddle, Andrew Application form updated and publicised.</p>			

Meeting	Officer/Director	Section	Subject
Council 5/05/2020	Serie, Nick Meddle, Andrew	Council Reports	COVID-19 Public Buildings And Structures Works Acceleration Program



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RESOLUTION 2020/177

Moved: Cr Steven Perryman

Seconded: Cr Max Bruins

1. That Council Report No. AR20/26972 titled 'COVID-19 Public Buildings And Structures Works Acceleration Program' as presented on 05 May 2020 be noted.
2. That Council endorse the following projects as part of the Public Buildings And Structures Works Acceleration Program.
 - (a) Dimjalla Skate Park – Shade shelter and seating
 - (b) Vansittart Park Oval – Public amenities refurbishment
 - (c) Carinya Gardens Cemetery - Public amenities refurbishment
 - (d) Frew Park – Demolition and replacement of public amenities
 - (e) Umpherston Sinkhole – Lighting upgrade
 - (f) Botanic Park – Crater lakes entrance markers feature lighting
3. Council review other potential projects to the value of \$650,000.

CARRIED



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Meeting	Officer/Director	Section	Subject
Council 5/05/2020	Meddle, Andrew Meddle, Andrew	Council Reports	COVID-19 Employment Program
RESOLUTION 2020/178			
Moved: Cr Ben Hood Seconded: Cr Kate Amoroso			
<ol style="list-style-type: none"> That Council Report No. AR20/26974 titled 'COVID-19 Employment Program' as presented on 05 May 2020 be noted. That Council endorse the approach to an employment program, noting that a further report detailing activities and costs will be brought back before Council three months after the commencement of works. That Council endorse the areas of work identified in this report, noting that they may amend this at any time. That a budget review be undertaken to reflect the cost of the activities at the three and six month stages. 			
			CARRIED
<p>12 May 2020 - 12:01 PM - Andrew Meddle Action completed by: Meddle, Andrew Impact of rate rebates being reflected onto how this initiative is progressed, subject to Hard Waste Collection report elsewhere on this agenda.</p>			

Meeting	Officer/Director	Section	Subject
Council 5/05/2020	Meddle, Andrew Meddle, Andrew	Council Reports	COVID-19 Places and Spaces Enhancement
RESOLUTION 2020/179			
Moved: Cr Christian Greco Seconded: Cr Sonya Mezinec			
<ol style="list-style-type: none"> That Council Report No. AR20/26975 titled 'COVID-19 Places and Spaces Enhancement' as presented on 05 May 2020 be noted. That Council endorse the approach to works on Council reserves, the streets in the city, trails and the CBD, noting that a further report detailing activities and costs will be brought back before Council three months after the commencement of works. That a budget review be undertaken to reflect the cost of the activities at the three and six month stages. 			
			CARRIED
<p>12 May 2020 - 11:59 AM - Andrew Meddle Action completed by: Meddle, Andrew Action communicated to responsible staff.</p>			



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Meeting	Officer/Director	Section	Subject
Council 5/05/2020	Cernovskis, Barbara Meddle, Andrew	Council Reports	Fringe Mount Gambier 2020
RESOLUTION 2020/180			
Moved: Cr Ben Hood Seconded: Cr Paul Jenner			
<ol style="list-style-type: none"> 1. That Council Report No. AR20/26985 titled '2020 Fringe Mount Gambier 2020' as presented on 05 May 2020 be noted. 2. That Council, as the auspicing body of Fringe in Mount Gambier, endorse full payment of the of \$50,000 budget allocation to cover the costs incurred by the Fringe in Mount Gambier planning committee and support artists and local suppliers consistent with the other Government funding bodies. 3. That Council acknowledge the cash position of the local business sponsors of the 2020 Fringe in Mount Gambier event in this current climate and endorse a cash reduction of 50% to the local business sponsorship contribution. 4. That Council acknowledge the contribution made by local business suppliers and sponsors to the success of the Fringe in Mount Gambier event and act in goodwill to retain the support of local business for the next event. 			
			CARRIED

Meeting	Officer/Director	Section	Subject
Council 5/05/2020	Meddle, Andrew Meddle, Andrew	Council Reports	Waiving of Fees and Charges Associated with Outdoor Dining until 30 June 2021
RESOLUTION 2020/181			
Moved: Cr Christian Greco Seconded: Cr Max Bruins			
<ol style="list-style-type: none"> 1. That Council Report No. AR20/27874 titled 'Waiving of Fees and Charges Associated with Outdoor Dining until 30 June 2021' as presented on 05 May 2020 be noted. 2. That the Council agree that the Chief Executive Officer waive on request any fees and charges which are associated with outdoor dining, until 30 June 2021. 			
			CARRIED
<p>12 May 2020 - 11:56 AM - Andrew Meddle Action completed by: Meddle, Andrew Process in place with GIs to enable this and communication has been pushed out via various media.</p>			



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Meeting	Officer/Director	Section	Subject
Council 7/05/2020	Meddle, Andrew Meddle, Andrew	Council Reports	COVID-19 Rate Relief

RESOLUTION 2020/184

Moved: Cr Max Bruins
 Seconded: Cr Christian Greco

1. That Council Report No. AR20/28591 titled 'COVID-19 Rate Relief' as presented on 07 May 2020 be noted.
2. That council agree to a refund or waiver equivalent to one quarter of the rates and Regional Landscape Levy for the property 2019/20, on application, for all Mount Gambier Commercial Properties subject to:
 - i) Being a business specified in the Direction; or
 - ii) Being in receipt of JobKeeper payments; or



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iii) Being able to demonstrate a 30% or greater loss of trade for one month or more as a result of COVID-19.

3. That Council delegate authority to the Chief Executive Officer to determine applications until 30th June 2020.
4. That Council agree the relevant Direction for application and decision-making be the Emergency Management (Non-Essential Business and Other Activities No 4) (COVID-19) Direction 2020.
5. The refused applications be reported to Council confidentially.

CARRIED

12 May 2020 - 11:56 AM - Andrew Meddle
 Action completed by: Meddle, Andrew
 Application processes, etc. put in place to handle requests until 30/6/2020.

Meeting	Officer/Director	Section	Subject
Council 7/05/2020	Meddle, Andrew Meddle, Andrew	Council Reports	Request for Funding to Support 'COVID PREPARED'

RESOLUTION 2020/185

Moved: Cr Steven Perryman
 Seconded: Cr Ben Hood

1. That Council Report No. AR20/28592 titled 'Request for Funding to Support 'COVID PREPARED' as presented on 07 May 2020 be noted.
2. That \$2,000 be allocated to supporting a COVID PREPARED project to build confidence for a return to our region.
3. That the funding be provided to the Chamber of Commerce to auspice the COVID PREPARED project on behalf of our community.

CARRIED

12 May 2020 - 3:51 PM - Andrew Meddle
 Action completed by: Meddle, Andrew
 Spoke with the Chamber of Commerce on 12 May 2020 and they were still awaiting contact from the Steering Committee.



15 ECONOMIC AND ENVIRONMENT COMMITTEE MINUTES AND RECOMMENDATIONS

Nil

16 PEOPLE AND PLACE COMMITTEE MINUTES AND RECOMMENDATIONS

Nil

17 REGIONAL SPORT AND RECREATION CENTRE COMMITTEE MINUTES AND RECOMMENDATIONS

Nil



18 COUNCIL ASSESSMENT PANEL MINUTES

18.1 MINUTES OF THE COUNCIL ASSESSMENT PANEL HELD ON 16 APRIL 2020

RECOMMENDATION

That the Minutes of the Council Assessment Panel meeting held on 16 April 2020 as previously circulated be noted.



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

Nil

20 AUDIT COMMITTEE MINUTES AND RECOMMENDATIONS

Nil



21 CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE MINUTES AND RECOMMENDATIONS

21.1 MINUTES OF THE CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE HELD ON 6 MAY 2020 - [Go to Attachment](#)

RECOMMENDATION

That the Minutes of the Chief Executive Officer Performance Review Committee meeting held on 6 May 2020 as attached be noted.



22 BUILDING FIRE SAFETY COMMITTEE MINUTES

Nil



23 COUNCIL REPORTS

23.1 POLICY REVIEW - P420 PROCUREMENT AND DISPOSAL OF LAND AND ASSETS – REPORT NO. AR20/23467

Committee:	Council
Meeting Date:	19 May 2020
Report No.:	AR20/23467
CM9 Reference:	AF19/416
Author:	Michael McCarthy, Manager Executive Administration
Authoriser:	Andrew Meddle, Chief Executive Officer
Summary:	This report presents Policy P420 – Procurement & Disposal of Land and Assets for review with no proposed changes to policy provisions.
Community Plan Reference:	Goal 3: Our Diverse Economy

REPORT RECOMMENDATION

1. That Council Report No. AR20/23467 titled 'Policy Review - P420 Procurement and Disposal of Land and Assets' as presented on 19 May 2020 be noted.
2. That Council's [Procurement & Disposal of Land and Assets Policy P420](#) be re-endorsed with no material policy changes and its next review be scheduled for November 2023.



BACKGROUND

In August 2018, prior to the opening of the ReUse Market, Council reviewed and amended [Policy P420 – Procurement & Disposal of Land and Assets](#) to clarify the changeover value of a trade-in purchase and to add reference to the ReUse Market under the Asset Disposal section.

DISCUSSION

[Council Policy P420 – Procurement & Disposal of Land and Assets](#) is scheduled for review at least once in each term of Council and is presented for consideration as published on the Council website.

At this time no material changes are proposed, with the only recommended changes being to the responsible officer, inclusion of reference to Council's Unsolicited Proposal Policy under 'related policies' on the last page, and updated review dates.

Following re-endorsement the next review for [Policy P420 – Procurement & Disposal of Land and Assets](#) would be scheduled for November 2023 (i.e. within 12 months of the 2022 Local Government Elections) or at such earlier time as any policy provision updates are identified.

CONCLUSION

This report presents [Policy P420 – Procurement & Disposal of Land and Assets](#) for review with no proposed changes to policy provisions.

ATTACHMENTS

Nil



23.2 POLICY REVIEW - R105 - RATING POLICY – REPORT NO. AR20/27274

Meeting: Council
CM9 Reference: AF19/416
Author: Jo Scheidl, Senior Rates Officer
Authoriser: Andrew Meddle, Chief Executive Officer

REPORT RECOMMENDATION

1. That Council Report No. AR20/27274 titled 'Policy Review - R105 - Rating Policy' as presented on 19 May 2020 be noted.
2. That Council *Policy R105 - Rating Policy* as attached to Council meeting Report No. AR20/27274 be adopted.



BACKGROUND

Chapter 10 of the Local Government Act 1999 ('the Act') prescribes Council's powers to raise rates. The Act provides the framework within which the Council must operate and leaves room for the Council to make a range of policy choices. Council Policy "R105 - Rating Policy includes reference to:

- Compulsory features of the rating system; and
- Policy choices that the Council has made on how it imposes and administers the collection of rates.

The Policy document sets out the City of Mount Gambier ('Council') Policy for setting and collecting rates from the Community.

DISCUSSION

Council Policy "*R105 - Rating Policy*" has been reviewed against the Local Government Association model policy template and is presented with minor wording changes regarding the 'Cost of Living Concessions' and an amendment noting the Landscape South Australia Act 2019 to replace the Natural Resource Management Act 2004 from 1 July 2020.

Review dates are proposed to remain as annual, which will continue to be through the Annual Business Plan and Budget setting process.

This policy is separate to the Council's Rate Rebate Policy (R155), which can be found elsewhere on this agenda.

CONCLUSION

The reviewed Council Policy "*R105 - Rating Policy*" is now presented for consideration. It is proposed that the Policy next be scheduled for review in May 2021.

ATTACHMENTS

1. AR11/4090[v11] Council Policy - R105 - Rating Policy [↓](#)



 City of Mount Gambier	R105 RATING POLICY	Version No:	11.0
		Issued:	19 May 2020
		Next Review:	May 2021

1. INTRODUCTION

Councils are required to raise revenue for governance, administration and the delivery of goods and services to the community.

Council's major source of revenue is Rates, derived as a tax on land within the Council area. All ratepayers receive benefits from paying rates, but those benefits are consumed in different quantities and types over the life of the ratepayer.

This document sets out the policy of the City of Mount Gambier ("Council") for setting and collecting rates from its community.

2. PURPOSE

Chapter 10 of the *Local Government Act 1999* ("the Act") prescribes Council's powers to raise rates. The Act provides the framework within which the Council must operate, but also leaves room for the Council to make a range of policy choices. This document includes reference to:

- Compulsory features of the rating system.
- The policy choices that the Council has made on how it imposes and administers the collection of rates.

3. SCOPE

Strategic Focus

In determining a suitable Rating Policy, Council has taken into consideration:

- The Council's Strategic Management Plan
- Council's Long Term Financial Plan
- Council's Annual Business Plan and Budget
- Council's Treasury Management and Debt Strategy
- Required funding for future Asset Replacement (Infrastructure and Asset Management Plan)
- The current economic climate of our City and its district
- The specific issues faced by our community
- The impact of general rate increases upon our community, either generally or for specific classes of the community
- The impact of rates on our community and the need to balance our community's capacity to pay with the needs and desires of the wider interests that form our community.

There will continue to be economic pressures applying to the Council in a number of ways that will have an impact on the Council's budget and as a result will place pressure on rates.

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		Issued:	13 May, 2019
		Next Review:	May 2020

4. POLICY STATEMENT

4.1 Communication of the Policy

Section 123 of the Local Government Act 1999 requires a Council to prepare an Annual Business Plan and Budget. As per Section 123 (2) (d) of the Act, the Annual Business Plan must set out the rates structure and policies for the financial year. A summary of the Annual Business Plan must be included with the first rates notice.

4.2 Method Used to Value Land

Councils may adopt one of three valuation methodologies to value the properties in their areas. They are:

- Capital Value – the value of the land and all the improvements on the land.
- Site Value – the value of the land and any improvements which permanently affect the amenity of use of the land, such as drainage works, but excluding the value of buildings and other improvements.
- Annual Value – a valuation of the rental potential of the property.

The City of Mount Gambier has decided to continue to use Capital Value as the basis for valuing land within the Council area. The Council considers that this method of valuing land provides the fairest method of distributing the rate burden across all ratepayers because property value is considered a reasonable indicator of income and capital value, which closely approximates the market value of a property and provides the best indicator of overall property value.

4.3 Adoption of Valuation

The City of Mount Gambier will adopt the most recent valuations made by the Valuer-General. If a ratepayer is dissatisfied with the valuation made by the Valuer-General then the ratepayer may object to the Valuer-General in writing, within 60 days of receiving the notice of the valuation, explaining the basis for the objection, provided they have not:

- (a) Previously received a notice of this valuation under the Local Government Act, in which case the objection period is 60 days from the receipt of the first notice; or
- (b) Previously had an objection to the valuation considered by the Valuer-General.

The address of the Office of the Valuer-General is:

State Valuation Office GPO Box 1354
 ADELAIDE SA 5001
 Email: LSGObjections@sa.gov.au
 Phone: 1300 653 345

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4.4 Objection to Valuation and/or Land Use

A person may object to a valuation of the Valuer-General by notice in writing, setting out the reasons for the objections, and the Valuer-General must consider the objection. If the person then remains dissatisfied with the valuation the person has a right to a review. Applications must be made within 21 days of receipt of the notice of the decision (in relation to the objection) from the Valuer-General. A payment of the prescribed fee for the review to be undertaken together with the review application must be lodged in the State Valuation Office, who will then refer the matter to an independent Valuer. If the person remains dissatisfied with the valuation then they may apply to the South Australian Civil and Administrative Tribunal (SACAT) for a review of the decision.

The address of the Office of the Valuer-General is:

State Valuation Office GPO Box 1354
ADELAIDE SA 5001
Email: LSGObjections@sa.gov.au
Phone: 1300 653 345

The Council has no role in the valuation review process & the lodgement of an objection does not change the due date for payment of rates.

4.5 Notional Values

Certain properties may be eligible for a notional value under the Valuation of Land Act 1971. This can relate to certain primary production land or where there is State heritage recognition. A notional value is generally less than the capital value and generally results in a reduced rate liability being incurred.

Application by the ratepayer for a notional value must be made to the Office of the Valuer-General.

The address of the Office of the Valuer-General is:

State Valuation Office GPO Box 1354
ADELAIDE SA 5001
Email: LSGObjections@sa.gov.au
Phone: 1300 653 345

4.6 Business Impact Statement

Current Economic Environment

Council will consider the impact of rates on all businesses in the Council area, including industry, commercial and primary production sections. In considering the impact, Council will assess the following matters:

- Those elements of Council's Strategic Management Plan relating to business development.
- Relevant economic forecast reports.
- Council's recent development approval trends.

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- The operating and capital projects and new programs for the coming year that will principally benefit industry and business development.
- Valuation changes.
- Consumer Price Index (CPI) and Local Government Price Index (LGPI) Movements.

Council recognises the importance of supporting and encouraging a diverse and healthy business sector.

4.7 Council's Revenue Raising Powers

All land within a council area, except for land specifically exempt (e.g. Crown land, Council occupied land and other land prescribed in the Local Government Act – refer Section 147 of the Act), is rateable. The Local Government Act provides for a Council to raise revenue for the broad purposes of the Council through a general rate, which applies to all rateable properties, or through differential general rates, which apply to classes of properties. In addition, Council can raise separate rates, for specific areas of the Council or service rates or charges for specific services. The Council also raises revenue through fees and charges, which are set giving consideration to the cost of the service provided and any equity issues. The list of applicable fees and charges is available at the Mount Gambier Civic Centre, 10 Watson Terrace, Mount Gambier or on our website at www.mountgambier.sa.gov.au. A Goods and Services Tax at a rate determined under the Goods and Services Tax Act 1999 will be charged on those fees not given exemption under the Act.

4.8 Fixed Charge

Council has decided that a component of the total rate will be a fixed charge on every rateable property. The fixed charge will affect all ratepayers and will raise slightly less than one half of total rate revenue (before rebates and remissions).

Section 152 of the Act provides for a fixed charge component of rates. Council's reasons for including a fixed charge component are:

- To be able to deliver a range of services to the community, Council must maintain a range of internal support and administrative services. No particular group of ratepayers benefit more than any other group of ratepayers by the provision of the support and administrative services.
- The Council therefore considers it appropriate that all ratepayers contribute equally to the cost of administering Council's activities and services.

The fixed charge will affect all ratepayers and is set to raise slightly less than one half of total rate revenue.

The fixed charge is uniformly paid by each ratepayer, irrespective of capital value, has the effect of limiting the impact changes in valuation have on individual assessments.

Where two or more adjoining properties have the same owner and occupier only one fixed charge is payable by the ratepayer.

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4.9 Differential General Rates

In addition to the use of a Fixed Charge, the Local Government Act 1999, allows councils to differentiate rates based on the use of the land, the locality of the land or on the use and locality of the land. Current categories of land use defined by the Local Government (General) Regulations 1999 are:

1. Residential
2. Commercial-Shops
3. Commercial-Office
4. Commercial-Other
5. Industrial-Light
6. Industrial-Other
7. Primary Production
8. Vacant Land
9. Other.

4.10 Land Use

Land use is a factor to levy differential rates. If a ratepayer believes that a property has been wrongly classified as to its land use, then an objection in writing may be made within 60 days of being notified of the land use classification.

The address of the Office of the Valuer-General is:

Office of the Valuer-General
GPO Box 1354
ADELAIDE SA 5001
Email: lsgobjections@sa.gov.au
Phone: 1300 653 345

Note: Lodgement of an objection does not change the due date for the payment of rates.

4.11 Minimum Rate

Council does not use the minimum rate provisions, instead Council uses the combination of fixed charge and valuation based rating.

4.12 Limestone Coast Landscape Levy

From 1 July, 2020 the new *Landscape South Australia Act 2019* will replace the *Natural Resource Management Act 2004*. The Council is in the new Limestone Coast Landscape area and is required under the new Act to make a specified annual contribution to their Regional Landscape Board. As such, Council collects the levy on behalf of the State Government for no gain to Council.

The Council is simply operating as a revenue collector for the Landscape Levy in this regard. It does not retain this revenue nor determine how the revenue is spent.

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4.13 Cost of Living Concessions

Eligible Pensioners, Low Income Earners and Self-Funded Retirees

Pensioners, low income earners or Self-Funded Retirees may be entitled to a cost of living concession. The cost of living concession helps those on low or fixed incomes with their cost of living expenses, whether that be electricity, gas, water bills or council rates.

Eligibility is based on living arrangements as at 1 July each year. Applications for the 2020/2021 financial year can be submitted between 1 July and 31 October 2020 and are available by contacting the Concession Hotline on 1800 307 758.

Applications are administered by the State Government. Payment of rates must not be withheld pending assessment of an application by the State Government as penalties apply to unpaid rates.

4.14 Payment of Rates

The Council will collect rates quarterly on the dates to be specified on the rates notice, in the following months:

- September
- December
- March
- June.

Rate notices will be issued quarterly however the total outstanding balance of rates may be paid at any time.

Rates may be paid:

- Over the Internet - www.mountgambier.sa.gov.au
- By telephone: using credit card, phone 1300 276 468, 24 hours a day 7 days per week (BPoint Number 1345263)
- By BPay: Use Biller Code 464263
- By direct debit: from savings or cheque account
- By post: P O Box 56, Mount Gambier SA 5290
- In person: at the Council Offices during Council business hours Monday to Friday excluding public holidays
- By Centrepay deductions from social security payments
- Any Australia Post outlet.

Any ratepayer who may, or is likely to, experience difficulty with meeting the standard instalments and due dates can contact the Council to discuss alternative payment arrangements. Note, fines and interest may still be levied in accordance with the Act.

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4.15 Late Payment of Rates

The Local Government Act provides that Councils impose a penalty of 2% on any payment for rates, whether instalment or otherwise, that is received late. A payment that continues to be late is then charged an interest rate, set each year according to a formula in the Act, for each month it continues to be late. Interest charged on late payments is charged on both the amount of the rate arrears and any interest that has previously been imposed. The purpose of this penalty is to act as a genuine deterrent to ratepayers who might otherwise fail to pay their rates on time, to allow councils to recover the administrative cost of following up unpaid rates and to cover any interest cost the Council may incur because it has not received the rates on time.

The City of Mount Gambier imposes late payment penalties strictly in accordance with the Local Government Act. The ability to remit penalties in whole or part is a power vested in Council. At the City of Mount Gambier each case will be considered on its merit based on the information provided.

4.16 Debt Recovery

Council has determined that Rate Payments will be applied in accordance with the provisions of Section 183 of the Act.

When Council receives a payment in respect of overdue rates the Council applies the money received in accordance with Section 183 of the Local Government Act, as follows:

- Firstly – to satisfy any costs awarded in connection with court proceedings
- Secondly – to satisfy any interest costs
- Thirdly – in payment of any fines imposed; and
- Fourthly – in payment of rates, in date order of their imposition (starting with the oldest account first).

4.17 Rebate of Rates - Mandatory

The Local Government Act requires councils to rebate the rates payable on some land uses. Specific provisions are made for land used for health services, community services, religious purposes, public cemeteries, the Royal Zoological Society and educational institutions. These rebates vary from 25% to 100% and will be applied upon application and on verification.

4.18 Rebate of Rates - Discretionary

The Local Government Act 1999 enables Council (upon application and subject to certain eligibility criteria) to grant discretionary rebates of up to 100% for land used for the purposes of a community benefit and that meet certain legislative and Council Policy criteria.

Council (by Policy) has agreed to grant specific Rate Rebates pursuant to the said Act.

Councils Rate Rebate Policy (incorporating Rate Rebate Application) is available from the Council website - www.mountgambier.sa.gov.au.

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4.19 Rate Relief Options

- 4.19.1 Where an owner/occupier/principal place of residence property with a Category 1 (Residential) Land Use experiences an increase in general rates payable, for the preceding financial year as compare to the general rates payable for the current financial year (excluding any rebates/remissions) and where that increase, in monetary terms, is greater than 15%.

The amount of the rate rebate is the amount of gross rates for the current year over and above the calculation referred to above. I.e. the difference (in monetary terms) between the general rates imposed in the preceding financial year plus 15%. (All calculations referenced herein are gross rates figures. I.e. exclusive of any rebates/remissions/concessions).

The rebate will not apply where:

- (a) Any such increase is due in whole or part to an increase in valuation of the land in the Assessment because of improvements made to it worth more than \$20,000. or
- (b) Any such increase is in whole or part because the zoning or land use category of the land has changed. or
- (c) Any such increase is due in full or part to the use of the land being different for rating purposes on the date the Council declared its general rates for the current financial year than on the date the Council declared its general rates for the preceding financial year. or
- (d) The ownership of the rateable property has changed since 1st July in the preceding financial year i.e. the residential property has changed ownership and the new owners have purchased the residential property at the new current market value. or
- (e) The subject property boundary(s) have been altered in some way e.g. subdivision, boundary alignment etc. i.e. the subject property is not the exact same property, for valuation purposes, as assessed in the previous financial year. or
- (f) Other factors considered relevant by the Chief Executive Officer that do not warrant the granting of the discretionary rate rebate.

The rebate will only apply to:

- (a) A ratepayer in respect of their principal place of residence only, excluding second and subsequent properties and all other non principal place of residence properties.
- (b) The current financial year only then subject to an annual review.

Where an entitlement to a Residential Rate Capping ceases or no longer applies during the course of a financial year, the Council is entitled to recover full rates for the financial year.

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		<p>Next Review: May 2020</p>

4.19.2 Vacant Land

The vacant land rate in the dollar is set higher than the residential rate in the dollar.

For those owners of vacant land who intend to develop that land, in the short term as their principal place of residence (as opposed to land speculation), may be entitled to a rebate on Council rates.

Applications must be in writing with the maximum rebate calculated so that the rates payable are equivalent to the average residential land use.

4.19.3 Postponement of Rates - Seniors

Any person holding a State Seniors Card issued by the State Government may make application to Council for a postponement of the prescribed proportion of rates for the current or future financial years.

All applications of postponement will need to be considered in accordance with the relevant legislative provisions.

4.20 Hardship

Any ratepayer experiencing difficulties in meeting rates payments or experiencing hardship will be able to access payment plans tailored to meet their particular circumstances. All arrangements will be strictly confidential.

4.21 Applications

All applications for rebates, remissions or postponements must be in writing, addressed to the Chief Executive Officer, City of Mount Gambier, P O Box 56, Mount Gambier SA 5290 and include sufficient details to identify the relevant property and support the application.

Application forms are available from Council's website www.mountgambier.sa.gov.au.

Please refer to Council's *Rate Rebate Policy* for further information.

4.22 Sale of Land for Non-Payment of Rates

The Local Government Act provides that a Council may sell any property where the rates have been in arrears for three years or more. The Council is required to provide the principal ratepayer and the owner (if not the same person) with details of the outstanding amounts and advise the owner of its intention to sell the land if payment of the outstanding amount is not received within one month. The City of Mount Gambier enforces the sale of land for non-payment of rates after 3 years or more in accordance with the provisions of the Act.

4.23 Changes to Assessment Records

All changes to postal address of ratepayer/owner and changes of ownership of a property must be notified promptly to Council in writing.

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4.24 Disclaimer

A rate cannot be challenged on the basis of non-compliance with this policy and must be paid in accordance with the required payment provisions.

Where a ratepayer believes that the Council has failed to properly apply this policy it should raise the matter with the Council. In the first instance contact Council's General Manager Council Business Services on (08) 8721 2555 to discuss the matter. If, after this initial contact, a ratepayer is still dissatisfied they should write to the Chief Executive Officer, City of Mount Gambier, P O Box 56, Mount Gambier SA 5290, or email city@mountgambier.sa.gov.au.

5. REVIEW & EVALUATION

This Policy is scheduled for review by Council annually and will be reviewed as required by any legislative changes which may occur.

6. 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.

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		Issued:	13 May, 2019
		Next Review:	May 2020

File Reference:	AF18/48
Applicable Legislation:	Local Government Act, 1999 - Chapter 10
Reference: Strategic Plan – Beyond 2015	Goal 5, Strategic Objective 5.
Related Policies:	R105 Rating Policy/Statement R155 Rates - Rebate Policy Statement and Application Process R130 Rates - General Policy
Related Procedures:	Nil
Related Documents:	Nil

DOCUMENT DETAILS

Responsibility:	General Manager Council Business Services
Version:	11.0
Last revised date:	19 th May, 2020
Effective date:	19 th May, 2020
Minute reference:	Council Meeting 19 th May, 2020 - Item xxx
Next review date:	May 2021
<u>Document History</u>	
First Adopted By Council:	18 th October, 2011
Reviewed/Amended:	Annually

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23.3 POLICY REVIEW - R155 - RATE REBATE POLICY – REPORT NO. AR20/27224

Meeting: Council
CM9 Reference: AF19/416
Author: Jo Scheidl, Senior Rates Officer
Authoriser: Andrew Meddle, Chief Executive Officer

REPORT RECOMMENDATION

1. That Council Report No. AR20/27224 titled 'Policy Review - R155 - Rate Rebate Policy' as presented on 19 May 2020 be noted.
2. That Council *Policy R155 – Rate Rebate Policy* as attached to Council meeting Report No AR20/27224 be adopted.



BACKGROUND

The introduction of the Local Government Act 1999 (the Act) resulted in significant changes being introduced to the rate rebate provisions particularly those applicable to the manner in which rate rebates are administered.

To assist with this process the Local Government Financial Management Group, with the assistance of Norman Waterhouse Lawyers, developed a *model* policy for rate rebates which is suitable for adaption by individual councils.

In May 2002, the City of Mount Gambier (the Council) adopted a Rate Rebate Policy that aimed at assisting the administration of both the mandatory and discretionary rate rebate provisions of the Act.

DISCUSSION

Council Policy "*R155 - Rate Rebate Policy*" has been reviewed in line with the Local Government Association model policy. A minor amendment noting the Landscape South Australia Act 2019 will replace the Natural Resources Management Act 2004 from 1 July 2020.

No substantive changes are proposed.

CONCLUSION


The reviewed Council Policy "*R155 - Rate Rebate Policy*" be presented for consideration.

It is proposed that the Policy next be scheduled for review in May 2021.

ATTACHMENTS

1. AR11/5754[v10] - Council Policy R155 - Rates - Rebate Policy [↓](#)



	R155 RATE REBATE POLICY	Version No:	10.0
		Issued:	19 May 2020
		Next Review:	May 2021

1. INTRODUCTION

It is the policy of the City of Mount Gambier (the Council) that a rebate of rates in respect of any rateable land in the Council area will be available only when the applicant satisfies the requirements under the Local Government Act 1999 (the Act) and where appropriate, the requirements of this Policy.

2. SCOPE

- 2.1 The Act sets out in Chapter 10, Division 5 (Sections 159 to 166) those provisions applicable to the Council granting a rebate of rates to persons or bodies.
- 2.2 The Council has decided to adopt a Policy to assist it in its decision making functions relative to the operation of the rate rebate provisions contained in the Act.
- 2.3 This Policy is intended to provide guidance to the community as to the grounds upon which a person or body is, or may be entitled to receive a rebate of rates and the matters that the Council will take into account in deciding an application for a rebate.
- 2.4 In accordance with the rebate provisions contained in the Act, this Policy sets out the type of use in respect of land where the Council must grant a rebate of rates and the amount of that rebate and these types of land use where the Council has a discretion to grant a rebate of rates.

3. PURPOSE


- 3.1 Section 159(3) of the Act provides that the Council may grant a rebate of rates under the Act if it is satisfied that it is appropriate to do so.
- 3.2 The Act provides for a mandatory rebate of rates in specified cases and the amount of that mandatory rebate (see Clause 3 below).
- 3.3 The Act also provides that where the Council must grant a rebate of rates under the Act, and the amount of that rebate is fixed by the Act at less than 100%, the Council **may** increase the amount of the rebate.
- 3.4 The Act provides, at Section 166 for the Council to provide a discretionary rebate of rates in the cases set out in that Section.

4. MANDATORY REBATES

- 4.1 The Council must grant a rebate in the amount specified in respect of land uses which the Act provides will be granted a rebate.

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4.2 Rates on the following land will be rebated at **100%**:

4.2.1 Health Services

Land being predominantly used for service delivery or administration by a hospital or health centre incorporated under the Health Care Act.

4.2.2 Religious Purposes

Land containing a church or other building used for public worship (and any grounds), or land solely used for religious purposes.

4.2.3 Public Cemeteries

Land being used for the purposes of a public cemetery.

4.2.4 Royal Zoological Society of SA

Land (other than land used as domestic premises) owned by, or under the care, control and management of the Royal Zoological Society of South Australia Incorporated.

4.3 Rates on the following land will be rebated at **75%**:

4.3.1 Community Services

Land being predominantly used for service delivery or administration (or both) by a community services organisation. A "community services organisation" is defined in the Act as a body that –

- 4.3.1.1 *Is incorporated on a not for profit basis for the benefit of the public; and*
- 4.3.1.2 *Provides community services without charge or for a charge that is below the cost to the body of providing the services; and*
- 4.3.1.3 *Does not restrict its services to persons who are members of the body.*

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It is necessary for a community services organisation to satisfy all of the above criteria to be entitled to the mandatory 75% rebate.

The Act further provides that eligibility for a rebate by a community services organisation is subject to it providing one or more of the following community services:

- 4.3.1.4 Emergency accommodation;
- 4.3.1.5 Food or clothing for disadvantaged persons;
- 4.3.1.6 Supported accommodation: Local Government Act defines as:
 - (a) Residential care facilities that are approved for Commonwealth funding under the Aged Care Act 1997 (Cwlth); or
 - (b) Accommodation for persons with mental health difficulties, intellectual or physical difficulties, or other difficulties, who require support in order to live an independent life; or
 - (c) Without limiting paragraph (b), accommodation provided by a community housing provider registered under the Community Housing Providers National Law that is incorporated on a not-for-profit basis for the benefit of the public, other than accommodation provided by such a body:
 - (i) that has as a principal object of the body the provision of housing for members of the body; or
 - (ii) that is excluded from the ambit of this paragraph by the Minister by notice published in the Gazette;
- 4.3.1.7 Essential services, or employment support, for persons with mental health disabilities, or with intellectual or physical disabilities;
- 4.3.1.8 Legal services for disadvantaged persons;
- 4.3.1.9 Drug or alcohol rehabilitation services; or
- 4.3.1.10 the conduct of research into, or the provision of community education about, diseases or illnesses, or the provision of palliative care to persons who suffer from diseases or illnesses.
- 4.3.1.11 Disadvantaged person are persons who are disadvantaged by reason of poverty, illness, frailty or mental, intellectual or physical disability.

4.3.2 Educational Purposes

- 4.3.2.1 Land occupied by a government school under a lease or licence and being used for educational purposes; or
- 4.3.2.2 Land occupied by a non-government school registered under The Education and Early Childhood Services (Registration and Standards) Act 2011 and being used for educational purposes; or
- 4.3.2.3 Land being used by a University or University College to provide accommodation and other forms of support for students on a not for profit basis.

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- 4.4 Where the Council is satisfied from its own records or from other sources that a person or body meets the necessary criteria for a mandatory 100% or 75% rebate, the Council will grant the rebate of its own initiative. Where the Council's records or other sources do not meet the criteria, it will require the person or body to apply for the rebate in accordance with Clause 6 of this Policy.
- 4.5 Where a person or body is entitled to a rebate of 75% the Council may, pursuant to Section 159(4) of the Act, increase the rebate up to a further 25%. The Council may grant the further 25% rebate upon application or on its own initiative. In either case the Council **will** take into account those matters set out at Clauses 6.4 of this Policy and **may** take into account any or all of those matters set out at Clause 6.5 of this Policy.
- 4.6 Where an application is made to the Council for a rebate of up to a further 25% the application will be made in accordance with Clause 7 of this Policy and the Council will provide written notice to the applicant of its determination of that application.
- 4.7 Council has delegated the determination of entitlement to Mandatory Rebates to the Chief Executive Officer.

5. DISCRETIONARY REBATES

- 5.1 The Council may in its absolute discretion grant a rebate of rates or service charges in any of the following cases pursuant to Section 166 of the Act: -
- 5.1.1 *where it is desirable for the purpose of securing the proper development of the area (or a part of the area);*
- 5.1.2 *where it is desirable for the purpose of assisting or supporting a business in its area;*
- 5.1.3 *where it will be conducive to the preservation of buildings or places of historic significance;*
- 5.1.4 *where the land is being used for educational purposes;*
- 5.1.5 *where the land is being used for agricultural, horticultural or floricultural exhibitions;*
- 5.1.6 *where the land is being used for a hospital or health centre;*
- 5.1.7 *where the land is being used to provide facilities or services for children or young persons;*
- 5.1.8 *where the land is being used to provide accommodation for the aged or disabled;*
- 5.1.9 *where the land is being used for a residential aged care facility that is approved for Commonwealth funding under the Aged Care Act 1997 (Commonwealth) or a day therapy centre;*
- 5.1.10 *where the land is being used by an organisation which, in the opinion of the Council, provides a benefit or service to the local community;*
- 5.1.11 *where the rebate relates to common property or land vested in a community corporation under the Community Titles Act 1996 over which the public has a free and unrestricted right of access and enjoyment;*

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5.1.12 where the rebate is considered by the Council to be appropriate to provide relief against what would otherwise amount to a substantial change in rates payable due to:

- (i) a redistribution of the rates burden within the community arising from a change to the basis or structure of the Council's rates; or
- (ii) a change to the basis on which land is valued for the purpose of rating, rapid changes in valuations, or anomalies in valuations.

5.1.13 where the rebate is considered by Council to be appropriate to provide relief in order to avoid a liability to pay a rate or charge that is inconsistent with liabilities that were anticipated in the annual Business Plan or a liability that is unfair or unreasonable;

5.1.14 where the rebate is to give effect to a review of a decision of the Council under Chapter 13 Part 2; and

5.1.15 where the rebate is contemplated under another provision of this Act.

5.2 A council must, in deciding whether to grant a rebate of rates or charges under Section 166, subsection (1)(d), (e), (f), (g), (h), (i) or (j), take into account:


- (a) The nature and extent of council services provided in respect of the land for which the rebate is sought in comparison to similar services provided elsewhere in its area; and
- (b) The community need that is being met by activities carried out on the land for which the rebate is sought; and
- (c) The extent to which activities carried out on the land for which the rebate is sought provides assistance or relief to disadvantaged persons; and
- (d) May take into account other matters considered relevant by the council.

The Council may take into account, but not limited to, the following:

- (i) Why there is a need for financial assistance through a rebate;
- (ii) The level of rebate (percentage and dollar amount) being sought and why it is appropriate;
- (iii) The extent of financial assistance, if any, being provided to the applicant and/or in respect of the land by Commonwealth or State agencies;
- (iv) Whether the applicant has made/intends to make applications to another Council;
- (v) Whether, and if so to what extent, the applicant is or will be providing a service within the Council area;
- (vi) Whether the applicant is a public sector body, a private not for profit body or a private for profit body;
- (vii) Whether there are any relevant historical considerations that may be relevant for all or any part of the current Council term;

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- (viii) The desirability of granting a rebate for more than one year in those circumstances identified at Clause 4.2 of this policy;
- (ix) Consideration of the full financial consequences of the rebate for the Council;
- (x) The time the application is received;
- (xi) the availability of any community grant to the person or body making the application;
- (xii) whether the applicant is in receipt of a community grant; and
- (xiii) Any other matters, and policies of the Council, which the Council considers relevant.

5.3 The Council has an absolute discretion to:

- (a) *Grant a rebate of rates or service charges in the above cases; and*
- (b) *Determine the amount of any such rebate to a maximum of 100% of the relevant rate.*

5.4 Discretionary rebates granted under this policy will be reviewed in accordance with Section 166(3) (3a) or at the time of reviewing the policy (Section 10).

5.5 Persons or bodies that or who seek a discretionary rebate will be required to submit an application form to the Council and provide such information as stipulated on the application form and any other information that the Council may reasonably require.

6. LIMESTONE COAST LANDSCAPE LEVY

From 1 July, 2020 the new *Landscape South Australia Act 2019* (the Act) will replace the *Natural Resource Management Act 2004*. Local Government continues to play a key role in collection of the Regional Landscape Levy. Councils are required under the Act to make a specified contribution to their Regional Landscape Board. Council recovers this contribution by imposing a separate rate on individual rateable properties in the Council area.

The Council will provide a concession or rebate off the Landscape levy for rateable properties who presently receive a mandatory or discretionary rebate of rates. The level of the Landscape Levy concession will be equivalent (in percentage terms) to the level of rate rebate Council has granted to those same rateable properties.

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7. APPLICATIONS

- 7.1 The Council will inform the community of the provisions for rate rebates under the Act by the inclusion of suitable details in the Council's Business Plan (and on the Draft Annual Business Plan) in accordance with Council's adopted Public Consultation Policy.
- 7.2 Application forms are available from the Council Office located at The Civic Centre, 10 Watson Terrace, Mount Gambier, telephone 8721 2555 or download from the Council website www.mountgambier.sa.gov.au.
- 7.3 All persons or bodies that/who want to apply to the Council for a rebate of rates must do so by completing and lodging a Rate Rebate Application on or before 31st March in each year to be considered for a rebate in the new rating year commencing 1st July of each year. The Council reserves the right to refuse to consider applications received after that date. However, applicants which satisfy the criteria for a mandatory 100% rebate will be granted the rebate at any time.
- 7.4 The Act provides that the Council may grant a rebate of rates or charges on such conditions as the Council considers fit.
- 7.5 The Council may, for proper cause, determine that an entitlement to a rebate of rates under the Act no longer applies.

Where an entitlement to a rebate of rates ceases or no longer applies during the course of a financial year, the Council is entitled to recover rates, or rates at the increased level (as the case may be), proportionate to the remaining part of the financial year.

- 7.6 It is an offence for a person or body to make a false or misleading statement or representation in an application or to provide false or misleading information or evidence in support of an application made (or purporting to be made) under the Act.

The maximum penalty for this offence is \$5,000.
- 7.7 If a person or body has the benefit of a rebate of rates and the grounds on which the rebate has been granted cease to exist, the person or body must immediately inform the Council of that fact and (whether or not the Council is so informed) the entitlement to a rebate ceases. If a person or body fails to do so that person or body is guilty of an offence.

The maximum penalty for this offence is \$5,000.

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7.8 The Council will, in writing, advise an applicant for a rebate of its determination of that application within sixty (60) business days of receiving the application or of receiving all information requested by the Council. The advice will state whether the application:

6.11.1 Has been granted and the amount of the rebate; or

6.11.2 Has not been granted and the reason(s) why.

7.9 A person or body that is aggrieved by a determination of Council in respect of an application for a rate rebate may seek a review of that determination by writing to the Council in accordance with Council's Internal Review of Decisions Policy.

8. DELEGATION

8.1 The Council has delegated its power, pursuant to Section 44 of the Act, to grant applications for mandatory rebates which meet the requirements of the Act.

8.2 The Council has delegated its power to refuse applications for an increase of mandatory rebates to a greater percentage than that provided by the Local Government Act.

8.3 All discretionary rebates shall be determined by the Council.

9. RATE RELIEF OPTIONS

To address any potential inequities in how rates are levied across the Council area the following rate relief options are provided:

9.1 Residential Rate Cap


Where an owner/occupier's principal place of residence property with a Category 1 (Residential) Land Use, experiences an increase in general rates payable, for the preceding financial year compared to the general rates payable for the current financial year (excluding any rebates/remissions) and where that increase, in monetary terms, is greater than 15%.

The amount of the rate rebate is the amount of total rates for the current year over and above the calculation referred to above, i.e. the difference (in monetary terms) between the general rates imposed in the preceding financial year plus 15%.

(All calculations referenced herein are total (gross) rates figures i.e. excluding any rebates/remissions).

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The rebate will not apply where:

- (a) Any such increase is due in whole or part to an increase in valuation of the land in the Assessment because of improvements made to it worth more than \$20,000, or
- (b) Any such increase is in whole or part because the zoning or land use category of the land has changed, or
- (c) Any such increase is due in full or part to the use of the land being different for rating purposes on the date the Council declared its general rates for the current financial year than on the date the Council declared its general rates for the preceding financial year; or
- (d) The ownership of the rateable property has changed since 1st July in the preceding financial year (i.e. the residential property has changed ownership and the new owners have purchased the residential property at the new current market value); or
- (e) The subject property boundary(s) have been altered in some way (e.g. subdivision, boundary alignment etc.) and the subject property is not the exact same property, for valuation purposes, as assessed in the previous financial year; or
- (f) Other factors considered relevant by the Chief Executive Officer that do not warrant the granting of the discretionary rate rebate.

The rebate will only apply to:

- (a) A ratepayer in respect of their principal place of residence and excludes second and subsequent properties and all other non-principal place of residence properties;
- (b) The current financial year only then subject to an annual review.

Where an entitlement to a Residential Rate Capping ceases or no longer applies during the course of a financial year, the Council is entitled to recover full rates for that financial year.

9.2 For Land Use Category 8 (Vacant Land) Use

Vacant land owned by person(s) intending to be developed in the short term as their principal place of residence, may be considered for a rebate/deferral on Council rates on a case by case basis through the existing relief provisions of the Act, (i.e. hardship application). The maximum rate rebate calculated resulting in the rates payable being equivalent to the average residential land use (Category 1).

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9.3 Postponement of Rates - Seniors

Section 182A of the Act provides for applications to be made to Council for a postponement of the payment of the prescribed proportion of rates for the current or future financial years if:

- (a) the person is a prescribed ratepayer, or is the spouse of a prescribed ratepayer; and
- (b) the rates are payable on land that is the principal place of residence of the prescribed ratepayer; and
- (c) the land is owned by the prescribed ratepayer and his or her spouse and no other person has an interest, as owner in the land.

The Act defines a 'prescribed ratepayer' as a person who holds a current State Seniors Card issued by the State Government; or who has the qualification(s) to hold such a card and has applied for the card but has yet to be issued with the card.

All Postponement Applications will be considered and must comply with the provisions of Section 182A of the Act and Regulation 18 of the Local Government (General) Regulations 2013.

All applications for rebates, remissions or postponements must be in writing, addressed to the Chief Executive Officer, City of Mount Gambier, 10 Watson Terrace, Mount Gambier SA 5290."

9.4 Retirement Villages

For the purpose of providing a rebate to Retirement Villages, particularly upon issues arising from circumstances where the ratepayer(s) claim to provide or maintain infrastructure that might otherwise be maintained by the Council, a rebate does not generally apply. The power to provide a rebate will be exercised as appropriate and in accordance with the Act.

10. REVIEW AND EVALUATION


This Policy is scheduled for review by the Council annually. However, the Policy will be reviewed as required by any legislative changes which may occur.

11. 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.

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RATE REBATE APPLICATION

1. DETAILS OF APPLICANT

Organisation Name

Postal Address

..... Postcode

Telephone Email

Please provide details of a contact person for the Applicant

Given Name Surname

Postal Address

..... Postcode

Telephone Email

2. DETAILS OF LAND

Council Assessment Number

Certificate of Title Reference

Address

.....

Owner of Land (if not you)

3. CATEGORIES OF REBATE

Please tick the category of rebate under which you are seeking a rebate.

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3.1 Mandatory - 100%

- Health Services – Land being predominantly used for service delivery or administration by a hospital or health centre incorporated under the South Australia Health Commission Act 1976 (Section 160 of the Local Government Act 1999);*
- Religious Purposes – Land containing a church or other building used for public worship (and any grounds), or land solely used for religious purposes (Section 162 of the Local Government Act 1999);*
- Public Cemeteries – Land being used for the purposes of a public cemetery (Section 163 of the Local Government Act 1999);*
- Royal Zoological Society of SA – Land (other than land used as domestic premises) owned by, or under the care, control and management of, the Royal Zoological Society of South Australia Incorporated (Section 164 of the Local Government Act 1999).*

3.2 Mandatory - 75%

- 3.2.1 Community Services – Land being predominantly used for service delivery or administration by a community services organisation (Section 161 of the Local Government Act 1999).*

To qualify as a Community Service Organisation under the rebate provisions of the Local Government Act 1999 an organisation MUST MEET ALL THREE of the following criteria. (See section 'Additional Information' at end of this form).

(a) is incorporated on a not for profit basis for the benefit of the public; and

YES NO

(b) provides community services without charge or for a charge that is below the cost to the body of providing the services; and

YES NO

(c) does not restrict its services to persons who are members of the body.

YES NO

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If you have ticked (a), (b) and (c) above which of the following services does your organisation provide from the property specified in this application. If these services apply only to part of your property, please supply additional details. You must answer these below questions in respect of your application.

- Emergency accommodation;*
- Food or clothing for disadvantaged persons (i.e., persons who are disadvantaged by reason of poverty, illness, frailty, or mental, intellectual or physical disability);*
- Supported accommodation - Local Government Act defined as:*
 - (a) Residential care facilities that are approved for Commonwealth funding under the Aged Care Act 1997 (Cwlth); or*
 - (b) Accommodation for persons with mental health difficulties, intellectual or physical difficulties, or other difficulties, who require support in order to live an independent life; or*
 - (c) Without limiting paragraph (b), accommodation provided by a community housing provider registered under the Community Housing Providers National Law that is incorporated on a not-for-profit basis for the benefit of the public, other than accommodation provided by such a body that:*
 - (i) has as a principal object of the body, the provision of housing for members of the body; or*
 - (ii) is excluded from the ambit of this paragraph by the Minister by notice published in the Gazette.*
- Essential services, or employment support, for persons with mental health disabilities, or with intellectual or physical disabilities;*
- Legal services for disadvantaged persons;*
- Drug or alcohol rehabilitation services; and/or*
- Research into, or community education about, diseases or illnesses, or palliative care to persons who suffer from diseases or illnesses.*
- Disadvantaged person are persons who are disadvantaged by reasons of poverty, illness, frailty, or mental, intellectual or physical disability.*

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3.2.2 Educational Purposes - (Section 165 of the Local Government Act 1999)

Which of the following criteria apply:

- Land occupied by a government school under a lease or licence and being used for educational purposes; **or***
- Land occupied by a non-government school registered under The Education and Early Childhood Services (Registration and Standards) Act 2011 and being used for educational purposes; **or***
- Land being used by a University or University College to provide accommodation and other forms of support for students on a not for profit basis.*

3.3 Discretionary - (Section 166 of the Local Government Act 1999)

The Council may in its discretion grant a rebate of rates or service charges in any of the following cases. Please indicate which of the following is applicable to your application:

- The rebate is desirable for the purpose of securing the proper development of the area (or a part of the area);*
- The rebate is desirable for the purpose of assisting or supporting a business in its area;*
- The rebate will be conducive to the preservation of buildings or places of historic significance;*
- The land is being used for educational purposes;*
- The land is being used for agricultural, horticultural or floricultural exhibitions;*
- The land is being used for a hospital or health centre;*
- The land is being used to provide facilities or services for children or young persons;*
- The land is being used to provide accommodation for the aged or disabled;*
- The land is being used for a residential aged care facility that is approved for Commonwealth funding under the Aged Care Act 1987 (Commonwealth) or a day therapy centre;*
- The land is being used by an organisation which, in the opinion of the Council provides a benefit or service to the local community;*

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- the rebate relates to common property or land vested in a community corporation under the Community Titles Act 1996 over which the public has a free and unrestricted right of access and enjoyment;*
- the rebate is appropriate to provide relief against what would otherwise amount to a substantial change in rates payable by a rate payer due to a change in the basis of valuation used for the purposes of rating, rapid changes in valuations, or anomalies in valuations.*

4. AMOUNT OF REBATE

4.1 If you are seeking a mandatory rebate under Clause 3.2 of this Application, for which you are entitled to a 75% rebate, are you also applying to the Council to increase that rebate?

YES NO

Please specify the amount of rebate that you are applying for: \$_____

4.2 If you are applying for a discretionary rebate under Clause 3.3 of this Application, please specify the rebate amount you are applying for:

\$_____

Please specify why you (or the organisation you represent) need financial assistance through a rebate and why the amount of rebate you have applied for is appropriate.

.....

.....

.....

.....

.....



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5. ADDITIONAL INFORMATION REQUIRED

The Council requires you to attach the following additional information to this Application:

5.1 Where you are seeking a rebate under Clause 3.2 of this Application – Community Services:

- 5.1.1 Evidence that the land is being used for service delivery and/or administration;
- 5.1.2 A copy of the organisation’s Constitution and/or other documentation establishing that it is incorporated on a not-for-profit basis;
- 5.1.3 A copy of the organisation’s latest Annual Report;
- 5.1.4 Evidence that the organisation provides services free of charge or below cost;
- 5.1.5 Evidence that the organisation provides services to persons other than its members.

5.2 Where you are seeking a rebate in any other case:

- 5.3.1 Evidence that the land is being used for the purpose for which the rebate is being sought;
- 5.3.2 Information as to whether, and if so, to what extent you (or the organisation you represent) will be providing a service within the Council area;
- 5.3.3 Whether you have made or intend to make an application to another council;
- 5.3.4 The extent of financial assistance (if any) being provided by Commonwealth or State agencies;
- 5.3.5 Whether you are in receipt of a community grant;
- 5.3.6 Any other information that you believe is relevant in support of this Application.

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6. APPLICATION FORMS

Application forms and all additional information must be submitted to the Council on or before the 31 March annually to be considered for a discretionary Rebate of Rates or a mandatory rebate of 75% in the new rating year commencing 1 July of each year.

The application date does not apply to applicants which satisfy the criteria for a mandatory 100% rebate.

Failure to submit application forms or to provide the additional information required by the Council to assess the application by the due date may result in the Council declining to consider the application.

IMPORTANT INFORMATION

It is an offence for a person or body to make a false or misleading statement or representation in an application or to provide false or misleading information or evidence in support of an application made (or purporting to be made) under the Act. The maximum penalty for this offence is \$5,000, (Section 159 (2) of the Local Government Act 1999).

The Council may grant a rebate of rates or charges on such conditions as the Council considers fit.

If a person or body has the benefit of a rebate of rates and the grounds on which the rebate has been granted cease to exist, the person or body must immediately inform the Council of that fact and (whether or not the Council is so informed) the entitlement to a rebate ceases.

If a person or body fails to notify the Council that person or body is guilty of an offence and liable to a maximum penalty of \$5,000, (Section 159 (7) and (8) of the Local Government Act 1999).

The Council may, for proper cause, determine that an entitlement to a rebate of rates under the Act no longer applies.

Where an entitlement to a rebate of rates ceases or no longer applies during the course of a financial year, the Council is entitled to recover rates, or rates at the increased level (as the case may be), proportionate to the remaining part of the financial year.

I declare that the information I have provide on and attached to this application form is true and correct.

DATED this day of 20

Print Name

Signature

Position Title

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File Reference:	AF18/48
Applicable Legislation:	Local Government Act, 1999 Chapter 10, Division 5 (Sections 159 to 166)
Reference: Strategic Plan – Beyond 2015	Goal 5, Strategic Objective 5
Related Policies:	I105 Internal Controls R105 Rating Policy/Statement R130 Rates - General Matters
Related Procedures:	Nil
Related Documents:	Nil

DOCUMENT DETAILS

Responsibility:	General Manager Council Business Services
Version:	10.0
Last revised date:	19 May 2020
Effective date:	19 May 2020
Minute reference:	Council Meeting
Next review date:	May 2021
<u>Document History</u> First Adopted By Council: Reviewed/Amended:	May 2002 Annually

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23.4 COUNCIL ADVERTISING AND SIGNAGE POLICY A170 – REPORT NO. AR20/27104

Committee:	Council
Meeting Date:	19 May 2020
Report No.:	AR20/27104
CM9 Reference:	AF19/416
Author:	Michael McCarthy, Manager Executive Administration
Authoriser:	Andrew Meddle, Chief Executive Officer
Summary:	This report is presented for consideration of Councils Advertising and Signage Policy A170.
Community Plan Reference:	Goal 1: Our People
	Goal 2: Our Location
	Goal 3: Our Diverse Economy
	Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage

REPORT RECOMMENDATION

1. That Council Report No. AR20/27104 titled 'Council Advertising and Signage Policy A170' as presented on 19 May 2020 be noted.
2. That Council note the request provided to certain identified tenants to remove signage from their tenanted facilities that requires, but has not been granted, development (planning or building) approvals.
3. That a face to face Elected Member Workshop be convened, when safe so to do, to discuss policy options and implications associated with administering the current or any proposed new policy provisions associated with Council's [Advertising and Signage Policy A170](#).



BACKGROUND

In late 2019, an Elected Member raised concerns with third party advertising signage located upon several Council reserves. As a result of this concern an audit was undertaken in early 2020 of Council's tenanted sporting grounds to determine the extent to which signage at such locations:

- had/had not obtained development approval (where applicable); and,
- are compliant/at variance with Councils [Advertising and Signage Policy A170](#).

This report presents the findings of this audit and an overview of the Signage Policy and potential policy amendments.

DISCUSSION

The Council's [Advertising and Signage Policy A170](#) sets out the policy position of Council in relation to advertising signs, in particular for sponsorship and advertising signs on (Council) reserves. In summary, the current policy position anticipates the granting of permission for advertising/hoarding signs to be erected on council land tenanted by sporting organisations, and includes the following provisions:

- “(b) Council has established the following guidelines which sporting organisations must follow:*
- (i) Any sign erected by a facility occupier that is an advertisement for a sponsor shall not be clearly or directly visible from adjacent roadways or private property and must generally face towards visitors to the facility. It is expected that a visitor to the sporting facility would generally be able to see an advertising sign from somewhere within the Reserve area. For example, if a visitor within the Reserve can only see the reverse side of a sign on a boundary fence then this sign would not meet the intentions of this Policy. In all circumstances, Council reserves the right to determine if any particular sign contravenes this policy.*
 - (ii) Any proposed sign that will be clearly visible to the public from adjacent roads or private land and does not conform with 4(b)(i) of this policy will be subject to normal Development Approval processes in accordance with the provision of the Development Act 1993 (and fees for any application will not be waived). Prior to lodgement of a Development Application, the occupier of the Reserve must first obtain Council concurrence (noting that Council is the owner of the land) for the Application to proceed.*
 - (iii) No advertising/sponsorship signage whatsoever to be installed or put on the fence or surrounds to Frew Park (noting the exception for the current scoreboard and sight screens).*
 - (iv) Specific event signage associated with the use of a Reserve or Council Property, including Frew Park, will be considered on a case by case basis, with the Chief Executive Officer and/or a General Manager having delegated authority to determine such application, but in no case shall an event sign be in place for a period exceeding six (6) weeks.*
- (c) Sporting organisations occupying Council owned reserves etc. which request approval for the display of advertising and/or hoarding signs, will be treated on their merits and Council shall determine, on application, the following matters:*
- (i) number of signs;*
 - (ii) location of signs;*
 - (iii) size of signs;*
 - (iv) style of signs.*



- (d) *In considering any existing or future applications, Council shall have regard to the following matters:*
- (i) *no advertising and/or hoarding sign shall be approved which could be a potential hazard to the general public or which could prohibit the free or safe flow of pedestrians and/or vehicular traffic;*
 - (ii) *no advertising and/or hoarding sign shall aesthetically detract from the character and amenity of the locality;*
 - (iii) *all advertising and/or hoarding signs shall be maintained in a manner to the satisfaction of Council and shall be approved and displayed at the pleasure of Council.*
- (e) *Council has agreed that any sign displayed at a Council Reserve that contravenes the intent of this policy, at the date on which this policy is adopted, may remain as until the sponsorship arrangement between the particular sporting organisations and sponsor ceases, at which time the sign will be removed and will not be replaced unless specific approval is sought and gained as per this policy.*
- (f) *Council does not support the concept of community based naming rights for any Council owned Reserve.”*

These policy provisions clearly specify that placement of advertising signage on reserves should be such that the primary audience are users of the grounds, and that landowner (Council) approval is required for signage irrespective of whether development (planning or building) consent is required.

The policy contains ‘grandfathering’ provisions for signs that contravened the intent of the policy at the date the policy was adopted, enabling them to remain until the sponsorship arrangement ceased, at which time the signs were to be removed and not replaced unless specific approval sought and granted as per this policy.

[Policy A170](#) was adopted in its current form on 18th February 1999. However, no record of existing signage in place at that time is known to exist for the purpose clearly of distinguishing between signs subject of these ‘grandfathering’ provisions and subsequently erected signs. Nor is it known to what extent (if any) any notification or compliance work was undertaken at that time.

Considering 21 years have passed since the adoption of [Policy A170](#) it would be fair to suppose that any sponsorship arrangements in place in 1999 would have long expired, or otherwise been renewed at some point during this period, thus triggering the Signage Policy removal provision.

To the knowledge of the report author and other officers assisting in the signage audit the only reserve advertising signage known to have sought and been granted landowner approval in the past seven years is the KIA sponsorship signage located on the tennis court fencing at Olympic Park.

The signage audit undertaken in January 2020 identifies a proliferation of third party advertising signs at certain sporting facilities for which no apparent landowner consent has been sought, and which include a significant number of signs for which development (planning/building) consent is required but has not been sought and granted.

Of significant concern are some 39 signs that require some form of building rules assessment, which in the public realm creates a potential safety risk if the signage structures do not comply with necessary engineering and construction standards.

Several signs are also of large size and/or situated so that they are clearly or directly visible from adjacent roadways or private property (i.e. the users of the grounds are not the primary audience) and accordingly are non-compliant with clause 4(b)(i) of Council [Policy A170](#).

Further, the fact that none of the 89 signs identified as requiring development (planning or building) assessment have been assessed and granted consent raises a significant regulatory compliance



matter. It is noted that 90% of these are located across only 3 sites, significantly simplifying the process to address these. The summary results of the signage audit are set out in the following table.

Location	No. of Signs	# granted Landowner Consent	# requiring Planning (P) / Building consent (B) – (total)	# granted development consent
Malseed Park	157	none known	10 (P) - 15 (B) (23)	nil
Hastings Cunningham Reserve	85	none known	4 (P) – 23 (B) (27)	nil
Vansittart Park	121	none known	nil	n/a
Corriedale Park	3	none known	nil	n/a
Frew Park	3	As per policy clause 4(b)(iii)	3(P)	nil
Olympic Park	22+	6+(KIA) including Crown Land	nil	n/a
Blue Lake Golf Links	6	none known	5 (P) – 1 (B) (5)	nil
Blue Lake Sports Park	203	none known	nil	n/a
McDonald Park	143	none known	30 (P) – 1 (B) (31)	nil
Ice House	1	none known	Nil	n/a
TOTAL	744	6	52 (P) – 39 (B)	nil

A further newly erected outward facing sign at McDonald Park has recently been brought to the attention of the Administration by an Elected Member, but was not known to have been included in the abovementioned audit and table.

Before determining a way forward to address landowner and development consents for unapproved signs, it is recommended that Council first address its policy position and expectations with regards to the practical application of its [Advertising and Signage Policy A170](#).

In reviewing its policy position, Council should note that as landowner and through lease/licence provisions (most of which prohibit the erection of signs without landowner consent), Council has the absolute power to prohibit or restrict/condition any signs erected upon its own land.

It is also important to note that, irrespective of whether Council consents as landowner to any particular sign or signage policy provisions, Council has no influence on the development assessment or resulting conditions applied to any consent. The Council's Enforcement of Unlawful Development Administrative Principle (endorsed by Council in October 2019) seeks a consistent approach to be taken on such matters.

Also of significant relevance, is the extent to which Council wishes to enable sporting (or even community) tenants to obtain sponsorship and to erect signs on Council owned facilities, which to some may be considered an eyesore, whilst to others may be considered to contribute to the colour and fabric of the community by displaying support to these sports and organisations.

It is also worth noting that some tenants and non-tenant organisations may find it difficult to secure sponsorship by virtue of the popularity of their sport or the location and low profile of their facilities, relative to other sports/facilities, which would be expected to contribute to a significant income differential between sports and facilities. Council might consider what role it has to play in balancing any inequity by managing the extent to which tenants may erect signage on Council owned facilities.



It is also worth noting that, at its core, sponsorship and advertising signage is commercial use of community land and reserves/parks, and therefore should be in compliance with the Community Land Management Plan for the relevant land.

This report does not recommend that sponsorship signage be prohibited, or even significantly reduced, but rather that the original intent of the existing policy provisions be considered, which appear to have been intended to control the proliferation of signs through landowner and (where appropriate) development assessment processes.

The current situation whereby 744 (by all accounts unapproved) signs are located across 10 locations (or 709 across 5 locations, and negligible amounts across other sites, is not considered to be consistent with the report author's interpretation of the policy intent.

Whether or not Council agrees with the report authors assessment, Council should turn its mind to the practicalities of rectifying this situation, including resource implications of assessing all unapproved signs for landowner and (including likelihood of obtaining) development consent, and Council's future expectations of tenants with regard to the erection of signs at these and other Council owned properties.

It should be noted that following recent discussions with the President of the West Gambier Football Club, a process is already underway to remove and/or seek (landowner/development) consents for those signs at Malseed Park that require development consent.

Further, as a result of the Elected Member enquiry regarding a further new outward facing sign at McDonald Park, East Gambier Sportsmen's Club have been requested in writing to remove all signage that has not been assessed and granted development (planning or building) approval, noting that such signage is non-complying in the Residential Zone within which McDonald Park is located.

Similar written requests are to be sent to other site tenants to commence a narrative in relation to third party signage and development assessment/approval requirements.

CONCLUSION

This report includes reference to Council's current [Advertising and Signage Policy A170](#) and recommends that an Elected Member Workshop be convened to discuss policy options and implications associated with administering the current or any proposed new policy provisions in this regard.

In the meantime, members should note that Council tenants identified as having unapproved development in the form of outward facing third party signage and/or signs requiring building rules assessment have been asked to remove the offending signs and to lodge a development application and seek landowner consent should they wish to pursue the re-erection of the sign(s) in the future.

In closing, Council should note that as landowner, it is at risk of being party to illegal development proceedings for any unapproved signs located upon its own property, irrespective of whether installed by the tenant and whether or not Council has granted landowner consent for the signs. Such proceedings may be brought by any party with *locus*.

The intent of this report is to move towards a resolution to this matter, given the implications upon Elected Members in their handling of complaints by Elected Members.

ATTACHMENTS

1. Council Policy A170 - Advertising and Signage [↓](#)



 City of Mount Gambier	A170 ADVERTISING AND SIGNAGE	Version No:	4
		Issued:	November, 2017
		Next Review:	November 2020

1. INTRODUCTION

This document sets out the policy of the City of Mount Gambier ("Council") for advertising and sponsorship signage.

2. ALL BUSINESS PREMISES AND PROPERTIES

- a) All advertisements on the site of any business premises/property should be restricted to advertisements which directly concern:
 - (i) the actual business; and,
 - (ii) any other approved activity on the premises/property.
- b) Council does not support third party advertising on any business premises/property.
- c) Formal Development Approval is required from Council for most advertising signs.

3. COUNCIL LAND

- a) Under no circumstance shall any advertising signage (permanent or temporary) be permitted to be displayed, installed or erected on any memorial or commemorative structure on any land under the care, control and management of the City of Mount Gambier.
- b) Any signage that is detected in contravention of this Policy to be removed by Council forthwith in accordance with Council Policy regarding the removal of objects.

4. RESERVES (SPONSORSHIP AND ADVERTISING SIGNS)

- a) Permission for advertising and/or hoarding signs to be erected on Council owned reserves, etc., which are formally leased and/or occupied by sporting organisations may be granted to the occupier. For the purpose of this Policy a 'sign' is defined as:

A 'sign' may be a two (2) dimensional advertisement displayed on an existing surface (e.g. building wall, solid fence etc) or a flat panel which is affixed such that it can be read by passing traffic. Similarly a sign may be three (3) dimensional and placed so as to be seen by passing traffic.

Self supporting, three (3) dimensional signs are not permitted by this policy unless specifically approved in accordance with this policy.

- b) Council has established the following guidelines which sporting organisations must follow:
 - (i) Any sign erected by a facility occupier that is an advertisement for a sponsor shall not be clearly or directly visible from adjacent roadways or private property and must generally face towards visitors to the facility. It is expected that a visitor to the sporting facility would generally be able to see an advertising sign from somewhere within the Reserve area. For example, if a visitor within the Reserve can only see the reverse side of a sign on a boundary fence then this sign would not meet the intentions of this Policy. In all circumstances, Council reserves the right to determine if any particular sign contravenes this policy.

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 City of Mount Gambier	A170 ADVERTISING AND SIGNAGE	Version No:	4
		Issued:	November, 2017
		Next Review:	November 2020

- (ii) Any proposed sign that will be clearly visible to the public from adjacent roads or private land and does not conform with 4(b)(i) of this policy will be subject to normal Development Approval processes in accordance with the provision of the Development Act 1993 (and fees for any application will not be waived). Prior to lodgement of a Development Application, the occupier of the Reserve must first obtain Council concurrence (noting that Council is the owner of the land) for the Application to proceed.
 - (iii) No advertising/sponsorship signage whatsoever to be installed or put on the fence or surrounds to Frew Park (noting the exception for the current scoreboard and sight screens).
 - (iv) Specific event signage associated with the use of a Reserve or Council Property, including Frew Park, will be considered on a case by case basis, with the Chief Executive Officer and/or a General Manager having delegated authority to determine such application, but in no case shall an event sign be in place for a period exceeding six (6) weeks.
- c) Sporting organisations occupying Council owned reserves etc. which request approval for the display of advertising and/or hoarding signs, will be treated on their merits and Council shall determine, on application, the following matters:
- (i) number of signs;
 - (ii) location of signs;
 - (iii) size of signs;
 - (iv) style of signs.
- d) In considering any existing or future applications, Council shall have regard to the following matters:
- (i) no advertising and/or hoarding sign shall be approved which could be a potential hazard to the general public or which could prohibit the free or safe flow of pedestrians and/or vehicular traffic;
 - (ii) no advertising and/or hoarding sign shall aesthetically detract from the character and amenity of the locality;
 - (iii) all advertising and/or hoarding signs shall be maintained in a manner to the satisfaction of Council and shall be approved and displayed at the pleasure of Council.
- e) Council has agreed that any sign displayed at a Council Reserve that contravenes the intent of this policy, at the date on which this policy is adopted, may remain as until the sponsorship arrangement between the particular sporting organisations and sponsor ceases, at which time the sign will be removed and will not be replaced unless specific approval is sought and gained as per this policy.
- f) Council does not support the concept of community based naming rights for any Council owned Reserve.

5. AVAILABILITY OF POLICY

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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.

File Reference:	AF11/1746; AF111/1857; AF11/1885; AF11/2022; AF11/2212
Applicable Legislation:	Development Act 1993; Local Government Act 1999
Reference: Strategic Plan – Beyond 2015	Goal 1, Strategic Objective 3 & Goal 2, Strategic Objective 5;
Related Policies:	Removal of Objects from Council Land
Related Procedures:	
Related Documents:	Council By-Laws No.'s 1, 2 and 4

DOCUMENT DETAILS

Responsibility:	General Managers
Version:	4.0
Last revised date:	November, 2017
Effective date:	21 st November, 2017
Minute reference:	Council Meeting 21 st November 2017 - Strategic Standing Committee Item 13.17
Next review date:	November, 2020
<u>Document History</u> First Adopted By Council: Reviewed/Amended:	18 th February, 1999 15 th April 2003; 19 th September 2006; 17 th February 2009; 16 th May, 2017; 21 st November 2017

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**23.5 MOUNT GAMBIER WOODTURNING CLUB - HASTINGS CUNNINGHAM RESERVE
SHED NO. 3 - FEE WAIVER – REPORT NO. AR20/28689**

Committee:	Council
Meeting Date:	19 May 2020
Report No.:	AR20/28689
CM9 Reference:	AF19/416
Author:	Michael McCarthy, Manager Executive Administration
Authoriser:	Andrew Meddle, Chief Executive Officer
Summary:	This report presents a proposal for a continuing fee waiver for the Mount Gambier Woodturning Club for Shed no. 3 at Hastings Cunningham Reserve
Community Plan Reference:	Goal 1: Our People Goal 2: Our Location Goal 3: Our Diverse Economy Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage

REPORT RECOMMENDATION

1. That Council Report No. AR20/28689 titled 'Mount Gambier Woodturning Club - Hastings Cunningham Reserve Shed No. 3 - Fee Waiver' as presented on 19 May 2020 be noted.
2. That the fee waiver request from the Mount Gambier Woodturning Club be:
 - (a) respectfully declined.
 - or **(DELETE WHICHEVER IS NOT APPLICABLE)**
 - (b) granted for the next 5 year licence period.



BACKGROUND

The Mount Gambier Woodturning Club occupy Shed No. 3 at Hastings Cunningham Reserve on a standard community licence arrangement and have been historically granted a fee waiver.

DISCUSSION

Whilst formalising a renewed licensing arrangement for the Woodturning Club a continuation of the fee waiver arrangement has been sought on a continuing basis, in recognition of its low membership, limited income and ability to pay.

The standard community/sporting rental for the 2019/20 year is \$495.00+GST (per annum), noting that current year fees have been waived for COVID-19.

The Council's [Community Land \(Reserves\) Lease / Licence/ Rental Arrangements Policy R200](#) applies to this licence, and with regard to fee waivers provides:

“The Chief Executive Officer may waiver payment of the declared figure in exceptional circumstances (e.g. where it is considered that payment would be of unreasonable detriment to the lessee/licensee; such as in the case of a newly created organisation).”

The request from the Mount Gambier Woodturning Club for a fee waiver is not considered to meet the 'exceptional circumstances' anticipated by the policy provision, whereby the circumstances experienced by the Mount Gambier Woodturning Club is not considered to be inconsistent with other community tenants occupying Council facilities.

The only recent precedent for a fee waiver request is the November 2015 decision by Council to decline a similar request from the Lions Club of Mount Gambier.

The request from the Mount Gambier Woodturning Club is therefore presented for consideration by Council.

CONCLUSION

This report does not provide a fee waiver recommendation for the Mount Gambier Woodturning Club, being a matter for Council to consider and determine on its own merits.

ATTACHMENTS

1. Correspondence from Woodturning Club - Licence Fees - Shed 3 Hastings Cunningham Reserve [↓](#)



*

LICENCE FEE FOR SITED 3 HASTINGS CUNNINGHAM RESERVE

CLUB MEMBERS BUILT THE SHED IN 1994.

NO LICENCE FEE WAS CHARGED OR PAID FROM 1994 - 2010

\$300 WAS PAID IN 2010 AND THEN REFUNDED ON REVIEW.

BECAUSE WITH NO PRIOR CONSULTATION THE LICENCE FEE WAS

CHANGED FROM NIL TO \$300.00

TO MY KNOWLEDGE THERE HAS STILL BEEN NO PRIOR CONSULTATION
OR NOTIFICATION FROM COUNCIL.

PETER CUNNINGHAM WROTE TO YOU ON 27TH MARCH 2015

REQUESTING A REVIEW OF THE LICENCE FEE AND CONTINUE

WITH THE PREVIOUS AGREEMENT WHERE NO LICENCE FEE
IS REQUIRED.

AS MENTIONED PREVIOUSLY WE HAVE MAINTAINED THE SHED
AND LAID PAVERS OUTSIDE THE SHED WHICH HAS IMPROVED
ITS PRESENTATION.

WE ARE A SMALL CLUB WITH A MEMBERSHIP OF \$50 FOR
SENIORS AND \$25 FOR JUNIORS. MANY OF OUR MEMBERS
WOULD NOT HAVE THE OPPORTUNITY TO LEARN WOODTURNING IF NOT
FOR OUR CLUB.

IF IMPLEMENTED THE LICENCE FEE WOULD CAUSE FINANCIAL
HARDSHIP AND ^{NO} DOUBT ~~W~~ AFFECT OUR MEMBERSHIP.

THE MOUNT GAMBIER PUBLIC USE THE CLUB TO TURN UP
SPECIAL ONE OFF ITEMS FOR OLD FURNITURE ETC. AND THE
GENERAL PUBLIC ARE WELCOME ON OPEN DAYS AND WORK
DAYS AT THE CLUB.

**23.6 CENTRESTAGE COMMUNITY THEATRE LEASE AND OPERATIONAL FUNDING –
REPORT NO. AR20/28691**

Committee:	Council
Meeting Date:	19 May 2020
Report No.:	AR20/28691
CM9 Reference:	AF19/416
Author:	Michael McCarthy, Manager Executive Administration
Authoriser:	Andrew Meddle, Chief Executive Officer
Summary:	This report presents the expiry of the Wehl Street Theatre Lease for consideration to the renewal of lease and associated operational funding arrangements.
Community Plan Reference:	Goal 1: Our People Goal 2: Our Location Goal 3: Our Diverse Economy Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage

REPORT RECOMMENDATION

1. That Council Report No. AR20/28691 titled 'Centrestage Community Theatre Lease and Operational Funding' as presented on 19 May 2020 be noted.
2. That a new lease be granted to Centrestage Community Theatre for the Wehl Street Theatre on the following terms:
 - 2.1. Standard community leasing terms and conditions
 - 2.2. Utilities & Outgoings: Tenant responsible for all utilities and outgoings
 - 2.3. Rent: in accordance with [Council Policy R200](#)
 - 2.4. Term: 5 years
 - 2.5. Council Operational Grant: up to a maximum of \$10,000 per annum, payable in a manner determined by Council each year which may be by reimbursement of costs incurred or provision of in-kind services.



BACKGROUND

Centrestage Community Theatre have been in occupation of the Wehl Street Theatre under a 10 year lease and 10 year right of renewal from Council from 1 November 1999. The renewal period expired in October 2019 with Centrestage currently occupying on a monthly 'holding over' basis.

The expired lease included special conditions that warrant consideration by Council for inclusion in any further lease term.

DISCUSSION

The former lease granted on 'community' terms to Centrestage Community Theatre for the Wehl Street Theatre contained various special conditions including:

1. "2. *Council Contribution*
 - 2.1. *The Council has committed to pay the Lessee an annual sum to be used for the Lessee's maintenance, operation and management of the Premises ("the Council Contribution")*
 - 2.2. *The Council Contribution shall not be less than \$5,000 per annum for the initial Term of the Lease.*
 - 2.3. *If the term of the Lease is renewed pursuant to clause 5.9, the Council may in its absolute discretion provide the amount of the Council Contribution to be made during the renewed term.*
 - 2.4. *The Council may determine the manner in which payment of the Council Contribution will be made, i.e. annual cash grant or reimbursement of expenses incurred by the Lessee...*
- ...4. *Rent Review*
 - 4.1. *If the Lessee exercises the option to renew the term of this Lease then the Council will instruct a licensed valuer at the shared cost of the Council and the Lessee, to determine a market rental for the Premises effective from the commencement of the renewed term.*
 - 4.2. *The rental in the renewed term will be subject to annual review by a valuer to determine a current market rent for the ensuing year*
 - 4.3. *Nothing in this special condition will stop the Council and the Lessee from agreeing, in the absence of determination by a licenced valuer, the rental for any year or years."*

These special conditions were together with the Council's Capital Works commitment of not less than \$150,000 to refurbish, repair and upgrade the Premises commencing on or before 1 December 1999

The renewal agreement commencing in in 2009 deleted the abovementioned Council's Capital Works and Rent Review conditions, and incorporated reference to Council's Community rental policy and retained the Council Contribution clause.

The Council Contribution in the renewal terms from 2009 to 2019 has been in the value range up to \$10,000 per annum.

The Wehl Street Theatre is excluded from classification as community land under Chapter 11 of the Local Government Act 1999 and accordingly the leasing provisions in s202 of the Act and Council's [Community Land \(Reserves\) lease/Licence/Rental Arrangements Policy R200](#) have no application to this land. It is noted that the recently expired lease was entered into prior to the commencement of the Local Government Act 1999.



Further, the initial lease agreement entered into with Centrestage in 1999 anticipated market leasing arrangements for any renewal term at a time when Council contributed significant capital and annual operational contributions toward the tenancy, an arrangement that continued over the renewal term whilst the market rental conditions were removed.

In the absence of any clear community leasing provisions for the Wehl Street Theatre and a lack of any apparent commercial aspects associated with the expired lease renewal, this matter is presented to Council for consideration and direction.

In particular, should Council determine it appropriate to do so, direction is sought regarding:

- the application (or otherwise) of Council [Policy R200 Community Land \(Reserves\) lease/Licence/Rental Arrangements](#) to any further lease of the Wehl Street Theatre site;
- The allocation of any operational funds (up to a specified ceiling e.g. \$10,000 per annum);
- The allocation of standard community or commercial leasing terms and conditions; and
- The lease term (noting the lease is not affected by the 5 year provisions of s202 of the LGA1999).

Lease documentation may then be prepared that aligns with Council's preferred arrangements (and community contribution/subsidy) for this site and user group.

CONCLUSION

This report presents for consideration the expiry of the lease of the Wehl Street Theatre to Centrestage, and includes recommendations to grant a new lease on community terms.

ATTACHMENTS

Nil



23.7 BLUE LAKE GOLF CLUB - KEY PERFORMANCE INDICATORS 2020/2021 – REPORT NO. AR20/28676

Committee: Council
Meeting Date: 19 May 2020
Report No.: AR20/28676
CM9 Reference: AF19/416
Author: Michael McCarthy, Manager Executive Administration
Authoriser: Andrew Meddle, Chief Executive Officer
Summary: This report presents the Key Performance Indicators as agreed with the Blue Lake Golf Club for the 2020/2021 lease renewal year.
Community Plan Reference: Goal 1: Our People
Goal 2: Our Location
Goal 3: Our Diverse Economy
Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage

REPORT RECOMMENDATION

1. That Council Report No. AR20/28676 titled 'Blue Lake Golf Club - Key Performance Indicators 2020/2021' as presented on 19 May 2020 be noted.



BACKGROUND

At the Council meeting held on 17 March 2020 in relation to Report No. AR20/15109 titled 'Blue Lake Golf Club – KPI Report December Quarter 2019' Council resolved:

- “2. *Noting there has been improvement, the Blue Lake Golf Club be granted a further 1 year lease renewal to allow a better assessment of sustainability into the future on the basis that Council considers the current year KPI's to have been satisfactorily met.*
3. *Blue Lake Golf Club be advised that Council will consult with the Club regarding KPI's for the one year lease from 1st July 2020.”*

DISCUSSION

Following discussion between Council and representatives of the Blue Lake Golf Club the following KPI's have been agreed for the 2020/2021 lease renewal period to commence from 1 July 2020:

1. *Blue Lake Golf Club demonstrate sound financial management, solvency and governance to Council's satisfaction.*
2. *Blue Lake Golf Club provide Council annually with a complete set of Audited Financial Statements.*
3. *Blue Lake Golf Club provide Council quarterly with:*
 - (i) *Agendas and Minutes of each ordinary, special and annual general meeting of the Blue Lake Golf Club.*
 - (ii) *A report including the following information using the template format already provided:*
 - *Budgeted and actual income/expenditures, Cash Flows, Balance Sheets aligned with the Business Plan.*
 - *Membership numbers including new memberships secured compared to the budgeted position identified in the Business Plan.*
 - *Player/round statistics and category of players using course each day.*
4. *Blue Lake Golf Club has adopted and commenced implementation of an updated Asset Management Plan, consistent with the lease requirements. This includes a detailed summary of the proposed funding sources for any significant works.*
5. *That family/community focussed outcomes have been delivered in alignment with Council's Community Plan as demonstrated through increased numbers of events generally and increased participation by community members.*
6. *That the Blue Lake Golf Club can demonstrate the documentation of and compliance with appropriate minimum risk and safety standards and processes for all of its work and golf play related activities.*
7. *That the Blue Lake Golf Club maintains a 5 Star rating membership of the Office of Recreation and Sport StarClub Program (or equivalent club rating system).*

Accordingly, a further one year lease renewal will be granted to the Blue Lake Golf Club for the 2020/2021 year commencing from 1 July 2020, with any further renewal beyond 30 June 2021 to be subject to these KPI's being met to Council's satisfaction and agreement on KPI's for the further renewal period.



CONCLUSION

Having met the KPI's for the 2019/2020 lease year to Council's satisfaction, and agreement on KPI's for the 2020/2021 year, a one year lease renewal will be granted to the Blue Lake Golf Club from 1 July 2020.

ATTACHMENTS

Nil



**23.8 LIMESTONE COAST LOCAL GOVERNMENT ASSOCIATION STRATEGIC PLAN –
REPORT NO. AR20/25230**

Committee:	Council
Meeting Date:	19 May 2020
Report No.:	AR20/25230
CM9 Reference:	AF19/416
Author:	Andrew Meddle, Chief Executive Officer
Authoriser:	Andrew Meddle, Chief Executive Officer
Summary:	That Council consider a request from the LCLGA to endorse their Strategic Plan
Community Plan Reference:	Goal 1: Our People
	Goal 2: Our Location
	Goal 3: Our Diverse Economy
	Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage

REPORT RECOMMENDATION

1. That Council Report No. AR20/25230 titled 'Limestone Coast Local Government Association Strategic Plan' as presented on 19 May 2020 be noted.
2. That Council endorse the Limestone Coast Local Government Association Strategic Plan.
3. That the Chief Executive Officer advise the LCLGA Executive Officer of the Council's decision.



BACKGROUND

The Limestone Coast Local Government Association (LCLGA) has requested that its constituent councils endorse its Strategic Plan (please see **Attachment 1**). The Executive Officer was due to brief the Council on this document, but this was cancelled as a result of actions taken in response to the COVID-19 pandemic.

DISCUSSION

The document is a well-presented straightforward examination of the issues and challenges facing the LCLGA and the direction proposed by their board. The preparation of this work included input from all seven councils across the Limestone Coast and reflects a broad range of interests and expectations.

Members will note the five year time horizon for this document, which is not restricted by the terms of the *Local Government Act 1999*.

CONCLUSION

The document reflects a clear steer from the Executive Officers and board to make the Strategic Plan relevant and aligned to proposed activities. It is wholehearted recommended for endorsement by Council.

ATTACHMENTS

1. LCLGA Strategic Plan (Final) [↓](#)





THE LIMESTONE COAST LGA OVERVIEW



The 2020 - 2025 Limestone Coast Strategic Plan sets the pathway for the LCLGA to deliver the regional outcomes our members are seeking.

Our members are the seven Council in the Limestone Coast Region

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

One of the significant differences with many industry associations is the LCLGA is constituted under section 43 of the Local Government Act (1999) as a wholly-owned local government subsidiary of the seven Councils in the Limestone Coast, as approved by the Minister.

The LCLGA, therefore, has different legislative and governance arrangements to those that apply to many industry associations, which are often private or not-for-profit firms under the Association Act.

This ownership model also means any value or liabilities we attract are directly attributional to our members.

As an extension of our member's businesses, we are more intimately engaged in working with our member Councils in delivering regional value than many association models.

In our Charter, we are committed to reviewing our strategic plan every five years.

This Strategic Plan builds upon the excellent work of the Association over 134 years of service to our members. It aims to ensure we continue to be contemporary and focused on the value we deliver to our members across the region.

In developing this plan, we engaged extensively with our members and stakeholders to understand what they value about the LCLGA, where we can improve, and importantly, what we should do in the future.

We also explored the externalities that are likely to impact the delivery of this strategic plan. In particular, we note that at the time of drafting this plan, we are at the start of the Covid-19 pandemic. While the underlying strategic direction

remains valid, it is likely there will be a transition period from crisis to business as usual that will require a flexible and agile approach.

In a workshop with our Board (Mayors of the Limestone Coast constituent Councils) and Council CEO's we developed clarity on our "why," this approach is based on the how, what, why method to strategic planning.

The "why" for the Limestone Coast Local Government Association emerged very quickly and resonated strongly with our members and staff.

Our why is working with our members, **"collectively building stronger communities."**



CONTEXT

In developing this strategic plan, it is essential to consider the capability and capacity of the LCLGA (resources, skills, and support) and the external environment, which will impact the delivery of the strategy.

If there is a shift in the external environment or the internal capability of the LCLGA, then the strategic plan should be reviewed and amended. Noting as we are drafting this strategy, the Covid-19 virus pandemic is in its early stages.

External Environment

The external environment for most organisations is increasingly complex. For local government, it has additional layers of complexity due to the close relationship they have with their community and their communities aspirations.

The LCLGA has a complex network of members, stakeholders, partners, and communities we interact with, as shown in the adjacent diagram.

The external environment is much bigger than just the Limestone Coast community. We live in a global community, as evidenced by the nature of our markets, data, and communications, education, tourism, and migration.

Our future trend assessments used data from a range of sources with particular focus on the analysis from the CSIRO, and Earnest and Young Q (EYQ) to inform our thinking on our operating environment.

The emerging trends considered in the development of this plan are summarised in attachment one.

The community we engage with



HOW HAS THE LCLGA PERFORMED?



Over the last five years the LCLGA has been an effective vehicle for our members. The focus for the 2014 / 19 strategic plan was to develop plans and implement projects in the areas of Infrastructure, Environmental Sustainability, Sustainable Economy, Community and Social Well-being, Governance, Leadership and Financial Sustainability.

Of the 34 identified strategies, 90% of outcomes were delivered. There were also decisions made by the Board during the five years to take on a range of additional projects such as coastal mapping and the Limestone Coast Sports Academy.

For every dollar of members fees invested, there was a return of approximately four dollars of external funds to our members and community.

There were 21 discrete advocacies undertaken during the five years.

As illustrated, 97% of our projects benefited multiple members. Because our members are different, not all projects will benefit members equally.

Ensuring an even spread of benefits to our members is essential to sustain members support.

Financially, despite losses in recent years, the financial position of the LCLGA remains strong. Revenue is sourced from members fees, grants, and sponsorships for projects. At present, we have healthy levels of cash reserves.

Without any increases in members fees over the last five years, there has been a real reduction in revenue. This approach creates either the potential for a significant rise in fees in the future to balance income and expenses once member equity reaches minimum cash holdings or a reduction in services and capability.

The proposed minimum cash holdings should be at a level where we avoid a liability to members if the Association is wound up. Minimum cash holdings are based on liabilities plus estimated direct wind-up costs. At the time of writing this strategy and based on our liabilities, the minimum cash holdings are between \$200,000 and \$170,000.

The Board may decide to allow our minimum cash holdings to be lower, in making this decision they are accepting the risk of a liability to their Council should the Association be wound up.

The Financial Sustainability Model section provides additional information on page 15.





FIGURE 1.0 LCLGA REPORT CARD 2014-2019



WHAT OUR MEMBERS TOLD US



Our members have told us they value the LCLGA and our work. They value a strong and coordinated voice, our facilitation of projects and collaboration across the region.

Our members also recognise the Limestone Coast Region is diverse and that our projects benefit each Council differently depending on the nature of the project.

Specifically, our members told us:

- › Collaboration is core to the value that LCLGA provides, and this includes:
 - › Creating, linking and facilitating networks
 - › Creating partnerships that are not constrained by state borders or boundaries
 - › Facilitating the collective knowledge and skills of our members to solve problems and to create insights
 - › Enabling collaboration on strategic areas of focus
- › Focus on what we can do together to improve services to our community
 - › Shared capability in resource models, skills attraction and retention
 - › Improved performance through regional procurement and regional solutions to common issues such as waste management and road investments
 - › Implement services or projects that are better provided collectively rather than individually such as a Joint Planning Board
- › Celebrate wins
- › Ensure the LCLGA brand and reputation is strong and trusted to enable effective advocacy
- › That the work of our members, through the LCLGA, is recognised in the community for the value achieved
- › Don't say yes to everything; we are disciplined in our work to provide the best value to our members
- › Our members agree with trade-offs that occur when new work is allocated
- › Makes sure our costs are efficient
- › Ensure our members have the opportunity to be involved in our work if we are in their area
- › Our members were also asked what we should focus on; they identified the following priorities:
 - › Effective joint Regional Planning Board (JPB)
 - › Sustainable waste management
 - › Regional roads strategy
 - › Shared capability building and shared access to skills and resources
 - › Enabling economic development within the scope of Council's activities
 - › Create strong networks and advocacy



HOW DO WE CREATE VALUE?



Our members were asked how do we ensure we get best value and equity from our limited resources and should we be wide and shallow or narrow and deep in our approach to our work?

We agreed our approach would be narrow and deep. To focus on strategic fit, relative value with an awareness of trade-offs from our choices, such as the lost value from not doing another project, delaying projects or the additional investment required.

A three-step approach to creating focus and value is proposed for any activity or project we agree to deliver, as shown in **figure 2.0** below.

What are our values

In executing this strategic plan understanding our values is important as it not only defines the standard of behavior and decision making that we will hold ourselves accountable for, but it also provides guidance on how we will make decisions and work with our members when faced with ambiguity.

Our values, developed by our employees, and endorsed by the Board are:

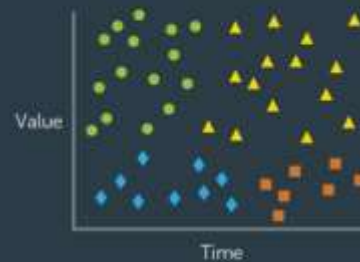
- We respect and value people
- We are honest, truthful and trusted
- We are accountable for our actions, choices and decisions
- We are ambitious and purposeful for our members and our community

1. Should we do it?



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

2. Relative value



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

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

3. Opportunity cost / tradeoff



Impact of saying YES

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

FIGURE 2.0 CREATING FOCUS AND VALUE





WHY, HOW AND WHAT



The why, how and what model focuses on understanding why we exist.

Most organisations understand what they do and how they do it; very few know why they do it. It is why we are passionate about what we do and why our members, stakeholders, partners and employees are excited by what we do as well.

The why is more than a purpose, vision or mission, it is the fundamental core of our organisation. It's the reason we exist and are excited by the future. It is the core of what we stand for and therefore everything we do should be aligned and linked to our "why".

By taking an inside out perspective, once we understand our "why" the "how" and "what" becomes the activities and strategies of the LCLGA.

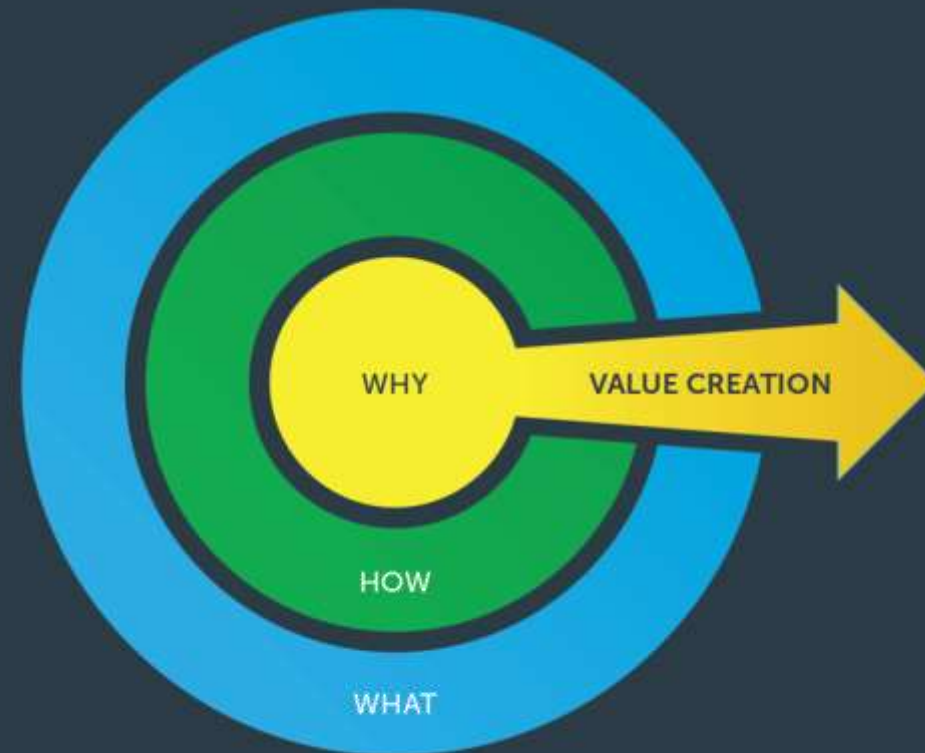


FIGURE 4.0 WHY, HOW AND WHAT MODEL



WHY, HOW AND WHAT



Why

Working with our Board, Council CEO's and our employees our "why" emerged very clearly.

Our why is: **"Collectively building stronger communities"**

What does our why mean? It's a simple phrase with complex connotations, it was agreed with our members our why means:

- > **"Collectively"** is collaborating, connecting, facilitating and delivering value to our members, stakeholders and the Limestone Coast Community.
- > **"Building"** is growing something better, it implies creating capacity and foundations, securing resources and actively engaging in the change process to create something new. Importantly it is active and not passive.
- > **"Stronger Communities"** are communities that thrive and prosper, are sustainable and can meet the future with confidence. They are communities who share the rewards with all our citizens recognising our collective is, in reality, a grouping of many diverse smaller communities. Our diversity is a valuable strength to be embraced and nurtured.

How and What

Our what focuses on three areas to collectively building stronger communities, within the scope of our members responsibilities.

Our "what" is grouped into three key result areas:

1. Building a stronger economy
2. Building sustainable communities
3. Building our member capability

Our how is the type of activities we intend to do to deliver the Why. *Figure 5* shows the relationship between our Why, How and What.



FIGURE 5.0 LCLGA WHY, HOW & WHAT MODEL



BUILDING A STRONGER ECONOMY



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

Local Government Context

- Our members role in building a stronger community includes:
- > Provision of enabling infrastructure and services
 - > Strategic land use planning
 - > Collaboration and facilitation with other economic development groups
 - > Advocacy and positioning the region with political, investors, communities and markets
 - > Specific projects to stimulate growth in high value-added sectors
 - > Advocacy for funding from the private and government sectors

Objectives

- > The outcomes of the regional growth strategy and action plan are achieved
- > Waste is a source of economic growth and competitive advantage
- > Regional land use planning is effective and agile
- > The required investment in regional road infrastructure is achieved
- > The value of tourism to the region continues to increase
- > Mutually beneficial Green Triangle partnerships are developed

Key Performance Indicators

- > Economic growth strategy actions are up-to-date and delivered
- > Economic growth is on track to achieve an additional \$700m in gross added value by 2026
- > The Regional Planning Board is formed, and the regional plan is developed
- > Targeted regional roads funding is secured
- > Tourism strategy actions are delivered
- > Visitation and expenditure is increased to \$479m pa
- > Green Triangle Region relationships are rated by members as effective
- > The Net Present Cost of member Waste Management is lower than 2019 -2025 pathway

Strategies

- Deliver, review and implement the:
- > Limestone Coast Regional Growth Action Plan
 - > Limestone Coast Regional Waste and Recycling Action Plan
 - > Limestone Coast Regional Roads Strategy
 - > Limestone Coast Destination Tourism & Marketing Strategy (including regional events)
 - > Green Triangle Freight Action Plan
 - > Implement a Regional Planning Board, regional plan and assessment panel.
 - > Complete funded and approved projects; and review for priority and value
 - > Regional Brand
 - > Red Meat Cluster
 - > RDALC Projects



BUILDING SUSTAINABLE COMMUNITIES



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

Local Government Context

Our members role in building a sustainable community includes:

- > Land use planning and policy settings
- > Creation of "places" including virtual spaces
- > Councils provide a wide range of services to their communities that can also vary from Council to Council
- > Seed funding initiatives to allow community innovation and connection
- > Supporting activities that connect communities
- > Advocating for essential services
- > Investment in projects to sustain assets and services, such as coastal erosion projects
- > Communicate with the community and enable communication between stakeholders and the community.

Objectives

- > The regional climate adaptation strategy outcomes are achieved
- > Government policy and investment reflect our members priorities
- > Regional health plan outcomes are achieved
- > Incubator projects are successful and self-sustaining

Key Performance Indicators


- > Regional climate adaptation strategy action plan is implemented
- > Regional health action plan is implemented
- > Incubator projects are completed (with failures and successes)
- > Member rating on the effectiveness of the LCLGA Advocacy

Strategies

- > Review and implement the LC Climate Adaptation Strategy and action plan which includes the requirements to manage coastal erosion planning and mitigation
- > Develop and implement a LC Regional Health Plan
- > Proactive advocacy in agreed areas, as agreed with the Board, such as education, infrastructure, health, early learning services, migration, timber industry, roads, drought and coastal
- > Support approved incubator projects to sustainability and/or completion
- > Regional Leadership
- > Substance Misuse
- > Sports Academy
- > Coastal Alliance
- > Complete funded and approved projects; and review for priority & value
- > Star Alliance
- > Road Safety
- > Coastal Connections



BUILDING OUR MEMBERS CAPABILITIES



Building our capability focuses on increasing the availability and access to resources, reducing costs, improving performance, developing new skills and knowledge, leveraging our member's abilities for collective benefits; and developing and growing our employee's capabilities across our region.

Local Government Role	Objectives	Key Performance Indicators	Strategies
<ul style="list-style-type: none"> > Provide services in a cost effective and timely manner > Ensure sustainable services are constantly improving to meet the changing needs of our communities > Access grants and other resources to sustain and provide services > Develop the knowledge and skills of employees and elected members to provide sustainable services 	<ul style="list-style-type: none"> > Members can access scarce or hard to source skills and expertise > Members capabilities are increased through collaboration and sharing knowledge and skills > Local employees' skills and expertise are developed and retained in the region > Members are well positioned to respond to outcomes of the SA Productivity Commission 	<ul style="list-style-type: none"> > Members value and benefits exceed \$4 for every \$1 of members fees > The LCLGA programs benefit at least 70% of all members > The benefits are equitable across members > Members operational costs are reduced in real terms from the 2019-2025 estimated base > Priority employees and skills are retained in the Limestone Coast Region 	<ul style="list-style-type: none"> > Support and facilitate member forums > Create an elected member learning and networking event > A sourcing and procurement strategy is developed to: <ul style="list-style-type: none"> > Make use of existing tools > Develop local solutions to allocate risk and benefits appropriately to drive value > Assess the benefits of a resource-sharing model for scarce resources and skills > Collaborate on the regional implications from the SA Productivity Review > Analyse the opportunities for LC Regional Councils to collaborate on developing technologies > Develop a skills and resource sharing and development model

LCLGA STRATEGIC PLAN 2020-2025 13



RESOURCE REQUIREMENTS



The current model for funding the LCLGA is on a year by year basis via an approved business plan which aligns with the strategic plan.

The business plan provides for core funding to cover administration, fixed costs and overheads with projects funded separately.

Members can choose which projects they support with a general acceptance that due to the diversity of members, the benefits will vary across and over the life of a project.

Benefits to members may be direct or indirect depending on the nature of the project. Our members accept that provided there is equity across our portfolio of projects, they are happy to support our work.

With this understanding, members have traditionally supported a suite of projects as approved by the Board and presented in our annual Business Plan.

Over the last five years, we have not increased our member's fees resulting in successive losses. In real terms, this represents a decrease in members fees.

This approach is acceptable where there are healthy cash reserves and agreement that we are deferring and accumulating a liability for the future.

Members equity provides an opportunity to secure external funding. Therefore the financial requirements need to be assessed on year by year basis.

If losses continue and members fees don't reflect changes in our fixed costs, then we will draw down to a minimum cash position.

If we reach our minimum cash position, there will be four options available to members.

1. A significant increase in members fees to return to break even.
2. A significant reduction in LCLGA costs and overheads to achieve breakeven with an agreed reduction in services,
3. A combination of 1 and 2 or
4. Wind up the association.

A further compounding factor is the loss of rubble royalty funding refunds, which will reduce annual income for LCLGA regional projects by around \$40,000 pa.



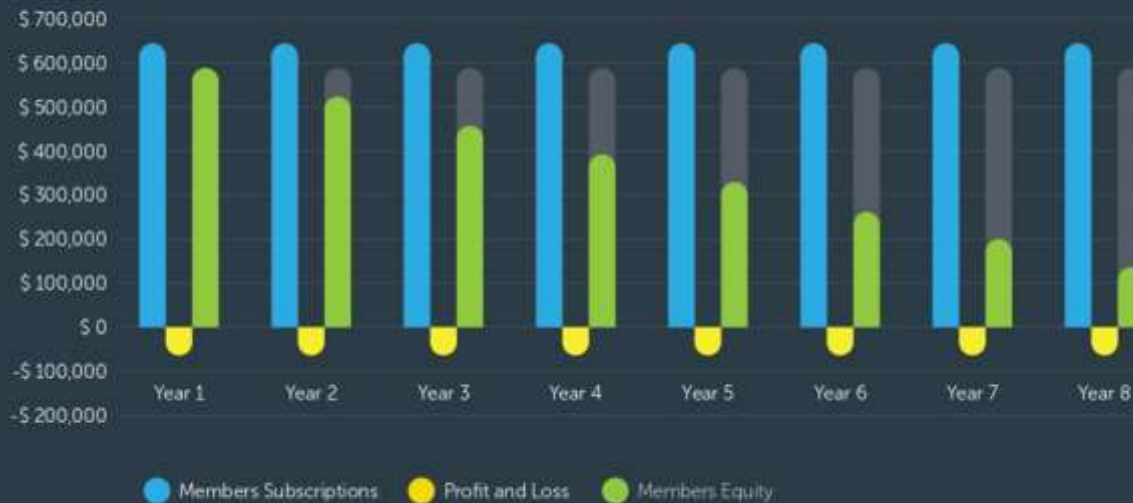
FINANCIAL SUSTAINABILITY MODEL



A sustainable financial model for the LCLGA has the following attributes:

1. Our costs and operations are effective and efficient
2. Our operations are flexible and scalable
3. Non-project fixed costs are fully funded and does not use members equity
4. Project costs are fully funded including realistic on-cost recovery
5. Multi-year grants include an appropriate escalator or agreement that our members are willing to fund the gap

With these assumptions in seven years' time we will reach the minimum cash holding position.



The current budget does not match the financial sustainability model. For instance most of our grants do not include annual escalators and members equity has been funding the resulting shortfall, on-cost arrangement for each project vary and in the current budget there is a small draw on members equity to cover fixed costs.

It is proposed to progressively transition the financial model over the strategic planning period to a funding model that reflects the above principles.

If we do not change the financial model, then even with cost of living increases and sustaining the current funding mix with the loss of Rubble Funds we will draw down to our minimum cash position in seven years. If we invest members equity above the current level then this will be reached sooner.

Please note the figures in the table opposite are real (not nominal), assumes cost escalators are recovered in funding and factors in the loss of Rubble Royalty funding.



ORGANISATIONAL RESOURCES

The skills required in delivering this strategy are administration, facilitation, communication, engaging with members and stakeholders, contract management, managing projects, strategic political, financial, sourcing, policy and stakeholder advocacy.

Where new or specialist skills are required, they will typically be sourced externally with an assessment made on the most cost-effective way to secure these skills.

Structurally LCLGA has all employees currently reporting directly to the Executive Officer. Historically the Executive Officer has also taken on many of the office management, administration and payroll functions supported by a part-time Executive Assistance.

With the growth of the LCLGA, this approach is no longer practical from an internal control, effectiveness and efficiency perspective.

The LCLGA has also made decisions in recent times towards less part-time loadings towards less staff with more full-time loadings while continuing to provide flexible arrangements with tools like TOIL to allow employees to balance work and family commitments.



LCLGA roles and responsibilities

It is proposed that the organisational structure on the next page is adopted to ensure there is clarity and focus on roles and responsibilities. The main changes include:

- > shifting from an Executive Assistant to an Office Administration function
- > shift in administrative tasks from the Executive Officer to the Office Administration
- > a shift in grant contract administration away from Project Managers to the Office Administration
- > a dedicated resource to work with all our strategic project committees and to research and develop proactive advocacy positions
- > project managers form a team to enable greater redundancy and consistency in planning

Although not listed in this structure, the Executive Officer may also take on an additional role with the JPB.

We are not proposing any new employees and note a small reduction in FTE from the current structure, which will be reviewed each year to ensure it remains a useful model. The proposed structure is shown in **Figure 6**.





ORGANISATIONAL RESOURCES



Place

Much of our work is across the Limestone Coast region from a central location in Mount Gambier and includes frequent engagement with stakeholders in SA and Western Victoria.

Whilst we do need a physical place, in developing this we should also support our development of our virtual space. Increasingly our value to our members will be realised in having an effective physical and virtual space for meetings, engagement and collaboration.

In delivering this strategy, and in discussion with our members the following criteria is proposed when assessing our needs for our place.

- > A functional, flexible and modern space that enables the team to function properly
 - > Employees (open plan)
 - > Break out areas
 - > Sound proof areas
- > Flexible meeting area with suitable technology to help reduce the need for our members and stakeholder to travel and to work and connect through technology
- > Hot desk for member employees and elected members to work from to access printers, internet etc.
- > Possible co-location for LGA employees or small project teams (procurement, risk and emergency)
- > Accessible
- > Limited public access – very accessible to members.
- > Efficient heating and cooling systems
- > Adequate car parking
- > Minimal make good costs
- > Is affordable
- > Has high speed broadband and can accommodate efficient systems.

Systems

To continue to operate efficiently and effectively, we need to update our systems to include:

- > Member communications
- > Video conferencing and virtual collaboration
- > Record and resource management
- > Financial
- > Project and team management
- > Compliance
- > Resource sharing with members
- > Remote access
- > Performance reporting

In developing our systems strategy, it is essential we are compatible with our members and leverage their knowledge and skills to ensure we make prudent investments.



23.9 RV FRIENDLY TOWN™ PROGRAM - CAMPERVAN AND MOTORHOME CLUB OF AUSTRALIA LIMITED (CMCA) INITIATIVE – REPORT NO. AR20/5640

Committee:	Council
Meeting Date:	19 May 2020
Report No.:	AR20/5640
CM9 Reference:	AF19/416
Author:	Jessica Porter, Planning Officer
Authoriser:	Judy Nagy, General Manager City Growth
Summary:	Council has been approached to pursue “RV Friendly status” under the Campervan and Motorhome Club of Australia Limited (CMCA) RV Friendly Town Program.
Community Plan Reference:	Goal 1: Our People Goal 2: Our Location Goal 3: Our Diverse Economy Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage

REPORT RECOMMENDATION

1. That Council Report No. AR20/5640 titled ‘RV Friendly Town™ Program - Campervan and Motorhome Club of Australia Limited (CMCA) Initiative ’ as presented on 19 May 2020 be noted.
2. Council staff prepare and submit relevant documentation to secure RV Friendly status for the City of Mount Gambier.



BACKGROUND

In 2017, the Council was approached to pursue “RV Friendly status” under the Campervan and Motorhome Club of Australia Limited (CMCA) RV Friendly Town Program. As a result of those discussions, a Recreational Vehicle (RV) parking area and dump point was developed by Council at Frew Park, Penola Road.

The Council has recently been approached again in relation to pursuing “RV Friendly status”, by providing RV friendly parking and camping sites within the city area. It has been suggested that the Roundhouse site, located at 20 Webb Street, be utilised for RV parking and camping. However, it is noted that 20 Webb Street is under the ownership of the Minister for Transport & Infrastructure, TransAdelaide and Australian National Railways, not the Council.

The purpose of this report is to notify Elected Members of the requests for more RV friendly facilities within the City, and to advise of more recent information from CMCA that notes the city already appears to have sufficient infrastructure to secure “RV Friendly status” under the RV Friendly Town Program. At the time of writing this report, there were 49 RVFT and 47 RVFD in South Australia, with 12 of these being located in the Limestone Coast Region.

ABOUT THE CAMPERVAN AND MOTORHOME CLUB OF AUSTRALIA (CMCA)

The CMCA was established in 1986 and has approximately 70,000 members. Information from the CMCA website suggests that RV tourism provides a number of economic, social and environmental benefits. For example, the CMCA website (<https://members.cmca.net.au/content/govind>) states:

Economic Benefits

With an estimated number of 620,000 registered RVs in Australia, RV tourism continues to have significant benefits to the economy. Recent surveys indicate that the economic benefits from CMCA activities alone are considerable. According to research, CMCA members spend an average of \$770.00 per week when travelling on the road. National rallies, held annually in various locations throughout Australia, generate a significant financial benefit to local economies. It is estimated that these events alone contribute anywhere from \$2 to \$3 million.

Utilisation of Available Human Capital

CMCA research indicates that 50% of the Club’s members participate in voluntary work throughout Australia. These RV travellers act as a mobile workforce in regional areas and communities where seasonal demands or other factors contributing to a shortage of labour or skills, exist. Many of these RV travellers own self-contained vehicles, meaning their RVs are specifically built for the purpose, that along with a built in sink and on-board cooking and sleeping facilities, carries a supply of fresh water and can retain all grey and black waste water. In many circumstances, this eliminates the necessity for the provision of accommodation.

Environmental Benefits

CMCA has long been at the forefront of promoting environmentally responsible camping and over-nighting. Club initiatives, such as the Self Contained Vehicle Policy and Leave No Trace Code of Conduct, were established as a means of demonstrating that self-contained vehicles need not have a negative impact on the environment, even if a campsite has no facilities. CMCA strongly promotes the need to ensure all environmental impacts are kept to a minimum when travelling.

Social Benefits

CMCA encourages member participation in a wide range of Club activities. Participating in activities such as national rallies and safaris, along with joining a chapter or special interest group, gives members the opportunity to meet and socialise with people who share similar interests”.

The RV Friendly Town™ program is an initiative that has been developed by the CMCA.



THE RV FRIENDLY TOWN PROGRAM

The RV Friendly Town program aims to assist RV users throughout their travels around Australia. A town that has “RV Friendly Town” status, meets a set of criteria to ensure they provide a certain amount of amenities, and a certain level of services for RV travellers.

RV FRIENDLY CRITERIA

In order for a town to achieve “RV Friendly status”, the CMCA has developed the following set of criteria:

“Essential Criteria

- *Provision of appropriate parking within the town centre, with access to a general shopping area for groceries and fresh produce.*
- *Provision of short term, low cost overnight parking (24/48 hours) for self-contained recreational vehicles, as close as possible to the CBD.*
- *Access to potable water.*
- *Access to a free dump point at an appropriate location.*

Desirable Criteria

- *Provision of long term parking for self-contained recreational vehicles.*
- *Access to medical facilities or an appropriate emergency service.*
- *Access to a pharmacy or a procedure to obtain pharmaceutical products.*
- *Visitor Information Centre (VIC) with appropriate parking facilities.*
- *VIC to provide a town map showing essential facilities, such as short and long term parking areas, dump point and potable water.*
- *RV Friendly Town™ signs to be erected within the town precinct.”*

Until recently, whilst the City of Mount Gambier provided a small amount of parking and a dump point for RVs (Frew Park, Penola Road), there were no designated areas that could accommodate short term, low cost overnight parking (24/48 hours) for self-contained RVs. The CMCA has suggested that an area that is designated for RV parking camping should be large enough to accommodate a minimum of 20 RVs. A development application has recently been granted development approval by the Council Assessment Panel (CAP), for a maximum of thirty (30) self-contained RVs, self-contained caravans and self-contained campers to use the showgrounds for this purpose for a trial period of 12 months.

SELF-CONTAINED RECREATIONAL VEHICLES

The CMCA has developed a Code of Conduct for self-contained RV use. The *Self Contained Vehicle (SCV) Policy and Leave No Trace® (LNT) Code of Conduct*, has been developed by the CMCA as “a means of demonstrating to Councils and other authorities that self-contained vehicles need not have a negative impact on the environment, even if a campsite has no facilities”. From the CMCA website (<https://members.cmca.net.au/content/scvgov>):

“Members who participate in the LNT program must have a vehicle that meets the requirements of the CMCA SCV policy for the holding of fresh, grey and black water, as well as storage capacity for garbage waste. To qualify, a self-contained vehicle must retain all waste within the confines of the vehicle, and leave no trace of its visit to a site. Vehicle owners must sign a declaration that they will comply with the SCV policy and abide by the LNT Code of Conduct. Vehicles that have qualified for the program will display an accreditation card on their vehicle. This satisfies proof by the vehicle owner of their participation in the program should any verification be required by controlling authorities”.



CITY OF MOUNT GAMBIER AS AN “RV FRIENDLY TOWN”

A meeting held on 19 February 2020 between Council’s General Manager – City Growth and the SA State Representative of the CMCA, Frank Hardbottle, has been fruitful in understanding that there is a degree of flexibility in the RV Friendly Town criteria.

For example, having two existing dump points available and opportunities for parking in the CBD, in supermarket or shopping centre car parks, may be deemed sufficient for RV day parking purposes. Though overnight parking options may not be as close to the CBD as is preferred, there is a degree of subjectivity around what may be considered ‘too far’. In all other respects, the City of Mount Gambier has the necessary infrastructure desired by the CMCA criteria to become an RV Friendly town. The recent temporary (one year) approval of dedicated parking at the Showgrounds strengthens this position.

Mr Hardbottle also stated that he was staying at the Showgrounds with his caravan at the time of the above meeting, and the rail trail provided ‘a pleasant walk into the CBD’.

CONCLUSION

As a result of the visit by the CMCA State Representative and having a more detailed understanding about what is available in our city for self-contained recreational vehicles, Council has been encouraged to apply for RV Friendly status and have now received the application documents.

Based on the above, it is recommended that Council staff make a submission to the CMCA to secure RV Friendly status.

ATTACHMENTS

Nil



23.10 BY-APPOINTMENT HARD/BULKY WASTE OPTION – REPORT NO. AR20/27938

Committee:	Council
Meeting Date:	19 May 2020
Report No.:	AR20/27938
CM9 Reference:	AF19/416
Author:	Aaron Izzard, Environmental Sustainability Officer
Authoriser:	Nick Serle, General Manager City Infrastructure
Summary:	As part of Council’s response to the COVID-19 crisis, Council could trial a once off hard/bulky waste collection. Each residential property would be eligible to one pick up, by appointment. Conditions would apply in terms of the quantity and types of items collected.
Community Plan Reference:	Goal 1: Our People Goal 3: Our Diverse Economy Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage

REPORT RECOMMENDATION

1. That Council Report No. AR20/27938 titled ‘By-Appointment Hard/Bulky Waste Option’ as presented on 19 May 2020 be noted.
2. As part of Council’s response to the COVID-19 crisis, Council trial a one off bulky waste collection, where each residential property would be eligible to one pick up, by appointment.
3. Conditions apply in terms of the quantity and types of items collected, as per **Attachment 1**, noting that the permitted and unacceptable items lists are not exclusive or exhaustive.
4. This trial period run from 1 July 2020 until 18 December 2020, with a report being brought back to Council to enable an understanding of the use and impacts of the trial.



BACKGROUND

The City of Mount Gambier operates numerous waste services and facilities – a three bin kerbside collection service, Waste Transfer Station (WTS), ReUse Market and Caroline Landfill. The kerbside bin service caters for a significant component of residential waste and recycling, but large and specialised items cannot be catered for by this service. Some items cannot be recycled or disposed of by the kerbside service e.g. batteries, fluorescent lights etc. – they must be taken to certain facilities to be recycled or disposed of properly. Large and bulky items are too big to be placed in the kerbside bins, and so require other means of recycling or disposal.

Since the opening of the ReUse Market in October 2018, any good quality items can be taken to the WTS for free – including large items like furniture. Numerous other kinds of items and materials can also be accepted at the WTS for free – TVs and computers, cardboard, polystyrene, metal items etc. These options have alleviated the issue of hard/bulky waste to some extent.

However, there are many residents who for various reasons cannot take bulky items to the WTS. Also, items that are not able to be reused attract a fee. This report proposes a possible solution to these issues.

DISCUSSION

As part of the Council's response to the COVID-19 crisis it is recommended Council should consider providing each residential property with one free bulky waste collection. There are three possible options for providing this service:

1. Free bulky waste pass – This would be a single pass issued to residents via rates notices. This option has proven to be difficult to manage at other councils due to residents claiming not to have received a pass. Rental tenants not receiving the pass due to the rates notice being sent to the property owner. Property owners throwing the pass in the bin when they receive their rates notice thinking it is just unwanted information.
2. A nominated time frame for collection by area open to all residents – This option is problematic due to large volumes of rubbish placed on verges and footpaths creating a hazard.
3. A "by appointment" pick up. Different parts of Mount Gambier would be serviced at different times, residents would have a "window" in which to book a pick up. If they do not take advantage of the window then the opportunity would have passed.

It is recommended option 3 is trialled as a one off service in response to the COVID-19 crisis. Should this service prove to be successful, Council could consider extending this service in future years as an annual service provision for the community.

Conditions would apply, in terms of what kinds of items could be accepted and what cannot – as well as a maximum of 2m³ per household. A list of accepted and unacceptable items would be provided to residents. Examples of accepted items would include: furniture, sheets of iron and guttering (bundled and up to 2 metre lengths), floor coverings (up to 2 metre lengths rolled up) etc. Examples of unaccepted items would include: asbestos, car batteries, clothes, etc. **Attachment 1** provides more information on this. This will be formatted appropriate should Council wish to proceed with the trial.

Bulky waste has been an issue for some time, this once off collection service is an opportunity to try this option, sort out potential teething problems, and see if it has long term potential as a suitable solution for this waste stream – whilst assisting residents during the COVID-19 crisis.

This service would assist all residents who take advantage of it, and especially those who cannot take bulky items to the WTS. It will reduce waste to landfill, and potentially reduce illegal dumping – at charity stores, and in other locations such as quiet roads on the outskirts of town, and pine forests near Mount Gambier.



Council staff can sort the items that are collected – any that are in good condition can go to the ReUse Market. Items that are not in good condition can be separated correctly to maximise recycling, and minimise waste to landfill.

FINANCIAL IMPLICATIONS

It is proposed Council utilise resources approved by Council in the 5 May Special Council meeting. An estimate of the cost to provide the service over a six month period is \$200k.

CONCLUSION

In line with the Council's goal to reduce waste to landfill and as part of Council's response to the COVID-19 crisis it is recommended that Council trial a once off bulky waste collection. Each residential property would be eligible for one free bulky waste collection, by appointment. Conditions would apply in terms of the quantity and types of items collected.

Hard/bulky waste has been an issue for some time, this is an opportunity to try this option and see if it has long term potential as a suitable option for this waste stream.

ATTACHMENTS

1. Hard Waste Conditions [↓](#)



ATTACHMENT 1

CITY OF MOUNT GAMBIER BULKY / HARD WASTE COLLECTION SERVICE

Residents of the City of Mount Gambier are now entitled to ONE free bulky / hard waste collection per year

As part of our services to the community, the City of Mount Gambier has introduced a bulky / hard waste collection service for our residents that currently receive a kerbside waste, recycling and green organics collection service. Each year, households can book a bulky / hard waste collection service for larger household items to be removed and managed responsibly by Council.

Bookings are Essential

- Please contact XXXX XXXX to make a booking giving at least one weeks notice.
- You will receive communication to confirm your booking date, unique booking reference and permitted items.

Conditions apply

- You are entitled to book ONE free kerbside collection per household per year.
- Please ensure you only place permitted items out for collection as any items that are not acceptable will not be collected (see reverse).
- Only place your permitted items on the kerbside after 6pm the night before your confirmed date of collection and ensure it is ready for collection by 6am the day of collection.
- Items that are too heavy for two people to lift (>50 kg) cannot be accepted.
- A maximum of 2m³ per household can be collected.
- This service is available to residents for Household Hard Waste only (commercial, business or industrial waste is not accepted).

CALL Council on XXXX XXXX if you have any other queries



Permitted Items

- Air conditioners
- Bikes and toys
- Blinds and window coverings
- Dismantled clothes lines
- Electronic waste (e.g. TV's, computers & anything with a battery or cord)
- Floor coverings (up to 2 metre lengths rolled up)
- Furniture
- Hot water services
- Lawn mowers
- Mattresses (restrictions may apply)
- Rainwater tank
- Sheets of iron and guttering (bundled and up to 2 metre lengths)
- Small items of scrap metal – please place in a container (eg cardboard box) for removal
- Wire, ropes and hoses (bundled)
- Timber off cuts or dismantled pallets (bundled and up to 2 metre lengths)
- Larger tree and shrub prunings that do not fit in green organics bins provided (cut into 2 metre lengths and tied in bundles, max of 30 cm diameter).
- White goods - refrigerators and freezers (please remove doors for safety); washing machines and driers.

Unacceptable Items

- Ammunition explosives or flares
- Asbestos
- Car batteries
- Clothes and shoes
- Bricks, rocks, dirt, pavers, concrete and building materials
- Fire extinguishers
- Hazardous waste,
- Liquid wastes,
- Chemical waste,
- Paint
- Garden waste
- Gas bottles
- General waste
- Glass (panels of sheet glass including broken panels)
- Heavy electrical goods including cables
- Motor Oil
- Nappies
- Pharmaceuticals and Medical waste (medicines, syringes, needles etc)
- Plastic film / loose plastic bags
- Recyclables
- Tyres and car parts
- Vacuum bag dust and general household dust
- Excess or items that are too large or heavy (see note below)

NOTES:

- A maximum volume of 2 cubic metres per residence (2m x 1m x 1m; or approximately 1 car trailer load) of hard waste is permitted to be placed out for collection.
- Excessive or unacceptable items (items not listed as acceptable) will not be collected and must be removed from the kerbside by the resident immediately after the designated collection day.
- For options to recycle or dispose of items not accepted through hard waste collection, please see the available services:



23.11 SUSPENSION OF GREEN WASTE TAG FEES – REPORT NO. AR20/25241

Committee: Council
Meeting Date: 19 May 2020
Report No.: AR20/25241
CM9 Reference: AF19/416
Author: Mark McDonald, Manager of Waste & Reuse
Authoriser: Andrew Meddle, Chief Executive Officer
Summary: Mount Gambier’s kerbside green organics collection is an opt in service requiring residents to purchase a bin (if they don’t already have one) from Council plus pay an annual service fee to obtain a physical tag that is fixed to the bin identifying it as a current subscribed service.

This report proposes that this service be a free one, with universal provision, subject to a one off fee for the bin and associated items.

Community Plan Reference: Goal 1: Our People
Goal 2: Our Location
Goal 3: Our Diverse Economy
Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage

REPORT RECOMMENDATION

1. That Council Report No. AR20/25241 titled ‘Suspension of Green Waste Tag Fees’ as presented on 19 May 2020 be noted.
2. The Council will offer a universal FOGO service for residential properties.
3. The Council will charge a one off \$85 fee to cover the cost of the bin, a kitchen caddy, biodegradable caddy liners and delivery for new users.
4. New and existing bin users will not need to pay any fee for a kerbside green organics collection in 2020/21, as of 1 July 2020.
5. The current year and future year education programs will include a push on FOGO and seek to increase the take up of such bins.
6. A review will be taken in mid-2021 to enable a reassessment of the impacts to be quantified as part of the 2021/22 preparation of the Annual Business Plan and Budget process.



BACKGROUND

The kerbside green organics service is currently opt-in whereby property owners requesting a service are required to pay a fee to purchase a 240L green organics bin (if they do not already have one) plus pay an annual subscription for fortnightly collections. On payment of the annual subscription, the resident is issued a green organics tag that is affixed to the bin identifying it as a currently subscribed service. This tag identifies the bin for collection by the truck driver. Any bins presented without a valid tag are not collected.

Based on current figures projected to 30 June 2020, there are 6,853 current green organics subscribers for the 2019/2020 financial year as indicated in table 1.

Table 1 Number of green organics subscribers 2019/2020.

	2019/2020			
	Total Revenue	Price per Tag	Tags Sold	
Jun-19	\$ 133,450.00	\$ 85.00	1570	
Jul-19	\$ 178,245.00	\$ 85.00	2097	
Aug-19	\$ 100,252.40	\$ 77.90	1287	
Sep-19	\$ 41,481.90	\$ 70.80	586	
Oct-19	\$ 26,920.00	\$ 63.70	423	
Nov-19	\$ 14,100.50	\$ 56.60	249	
Dec-19	\$ 8,811.00	\$ 49.50	178	
Jan-20	\$ 4,819.90	\$ 42.40	114	
Feb-20	\$ 5,258.10	\$ 35.30	149	
Mar-20	\$ 2,368.60	\$ 28.20	84	
Apr-20	\$ 1,554.50	\$ 21.10	74	
May-20	\$ 462.00	\$ 14.00	33	Forecast amounts based on previous years
Jun-20	\$ 69.00	\$ 6.90	10	Forecast amounts based on previous years

TOTAL \$517,792.90 TOTAL 6853

As demonstrated in the table above, 3,667 or 53.5% of these subscribers paid for the service in June and July of 2019. A significant proportion of subscribers elect to pay a *pro rata* fee for this service on the basis of not wanting the service out of the peak growing season for garden waste. There is a significant belief this service is primarily a garden organics service. This attitude to the green organics service needs to change to one of a FOGO (Food Organics, Green Organics) service where food organics are just as important as garden organics.

To successfully convert green organics to a viable fertiliser, food organics is essential in the process of bio-organically breaking down the green material into a nutrient rich source of compost. It is the rapid organic breakdown of the wet food waste that turbocharges the process with the drier and woodier material in garden organics.

The City of Mount Gambier conducted an audit of kerbside waste bins in 2016 which identified 35.5% of waste put into the kerbside general waste bin was food organics and a further 9.1% was garden organics. This represents a total of 44.6% of material going to Caroline Landfill via kerbside waste bins that could be diverted and turned into a valuable alternate material. This would have the effect of reducing the volume of material entering landfill and hence prolonging its life. The added benefit would be the reduction of greenhouse gas and leachate produced at the landfill as this material decomposes.



COVID-19 has changed the way we can conduct business not only for Council, but also the wider community. During this time of uncertainty many businesses are struggling and have had to stand down many of their employees for an indeterminate period of time. Many workers now find themselves unemployed. The general community is looking to Council to provide support and assistance in this time of need. There exists a unique opportunity to not only change the community behaviours around FOGO but also provide valuable support by waiving the current annual green waste tag fee and providing a free FOGO service to all.

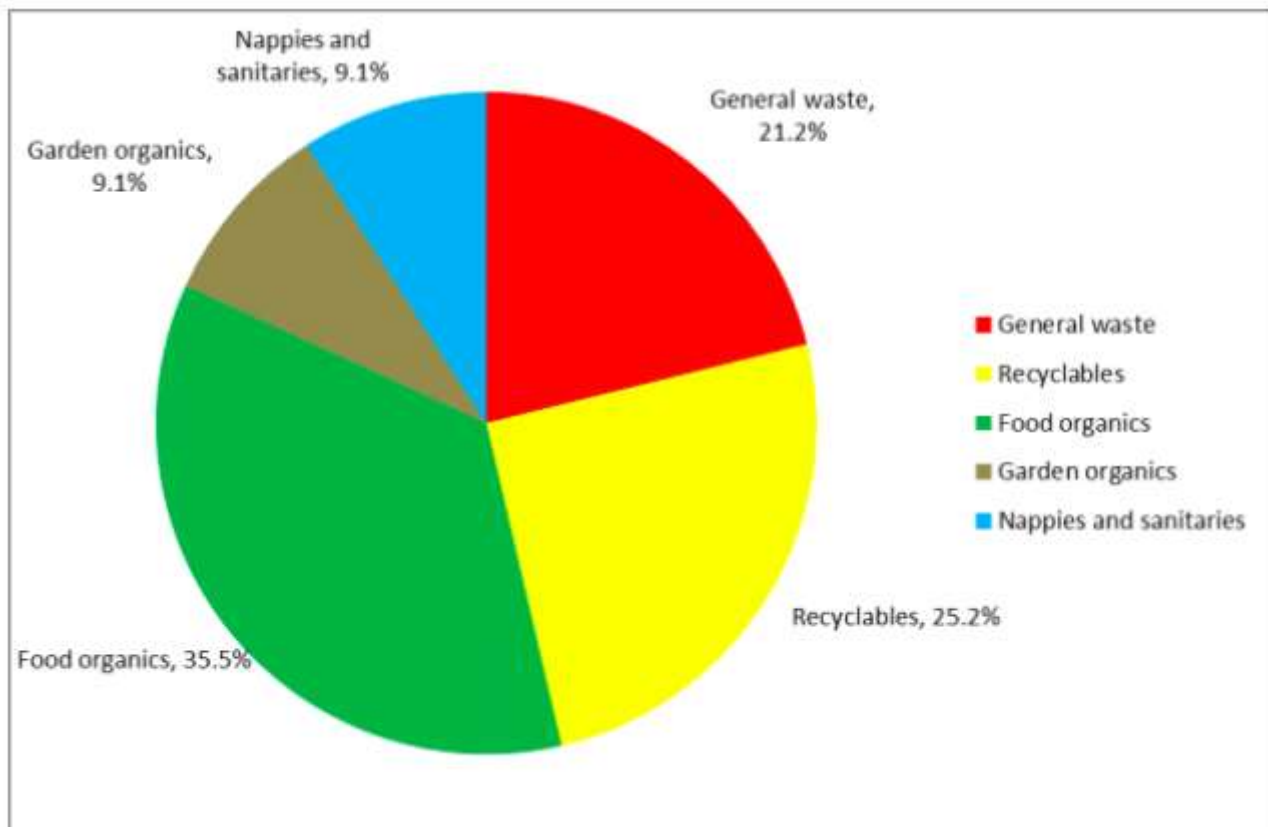
DISCUSSION

There have been a number of reports made to Council regarding the benefits of increased green waste recycling. Some of these benefits include:

1. Reduced volume of waste landfilled at Caroline Landfill. A 2016 audit of City of Mount Gambier bins found more than 2,500 tonnes of green organics material was sent to landfill in general rubbish bins;
2. Reduced volumes of greenhouse gas and leachate produced at Caroline Landfill due to lower volumes of organic material;
3. Increased diversion of green organic material that can be turned into a valuable commodity in the form of fertiliser and mulch; and
4. When residents are correctly recycling, it is possible to get to a near zero waste generation. This would result in general waste bins being presented less often as evidenced by a letter received by Council recently requesting a reduction in waste services.

The City of Mount Gambier has conducted numerous audits over the years on the kerbside waste streams. All of these audits have confirmed a significant proportion of waste (44.6%) sent to landfill through the general waste kerbside bins is green organics consisting of food and garden organics. This material should be going to compost, not landfill.

Figure 1: Result of 2016 waste audit of City of Mount Gambier kerbside garbage bins.



Ideally, the Council's long term strategy for the kerbside green organics collection service should be for a universal service. The current requirement of an opt-in service with an annual fee limits the uptake to only those households that not only want the service but can also afford to pay for the service.

With the current climate caused by the COVID-19 pandemic, large numbers of our community have suddenly found themselves out of work as business are forced to shut down and lay off their employees. These people are struggling to afford the basic necessities let alone pay for a green organics service. Council is now presented with an opportunity to level the playing field and offer this as a free service to all residents.

Making this service compulsory for all properties within the City of Mount Gambier would likely cause contamination rates in the green organics to spike out of control as not all properties would use the bins as intended. Some properties would see this service as an extension of the general waste service using the bin as a rubbish bin.

Requiring property owners purchase the green organics bin at a once-off fee of \$85, would limit the number of services to those that want the service. Current green organics contamination is around 1%, which is excellent. Rolling out a green organics bin to every household may drastically increase the contamination rates if the bin is used for additional general waste.

The requirement to purchase the bin would also cover the cost of supplying and distributing new green organics bins. The payment of a once-off fee can be made more attractive by including the free kitchen caddy along with free biodegradable liners with the delivery of the FOGO kerbside bin.

There are currently 12,307 households within the City of Mount Gambier. 6,853 Green Organics services represents a current take up rate of 56% for the opt-in service to date. It is possible the number of opt-in services being taken up due to the annual fee being waived could be significant. Many residents would like the service, but don't want to or cannot afford to pay the annual fee. The additional opt-in could be up to a further 20 to 30% or 3,000 to 4,000 services.

In the 2018/2019 financial year, 2,673 tonnes of kerbside FOGO was collected from 6,450 properties. This material was diverted from landfill and sent to Bio Grow where it was mulched and turned into fertiliser material. Aiming on an additional 4,000 services it is likely an additional 1,700 tonnes of FOGO material would be diverted from landfill significantly reducing greenhouse gas and leachate production.

Sending material to landfill attracts a gate fee of \$190 per tonne. Sending FOGO material to Bio Grow costs Council \$49 per tonne. If an additional 4,000 households take up the service and divert 1,700 tonnes of FOGO from landfill, Council potentially stands to see a cost saving of \$141 per tonne (\$239,700). While it can be argued the gate fee at landfill is just an internal cost to Council, this fee covers the South Australian Landfill Levy plus operational costs to run the landfill.

Financial Implications

As indicated in Table 1, the potential financial impact of waiving the FOGO subscription fee would result in a loss of \$517,792.90 income. However, Council could see a potential cost saving of \$239,700 sending an additional 1,700 tonnes of FOGO material to Bio Grow. Some of this potential saving would be used to extend the FOGO service to more households. Council, however, would be considering a loss of income. To put this into context, \$517,792 across 10,853 properties equates to \$47.71 per household. This figure would easily be recovered by a small increase in property rates or the introduction of a waste service fee. Savings from the administration of the current scheme would also be realised, but are not quantified.

Table 2 below, outlines the budgeted costs for providing a FOGO service in 2018, 2019 and 2020. To date, the 2020 actual costs for this service are on track to come in under the budgeted figures despite an increase in the number of tags sold compared to the number budgeted (724 additional tags). Economies of scale indicate as the number of services is increased the cost of providing the service to each household will decrease. While the number of bin lifts increases, the infrastructure is already in place. Increases in costs are moderate and limited to additional fuel costs and the dollar



value per tonne gate fee at Bio Grow. No additional trucks or staff would be required to provide this service.

Existing routing for the waste trucks would be modified to suit the additional pickups required to service the additional FOGO services. It is recommended a study be performed to identify efficiencies that can be achieved with the existing routing for all kerbside general waste, recycle and FOGO collections across the City of Mount Gambier. The Council would benefit from engaging an independent consultant experienced in time in motion studies to identify efficiencies not only in the logistics of servicing every bin but also staffing efficiencies and procedural efficiencies. With a fleet of five waste trucks including the spare truck, the City of Mount Gambier has sufficient capacity to service the additional FOGO services.

Table 2: Budget cost of green organics service 2019/2020.

Direct Costs	2018 \$	2019 \$	2020 (Budget) \$	2020 Actual to date \$
Employee Expenses				
Salaries	56,560	56,434	56,000	50,308
Salaries – Overtime	3,205	2,825	2,700	2,867
Plant Hire (Internal)	84,392	83,942	84,000	56,789
Contractors	3,202	4,858		2,796
Labour Oncost Allocation	22,208	29,670	624	41,567
Operating Expenses				
Contractors	156,157	102,650	159,600	90,434
Materials	1,910		6,000	0
Advertising		584	1,200	1,351
Other			6,000	0
	327,634	280,963	316,124	246,112
ABC indirect cost allocation	85,264	127,104	106,184	?
TOTAL COST	412,898	408,067	422,308	422,308
Number of Green Waste services	6,064	6,193	6,129	6,853
Number of Green Waste bin lifts	137,620	143,934	140,777	157,619
Average cost per bin lift	\$3.00	\$2.84	\$3.00	\$2.68

Assuming 10,853 households take up the FOGO service, Council would be providing in the order of 249,619 bin lifts. Based on \$2.68 per lift the total cost of this service would be in the order of \$669,000. Council's annual budgeted cost for providing the kerbside recycle service of \$736,000 indicates the cost estimate for extending the FOGO service is approximately correct. However, it is worth noting that the volume of general waste collected would decrease and potential savings could be realised by reducing either general waste bin sizes or collection frequency.



Alterations to the general waste service, however, are not a part of this discussion. This would be subject to a separate discussion following the assessment of household behaviour following roll out of the free FOGO service.

Social and Environmental Implications

The cost of not providing such a service has not been calculated. However, when contextualised around the whole of waste, recycling and reuse services that are currently or are proposed to be offered by the Council, the opportunity to deliver a step change in behaviour is clearly apparent from this proposal. Currently, the offering is felt to be restricted to those who can afford the service and whom have a garden and utilise the bin for garden waste. This does not help with the transition required where residents think at the sink and divert their food waste from their general waste bins.

This offer is more socially equitable and provides a new offer for all in our community, which in turn will contribute to the wider social and environmental objectives the Council is pursuing, as evidenced in the approach set out in the Council's draft Strategic Plan.

The Approach

The principles of this service change are:

- The Council will offer a universal FOGO service;
- Existing bin users will not need to pay any fee for 2020/21;
- The Council will charge a one off \$85 fee to cover the cost of the bin, a kitchen caddy, biodegradable caddy liners and delivery for new users;
- The current year and future year education programs will include a push on FOGO and seek to increase the take up of such bins; and
- A review will be taken in mid-2021 to enable a reassessment of the impacts to be quantified as part of the 2021/22 Annual Business Plan and Budget process.

CONCLUSION

Council is presented with an opportunity to provide support to the community of the City of Mount Gambier by waiving the annual FOGO service fee. Whilst this will incur a loss of income in the order of \$518,000 through sale of annual tag fees, the additional cost of providing a free service to all residents would be minimal. While the FOGO service would be increased, savings would be realised in the general waste service due to reduced volumes of waste sent to landfill.

The social benefits of providing a free FOGO collection service to the entire City of Mount Gambier community would far outweigh the cost in this difficult time of COVID-19 pandemic when so many of our community are struggling to meet their basic needs.

ATTACHMENTS

Nil



23.12 COMMUNITY DEVELOPMENT FUND APPLICATIONS – REPORT NO. AR20/30040

Committee:	Council
Meeting Date:	19 May 2020
Report No.:	AR20/30040
CM9 Reference:	AF19/416
Author:	Andrew Meddle, Chief Executive Officer
Authoriser:	Andrew Meddle, Chief Executive Officer
Summary:	A report seeking a decision of Council on three applications under the Community Development Fund.
Community Plan Reference:	Goal 1: Our People
	Goal 2: Our Location
	Goal 3: Our Diverse Economy
	Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage

REPORT RECOMMENDATION

1. That Council Report No. AR20/30040 titled 'Community Development Fund applications' as presented on 19 May 2020 be noted.
2. That Council endorse the following applications and amounts from the Community Development Fund:
 - (a) Mount Gambier Netball Club (\$19,935.56)
 - (b) Blue Lake Golf Club (\$19,805)
 - (c) Lifeline (\$7,995)
3. That the Chief Executive Officer inform the three groups of Council's decision.



BACKGROUND

The Council has received five applications at the time of writing for support from the Community Grant Fund. These are:

- Blue Lake Golf Club (major) for driving range works (\$19,805) [**Attachment 1**];
- Lifeline (minor) request for funding for tiling approved by the Chief Executive Officer on 13 May 2020 (\$2,266);
- Lifeline (major) request for bitumen sealing (\$7,995) [**Attachment 2**];
- Mount Gambier Harness Racing Club (minor) for works to create a secure storage location approved by the Chief Executive Officer on 13 May 2020 (\$5,000); and
- Mount Gambier Netball Association (major) for recently completed works at Olympic Park (\$19,935.56) [**Attachment 3**].

DISCUSSION

Three applications require a decision of Council. All three are consistent with the intent of the Community Development Fund and meet the criteria. However, one of the applications is for recently completed works, rather than providing an additional stimulus.

CONCLUSION

Council need to make a decision about whether to release the funds applied for. Given the intent of the Community Development Fund and the consistency of these projects with this, they are recommended for grant funding.

ATTACHMENTS

1. Blue Lake Golf Club Application for Community Development Fund [↓](#)
2. Lifeline Application for Community Development Fund [↓](#)
3. Mount Gambier Netball Association Application for Community Development Fund [↓](#)





Grant Avenue
Mount Gambier SA 5290

8th November 2019

Reference: BLGC 002/2019/20

Mr. A Meddle
Chief Executive Officer
City of Mount Gambier
10 Watson Terrace
MOUNT GAMBIER SA 5290

Dear Sir,

Application for Community Development Fund Funding

The Blue Lake Golf Club (BLGC) wishes to apply for funding through the Community Development Fund to undertake works on the driving range located at the corner of Orchard Road and Grant Avenue.

The BLGC currently is in receipt of a grant, provided by the City of Mount Gambier, to go towards the construction of a tee off driving range shelter. However; when an application was made for development approval to the District Council of Grant, the club was informed that the driving range was not an approved development. The driving range has been in existence since approx. 2004, and some documentation was provided to the DCG back in 2003, however was never following up into a formal process.

The club is currently, at the club's cost, having the area surveyed by Cameron Lock Surveying, in order to provide accurate documentation for submission of a DA to DCG. This survey will have to incorporate a carpark to the east of the driving range to satisfy DCG requirements.

Since the BLGC have taken over the lease on the public golf course the driving range has been extremely popular within the community, with on average over 100 members and non-members using the facility.

Our application request is for the following works to be carried out using only local contractors, and member input:

1. Provision of a carpark to satisfy the requirements under the Development Act - \$8,000.00. The club members will be providing kerbing, carpark access and post fencing to complete the works (\$6,840.00)
2. Extend the range from 250 m to 350 m in length - \$11,805.00. The club members will be providing grass seed and other infrastructure to complete the extension (\$7,000.00)

Please find attached our application for the subject Council Grant program with associated documentation.

Yours Faithfully



Stephen Smith
Blue Lake Golf Club

Enclosures:

1. Completed application form
2. Copy of quotation from Gambier Earth Movers
3. Business Case Proposal for Redevelopment of the Driving Range



COMMUNITY DEVELOPMENT FUND APPLICATION FORM

COMMUNITY GROUP / SPORTING CLUB	BLOE LAKE GOLF CLUB
ABN	8 0 3 0 2 0 4 6 6 3 0
CONTACT PERSON	STEPHEN SMITH
POSITION	WORKS MANAGEMENT COMMITTEE
PHONE NUMBER	0418 825015
EMAIL ADDRESS	steplentwoodbigpond.com
IF A SPORTING CLUB – IS THE CLUB STARCLUB ACCREDITED?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> PARTIALLY
DO YOU HAVE A BUSINESS PLAN?	<input checked="" type="checkbox"/> YES (IF YES, PLEASE SUPPLY) <input type="checkbox"/> NO
BRIEF DESCRIPTION OF PROPOSED WORKS:	To gain development approval for driving range & extend range to 350m in length.
COST OF WORKS	\$ 33,645-00.
HOW MUCH IS THE GROUP / CLUB PROPOSING TO CONTRIBUTE	\$ 13,840 -00
HOW MANY MEMBERS DO YOU HAVE / PEOPLE USING THE FACILITY PER WEEK IN NORMAL CIRCUMSTANCES?	Over 100 members & non members
NAMES OF LOCAL SUPPLIERS/CONTRACTORS:	GAMBIER EARTH MOVERS
IS A QUOTE ATTACHED:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
PROPOSED START DATE:	As soon as possible
PROPOSED FINISH DATE:	1x Month from Commencement
ARE YOU AWARE OF ANY CONSENTS REQUIRED FOR THE WORKS TO TAKE PLACE?	DA from Grant District Council
HAVE YOU ATTACHED A STATEMENT AS TO THE BENEFITS TO THE COMMUNITY? (For works over \$5000 only - max. 250 words)	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO SEE BUSINESS CASE

Enquires to General Manager Community Wellbeing, Barbara Cernovskis on 8721 2555
Please email completed form and supporting documents to city@mountgambier.sa.gov.au



GAMBIER EARTH MOVERS PTY LTD

PO Box 378, Mount Gambier, SA 5290.

Email: gsutherland@gem-group.com.au

EMAIL TRANSMISSION

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Our Ref:	190702GS	Date:	4 th July 2019
Attention:	Mr Bill Burley	Email:	lakes.caddy.shack@bigpond.com
Company:	Blue Lake Golf Links		
Subject:	Driving Range Works		
Sender:	Glen Sutherland	No. of Pages:	2

Dear Bill

Thank you for the opportunity to provide a quotation for the civil works at the Blue Lake Golf Links to prepare a new driving range.

Our price to complete these works is **\$10,731.60 (ten thousand, seven hundred and thirty-one dollars and sixty cents)** exclusive of GST.

The scope of works is as follows:

- Mobilise plant to site
- Mark out area
- Tyne grassed area (13,700m²) to loosen up
- Place levels on for area
- Grade area into shape to take dips and hollows out
- I have allowed 200m³ of unscreened topsoil to spread over area if there is not enough material to look tidy
- Roll off area 13,700m²
- De-mobilise plant from site.

Please Note: If more unscreened topsoil is needed, the price delivered will be **\$27.73/m³ + GST**.
If you would like screened topsoil the price delivered will be **\$36.82m³ + GST**.

We trust this quotation meets with your approval, however please do not hesitate to contact me on 0409 520 494 or email gsutherland@gem-group.com.au should you have any queries. Should you wish to proceed with this quotation would you please complete the attached form and return to our office at your convenience.

Yours faithfully
GAMBIER EARTH MOVERS PTY LTD

Glen Sutherland
Managing Director





QUOTATION ACCEPTANCE FORM

Name: Mr Bill Burley
Company: Blue Lake Golf Links
Email: lakes.caddy.shack@bigpond.com

Thank you for the opportunity to quote the work that is included on the Quotation

Name of Job: Driving Range Civil Works

The following conditions apply to the quote and if accepted we would appreciate you completing the acceptance section at the bottom of this sheet to allow us to commence work.

Conditions of Quotation

1. The quotation is firm for 1 month from the date of quoting. Acceptance after this date could result in the rates increasing or decreasing if the cost of labour or materials changes.
2. If acceptable the quotation is subject to GST of 10%.
3. If applicable, we reserve the right to claim progressive payments during construction, and the terms of payment are payment within 30 days of making a progressive or final claim for payment.
4. **Any queries relating to the quotation are to be directed to the Estimator by phoning (08) 8725 4093.** All alterations will be documented and a revised quotation forwarded for acceptance.
5. All works will be constructed in a professional manner in accordance to the quotation.
6. If the quotation is acceptable we require you to complete and sign the acceptance section below and return it to the company by post or fax to: **Estimating Section**, Gambier Earth Movers Pty Ltd, PO Box 378, Mount Gambier, SA, 5290 or alternatively fax to (08) 8723 0049.
7. Once the acceptance has been received by Gambier Earth Movers, all further queries regarding the commencement and construction of works are to be directed to our Operations on 8725 4093.

Account to be made out to: (sections below must be completed)

Name: _____

Postal Address: _____

Phone No: _____

Dear Sir

We have received your quotation, reference number 190702GS dated 4/7/19 and wish you to carry out the work specified.

We have read and accept the price and conditions associated with the quotation.

Signed _____

Date: _____



Business Case Proposal

Redevelopment of the Existing Practice Driving Range



Prepared by Stephen Smith
BLUE LAKE GOLF CLUB



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Background

Location

The BLGC currently has a rudimentary practice driving range located on the south side of Grant Avenue, adjacent to the old rubbish dump. This practice driving range was created with the sole purpose to enable local golf enthusiasts the opportunity to practice and improve their skills.

Requirement

The existing driving range, with its current length of 250 lineal metres, is the longest driving range within the greater Mount Gambier Area with members of both local golf clubs utilizing the current arrangement within an adhoc environment.

A practice range is considered essential for golf enthusiasts to enhance their individual skill level, or indeed people of all ages which would like to hit a few golf balls down the range. The driving range is attached to, and maintained by, the BLGC and is currently open to all non-golfers and golfers to utilize. Under current arrangements balls are either available through the BLGC at a small charge or alternatively people can bring their own.

Existing Driving Range Shortfalls

Issues with the current arrangement have been identified as:

1. The venue is not an "all weather venue" and affords no protection to users from the elements
2. The current tee block area requires extensive maintenance, particularly during the winter months, and does not generally provide a safe driving area when wet.
3. There are a considerable number of local golfers alone which drive the golf ball in excess of 250 m; and given their ability these golfers are being disadvantaged by the limited length of the current range.
4. The driving range only has the basic infrastructure currently in place, and the tees require consistently high maintenance to ensure that a suitable surface is provided.
5. With the BLGC increase in junior golf participants there is limited suitable space to be able to monitor progress and provide dedicated supervised instruction; particularly within an all weather environment.

Introduction

The committee and members of the BLGC come from all walks in life, span all age groups, and bring to the fore huge experience and capability. Their commitment to the community at large



is certainly the main driver behind the outward looking vision in the creation of a “community” type venue.

The members of the BLGC recognise that, apart from the BLGC being an essential community asset; that currently within the Greater Mount Gambier Area there is a shortfall in recreational activities to cater for not only the local population (families), but also tourists and other visitors which come to our great city. Although areas, such as the railway lands and the valley lakes area provide the spaces for activities to be conducted, there does not generally exist those “family” type activities which promote and induce family cohesion. This particular type of environment is considered essential in ensuring that tourists, locals, and visitors have a suitable range of activities to be enjoyed during their stay. It also sets Mount Gambier apart from other regional areas whereby tourists and visitors are being provided a memorable stay; thus, creating potential long-term revisitation.

The members of the BLGC also recognise that their club, and surrounding area, is in a unique situation and has the potential to provide a large range of activities to enhance the tourist and visitor experience; whilst at the same time providing a unique community venue for both people of all age groups, and varying degrees of disability. The BLGC also has the advantage of being in a position of being able to provide these activities in a supervised and managed environment.

It is our purpose to set a strategic direction for the BLGC’s future and this is the primary purpose of this business plan. It will address location, finance, and service issues that will be key to the future success of the club. This process is challenging from the standpoint that there is at least one other driving range in the community and this venture will essentially be a “redefinition” enterprise. What we have to offer in facilities will be unique to the area, and we are excited to serve the community.

Our market strategy is based on becoming a viable choice for people looking for a place to practice every aspect of the game of golf. The four target market segments the BLGC is focusing on are Tourists, Children, Adults, and Schools. Golf is becoming increasingly popular with children at younger ages. We will have programs in place to meet the needs of children wanting to learn the game of golf. Our facility will also appeal to adults of all levels who want a quality place to practice or take lessons in all types of weather. The BLGC will also build relationships with local schools to hold classes at the range, and to use it as a practice facility for their golf teams. The marketing objective is to actively support continued growth and profitability within the community through effective implementation of the strategy.

Our Products and Services

The BLGC Driving Range intends to offer first class service to not only all golfers and non-golfers alike, but also including both community members and all visitors, who are looking for a place to practice their shots or just have a fun day out at the community venue. Our driving range is strategically located so that ready access is available to not only the driving range, but also other activities.



These other activities which include, the snack bar, bistro, and golf shop at the BLGC also serve to ensure that all visitors enjoy their stay

Vision statement

The BLGC Committee's vision is to ensure that the BLGC becomes a strong family and community venue/club by providing a driving range which not only promotes the sport of golf, but also enhances community aspiration through the promotion of tourism, school participation and junior development advancement in golf.

Overall Mission

The BLGC Driving Range will be dedicated to providing a practice facility that is committed to serving golfers, both advanced and novice. It is our purpose to manage a facility that will help golfers of all levels develop their game. The BLGC will strive to make each customer feel that they are important to our community and will give each customer value for their dollar.

We see the creation of a state of the art driving range will value add to existing community infrastructure. Therefore; it is proposed, over the short to medium term, to undertake the creation of the following family and recreational venue space activities (which will be the subject of later business plan's):

1. Enhancement of the current Practice Driving Range (Subject of this business case proposal)
2. Creation of a putt putt low maintenance 18 hole golf course
3. Creation of family spaces connected to the main club building; which include supervised children play spaces, and extended deck out the front of the entertainment area of the clubhouse.

Items 2 and 3 above will be the subject of future business case proposals as these projects are within the Council Crater Lakes heritage area and will therefore require careful consideration.

Objectives

The BLGC's objectives are:

1. Provide a first class community facility which allows both golfers and non-golfers to practice aspects of their games
2. Provide a strong bond between the BLGC, the community and all schools within the area
3. Assist in the promotion of tourism within the greater Mount Gambier area
4. Provide a suitable venue which assists in the promotion and training of junior golfers



Priority

Due to the expected overall cost of the above changes the BLGC believes that the creation of the “community venue” will have to be prioritised using the below philosophy:

1. The project must provide for immediate capital injection into the not for profit BLGC.
2. The project must utilise maximum input from members; particularly those with trade background.
3. The project must have the ability to provide better patronage of the BLGC.
4. Projects are to have emphasis on the promotion of sport, whilst at the same time ensuring maximum family involvement.
5. Each and every project, where possible, must make maximum use of sponsorship in order to reduce capital outlay.

In keeping with this philosophy the BLGC has determined that their priority 1 project is to be the creation of a state of the art practice driving range (subject of this business plan).

Proposed Capital Works

It is proposed that the following works be carried out in order to provide a “State of the Art” facility:

1. Extend the driving range to an acceptable distance to a maximum of 350 m. This extension will involve building over the existing old rubbish dump; which is currently subject to EPA monitoring.
2. Provide an all-weather driving tee area, divided into bays, which requires minimal maintenance. The all weather area is proposed to have up to five (5) individual tees with synthetic surface with appropriate infrastructure.
3. Provide bunker and option arrangements within the main driving area
4. Provide extensive range identification markers within the range
5. Provide plant enabling recovery of golf balls
6. Providing suitable safe parking adjacent to the facility

Start-up Summary

Total start-up expenses are as shown below:

**Redevelopment of the Existing Practice Driving Range
 Estimated Construction Costs (GST Exclusive)**

Ser	Item Description	Individual Cost	Comments



1	Survey of site to produce site plan with proposed reduced levels, proposed carparking and survey site markers	\$4,500.00	Site plan to be provided to Council for Asset Management Plan
2	Design of tee structures	\$2,500.00	Including all weather protection and general tee construction with material finishes
3	EPA Monitoring provisions	TBA	Not included in estimate and will be subject to Council/EPA requirements
4	Extend the range to 350 metres	\$14,500.00	Civil Component
5	Supply and install structural steel tee canopy	\$31,650.00	Includes concrete footings and low height division panels between the proposed 5 x tee bays for sponsorship signs. Although outside crater lakes area direction of aesthetics required by Council Planning Staff.
6	Level off and provide concrete surface to tee areas	\$9,800.00	Approx area of 120 m2
7	Provide synthetic grass surface to tee areas	\$3,120.00	Approx area of 120 m2
8	Provide rubber tees	\$420.00	
9	Provide proprietary range markers throughout range	\$2,300.00	
10	Provision of carparking	\$19,000.00	In order to fully determine the requirement close liaison with Council will be required. There currently exists space on the north side of the road adjacent to the golf course, and a pedestrian crossing may be required. Carparking (which may also include for RV's) would have to be low maintenance such as a scalp base only.
11	Grass seed	\$800.00	

Sub Total

\$88,590.00

Facility Maintenance

It should be noted that no provision has been made for maintenance of the facility once complete. All maintenance to be performed by the club members.

Market Analysis Summary

The BLGC will be focusing on golfers and non-golfers at all levels and all ages who want a good quality practice facility.

Our target groups include:

1. Children (ages 6-17), and we are continuing to ensure that development programs are in place for them to participate in. Golf is becoming more and more popular and as children are beginning to participate at younger ages, we would like to give them opportunities to learn the game.



2. Another target group is adults, both male and female, who have an interest in either learning the game of golf, or getting better at it.
3. The BLGC over the last several years has been the venue for an event on the Senior Australian PGA tour. The current driving range is extremely limited and provides little value to competitors who like to “warm up” before their round begins. It is intended to continue with securing events such as the PGA events, and also including chartered events by external sponsors to the club.
4. Having a state of the art venue would also promote tourism within the area. There is significant anecdotal evidence to suggest that there are large numbers of travelers/tourists who like to enjoy this type of activity on their travels.
5. The last target group is comprised of high schools and primary schools who want a facility to have classes and instruction, as well as train their golf teams. The need for a state-of-the-art driving range in this community has been apparent for many years and the BLGC intends to satisfy that need.

Market Segmentation.

The profile of our customers consists of the following Psychographic and Demographic factors.

Adults

- 80% male 20% female.
- Age range of 18 years to 75.

Children

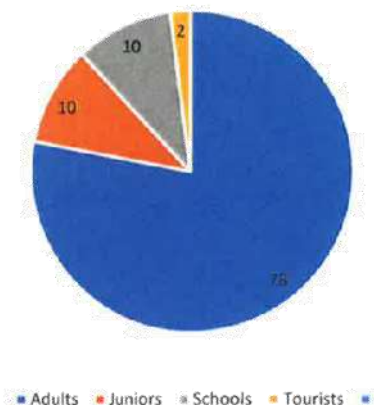
- Age 7 - 17.
- Parents play golf.
- Play other sports in addition to golf.

Schools

- School sizes range between 500 - 1,000 students for high schools in the area.
- 10% of the local schools are private institutions.
- 10% of high schools have an active golf team.



Market Analysis



Children - Age range of 7 - 17 years of age. Most of the parents of these children also play golf. In addition to golf many of this group plays other sports.

Adults - This group has an age range of 18 - 75 years of age. 80% of this group are males. It is common for this group to play for business as well as pleasure. Many companies also use golf as a company event for its employees.

Schools - Many local high schools and primary schools in the area have golf teams that need local practice facilities or have a need to provide for variety for their students with regards to sports. Working with these institutions to provide facilities to hold classes and practice will fill this need. Local high schools typically have 500 to 1,000 students. With over ten schools in the area we are looking at approximately XXXXXXXX students.

Strategy and Implementation Summary

The primary sales and marketing strategy includes these factors:

1. A quality practice facility that allows a golfer to work on every part of their game.
2. Availability of quality instruction (with regards to junior program).
3. Open facility to high schools and primary schools to hold classes and team practice sessions.
4. Liaison with local tourist representatives with the view to external promotion of the venue

Competitive Edge

The BLGC believes its competitive edge lies with three main differentiators.



1. The Driving range, although adjacent to the main golf course, will be viewed as a state of the art facility which can be maintained within the confines of the existing golf course.
2. Our facility will be set up to provide an all weather venue; and users will have the benefits of access to a good variety of beverages and snack foods for customers.
3. User will also be able to avail themselves of all other aspects of the golf club, including the practice fairway, practice putting green, bistro and restaurant, and golf shop. All within reach of the driving range. Indeed users can also play a round of golf on our golf course.

Marketing Strategy

Our marketing strategy is based on becoming the preferred choice for golfers of all ages who are looking for a practice facility that focuses on all phases of the game. Our marketing strategy is based on superior service in the following areas:

Quality facilities.

Quality instruction where required.

Customer service.

Our marketing strategy will create interest and appeal from our target market for what we offer our customers. Once they come to our facility we have no doubt that they will not only come back, but will bring their friends as well.

Sales Strategy

The primary sales and marketing strategy includes these factors:

1. A satisfying practice experience that provides excellent facilities and top notch customer service.
2. Excellent location that is convenient to get to.
3. Direct access to ancillary services such as the BLGC bistro and golf shop.
4. Hassle free access to the facility

Sales Forecast

The Sales Forecast is broken down into three main revenue streams: golfers and non-golfers , Concessions (schools), and tourism. In spite of any economic unpredictability in the future, we expect to have at least a 5% growth increase in the following two years. Set out below are projected sales for the next two years with all sales being injected straight back into the facility and surrounding infrastructure to enable enhancement of the facility through solar lighting and target packages.

Golfers/Non-golfers

Projection is based on buckets of golf balls at \$10/bucket of 70 balls. Realistically, and using an average throughout any one year (greater patronage during daylight savings than during



winter) it is assessed that a conservative estimate of usage will be in the order of 20 buckets per week:

1. 2019/2020 \$10,400.00
2. 2021/2022 With 5% growth \$10,920.00

Local Schools/Junior Golfers Programs

1. 2019/2020 \$1,200.00
2. 2021/2022 With 5% growth \$1,260.00

Tourism

1. 2019/2020 \$330.00
2. 2021/2022 with 5% growth \$346.50

Management Summary

The Blue Lake Golf Club Operations Manager will oversee all of the operations at the Driving Range including responsibility for overseeing the concessions which includes all ordering and management of sponsorship signage. The Blue Lake Golf Club Committee management will have the responsibility for the marketing and advertising of the venue, along with close liaison with the City of Mount Gambier Tourism Management for the creation of suitable brochures for the promotion of the venue.

Personnel Plan

Personnel resources necessary to run and maintain the venue will be drawn from existing course personnel, and include for club volunteers. This approach will render the management and maintenance of the driving range (Personnel wise) as cost neutral.

Expected Cost Methodology

Potential Savings to the Proposal

The costs associated with the redevelopment of the existing range will have to take into account:

1. Local natural (uncontaminated) material (soil and the like) which can be redirected from intended landfill to provide a suitable base for the extension to the range. The extension of the range to comply with Council and EPA requirements represent a majority of the expected cost.
2. The current capabilities of the BLGC. Currently within the club there exists a variety of tradespeople including, but not limited to, carpenters, steelworkers, manufacturers, builders, concretor's, electricians etc. Early indications from club members is that labour to undertake sections of the works will be freely made available.



3. There is the ability for the BLGC to offer sponsorship deals for local businesses to sponsor as follows:
 - a. Overall sponsor for the newly developed range
 - b. Individual tee bay sponsorship

Value Costs

As with any community venue "community value adding costs" also have to be calculated into the project. These values would include such items as:

1. Tourism. It is understood that there exists a number of tourists which do play golf during their travels. Having a venue such as this opens up this type of venue for not only the serious golfer, but also as an activity for family participation. Brochures promoting the community venue would be made available to the local tourist information shop.
2. The promotion of local sport for all ages with particular emphasis on both junior golfers and low handicap golfers who participate both within our region but also in major centres such as Adelaide
3. Community participation including hiring of the facility out to local schools for their sports programs.
4. Increased interest in the sport of golf.

Summary

In summary the The BLGC strongly believes that a state of the art driving range is required for the Mount Gambier community; as well as the wider community as a whole. The BLGC is committed to providing a suitable practice facility which is committed to serving golfers, both advanced and novice; and including the school community and tourism. We also believe that, although start up funding for the project is required; that the facility will then become a self-funding community asset.





COMMUNITY DEVELOPMENT FUND

What is the rationale of the fund?

Quick injection of finance into repairs / maintenance of community and sporting facilities, which can be undertaken whilst the facilities are not in use because of the COVID-19 pandemic. This fund is about getting work done **NOW** in preparation for a return to community gatherings and sport. The stimulus is expected to flow back in to the community because of the need to source labour (including volunteers) and materials locally. The Council intends to make decisions quickly on applications and will consider increasing the funding available should demand outstrip supply. Preference will be given to projects which work to address compliance issues including disability access to facilities.

How much is available?

Up to \$200,000 is available as part of the fund.

Is match funding required?

No, but it may help your application (particularly on larger projects) and will help the limited funding available to go further, benefiting more in our community.

What are the funding streams?

Minor works – up to \$5,000.

Major works – up to \$20,000.

What are the criteria?

- ▲ Available to community and sporting clubs based in or predominantly serving residents of Mount Gambier.
- ▲ Available for facilities owned by the community or sporting club or facilities rented from the Council.
- ▲ Preference will be given to applications that demonstrate use of local suppliers, contractors and Australian made products.
- ▲ All work to be completed within one month from the date of agreement, unless otherwise agreed in writing.
- ▲ Only one application from each of the funding streams.
- ▲ Funding from the Community Development Fund cannot be used to match fund other City of Mount Gambier grants requiring a group / club contribution.

How to apply?

- ▲ **Minor works** – Complete the application form overleaf and submit to city@mountgambier.sa.gov.au with a quote from a local contractor and / or supplier.
- ▲ **Major works** – Complete the application form overleaf and submit to city@mountgambier.sa.gov.au with a quote from a local contractor and / or supplier and a statement of the benefits to the community from the Council's investment in the project and whether the club / society is proposing to put any funding towards the work (max. 250 words).

If the works require other consents (Landlord Consent / Planning Approval) we will work with you to help you achieve these and will waive our fees for this work.



COMMUNITY DEVELOPMENT FUND APPLICATION FORM

COMMUNITY GROUP / SPORTING CLUB	Lifeline South East (SA) Inc
ABN	9 7 2 7 2 7 4 0 8 0 4
CONTACT PERSON	Leah Griffin
POSITION	CEO
PHONE NUMBER	0887232299
EMAIL ADDRESS	lgriffin@lifelinesa.com.au
IF A SPORTING CLUB – IS THE CLUB STARCLUB ACCREDITED?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> PARTIALLY
DO YOU HAVE A BUSINESS PLAN?	<input checked="" type="checkbox"/> YES (IF YES, PLEASE SUPPLY) <input type="checkbox"/> NO
BRIEF DESCRIPTION OF PROPOSED WORKS:	
Last winter we had problems with our forklift getting bogged transporting donations between our two warehouses. We have patched the area temporarily but a permanent solution would be to excavate/level and lay 2 coats of bitumen seal on the driveway/carpark area.	
COST OF WORKS	\$ 8995
HOW MUCH IS THE GROUP / CLUB PROPOSING TO CONTRIBUTE	\$ 1000
HOW MANY MEMBERS DO YOU HAVE / PEOPLE USING THE FACILITY PER WEEK IN NORMAL CIRCUMSTANCES?	approx 100 people
NAMES OF LOCAL SUPPLIERS/CONTRACTORS:	MTG EXCAVATIONS PTY.LTD.
IS A QUOTE ATTACHED:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
PROPOSED START DATE:	ASAP
PROPOSED FINISH DATE:	as above
ARE YOU AWARE OF ANY CONSENTS REQUIRED FOR THE WORKS TO TAKE PLACE?	No
HAVE YOU ATTACHED A STATEMENT AS TO THE BENEFITS TO THE COMMUNITY? (For works over \$5000 only - max. 250 words)	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

Enquires to General Manager Community Wellbeing, Barbara Cernovskis on 8721 2555
Please email completed form and supporting documents to city@mountgambier.sa.gov.au



Crisis Support. Suicide Prevention.

City Of Mount Gambier
City@mountgambier.sa.gov.au

8 May 2020

Dear Councillors,

We are one of 40 Lifeline Centre's across Australia. We are a community-based Centre, providing a broad range of support, information, counselling and referral services. We are a registered charity and raise funds through community donations and the sale of donated goods through our retail shops. The revenue from the shops/warehouse goes towards supporting our suicide prevention services.

We have 2 premises, an office at 5 Mark Street and a warehouse at 313 Commercial Street West which has two sheds on it. The warehouse is where our donated goods are processed.

Last winter we had issues with our forklift getting bogged whilst transporting donations from one shed to another for processing and distribution to the shops.

We have temporarily patched the area but need a permanent solution one of which is to lay a Bitumen Seal between the sheds. We have received 2 x quotes, one to have the whole job completed (257m²) and the second is to have the worst section fixed (105m²).

This work will benefit our staff and volunteers by making the transportation between sheds easier, they will be able to load and unload vans with ease and they will not have to worry about how they will be able to perform their tasks in the wet weather.

By investing in these earthworks via the Community Development Fund, Council will ultimately be helping Lifeline to help others.

Kind Regards

A handwritten signature in blue ink, appearing to read "Leah Griffin".

Leah Griffin
CEO
Lifeline South East (SA) Inc

PO Box 386 Mount Gambier SA 5290 ☎ 08 8723 2299 ☎ 08 8725 1200
Email: office@lifelinesa.com.au 🌐 www.lifeline.org.au/south-east

ABN: 97 272 740 804



P.O. Box 688
MT. GAMBIER. 5290
Phone/Fax : 8725 5411
Mobile No : 0427 656 007



MTG EXCAVATIONS PTY. LTD.

6th November, 2019

Attention : Chris Hastie

QUOTATION : Bitumen Upgrade

We are pleased to submit the following quotation for your consideration.

QUOTATION # 1

- Excavate / level and lay 2 Coat Bitumen Seal inside / between sheds.
Total area 257m²

Our Price \$ 8,995.00 Plus Gst

QUOTATION # 2

- Excavate / level and lay 2 Coat Bitumen Seal on driveway / carpark area on
Western side of shed. Total area 105m²

Our Price \$ 3,675.00 Plus Gst

This quotation remains valid for 60 days from the date of the quotation, after which a revised quote may be necessary.

Any amendment to this quotation constitutes a variation to the quoted price. We trust that you will find our quotation satisfactory and look forward to working with you. Please contact us should you have any queries.

Version 1 – 09/2009

Quantities and measurements for this quotation have been calculated from the measurements taken on site. Any amendments or alterations from these measurements, resulting in additional materials / machine hire, will be regarded as an extra and charges at normal rates will apply. This includes any works required to excavate / relocate existing services or any Hard Rock digging.

This quote excludes costs incurred by possible works required to fill voids or caves and treatment of any unstable soils on site.

MtG Excavations Pty. Ltd., being a full member of the Civil Contractors Federation, has been accredited as meeting the requirements of the Civil Contractors Federation Construction Management Code, inclusive of Environmental, Occupational Health and Safety and Quality Assurance.

Copies of these policies and manuals are available upon request

Regards,

Lambert Verhoeven

0428 854 430

I/We accept this Quotation for the supply of goods and/or service referred to in this Quotation in accordance with the Terms and Conditions of Trade ("Terms"), as varied from time to time. I/We acknowledge prior to accepting this Quotation for the supply of goods and/or services I/We have received, read and understood the Terms and agree to be bound by the Terms

Acceptance

Customer **Signature**

Contact **Date**

Position





Business Action Plan 2019

Developed March 09
Responsibility for Compliance/Board/CEO
Responsibility for Non Compliance/Board/CEO

Business Action Plan

Last Reviewed Jan 2019



Lifeline South East (SA) Inc.

BUSINESS ACTION PLAN for 2019

Introduction

Lifeline South East (SA): (LLSE) is a charity registered with ACNC: Australian Charities and Not-for-profits Commission: and, as such, has a legal obligation to ensure Board Members are fully aware of these legal duties. LLSE operates under the umbrella of Lifeline Australia from which it derives its charter. The Vision and Purpose set out by the national body are acknowledged and accepted by Lifeline South East (SA) as the basis for determining the strategic direction for the organisation and the business plan that derives from this.

- **Vision** – *An Australia free of suicide*
- **Purpose** – *To support Australians in time of crisis and equip individuals and communities to be resilient and suicide safe.*

Lifeline South East (SA) accepts this Vision and Purpose and seeks to accomplish its principles and directions in all of its services, programs and initiatives.

The Strategic Plan for Lifeline South East (SA) has been presented to the Board of Governance and accepted as the statement of policy direction with identified actions to enable those policies to be achieved. It is reviewed annually with input available to all stakeholders, internal and external.

The Vision Statements and the Strategic Plan clearly identify Lifeline South East (SA) as an organisation that is committed to providing a range of support services to people in the regional community. The Business Action Plan sets out the parameters by which the organisation will meet the expectations of the community.

The Strategic Framework: Key Business Objectives

In order to enact its charter, Lifeline South East (SA) has identified key objectives that fall into two categories:

Those that support the delivery of community services –

- Developing a service delivery plan that identifies the core service and those supported by separate funding arrangements;
- Implementing crisis support service through a 24 hour service provided by trained crisis supporters which meets the requirements of the National Key Performance Indicators;
- Meeting the National 13 11 14 Call Answer Key Performance Indicators by moving to a hybrid model of Paid and Volunteer Crisis Supporters to sustain core service;
- Appropriate training and recruitment of volunteers to sustain core services.
- Maintaining the Workforce Management Program
- Using Environmental Scanning on emerging community trends, patterns, gaps and deficiencies obtained through research, Round Table alliances and Frontline Workers, to regularly inform or alert Board to threats or opportunities.
- Adopt an outcomes approach using Results Based Accountability to change service focus from what we do to what we achieve.

Those that provide direction to the business activities delivering financial resources to the service programs –

- Budget preparation is linked directly to the Strategic Plan, Business Action Plan and Service Action Plan.
- Managing business centre profitability to assist the organisation to meet core service obligations on a sustainable basis;
- Actively pursue grants at state and federal levels of government that are compatible with the goals of the Strategic Plan & the Strategic Framework of Lifeline Australia;
- Providing all staff and volunteers with a safe and secure workplace;
- Conducting all operations with due regard for environmental responsibility.

Operational Outcomes

1. Development and Management of Resources
 - Prepare a comprehensive Business Action Plan together with a Capital acquisitions programme and Assets Register;
 - Acceptance of an annual budget that provides a realistic assessment of revenue flow and operational costs. The budget to be approved by the Board;
 - Prepare a Risk Management Plan (Attachment 2.) compatible with the Risk Management Policy which is communicated to all staff. Plan will have register of risk mitigation procedures reviewed six-monthly by Board;
 - On a monthly basis prepare an analysis of financial performance which will include an update of the profitability of each business enterprise, a Profit and Loss statement and Balance Sheet;
 - Determine how submissions will be prepared to seek grants funding and explore other options for income. Lifeline Australia has indicated that assistance is possibly available to support this initiative;
 - Review the operation and procedural policies of the organisation as outlined in the Process for Review, Section 1 of the Policy Manual. This is a function carried out jointly by the Board and management;
 - Implement business and management practices that will contribute towards zero waste outcomes.
2. Leadership
 - Conduct performance appraisals for all staff which will include a programme for skills development and the option to expand the scope of each position where appropriate. The performance appraisal of the CEO will be carried out by the Chair of the Board;
 - Develop and update a skills register of all staff, Board members and potential contractors. Where appropriate the skills of volunteers may also be included;
 - Establish as a standard operating process the requirement for all newly appointed staff, volunteers and Board members to declare any potential conflict of interest at point of entry to the organization and annually thereof;
 - Determine a process to ensure that crisis supporters in particular are informed and trained in emerging social issues;
 - Undertake to continue a vigorous promotion of the organisation through the local media, local government and other service organizations.
3. People
 - Continue to implement a WHS policy together with the appropriate operating procedures that is understood and accepted by all personnel;
 - Undertake a WHS audit of all sites on an annual basis and ensure that issues of non-compliance are followed up and corrected;
 - Consider requests for external training through a rigorous analysis of the costs involved and the financial and social benefit to Lifeline South East (SA);
 - Encourage and increase volunteer involvement by acknowledging the changing focus of volunteers such as episodic volunteering. Volunteering SA has promotional material that can assist in the work;
 - Prepare a succession plan to be implemented in the event that executive positions become vacant at short notice.
4. Provision of Community Based Services
 - Establish relevant training programs for both staff and volunteers to ensure that the delivery of services is maintained at a high level and is consistent with the requirements of revised training courses. Review the Service Delivery Plan;
 - Prepare service contracts for any outsourcing of work ;
 - Pursue opportunities to pilot potential national services for Lifeline Australia;
 - Program to evaluate service delivery to be followed as per the KPI's indicated in each Service Agreement;

- Pursue opportunities to raise community awareness of services and how to access them through such promotions as Field Days, Shows, Mall displays, Volunteer Awareness Week and other strategies that may be appropriate.
- 5. Opportunities for Community Advocacy
 - Continually seek out opportunities for ancillary services, consistent with the capacity of Lifeline South East (SA) to effectively deliver those services;
 - Regularly examine the relevance of services provided by Lifeline South East (SA);
 - Speak out on behalf of the disadvantaged and marginalized groups within the region.

Financial Management

Budget strategies

The preparation of the budget has followed the strategy of the previous year.

The estimates of revenue and funding are conservative and leave scope for increases during the year. A benchmark for the costs of providing the Lifeline Crisis support Service is taken into consideration.

Financial reporting

The following procedures will continue to be performed.

- Manage data entry staff to ensure financial reporting requirements and timelines are met;
- Provide timely and accurate financial reports for the Board indicating significant trends and data relevant to agreed benchmarks;
- Maintain an accurate register of all assets valued at over \$300;
- Provide reports to, and work with, sites when setting budget figures;
- Provide an achievable annual budget for Board consideration;
- Provide a report and budget for Capital Acquisition and Asset Replacement as part of the annual budget;
- Manage investment of all monies to obtain the best return for Lifeline South East (SA) and ensure funds are deposited with Board approved institutions;
- Review insurance policies and ensure all grant agreement requirements are met, and assets are insured at market value;
- Maintain current registration and insurance of the organisation's vehicles at all times;
- Maintain protection of all financial records and transactions from loss, improper use or damage;
- Provide written pricing comparisons and quality assessments prior to purchasing goods or services in excess of \$1000;
- Reports and acquittal of all project grants as set out in agreements;
- Provide financial reporting requirements as per Service Agreements for recurrent funding;
- Undertake an annual audit, together with an external auditor, to provide audited statements for the AGM held in September – October each year; Ensure all Auditor requirements are met;
- Ensure all LASP criteria are met;
- Compliance with all Federal and State legal requirements;
- Provide Risk monitoring to Board on identified or new, emerging risks.

Performance indicators

The following indicators are set out as realistic and relevant measures of the effectiveness of service delivery and business management.

Financial

- Profitability of all business sites monitored and mapped against budget on a monthly basis;
- Annual budget estimates met or improved;
- Successful acquittal of all project grants;
- Funding for all service sectors to be secured at the level indicated in the budget;
- Accurate and relevant financial reporting to be made to the Board on a monthly basis;
- Audit report and statements comply with Australian Auditing Standards and fulfill all requirements under the Associations Incorporations Act 1985 (SA);

- Lifeline Australia accreditation renewal.

Service functions

- Maintain crisis support as the core service and meet the standards as may be determined by Lifeline Australia;
- All service standards and KPI's of funded programs to be followed;
- All service standards relating to LASP to be followed.

Governance and Administration

- Review policies at least once every 2 years, working on 50% of policies in the first year and 50% in the second year;
- Board to undertake an annual review to identify and pursue any training needs.;
- Achieve a high level of conformance with service programs through external audit and reporting functions;
- Prepare relevant written submissions for grant application as they arise using contracted assistance as required;
- On time payment of Lifeline Australia accreditation fees.

Personnel

- Endeavour to increase crisis supporters to at least adequately compensate for expected attrition;
- Endeavour to increase the number of volunteers in business Centres to adequately compensate for expected attrition;
- Limit the number of Lost Time Injuries (LTI's) across all business Centres;
- Provide costings on hybrid model of paid and volunteer crisis supporters.

Supporting documentation

The following documents are tendered as integral components of this plan:-

- The Strategic Plan for Lifeline South East (SA)
- The approved budget
- Assets Register
- Capital Acquisitions Register
- Service Plan
- Risk Management Plan – Attachment 1.

Management and Administration

- The organisation structure chart – Attachment 2.

Future development

The future of the organisation will depend largely on how it is perceived by the local community as providing an essential and meaningful array of services to all people in need. However in order to achieve this in the future, Lifeline South East (SA) must be confident that it can adequately fund these initiatives.

The Board of Governance requires staff and committees to ensure any funding proposals are mapped against Attachment 2, Policy 6.2: Formatting Proposals to Aid Decision Making. This sets out the required framework including the requirement that any proposal sits within the Strategic Plan, Vision Statements of Lifeline South East.

Marketing

The promotion of Lifeline South East (SA) is a matter of ensuring that people within the region are aware of the services on offer.

The other marketing requirement is directed towards presenting Lifeline South East (SA) as an organisation that fulfills a vital function in the region and to which people will give of their time and other forms of assistance. Lifeline Australia has available promotional material and advice which can be used in this programme, and which will be accessed when required.

Lifeline South East (SA) recognises that any marketing activities will be conducted in such a manner that the integrity of the Lifeline brand is maintained.



COMMUNITY DEVELOPMENT FUND APPLICATION FORM

COMMUNITY GROUP / SPORTING CLUB	MOUNT GAMBIER NETBALL ASSOCIATION
ABN	7 3 9 8 3 2 3 2 6 3 4
CONTACT PERSON	JANE MARTIN
POSITION	TREASURER
PHONE NUMBER	0448 929 999
EMAIL ADDRESS	treasurer@mgna.com.au
IF A SPORTING CLUB – IS THE CLUB STARCLUB ACCREDITED?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> PARTIALLY
DO YOU HAVE A BUSINESS PLAN?	<input type="checkbox"/> YES (IF YES, PLEASE SUPPLY) <input checked="" type="checkbox"/> NO
BRIEF DESCRIPTION OF PROPOSED WORKS:	
Due to our redevelopment / demolition in readiness of the new sporting complex - we have had 2 courts resurfaced by Gambier Earthmovers and then the court lines have been painted by The Paint place staff.	
COST OF WORKS	\$49935.56 (exc GST) No quote for lines.
HOW MUCH IS THE GROUP / CLUB PROPOSING TO CONTRIBUTE	\$30,000
HOW MANY MEMBERS DO YOU HAVE / PEOPLE USING THE FACILITY PER WEEK IN NORMAL CIRCUMSTANCES?	600-700 players
NAMES OF LOCAL SUPPLIERS/CONTRACTORS:	Gambier Earthmovers The Paint place (no quote provided)
IS A QUOTE ATTACHED:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
PROPOSED START DATE:	27/3/2020
PROPOSED FINISH DATE:	Just completed.
ARE YOU AWARE OF ANY CONSENTS REQUIRED FOR THE WORKS TO TAKE PLACE?	No
HAVE YOU ATTACHED A STATEMENT AS TO THE BENEFITS TO THE COMMUNITY?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO



MOUNT GAMBIER NETBALL ASSOCIATION

PO BOX 421, MOUNT GAMBIER SA 5290
treasurer@mgna.com.au

8th May 2020

Community Development Fund
City of Mount Gambier

Mount Gambier Netball Association has recently undergone some demolition work in preparation for the new sporting complex. This work was discussed and committed to prior the COVID-19 pandemic. Since this pandemic, as we are all aware, all sports have been suspended which means no income via registration fees, canteen etc but the Mount Gambier Netball Association is committed to the new works at the Olympic Park complex.

The benefits to our netball community by having the work carried out is that we have been able to make an extra court within the Australian guidelines for our players to play on and we have been able to make an existing court much safer for our players as the deterioration of the court was becoming dangerous for us to be able to schedule games on. These fresh changes will make our 700 players happy to see an extra court and an existing one safer. This extra court will also assist us in running our 2020 season as we are losing 4 courts within the construction area.

The Mount Gambier Netball Association would like to thank you for considering or application and we look forward to hearing from you in the near future.

Regards

Jane Martin

Treasurer





GAMBIER EARTH MOVERS PTY LTD

PO Box 378, Mount Gambier, SA 5290

Email: lhicks@gem-group.com.au

EMAIL TRANSMISSION

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Our Ref:	200104LH	Date:	14 th January 2020
Attention:	Scott Martin	E-mail:	-
Company:	Mount Gambier Netball Association		
Subject:	Olympic Park Netball Court Resurfacing		
Sender:	Liam Hicks	No. of Pages:	3

Dear Scott,

Thank you for the opportunity to provide a quote for the **resurfacing of netball courts at Olympic Park, Mount Gambier**. We understand the scope of works is as follows:

- **Preliminaries**
 - Mobilisation
- **Earthworks & Demolition**
 - Profile 30 mm existing asphalt surface and dispose off-site (total 1,957 m²)
 - Sawcutting (total 78 m)
- **Surfacing**
 - Supply and place 30 mm AC7 C320 asphalt wearing surface (total 2,152 m²)

We offer to undertake the above scope of works as per the following cost breakdown:

Item	Price (ex GST)
Preliminaries	\$768.35
Earthworks & Demolition	\$4,362.57
Surfacing	\$44,804.64
Total	\$49,935.56

The Total Cost of works is **\$49,935.56+GST (Forty-nine thousand, nine hundred and thirty-five dollars and fifty-six cents excluding GST)**.

Please Note the following condition/s:

- No Allowance has been made for locating or re-locating any services. If this is required it will result in a variation to contract.
- No Allowance has been made for liaising, negotiating or obtaining permits with any stakeholders within and/or adjacent to the project area other than the person/s or entity this quote is addressed to. This includes but is not limited to landowners, carers of culturally

24 MOTIONS WITH NOTICE

Nil

25 URGENT MOTIONS WITHOUT NOTICE



26 CONFIDENTIAL ITEMS OF COMMITTEES

26.1 CONFIDENTIAL ITEMS OF THE CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE HELD ON 6 MAY 2020

26.2 CHIEF EXECUTIVE OFFICER 2019/2020 REVIEW – REPORT NO. AR20/27208

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 Mayor L Martin, Councillors S Mezinac, K Amoroso, M Bruins, C Greco, B Hood, P Jenner, F Morello and S Perryman and Council Officers A Meddle, N Serle, J Nagy, M McCarthy, A Meyers, A Watson and F McGregor be excluded from attendance at the meeting for the receipt, discussion and consideration in confidence of Agenda Item 26.2 AR20/27208 Chief Executive Officer 2019/2020 Review.

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 the matter for consideration relates to personal affairs being the employment performance of the Chief Executive Officer Mr Andrew Meddle.

CONSIDERATION FOR KEEPING ITEMS CONFIDENTIAL

1. In accordance with Sections 91(7) and 91(9) of the *Local Government Act 1999* the Council orders that the report 26.2 AR20/27208 Chief Executive Officer 2019/2020 Review and its attachments, the discussion and the resolution/s and minutes arising from the report, having been considered by the Council in confidence under Section 90(2) & (3) (a) be kept confidential and not available for public inspection until as stated in In Confidence Minutes of 06/05/2020.
2. Further that Council delegates the power to review, revoke, but extend of the confidential order to the Chief Executive Officer in accordance with the provisions of Section 91(9)(c) of the *Local Government Act 1999*.

27 NEW CONFIDENTIAL ITEMS

Nil

28 MEETING CLOSE



COMMITTEE MINUTES

AND

REPORTS / ATTACHMENTS

**MINUTES OF CITY OF MOUNT GAMBIER ORDINARY COUNCIL VIRTUAL MEETING
HELD VIA ZOOM ON TUESDAY, 21 APRIL 2020 AT 6.00 P.M.**

LINK TO MEETING RECORDING: <https://youtu.be/2ehP31Ax3Gg>

**PRESENT
VIA ELECTRONIC
MEANS:**

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

**OFFICERS IN
ATTENDANCE:**

Chief Executive Officer	- Mr A Meddle
General Manager Community Wellbeing	- Ms B Cernovskis
General Manager City Infrastructure	- Mr N Serle
General Manager City Growth	- Dr J Nagy
Manager Executive Administration	- Mr M McCarthy
Manager Finance and Customer Service	- Mr J Zwijnenburg
Communications Officer	- Mrs A Watson
IServices - Support Officer	- Mr A Myers
Executive Administration Officer	- Mrs M Telford

The Mayor Lynette Martin noted the Council Meeting is being held as a virtual meeting with Elected Members attending via electronic means using Council's secure link in. This is not considered usual practice, but a necessary precaution during the current COVID-19 pandemic and in accordance with Ministers Notice dated 31st March 2020 and Council Policy C410.

1 ACKNOWLEDGEMENT OF COUNTRY

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

2 APOLOGIES

Nil

3 LEAVE OF ABSENCE

Nil

4 CONFIRMATION OF COUNCIL MINUTES

RESOLUTION 2020/151

Moved: Mayor Lynette Martin

Seconded: Cr Ben Hood

That the minutes of the Ordinary Council meeting held on 17 March 2020 and the Special Council meeting held on 31 March 2020 be confirmed as an accurate record of the proceedings of the meeting.

CARRIED

5 MAYORAL REPORT

All external events and activities were cancelled or postponed in mid March due to the Coronavirus Pandemic.

Meetings and Briefings have been Virtual.

- Second Budget Workshop
- Audit Committee Meeting
- Regular Meeting with Grant King – Board Chair, Limestone Coast Local Health Network
- Paul Barry Interview
- LGA and Norman Waterhouse Lawyers Meeting
- Meeting with Senator Simon Birmingham and Senator Anne Ruston
- Members Briefing with Member for Mount Gambier and Member for Barker
- Special Meeting of Council
- Third Budget Workshop
- ABC Interview
- Star-FM Interview
- Mount Gambier Community Response Roundtable Meeting
- Mayors, LGA and SAPOL Covid-19 Briefing
- Weekly LCLGA Mayors Meeting
- Regular Mayor and CEO Briefing with Premier Steven Marshall and Minister Stephan Knoll
- Regular Communications Team Meeting
- LCLGA General Meeting

RESOLUTION 2020/152

Moved: Mayor Lynette Martin

Seconded: Cr Sonya Mezinac

That the Mayoral report made on 21 April 2020 be received.

CARRIED

6 REPORTS FROM COUNCILLORS

Cr Greco BLSP Working Group continuing to meet

Cr Jenner LCLGA Road Networks update

RESOLUTION 2020/153

Moved: Cr Frank Morello

Seconded: Cr Kate Amoroso

That the reports made by Councillors on 21 April 2020 be received.

CARRIED

Cr Steven Perryman left the meeting at 6:06 pm.

Cr Steven Perryman returned to the meeting at 6:06 pm.

7 QUESTIONS WITH NOTICE

Nil

8 QUESTIONS WITHOUT NOTICE

Nil

9 PETITIONS

Nil

10 DEPUTATIONS

Nil

11 NOTICE OF MOTION TO RESCIND OR AMEND

Nil

12 ELECTED MEMBERS WORKSHOPS**12.1 ELECTED MEMBERS WORKSHOPS HELD 13 MARCH 2020 TO 17 APRIL 2020****RESOLUTION 2020/154**

Moved: Cr Christian Greco

Seconded: Cr Sonya Meziniec

1. That Council Report No. AR20/17590 titled 'Elected Members Workshops held 13 March 2020 to 17 April 2020' as presented on 21 April 2020 be noted.

CARRIED**13 ELECTED MEMBERS TRAINING AND DEVELOPMENT**

Nil

14 COUNCIL ACTION ITEMS**14.1 ACTION ITEMS 17/03/2020 AND 31/03/2020****RESOLUTION 2020/155**

Moved: Cr Paul Jenner

Seconded: Cr Max Bruins

1. That Council Report No. AR20/23714 titled 'Action Items 17/03/2020 and 31/03/2020' as presented on 21 April 2020 be noted.

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

Nil

16 PEOPLE AND PLACE COMMITTEE MINUTES AND RECOMMENDATIONS

Nil

17 REGIONAL SPORT AND RECREATION CENTRE COMMITTEE MINUTES AND RECOMMENDATIONS

Nil

18 COUNCIL ASSESSMENT PANEL MINUTES**18.1 MINUTES OF THE COUNCIL ASSESSMENT PANEL HELD ON 19 MARCH 2020****RESOLUTION 2020/156**

Moved: Mayor Lynette Martin

Seconded: Cr Paul Jenner

That the Minutes of the Council Assessment Panel meeting held on 19 March 2020 as previously circulated be noted.

CARRIED**19 JUNIOR SPORTS ASSISTANCE (SECTION 41) COMMITTEE MINUTES AND RECOMMENDATIONS**

Nil

20 AUDIT COMMITTEE MINUTES AND RECOMMENDATIONS**20.1 MINUTES OF THE AUDIT COMMITTEE HELD ON 25 MARCH 2020****RESOLUTION 2020/157**

Moved: Mayor Lynette Martin

Seconded: Cr Sonya Mezinac

That the Minutes of the Audit Committee meeting held on 25 March 2020 as attached be noted.

CARRIED

20.2 AUDIT COMMITTEE WORKS PROGRAM - REPORT NO. AR20/4360**RESOLUTION 2020/158**

Moved: Mayor Lynette Martin

Seconded: Cr Sonya Meziniec

1. That Audit Committee Report No. AR20/4360 titled 'Audit Committee works program' as presented on 25 March 2020 be noted.
2. That the Audit Committee accepts to work with the current work program for the remainder of the 2020 financial year as well as for the 2021 financial year

CARRIED

20.3 QUARTERLY BUDGET REVIEWS - BR2 - REPORT NO. AR20/4369**RESOLUTION 2020/159**

Moved: Mayor Lynette Martin

Seconded: Cr Sonya Meziniec

1. That Audit Committee Report No. AR20/4369 titled 'Quarterly Budget Reviews - BR2' as presented on 25 March 2020 be noted.

CARRIED

20.4 INTERNAL CONTROLS - REPORT NO. AR20/4370**RESOLUTION 2020/160**

Moved: Mayor Lynette Martin

Seconded: Cr Sonya Meziniec

1. That Audit Committee Report No. AR20/4370 titled 'Internal Controls' as presented on 25 March 2020 be noted.

CARRIED

20.5 AUDIT COMMITTEE - REVIEW OF TERMS OF REFERENCE - REPORT NO. AR20/14500**RESOLUTION 2020/161**

Moved: Mayor Lynette Martin

Seconded: Cr Sonya Mezinac

1. That Audit Committee Report No. AR20/14500 titled 'Audit Committee - Review of Terms of Reference' as presented on 25 March 2020 be noted.
2. That the Audit Committee terms of reference recommended for Council to be adopted as attached to the Audit Committee Report No. AR20/14500 with the following changes:
11.3 to be updated for the Public Interest Disclosure Act.

CARRIED**20.6 COVID-19 AND COUNCIL'S RESPONSE TO DATE - REPORT NO. AR20/17715****RESOLUTION 2020/162**

Moved: Mayor Lynette Martin

Seconded: Cr Ben Hood

1. That Audit Committee Report No. AR20/17715 titled 'COVID-19 and Council's response to date' as presented on 25 March 2020 be noted.

CARRIED**21 CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE MINUTES AND RECOMMENDATIONS**

Nil

22 BUILDING FIRE SAFETY COMMITTEE MINUTES

Nil

23 COUNCIL REPORTS

23.1 POLICY REVIEW - C410 CODE OF PRACTICE FOR CONDUCT OF MEETINGS - HOLDING AND PARTICIPATING IN MEETINGS BY ELECTRONIC MEANS

RESOLUTION 2020/163

Moved: Cr Kate Amoroso

Seconded: Cr Christian Greco

1. That Council Report No. AR20/21246 titled 'Policy Review - C410 Code of Practice for Conduct of Meetings - Holding and Participating in Meetings by Electronic Means' as presented on 21 April 2020 be noted.
2. To facilitate participation by Council Members in Council and Committee meetings and informal gatherings by electronic means, the Council alters its:
 - (a) code of practice for meeting procedures, and;
 - (b) code of practice provisions for access to meetings and documents, and;
 - (c) informal gathering policy provisions.
3. The alterations set out in resolution 2 are adopted by inclusion in updated Council Policy C410 Code of Practice for Meetings as attached to Report No. AR20/21246.
4. That, as from 21 April 2020, Ordinary and Special meetings of the Council, Committees and informal gatherings will take place by electronic means at the following electronic location: ZOOM / MS Teams online meetings with livestream via Council's YouTube channel (or similar as available).

CARRIED

23.2 EMERGENCY VARIATIONS TO LOCAL GOVERNMENT ACT 1999 - MINISTERS NOTICE NO. 2

RESOLUTION 2020/164

Moved: Cr Steven Perryman

Seconded: Cr Sonya Mezinac

1. That Council Report No. AR20/23304 titled 'Emergency Variations to Local Government Act 1999 - Ministers Notice No. 2' as presented on 21 April 2020 be noted.
2. Pursuant to Section 45(2) of the Local Government Act 1999, as substituted under the Public Access and Public Consultation Notice (No 2) 2020, being satisfied that it is reasonably necessary as a result of the public health emergency declared by the Chief Executive of the Department for Health and Wellbeing on 15 March 2020 (and the related major emergency declared under the Emergency Management Act 2004 on 22 March 2020 and extended on 2 April 2020), the Council, for the period the Public Access and Public Consultation Notice (No 2) 2020 has effect:
 - varies the transaction of business hours at the principal office of the Council effective from 30 March 2020 as follows:

That the Council's principal office hours be reduced to 1000-1400hrs and that visitors be by appointment only.

3. The Council makes the following alternative arrangements to enable the local community to access the services of the Council which are ordinarily available at the principal office of the Council:
- Services are being made available online, by telephone and remotely, and where necessary by appointment at the Principal Office between 1000-1400hours.*
4. In relation to any obligation under the *Local Government Act 1999* to make a document available for inspection at the principal office of the Council, the document will be made available for inspection upon request:
- on the Council website*
OR
by hardcopy or electronic copy sent by post or email.
OR
by appointment at the Principal Office between 1000-14hours.
5. Pursuant to Section 50(5a) of the *Local Government Act 1999*, as inserted under the *Public Access and Public Consultation Notice (No 2) 2020*, the Council substitutes its Community Consultation and Engagement Policy P195 with the updated policy set out in Attachment 1 to Council Report No. AR20/23304 including temporary provisions as recommended by the Local Government Association.
6. That the Council in exercise of the power contained in Section 44 of the *Local Government Act 1999 (the LG Act)* hereby delegates this 21st of April 2020 to the person occupying the office of Chief Executive Officer of the Council the powers and functions under the LG Act, the operation of which has been varied under the *Public Access and Public Consultation Notice (No 2) 2020*, and set out below subject to the conditions and/or limitations, if any, specified herein:
- (a) the power pursuant to Section 45(2) of the LG Act to, if the delegate is satisfied it is reasonably necessary as a result of the public health emergency, to:
- 1.6.1 close the principal office of the Council; or
- 1.6.2 vary the transaction of business hours at the principal office of the Council;
- (b) the power pursuant to Section 45(3) of the LG Act if the Council closes its principal office or varies the transaction of business hours in accordance with Section 45(2) of the LG Act, to, as soon as reasonably practicable, take reasonable steps to:
- 1.6.3 make alternative arrangements to enable the local community to access the services of the Council which are ordinarily available at the principal office of the Council;
- 1.6.4 inform the Council's local community (including by publishing the information on a website determined by the Chief Executive Officer) about the changes to the arrangements to access those services;
- (c) the power pursuant to Section 45(4)(b) of the LG Act to satisfy any obligation under the LG Act to make a document available for inspection at the principal office of the Council by making the document available for inspection at an alternative place or by an alternative means as determined by the delegate;
- (d) the power pursuant to Section 45(5) of the LG Act, if the Council or Chief Executive Officer makes a document available for inspection in accordance with Section 45(4) of the LG Act, to, as soon as reasonably practicable, take reasonable steps to inform the Council's local community (including by publishing the information on a website determined by the chief executive officer) about the changes to the arrangements for inspection of the document;
- (e) the power pursuant to Section 45(10) of the LG Act if the Council makes copies of a document available in accordance with Sections 45(8) or (9) of the LG Act, to, as soon

as reasonably practicable, take reasonable steps to inform the Council's local community (including by publishing the information on a website determined by the chief executive officer) about the changes to the arrangements for provision of copies of the document.

- (f) the power pursuant to Section 50(5a) of the LG Act to alter the Council's Public Consultation Policy or substitute a new policy without undertaking public consultation, even if the Council's existing Public Consultation Policy requires the Council to conduct public consultation;
- (g) the power pursuant to Section 123(5) of the LG Act to ensure that copies of the draft annual business plan are available for inspection (without charge) and purchase (on payment of a fee fixed by the Council) at the principal office of the Council (including as provided for in Sections 45(4) and 45(9) of the LG Act) and on the website at least 21 days before the end of the period for providing written submissions;
- (h) the power pursuant to Section 151(8) of the LG Act to ensure that copies of the report required under Section 151(5)(d) are available for inspection (without charge) and purchase (on payment of a fee fixed by the Council) at the principal office of the Council (including as provided for in Sections 45(4) and 45(9) of the LG Act) at least 21 days before the end of the period for public consultation;
- (i) the power pursuant to Section 156(14e) of the LG Act to ensure that copies of the report required under section 156(14a)(a) of the LG Act are available for inspection (without charge) and purchase (on payment of a fee fixed by the Council) at the principal office of the Council (including as provided for in Sections 45(4) and 45(9) of the LG Act) at least 21 days before the end of the period for public consultation.

For the purposes of these delegations, all delegations to the Chief Executive Officer extend to any person appointed to act in the position of Chief Executive Officer.

Such powers and functions may be further delegated by the Chief Executive Officer in accordance with Sections 44 and 101 of the LG Act as the Chief Executive Officer sees fit.

For the purposes of these delegations all further delegations made by the Chief Executive Officer extend to any person who is appointed to act in the position of the delegate.

These delegations:

- (a) operate and have effect for the period the *Public Access and Public Consultation Notice (No 2) 2020* has effect;
- (b) do not have the effect of revoking or altering any previous delegations made by the Council to the person occupying the office of Chief Executive Officer of the Council;
- (c) for the period the *Public Access and Public Consultation Notice (No 2) 2020* has effect, take precedence in the event of any inconsistency between these delegations and any previous delegations made by the Council to the person occupying the office of Chief Executive Officer of the Council prior to the date of the making of these delegations.

CARRIED

23.3 LTFP AND AMP UPDATE FY2021**RESOLUTION 2020/165**

Moved: Cr Christian Greco

Seconded: Cr Frank Morello

1. That Council Report No. AR20/23466 titled 'LTFP and AMP Update FY2021' as presented on 21 April 2020 be noted.
2. That the 2019 adopted AMPs and LTFP have been considered as part of the draft ABP&B and that, taking into account the particulars for the 2020/21 budget year, Council has considered these Plans as an essential input into the 2020/21 ABP&B process.

CARRIED**23.4 SCHEDULE OF FEES AND CHARGES - 2020/21****RESOLUTION 2020/166**

Moved: Cr Sonya Meziniec

Seconded: Cr Max Bruins

1. That Council Report No. AR20/13149 titled 'Schedule of Fees and charges - 2020/21' as presented on 21 April 2020 be noted.
2. That Council adopt all recommended of fees and charges identified in the 'Schedule of fees and charges - 2020/21' noting that:
 - i. Other than those fees and charges that are identified as having specific commencement or review dates, all fees and charges in the 'Schedule of fees and charges - 2020/21' will come into effect on 1 July 2020.
 - ii. Council may see fit to amend any fee or charge as circumstances arise or change.
 - iii. Council authorise the Chief Executive Officer to update the 'Schedule of fees and charges - 2020/21' with any externally set statutory fees and charges updates as referenced in the relevant Acts, without needing to return to Council for approval.

CARRIED**23.5 COMMUNITY CONSULTATION 2020/21 DRAFT ANNUAL BUSINESS PLAN AND BUDGET****RESOLUTION 2020/167**

Moved: Cr Max Bruins

Seconded: Cr Ben Hood

1. That Council Report No. AR20/23547 titled 'Community Consultation 2020/21 Draft Annual Business Plan and Budget' as presented on 21 April 2020 be noted.
2. That Council endorses the Draft 20120/21 Annual Business Plan and Budget for the purposes of public consultation.
3. That Council adopts the community consultation approach and timelines as per the report and directs the Chief Executive Officer to implement the necessary public consultation in accordance with current legislative provisions.

CARRIED**23.6 EVENTS AND SPONSORSHIP - THE IMPACT OF COVID-19****RESOLUTION 2020/168**

Moved: Cr Ben Hood

Seconded: Cr Christian Greco

1. That Council Report No. AR20/22263 titled 'Events and Sponsorship - the Impact of COVID-19' as presented on 21 April 2020 be noted.
2. That Council does not seek reimbursement of funds already provided for events in the 2019/20 financial year, irrespective of whether they occurred or not, if they were impacted by COVID-19.
3. That Council endorse the payment of part or all sponsorship funding for individual events (excluding the Mount Gambier Fringe) where a commitment was made in advance of the Public Health Emergency. Such payment will be for events:
 - a. That have been cancelled as a result of COVID-19 restrictions or risk; and
 - b. That have incurred expenditure which can be acquitted, not including in-kind commitments.

CARRIED**23.7 PROPOSED ROAD CLOSING - PORTION OF O'DEA ROAD (OFF WIRELESS ROAD WEST)****RESOLUTION 2020/169**

Moved: Cr Christian Greco

Seconded: Cr Max Bruins

1. That Council Report No. AR20/22955 titled 'Proposed Road Closing - Portion of O'Dea Road (off Wireless Road West)' as presented on 21 April 2020 be noted.
2. A Road Process be commenced for the closure of portions of O'Dea Road marked 'X' on the aerial diagram attached to Report No. AR20/22955 to be amalgamated with the adjoining allotment to the east (Allotment 4 in Filed Plan 106448).
3. The Road Process envisaged at recommendation (2) be at the full cost of the applicant including the engagement of surveying and conveyancing services and the re-imbursement of any out of pocket expenses incurred by Council including stamp duty.
4. That consideration for the land associated with the road closing and transfer be, subject to the making of a Road Order and registration by the Registrar General, \$12,250 (including GST).
5. A further report be presented to Council to consider any objections and the making of a Road Process Order.
6. In the event that no objections are received, the Chief Executive Officer and Mayor be authorised to make a Road Process Order and prepare a Final Plan to close and transfer any part or portion of O'Dea Road as shown on the Preliminary Plan attached to Report No. AR20/22955 to adjoining owners for amalgamation with the adjoining Allotment 4 in Filed Plan 106448 for consideration as specified in recommendation (4).

7. The Chief Executive Officer and Mayor be authorised to execute and affix the Common Seal to any documentation necessary to give effect to the road closure and road authorisation in recommendations (2) and (6).

CARRIED

23.8 REQUEST FOR USE OR SALE OF PART OF 15 PERCY STREET, MOUNT GAMBIER

RESOLUTION 2020/170

Moved: Cr Kate Amoroso

Seconded: Cr Max Bruins

1. That Council Report No. AR20/24172 titled 'Request for use or sale of part of 15 Percy Street, Mount Gambier' as presented on 21 April 2020 be noted.
2. That Council grants in-principle support to the investigation of car parking options (by sale or lease) of a portion of the public car park located at 15 Percy Street (Allotment 81 in Deposited Plan 20572 contained in Certificate of Title 5610/754) for the benefit of the Oatmill site, including Council writing to all property owners within 100 metres of the carpark and advising them of the request and its impacts.
3. The investigation of options anticipated in resolution 2 be at the applicants own cost, arrangement and risk, including re-imburement of any out-of-pocket expenses incurred by Council in relation to this matter.
4. That any proposal associated with resolution 2 be subject to the following conditions/limitations:
 - any sale, lease, licence or easement to be at market value
 - any proposal not to materially reduce the availability of public car parking spaces at peak usage times.
5. That a further report be presented to Council to consider the granting of final approval to any proposal associated with resolution 2.

CARRIED

23.9 PROSTATE CANCER DEPUTATION

RESOLUTION 2020/171

Moved: Cr Christian Greco

Seconded: Cr Kate Amoroso

1. That Council Report No. AR20/17018 titled 'Prostate Cancer Deputation' as presented on 21 April 2020 be noted.
2. That Council make an allocation of \$10k to the Limestone Coast Prostate Cancer Support Group to assist with the purchase of a TBM machine.

CARRIED

23.10 BOARDING HOUSE - 73 GRAY STREET MOUNT GAMBIER - DISCRETIONARY RATE REBATE

RESOLUTION 2020/172

Moved: Cr Sonya Mezinec

Seconded: Cr Kate Amoroso

1. That Council Report No. AR20/20857 titled 'Boarding House - 73 Gray Street Mount Gambier - Discretionary Rate Rebate' as presented on 21 April 2020 be noted.
2. That Council agree to the continuance of a discretionary rate rebate for Assessment Number 9753 commencing from 1 July 2020 of 50% for the 2020/21 and 2021/22 financial years.

CARRIED

Pursuant to Section 74 of the Local Government Act 1999, Cr Christian Greco disclosed a material conflict of interest in Item 23.11:

"I am a new Member of the Mount Gambier Golf Club".

In accordance with Section 74 of the Local Government Act 1999 Cr Christian Greco did not participate in the meeting for Item 23.11.

Cr Christian Greco left the meeting at 7:17 pm.

23.11 REQUEST FOR RELEASE OF FUNDS - SPORT AND RECREATION MAJOR CAPITAL WORKS PROGRAM 2018/2019 - THE MOUNT GAMBIER GOLF CLUB

RESOLUTION 2020/173

Moved: Cr Ben Hood

Seconded: Cr Paul Jenner

1. That Council Report No. AR20/22299 titled 'Request for Release of Funds - Sport and Recreation Major Capital Works Program 2018/2019 - The Mount Gambier Golf Club' as presented on 21 April 2020 be noted.
2. The 2018/2019 Sport and Recreation Major Capital Works Program be finalised with the release of \$11,000 to the Mount Gambier Golf Club on receipt of acquittal documentation.

CARRIED

Cr Christian Greco returned to the meeting at 7:18 pm.

23.12 DELEGATION OF POWERS - PLANNING, DEVELOPMENT AND INFRASTRUCTURE ACT AND REGULATIONS

RESOLUTION 2020/174

Moved: Cr Paul Jenner

Seconded: Cr Kate Amoroso

1. That Council Report No. AR20/10119 titled 'Delegation of Powers - Planning, Development and Infrastructure Act and Regulations' as presented on 21 April 2020 be noted.
2. Revocation
 - (a) That Council hereby revokes, with the exception of those made under the Planning, Development and Infrastructure (Transitional Provisions) Regulations 2017, its previous delegations to the Chief Executive Officer of those powers and functions under the Planning, Development and Infrastructure Act 2016 and Regulations,
3. Delegations under the Local Government Act 1999
 - (a) In exercise of the power contained in Section 44 of the Local Government Act 1999 the powers and functions under the Planning, Development and Infrastructure Act

2016 and regulations made thereunder contained in the proposed Instrument of Delegation (Attachment 1 annexed to Report No. AR20/10119 and titled 'Appendix 35A') are hereby delegated this 21st day of April 2020 to the person occupying or acting in the office of Chief Executive Officer of the Council subject to the conditions and/or limitations, if any, specified herein or in the Schedule of Conditions in the proposed Instrument of Delegation.

- (b) Such powers and functions may be further delegated by the Chief Executive Officer in accordance with Sections 44 and 101 of the Local Government Act 1999 as the Chief Executive Officer sees fit, unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation.
- (c) For the purposes of these delegations, all delegations to the Chief Executive Officer extend to any person appointed to act in the position of Chief Executive Officer.
- (d) For the purposes of these delegations all further delegations made by the Chief Executive Officer extend to any person who is appointed to act in the position of the delegate.

4. Delegations under the Planning, Development and Infrastructure Act 2016

- (a) In exercise of the power contained in Section 100 of the Planning, Development and Infrastructure Act 2016 the powers and functions under the Planning, Development and Infrastructure Act 2016 and regulations made thereunder contained in the proposed Instrument of Delegation (Attachment 2 annexed to Report No. AR20/10119 and titled 'Appendix 35B') are hereby delegated this 21st day of April 2020 to the person occupying or acting in the office of Chief Executive Officer of the Council subject to the conditions and/or limitations, if any, specified herein or in the Schedule of Conditions in the proposed Instrument of Delegation.
- (b) Such powers and functions may be further delegated by the Chief Executive Officer in accordance with Section 100(2)(c) of the Planning, Development and Infrastructure Act 2016 as the Chief Executive Officer sees fit, unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation.
- (c) For the purposes of these delegations, all delegations to the Chief Executive Officer extend to any person appointed to act in the position of Chief Executive Officer.
- (d) For the purposes of these delegations all further delegations made by the Chief Executive Officer extend to any person who is appointed to act in the position of the delegate.

CARRIED

23.13 COVID-19 OUR CITY, OUR RESPONSE

RESOLUTION 2020/175

Moved: Cr Ben Hood
Seconded: Cr Sonya Mezinec

1. That Council Report No. AR20/24738 titled 'COVID-19 OUR CITY, OUR RESPONSE' as presented on 21 April 2020 be noted.

CARRIED

24 MOTIONS WITH NOTICE

Nil

25 MOTIONS WITHOUT NOTICE

Nil

26 CONFIDENTIAL ITEMS OF COMMITTEES

Nil

27 NEW CONFIDENTIAL ITEMS

Nil

28 MEETING CLOSE

The Meeting closed at 7.24 P.M.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 19 May 2020.

.....
PRESIDING MEMBER

**MINUTES OF CITY OF MOUNT GAMBIER VIRTUAL SPECIAL COUNCIL MEETING
HELD VIA ZOOM ON TUESDAY, 5 MAY 2020 AT 5.30 P.M.
VIRTUAL MEETING AVAILABLE FOR LIVE STREAMING,
<https://www.youtube.com/user/cityofmountgambier/live>**

**PRESENT
VIA ELECTRONIC
MEANS:**

Mayor Lynette Martin (OAM), Cr Sonya Mezinec, Cr Kate Amoroso, Cr Max Bruins, Cr Christian Greco, Cr Ben Hood, Cr Paul Jenner, Cr Frank Morello, Cr Steven Perryman

**OFFICERS IN
ATTENDANCE:**

Chief Executive Officer	- Mr A Meddle
General Manager Community Wellbeing	- Ms B Cernovskis
General Manager City Infrastructure	- Mr N Serle
General Manager City Growth	- Dr J Nagy
Manager Executive Administration	- Mr M McCarthy
Communications Officer	- Mrs A Watson
IServices - Support Officer	- Mr A Myers
Executive Administration Officer	- Mrs E Solly

1 ACKNOWLEDGEMENT OF COUNTRY

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

2 APOLOGIES

Nil

3 LEAVE OF ABSENCE

Nil

4 COUNCIL REPORTS

4.1 COVID-19 COMMUNITY DEVELOPMENT FUND

RESOLUTION 2020/176

Moved: Cr Paul Jenner

Seconded: Cr Christian Greco

1. That Council Report No. AR20/26971 titled 'COVID-19 Community Development Fund' as presented on 05 May 2020 be noted.
2. That Council endorses the establishment of a COVID-19 Community Development Fund and allocates \$200,000 to this fund.
3. That Council endorses Attachment 1, which provides the information, criteria and application form relevant to the COVID-19 Community Development Fund.
4. That Council endorses the Chief Executive Officer to make decisions relating to the minor works (with a ceiling of \$5,000) to expedite this part of the process.

CARRIED

4.2 COVID-19 PUBLIC BUILDINGS AND STRUCTURES WORKS ACCELERATION PROGRAM

MOTION

Moved: Cr Sonya Meziniec

Seconded: Cr Kate Amoroso

1. That Council Report No. AR20/26972 titled 'COVID-19 Public Buildings And Structures Works Acceleration Program' as presented on 05 May 2020 be noted.
2. That Council endorse the following projects as part of the Public Buildings And Structures Works Acceleration Program:
 - (a) Railway Station Building – Internal works (excluding toilet refurbishment)
 - (b) Railway Station Building – Toilet refurbishment
 - (c) Dimjalla Skate Park – Shade shelter and seating
 - (d) Vansittart Park Oval – Public amenities refurbishment
 - (e) Carinya Gardens Cemetery - Public amenities refurbishment
 - (f) Frew Park – Demolition and replacement of public amenities
 - (g) Umpherston Sinkhole – Lighting upgrade
 - (h) Botanic Park – Crater lakes entrance markers feature lighting

AMENDMENT

MOTION

Moved: Cr Steven Perryman

Seconded: Cr Max Bruins

1. That Council Report No. AR20/26972 titled 'COVID-19 Public Buildings And Structures Works Acceleration Program' as presented on 05 May 2020 be noted.
2. That Council endorse the following projects as part of the Public Buildings And Structures Works Acceleration Program.

- (a) Dimjalla Skate Park – Shade shelter and seating
 - (b) Vansittart Park Oval – Public amenities refurbishment
 - (c) Carinya Gardens Cemetery - Public amenities refurbishment
 - (d) Frew Park – Demolition and replacement of public amenities
 - (e) Umpherston Sinkhole – Lighting upgrade
 - (f) Botanic Park – Crater lakes entrance markers feature lighting
3. Council review other potential projects to the value of \$650,000.

The Amendment was put and carried

The Amendment became the motion

RESOLUTION 2020/177

Moved: Cr Steven Perryman

Seconded: Cr Max Bruins

1. That Council Report No. AR20/26972 titled 'COVID-19 Public Buildings And Structures Works Acceleration Program' as presented on 05 May 2020 be noted.
2. That Council endorse the following projects as part of the Public Buildings And Structures Works Acceleration Program.
 - (a) Dimjalla Skate Park – Shade shelter and seating
 - (b) Vansittart Park Oval – Public amenities refurbishment
 - (c) Carinya Gardens Cemetery - Public amenities refurbishment
 - (d) Frew Park – Demolition and replacement of public amenities
 - (e) Umpherston Sinkhole – Lighting upgrade
 - (f) Botanic Park – Crater lakes entrance markers feature lighting
3. Council review other potential projects to the value of \$650,000.

CARRIED

4.3 COVID-19 EMPLOYMENT PROGRAM

RESOLUTION 2020/178

Moved: Cr Ben Hood

Seconded: Cr Kate Amoroso

1. That Council Report No. AR20/26974 titled 'COVID-19 Employment Program' as presented on 05 May 2020 be noted.
2. That Council endorse the approach to an employment program, noting that a further report detailing activities and costs will be brought back before Council three months after the commencement of works.
3. That Council endorse the areas of work identified in this report, noting that they may amend this at any time.

4. That a budget review be undertaken to reflect the cost of the activities at the three and six month stages.

CARRIED

Cr Sonya Meziniec left the meeting at 6.20 pm

Cr Sonya Meziniec returned to the meeting at 6.21 pm

4.4 COVID-19 PLACES AND SPACES ENHANCEMENT

RESOLUTION 2020/179

Moved: Cr Christian Greco

Seconded: Cr Sonya Meziniec

1. That Council Report No. AR20/26975 titled 'COVID-19 Places and Spaces Enhancement' as presented on 05 May 2020 be noted.
2. That Council endorse the approach to works on Council reserves, the streets in the city, trails and the CBD, noting that a further report detailing activities and costs will be brought back before Council three months after the commencement of works.
3. That a budget review be undertaken to reflect the cost of the activities at the three and six month stages.

CARRIED

Pursuant to Section 75A of the Local Government Act 1999, Cr Steven Perryman disclosed a perceived conflict of interest in Item 4.5:

"A business that I own is a venue for Fringe sponsorship In-Kind"

Cr Steven Perryman informed the meeting of the manner in which they *intend to deal with the perceived conflict of interest in Item 4.5 as follows:*

"I will participate and vote"

In accordance with Section 75A of the Local Government Act 1999 Cr Steven Perryman participated in the meeting for Item 4.5.

Pursuant to Section 75A of the Local Government Act 1999, Cr Ben Hood disclosed a perceived conflict of interest in Item 4.5:

"A business I own - 'Hello Friday' is a sponsor of the Fringe."

Cr Ben Hood informed the meeting of the manner in which they *intend to deal with the perceived conflict of interest in Item 4.5 as follows:*

"Participate and vote"

In accordance with Section 75A of the Local Government Act 1999 Cr Ben Hood participated in the meeting for Item 4.5.

4.5 FRINGE MOUNT GAMBIER 2020

RESOLUTION 2020/180

Moved: Cr Ben Hood

Seconded: Cr Paul Jenner

1. That Council Report No. AR20/26985 titled '2020 Fringe Mount Gambier 2020' as presented on 05 May 2020 be noted.
2. That Council, as the auspicing body of Fringe in Mount Gambier, endorse full payment of the of \$50,000 budget allocation to cover the costs incurred by the Fringe in Mount Gambier planning committee and support artists and local suppliers consistent with the other Government funding bodies.
3. That Council acknowledge the cash position of the local business sponsors of the 2020 Fringe in Mount Gambier event in this current climate and endorse a cash reduction of 50% to the local business sponsorship contribution.
4. That Council acknowledge the contribution made by local business suppliers and sponsors to the success of the Fringe in Mount Gambier event and act in goodwill to retain the support of local business for the next event.

CARRIED

Having participated in the meeting in relation to the matter Cr Steven Perryman voted in favour of Item 4.5.

Having participated in the meeting in relation to the matter Cr Ben Hood voted in favour of Item 4.5.

4.6 WAIVING OF FEES AND CHARGES ASSOCIATED WITH OUTDOOR DINING UNTIL 30 JUNE 2021

RESOLUTION 2020/181

Moved: Cr Christian Greco

Seconded: Cr Max Bruins

1. That Council Report No. AR20/27874 titled 'Waiving of Fees and Charges Associated with Outdoor Dining until 30 June 2021' as presented on 05 May 2020 be noted.
2. That the Council agree that the Chief Executive Officer waive on request any fees and charges which are associated with outdoor dining, until 30 June 2021.

CARRIED

5 NEW CONFIDENTIAL ITEMS

5.1 OUR CITY. OUR ECONOMY - BUSINESS SURVEY – REPORT NO. AR20/26987

RESOLUTION 2020/182

Moved: Cr Ben Hood

Seconded: Cr Sonya Meziniec

CONSIDERATION FOR EXCLUSION OF THE PUBLIC

Pursuant to section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public, except Mayor L Martin, Councillors S Meziniec, K Amoroso, M Bruins, C Greco, B Hood, P Jenner, F Morello and S Perryman and Council Officers A Meddle, B Cernovskis, J Nagy, N Serle, M McCarthy, A Watson, A Meyers and E Solly be excluded from attendance at the

meeting for the receipt, discussion and consideration in confidence of Agenda Item 5.1 AR20/26987 Our City. Our Economy - Business Survey.

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

- 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 subject matter of the agenda item includes business information provided by survey respondents that has been provided in confidence to assist Council in determining an appropriate recovery response to the COVID-19 health state of emergency, the disclosure of which could reasonably be expected to prejudice the commercial position of the parties that provided this information and/or confer a commercial advantage on other 3rd parties.

The public interest in the non-disclosure of this information is considered to be outweighed by the public interest in the determination and implementation of a successful recovery plan during and following the COVID-19 health state of emergency.

CARRIED

RESOLUTION 2020/183

Moved: Cr Max Bruins

Seconded: Cr Frank Morello

CONSIDERATION FOR KEEPING ITEMS CONFIDENTIAL

1. In accordance with Sections 91(7) and 91(9) of the *Local Government Act 1999* the Council orders that the report 5.1 AR20/26987 Our City. Our Economy - Business Survey and its attachments, the discussion and the resolution/s and minutes arising from the report, having been considered by the Council in confidence under Section 90(2) & (3) (d) and (g) be kept confidential and not available for public inspection until 24 months have passed since the end of the COVID-19 health state of emergency has been lifted, to be reviewed every 12 months including for the potential extension of the duration of the confidentiality order if the financial and economic impacts of the COVID-19 state of emergency remain prevalent for the survey respondents at the end of the 24 month period.

2. Further that Council delegates the power to review, revoke, but extend of the confidential order to the Chief Executive Officer in accordance with the provisions of Section 91(9)(c) of the *Local Government Act 1999*.

CARRIED

6 MEETING CLOSE

The Meeting closed at 8.12 pm.

The minutes of this meeting were confirmed at the Ordinary Meeting of the City of Mount Gambier held on 19 May 2020.

.....
PRESIDING MEMBER

**MINUTES OF CITY OF MOUNT GAMBIER
SPECIAL COUNCIL MEETING
HELD AT THE COUNCIL CHAMBER, CIVIC CENTRE - VIRTUAL MEETING LIVE STREAMED
ON THURSDAY, 7 MAY 2020 AT 5.31 P.M.**

**PRESENT
VIA ELECTRONIC
MEANS**

Mayor Lynette Martin (OAM), Cr Sonya Meziniec, Cr Kate Amoroso, Cr Max Bruins (arrived 5.32 p.m.), Cr Christian Greco, Cr Ben Hood (arrived 5.32 p.m.), Cr Paul Jenner (arrived 5.36 p.m.), Cr Frank Morello, Cr Steven Perryman (arrived 5.32 p.m.)

**OFFICERS IN
ATTENDANCE:**

Chief Executive Officer	- Mr A Meddle
General Manager Community Wellbeing	- Ms B Cernovskis
General Manager City Infrastructure	- Mr N Serle
General Manager City Growth	- Dr J Nagy
Manager Executive Administration	- Mr M McCarthy
Communications Officer	- Mrs A Watson
IServices - Support Officer	- Mr A Myers
Senior Rates Officer	- Mrs J Scheidl
Executive Administration Officer	- Mrs F McGregor

1 ACKNOWLEDGEMENT OF COUNTRY

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

Cr Max Bruins joined the meeting at 5.32 p.m.
Cr Ben Hood joined the meeting at 5.32 p.m.
Cr Steven Perryman joined the meeting at 5.32 p.m.
Cr Paul Jenner arrived 5.36 p.m.

2 APOLOGIES

Nil

3 LEAVE OF ABSENCE

Nil

4 COUNCIL REPORTS

The Mayor sought the approval of at least two-thirds of the members present at the meeting to suspend meeting procedures:

Purpose of the Suspension: to discuss Item 4.1

Carried by more than two-thirds of the members present at the meeting.

Meeting Procedures were suspended at 5.47 p.m.

The Mayor determined that the period of suspension should be brought to an end;

Carried by more than two-thirds of the members present at the meeting.

The Period of Suspension came to an end and Meeting Procedures resumed at 06:10 PM

4.1 COVID-19 RATE RELIEF

RESOLUTION 2020/184

Moved: Cr Max Bruins

Seconded: Cr Christian Greco

1. That Council Report No. AR20/28591 titled 'COVID-19 Rate Relief' as presented on 07 May 2020 be noted.
2. That council agree to a refund or waiver equivalent to one quarter of the rates and Regional Landscape Levy for the property 2019/20, on application, for all Mount Gambier Commercial Properties subject to:
 - i) Being a business specified in the Direction; or
 - ii) Being in receipt of JobKeeper payments; or
 - iii) Being able to demonstrate a 30% or greater loss of trade for one month or more as a result of COVID-19.
3. That Council delegate authority to the Chief Executive Officer to determine applications until 30th June 2020.
4. That Council agree the relevant Direction for application and decision-making be the Emergency Management (Non-Essential Business and Other Activities No 4) (COVID-19) Direction 2020.
5. The refused applications be reported to Council confidentially.

CARRIED

Cr Paul Jenner left the meeting at 6:45 pm

Cr Paul Jenner returned to the meeting at 6:50 pm

4.2 REQUEST FOR FUNDING TO SUPPORT 'COVID PREPARED'

RESOLUTION 2020/185

Moved: Cr Steven Perryman

Seconded: Cr Ben Hood

- | |
|---|
| <ol style="list-style-type: none">1. That Council Report No. AR20/28592 titled 'Request for Funding to Support 'COVID PREPARED' as presented on 07 May 2020 be noted.2. That \$2,000 be allocated to supporting a COVID PREPARED project to build confidence for a return to our region.3. That the funding be provided to the Chamber of Commerce to auspice the COVID PREPARED project on behalf of our community. <p style="text-align: right;">CARRIED</p> |
|---|

5 MEETING CLOSE

The Meeting closed at 7.00 p.m.

The minutes of this meeting were confirmed at the Ordinary Meeting of the City of Mount Gambier held on 19 May 2020.

.....
PRESIDING MEMBER

**MINUTES OF CITY OF MOUNT GAMBIER
CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW VIRTUAL COMMITTEE MEETING
HELD VIA ZOOM ON WEDNESDAY, 6 MAY 2020 AT 1.00 P.M.**

PRESENT: Mayor Lynette Martin (OAM), Cr Sonya Meziniec, Cr Christian Greco, Cr Frank Morello

OFFICERS IN ATTENDANCE: Manager Executive Administration - Mr M McCarthy

1 ACKNOWLEDGEMENT OF COUNTRY

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

2 APOLOGY(IES)

Nil

3 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Cr Christian Greco

Seconded: Cr Sonya Meziniec

That the minutes of the Chief Executive Officer Performance Review Committee meeting held on 3 March 2020 be confirmed as an accurate record of the proceedings of the meeting.

CARRIED

4 QUESTIONS WITHOUT NOTICE

Nil

5 MOTIONS WITHOUT NOTICE

Nil

6 CONFIDENTIAL ITEMS

6.1 CHIEF EXECUTIVE OFFICER 2019/2020 REVIEW – REPORT NO. AR20/27208

COMMITTEE RESOLUTION

Moved: Cr Frank Morello
Seconded: Cr Christian Greco

CONSIDERATION FOR EXCLUSION OF THE PUBLIC

Pursuant to section 90(2) of the *Local Government Act 1999* the Chief Executive Officer Performance Review Committee orders that all members of the public, except Mayor L Martin, Councillors S Mezinac, C Greco and F Morello and Council Officer Mr M McCarthy be excluded from attendance at the meeting for the receipt, discussion and consideration in confidence of Agenda Item 6.1 AR20/27208 Chief Executive Officer 2019/2020 Review.

The Chief Executive Officer Performance Review Committee 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 Chief Executive Officer Performance Review Committee is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the matter for consideration relates to personal affairs being the employment performance of the Chief Executive Officer Mr Andrew Meddle.

CARRIED

COMMITTEE RESOLUTION

Moved: Cr Sonya Mezinac
Seconded: Cr Christian Greco

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 6.1 AR20/27208 Chief Executive Officer 2019/2020 Review and its attachments, the discussion and the resolution/s and minutes arising from the report, having been considered by the Council in confidence under Section 90(2) & (3) (a) be kept confidential and not available for public inspection until the employment contract of the Chief Executive Officer, Mr Andrew Meddle has expired and not been renewed.
2. Further that Council delegates the power to review, revoke, but extend of 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

7 MEETING CLOSE

The Meeting closed at 1.15 p.m.

The minutes of this meeting were confirmed at the Chief Executive Officer Performance Review Committee held on 2020.

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PRESIDING MEMBER